



GRAND TRAVERSE COUNTY COMMISSION ON AGING

520 W. FRONT STREET, SUITE B
TRAVERSE CITY, MI 49684-2237
(231) 922-4688 • FAX (231) 929-1645
E-MAIL ADDRESS: gtcoa@grandtraverse.org
HOMEPAGE: www.grandtraverse.org

EXECUTIVE/FINANCE COMMITTEE

AGENDA

Tuesday, July 7, 2014 at 9:00 a.m.

520 West Front Street

Traverse City, MI 49684

Chair: Rodetta Harrand/Executive

Chair: Bill Rokos/Finance

Conference Call: 922-4859

Mission Statement: The mission of the Grand Traverse County Commission on Aging is to offer home and community based services to maintain and improve the quality of life for resident senior citizens.

EXECUTIVE

1. Approval of agenda
2. Approval of minutes
 - A. May Executive (3-6)
 - B. June Executive-Cancelled (7)
 - C. June Finance (8-12)
3. Senior Center Network
 - A. Program Report
 - B. Traverse City Senior Center lease extension update - Lori Wells, Deputy Director
 - C. Traverse City Senior Center renovation next steps
 - D. Change in committee reporting of SCN – Georgia Durga, Director
4. Area Agency Annual Implementation Plan (18-20) – Georgia Durga, Director

FINANCE

5. Finance Reports
 - A. No monthly reports (change in meeting date)
 - B. Budget adjustment report (20-22)
 - C. Budget Adjustment approvals
 - D. Budget adjustment approval process

6. 2014 Outside Agency Funding update – Georgia Durga, Director
7. Unit costs update – Georgia Durga, Director
8. 2016 Budget update – Georgia Durga, Director
9. Strategic Plan – no update
10. Old Business
11. New Business
12. Public comment

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street Suite B, Traverse City MI. 49684. If you need auxiliary assistance under ADA, contact the Administrator at (231) 922-4780 or TDD (231) 922-4412.

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**Executive
Committee Meeting
~ Minutes ~**

**GRAND TRAVERSE COUNTY
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Tuesday, May 19, 2015

10:16 AM

GTCOA Meeting Room

DRAFT: 5/19/15

APPROVED:

Call to Order

Chair Harrand called the meeting to order at the Commission on Aging Meeting Room, 520 West Front Street, Traverse City, MI.

Attendee Name	Title	Status	Arrived
Rodetta Harrand	Chair	Present	
Sandra Busch	Vice Chair	Present	
Bill Rokos	Treasurer	Present	
Shirley Zerafa	Secretary	Excused	
Christine Maxbauer	County Commissioner	Present	

Staff Present: Georgia Durga, Director
Lori Wells, Deputy Director
Laura Green, Deputy Director
Cyndie F., Office Specialist

Guests Present: Kory Hansen, GTCOA Board Member
Carl Kucera, GTCOA Board Member

Approval of Agenda

Motion to approve the agenda as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Busch
SECONDED:	Maxbauer
AYES:	Busch, Harrand, Rokos, Maxbauer
NAYS:	None

Approval of Minutes

Chair Harrand asked if there were any corrections to the minutes. There being none, the minutes were approved as presented.

June meeting

Durga advised that the State Advisory Council meeting is the same day as the June Executive Committee meeting and asked if members would want to cancel, reschedule, or have Durga provide a report. Members concurred that Durga provide a report.

Program Reports

SCN Program Report/Activities Update/Senior Center Network renovation update

Wells relayed that she has three new staff personnel, and the fourth would hopefully be approved at the BOC (Board of Commissioners) meeting next week. Wells provided updates on outside activities, travel, opening on Sunday for programming and a once per month Sunday meal at the Traverse City Senior Center. Wells discussed the 40th anniversary party plans, the new Bands by the Bay, Walking Around the World, and Kingsley Art Rocks programs, a Car Show and the June 24th Volunteer Appreciation Night. Wells also updated members on two mini libraries and the May 29th semi-annual shredding/recycling hazardous. Wells reported that Project Fresh coupons have been ordered and on an ad running in the Record Eagle. Wells relayed that BASA has provided 10 \$1,000 grants this year and the Baskets of Bounty program and Senior Center Renovations are recipients.

Motion to accept the April SCN Program Report as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Maxbauer
SECONDED:	Rokos
AYES:	Busch, Harrand, Rokos, Maxbauer
NAYS:	None

Patent donation offer

Durga informed members that she has received a letter from a client (included in the packet) who has offered to provide GTCOA with the proceeds of an invention, if GTCOA were to patent it. Durga informed members that no GTCOA staff have ever been involved in patenting, and is unsure how to proceed. Members discussed the matter at length and concurred that hiring a patent attorney would not be feasible. Members asked that staff provide a letter thanking the client for his generous offer, but declining.

Motion to decline client's offer to patent one of his inventions at GTCOA expense.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Rokos
SECONDED:	Maxbauer
AYES:	Busch, Harrand, Rokos, Maxbauer
NAYS:	None

Possible relocation of West Front office

Durga relayed that she met with the County Planning Department Director, John Sych, regarding a possible move for In Home Services offices (and MSUE). The Planning Department had plans drawn up for GTCOA and MSUE to possibly

occupy space in the basement of the Governmental Center. Members reviewed the drawing. Durga relayed that, in her opinion, there is not enough square footage for the GTCOA IHS offices/storage. She also advised, there were two other options in the County's Long Range Capital plan.

Board members speaking on behalf of the board.

Chair Harrand reminded board members that, when speaking in public, not to speak on behalf of the GTCOA Board unless approved by the Board to do so.

Millage proposal

Durga relayed deadlines for a 2016 millage proposal; Ballot language to the BOC - 3/29/16, BOC approval - 4/27/16, Submission to the County Clerk - 5/10/16. Durga recommended that the GTCOA Board get the ballot language to the BOC before the end of the year as they may send it back for revision. It also needs to be reviewed by County legal counsel.

County Legal Opinion on combination of proposals

Durga relayed that she has spoken with County Legal on combining proposals. Legal counsel is OK with combining the SCN and IHS proposals. She relayed, however, that he said he would have to review state statute to determine if different dates would be allowable. Durga relayed that he would like a letter from the Board detailing the request.

Motion to ask Mr. Cooney to research having different term dates for In-Home Services and the Senior Center Network millages.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Maxbauer
SECONDED:	Busch
AYES:	Busch, Harrand, Rokos, Maxbauer
NAYS:	None

Historical ballot language review

Durga reviewed the terms of past four ballot proposals. Members agreed that language noting the Commission on Aging as recipient of the millage needs to be included. Members briefly discussed the matter. Durga asked if members wanted her to prepare sample ballot language for next month's meeting. Members concurred and requested it be sent to County Legal first.

Board Member appointments – recommendations

Chair Harrand relayed that the BOC (Board of Commissioners) did not make board appointments until the end of the year last year. As she is up for reappointment, and several people have asked her to serve, she is wondering if the BOC could make those decisions at an earlier date.

Commissioner Maxbauer suggested that Harrand place a call to Commissioner Kroupa and request that it be done earlier.

Old Business

None.

New Business

Commissioner Maxbauer discussed Results Based Budgeting, her philosophy on the subject, and provided types of instances where government could be more efficient.

Public Comment

Wells relayed that she drove by Twin Lakes in the morning and asked if it would ever be considered for Gilbert Lodge to become a community location for Senior Center activities. She asked who she should speak to, and Commissioner Maxbauer relayed she should speak to Kristine Erickson.

Harrand relayed that she wanted Durga and Green to meet with staff to relay that they need to follow the chain of command.

Adjournment

Meeting adjourned at 11:24 am

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street, Suite B, Traverse City, MI. 49684.

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Rev.



**Executive
Committee Meeting**
~ Minutes ~

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Thursday, June 19, 2015

9:00 a.m.

GTCOA Meeting Room

MEETING WAS CANCELLED

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the following address: 520 West Front Street, Suite B, Traverse City, MI. 49684.

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Finance

Committee Meeting

~ Minutes ~

GRAND TRAVERSE COUNTY COMMISSION ON AGING

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Tuesday, June 16, 2015

9:00AM

GTCOA Meeting Room

DRAFT: 06/16/15

APPROVED:

Call to Order

Acting Chair Harrand called the meeting to order at the Commission on Aging Meeting Room, 520 West Front Street, Traverse City, MI.

Attendee Name	Title	Status	Arrived
Bill Rokos	Chair	Excused	
Kory Hansen	Member	Present	
Rodetta Harrand	Member	Present	
Christine Maxbauer	Member	Present	
Carol Sullivan	Member	Present	
Dave Taylor	Member	Present	

Staff Present: Georgia Durga, Director
Laura Green, Deputy Director
Jill C., Program Supervisor
Cyndie F., Office Specialist

Guests: Carl Kucera, GTCOA Board

Approval of Agenda

Durga requested moving Commercial Mower up on the Agenda, adding Salary review, per member request, and deleting 4C – Whitkopf Memorial which was approved at the June Board meeting.

Motion to approve the agenda as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Sullivan
SECONDED:	Maxbauer
AYES:	Harrand, Maxbauer, Sullivan, Taylor
NAYS:	None

Approval of Minutes

No changes requested. Minutes approved.

KH arrives 9:01 am.

Commercial mower purchase for Home Chore program

Jill C. provided highlights of the Staff Recommendation for the purchase of commercial mowers for the Home Chore Program. She relayed that John Deere mowers are recommended, and it would be the first time they have purchased these mowers. She stated that the warranty work would be provided by Classic (Grand Traverse County vendor) and that once the warranty is up, Lark Lawn and Garden could handle repairs. Jill stated that the big difference the bids are in trade in value. She stated that the mowers were included in the budget and that the bids were posted on MITN. Durga relayed information on the MITN system. She stated that staff could sell them on MITN but the GTCOA is getting more for the trade-in, via this bid, than if sold on MITN. Jill C. relayed that w/o the trade-in value included, Lark Lawn and Garden would be the lowest price. Green relayed that Jill C. retains a schedule of equipment replacement and GTCOA has stretched this equipment for an additional year (6 years rather than 5.)

Motion to approve the bid proposal for the purchase of two John Deere lawnmowers from Bader & Sons at a total cost of \$8,998.00, which includes trade-ins of the 2007 and 2008 Husqvarna mowers at a price of \$1,500 each. (Pursuant to Staff Recommendation dated May 22, 2015).

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Sullivan
SECONDED:	Maxbauer
AYES:	Hansen, Harrand, Maxbauer, Sullivan, Taylor
NAYS:	None

Finance Reports Summary

IHS (In-Home Services)

SCN (Senior Center Network)

Durga relayed that the monthly recording of the hardship fund dollars used, which was discussed in May, is in process with the Finance department.

Durga stated that last month there was a question regarding line item 818 for the HC (Home Chore) voucher program. The vouchers were erroneously charged to line item 811. Durga relayed that has been corrected through Finance, and vouchers will now be credited correctly.

Members discussed the Senior Center Network (SCN) travel program expenses being paid in full by the fees charged to participants, and that the County does not allow for the purchase of prizes with taxpayer funds. Member suggested that if the SCN would like to provide prizes, the cost should be added to the

trips. It was thought that the program volunteer paid for the prizes with personal funds.

Motion to accept the May 2015 Finance Reports as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Maxbauer
SECONDED:	Taylor
AYES:	Hansen, Harrand, Maxbauer, Sullivan, Taylor
NAYS:	None

Budget Adjustment Requests

Memorial donation \$1,000

Durga relayed that GTCOA has received another memorial donation, and staff would recommend those funds be used for client emergencies. Durga explained the emergency fund, and the types of situations that would be covered.

Per Diem increase \$ 4,608

Durga relayed that there are more board members collecting per diem this year than was expected and that an adjustment is required.

Motion to adjust the budget as presented. (\$1,000 memorial donation for emergency fund and \$4,608 for per diem.)

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Taylor
SECONDED:	Maxbauer
AYES:	Hansen, Harrand, Maxbauer, Sullivan, Taylor
NAYS:	None

TIF2

Durga stated that at the May Finance Committee meeting, members asked about sending a letter to the BOC (Board of Commissioners) regarding TIF2. Durga relayed that she sent the letter on behalf of the board. Commissioner Maxbauer noted that the City has taken no action on TIF2. It is expected that the City Commission will either reset it at today's tax rate or eliminate it.

Maxbauer relayed that there will be a meeting with the City Commission, and possibly some of the boards impacted by a decision. Durga asked if GTCOA is invited should she attend, and Maxbauer relayed that she is not sure at this point, they have until August to make a decision.

Strategic Plan

No update. Member asked if Wells spoke to the City about extending the lease. Durga relayed that she did not believe so, but would follow up with Wells.

Addition of Salary Review

Member requested the addition of the matter to the agenda, as follow up to a prior board discussion.

Durga stated that she is receiving approximately \$500 more than the 2nd highest paid employee, as of 2015. She stated that one Deputy will be making approximately \$8,868 less than the other, when she reaches the top of the pay scale, which she did not agree with.

Member asked for a short history, and Commissioner Maxbauer explained how the City/County joint agreement came about. Commissioner Maxbauer stated that the County needs to review the wage structure for both Durga and Green. She conveyed that she would speak to HR (Human Resources) for a suggestion, and relay her findings back to Durga. Members discussed having more information provided before making a recommendation. Commissioner Maxbauer informed members that decisions on County employee salaries and reclassifications are solely at the discretion of the BOC.

Members discussed GTCOA pay scales, the County reclassification process, HC (Home Chore) vouchers, the HC wait list, and an upcoming HC voucher survey at length.

Commissioner Maxbauer left 9:45 am

Old Business

None

New Business

Cyndie F. asked if any members would be interested in additional iPad training, and two members relayed they would.

Durga reminded members that starting in July, board and committee meetings will switch meeting weeks. Staff will send out reminders.

Durga relayed that West Front Street will be closed from July 25th to July 31st due to road constriction. Members can enter GTCOA parking lot via the alley.

Public comment

None

Adjournment

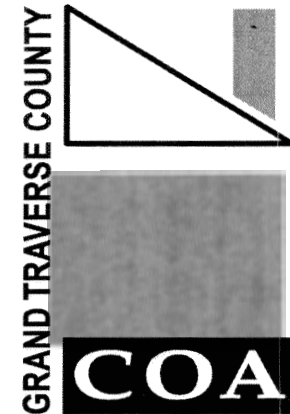
Acting Chair Harrand adjourned the meeting at 10:00 a.m.

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Rev:



PROGRAM REPORT

Senior Center Services

2015

May

Dated: 6/5/2015

Rev: _____

Prepared By: LW

Grand Traverse County
Senior Center Services
Program Report
2015
SUMMARY

	UNITS OF SERVICE							SCN Home Page Views	I & A
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	TOTAL		
JAN	2,162	487	186	224	175		3,234	2871	72
FEB	2,002	635	236	138	223		3,234	1165	489
MAR	2,685	677	274	144	184		3,964	977	60
APR	2,397	741	326	202	226		3,892	1471	42
MAY	2,750	799	392	100	206		4,247	1166	487
JUN									
JUL									
AUG									
SEPT									
OCT									
NOV									
DEC									
TOTALS	11,996	3,339	1,414	808	1,014	0	18,571	7,650	1150

Units of service are the number of sign-ins per each event.

Footnotes

May	I&A - am re-educating staff as to how to log these contacts. Not reporting consistently - will be remedied for June report.

Grand Traverse County
Senior Center Services

Program Report

2015

SUMMARY

EVENT PARTICIPATION - MEMBERS								
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	Other	Total
JAN	471	96	41	57	34			699
FEB	465	207	52	58	33			815
MAR	537	175	48	48	42			850
APR	581	144	61	56	47			889
MAY	691	153	72	39	43			998
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTALS	2,745	775	274	258	199	0	0	4,251

Event Participation- Members - figures are unduplicated for the month.

2014 Non-Members are duplicated.

Footnotes

Mar	
Apr	
May	

Grand Traverse County
Senior Center Services

Program Report

2015

SUMMARY

EVENT PARTICIPATION NON-MEMBERS								
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	Other	Total
JAN	193	3	2	11	24			233
FEB	155	8	12	16	38			229
MAR	185	10	0	21	1			217
APR	211	7	17	17	11			263
MAY	236	20	76	17	25			374
JUN								
JUL								
AUG								
SEPT								
OCT								
NOV								
DEC								
TOTALS	980	48	107	82	99	0	0	1,316

Event Participation- Members - figures are unduplicated for the month.

2013 and 2014 Non-Members are duplicated.

Footnotes

Mar	
Apr	
May	

Grand Traverse County
Senior Center Services

Program Report

2015

SUMMARY

	MEMBERSHIPS	
	NEW	TOTAL
Beginning Members		3214
JAN	59	3273
FEB	34	3307
MAR	41	3348
APR	79	3427
MAY	30	3457
JUN		
JUL		
AUG		
SEPT		
OCT		
NOV		
DEC		
TOTALS	243	3457

Footnotes

Mar	
Apr	
May	



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TO: Executive/Finance Committee

FROM: Georgia Durga, Director, Commission on Aging

MEETING DATE: June 29, 2015

RE: 2016 Area Agency on Aging Annual Implementation Plan

BACKGROUND:

Each year, the Area Agency on Aging (AAANM) sends a formal written request to the Grand Traverse County Board of Commissioners (BOC) requesting the review and approval of the AAANM Annual Implementation Plan and/or Multi-Year Plan. The purpose of the AIP is to describe priorities set by the AAANM used to obtain funding from the State and Federal governments.

The Area Agency on Aging must request approval of their AIP by June 30, 2015. Deadline for approval by the County is August 1, 2015. If approval is not received from the County by August 3, 2015, the AIP is deemed passively approved.

Five Program Development Objectives are listed in the AIP:

1. Offer evidence-based disease prevention programs to older adults and caregivers in Region 10.
2. Empower older people, their families, and other consumers to make informed decisions about, and to be able to easily access, existing health and long-term care options through the promotion of a regional Aging and Disability Resource Center.
3. Increase education and awareness of elder abuse, neglect, and exploitation in long-term care facilities and the community.
4. Promote a better trained direct care workforce through continued partnership with OSA to identify funding to sustain the Building Training...Building Quality (BTBQ), as well as continued participation in the Geriatric Education Center of Michigan and the Community Services Network.
5. Achieve CARF Accreditation in Aging Services in order to promote the quality, value, and optimal outcome of services being delivered to older adults in our region.

BUDGET:

NA

OTHER:

Commission on Aging review and approval is requested by the BOC. The Commission on Aging's recommendation will be reviewed at the July 29, 2015 County Board of Commissioners meeting.

RECOMMENDATION:

Staff recommends approval of the Area Agency on Aging of Northwest Michigan's 2016 Annual Implementation Plan.

Grand Traverse County
Commission on Aging
BUDGET ADJUSTMENT REPORT
June 2015

BRD APPROVAL REQUIRED*	DATE	INCREASE (EXP)	INCREASE (REV)	DECREASE (EXP)	DECREASE (REV)	EXPLANATION
	06/01/15	\$950 SCN Per Diem		\$950 Contingency		More board members claiming Per Diem than in 2014
X	06/01/15	\$5,000 HMA Equipment, HC Equipment, HHC Small Tools	\$5,000 Contributions Memorials			Memorial Donation received from client. \$2,000 to HMA, \$2,000 to HC, \$1,000 to HHC, <i>Approved at May Finance Committee meeting</i>
X	06/01/15	\$18,500 I&A BATA Passes \$3,000, Vouchers, \$15,500	\$18,500 Contributions Memorials			Whitkopf Memorial donation, (additional budget adjustment later in report), Year 2015, <i>Approved at May Finance Committee meeting</i>
	06/12/15	\$150 I&A Events		\$150 Travel		40 th Anniversary Celebration
	06/12/15	\$1,000 SCN		\$1,000 Contingency		40 th Anniversary Celebration

BRD APPROVAL REQUIRED	DATE	INCREASE (EXP)	INCREASE (REV)	DECREASE (EXP)	DECREASE (REV)	EXPLANATION
	06/22/15	\$128 I&A Small Tools		\$128 Contingency, Rent		I&A Overdrawn Line Item
	06/22/15	\$543 HMA, HHC, HC, Res, FC, PERS, SA Office Equipmt. (Capital line item)		\$543 Contingency		Portable printers for Supervisors
	06/22/15	\$400 HHC, Res, FC Equipment		\$400 Office Equipmt (Capital line item)		Coded to incorrect line item, correction made.
	06/29/15	\$237 I&A Events		\$237 Emp. Training		Newsletter design services (Employee left employment), no funds budgeted
	06/29/15	\$6,300 SCN, MIS charges		\$6,300 Comp equipmt, off. equipmt, off. supplies, advertising		Line item overdrawn, invoice coded incorrectly

BRD APPROVAL REQUIRED*	DATE	INCREASE (EXP)	INCREASE (REV)	DECREASE (EXP)	DECREASE (REV)	EXPLANATION
X	06/29/15	\$2,025 I&A Sm Tools, retiremt, contrct svcs	\$2,025 Fund Balance			Overdrawn line items (Retirement, small tools), new expense (contract newsletter design)
X	06/29/15	\$37,000 I&A Funds for subs yrs	\$37,000 Contributions memorials			Whitkopf memorial donation, funds for 2016, 2017

*A motion is required.