

**COA ADVISORY BOARD**  
**Meeting Agenda**  
**Tuesday, December 2, 2025 – 9:00 am**  
**1609 Park Drive – Main Conference Room**

1. **CALL TO ORDER** - Lana Payne, Chair
2. **ROLL CALL** – Renee Woessner, Office Manager
3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES**
  - Approval of minutes for the October 7, 2025 COA Advisory Board meeting.
5. **INTRODUCTION OF GUESTS/LIMITED PUBLIC COMMENT**
6. **SPECIAL ORDER OF BUSINESS**
  - COA Advisory Board Member List – 2026
  - COA Advisory Board Meeting Schedule - 2026
7. **OLD BUSINESS**
  - GTCOA Staffing Updates
  - Project Alpha Update
  - Senior Housing Exchange Update
  - Senior Produce Program Update
8. **NEW BUSINESS**
  - COA 2026 PROPOSED Fee for Services Scale
  - 2026 – Annual Report & Marketing
  - Personal Emergency Response Systems - additional offering in 2026
  - Leadership Trainings
  - Staff Trainings
    - Comfort Keepers collaboration – housecleaning training
  - Quarterly In-person COA staff meetings
    - December 18<sup>th</sup> – breakfast potluck & holiday celebration
9. **GENERAL PUBLIC COMMENT** (3 minutes per person)
10. **ADJOURNMENT**

Minutes available by contacting the Grand Traverse County Commission on Aging office by phone at (231) 922-4688 or by mail at the address listed above.