



## 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, September 1, 2015 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.*

1. Approval of agenda
2. Approval of minutes (2-6)

#### FINANCE

3. Finance Reports
  - A. In-Home Services (7-11)
  - B. Senior Center Network (12-15)
  - C. Budget Adjustment Report (16-17)
4. Sliding Fee Scale update – Georgia Durga, Director
5. 2016 Budget – Georgia Durga, Director
  - A. Summary (18-21)
  - B. Total 2016 (22-25), Total 2015 (34-37)
  - C. IHS 2016 (26-29), IHS 2015 (38-41)
  - D. SCN 2016 (30-33), SCN 2015 (42-45)
6. Deputy Director/Director wage review – Georgia Durga, Director (46-62)

#### EXECUTIVE

7. Meeting of the whole discussion – Rodetta Harrand, Chair
8. 2016 Bylaw review process – Rodetta Harrand, Chair
9. Ballot language update – Georgia Durga, Director
10. Remembering When conference – Georgia Durga, Director
11. Strategic Plan
12. Old Business
13. New Business
14. 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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RECYCLED PAPER





**Executive/Finance  
Committee Meeting  
~ Minutes ~**

**GRAND TRAVERSE COUNTY  
COMMISSION ON AGING**

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Tuesday, August 4, 2015

9:00 AM

GTCOA Meeting Room

**DRAFT: 8/4/15**

**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	Present	
Christine Maxbauer	County Commissioner	Present	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	
Kory Hansen	Member	Present	

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

**Guests Present:** Carl Kucera, GTCOA Board member

**Approval of Agenda**

Motion to approve the agenda as presented.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Harrand
<b>SECONDED:</b>	Sullivan
<b>AYES:</b>	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

**Approval of Minutes**

No changes to the minutes were requested, and approved as presented.

**FINANCE**

*Finance reports*

### ***In-Home Services***

Durga advised the Whitkopf memorial funds for 2016/2017 are shown on the balance sheet as deferred revenue. Additionally, member suggested that Durga might want to point out to Finance, that the amounts therein are deferred so that they are not used at year end. Member questioned that building rent has been paid for the year, and there is \$3,000 remaining in the budget. Member also noted that in revenue there are 6 items with over 100% collected, and asked for adjustments on both. Member noted it could be shifted into current tax.

### ***Senior Center Network***

No comments or questions.

### **Motion to accept the June Finance Reports as presented.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Harrand
<b>SECONDED:</b>	Busch
<b>AYES:</b>	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

### ***Unit costs & next steps - Sliding Fee Scale***

Durga relayed that she provided unit costs 3 ways. Total cost, costs with indirect costs backed out, and costs with indirect and supervisory costs backed out. In addition the client income breakdown and the 2015 sliding fee scales were included. Members questioned why Foot Care costs are so high. Durga relayed that previously there were two part time employees without benefits, as well as clinics in place. Now there are no clinics, one part time employee with benefits, and her hours have been increased.

9:19 Commissioner Maxbauer left.

Members discussed aspects of changing the Sliding Fee Scale to align with unit costs and to use percentages for income levels. Member relayed his perspective is that staff use the starting point of unit costs for the highest amount.

He relayed that staff would have to decide what they would want the lowest income level to pay. He suggested using 5% to see what they could come up with, and then present it to the Board. It was stated that non whole dollar amounts (change) would be a concern. Member suggested rounding to the nearest dollar.

Members discussed that estimates could then be based on the numbers for revenue. Members discussed at length why there is a different charge for additional hours and/does not want to divulge. Member relayed that he would just like to see the fees based on the unit cost and a % of that cost as a starting point. Durga questioned if members would want more than one scenario. Member suggested that staff could try to keep as close as to where they're at currently - then try one, and see how it looks. Durga asked if there was a goal, to increase revenue, noting that GTCOA would not be asking for an increase in millage. Member stated that if the total cost goes up, then fees would go up as well. Green advised that it would be easier to explain to clients that fees are based on the unit costs. Member relayed a story about the costs for leaf pickup and asked about changes to income verification. Members discussed the matter. Green assured members that the new process for assessing fees was consistent, accurate and being followed across the board.

### ***2016 Budget update***

Durga relayed that her goal is to have it finished by August 7.

### ***Millage revenue and captured taxes***

Member relayed that he had noticed this a few months ago that IHS and SCN millage revenue is \$50,000 and \$10,000 under budget, respectively. He stated that it turns out that the captured taxes (TIFs/other) for the COA were not deducted from the budget calculations. Equalization numbers do not include captured taxes for the TIFs. Member stated that he believes there is enough other revenue and un-spent expenses to account for the shortage in revenue. Durga relayed that she used a different method of calculating millage revenue for the 2016 budget.

## **EXECUTIVE**

### ***Board member in good standing memorandum to the BOC (Board of Commissioners)***

Durga explained that each year she drafts a letter to be sent to the BOC on behalf of the Board, pertaining to GTCOA board members up for reappointment. Recommendation is based on meeting attendance. She relayed that a draft memo is included in the packets and asked for their approval. Durga explained the County process of Board member appointments and reappointments.



**Motion for Durga to send a letter for members in good standing to the Board of Commissioners, as presented.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Taylor
<b>SECONDED:</b>	Sullivan
<b>AYES:</b>	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

***Wage increase update***

Durga stated that Commissioner Maxbauer spoke to acting HR (Human Resources) Director about position reclassifications for Durga and Green. She stated that HR has delegated the project back to her for wage surveys. Members discussed previous surveys of other COAs and using other county departments. Members suggested a review of the job descriptions and task listings.

***Ballot language update***

Durga relayed that she was delayed in sending the language because of difficulty in getting revenue estimates required. Equalization is not able to provide a 2017 estimate at this time. Members discussed the wording requesting that millage revenue go to the Commission on Aging. Durga advised the final ballot language decision will be made by the BOC.

***Endowment Report***

Durga advised that GTCOA received a quarterly report noting the spending of the grant funds.

***Strategic Plan***

No update.

***Old Business***

None

***New Business***

None

***Public comment***

Kucera asked if the SCN building had shifted due to the storm. Durga relayed that there was little difficulty with the building, but the door is not opening easily. Kucera asked if the building had been checked out. Durga stated that

she spoke to the City. They were cutting up trees yesterday but would address it when they could get to it. Kucera asked if the members would get a report on that. Durga stated that the City is responsible for everything outside the TC Senior Center. She advised that all outside programming was cancelled due to the danger of falling branches. She stated that the City will have someone go over to check it out when they have a chance.

## **Adjournment**

### **Meeting adjourned at 10:10 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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Run Date 08/11/2015

GRAND TRAVERSE COUNTY  
TRIAL BALANCEPeriod End Date 07/31/2015 PAGE 1  
ACR099

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## FUND 297 G. T. COUNTY COMMISSION ON AGING

ASSETS	001.00	CASH	2,443,891.11	.00		
	018.00	IMPREST CASH	100.00	.00		
LIABILITIES	212.00	ADVANCED FUNDS	.00	3,371.32		
	339.00	DEFERRED REVENUE	.00	37,000.00		
	389.11	F.BAL.RES. - CAPITAL OUTLAY	.00	47,000.00		
	390.00	FUND BALANCE	.00	1,371,250.03		
REVENUES	400.00	REVENUE CONTROL	.00	2,407,297.69		
EXPENDITURES	700.00	EXPENDITURE CONTROL	1,421,927.93	.00		
					3,865,919.04	3,865,919.04
					3,865,919.04	3,865,919.04

RUN DATE: 8/12/15

GRAND TRAVERSE COUNTY  
L I N E I T E M S A S O F 07/31/2015

PAGE 1

SELECTION: FUND RANGE 297 TO 297  
LINE ITEM RANGE 701.00 TO 999.00  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
701.00 DEPARTMENT HEAD	57836.00	.00	57836.00	6673.33	35591.09	.00	22244.91	61.54
701.01 PER DIEM	5000.00	4608.00	9608.00	524.81	4116.84	.00	5491.16	42.85
702.00 FULL TIME & REGULAR PART TIM	1163896.00	.00	1163896.00	120793.69	630687.65	.00	533208.35	54.19
702.01 LONGEVITY	6708.00	.00	6708.00	175.00	175.00	.00	6533.00	2.61
702.10 POST-STORM 8/2/2015	.00	.00	.00	.00	.00	.00	.00	N/A
703.00 PART TIME TEMPORARY	27000.00	.00	27000.00	817.91	1436.96	.00	25563.04	5.32
704.00 OVERTIME	.00	.00	.00	.00	.00	.00	.00	N/A
705.00 PERSONAL LEAVE	23513.00	.00	23513.00	.00	.00	.00	23513.00	.00
715.00 FICA	98376.00	.00	98376.00	9693.27	50149.37	.00	48226.63	50.98
716.00 HEALTH, OPTICAL & DENTAL	399242.00	.00	399242.00	30269.26	213238.48	.00	186003.52	53.41
716.02 SHORT & L-T DISABILITY	9499.00	.00	9499.00	870.69	5971.64	.00	3527.36	62.87
716.03 PAYMENT IN LIEU OF INSURANCE	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
717.00 LIFE INSURANCE	2542.00	.00	2542.00	322.80	2214.99	.00	327.01	87.14
718.00 RETIREMENT	19870.00	314.00	20184.00	2215.89	11312.40	.00	8871.60	56.05
718.01 RETIREMENT DC	94635.00	.00	94635.00	9380.82	49263.74	.00	45371.26	52.06
718.05 RETIREMENT - DB UAL	116533.00	.00	116533.00	12199.21	64202.27	.00	52330.73	55.09
719.00 WORKER'S COMP INS	26520.00	117.00	26637.00	2606.27	13498.16	.00	13138.84	50.67
720.00 UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00	.00	.00	.00	N/A
727.00 OFFICE SUPPLIES	7000.00	707.00	7707.00	825.98	5229.40	79.80	2397.80	67.85
729.00 PRINTING AND BINDING	4100.00	700.00	4800.00	314.83	2134.35	.00	2665.65	44.47
729.02 COPY MACHINE USE	1300.00	.00	1300.00	270.18	560.44	.00	739.56	43.11
729.08 RISOGRAPH COPIES	.00	.00	.00	.00	.00	.00	.00	N/A
730.00 POSTAGE	15000.00	.00	15000.00	2503.79	8232.16	.00	6767.84	54.88
743.00 OTHER SUPPLIES	100.00	159.00	259.00	2.16	33.17	.00	225.83	12.81
743.29 BASKETS OF BOUNTY	5000.00	2586.00	7586.00	.00	9.08	199.57	7377.35	.12
743.35 PROPERTY DAMAGE	2300.00	2300.00	4600.00	.00	1948.00	.00	2652.00	42.35
745.00 UNIFORMS & ACCESSORIES	5680.00	.00	5680.00	.00	3188.75	.00	2491.25	56.14
747.00 SMALL TOOLS & SUPPLIES	17000.00	4692.00	21692.00	1209.83	7223.90	2741.02	11727.08	33.30
747.11 EQUIPMENT	11320.00	5667.00	16987.00	2469.42	6186.47	.00	10800.53	36.42
748.00 GAS, OIL & GREASE	25000.00	.00	25000.00	1928.84	7513.16	.00	17486.84	30.05
807.00 AUDITING	.00	.00	.00	.00	.00	.00	.00	N/A
810.00 SUBSCRIPTIONS	225.00	.00	225.00	.00	175.00	.00	50.00	77.78
810.01 DUES	243.00	355.00	598.00	.00	92.48	107.00	398.52	15.46
811.00 SERVICE CONTRACTS	30042.00	30000.00-	42.00	.00	.00	.00	42.00	.00

July  
EXPENSES – IN HOME  
SRVCS.  
GOAL 58.3%



RUN DATE: 8/12/15

GRAND TRAVERSE COUNTY  
L I N E I T E M S A S O F 07/31/2015

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SELECTION: FUND RANGE 297 TO 297  
LINE ITEM RANGE 701.00 TO 999.00  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
812.00 MIS CHARGES	20000.00	.00	20000.00	3665.96	9950.46	.00	10049.54	49.75
812.11 COMPUTER EQUIPMENT	.00	455.00	455.00	399.99-	.00	.00	455.00	.00
818.00 CONTRACT SERVICES	153286.00	2003.00	155289.00	9071.07	48230.02	.00	107058.98	31.06
818.07 SECRETARIAL	.00	.00	.00	.00	.00	.00	.00	N/A
818.89 HARDSHIP FUND	6000.00	7630.00	13630.00	.00	.00	.00	13630.00	.00
818.92 SENIOR HEATING	10000.00	9271.00	19271.00	500.00	3869.70	.00	15401.30	20.08
818.93 SENIOR SUPPORT	16000.00	6193.00	22193.00	3322.10	10251.20	489.64	11452.16	46.19
818.94 TRANSPORTATION	34000.00	13000.00-	21000.00	.00	9000.00	.00	12000.00	42.86
818.99 VOUCHERS	.00	98424.00	98424.00	5945.00	15140.00	.00	83284.00	15.38
819.32 EVENTS	600.00	489.00	1089.00	463.38	488.38	.00	600.62	44.85
850.00 TELEPHONE	5600.00	.00	5600.00	452.14	2579.64	.00	3020.36	46.07
850.01 TELEPHONE LOCAL & L.D.	700.00	.00	700.00	1.97	13.50	.00	686.50	1.93
850.04 TELE-CELLULAR NETWORK	8084.00	.00	8084.00	1555.22	4709.12	.00	3374.88	58.25
860.00 TRAVEL	76400.00	150.00-	76250.00	6475.10	38079.53	.00	38170.47	49.94
860.01 CONVENTIONS & CONFERENCES	2530.00	.00	2530.00	.00	456.32	.00	2073.68	18.04
860.15 EVENTS TRAVEL	.00	.00	.00	.00	.00	.00	.00	N/A
862.00 VEHICLE RENTAL	.00	.00	.00	.00	.00	.00	.00	N/A
909.00 ADVERTISING	5850.00	.00	5850.00	177.01	3730.23	.00	2119.77	63.76
910.00 INSURANCE & BONDS	2500.00	.00	2500.00	.00	606.00	.00	1894.00	24.24
920.50 UTILITIES - HEAT	2000.00	.00	2000.00	.00	1294.08	.00	705.92	64.70
921.00 UTILITIES - ELECTRIC	800.00	.00	800.00	98.22	372.19	.00	427.81	46.52
930.00 BLDG REPAIR & MAINT	3000.00	.00	3000.00	.00	2100.06	.00	899.94	70.00
932.00 EQUIP REPAIR & MAINT	15000.00	.00	15000.00	1091.84	9643.81	.00	5356.19	64.29
933.00 OFFICE EQUIP REPAIR & MAINT	.00	.00	.00	.00	.00	.00	.00	N/A
934.00 VEHICLE REPAIR & MAINT	15000.00	.00	15000.00	126.67	5750.85	.00	9249.15	38.34
940.00 BUILDING RENT	49351.00	81.00-	49270.00	.00	45964.42	.00	3305.58	93.29
941.02 SYSTEM SOFTWARE	.00	.00	.00	.00	.00	.00	.00	N/A
942.00 INDIRECT COSTS	109853.00	66839.00-	43014.00	.00	43007.00	.00	7.00	99.98
955.00 EMPLOYEE TUITION REIM.	.00	.00	.00	.00	.00	.00	.00	N/A
956.00 EMPLOYEE TRAINING & DEVELOP.	4950.00	263.00	5213.00	.00	1035.47	.00	4177.53	19.86
963.00 APPROPRIATION	35467.00	700.00-	34767.00	.00	34170.00	.00	597.00	98.28
975.00 BUILDINGS	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 MACHINERY AND EQUIPMENT	11800.00	.00	11800.00	.00	.00	.00	11800.00	.00
978.00 VEHICLE	.00	.00	.00	.00	.00	.00	.00	N/A

RUN DATE: 8/12/15

GRAND TRAVERSE COUNTY  
LINE ITEMS AS OF 07/31/2015

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SELECTION: FUND RANGE 297 TO 297  
LINE ITEM RANGE 701.00 TO 999.00  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
980.00 OFFICE EQUIP & FURNITURE	7500.00	143.00	7643.00	7101.00	7101.00	.00	542.00	92.91
992.00 CONTINGENCY	12010.00	5758.00-	6252.00	.00	.00	.00	6252.00	.00
992.05 FUNDS FOR SUBSEQUENT YEARS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2785761.00	30548.00	2816309.00	245714.67	1421927.93	3617.03	1390764.04	50.49

KOPY MACHINE



RUN DATE: 8/12/15

GRAND TRAVERSE COUNTY  
L I N E I T E M S A S O F 07/31/2015

PAGE 1

SELECTION: FUND RANGE 297 TO 297  
LINE ITEM RANGE 401.00 TO 699.00  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
401.00 FUND BALANCE FORWARD	248516.00	4252.00-	244264.00	.00	.00	.00	244264.00	.00
403.00 CURRENT TAX	2227645.00	.00	2227645.00	546.23-	2176472.59	.00	51172.41	97.70
417.00 UNPAID PERSONAL PROP TAX	1000.00	.00	1000.00	3819.76	5897.30	.00	4897.30-	589.73
427.00 IN LIEU OF TAXES	2100.00	.00	2100.00	.00	3961.03	.00	1861.03-	188.62
543.00 STATE GRANT	.00	.00	.00	.00	.00	.00	.00	N/A
582.00 LOCAL GRANTS	16000.00	6702.00	22702.00	.00	22702.00	.00	.00	100.00
607.00 CHARGES FOR SERVICES - FEES	258700.00	.00	258700.00	20798.45	141107.25	.00	117592.75	54.54
607.06 CHARGES FOR FOOT CARE VOUCHER	.00	.00	.00	.00	.00	.00	.00	N/A
607.08 CHARGES FOR BATA PASS SALES	1200.00	.00	1200.00	73.26	634.99	.00	565.01	52.92
607.09 CHARGES FOR TRANSPORT COUPON	2000.00	.00	2000.00	181.43	2070.13	.00	70.13-	103.51
607.60 CHARGES FOR SERV -HC VOUCHER	.00	.00	.00	687.00	2520.50	.00	2520.50-	N/A
608.05 SPONSORSHIPS	.00	.00	.00	.00	.00	.00	.00	N/A
615.05 SALES COMMISSIONS	.00	.00	.00	370.00	370.00	.00	370.00-	N/A
642.00 CHARGES FOR SERVICES	8700.00	.00	8700.00	1846.20	13941.00	.00	5241.00-	160.24
665.00 INTEREST EARNED	8000.00	.00	8000.00	.00	.00	.00	8000.00	.00
673.00 SALES OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS, PRIVATE SOURCE	10300.00	3598.00	13898.00	1703.44	11222.58	.00	2675.42	80.75
675.01 BASKETS OF BOUNTY	1000.00	.00	1000.00	.00	1158.32	.00	158.32-	115.83
675.02 CONTRIBUTIONS, MEMORIALS	600.00	24500.00	25100.00	50.00	25240.00	.00	140.00-	100.56
675.03 FUNDRAISING	.00	.00	.00	.00	.00	.00	.00	N/A
675.06 CONTRIBUTIONS-HEATING GRANT	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 REIMBURSEMENTS	.00	.00	.00	.00	.00	.00	.00	N/A
695.00 CASH - OVER OR SHORT	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2785761.00	30548.00	2816309.00	28983.31	2407297.69	.00	409011.31	85.48

July  
REVENUE – IN HOME  
SRVCS.  
GOAL 58.3%

Run Date 08/11/2015

GRAND TRAVERSE COUNTY  
TRIAL BALANCE  
DEBIT CREDIT

Period End Date 07/31/2015 PAGE 1  
ACR099

FUND 298 SENIOR CENTER

ASSETS	001.00	CASH	754,788.67	.00		
	018.00	IMPREST CASH	100.00	.00		
	045.00	ACCT. RECEIVABLE - INVOICE	123.32	.00		
LIABILITIES	285.00	CUSTOMER DEPOSITS	.00	7,164.85		
	389.01	FUND BAL.-RES.- RENOVATION	.00	250,000.00		
	390.00	FUND BALANCE	.00	293,093.76		
REVENUES	400.00	REVENUE CONTROL	.00	475,620.84		
EXPENDITURES	700.00	EXPENDITURE CONTROL	270,867.46	.00		
					1,025,879.45	1,025,879.45
					1,025,879.45	1,025,879.45



RUN DATE: 8/12/15

GRAND TRAVERSE COUNTY  
L I N E I T E M S A S O F 07/31/2015

PAGE 1

SELECTION: FUND RANGE 298 TO 298  
LINE ITEM RANGE 701.00 TO 999.00  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
701.00 DEPARTMENT HEAD	11595.00	.00	11595.00	1337.87	7135.32	.00	4459.68	61.54
701.01 PER DIEM	1000.00	950.00	1950.00	105.19	783.16	.00	1166.84	40.16
702.00 FULL TIME & REGULAR PART TIM	107882.00	2700.00-	105182.00	14803.26	60061.98	.00	45120.02	57.10
702.01 LONGEVITY	192.00	.00	192.00	.00	.00	.00	192.00	.00
702.10 POST-STORM 8/2/2015	.00	.00	.00	.00	.00	.00	.00	N/A
703.00 PART TIME TEMPORARY	18000.00	.00	18000.00	629.93	6249.52	.00	11750.48	34.72
705.00 PERSONAL LEAVE	2337.00	.00	2337.00	.00	.00	.00	2337.00	.00
715.00 FICA	10787.00	.00	10787.00	1281.13	5635.75	.00	5151.25	52.25
716.00 HEALTH, OPTICAL & DENTAL	31713.00	.00	31713.00	3130.14	16445.00	.00	15268.00	51.86
716.02 SHORT & L-T DISABILITY	942.00	.00	942.00	65.45	487.57	.00	454.43	51.76
717.00 LIFE INSURANCE	248.00	.00	248.00	23.77	183.29	.00	64.71	73.91
718.00 RETIREMENT	1320.00	.00	1320.00	147.03	784.74	.00	535.26	59.45
718.01 RETIREMENT DC	9900.00	.00	9900.00	1158.42	5052.85	.00	4847.15	51.04
718.05 RETIREMENT - DB UAL	9109.00	.00	9109.00	1159.79	5103.82	.00	4005.18	56.03
719.00 WORKER'S COMP INS	222.00	.00	222.00	26.51	116.43	.00	105.57	52.45
727.00 OFFICE SUPPLIES	5000.00	1000.00-	4000.00	771.75	1703.46	30.85	2265.69	42.59
729.00 PRINTING AND BINDING	3000.00	.00	3000.00	97.65	602.04	.00	2397.96	20.07
729.02 COPY MACHINE USE	1500.00	.00	1500.00	128.09	723.31	.00	776.69	48.22
730.00 POSTAGE	8000.00	.00	8000.00	500.00	3764.00	.00	4236.00	47.05
743.00 OTHER SUPPLIES	30000.00	7600.00-	22400.00	2160.17	11117.75	1729.79	9552.46	49.63
745.00 UNIFORMS & ACCESSORIES	500.00	.00	500.00	.00	.00	.00	500.00	.00
747.00 SMALL TOOLS & SUPPLIES	1500.00	100.00	1600.00	966.32	1515.86	.00	84.14	94.74
747.11 EQUIPMENT	3000.00	15000.00	18000.00	458.25	711.11	429.92	16858.97	3.95
810.00 SUBSCRIPTIONS	246.00	30.00	276.00	.00	266.00	.00	10.00	96.38
810.01 DUES	243.00	525.00	768.00	.00	441.52	22.00	304.48	57.49
811.00 SERVICE CONTRACTS	75000.00	.00	75000.00	.00	40592.95	.00	34407.05	54.12
812.00 MIS CHARGES	5400.00	6300.00	11700.00	2245.78	6366.76	.00	5333.24	54.42
812.11 COMPUTER EQUIPMENT	4700.00	1800.00-	2900.00	1880.60	2856.71	.00	43.29	98.51
818.00 CONTRACT SERVICES	25000.00	26337.00	51337.00	1542.51	24137.64	.00	27199.36	47.02
818.07 SECRETARIAL	.00	2700.00	2700.00	.00	2695.50	.00	4.50	99.83
819.32 EVENTS	2550.00	1000.00	3550.00	445.41	450.44	.00	3099.56	12.69
850.00 TELEPHONE	1200.00	.00	1200.00	.00	511.05	.00	688.95	42.59
850.01 TELEPHONE LOCAL & L.D.	1700.00	.00	1700.00	113.18	937.45	.00	762.55	55.14
850.04 TELE-CELLULAR NETWORK	2600.00	.00	2600.00	248.69	965.63	.00	1634.37	37.14

**July**  
**EXPENSES – SR. CTR.**  
**NETWORK**  
**GOAL 58.3%**

RUN DATE: 8/12/15

GRAND TRAVERSE COUNTY  
L I N E I T E M S A S O F 07/31/2015

PAGE 2

SELECTION: FUND RANGE 298 TO 298  
LINE ITEM RANGE 701.00 TO 999.00  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
860.00 TRAVEL	5200.00	.00	5200.00	474.76	1813.32	.00	3386.68	34.87
860.01 CONVENTIONS & CONFERENCES	650.00	2500.00	3150.00	1195.00	2147.53	.00	1002.47	68.18
860.15 EVENTS TRAVEL	.00	1200.00	1200.00	.00	1200.00	.00	.00	100.00
862.00 VEHICLE RENTAL	.00	.00	.00	.00	.00	.00	.00	N/A
909.00 ADVERTISING	27980.00	2500.00-	25480.00	586.58	3422.39	.00	22057.61	13.43
910.00 INSURANCE & BONDS	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
920.50 UTILITIES - HEAT	3000.00	.00	3000.00	45.73	1466.67	.00	1533.33	48.89
921.00 UTILITIES - ELECTRIC	7000.00	.00	7000.00	2605.87	4043.66	.00	2956.34	57.77
932.00 EQUIP REPAIR & MAINT	2000.00	.00	2000.00	1510.28	1510.28	.00	489.72	75.51
940.00 BUILDING RENT	46000.00	.00	46000.00	.00	22960.00	.00	23040.00	49.91
941.02 SYSTEM SOFTWARE	.00	10800.00	10800.00	.00	10800.00	.00	.00	100.00
942.00 INDIRECT COSTS	15000.00	6473.00-	8527.00	.00	8527.00	.00	.00	100.00
956.00 EMPLOYEE TRAINING & DEVELOP.	1000.00	250.00	1250.00	.00	45.00	.00	1205.00	3.60
963.00 APPROPRIATION	4533.00	.00	4533.00	.00	4533.00	.00	.00	100.00
977.00 MACHINERY AND EQUIPMENT	.00	6000.00	6000.00	.00	.00	.00	6000.00	.00
980.00 OFFICE EQUIP & FURNITURE	10000.00	1000.00-	9000.00	.00	.00	.00	9000.00	.00
992.00 CONTINGENCY	3000.00	2242.00-	758.00	.00	.00	.00	758.00	.00
992.05 FUNDS FOR SUBSEQUENT YEARS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	503749.00	48377.00	552126.00	41845.11	270867.46	2212.56	279045.98	49.06

RUN DATE: 8/12/15

GRAND TRAVERSE COUNTY  
LINE ITEMS AS OF 07/31/2015

PAGE 1

SELECTION: FUND RANGE 298 TO 298  
LINE ITEM RANGE 401.00 TO 699.00  
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
401.00 FUND BALANCE FORWARD	3610.00	47177.00	50787.00	.00	.00	.00	50787.00	.00
403.00 CURRENT TAX	445539.00	.00	445539.00	109.21-	435109.71	.00	10429.29	97.66
417.00 UNPAID PERSONAL PROP TAX	200.00	.00	200.00	757.81	1174.80	.00	974.80-	587.40
427.00 IN LIEU OF TAXES	400.00	.00	400.00	.00	792.21	.00	392.21-	198.05
582.00 LOCAL GRANTS	1500.00	.00	1500.00	.00	.00	.00	1500.00	.00
607.00 CHARGES FOR SERVICES - FEES	40000.00	.00	40000.00	3728.60	28233.41	.00	11766.59	70.58
608.05 SPONSORSHIPS	3000.00	.00	3000.00	.00	.00	.00	3000.00	.00
615.00 SALES	500.00	.00	500.00	94.35	641.97	.00	141.97-	128.39
615.05 SALES COMMISSIONS	5000.00	1200.00	6200.00	6002.39	8178.37	.00	1978.37-	131.91
665.00 INTEREST EARNED	3000.00	.00	3000.00	.00	.00	.00	3000.00	.00
675.00 CONTRIBUTIONS, PRIVATE SOURCE	500.00	.00	500.00	.00	835.37	.00	335.37-	167.07
675.02 CONTRIBUTIONS, MEMORIALS	500.00	.00	500.00	.00	140.00	.00	360.00	28.00
686.00 REIMBURSEMENTS	.00	.00	.00	.00	515.00	.00	515.00-	N/A
GRAND TOTALS	503749.00	48377.00	552126.00	10473.94	475620.84	.00	76505.16	86.14

July  
REVENUE – SR. CTR.  
NETWORK  
GOAL 58.3%

Grand Traverse County  
Commission on Aging  
**BUDGET ADJUSTMENT REPORT**  
July, 2015

Item	Board Approval Reqd.*	Date	Increase (Exp)	Increase (Rev)	Decrease (Exp)	Decrease (Rev)	Explanation
1	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	7/31/15	\$300.00		\$300.00		Small Tools - nameplates for Board
2	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7/27/15				\$2,550.00	One-sided adjustment, error in beginning of year, SCN
3	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7/27/15				\$600.00	One-sided adjustment, error in beginning of year, IHS
4	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	7/27/15	\$200.00		\$200.00		BoardSource dues not budgeted, IHS
5	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	7/27/15	\$25.00		\$25.00		BoardSource dues not budgeted, SCN
6	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	7/27/15	\$100.00		\$100.00		Small tools line item overdrawn, SCN
7	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7/21/15	\$1,000.00	\$1,000.00			Meredith Hall Memorial, for Senior Support, IHS
8	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7/21/15	\$4,608.00	\$4,608.00			Increase Per Diem line item, increased Fund Balance budgeted, IHS
9	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7/21/15	\$2,025.00	\$2,025.00			Overdrawn line items - retirement, newsletter design (Brandy), small tools, Increased Fund Balance Budgeted, IHS
10	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7/16/15	\$1,113.00	\$1,113.00			RJG Donation (\$363), Newsletter design work (Brandy) \$750, IHS

\* If Yes, A Motion is Required



Grand Traverse County  
Commission on Aging  
**BUDGET ADJUSTMENT REPORT**  
July, 2015

Item	Board Approval Reqd.*	Date	Increase (Exp)	Increase (Rev)	Decrease (Exp)	Decrease (Rev)	Explanation
11	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	7/16/15	\$733.00		\$733.00		Line items overdrawn, IHS
12	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	7/15/15	\$49,950.00	\$49,950.00			Fund balance spend-down, SCN

☐ Yes ☐ No

\* If Yes, A Motion is Required

GRAND TRAVERSE COUNTY  
COMMISSION ON AGING  
**2016 BUDGET NARRATIVE**

Listed below are highlights of the 2016 Budget.

**FINANCIAL OVERVIEW:**

**Total Budget:** \$ 3,483,363

**Department Revenue:** \$ 3,021,773 (\$ 461,550 fund balance budgeted)

**Department Expenditures:** \$ 3,483,313

**In Home Svcs. Total Budget:** \$ 2,858,035

In Home Svcs. Revenue: \$ 2,532,362 (\$ 325,673 fund balance budgeted)

In Home Svcs. Expenditures: \$ 2,858,035

**Senior Center Svcs. Total Budget:** \$ 625,328

Senior Center Svcs. Revenue: \$ 489,411 (\$135,917 fund balance budgeted)

Senior Center Svcs. Expenditures: \$ 625,328

**I. REVENUE**

**A. MILLAGE**

1. Millage revenue projection based on 2015 amount received plus 1% increase (per Finance Director) and less 0.4% for property tax reductions (per Equalization, Kathryn Wallace).
2. In Home Services – fifth year of a six year millage levy.
  - a. Increase of \$21,770 (1%)
  - b. Millage revenue reduced by \$8,796 (0.4%) for Personal Property Tax reduction (Year 2 of 10).
3. Senior Center Network – sixth year of a six year millage levy.
  - a. Increase of \$ 2,593(0.6%)
  - b. Millage revenue reduced by \$ 1,759 (0.4%) for Personal Property Tax reduction (Year 2 of 10).

**B. FUND BALANCE BUDGETED**

1. In Home Services - \$ 325,673
2. Senior Center Network – \$ 135,917

**C. FEES FOR SERVICES**

1. In-Home Services Fees (I&A, HMA, HHC, HC, RES, FC, PERS) - \$ 255,000  
No client fee increases projected for 2016 as of this date (August 5, 2015).

2. Senior Center Services Fees (no changes)
  - a. Memberships
    1. Residents 60 years and older – no charge.
    2. Residents less than 60 years of age - \$10 annually.
    3. Non-residents, all ages - \$50 annually.
  - b. Program fees

## **II. EXPENSES**

### **A. OUTSIDE AGENCY FUNDING - \$40,000**

The GTCOA Board approved Outside Agency Funding in the amount of \$40,000.

1. In Home Services - \$35,460
  - a. Meals on Wheels (NW Mi Community Action Agency) \$16,667
  - b. Area Agency on Aging \$7,600
  - c. Senior Companion program (Catholic Human Services) \$10,000
  - d. Other \$1,193
2. Senior Center Network - \$4,540
  - a. Meals on Wheels (NMCAA) \$3,333
  - b. Long Lake Township (Long Lakers Senior Center) - \$1,200.
  - c. Misc. \$7

### **B. STAFF**

1. In Home Services – No new positions added
  - a. 1.5 FTE seasonal employee to the Home Chore program in 2015 to address the wait list. Total funds requested equal \$30,000 (\$27,000 for salaries, \$3,000 for FICA match and worker's compensation).
  - b. Homemaker Aide, Home Health Care, Home Chore, and Respite employee hours increased from 37.5 to 40 (as needed) in 2015 and again in 2016 (implemented in 2014). Salary and benefits to be determined by Human Resources. To address wait lists.
  - c. Foot Care nurse hours increased from 30 to 35 in mid-2015.
  - d. Request to reclassify Homemaker Aides and Home Health Aides not included in 2016 Budget. Needs BOC approval first.
2. Senior Center Network – No new positions added
  - a. Part time on-call employee again requested in 2016 (first requested in 2014) at a cost of \$18,000 for the year (salary only).
  - b. Program Coordinator position added in 2015. Due to the large use of Fund Balance, the filling of this position may be delayed in 2015 or changed to part time.

3. Both Divisions

- a. Department Head salary split between two divisions – 83% In-Home Services, 17% Senior Center Services.
- b. Health insurance increased \$48,877, 11.3%.
- c. Personnel costs increased 174,481, 7.7%.

**C. CAPITAL PURCHASES**

1. In-Home Services

- a. Dump trailer - \$7,000 (Home Chore)
- b. Commercial grade mowers (2 @ \$6,000 each) - \$12,000 (Home Chore)
- c. Three quarter ton truck with snow plow - \$26,000 (Home Chore)

2. Senior Center Network – None.

**D. RENT**

1. In Home Services - \$46,800

West Front Street Building rent increased by 1.6% per Finance Director June 2015).

2. Traverse City Senior Center - \$45,920

Rent remains the same each year per Intergovernmental Agreement with the City of Traverse City.

**E. INDIRECT COSTS –**

1. In Home Services – \$ 45,200

Increased 5% per Finance Director June 2015.

2. Senior Center Network – \$9,000

Increased 5% per Finance Director June 2015.

**F. HOME CHORE VOUCHER SERVICES - \$30,000**

Funds approved by the GTCOA board to address the HC wait list.

Program successful in 2014/2015 snow season. No decision by the GTCOA

Board at the time of the 2016 Budget deadline as to whether they will continue to use vouchers. Project was successful as determined by a client survey.

**G. HARDSHIP FUND – \$3,000**

Established in 2013 to assist clients having a difficult time paying their bills.

**H. TRANSPORTATION SERVICES – \$59,200**

1. \$18,500 from Whitkopf Memorial (Year 2 of 3), \$15,500 for transportation vouchers, \$3,000 for BATA passes.
2. Vouchers, total - \$47,200
3. BATA passes, total - \$12,000  
These show up on the budget in two different line items – 297-717-818.94 and 297-717-818.99

**H. HEATING ASSISTANCE - \$10,000**

Serves 20 clients @ \$500 each

**I. SENIOR SUPPORT - \$16,000**

BASA funds (100%)

**J. PERSONNEL EXPENSES**

All personnel expenses determined and entered by Human Resources with the exception of part time on call positions.

**K. COMPUTERS AND TELEPHONES**

All computer and telephone expenses determined by IT Department.

Georgia Durga, Director 8/05/15

Revised:



GRAND TRAVERSE COUNTY											
COMMISSION ON AGING - TOTAL											
<b>BUDGET FY 2016</b>											
<b>EXPENDITURES</b>											
DATE: August 5, 2015											
REVISED:											
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR ASST</b>	<b>SCN</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>	<b>728</b>
DEPARTMENT HEAD - 701.00	70,471	58,702	0	0	0	0	0	0	0	0	11,769
PER DIEM - 701.01	10,000	8,333	0	0	0	0	0	0	0	0	1,667
FT & REG PT - 702.00	1,347,916	36,331	25,311	402,368	212,246	233,836	196,914	46,635	17,118	3,404	173,753
LONGEVITY PAY - 702.01	6,953	1,000	83	1,640	1,127	1,477	1,046	131	221	28	200
PT. TEMP. - 703.00	45,000	0	0	0	0	27,000	0	0	0	0	18,000
OVERTIME - 704.00	100	0	0	0	0	100	0	0	0	0	0
PERSONAL LEAVE - 705.00	27,365	1,825	494	7,762	4,077	4,518	3,779	897	333	66	3,614
FICA - 715.00	115,652	8,124	1,980	31,500	16,635	20,573	15,433	3,646	1,352	267	16,142
HEALTH, OPT, DENTAL - 716.00	480,489	17,967	7,290	153,687	74,541	72,210	70,423	17,497	6,554	445	59,875
S. & L.T. DISABILITY - 716.02	12,319	702	231	3,534	1,818	2,133	1,694	361	156	31	1,659
PMT IN LIEU OF BFTS - 716.03	4,000	0	0	0	0	2,000	0	0	0	0	2,000
LIFE INS - 717.00	4,517	302	81	1,286	675	744	626	148	54	11	590
RETIREMENT - 718.00	24,464	5,718	0	4,153	6,466	0	5,607	1,374	0	0	1,146
RETIREMENT DC - 718.01	106,141	3,332	2,265	31,760	15,307	20,818	14,523	3,382	1,360	266	13,128
RETIREMENT DB - 718.05	151,251	17,299	2,207	36,557	24,646	23,772	21,342	6,319	3,050	524	15,535
WRK COMP INS - 719.00	26,917	167	41	9,329	5,047	5,849	4,880	1,092	178	6	328
UNEMPLOY COMP - 720.00	0	0	0	0	0	0	0	0	0	0	0
<b>PERSONNEL TOTAL</b>	<b>2,433,555</b>	<b>159,802</b>	<b>39,983</b>	<b>683,576</b>	<b>362,585</b>	<b>415,030</b>	<b>336,267</b>	<b>81,482</b>	<b>30,376</b>	<b>5,048</b>	<b>319,406</b>
OFFICE SUPPL - 727.00	13,000	352	160	2,952	1,272	1,704	1,192	256	96	16	5,000
PRINT & BIND - 729.00	6,800	1,167	76	1,402	604	809	566	122	46	8	2,000
COPY MACHINE USE - 729.02	3,500	44	20	369	159	213	149	32	12	2	2,500
POSTAGE - 730.00	24,272	678	3,678	5,683	2,449	3,280	2,295	493	185	31	5,500
OTHER SUPPLIES - 743.00	40,200	0	200	0	0	0	0	0	0	0	40,000
BASKETS OF BOUNTY - 743.29	2,500	0	2,500	0	0	0	0	0	0	0	0
PROPERTY DAMAGE - 743.35	5,000	0	0	1,000	750	2,000	750	500	0	0	0
UNIFORMS & ACCESSORIES - 745.00	5,610	0	0	1,950	750	1,600	750	60	0	0	500
SM TOOLS & SUPPL - 747.00	32,000	1,000	5,000	5,000	4,500	5,000	4,000	3,300	100	100	4,000
EQUIPMT - 747.11	15,600	0	7,000	600	0	7,000	0	0	0	0	1,000
GAS, OIL, & GREASE - 748.00	25,000	0	0	0	0	25,000	0	0	0	0	0
<b>COMMODITIES TOTAL</b>	<b>173,482</b>	<b>3,241</b>	<b>18,634</b>	<b>18,956</b>	<b>10,484</b>	<b>46,606</b>	<b>9,702</b>	<b>4,763</b>	<b>439</b>	<b>157</b>	<b>60,500</b>
AUDITING - 807.00	0	0	0	0	0	0	0	0	0	0	0
SUBSCRIPTIONS - 810.00	825	325	0	0	0	0	0	0	0	0	500
DUES - 810.01	1,602	702	0	0	0	0	0	0	0	0	900
SVC CONTRACTS - 811.00	75,050	50	0	0	0	0	0	0	0	0	75,000
MIS CHARGES - 812.00	39,400	1,100	500	9,225	3,975	5,325	3,725	800	300	50	14,400



GRAND TRAVERSE COUNTY											
COMMISSION ON AGING - TOTAL											
<b>BUDGET FY 2016</b>											
<b>EXPENDITURES</b>											
DATE: August 5, 2015											
REVISED:											
	TOTAL	ADMIN	I&A	HMA	HHC	HC	RESPITE	FT CARE	PERS	SR ASST	SCN
		716	717	718	719	720	721	722	724	727	728
COMPUTER EQUIPMT - 812.11	0	0	0	0	0	0	0	0	0	0	0
CONTRACT SERVIC - 818.00	195,540	2,450	2,890	14,000	12,000	9,000	12,000	50	96,100	50	47,000
SECRETARIAL - 818.07	0	0	0	0	0	0	0	0	0	0	0
HARDSHIP FUND - 818.89	3,000	0	0	650	650	650	650	200	200	0	0
SR HEAT & EMERGENCIES - 818.92	10,000	0	0	0	0	0	0	0	0	10,000	0
SR SUPPORT - 818.93	20,000	0	4,000	0	0	0	0	0	0	16,000	0
TRANSPORTATION - 818.94	12,000	0	12,000	0	0	0	0	0	0	0	0
VOUCHERS - 818.99	77,200	0	47,200	0	0	30,000	0	0	0	0	0
EVENTS - 819.32	2,600	0	600	0	0	0	0	0	0	0	2,000
TELEPHONE - 850.00	6,532	241	110	2,029	875	1,172	820	176	66	11	1,032
TELEPHONE, LCL&LD - 850.01	2,300	13	6	110	48	64	44	10	4	1	2,000
TELEPH, CELLULAR - 850.04	12,700	2,000	200	3,000	1,500	1,700	1,300	500	100	0	2,400
TRAVEL - 860.00	89,100	4,300	300	34,500	24,000	2,000	13,000	5,000	900	100	5,000
CONV & CONF - 860.01	5,030	2,000	1,030	0	0	0	0	0	0	0	2,000
EVENTS, TRAVEL - 860.15	1,400	0	200	0	0	0	0	0	0	0	1,200
VEH RENTAL/LEASE - 861.00	0	0	0	0	0	0	0	0	0	0	0
VEHICLE RENTAL - 862.00	665	0	165	0	0	0	0	0	0	0	500
<b>CONTRACTUAL SVCS TOTAL</b>	<b>554,944</b>	<b>13,181</b>	<b>69,201</b>	<b>63,514</b>	<b>43,048</b>	<b>49,911</b>	<b>31,539</b>	<b>6,736</b>	<b>97,670</b>	<b>26,212</b>	<b>153,932</b>
ADVERTISING - 909.00	20,830	0	5,000	330	200	300	200	100	0	0	14,700
INS & BONDS - 910.00	3,500	0	0	0	0	1,500	0	0	0	0	2,000
UTILITIES, HEAT 920.50	5,300	0	0	0	0	2,300	0	0	0	0	3,000
UTILITIES, ELEC - 921.00	6,900	0	0	0	0	900	0	0	0	0	6,000
BLDG REPAIR & MAINT - 930.00	3,000	0	0	0	0	3,000	0	0	0	0	0
EQMT REPR & MAINT - 932.00	16,800	0	0	800	0	14,000	0	0	0	0	2,000
OFC EQ RPR & MAIN - 933.00	0	0	0	0	0	0	0	0	0	0	0
VEHICLE RPR & MAIN - 934.00	15,000	0	0	0	0	15,000	0	0	0	0	0
RENT - 940.00	92,800	2,059	936	17,269	7,441	9,968	6,973	1,498	562	94	46,000
SYSTEM SOFTWARE - 941.02	0	0	0	0	0	0	0	0	0	0	0
INDIRECT COSTS - 942.00	54,200	1,989	904	16,679	7,187	9,628	6,735	1,446	542	90	9,000
EMPLOYEE TUITIO - 955.00	0	0	0	0	0	0	0	0	0	0	0
EMPLOYEE TRAIN & DEV - 956.00	6,002	400	650	1,417	617	717	617	217	117	0	1,250
APPROPRIATIONS - 963.00	40,000	0	35,460	0	0	0	0	0	0	0	4,540
<b>OTHER CHARGES TOTAL</b>	<b>264,332</b>	<b>4,448</b>	<b>42,950</b>	<b>36,495</b>	<b>15,445</b>	<b>57,313</b>	<b>14,525</b>	<b>3,261</b>	<b>1,221</b>	<b>184</b>	<b>88,490</b>
BUILDINGS - 975.00	0	0	0	0	0	0	0	0	0	0	0
MACHINERY:EQMT - 977.00	19,000	0	0	0	0	19,000	0	0	0	0	0



GRAND TRAVERSE COUNTY											
COMMISSION ON AGING - TOTAL											
<b>BUDGET FY 2016</b>											
<b>EXPENDITURES</b>											
DATE: August 5, 2015											
REVISED:											
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR ASST</b>	<b>SCN</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>	<b>728</b>
VEHICLE - 978.00	26,000	0	0	0	0	26,000	0	0	0	0	0
OFC EQMT - 980.00	0	0	0	0	0	0	0	0	0	0	0
<b>CAPITAL OUTLAY TOTAL</b>	<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CONTINGENCY - 992.00	12,050	1,000	1,000	2,000	1,000	2,000	1,000	500	500	50	3,000
FUNDS FOR SUBS. YRS - 992.05	0	0	0	0	0		0	0	0	0	0
<b>DEBT SERVICE TOTAL</b>	<b>12,050</b>	<b>1,000</b>	<b>1,000</b>	<b>2,000</b>	<b>1,000</b>	<b>2,000</b>	<b>1,000</b>	<b>500</b>	<b>500</b>	<b>50</b>	<b>3,000</b>
<b>PROGRAM/BUDGET TOTAL</b>	<b>3,483,363</b>	<b>181,672</b>	<b>171,768</b>	<b>804,541</b>	<b>432,562</b>	<b>615,860</b>	<b>393,033</b>	<b>96,742</b>	<b>130,206</b>	<b>31,651</b>	<b>625,328</b>



GRAND TRAVERSE COUNTY											
COMMISSION ON AGING - TOTAL											
<b>BUDGET FY 2016</b>											
<b>REVENUE</b>											
DATE: August 5, 2015											
REVISED:											
	TOTAL	ADMIN	I&A	HMA	HHC	HC	RESPITE	FT CARE	PERS	SR AST	SCN
		716	717	718	719	720	721	722	724	727	728
FUND BAL FORWARD - 401.00	461,590	14,327	6,512	120,155	51,774	69,358	48,518	10,470	3,908	651	135,917
CURRENT TAX (MILLAGE) - 403.00	2,627,803	160,345	128,986	578,686	339,788	490,802	305,815	79,372	91,198	15,000	437,811
UNPAID PRP TAX - 417.00	1,400	1,000	0	0	0	0	0	0	0	0	400
IN LIEU OF TAXES - 427.00	2,800	2,100	0	0	0	0	0	0	0	0	700
FEDERAL GRANT - 506.00	0	0	0	0	0	0	0	0	0	0	0
STATE GRANT, AAA - 543.00	0	0	0	0	0	0	0	0	0	0	0
STATE GRANT - 546.00	0	0	0	0	0	0	0	0	0	0	0
LOCAL GRANTS - 582.00	22,700	0	6,700	0	0	0	0	0	0	16,000	0
CHGS FOR SVCS, FEES - 607.00	295,000	0	3,000	100,000	35,000	50,000	28,000	6,000	33,000	0	40,000
CHGS FOR SVCS, FC VCHR - 607.06	0										0
CHGS FOR BATA PASS - 607.08	1,800	0	1,800	0	0	0	0	0	0	0	0
CHGS FOR TRANS, COUP - 607.09	4,000	0	4,000	0	0	0	0	0	0	0	0
SPONSORSHIPS - 608.05	3,000	0	0	0	0	0	0	0	0	0	3,000
SALES - 615.00	0	0	0	0	0	0	0	0	0	0	0
SALES COMMISSIONS - 615.05	5,000	0	0	0	0	0	0	0	0	0	5,000
CHGS FOR SVCS - 642.00	18,500	0	0	2,000	5,000	1,500	10,000	0	0	0	0
INTEREST EARNED - 665.00	5,400	3,900	0	0	0	0	0	0	0	0	1,500
SALES OF FIXED ASSETS - 673.00	0	0	0	0	0	0	0	0	0	0	0
CONTRIBUTIONS, PRIVATE - 675.00	12,420	0	220	3,500	800	4,000	600	800	2,000	0	500
BASKETS OF BOUNTY - 675.01	2,000	0	2,000	0	0	0	0	0	0	0	0
CONTRIBUTIONS, MEM. - 675.02	19,950	0	18,550	200	200	200	100	100	100	0	500
FUNDRAISING - 675.03	0	0	0	0	0	0	0	0	0	0	0
CONTRIBUTIONS, HEAT - 675.06	0	0	0	0	0	0	0	0	0	0	0
REIMBURSEMENTS - 686.00	0	0	0	0	0	0	0	0	0	0	0
TRANSFER IN - 699.00	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>3,483,363</b>	<b>181,672</b>	<b>171,768</b>	<b>804,541</b>	<b>432,562</b>	<b>615,860</b>	<b>393,033</b>	<b>96,742</b>	<b>130,206</b>	<b>31,651</b>	<b>625,328</b>



GRAND TRAVERSE COUNTY										
COMMISSION ON AGING - IN-HOME SERVICES										
<b>BUDGET FY 2016</b>										
<b>EXPENDITURES</b>										
DATE: August 5, 2015										
REVISED:										
	100%	4.4%	2.0%	36.9%	15.9%	21.3%	14.9%	3.2%	1.2%	0.2%
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR ASST</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>
DEPARTMENT HEAD - 701.00	58,702	58,702								
PER DIEM - 701.01	8,333	8,333								
FT & REG PT - 702.00	1,174,163	36,331	25,311	402,368	212,246	233,836	196,914	46,635	17,118	3,404
LONGEVITY PAY - 702.01	6,753	1,000	83	1,640	1,127	1,477	1,046	131	221	28
PT. TEMP. - 703.00	27,000					27,000				
OVERTIME - 704.00	100					100				
PERSONAL LEAVE - 705.00	23,751	1,825	494	7,762	4,077	4,518	3,779	897	333	66
FICA - 715.00	99,510	8,124	1,980	31,500	16,635	20,573	15,433	3,646	1,352	267
HEALTH, OPT, DENTAL - 716.00	420,614	17,967	7,290	153,687	74,541	72,210	70,423	17,497	6,554	445
S. & LT. DISABILITY - 716.02	10,660	702	231	3,534	1,818	2,133	1,694	361	156	31
PMT IN LIEU OF BFTS - 716.03	2,000					2,000				
LIFE INS - 717.00	3,927	302	81	1,286	675	744	626	148	54	11
RETIREMENT - 718.00	23,318	5,718		4,153	6,466		5,607	1,374		
RETIREMENT DC - 718.01	93,013	3,332	2,265	31,760	15,307	20,818	14,523	3,382	1,360	266
RETIREMENT DB - 718.05	135,716	17,299	2,207	36,557	24,646	23,772	21,342	6,319	3,050	524
WRK COMP INS - 719.00	26,589	167	41	9,329	5,047	5,849	4,880	1,092	178	6
UNEMPLOY COMP - 720.00	0									
<b>PERSONNEL TOTAL</b>	<b>2,114,149</b>	<b>159,802</b>	<b>39,983</b>	<b>683,576</b>	<b>362,585</b>	<b>415,030</b>	<b>336,267</b>	<b>81,482</b>	<b>30,376</b>	<b>5,048</b>
OFFICE SUPPL - 727.00	8,000	352	160	2,952	1,272	1,704	1,192	256	96	16
PRINT & BIND - 729.00	4,800	1,167	76	1,402	604	809	566	122	46	8
COPY MACHINE USE - 729.02	1,000	44	20	369	159	213	149	32	12	2
POSTAGE - 730.00	18,772	678	3,678	5,683	2,449	3,280	2,295	493	185	31
OTHER SUPPLIES - 743.00	200		200							
BASKETS OF BOUNTY - 743.29	2,500		2,500							
PROPERTY DAMAGE - 743.35	5,000			1,000	750	2,000	750	500		
UNIFORMS - 745.00	5,110			1,950	750	1,600	750	60		
SM TOOLS & SUPPL - 747.00	28,000	1,000	5,000	5,000	4,500	5,000	4,000	3,300	100	100
EQUIPMT - 747.11	14,600		7,000	600		7,000				
GAS, OIL, & GREASE - 748.00	25,000					25,000				
<b>COMMODITIES TOTAL</b>	<b>112,982</b>	<b>3,241</b>	<b>18,634</b>	<b>18,956</b>	<b>10,484</b>	<b>46,606</b>	<b>9,702</b>	<b>4,763</b>	<b>439</b>	<b>157</b>



GRAND TRAVERSE COUNTY										
COMMISSION ON AGING - IN-HOME SERVICES										
<b>BUDGET FY 2016</b>										
<b>EXPENDITURES</b>										
DATE: August 5, 2015										
REVISED:										
	100%	4.4%	2.0%	36.9%	15.9%	21.3%	14.9%	3.2%	1.2%	0.2%
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR ASST</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>
AUDITING - 807.00	0									
SUBSCRIPTIONS - 810.00	325	325								
DUES - 810.01	702	702								
SVC CONTRACTS - 811.00	50	50								
MIS CHARGES - 812.00	25,000	1,100	500	9,225	3,975	5,325	3,725	800	300	50
COMPUTER EQUIPMT - 812.11	0									
CONTRACT SERVIC - 818.00	148,540	2,450	2,890	14,000	12,000	9,000	12,000	50	96,100	50
SECRETARIAL - 818.07	0									
HARDSHIP FUND - 818.89	3,000			650	650	650	650	200	200	
SR HEATING - 818.92	10,000									10,000
SR SUPPORT - 818.93	20,000		4,000							16,000
TRANSPORTATION - 818.94	12,000		12,000							
VOUCHERS - 818.99	77,200		47,200			30,000				
EVENTS - 819.32	600		600							
TELEPHONE - 850.00	5,500	241	110	2,029	875	1,172	820	176	66	11
TELEPHONE, LCL&LD - 850.01	300	13	6	110	48	64	44	10	4	1
TELEPH, CELLULAR - 850.04	10,300	2,000	200	3,000	1,500	1,700	1,300	500	100	
TRAVEL - 860.00	84,100	4,300	300	34,500	24,000	2,000	13,000	5,000	900	100
CONV & CONF - 860.01	3,030	2,000	1,030							
EVENTS, TRAVEL - 860.15	200		200							
VEH RENTAL/LEASE - 861.00	0									
VEHICLE RENTAL - 862.00	165		165							
<b>CONTRACTUAL SVCS TOTAL</b>	<b>401,012</b>	<b>13,181</b>	<b>69,201</b>	<b>63,514</b>	<b>43,048</b>	<b>49,911</b>	<b>31,539</b>	<b>6,736</b>	<b>97,670</b>	<b>26,212</b>
ADVERTISING - 909.00	6,130		5,000	330	200	300	200	100		
INS & BONDS - 910.00	1,500					1,500				
UTILITIES, HEAT 920.50	2,300					2,300				
UTILITIES, ELEC - 921.00	900					900				
BLDG REPAIR & MAINT. - 930.00	3,000					3,000				
EQMT REPR & MAINT - 932.00	14,800			800		14,000				
OFC EQ RPR & MAIN - 933.00	0									
VEHICLE RPR & MAIN - 934.00	15,000					15,000				



GRAND TRAVERSE COUNTY										
COMMISSION ON AGING - IN-HOME SERVICES										
<b>BUDGET FY 2016</b>										
<b>EXPENDITURES</b>										
DATE: August 5, 2015										
REVISED:										
	100%	4.4%	2.0%	36.9%	15.9%	21.3%	14.9%	3.2%	1.2%	0.2%
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR ASST</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>
BUILDING RENT - 940.00	46,800	2,059	936	17,269	7,441	9,968	6,973	1,498	562	94
SYSTEM SOFTWARE - 941.02	0									
INDIRECT COSTS - 942.00	45,200	1,989	904	16,679	7,187	9,628	6,735	1,446	542	90
EMPLOYEE TUITIO - 955.00	0									
EMPLOYEE TRAIN & DEV - 956.00	4,752	400	650	1,417	617	717	617	217	117	
APPROPRIATIONS - 963.00	35,460		35,460							
<b>OTHER CHARGES TOTAL</b>	<b>175,842</b>	<b>4,448</b>	<b>42,950</b>	<b>36,495</b>	<b>15,445</b>	<b>57,313</b>	<b>14,525</b>	<b>3,261</b>	<b>1,221</b>	<b>184</b>
BUILDINGS - 975.00	0									
MACHINERY:EQMT - 977.00	19,000					19,000				
VEHICLE - 978.00	26,000					26,000				
OFC EQMT - 980.00	0									
<b>CAPITAL OUTLAY TOTAL</b>	<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>45,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CONTINGENCY - 992.00	9,050	1,000	1,000	2,000	1,000	2,000	1,000	500	500	50
FUNDS FOR SUBS. YRS - 992.05	0									
<b>DEBT SERVICE TOTAL</b>	<b>9,050</b>	<b>1,000</b>	<b>1,000</b>	<b>2,000</b>	<b>1,000</b>	<b>2,000</b>	<b>1,000</b>	<b>500</b>	<b>500</b>	<b>50</b>
<b>PROGRAM/BUDGET TOTAL</b>	<b>2,858,035</b>	<b>181,672</b>	<b>171,768</b>	<b>804,541</b>	<b>432,562</b>	<b>615,860</b>	<b>393,033</b>	<b>96,742</b>	<b>130,206</b>	<b>31,651</b>



GRAND TRAVERSE COUNTY										
COMMISSION ON AGING - IN HOME SERVICES										
<b>BUDGET FY 2016</b>										
<b>REVENUE</b>										
DATE: August 5, 2015										
REVISED:										
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR AST</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>
FUND BAL FORWARD - 401.00	325,673	14,327	6,512	120,155	51,774	69,358	48,518	10,470	3,908	651
CURRENT TAX (MILLAGE) - 403.00	2,189,992	160,345	128,986	578,686	339,788	490,802	305,815	79,372	91,198	15,000
UNPAID PRP TAX - 417.00	1,000	1,000								
IN LIEU OF TAXES - 427.00	2,100	2,100								
FEDERAL GRANT - 506.00	0									
STATE GRANT, AAA - 543.00	0									
STATE GRANT - 546.00	0									
LOCAL GRANTS - 582.00	22,700		6,700							16,000
CHGS FOR SVCS, FEES - 607.00	255,000		3,000	100,000	35,000	50,000	28,000	6,000	33,000	
CHGS FOR BATA PASS - 607.08	1,800		1,800							
CHGS FOR TRANS, COUP - 607.09	4,000		4,000							
SPONSORSHIPS - 608.05	0									
SALES - 615.00	0									
SALES COMMISSION - 615.05	0									
CHGS FOR SVCS - 642.00	18,500			2,000	5,000	1,500	10,000			
INTEREST EARNED - 665.00	3,900	3,900								
SALES OF FIXED ASSETS - 673.00	0									
CONTRIBUTIONS, PRIVATE - 675.00	11,920		220	3,500	800	4,000	600	800	2,000	
BASKETS OF BOUNTY - 675.01	2,000		2,000							
CONTRIBUTIONS, MEM. - 675.02	19,450		18,550	200	200	200	100	100	100	
FUNDRAISING - 675.03	0									
CONTRIBUTIONS, HEATING - 675.06	0									
REIMBURSEMENTS - 686.00	0									
TRANSFER IN - 699.00	0									
<b>TOTAL</b>	<b>2,858,035</b>	<b>181,672</b>	<b>171,768</b>	<b>804,541</b>	<b>432,562</b>	<b>615,860</b>	<b>393,033</b>	<b>96,742</b>	<b>130,206</b>	<b>31,651</b>















GRAND TRAVERSE COUNTY												
COMMISSION ON AGING - SENIOR CENTER SERVICES												
<b>BUDGET FY 2016</b>												
<b>REVENUE</b>												
DATE: August 5, 2015												
REVISED:												
	<b>TOTAL</b>	<b>SENIOR CENTER</b>										
		<b>728</b>										
FUND BAL FORWARD - 401.00	<b>135,917</b>	135,917										
CURRENT TAX (MILLAGE) - 403.00	<b>437,811</b>	437,811										
UNPAID PRP TAX - 417.00	<b>400</b>	400										
IN LIEU OF TAXES - 427.00	<b>700</b>	700										
FEDERAL GRANT - 506.00	<b>0</b>											
STATE GRANT, AAA - 543.00	<b>0</b>											
STATE GRANT - 546.00	<b>0</b>											
LOCAL GRANTS - 582.00	<b>0</b>											
CHGS FOR SVCS, FEES - 607.00	<b>40,000</b>	40,000										
CHGS FOR SVCS, FC VCHR - 607.06	<b>0</b>											
CHGS FOR BATA PASS - 607.08	<b>0</b>											
CHGS FOR TRANS, COUP - 607.09	<b>0</b>											
SPONSORSHIPS - 608.05	<b>3,000</b>	3,000										
SALES - 615.00	<b>0</b>											
SALES COMMISSION - 615.05	<b>5,000</b>	5,000										
CHGS FOR SVCS - 642.00	<b>0</b>											
INTEREST EARNED - 665.00	<b>1,500</b>	1,500										
SALES OF FIXED ASSETS - 673.00	<b>0</b>											
CONTRIBUTIONS, PRIVATE - 675.00	<b>500</b>	500										
BASKETS OF BOUNTY - 675.01	<b>0</b>											
CONTRIBUTIONS, MEM. - 675.02	<b>500</b>	500										
FUNDRAISING - 675.03	<b>0</b>											
CONTRIBUTIONS, HEAT - 675.06	<b>0</b>											
REIMBURSEMENTS - 686.00	<b>0</b>											
TRANSFER IN - 699.00	<b>0</b>											
<b>TOTAL</b>	<b>625,328</b>	<b>625,328</b>										



GRAND TRAVERSE COUNTY											
COMMISSION ON AGING - TOTAL											
<b>BUDGET FY 2015</b>											
<b>EXPENDITURES</b>											
DATE: July 7, 2014											
REVISED:											
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR ASST</b>	<b>SCN</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>	<b>728</b>
MIS CHARGES - 812.00	25,400	800	480	7,660	3,280	3,840	3,100	540	220	80	5,400
COMPUTER EQUIPMT - 812.11	4,700	0	0	0	0	0	0	0	0	0	4,700
CONTRACT SERVIC - 818.00	178,286	2,100	469	17,221	13,783	8,634	13,729	677	96,671	2	25,000
SECRETARIAL - 818.07	0	0	0	0	0	0	0	0	0	0	0
HARDSHIP FUND - 818.89	6,000	0	0	0	0	0	0	0	0	6,000	0
SR HEAT & EMERGENCIES - 818.92	10,000	0	0	0	0	0	0	0	0	10,000	0
SR SUPPORT - 818.93	16,000	0	0	0	0	0	0	0	0	16,000	0
TRANSPORTATION - 818.94	34,000	0	34,000	0	0	0	0	0	0	0	0
EVENTS - 819.32	3,150	0	600	0	0	0	0	0	0	0	2,550
TELEPHONE - 850.00	6,800	224	134	2,145	918	1,075	868	152	62	22	1,200
TELEPHONE, LCL&LD - 850.01	2,400	27	17	268	115	134	109	19	8	3	1,700
TELEPH, CELLULAR - 850.04	10,684	2,110	183	2,199	990	1,235	942	284	101	40	2,600
TRAVEL - 860.00	81,600	6,000	500	29,000	21,000	2,000	13,000	4,000	800	100	5,200
CONV & CONF - 860.01	3,180	2,000	530	0	0	0	0	0	0	0	650
EVENTS, TRAVEL - 860.15	0	0	0	0	0	0	0	0	0	0	0
VEH RENTAL/LEASE - 861.00	0	0	0	0	0	0	0	0	0	0	0
VEHICLE RENTAL - 862.00	0	0	0	0	0	0	0	0	0	0	0
<b>CONTRACTUAL SVCS TOTAL</b>	<b>488,199</b>	<b>13,771</b>	<b>36,913</b>	<b>58,493</b>	<b>40,086</b>	<b>46,918</b>	<b>31,748</b>	<b>5,672</b>	<b>97,862</b>	<b>32,247</b>	<b>124,489</b>
ADVERTISING - 909.00	33,830	0	5,000	100	100	450	100	100	0	0	27,980
INS & BONDS - 910.00	4,500	0	0	0	0	2,500	0	0	0	0	2,000
UTILITIES, HEAT 920.50	5,000	0	0	0	0	2,000	0	0	0	0	3,000
UTILITIES, ELEC - 921.00	7,800	0	0	0	0	800	0	0	0	0	7,000
BLDG REPAIR & MAINT - 930.00	0	0	0	0	0	3,000	0	0	0	0	0
EQMT REPR & MAINT - 932.00	17,000	0	0	1,000	0	14,000	0	0	0	0	2,000
OFC EQ RPR & MAIN - 933.00	0	0	0	0	0	0	0	0	0	0	0
VEHICLE RPR & MAIN - 934.00	15,000	0	0	0	0	15,000	0	0	0	0	0
RENT - 940.00	95,351	1,974	1,185	18,901	8,094	9,475	7,649	1,332	543	198	46,000
SYSTEM SOFTWARE - 941.02	0	0	0	0	0	0	0	0	0	0	0
INDIRECT COSTS - 942.00	124,853	4,394	2,637	42,074	18,016	21,092	17,027	2,966	1,208	439	15,000
EMPLOYEE TUITIO - 955.00	0	0	0	0	0	0	0	0	0	0	0
EMPLOYEE TRAIN & DEV - 956.00	5,950	400	650	1,484	617	784	617	266	132	0	1,000
APPROPRIATIONS - 963.00	40,000	0	35,467	0	0	0	0	0	0	0	4,533
<b>OTHER CHARGES TOTAL</b>	<b>349,284</b>	<b>6,768</b>	<b>44,939</b>	<b>63,559</b>	<b>26,827</b>	<b>69,101</b>	<b>25,393</b>	<b>4,664</b>	<b>1,883</b>	<b>637</b>	<b>108,513</b>
BUILDINGS - 975.00	0	0	0	0	0	0	0	0	0	0	0



GRAND TRAVERSE COUNTY											
COMMISSION ON AGING - TOTAL											
<b>BUDGET FY 2015</b>											
<b>EXPENDITURES</b>											
DATE: July 7, 2014											
REVISED:											
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR ASST</b>	<b>SCN</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>	<b>728</b>
MACHINERY:EQMT - 977.00	11,800	0		0	0	11,800	0	0	0	0	0
VEHICLE - 978.00	0	0	0	0	0		0	0	0	0	0
OFC EQMT - 980.00	17,500	300	180	2,872	1,230	1,440	1,163	203	82	30	10,000
<b>CAPITAL OUTLAY TOTAL</b>	<b>29,300</b>	<b>300</b>	<b>180</b>	<b>2,872</b>	<b>1,230</b>	<b>13,240</b>	<b>1,163</b>	<b>203</b>	<b>82</b>	<b>30</b>	<b>10,000</b>
CONTINGENCY - 992.00	14,353	1,000	1,000	2,303	2,000	2,000	2,000	500	500	50	3,000
FUNDS FOR SUBS. YRS - 992.05	0		0	0		0		0	0	0	0
<b>DEBT SERVICE TOTAL</b>	<b>14,353</b>	<b>1,000</b>	<b>1,000</b>	<b>2,303</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>500</b>	<b>500</b>	<b>50</b>	<b>3,000</b>
<b>PROGRAM/BUDGET TOTAL</b>	<b>3,289,510</b>	<b>176,177</b>	<b>141,485</b>	<b>818,890</b>	<b>417,559</b>	<b>567,781</b>	<b>401,822</b>	<b>93,566</b>	<b>133,345</b>	<b>35,136</b>	<b>503,749</b>



GRAND TRAVERSE COUNTY											
COMMISSION ON AGING - TOTAL											
<b>BUDGET FY 2015</b>											
<b>EXPENDITURES</b>											
DATE: July 7, 2014											
REVISED:											
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR ASST</b>	<b>SCN</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>	<b>728</b>
DEPARTMENT HEAD - 701.00	69,431	57,836	0	0	0	0	0	0	0	0	11,595
PER DIEM - 701.01	6,000	5,000	0	0	0	0	0	0	0	0	1,000
FT & REG PT - 702.00	1,271,778	35,788	30,273	402,765	201,008	229,207	197,430	47,292	18,701	1,432	107,882
LONGEVITY PAY - 702.01	6,900	958	170	1,870	955	1,370	955	150	260	20	192
PT. TEMP. - 703.00	45,000	0	0	0	0	27,000	0	0	0	0	18,000
OVERTIME - 704.00	0	0	0	0	0	0	0	0	0	0	0
PERSONAL LEAVE - 705.00	25,850	1,798	588	7,757	3,861	4,423	3,790	909	360	27	2,337
FICA - 715.00	109,163	7,756	2,374	31,548	15,746	20,196	15,466	3,699	1,478	113	10,787
HEALTH, OPT, DENTAL - 716.00	431,612	15,804	6,485	149,223	72,463	63,097	71,290	15,662	5,676	199	31,713
S. & L.T. DISABILITY - 716.02	10,441	615	246	3,205	1,539	1,863	1,510	357	152	12	942
PMT IN LIEU OF BFTS - 716.03	2,000	0	0	0	0	2,000	0	0	0	0	0
LIFE INS - 717.00	2,790	194	63	842	417	476	410	98	39	3	248
RETIREMENT - 718.00	21,190	6,584	0	3,368	4,361	0	4,361	1,196	0	0	1,320
RETIREMENT DC - 718.01	104,535	3,283	2,640	33,714	14,714	20,845	14,385	3,258	1,663	133	9,900
RETIREMENT DB - 718.05	125,642	16,291	2,682	29,860	19,113	19,766	18,905	5,994	3,838	84	9,109
WRK COMP INS - 719.00	26,742	159	49	9,486	4,859	5,775	4,854	1,134	202	2	222
UNEMPLOY COMP - 720.00	0	0	0	0	0	0	0	0	0	0	0
<b>PERSONNEL TOTAL</b>	<b>2,259,074</b>	<b>152,066</b>	<b>45,570</b>	<b>673,638</b>	<b>339,036</b>	<b>396,018</b>	<b>333,356</b>	<b>79,749</b>	<b>32,369</b>	<b>2,025</b>	<b>205,247</b>
OFFICE SUPPL - 727.00	12,000	280	168	2,681	1,148	1,344	1,085	189	77	28	5,000
PRINT & BIND - 729.00	7,100	1,040	124	717	498	526	489	359	343	4	3,000
COPY MACHINE USE - 729.02	2,800	52	31	498	213	250	202	35	14	5	1,500
POSTAGE - 730.00	23,000	600	360	5,745	2,460	2,880	2,325	405	165	60	8,000
OTHER SUPPLIES - 743.00	30,100	0	100	0	0	0	0	0	0	0	30,000
BASKETS OF BOUNTY - 743.29	5,000	0	5,000	0	0	0	0	0	0	0	0
PROPERTY DAMAGE - 743.35	2,300	0	0	200	200	1,500	200	200	0	0	0
UNIFORMS & ACCESSORIES - 745.00	6,180	0	0	2,284	861	1,584	861	90	0	0	500
SM TOOLS & SUPPL - 747.00	18,500	300	100	4,000	3,000	5,000	3,000	1,500	50	50	1,500
EQUIPMT - 747.11	14,320	0	7,000	1,900	0	2,420	0	0	0	0	3,000
GAS, OIL, & GREASE - 748.00	25,000	0	0	0	0	25,000	0	0	0	0	0
<b>COMMODITIES TOTAL</b>	<b>146,300</b>	<b>2,272</b>	<b>12,883</b>	<b>18,025</b>	<b>8,380</b>	<b>40,504</b>	<b>8,162</b>	<b>2,778</b>	<b>649</b>	<b>147</b>	<b>52,500</b>
AUDITING - 807.00	0	0	0	0	0	0	0	0	0	0	0
SUBSCRIPTIONS - 810.00	471	225	0	0	0	0	0	0	0	0	246
DUES - 810.01	486	243	0	0	0	0	0	0	0	0	243
SVC CONTRACTS - 811.00	105,042	42	0	0	0	30,000	0	0	0	0	75,000







GRAND TRAVERSE COUNTY										
COMMISSION ON AGING - IN-HOME SERVICES										
<b>BUDGET FY 2015</b>										
<b>EXPENDITURES</b>										
DATE: July 7, 2014										
REVISED:										
		4.0%	2.4%	38.3%	16.4%	19.2%	15.5%	2.7%	1.1%	0.4%
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR ASST</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>
DEPARTMENT HEAD - 701.00	57,836	57,836								
PER DIEM - 701.01	5,000	5,000								
FT & REG PT - 702.00	1,163,896	35,788	30,273	402,765	201,008	229,207	197,430	47,292	18,701	1,432
LONGEVITY PAY - 702.01	6,708	958	170	1,870	955	1,370	955	150	260	20
PT. TEMP. - 703.00	27,000					27,000				
OVERTIME - 704.00	0									
PERSONAL LEAVE - 705.00	23,513	1,798	588	7,757	3,861	4,423	3,790	909	360	27
FICA - 715.00	98,376	7,756	2,374	31,548	15,746	20,196	15,466	3,699	1,478	113
HEALTH, OPT, DENTAL - 716.00	399,899	15,804	6,485	149,223	72,463	63,097	71,290	15,662	5,676	199
S. & LT. DISABILITY - 716.02	9,499	615	246	3,205	1,539	1,863	1,510	357	152	12
PMT IN LIEU OF BFTS - 716.03	2,000					2,000				
LIFE INS - 717.00	2,542	194	63	842	417	476	410	98	39	3
RETIREMENT - 718.00	19,870	6,584		3,368	4,361		4,361	1,196		
RETIREMENT DC - 718.01	94,635	3,283	2,640	33,714	14,714	20,845	14,385	3,258	1,663	133
RETIREMENT DB - 718.05	116,533	16,291	2,682	29,860	19,113	19,766	18,905	5,994	3,838	84
WRK COMP INS - 719.00	26,520	159	49	9,486	4,859	5,775	4,854	1,134	202	2
UNEMPLOY COMP - 720.00	0									
<b>PERSONNEL TOTAL</b>	<b>2,053,827</b>	<b>152,066</b>	<b>45,570</b>	<b>673,638</b>	<b>339,036</b>	<b>396,018</b>	<b>333,356</b>	<b>79,749</b>	<b>32,369</b>	<b>2,025</b>
OFFICE SUPPL - 727.00	7,000	280	168	2,681	1,148	1,344	1,085	189	77	28
PRINT & BIND - 729.00	4,100	1,040	124	717	498	526	489	359	343	4
COPY MACHINE USE - 729.02	1,300	52	31	498	213	250	202	35	14	5
POSTAGE - 730.00	15,000	600	360	5,745	2,460	2,880	2,325	405	165	60
OTHER SUPPLIES - 743.00	100		100							
BASKETS OF BOUNTY - 743.29	5,000		5,000							
PROPERTY DAMAGE - 743.35	2,300			200	200	1,500	200	200		
UNIFORMS - 745.00	5,680			2,284	861	1,584	861	90		
SM TOOLS & SUPPL - 747.00	17,000	300	100	4,000	3,000	5,000	3,000	1,500	50	50
EQUIPMT - 747.11	11,320		7,000	1,900		2,420				
GAS, OIL, & GREASE - 748.00	25,000					25,000				
<b>COMMODITIES TOTAL</b>	<b>93,800</b>	<b>2,272</b>	<b>12,883</b>	<b>18,025</b>	<b>8,380</b>	<b>40,504</b>	<b>8,162</b>	<b>2,778</b>	<b>649</b>	<b>147</b>



GRAND TRAVERSE COUNTY										
COMMISSION ON AGING - IN-HOME SERVICES										
<b>BUDGET FY 2015</b>										
<b>EXPENDITURES</b>										
DATE: July 7, 2014										
REVISED:										
		4.0%	2.4%	38.3%	16.4%	19.2%	15.5%	2.7%	1.1%	0.4%
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR ASST</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>
AUDITING - 807.00	0									
SUBSCRIPTIONS - 810.00	225	225								
DUES - 810.01	243	243								
SVC CONTRACTS - 811.00	30,042	42				30,000				
MIS CHARGES - 812.00	20,000	800	480	7,660	3,280	3,840	3,100	540	220	80
COMPUTER EQUIPMT - 812.11	0									
CONTRACT SERVIC - 818.00	153,286	2,100	469	17,221	13,783	8,634	13,729	677	96,671	2
SECRETARIAL - 818.07	0									
HARDSHIP FUND - 818.89	6,000									6,000
SR HEAT & EMERGENCIES - 818.92	10,000									10,000
SR SUPPORT - 818.93	16,000									16,000
TRANSPORTATION - 818.94	34,000		34,000							
EVENTS - 819.32	600		600							
TELEPHONE - 850.00	5,600	224	134	2,145	918	1,075	868	152	62	22
TELEPHONE, LCL&LD - 850.01	700	27	17	268	115	134	109	19	8	3
TELEPH, CELLULAR - 850.04	8,084	2,110	183	2,199	990	1,235	942	284	101	40
TRAVEL - 860.00	76,400	6,000	500	29,000	21,000	2,000	13,000	4,000	800	100
CONV & CONF - 860.01	2,530	2,000	530							
EVENTS, TRAVEL - 860.15	0									
VEH RENTAL/LEASE - 861.00	0									
VEHICLE RENTAL - 862.00	0									
<b>CONTRACTUAL SVCS TOTAL</b>	<b>363,710</b>	<b>13,771</b>	<b>36,913</b>	<b>58,493</b>	<b>40,086</b>	<b>46,918</b>	<b>31,748</b>	<b>5,672</b>	<b>97,862</b>	<b>32,247</b>
ADVERTISING - 909.00	5,850		5,000	100	100	450	100	100		
INS & BONDS - 910.00	2,500					2,500				
UTILITIES, HEAT 920.50	2,000					2,000				
UTILITIES, ELEC - 921.00	800					800				
BLDG REPAIR & MAINT. - 930.00	3,000					3,000				
EQMT REPR & MAINT - 932.00	15,000			1,000		14,000				
OFC EQ RPR & MAIN - 933.00	0									
VEHICLE RPR & MAIN - 934.00	15,000					15,000				
BUILDING RENT - 940.00	49,351	1,974	1,185	18,901	8,094	9,475	7,649	1,332	543	198



GRAND TRAVERSE COUNTY										
COMMISSION ON AGING - IN-HOME SERVICES										
<b>BUDGET FY 2015</b>										
<b>EXPENDITURES</b>										
DATE: July 7, 2014										
REVISED:										
		4.0%	2.4%	38.3%	16.4%	19.2%	15.5%	2.7%	1.1%	0.4%
	<b>TOTAL</b>	<b>ADMIN</b>	<b>I&amp;A</b>	<b>HMA</b>	<b>HHC</b>	<b>HC</b>	<b>RESPITE</b>	<b>FT CARE</b>	<b>PERS</b>	<b>SR ASST</b>
		<b>716</b>	<b>717</b>	<b>718</b>	<b>719</b>	<b>720</b>	<b>721</b>	<b>722</b>	<b>724</b>	<b>727</b>
SYSTEM SOFTWARE - 941.02	0									
INDIRECT COSTS - 942.00	109,853	4,394	2,637	42,074	18,016	21,092	17,027	2,966	1,208	439
EMPLOYEE TUITIO - 955.00	0									
EMPLOYEE TRAIN & DEV - 956.00	4,950	400	650	1,484	617	784	617	266	132	
APPROPRIATIONS - 963.00	35,467		35,467							
<b>OTHER CHARGES TOTAL</b>	<b>243,771</b>	<b>6,768</b>	<b>44,939</b>	<b>63,559</b>	<b>26,827</b>	<b>69,101</b>	<b>25,393</b>	<b>4,664</b>	<b>1,883</b>	<b>637</b>
BUILDINGS - 975.00	0									
MACHINERY:EQMT - 977.00	11,800					11,800				
VEHICLE - 978.00	0									
OFC EQMT - 980.00	7,500	300	180	2,872	1,230	1,440	1,163	203	82	30
<b>CAPITAL OUTLAY TOTAL</b>	<b>19,300</b>	<b>300</b>	<b>180</b>	<b>2,872</b>	<b>1,230</b>	<b>13,240</b>	<b>1,163</b>	<b>203</b>	<b>82</b>	<b>30</b>
CONTINGENCY - 992.00	11,353	1,000	1,000	2,303	2,000	2,000	2,000	500	500	50
FUNDS FOR SUBS. YRS - 992.05	0									
<b>DEBT SERVICE TOTAL</b>	<b>11,353</b>	<b>1,000</b>	<b>1,000</b>	<b>2,303</b>	<b>2,000</b>	<b>2,000</b>	<b>2,000</b>	<b>500</b>	<b>500</b>	<b>50</b>
<b>PROGRAM/BUDGET TOTAL</b>	<b>2,785,761</b>	<b>176,177</b>	<b>141,485</b>	<b>818,890</b>	<b>417,559</b>	<b>567,781</b>	<b>401,822</b>	<b>93,566</b>	<b>133,345</b>	<b>35,136</b>



GRAND TRAVERSE COUNTY	
COMMISSION ON AGING - IN HOME SERVICES	

**BUDGET FY 2015**

## REVENUE

DATE: July 7, 2014

REVISÉ:

	TOTAL	ADMIN	I&A	HMA	HHC	HC	RESPIRE	FT CARE	PERS	SR AST
		716	717	718	719	720	721	722	724	727
FUND BAL FORWARD - 401.00	248,516	10,120	10,072	42,699	29,725	74,473	32,137	20,420	23,645	5,225
CURRENT TAX (MILLAGE) - 403.00	2,227,645	154,957	125,013	672,891	350,334	437,708	335,285	60,146	77,400	13,911
UNPAID PRP TAX - 417.00	1,000	1,000								
IN LIEU OF TAXES - 427.00	2,100	2,100								
FEDERAL GRANT - 506.00	0									
STATE GRANT, AAA - 543.00	0									
STATE GRANT - 546.00	0									
LOCAL GRANTS - 582.00	16,000									16,000
CHGS FOR SVCS, FEES - 607.00	258,700		2,000	100,000	35,000	50,000	28,000	11,700	32,000	
CHGS FOR SVCS, FC VCHR - 607.06	0									
CHGS FOR BATA PASS - 607.08	1,200		1,200							
CHGS FOR TRANS, COUP - 607.09	2,000		2,000							
SPONSORSHIPS - 608.05	0									
SALES - 615.00	0									
SALES COMMISSION - 615.05	0									
CHGS FOR SVCS - 642.00	8,700			200	2,000	500	6,000			
INTEREST EARNED - 665.00	8,000	8,000								
SALES OF FIXED ASSETS - 673.00	0									
CONTRIBUTIONS, PRIVATE - 675.00	10,300		200	3,000	400	5,000	300	1,200	200	
BASKETS OF BOUNTY - 675.01	1,000		1,000							
CONTRIBUTIONS, MEM. - 675.02	600			100	100	100	100	100	100	
FUNDRAISING - 675.03	0									
CONTRIBUTIONS, HEATING - 675.06	0									
REIMBURSEMENTS - 686.00	0									
TRANSFER IN - 699.00	0									
TOTAL	2,785,761	176,177	141,485	818,890	417,559	567,781	401,822	93,566	133,345	35,136



GRAND TRAVERSE COUNTY											
COMMISSION ON AGING - SENIOR CENTER SERVICES											
<b>BUDGET FY 2015</b>											
<b>EXPENDITURES</b>											
DATE: July 7 2014											
REVISED:											
	<b>TOTAL</b>	<b>SENIOR CENTER</b>									
		<b>728</b>									
DEPARTMENT HEAD - 701.00	<b>11,595</b>	11,595									
PER DIEM - 701.01	<b>1,000</b>	1,000									
FT & REG PT - 702.00	<b>107,882</b>	107,882									
LONGEVITY PAY - 702.01	<b>192</b>	192									
PT. TEMP. - 703.00	<b>18,000</b>	18,000									
OVERTIME - 704.00	<b>0</b>										
PERSONAL LEAVE - 705.00	<b>2,337</b>	2,337									
FICA - 715.00	<b>10,787</b>	10,787									
HEALTH, OPT, DENTAL - 716.00	<b>31,713</b>	31,713									
S. & L.T. DISABILITY - 716.02	<b>942</b>	942									
PMT IN LIEU OF BFTS - 716.03	<b>0</b>										
LIFE INS - 717.00	<b>248</b>	248									
RETIREMENT - 718.00	<b>1,320</b>	1,320									
RETIREMENT DC - 718.01	<b>9,900</b>	9,900									
RETIREMENT DB - 718.05	<b>9,109</b>	9,109									
WRK COMP INS - 719.00	<b>222</b>	222									
UNEMPLOY COMP - 720.00	<b>0</b>										
<b>PERSONNEL TOTAL</b>	<b>205,247</b>	<b>205,247</b>									
OFFICE SUPPL - 727.00	<b>5,000</b>	5,000									
PRINT & BIND - 729.00	<b>3,000</b>	3,000									
COPY MACHINE USE - 729.02	<b>1,500</b>	1,500									
POSTAGE - 730.00	<b>8,000</b>	8,000									
OTHER SUPPLIES - 743.00	<b>30,000</b>	30,000									
BASKETS OF BOUNTY - 743.29	<b>0</b>										
PROPERTY DAMAGE - 743.35	<b>0</b>										
UNIFORMS & ACCESSORIES- 745.00	<b>500</b>	500									
SM TOOLS & SUPPL - 747.00	<b>1,500</b>	1,500									
EQUIPMT - 747.11	<b>3,000</b>	3,000									
GAS, OIL, & GREASE - 748.00	<b>0</b>										
<b>COMMODITIES TOTAL</b>	<b>52,500</b>	<b>52,500</b>									



GRAND TRAVERSE COUNTY		
COMMISSION ON AGING - SENIOR CENTER SERVICES		
BUDGET FY 2015		
EXPENDITURES		
DATE: July 7 2014		
REVISED:		
	TOTAL	SENIOR CENTER
		728
AUDITING - 807.00	0	
SUBSCRIPTIONS - 810.00	246	246
DUES - 810.01	243	243
SVC CONTRACTS - 811.00	75,000	75,000
MIS CHARGES - 812.00	5,400	5,400
COMPUTER EQUIPMT - 812.11	4,700	4,700
CONTRACT SERVIC - 818.00	25,000	25,000
SECRETARIAL - 818.07	0	
HARDSHIP FUND - 818.89	0	
SR HEAT & EMERGENCIES - 818.92	0	
SR SUPPORT - 818.93	0	
TRANSPORTATION - 818.94	0	
EVENTS - 819.32	2,550	2,550
TELEPHONE - 850.00	1,200	1,200
TELEPHONE, LCL&LD - 850.01	1,700	1,700
TELEPH, CELLULAR - 850.04	2,600	2,600
TRAVEL - 860.00	5,200	5,200
CONV & CONF - 860.01	650	650
EVENTS, TRAVEL - 860.15	0	
VEH RENTAL/LEASE - 861.00	0	
VEHICLE RENTAL - 862.00	0	
CONTRACTUAL SVCS TOTAL	124,489	124,489
ADVERTISING - 909.00	27,980	27,980
INS & BONDS - 910.00	2,000	2,000
UTILITIES, HEAT 920.50	3,000	3,000
UTILITIES, ELEC - 921.00	7,000	7,000
BLDG REPAIR & MAINT - 930.00	0	0
EQMT REPR & MAINT - 932.00	2,000	2,000
OFC EQ RPR & MAIN - 933.00	0	
VEHICLE RPR & MAIN - 934.00	0	
BUILDING RENT - 940.00	46,000	46,000







GRAND TRAVERSE COUNTY												
COMMISSION ON AGING - SENIOR CENTER SERVICES												
<b>BUDGET FY 2015</b>												
<b>REVENUE</b>												
DATE: July 7, 2014												
REVISED:												
	<b>TOTAL</b>	<b>SENIOR CENTER</b>										
		<b>728</b>										
FUND BAL FORWARD - 401.00	<b>3,610</b>	3,610										
CURRENT TAX (MILLAGE) - 403.00	<b>445,539</b>	445,539										
UNPAID PRP TAX - 417.00	<b>200</b>	200										
IN LIEU OF TAXES - 427.00	<b>400</b>	400										
FEDERAL GRANT - 506.00	<b>0</b>											
STATE GRANT, AAA - 543.00	<b>0</b>											
STATE GRANT - 546.00	<b>0</b>											
LOCAL GRANTS - 582.00	<b>1,500</b>	1,500										
CHGS FOR SVCS, FEES - 607.00	<b>40,000</b>	40,000										
CHGS FOR SVCS, FC VCHR - 607.06	<b>0</b>											
CHGS FOR BATA PASS - 607.08	<b>0</b>											
CHGS FOR TRANS, COUP - 607.09	<b>0</b>											
SPONSORSHIPS - 608.05	<b>3,000</b>	3,000										
SALES - 615.00	<b>500</b>	500										
SALES COMMISSION - 615.05	<b>5,000</b>	5,000										
CHGS FOR SVCS - 642.00	<b>0</b>											
INTEREST EARNED - 665.00	<b>3,000</b>	3,000										
SALES OF FIXED ASSETS - 673.00	<b>0</b>											
CONTRIBUTIONS, PRIVATE - 675.00	<b>500</b>	500										
BASKETS OF BOUNTY - 675.01	<b>0</b>											
CONTRIBUTIONS, MEM. - 675.02	<b>500</b>	500										
FUNDRAISING - 675.03	<b>0</b>											
CONTRIBUTIONS, HEAT - 675.06	<b>0</b>											
REIMBURSEMENTS - 686.00	<b>0</b>											
TRANSFER IN - 699.00	<b>0</b>											
<b>TOTAL</b>	<b>503,749</b>	<b>503,749</b>										





## **GRAND TRAVERSE COUNTY**

### **COMMISSION ON AGING**

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## **DIRECTOR AND DEPUTY DIRECTOR RECLASSIFICATION**

At the August 4, 2015 Finance committee meeting, I was asked to get information on reclassification of both the director and IHS deputy director positions. Commissioner Maxbauer advised she would talk to the acting Human Resources Director, Paula Sagala, which she did. I then contacted Paula and she told me to talk to Sally Dreves, Human Resources staff member. On August 25, 2015, I met with Sally Dreves to discuss the possible reclassification of the director and IHS deputy director positions. Sally provided the following information:

1. For internal equity reasons, like positions must stay within the same pay ranges.
2. The deputy director pay range is at a level "J". Several other department deputies are at this same pay level. Some deputies are at the "H" pay range, two pay levels lower.
3. The Veterans Affairs director, a position comparable to the GTCOA director, is at a pay level "L", the same as the GTCOA director.

### **Additional information:**

1. The County pay scale starts at "AA", which is the lowest pay range.
2. Salaries are determined within a pay range – meaning there are 5 steps from hire salary to top of the pay range. Salaries are increased a certain percentage each year on the employee anniversary date, until the top salary is reached (normally 5 years) . Once at the top of the range, no other step increases occur. (NOTE - there are cost of living raises given as approved by the County Board of Commissioners, normally on January 1)
3. The farther into the alphabet you go, the higher the pay range.

4. The SCN deputy director is paid, by the GTCOA, at the same "J" pay level as the IHS deputy director. However, because she remained a City employee, as approved by the GTCOA Board and the BOC, she is also compensated by the City, for the difference between the County pay range, which is lower, and the City pay range, which is significantly higher. (Reason – so the employee would not have to take a wage or benefit cut when the Senior Center merged with the GTCOA).
5. The County Administrator pay range is a level "O".
6. Department heads/directors are paid at various pay levels. I was unable to get a recent rating scale. The pay level "L" is one of the lowest pay levels for a department head/director. There are various pay levels within the "L" range to compensate for market situations. All are higher than the basic "L" pay range.
7. Some departments have asked, successfully, to reclassify a position to a higher pay range in 2015 (Example – Prosecutors Office).
8. The goal of this process would be to raise the deputy director and director pay ranges up, not to lower the SCN deputy director pay range. This request is being made for departmental equity.

NOTE: It should be noted that the director is preparing this report.

Georgia Durga, Director

August 26, 2015

# NON-CONTRACT EXEMPT EMPLOYEES PAYSCALE

EXEMPT	EFFECTIVE JANUARY 1, 2015					1.50%	Increase over 2014	
	Train 1	Train 2	1	2	3	4	5	6
H	36,634	39,386	42,378	44,322	46,270	48,422	50,601	52,952
H1 (10%)	40,297	43,325	46,616	48,754	50,897	53,264	55,661	58,247
I	39,184	42,175	45,331	47,411	49,559	51,844	54,193	56,678
J	41,942	45,096	48,491	50,700	53,019	55,405	57,953	60,640
J2 (13%)	47,394	50,958	54,795	57,291	59,911	62,608	65,487	68,523
J3 (3.5%)	43,410	46,674	50,188	52,475	54,875	57,344	59,981	62,762
K	44,891	48,253	51,911	54,263	56,748	59,301	61,986	64,906
L	48,050	51,675	55,536	58,089	60,707	63,463	66,385	69,437
L3 (10%)	52,855	56,843	61,090	63,898	66,778	69,809	73,024	76,381
L4 (13%)	54,297	58,393	62,756	65,641	68,599	71,713	75,015	78,464
L6 (3%)	49,492	53,225	57,202	59,832	62,528	65,367	68,377	71,520
L8 (26%)	60,543	65,111	69,975	73,192	76,491	79,963	83,645	87,491
L10 (11%)	53,336	57,359	61,645	64,479	67,385	70,444	73,687	77,075
L11(12%)	53,816	57,876	62,200	65,060	67,992	71,079	74,351	77,769
M	57,653	61,986	66,649	69,709	72,863	76,186	79,648	83,338
M2 (11%)	63,995	68,804	73,980	77,377	80,878	84,566	88,409	92,505
N	69,169	74,408	79,983	83,644	87,405	91,432	95,561	99,995





## GRAND TRAVERSE COUNTY, MI DEPUTY DIRECTOR JOB DESCRIPTION

defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- May be required to serve in an "on-call" capacity.

### **DISTINGUISHING CHARACTERISTICS**

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

This job is not part of a series.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

Physical demands and work environment may vary by department. Typically a Deputy Director works in an office environment and may be required to lift/move up to 25 pounds (such as a box of paper). May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel. Some positions (such as the Deputy Director of Parks & Recreation) may require work in an outdoor environment and may be exposed to various environmental risks.

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)**

- Advanced proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Advanced knowledge of federal, state and local legislation, regulations, and ordinances relevant to the department
- Advanced knowledge of the procedures, policies, practices, and fields of knowledge specific to the department
- Knowledge of governmental accounting, budgeting, financial management, and procurement
- Knowledge of County functions, organization, and the department's role and relationships with other agencies/jurisdictions
- Understanding of the County's culture, mission, and organizational dynamics
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of supervisory and employee management principles, as well as knowledge of labor relations and union contract negotiations.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action



## GRAND TRAVERSE COUNTY, MI DEPUTY DIRECTOR JOB DESCRIPTION

- Responds to requests for information and provides subject-matter-expert guidance to other departments, citizens, the general public, and/or outside agencies.
- Collaborates with County leadership, other County departments, representatives of other jurisdictions/agencies in order to establish and maintain optimal department operations and appropriate services to constituents and customers.
- Ensures compliance with statutory responsibilities and directives; evaluates and communicates the impact of potential legal or regulatory changes on the department and the County. Seeks to ensure that department activities, procedures, and outcomes are consistent with industry standards and best practices.
- Conducts or oversees a variety of special projects, including research, data analysis, and reporting related to the department's function or mission.
- Participates in/on a variety of meetings, committees, Boards, Councils, and/or other related groups, including representing the Department Director as required.

### **EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

Minimum requirements may vary by department. Typically, however, most Deputy Department Directors are expected to have the following:

- Bachelor's Degree in a related field.
- Two to four years of directly related, progressively responsible experience, including at least one year of supervisory or managerial experience.

### **CERTIFICATIONS, LICENSES** (minimum requirements)

Must have valid drivers license and personal vehicle insurance and maintain eligibility to drive as per the County's Vehicle policy.

These requirements will vary by department. The following are examples of required credentials in selected departments.

Position assigned to County Clerk:

- Notary Public designation

Position assigned to Equalization:

- Michigan Advanced Assessing Officer (MAAO), formerly State of Michigan Level III Assessor's Certification
- Michigan Master Assessing Officer (MMAO), formerly State of Michigan Level IV Assessor's Certification, which qualifies for an additional annual stipend of \$6,000.

Position assigned to Central Dispatch:

- CPR Certification.

### **CONDITIONS OF EMPLOYMENT** (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is





## GRAND TRAVERSE COUNTY, MI DEPUTY DIRECTOR JOB DESCRIPTION

<b>Title:</b>	<b>Deputy Director</b>
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### GENERAL SUMMARY

Primary function of the job is to serve as the sole deputy and second-in-command for an entire County department. Employees in this position provide professional assistance and expertise to the Department Director/Elected Official on all activities, functions, and policies related to the assigned department, including the department's budget and staff. This position may also assume the duties of the Department Director/Elected Official in his/her absence, which includes acting as a principal spokesperson for the department. Employees in this position may formally supervise or lead the work of other department staff.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. This position may require travel by the employee in the employee's own vehicle.

### PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Serves as the sole deputy and second-in-command for an entire County department.
- Supervises designated staff of the department, either directly or indirectly through subordinate supervisors, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives and under the guidance of the Department Director/Elected Official.
- Acts on behalf of the Department Director to direct, manage, administer, monitor, and oversee all operations and activities of the department in a manner that conforms to the mission, goals, and objectives of the County. Participates in the work of subordinate employees as necessary. Ensures the smooth, harmonious, and successful operations of the department.
- Serves as a technical resource to the Department Director, County Administrator, and County Board of Commissioners regarding the department's functions. Makes presentations to County leadership.
- Assists the Department Director/Elected Official with developing strategic plans for the department, including evaluating operations and functions, developing business plans and strategic initiatives, generating ideas and plans for improvements, developing and implementing new procedures and policies, assessing staffing needs, analyzing financial and operations data, and related activities.
- Participates in the preparation of the department's annual budget; reviews financial reports to ensure adherence to budget; prepares budget adjustments; reviews and authorizes accounts payable/receivable activities; manages assigned accounts and funds. Assists with other financial functions and responsibilities specific to the department, which may include fundraising, seeking additional funding methods, managing grants, etc.
- Assists with and oversees community or public relations activities, representing the department to the public. Coordinates and participates in the development of press releases, website content, newsletters, marketing plans, promotional materials, annual or periodic reports, etc. Participates in community events and partnerships; serves on community boards, committees, or groups; speaks at events and local meetings.
- Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing. Investigates and resolves complaints and concerns from customers and constituents.
- Under the guidance of the Department Director/Elected Official, manages contracts with vendors and contractors. Develops requests for proposal/price packages, selects vendors/contracts, specifies contract terms, provides direction to and oversees/evaluates the work of vendors/contractors.

**GRAND TRAVERSE COUNTY  
COMMISSION ON AGING  
DEPUTY DIRECTOR  
POSITION RESPONSIBILITIES**

**I. ADMINISTRATIVE AND SUPERVISORY:**

1. Coordinate and oversee operations for In-Home Services Division.
2. Direct supervision of program supervisor, nursing supervisor, billing office specialist, and two administrative clerks.
3. In-direct supervision of all home chore, homemaker, home health/respice field staff, foot care nurse and assessment aide; including on-site supervisory visits, staff meetings with regular communication to assure adequate client care and service provision.
4. Participate in the interview process of new IHS staff members.
5. Review supervised employee timesheets/service reports/mileage reimbursement forms for accuracy.
6. Submit, review and approve payroll for entire department by the bi-weekly deadline.
7. Review and approve travel reimbursement for all supervised staff.
8. Assure programs are operated within budgetary limits.
9. Assure that staff adheres to GTCOA/County policies/procedures. Utilizing positive feedback, coaching and disciplinary actions as needed.
10. Attend training sessions, seminars, and conferences pertinent to position, as approved by director.
11. Attend and coordinate office staff meetings and IHS operations meeting.



12. Monitor supervised programs to assure compliance with GTCOA standards & guidelines.
13. Monitor monthly program goals and complete the monthly and quarterly program report.
14. Complete on-site supervisory visits for each supervisor - (minimum of two per year).
15. Review requests for equipment/supplies, coordinate purchasing activities and make final recommendations to director.
16. Provide orientation for all directly supervised and newly hired staff.
17. Oversee referrals for additional client assistance as needed through the I & A process.
18. Investigate and respond to all IHS client complaints. Keep director informed of issues and recommend resolutions.
19. Manage and administer COA contracts relevant to IHS operations.
20. Identify and Coordinate office volunteers, and ensure proper paperwork and background checks have been completed. Assure volunteers are recognized and appreciated.
21. Assure for coordination of all record retention (except board information).
22. Represent the Commission on Aging at assigned community meetings and events.
23. Gather data and perform research as assigned.
24. Assure background checks are completed on all staff.
25. Assure completion of annual donation report for director.
26. Cross train & assist with coverage of Senior Center Network in the absence of Senior Center director.

27. Assure all revenue received is handled & deposited according to GTCOA and county procedures. Assure proper cash handling policies are followed.
28. Prepare IHS program report, identify variances and review with director.
29. Manage credit balance accounts to report to the state treasurer's office by the required deadline, annually.
30. Approve and track requests for IT programmer time to ensure adherence to budget limits.
31. Coordinate the preparation, distribution and summary of the client survey every other year.
32. Implement new programs as requested by the director.
33. Complete special projects as assigned by the director.
34. Perform supervisory tasks in the absence of the nursing supervisor or program supervisor.
35. Perform supervisory tasks in the absence of, and as assigned by, the director.
36. Attend board program committee regularly, and other committee meetings as assigned by the director.

NOTE: This list is not all-inclusive and may change from time to time. Tasks may be added or deleted by the director as the need arises.

\_\_\_\_\_  
Deputy Director, In-Home Services

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERVISOR SIGNATURE

\_\_\_\_\_  
DATE





## GRAND TRAVERSE COUNTY, MI DEPARTMENT DIRECTOR JOB DESCRIPTION

<b>Title:</b>	<b>Department Director</b>
<b>GENERAL SUMMARY</b> <p>Primary function of the job is to assume responsibility for all activities, functions, and policies related to the assigned department, including the department's budget and staff. These positions provide strategic direction for the assigned department under the general guidance of the County Administrator and consistent with the County's overall mission and policies.</p> <p>Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.</p> <p>This position may require irregular hours. May also be required to work on-call in an emergency. This position may require travel by the employee in the employee's own vehicle.</p>	
<b>PRIMARY DUTIES AND RESPONSIBILITIES</b> (may include but are not limited to the following) <ul style="list-style-type: none"><li>• Supervises all staff of the department, either directly or indirectly through subordinate supervisors, including interviewing and selecting of job applicants, training, overseeing work, participating in disciplinary decisions and actions, and establishing and evaluating appropriate performance standards in accordance with County objectives.</li><li>• Directs, manages, administers, monitors, and oversees all operations and activities of the department in a manner that conforms to the mission, goals, and objectives of the County. Participates in the work of subordinate employees as necessary. Ensures the smooth, harmonious, and successful operations of the department.</li><li>• Serves as the primary technical advisor to the County Administrator and County Board of Commissioners regarding the department's function. Makes presentations to County leadership. Serves as the liaison between the department and the County Board, commissions, committees, local units, and the public. Provide leadership and vision to the County leadership regarding the individual's specialized area of expertise.</li><li>• Develops strategic plans for the department, including evaluating operations and functions, developing business plans and strategic initiatives, generating ideas and plans for improvements, developing and implementing new procedures and policies, assessing staffing needs, analyzing financial and operations data, and related activities.</li><li>• Prepares the annual budget for the department; reviews financial reports to ensure adherence to budget; prepares budget adjustments; reviews and authorizes accounts payable/receivable activities; manages assigned accounts and funds. Performs other financial functions and responsibilities specific to the department, which may include fundraising, seeking additional funding methods, managing grants, etc.</li><li>• Directs and manages community or public relations activities, representing the department to the public. Oversees the development of press releases, website content, newsletters, marketing plans, promotional materials, annual or periodic reports, etc. Participates in community events and partnerships; serves on community boards, committees, or groups; speaks at events and local meetings.</li><li>• Provides comprehensive customer service, including delivery of accurate, prompt, and courteous assistance on complex policies, guidelines, and standard practices to internal and external customers, both verbally and in writing. Investigates and resolves complaints and concerns from customers and constituents.</li><li>• Manages contracts with vendors and contractors. Develops requests for proposal/price packages, selects vendors/contracts, specifies contract terms, provides direction to and oversees/evaluates the work of vendors/contractors.</li><li>• Responds to requests for information and provides subject-matter-expert guidance to other departments,</li></ul>	



## GRAND TRAVERSE COUNTY, MI DEPARTMENT DIRECTOR JOB DESCRIPTION

citizens, the general public, and/or outside agencies.

- Collaborates with County leadership, other County departments, representatives of other jurisdictions/agencies in order to establish and maintain optimal department operations and appropriate services to constituents and customers.
- Ensures compliance with statutory responsibilities and directives; evaluates and communicates the impact of potential legal or regulatory changes on the department and the County. Seeks to ensure that department activities, procedures, and outcomes are consistent with industry standards and best practices.
- Conducts or oversees a variety of special projects, including research, data analysis, and reporting related to the department's function or mission.
- Participates in/on a variety of meetings, committees, Boards, Councils, and/or other related groups. Leads departmental staff meetings.

### **EDUCATION, FORMAL TRAINING, AND EXPERIENCE** (minimum requirements)

Minimum requirements may vary by department. Typically, however, most Department Directors are expected to have the following:

- Bachelor's Degree in a related field.
- Four to six years of directly related, progressively responsible experience, including at least two years of supervisory or managerial experience.

### **CERTIFICATIONS, LICENSES** (minimum requirements)

Must have valid drivers license and personal vehicle insurance and maintain eligibility to drive as per the County's Vehicle policy.

These requirements will vary by department. The following are examples of required credentials in selected departments.

Position assigned to Veteran's Affairs:

- Federal and State credentials and accreditations from the U.S. Department of Veteran's Affairs, including computer/database access clearance as dictated by agency regulatory rules

Position assigned to Construction Code:

- Registration as a Code Official;
- Contractor License.

Position assigned to Planning:

- American Institute of Certified Planners (AICP).

Position assigned to Equalization:

- State of Michigan Level IV Assessor's License

Position assigned to Parks & Recreation:

- Certified Parks and Recreation Professional.

**CONDITIONS OF EMPLOYMENT** (legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent





## GRAND TRAVERSE COUNTY, MI DEPARTMENT DIRECTOR JOB DESCRIPTION

upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- May be required to serve in an "on-call" capacity.
- May be exposed to infectious diseases, and/or criminal suspects or prison inmates.

### **DISTINGUISHING CHARACTERISTICS**

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level could lead to extraordinary costs, major litigation, destruction of property, loss of funding, or failure of the agency to accomplish its mission and may require the intervention of the County's senior executives to resolve or may not be resolvable.

This job is not part of a series.

### **PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS**

Physical demands and work environment may vary by department. Typically a Department Director works in an office environment and may be required to lift/move up to 25 pounds (such as a box of paper). May also be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel. Some positions (such as the Director of Facilities Management and Director of Parks & Recreation) may require work in an outdoor environment and may be exposed to various environmental risks.

### **KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)**

- Advanced proficiency in English grammar, spelling, punctuation.
- Advanced knowledge of federal, state and local legislation, regulations, and ordinances relevant to the department
- Advanced knowledge of the procedures, policies, practices, and fields of knowledge specific to the department
- Knowledge of governmental accounting, budgeting, financial management, and procurement
- Thorough knowledge of County functions, organization, and the department's role and relationships with other agencies/jurisdictions
- Understanding of the County's culture, mission, and organizational dynamics
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Advanced interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of supervisory and employee management principles, as well as knowledge of labor relations and union contract negotiations.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments



## GRAND TRAVERSE COUNTY, MI DEPARTMENT DIRECTOR JOB DESCRIPTION

- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Skill in crisis management, including the management of critical incidents
- Ability to work in a unionized environment; ability to negotiate and facilitate labor/management issues; ability to make tough personnel decisions firmly, fairly, and respectfully
- Ability to lead with vision and demonstrate strong leadership qualities
- Ability to take initiative and drive organizational excellence
- Ability to develop and implement managerial policies and prioritize the needs of the department
- Ability to develop and execute strategic plans, champion and manage change, and articulate County leadership's priorities
- Ability to identify and resolve problems that may impact the mission of the department and the County.
- Ability to appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Ability to persuade others in order to gain concurrence or to resolve problems and gain cooperation
- Ability to interpret and explain complex policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to facilitate meetings effectively and efficiently
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently



## **GRAND TRAVERSE COUNTY COMMISSION ON AGING**

### **DIRECTOR**

#### **Position Responsibilities**

#### **STAFF**

1. Staff oversight and supervision - Direct: Deputy Directors, Office Specialist, Indirect: Supervisors, Homemaker Aides, Home Chore employees, Home Health Aides, foot care nurse, clerks, assessment specialist, volunteers.
2. Conduct staff meetings.
3. Assure staff receives adequate training.
4. Interview and hire new employees.
5. Review and investigate complaints.
6. Oversee acquisition of needed equipment and supplies
7. Oversee and assure adherence to safety procedures.
8. Oversee volunteer recruitment, training, and appreciation.
9. Prepare and implement policies and procedures.
10. Prepare, implement and oversee GTCOA contracts.
11. Oversee and assure proper functioning of all GTCOA programs.
12. Assure preparation, updating and implementation of strategic plan.
13. Prepare and distribute annual report.
14. Assure preparation and planning for emergency situations (winter weather, etc.)

#### **PUBLIC RELATIONS**

1. Assure preparation and distribution of brochures and other promotional materials.
2. Prepare media releases.
3. Assure planning and organizing of events.
4. Speak at events and local group meetings.
5. Serve on senior-related boards and committees.
6. Attend special events representing the GTCOA.
7. Write articles for various newsletters, newspapers.
8. Promote GTCOA services using various media resources.
9. Oversee preparation and distribution of the department newsletter.
10. Respond to public inquiries by mail, email, telephone.
11. Present certificates of appreciation to community supporters, partners, etc.

#### **FINANCE**

1. Prepare annual budget and obtain necessary approvals.
2. Review finance reports monthly for board review and filing.
3. Prepare budget adjustments as needed.
4. Review accounts payable after being processed.
5. Develop and update fund distribution formula annually.
6. Monitor and develop Endowment Fund.
7. Assure maintenance of administrative and Board records.
8. Assure adequate resources for programming and activities.

## Director Position Responsibilities

### Page 2

9. Assure annual fee review with necessary approvals obtained.
10. Assure monthly other billing is completed by deadlines.
11. Review and approve fee write-offs.
12. Assure proper cash handling procedures are in place and followed.
13. Assure petty cash fund oversight.

## BOARD

1. Assure preparation, filing, and accuracy of monthly board and committee meeting minutes.
2. Identify speakers for committee and board meetings.
3. Prepare monthly Director's report for monthly board meetings.
4. Research and prepare other informational reports for board/committee meetings.
5. Assure vacant board positions are filled by making recommendations to County Commission.
6. Recruit potential board members as needed.
7. Make recommendations to Executive Committee in regard to selection of committee members.
8. Assure preparation of annual board calendar and other board related information.
9. Oversee board record maintenance and assure compliance with laws and policies.
10. Provide training for board members as requested.
11. Inform board members of senior issues, concerns and legislative updates.
12. Provide orientation for new board members.
13. Assure all meetings are publicized and held as required by law.
14. Assure finance and Program reports are provided for the board monthly.
15. Attend all board and committee meetings.
16. Assure annual bylaw and rules review.
17. Assure annual election of board officers.

## COUNTY RESPONSIBILITIES

1. Attend monthly department head meetings.
2. Attend monthly Public Health & Safety and other committee meetings as required.
3. Prepare monthly report for Public Health & Safety Committee.
4. Participate in County projects as required.
5. Obtain information for the County Commission and County Administrator as requested.
6. Attend other meetings as requested.

## PROGRAMS

1. Assure operation of all senior centers.
2. Assure all programs are run smoothly and efficiently.
3. Assure outstanding customer service by providing trainings, observation of staff and effective communication with clients/members.



4. Review and assure resolution of client complaints with assistance from Deputy Directors.
5. Develop and implement program criteria in coordination with Deputy Directors and other staff.
6. Oversee annual client survey.
7. Update procedures to assure client/member satisfaction.
8. Advocate on behalf of clients as requested and appropriate.
9. Review and summarize statistical data.
10. Assure accurate collection of client data.
11. Assure record storage is accurately maintained.
12. Assure record inventory is accurately maintained.
13. Work with County to maintain and update computer system/network to assure best use of technology, software, ease of use for staff, etc.
14. Respond to client concerns as requested.

#### **MILLAGE**

1. Assure ballot language preparation, obtaining necessary approvals.
2. Assure all election laws are followed by staff and board members.

GD/gd

9/15/95

Revised: 9/8/2000, 3/12/2002, 3/13/2015



**GRAND TRAVERSE COUNTY  
COMMISSION ON AGING**

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**DIRECTOR SALARY COMPARISON**

The information listed below was from a survey done by MDSA (Michigan Directors of Services to the Aging) January 2014. These were the only respondents. No survey has been done for deputy directors.

AGENCY	SALARY	BUDGET	# OF EMPLOYEES	YEARS ON THE JOB
Antrim Co. COA	\$ 48,625	\$ 1,318,000	22	4
Crawford Co. COA	\$ 55,000	\$ 663,000	14	10
Friendship Centers, Emmet Co.	\$ 74,800	\$ 2,000,000	50	14.5
Monroe Center (Sr. Ctr. Director)	\$ 46,000	\$ 486,000	10	4
Newaygo Co. COA	\$ 57,200	\$ 1,733,794	50	8
Otsego Co. COA	\$ 62,263	\$ 1,783,931	33	NA
Wexford COA	\$ 70,658	\$ 1,454,150	38	27
Grand Traverse COA	\$ 67,400	\$ 3,134,034	43	27

G. Durga, Director  
August 26, 2015