



GRAND TRAVERSE COUNTY

COMMISSION ON AGING

520 W. FRONT STREET, SUITE B

TRAVERSE CITY, MI 49684-2237

(231) 922-4688 • (231) 929-1645

E-MAIL ADDRESS: gtcoa@grandtraverse.org

HOME PAGE: www.gtcoa.org

COMMITTEE OF THE WHOLE

AGENDA

Tuesday, February 2, 2016 at 9:00 a.m.

520 West Front Street

Traverse City, MI 49684

Chair: Rodetta Harrand/Executive, Chair: Bill Rokos/Finance

Chair: Sandra Busch/Program

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. Aging Demographics in the 10 County Region - Heidi Gustine, Area Agency on Aging, Community Outreach Coordinator

EXECUTIVE/FINANCE

3. Approval of Executive/Finance Committee December Minutes (2-5)
4. Finance Reports
 - A. November In-Home Services (6-10)
 - B. November Senior Center Network (11-14)
 - C. November Budget Adjustment Report (15-16)
 - F. December Budget Adjustment Report (17)

PROGRAM/COMMUNITY RELATIONS

5. Approval of Program Committee December Minutes (18-19)
6. Program Reports
 - A. December Program Report IHS - Laura Green, Deputy Director (21-28)
 - B. December Program Report SCN (29-33)
7. Donor Letter Thank You - Laura Green, Deputy Director (34)
8. Baskets of Bounty – Laura Green, Deputy Director
9. Old Business
10. New Business
11. 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.



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

**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.gtcoa.org

Tuesday, December 1, 2015

9:00 AM

GTCOA Meeting Room

DRAFT: 12/1/15

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
Cyndie F., Office Specialist
Lori Wells, SCN Deputy Director
Laura Green, IHS Deputy Director

Guests Present: Carl Kucera, GTCOA Board Member

Approval of Agenda

Motion to approve the agenda as presented

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

Approval of Minutes

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

EXECUTIVE

2016 Executive/Endowment Committee meeting dates/time

Durga asked that members schedule at least a couple of meetings next year. Members concurred to April, August and November scheduled along with Finance Committee.

Board Rule approval

Durga reviewed recommended and requested changes to the Bylaws and Board Rules. Commissioner Maxbauer stated that neither document needed to the BOC for approval. Discussion regarding additional changes.

Motion to approve the Board Rules and Bylaws as amended.

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

Conflict of Interest letter, SCN Travel Program volunteer

A Conflict of Interest Letter for volunteer Betsy MacGirr was included in the packets. Wells relayed that Betsy is related to her and Durga had suggested the Conflict of Interest Letter be sent to the board to assure disclosure. Lengthy discussion. Commissioner Maxbauer to check with County Legal on the subject; and the matter will return to Committee next month.

Reporting relationship after Director retirement

Durga circulated a memo from Mr. Menzel pertaining to her retirement and advised both Deputies will be reporting to Administrator Menzel until a new reporting relationship is established. She also updated members on Deputy Director training December 10, 2015. Discussion on HR costs, contained in the memo, and Commissioner Maxbauer volunteered to check into those costs. Discussion on using Durga for consultation; members were informed she would be unable to do so for 60 days, per MERS.

FINANCE COMMITTEE

2016 Finance Committee meeting dates/time

Members concurred to meet on the first Tuesday of each month at 9:00 a.m.

Finance Reports

In-Home Services

No questions or comments.

Senior Center Network

No questions or comments.

Motion to accept the Finance Reports as presented.

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

Budget Adjustment Report

Lengthy discussion on the Budget Adjustment Report, and changes to fund balance. Discussion on roll over of voucher totals at year end. Rokos requested that funds in the voucher line item to be rolled over into next year come to the board for prior approval.

Motion to accept the Budget Adjustment Report as presented.

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

Senior Center Network Sponsorship Opportunities 2016

Members discussed the additional revenue and reasons for the sponsorships, budget adjustments, use of funds and inappropriate sponsorships.

Discussion on whether the advertising policy would require adjustment.

Motion to approve the Senior Center Network Sponsorship Opportunities catalog.

Moved: Sullivan

Seconded: Hansen

Commissioner Maxbauer requested that Wells contact Mr. Cooney regarding free speech issues and return to Committee next month.

Motion withdrawn: Sullivan

Second withdrawn: Hansen

Staffing coverage option costs

Durga circulated a memorandum on staffing coverage option costs. Short discussion on receipt of the memo at the meeting.

Motion to receive and file the memo dated November 24, 2015.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Maxbauer
SECONDED:	Zerafa
AYES:	Busch, Hansen, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	Harrand

Old Business

Elmwood Township SCN (Senior Center Network) memberships were discussed. Wells updated that those members have been sent a letter.

The Rock was discussed. Wells relayed that her discussion with them last week yielded that they were almost ready with their response and would contact Commissioner Maxbauer. Wells also updated members on Fife Lake, Interlochen and Acme sites.

New Business

Harrand asked to review the handout Durga provided at the Deputy Director training. Short discussion on providing paperwork right before a meeting.

Public comment

Kucera relayed that his distributor brought 48 batteries for client smoke alarms. Durga to send a thank you note.

Wells updated members on Durga's retirement party. Maxbauer relayed information on honoring Durga at the BOC meeting on December 16th.

Adjournment

Meeting adjourned at 10:32 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.

Run Date 12/11/2015

GRAND TRAVERSE COUNTY
TRIAL BALANCEPeriod End Date 11/30/2015 PAGE 1
ACR099

			DEBIT	CREDIT	DEBIT	CREDIT
FUND 297 G. T. COUNTY COMMISSION ON AGING						
ASSETS	001.00	CASH	1,854,480.59	.00		
	018.00	IMPREST CASH	100.00	.00		
LIABILITIES	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	2,495,259.36		
EXPENDITURES	700.00	EXPENDITURE CONTROL	2,095,928.80	.00		
					3,950,509.39	3,950,509.39
					3,950,509.39	3,950,509.39

RUN DATE: 12/11/15

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 11/30/2015

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	4448.88	52986.06	.00	4849.94	91.61
701.01 PER DIEM	5000.00	4608.00	9608.00	1061.33	6519.41	.00	3088.59	67.85
702.00 FULL TIME & REGULAR PART TIM	1163896.00	24002.00-	1139894.00	80893.15	946652.91	.00	193241.09	83.05
702.01 LONGEVITY	6708.00	.00	6708.00	.00	300.02	.00	6407.98	4.47
702.10 POST-STORM 8/2/2015	.00	.00	.00	.00	2201.28	.00	2201.28-	N/A
703.00 PART TIME TEMPORARY	27000.00	5000.00-	22000.00	1347.16	4634.42	.00	17365.58	21.07
704.00 OVERTIME	.00	165.00	165.00	1144.39	1309.32	.00	1144.32-	793.53
705.00 PERSONAL LEAVE	23513.00	.00	23513.00	.00	.00	.00	23513.00	.00
715.00 FICA	98376.00	1000.00	99376.00	6623.68	75696.44	.00	23679.56	76.17
716.00 HEALTH, OPTICAL & DENTAL	399242.00	.00	399242.00	26151.58	321091.38	.00	78150.62	80.43
716.02 SHORT & L-T DISABILITY	9499.00	.00	9499.00	779.84	9141.25	.00	357.75	96.23
716.03 PAYMENT IN LIEU OF INSURANCE	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
717.00 LIFE INSURANCE	2542.00	1560.00	4102.00	285.66	3395.78	.00	706.22	82.78
718.00 RETIREMENT	19870.00	314.00	20184.00	1224.02	16737.14	.00	3446.86	82.92
718.01 RETIREMENT DC	94635.00	.00	94635.00	6449.78	74185.10	.00	20449.90	78.39
718.05 RETIREMENT - DB UAL	116533.00	.00	116533.00	8307.66	96972.46	.00	19560.54	83.21
719.00 WORKER'S COMP INS	26520.00	117.00	26637.00	1765.18	20406.64	.00	6230.36	76.61
720.00 UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00	.00	.00	.00	N/A
727.00 OFFICE SUPPLIES	7000.00	1327.00	8327.00	255.80	7240.63	81.17	1005.20	86.95
729.00 PRINTING AND BINDING	4100.00	700.00	4800.00	23.98	2158.33	.00	2641.67	44.97
729.02 COPY MACHINE USE	1300.00	.00	1300.00	123.19	923.47	128.90	247.63	71.04
729.08 RISOGRAPH COPIES	.00	.00	.00	.00	.00	.00	.00	N/A
730.00 POSTAGE	15000.00	.00	15000.00	.00	8394.55	.00	6605.45	55.96
743.00 OTHER SUPPLIES	100.00	159.00	259.00	.00	35.17	.00	223.83	13.58
743.29 BASKETS OF BOUNTY	5000.00	2586.00	7586.00	12.45	221.10	73.96	7290.94	2.91
743.35 PROPERTY DAMAGE	2300.00	2300.00	4600.00	.00	2440.95	11.00	2148.05	53.06
745.00 UNIFORMS & ACCESSORIES	5680.00	500.00	6180.00	180.23	4063.76	.00	2116.24	65.76
747.00 SMALL TOOLS & SUPPLIES	17000.00	5382.00	22382.00	3140.22	11912.89	928.95	9540.16	53.23
747.11 EQUIPMENT	11320.00	5305.00	16625.00	1669.88	8186.35	.00	8438.65	49.24
748.00 GAS, OIL & GREASE	25000.00	.00	25000.00	1481.93	12698.65	.00	12301.35	50.79
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	50.00	249.48	.00	348.52	41.72
811.00 SERVICE CONTRACTS	30042.00	30000.00-	42.00	.00	.00	.00	42.00	.00

**November
EXPENSES – IN HOME
SRVCS.
GOAL 91.7%**

GRAND TRAVERSE COUNTY
LINE ITEMS AS OF 11/30/2015

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

RUN DATE: 12/11/15

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 11/30/2015

PAGE 3

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	.00	7101.00	.00	542.00	92.91
992.00 CONTINGENCY	12010.00	9438.00-	2572.00	.00	.00	.00	2572.00	.00
992.05 FUNDS FOR SUBSEQUENT YEARS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2785761.00	130224.00	2915985.00	169805.26	2095928.80	1473.52	818582.68	71.88

RUN DATE: 12/11/15

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 11/30/2015

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	132748.00	381264.00	.00	.00	.00	381264.00	.00
403.00 CURRENT TAX	2227645.00	60512.00-	2167133.00	9338.78-	2166706.06	.00	426.94	99.98
417.00 UNPAID PERSONAL PROP TAX	1000.00	4914.00	5914.00	360.02	6453.44	.00	539.44-	109.12
427.00 IN LIEU OF TAXES	2100.00	1982.00	4082.00	.00	4082.95	.00	.95-	100.02
543.00 STATE GRANT	.00	.00	.00	.00	.00	.00	.00	N/A
582.00 LOCAL GRANTS	16000.00	6702.00	22702.00	.00	25424.94	.00	2722.94-	111.99
607.00 CHARGES FOR SERVICES - FEES	258700.00	.00	258700.00	16700.49	215896.06	2.00-	42805.94	83.45
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	80.00	946.63	.00	253.37	78.89
607.09 CHARGES FOR TRANSPORT COUPON	2000.00	.00	2000.00	179.99	2788.19	.00	788.19-	139.41
607.60 CHARGES FOR SERV -HC VOUCHER	.00	2711.00	2711.00	543.25	3881.75	.00	1170.75-	143.19
608.05 SPONSORSHIPS	.00	.00	.00	.00	.00	.00	.00	N/A
615.05 SALES COMMISSIONS	.00	.00	.00	.00	370.00	.00	370.00-	N/A
642.00 CHARGES FOR SERVICES	8700.00	7681.00	16381.00	1840.30	20016.40	.00	3635.40-	122.19
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	8148.00	18448.00	3307.83	18579.13	.00	131.13-	100.71
675.01 BASKETS OF BOUNTY	1000.00	.00	1000.00	395.00	3498.81	.00	2498.81-	349.88
675.02 CONTRIBUTIONS, MEMORIALS	600.00	25850.00	26450.00	1375.00	26615.00	.00	165.00-	100.62
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	130224.00	2915985.00	15443.10	2495259.36	2.00-	420727.64	85.57

November
REVENUE – IN HOME
SRVCS.
GOAL 91.7%

Run Date 12/11/2015

GRAND TRAVERSE COUNTY
TRIAL BALANCEPeriod End Date 11/30/2015 PAGE 1
ACR099

			DEBIT	CREDIT	DEBIT	CREDIT
FUND 298 SENIOR CENTER						
ASSETS	001.00	CASH	658,966.19	.00		
	018.00	IMPREST CASH	100.00	.00		
	045.00	ACCT. RECEIVABLE - INVOICE	60.00	.00		
LIABILITIES	285.00	CUSTOMER DEPOSITS	.00	6,325.85		
	389.01	FUND BAL.-RES.- RENOVATION	.00	250,000.00		
	390.00	FUND BALANCE	.00	293,093.76		
REVENUES	400.00	REVENUE CONTROL	.00	500,482.28		
EXPENDITURES	700.00	EXPENDITURE CONTROL	390,775.70	.00	1,049,901.89	1,049,901.89
					1,049,901.89	1,049,901.89

RUN DATE: 12/11/15

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 11/30/2015

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	891.92	10702.99	.00	892.01	92.31
701.01 PER DIEM	1000.00	950.00	1950.00	198.67	1250.59	.00	699.41	64.13
702.00 FULL TIME & REGULAR PART TIM	107882.00	2700.00-	105182.00	7249.60	95490.15	.00	9691.85	90.79
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	126.40	.00	126.40-	N/A
703.00 PART TIME TEMPORARY	18000.00	.00	18000.00	1574.92	9808.22	.00	8191.78	54.49
705.00 PERSONAL LEAVE	2337.00	.00	2337.00	.00	.00	.00	2337.00	.00
715.00 FICA	10787.00	.00	10787.00	752.82	8904.76	.00	1882.24	82.55
716.00 HEALTH, OPTICAL & DENTAL	31713.00	.00	31713.00	1945.59	27781.01	.00	3931.99	87.60
716.02 SHORT & L-T DISABILITY	942.00	.00	942.00	77.73	783.32	.00	158.68	83.15
716.03 PAYMENT IN LIEU OF INSURANCE	.00	.00	.00	.00	.00	.00	.00	N/A
717.00 LIFE INSURANCE	248.00	150.00	398.00	28.04	290.19	.00	107.81	72.91
718.00 RETIREMENT	1320.00	.00	1320.00	98.02	1176.82	.00	143.18	89.15
718.01 RETIREMENT DC	9900.00	.00	9900.00	525.04	7773.33	.00	2126.67	78.52
718.05 RETIREMENT - DB UAL	9109.00	.00	9109.00	624.16	7973.49	.00	1135.51	87.53
719.00 WORKER'S COMP INS	222.00	.00	222.00	15.59	184.26	.00	37.74	83.00
727.00 OFFICE SUPPLIES	5000.00	1000.00-	4000.00	265.53	3090.79	57.34	851.87	77.27
729.00 PRINTING AND BINDING	3000.00	.00	3000.00	.00	635.79	.00	2364.21	21.19
729.02 COPY MACHINE USE	1500.00	.00	1500.00	142.32	1171.68	.00	328.32	78.11
730.00 POSTAGE	8000.00	.00	8000.00	23.71	5700.84	49.00	2250.16	71.26
743.00 OTHER SUPPLIES	30000.00	4768.00-	25232.00	4971.51	21684.62	1019.79	2527.59	85.94
745.00 UNIFORMS & ACCESSORIES	500.00	.00	500.00	.00	.00	.00	500.00	.00
747.00 SMALL TOOLS & SUPPLIES	1500.00	400.00	1900.00	59.00	1610.57	.00	289.43	84.77
747.11 EQUIPMENT	3000.00	15000.00	18000.00	.00	1280.59	.00	16719.41	7.11
810.00 SUBSCRIPTIONS	246.00	30.00	276.00	.00	266.00	.00	10.00	96.38
810.01 DUES	243.00	625.00	868.00	20.00	783.52	.00	84.48	90.27
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	.00	9735.43	.00	1964.57	83.21
812.11 COMPUTER EQUIPMENT	4700.00	1800.00-	2900.00	.00	2856.71	.00	43.29	98.51
818.00 CONTRACT SERVICES	25000.00	31237.00	56237.00	8958.42	46231.52	.00	10005.48	82.21
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	.00	495.44	.00	3054.56	13.96
850.00 TELEPHONE	1200.00	.00	1200.00	85.30	937.55	.00	262.45	78.13
850.01 TELEPHONE LOCAL & L.D.	1700.00	.00	1700.00	6.33	1328.23	.00	371.77	78.13

**November
EXPENSES – SR. CTR.
NETWORK
GOAL 91.7%**

RUN DATE: 12/11/15

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 11/30/2015

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
850.04 TELE-CELLULAR NETWORK	2600.00	.00	2600.00	.00	1341.04	.00	1258.96	51.58
860.00 TRAVEL	5200.00	.00	5200.00	159.62	3109.84	3.02	2087.14	59.80
860.01 CONVENTIONS & CONFERENCES	650.00	2800.00	3450.00	956.55	3149.47	.00	300.53	91.29
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	13037.00-	14943.00	556.04	6130.08	.00	8812.92	41.02
910.00 INSURANCE & BONDS	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
920.50 UTILITIES - HEAT	3000.00	.00	3000.00	61.88	2585.88	.00	414.12	86.20
921.00 UTILITIES - ELECTRIC	7000.00	.00	7000.00	640.39	5359.19	.00	1640.81	76.56
932.00 EQUIP REPAIR & MAINT	2000.00	.00	2000.00	.00	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	15.00	71.66	.00	1178.34	5.73
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	6155.00	.00	2845.00	68.39
992.00 CONTINGENCY	3000.00	2692.00-	308.00	.00	.00	.00	308.00	.00
992.05 FUNDS FOR SUBSEQUENT YEARS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	503749.00	45972.00	549721.00	30903.70	390775.70	1129.15	157816.15	71.09

RUN DATE: 12/11/15

GRAND TRAVERSE COUNTY
L I N E I T E M S A S O F 11/30/2015

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	39792.00	43402.00	.00	.00	.00	43402.00	.00
403.00 CURRENT TAX	445539.00	12298.00-	433241.00	1867.73-	433160.25	.00	80.75	99.98
417.00 UNPAID PERSONAL PROP TAX	200.00	978.00	1178.00	72.00	1285.98	.00	107.98-	109.17
427.00 IN LIEU OF TAXES	400.00	416.00	816.00	.00	816.61	.00	.61-	100.07
582.00 LOCAL GRANTS	1500.00	.00	1500.00	.00	.00	.00	1500.00	.00
607.00 CHARGES FOR SERVICES - FEES	40000.00	5584.00	45584.00	3080.57	47147.40	.00	1563.40-	103.43
608.05 SPONSORSHIPS	3000.00	.00	3000.00	.00	150.00	.00	2850.00	5.00
615.00 SALES	500.00	290.00	790.00	98.61	1021.43	.00	231.43-	129.29
615.05 SALES COMMISSIONS	5000.00	10360.00	15360.00	.00	15360.24	.00	.24-	100.00
665.00 INTEREST EARNED	3000.00	.00	3000.00	.00	.00	.00	3000.00	.00
675.00 CONTRIBUTIONS,PRIVATE SOURCE	500.00	335.00	835.00	50.00	885.37	.00	50.37-	106.03
675.02 CONTRIBUTIONS, MEMORIALS	500.00	.00	500.00	.00	140.00	.00	360.00	28.00
686.00 REIMBURSEMENTS	.00	515.00	515.00	.00	515.00	.00	.00	100.00
GRAND TOTALS	503749.00	45972.00	549721.00	1433.45	500482.28	.00	49238.72	91.04

**November
REVENUE – SR. CTR.
NETWORK
GOAL 91.7%**

Grand Traverse County
Commission on Aging
BUDGET ADJUSTMENT REPORT
November 2015

BOARD APPROVAL REQUIRED*	DATE	INCREASE (EXP)	INCREASE (REV)	DECREASE (EXP)	DECREASE (REV)	ACCOUNT	EXPLANATION
N	11/10/15	\$300		\$300		298-728-747.00 298-728-743.00	Increase Small Tools & Supplies-SCN Decrease Other Supplies-SCN
"	"	\$250		\$187 \$63		297-717-747.00 297-717.860.01 297-717-860.00	Increase Small Tools & Supplies-I&A Decrease Conventions & Conf-I&A Decrease Travel-I&A Overdrawn Line Item-Hats
Y	11/10/15			\$1,868	\$1,868	298-728-743.00 298-728-403.00	Decrease Other Supplies-SCN Decrease Current Tax Revenue-SCN 2015 MTT Adjustments/Decrease Millage Revenue
Y	11/11/15		\$5,584 \$1,801		\$7,385	298-728-607.00 298-728-615.05 298-728-401.00	Increase Charges for Services-SCN Increase Sales Commissions-SCN Decrease Fund Balance-SCN Additional revenue received not budgeted, reduced fund balance used
Y	11/17/15	\$1,350	\$1,350			297-717-818.99 297-717-615.02	Increase Transportation Vouchers-IHS Increase Memorials-IHS Final payment Whitkopf Memorial

Y - A motion is required

BOARD APPROVAL REQUIRED*	DATE	INCREASE (EXP)	INCREASE (REV)	DECREASE (EXP)	DECREASE (REV)	ACCOUNT	EXPLANATION
Y	11/11/15		\$891	\$891		297-716-860-01 297-716-403.00	Decrease Conventions & Conf-IHS Decrease Current Tax-IHS
"	"		\$362	\$362		297-717-747.11 297-717-403.00	Decrease Equipment-IHS Decrease Current Tax-IHS
"	"		\$2,591	\$2,591		297-718-702.00 297-718-403.00	Decrease Full Time & Reg-IHS Decrease Current Tax-IHS
"	"		\$1,486	\$1,486		297-719-702.00 297-719-403.00	Decrease Full Time & Reg-IHS Decrease Current Tax-IHS
"	"		\$1,860	\$1,860		297-720-702.00 297-720-403.00	Decrease Full Time & Reg-IHS Decrease Current Tax-IHS
"	"		\$1,444	\$1,444		297-721-702.00 297-721-403.00	Decrease Full Time & Reg-IHS Decrease Current Tax-IHS
"	"		\$302	\$302		297-722-702.00 297-722-403.00	Decrease Full Time & Reg-IHS Decrease Current Tax-IHS
"	"		\$403	\$403		297-724-702.00 297-724-403.00	Decrease Full Time & Reg-IHS Decrease Current Tax-IHS 2015 MTT Adjustments Mall, total millage revenue reduction \$9,339
N	11/24/15	\$100		\$100		297-720-922.00 297-720-745-00	Decrease Contingency-IHS Increase Uniforms-IHS Overdrawn line item

Y - A motion is required

Grand Traverse County
Commission on Aging
BUDGET ADJUSTMENT REPORT
December 2015

[illegible]

*A motion is required



Program
Committee Meeting
~ Minutes ~

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.gtcoa.org

Wednesday, December 2, 2015

9:04 AM

GTCOA Meeting Room

DRAFT: 12/2/15

APPROVED:

Call to Order

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

Attendee Name	Title	Status	Arrived
Sandra Busch	Chair	Present	
Michelle Mercer	Vice-Chair	Present	
Carl Kucera	Member	Present	
Carol Sullivan	Member	Present	
Shirley Zerafa	Member	Present	

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

Guests Present: Heidi Guistine and Darcia Brewer, Area Agency on Aging of Northwest Michigan

Approval of agenda

Motion to approve the agenda as amended.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Kucera
SECONDED:	Zerafa
AYES:	Busch, Mercer, Kucera, Sullivan, Zerafa
NAYS:	None

Approval of minutes

Motion to approve the minutes as presented.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Mercer
SECONDED:	Kucera
AYES:	Busch, Mercer, Kucera, Sullivan, Zerafa
NAYS:	None

Area Agency on Aging information-gathering session, Annual Implementation Plan

Durga introduced Guistine and Brewer and explained the AAANM (Area Agency on Aging of Northwest Michigan) Annual Implementation Plan, reporting that the two were looking for input.

Program Reports

IHS Program Report

Green reviewed the October Program Report information.

SCN Program Report

Wells reviewed information on programming/events.

Wells informed members that further communication from *The Rock* is awaited, and of a conversation with Fife Lake. Discussion on fees for the outreach locations, employee replacement, and programming coverage. Discussion on a conflict of interest letter presented to the Executive/Finance Committee 12/1/2015.

2016 Program Committee meeting date/time

Members concurred the meetings would be held the first Wednesday of each month at 9:00 a.m.

Senior Center Network Sponsorship Opportunities 2016

Wells updated members on the status of the document presented at Finance.

Home Chore vouchers

Discussion on the loss of two HC (Home Chore) employees and replacement of employees vs. vouchers. Discussion regarding clients using vouchers, vendor availability, billing/tracking concerns, and customer service. Suggestion to hire a single vendor for the 77 clients. Discussion on the idea, with respect to division of the clients and processing of an RFQ. Green to talk to County Legal on the subject of hiring a single vendor.

Strategic Plan review

The plan was recently approved by the BOC, and will go out in the annual Board Book update.

Old Business

Discussion on Board employee appreciation luncheon planned for staff on Martin Luther King Day.

Wells left at 10:38 a.m.

New Business

None

Public comment

None

Meeting adjourned at 10:40 pm

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.

K:\COMIMAGE\BOARD\Committees\Minutes\Program\2015\12 December.doc

CF/cf

Rev.



PROGRAM REPORT

In-Home Services

2015

DECEMBER

Dated: 1/11/2016

Rev: _____

Prepared by: CF

Grand Traverse County
In-Home Services
Program Report
2015

DIRECT HOURS / UNITS OF SERVICE

	HOURS					UNITS						
	Home-maker	Home Health	Home Chore	Respite	Foot Care	HC Vouch Sold	PERS	I&A	Heat Assist.	Loan Closet	Transportation	Assessments
JAN	1,209	531	793	510	75	45	500	1,095	1	22	1,069	167
FEB	1,168	528	719	464	63	10	500	919	4	30	653	152
MAR	1,389	577	399	501	83	15	500	951	3	24	513	143
APR	1,320	540	799	510	66	86	500	921	2	28	376	171
MAY	1,287	536	793	478	64	235	500	772	0	17	483	167
JUN	1,308	614	1,027	515	60	152	500	1,045	4	10	389	115
JUL	1,265	597	665	477	76	51	509	933	2	20	337	150
AUG	1,199	532	719	468	77	65	514	412	4	21	311	171
SEPT	1,281	455	921	474	79	38	501	666	1	20	485	223
OCT	1,329	505	716	534	81	126	546	484	3	17	540	165
NOV	1,151	463	627	460	71	115	515	475	3	9	407	93
DEC	1,214	493	787	545	81	116	523	601	2	10	205	63
TOTALS	15,120	6,371	8,965	5,936	876	1,054	6,108	9,274	29	228	5,768	1,780

▪ I&A Information and Assistance (includes Web Page inquiries & File of Life) ▪ Transportation = # of Coupons & BATA passes sold ▪ Loan closet = # of items loaned

Footnotes:

Oct	Short staff: HMA 1 FTE all month, HHC/RESP 2 FTE (1 - FMLA and 1 opening). HC Vouchers revised due to voided coupons sold in May (4) and July (8).
Nov	Short staff: HMA 1 FTE, HHC/RESP 1 FTE all month, HHC/RESP 1 FTE 6 days Medical Leave. And HC 1 FTE and 1 Seasonal
DEC	Short staff: HMA 1 6.67 FTE, HHC/RESP 1 FTE, all month, and 3 holidays

Grand Traverse County
In-Home Services
Program Report
2015
CLIENTS SERVED

	Home- maker	Home Health	Home Chore	Respite	Foot Care	Heat Assist.	Loan Closet	Trans- portation	I&A
JAN	631	92	403	76	120	1	17	122	1,095
FEB	634	88	382	74	96	4	20	68	919
MAR	638	86	417	71	127	3	19	61	951
APR	647	84	386	70	101	2	25	50	921
MAY	663	92	531	68	103	0	15	48	772
JUN	642	83	522	69	90	3	9	58	1,045
JUL	628	86	488	67	119	2	17	38	933
AUG	620	81	492	66	108	3	15	43	412
SEPT	621	80	588	66	113	1	12	70	666
OCT	588	79	500	68	110	3	15	53	484
NOV	565	69	142	68	105	3	9	45	475
DEC	591	82	342	74	109	2	8	29	601

Footnotes:

Oct	Short Staff: HMA 1 FTE, HHC/RESP 2 FTE (1 - FMLA and 1 opening).
Nov	Short Staff: HMA 1 FTE, HHC/RESP 1 FTE all month, HHC/RESP 1 FTE 6 days, and HC 1 FTE and 1 Seasonal.
Dec	Short Staff: HMA 1 6.67 FTE, HHC/RESP 1 FTE all month, and 3 holidays.

Grand Traverse County
In-Home Services
Program Report
2015

CLIENTS SERVED - OTHER PROGRAMS

					AARP	
	NMC BBQ	Baskets of Bounty	Area Agency Waiver	Northern Healthcare Waiver	Taxes	Safe Driving
JAN	0	0	8	3	0	0
FEB	0	0	7	3	75	0
MAR	0	0	7	3	154	0
APR	0	0	5	2	49	0
MAY	254	0	9	2	0	10
JUN	0	0	7	2	0	0
JUL	0	0	8	2	0	0
AUG	0	0	7	2	0	15
SEPT	0	0	8	2	0	0
OCT	0	0	13	2	0	24
NOV	0	0	11	2	0	0
DEC	0	112	12	2	0	0
TOTALS	254	112	102	27	278	49

• Clients for these programs, except for Area Agency Waiver and Northern Healthcare Waiver, are not included in the YTD unduplicated Client counts

Grand Traverse County
In-Home Services
Program Report
2015

CLIENTS - UNDUPLICATED
YEAR TO DATE CLIENTS SERVED

	Home- maker	Home Health	Respite	Home Chore	PERS	Foot Care	Heat Assist.	Loan Closet	BATA	Transp.
JAN	631	92	45	403	532	120	1	17	45	77
FEB	30	4	3	5	4	88	4	19	12	25
MAR	12	2	0	83	16	19	3	17	13	11
APR	26	5	8	180	14	10	2	23	9	8
MAY	23	11	3	123	7	10	0	13	6	9
JUN	9	4	0	11	18	6	3	9	10	12
JUL	10	6	7	5	7	8	2	17	5	5
AUG	8	4	2	10	47	11	2	14	5	4
SEPT	20	3	1	27	20	17	1	11	6	7
OCT	12	8	5	14	2	11	3	14	5	8
NOV	4	7	3	2	15	12	3	8	3	8
DEC	11	2	4	10	20	6	1	8	5	0
TOTAL:	796	148	81	873	702	318	25	170	124	174

TOTAL UNDUPLICATED CLIENT COUNT = 1,665

Average Client Pre-Screen Score: 19.78

▪ Unduplicated = Unique, individual clients

Average Client Income:

Two Person: \$2,655

One Person: \$1,718

Grand Traverse County
In-Home Services
Program Report
2015
WAIT LISTS

	HOME CHORE							
	Homemaker	Home Health	Lawn	Windows	Snow	Respite	Foot Care	PERS
JAN	0	0	169	23	76	3	6	20
FEB	3	6	167	28	86	3	5	25
MAR	14	8	171	1	91	7	15	32
APR	10	2	91	0	97	4	16	37
MAY	25	6	0	9	99	7	19	41
JUN	32	8	0	13	73	6	26	0
JUL	43	8	0	22	68	5	25	2
AUG	46	8	0	28	75	7	16	4
SEPT	50	15	0	0	0	11	6	8
OCT	56	14	0	0	0	11	0	12
NOV	63	15	0	0	0	12	0	20
DEC	45	5	0	0	0	6	0	21

• Month end totals - NOT cumulative

Footnotes:

Oct	PERS: Waiting for a GSM Unit. All GSM units offered have been placed.
Nov	PERS: Waiting for a GSM Unit. All GSM units offered have been placed.
Dec	PERS: Waiting for a GSM Unit. All GSM units offered have been placed.

Grand Traverse County
In-Home Services
Program Report
2015

**WAIT LISTS FOR
CLIENTS DECLINING VOUCHERS**

	HOME CHORE	
	Lawn	Snow
JAN	0	0
FEB	0	0
MAR	0	0
APR	0	0
MAY	27	0
JUN	27	0
JUL	27	0
AUG	27	0
SEPT	27	0
OCT	27	1
NOV	27	1
DEC	27	1

▪ Month end totals - NOT cumulative

Footnotes:

	New Chart: May-Clients refusing vouchers, waiting for COA
Oct	Program.
Nov	
Dec	

Grand Traverse County
In-Home Services
CLIENTS BY TOWNSHIP
2015

TOWNSHIP	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec	Total *
ACME	35	36	40	42	44	45	48	49	51	51	51	53	53
BLAIR	60	63	70	76	78	80	84	88	88	89	89	89	89
CITY OF T.C.	295	306	320	332	344	353	356	364	368	370	372	377	377
EAST BAY	112	116	123	132	141	143	143	144	144	149	155	160	160
FIFE LAKE	27	27	27	28	30	30	31	32	34	34	34	35	35
GARFIELD	423	444	467	486	505	512	516	523	540	547	564	581	581
GRANT	17	19	19	19	22	21	21	23	23	24	24	26	26
GREEN LAKE	56	58	60	72	77	79	82	82	84	87	87	89	89
LONG LAKE	52	53	54	66	68	70	71	75	75	74	75	78	78
MAYFIELD	9	9	9	10	10	10	10	13	13	14	15	18	18
PARADISE	37	40	40	41	48	49	51	51	53	53	53	56	56
PENINSULA	59	62	63	70	77	77	78	79	79	78	78	80	80
UNION	0	0	1	1	2	2	2	2	2	2	2	2	2
WHITEWATER	14	16	16	19	20	20	20	20	21	21	21	21	21
Total:	1196	1249	1309	1394	1466	1491	1513	1545	1575	1593	1620	1665	1665

***Total = Total unduplicated clients YTD. Each month is also equal to the year total.**



PROGRAM REPORT

Senior Center Services

2015

December

Dated: 1/7/2016

Rev: _____

Prepared By: LW

Grand Traverse County
Senior Center Services
Program Report
2015
SUMMARY

	UNITS OF SERVICE							SCN Home Page Views	I & A
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	TOTAL		
JAN	2,162	487	186	224	175		3,234	2871	72
FEB	2,002	635	236	138	223		3,234	1165	489
MAR	2,685	677	274	144	184		3,964	977	60
APR	2,397	741	326	202	226		3,892	1471	42
MAY	2,750	799	392	100	206		4,247	1166	487
JUN	3,545	1063	276	154	186		5,224	1509	25
JUL	3,222	820	417	43	154		4,656	1130	**
AUG	3,239	1141	637	192	334		5,543	**	20
SEPT	3,657	653	370	82	102		4,864	363	13
OCT	3,212	609	267	0	88		4,176	464	31
NOV	2,483	479	235	0	77		3,274		
DEC	2,156	517	182	0	117		2,972		
TOTALS	33,510	8,621	3,798	1,279	2,072	0	49,280	11,116	1,239

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

Footnotes

Grand Traverse County
Senior Center Services
Program Report
2015
SUMMARY

EVENT PARTICIPATION - MEMBERS								
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	Other	Total
JAN	471	96	41	57	34			699
FEB	465	207	52	58	33			815
MAR	537	175	48	48	42			850
APR	581	144	61	56	47			889
MAY	691	153	72	39	43			998
JUN	811	177	67	43	45			1,143
JUL	737	162	85	20	33			1,037
AUG	707	152	97	39	61			1,056
SEPT	742	167	64	47	32			1,052
OCT	814	147	71	0	38			1,070
NOV	590	134	114	0	33			871
DEC	468	122	42	0	33			665
TOTALS	7,614	1,836	814	407	474	0	0	11,145

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

2014 Non-Members are duplicated.

Footnotes

Jun	Acme figures are declining as we have lost the staff person designated to help there and have not reassigned the duties. A new person will be hired shortly and we expect Acme to grow quickly.
Jul	
Aug	Rainy days and Storm August 2 reduced numbers in Traverse City

Grand Traverse County
Senior Center Services
Program Report
2015
SUMMARY

EVENT PARTICIPATION NON-MEMBERS								
	Traverse City	Interlochen	Kingsley	Acme	Fife Lake	Other	Other	Total
JAN	193	3	2	11	24			233
FEB	155	8	12	16	38			229
MAR	185	10	0	21	1			217
APR	211	7	17	17	11			263
MAY	236	20	76	17	25			374
JUN	243	78	273	33	20			647
JUL	229	103	86	13	29			460
AUG	199	182	163	50	83			677
SEPT	484	13	24	14	34			569
OCT	178	17	25	0	5			225
NOV	221	7	13	0	43			284
DEC	163	10	4	0	12			189
TOTALS	2,697	458	695	192	325	0	0	4,367

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

2013 and 2014 Non-Members are duplicated.

Footnotes

June	Kingsley Pancake Breakfast largely responsible for increase in Guests
Jul	
Aug	Rainy days and the Storm on August 2 reduced numbers in Traverse City

Grand Traverse County
Senior Center Services

Program Report

2015

SUMMARY

	MEMBERSHIPS	
	NEW	TOTAL
Beginning Members		3214
JAN	59	3273
FEB	34	3307
MAR	41	3348
APR	79	3427
MAY	30	3457
JUN	74	3531
JUL	54	3585
AUG	54	3639
SEPT	50	3689
OCT	41	3730
*NOV	26	3756
DEC	18	3774
TOTALS	560	3774

Footnotes

Nov	Updated count from 11 to 41 to correct error.



GRAND TRAVERSE COUNTY

COMMISSION ON AGING

520 W. FRONT STREET, SUITE B

TRAVERSE CITY, MI 49684-2237

(231) 922-4688 • (231) 929-1645

E-MAIL ADDRESS: gtcoa@grandtraverse.org

HOME PAGE: www.gtcoa.org

January 29, 2016

«AddressBlock»

Dear Donor:

On behalf of the Board Members and Staff of the Grand Traverse County Commission on Aging, we would like to thank you for the donation you gave us in 2015.

Your gift will be reinvested back into the programs that we provide, and dedicated to benefit county residents 60 years of age and older. The need is great, although frequently not realized, until a family member or friend needs assistance to remain independent.

The GTCOA is truly fortunate to be funded by a property tax based millage. The County Voters have supported our millage every six years.

Like all taxed based budgets, the COA's fluctuates with the economy and frequently does not cover our entire budget. Your thoughtfulness makes it possible for us to do more for others. Thank you.

Sincerely yours,

Laura Green
Deputy Director