



## 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](mailto:gtcoa@grandtraverse.org)  
HOMEPAGE: [www.grandtraverse.org](http://www.grandtraverse.org)

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### EXECUTIVE/FINANCE COMMITTEE

#### AGENDA

**Tuesday, August 4, 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 (2-7)

#### FINANCE

3. Finance Reports (Summary 8)
  - A. Monthly reports
    1. In-Home Services (9-13)
    2. Senior Center Network (14-17)
4. Unit costs (18-20) & next steps - Sliding Fee Scale (21-23) – Georgia Durga, Director
5. 2016 Budget update – Georgia Durga, Director
6. Millage revenue and captured taxes – Bill; Rokos

#### EXECUTIVE

7. Board member in good standing memorandum to Board of Commissioners (24)
8. Wage increase update
9. Ballot language update
10. Endowment Report (25-27)
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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**Executive/Finance  
Committee Meeting  
~ Minutes ~**

**GRAND TRAVERSE COUNTY  
COMMISSION ON AGING**

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Tuesday, July 7, 2015

9:00 AM

GTCOA Meeting Room

**DRAFT:** 7/7/15 Rev.

**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	Excused	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	
Kory Hansen	Member	Absent Excused	

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

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

**Approval of Agenda**

Harrand and Durga requested the addition of GTCOA office move (for Resource Management and Administration meeting).

**Motion to approve the agenda as Amended.**

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

**Approval of Minutes**

Chair Harrand asked if there were any corrections to the minutes. Staff relayed that the Executive minutes of May 19<sup>th</sup> were missing one word "waste" on page 2 of the minutes. Staff to update. There were no changes to the June Finance minutes and they were approved as presented.

**Motion to approve the May 19, 2015 Executive Committee minutes as amended.**

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

**GTCOA office move – added to Agenda**

Members discussed an article from The Ticker stating that the County Planner would present a proposal for a new County Building to house GTCOA and MSUE (Michigan State University Extension). Member noted concern that the BOC (Board of Commissioners) would review a proposal without referring the matter for discussion by the GTCOA Board; as well as a move for both departments being discussed as though each would have to move together. Durga explained that the County Planner is providing the information to the BOC, at their behest, as part of a long term capital plan. Durga relayed that there were three options provided by the County Planner in the recommendation and reviewed those options. Members suggested there is an additional option not included which would be a leased building. Durga relayed information from Information Technologies on why a leased building could present concerns. Members discussed the matter at length. Durga relayed that the County Planner would present the recommendation to the BOC at RM&A on Wednesday, July 8, 2015, at 6:00 pm and any interested member was invited to attend.

Member expressed concern that the Director has moved to an office at Governmental Center and Board members were not informed. Durga relayed that she is trying to complete work that she has not been able to accomplish in the office. Members discussed the matter at length. Durga advised that Chair Harrand had asked to inform Board members, but was advised this was a personnel issue.

**Senior Center Network**

***Program Reports***

Wells relayed that Project Fresh has been very successful. Almost 400 booklets have been distributed and the State informed them that they will provide 100 more for free. She relayed that she would probably take them to the commodities distribution day. Wells stated that Barb Mikowski was awarded the Distinguished Senior Citizen for 2015, and reported that staff is busy with many Cherry Festival activities. Wells conveyed that the Program Coordinator position has been reposted. Wells also reported on an article highlighting the hiking and cycling group, the completion of the shuffleboard courts, where three up-coming tournaments are scheduled, and a painting in the park program. Wells stated that Sundays have been very slow and staff will monitor the situation.

**Motion to accept the May SCN Program Report as presented.**

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

***Traverse City Senior Center lease extension update***

Wells relayed that she did not bring a formal recommendation. She stated that she spoke to the Assistant City Manager who talked to the Attorney. Wells relayed that the City can't give the land without a ballot vote. The City informed her that a lease for more than ten years could be construed as giving the property away. Wells stated that the City has expressed that their lease expiration interpretation is 2021. Members discussed that the lease was written as five years, and funds raised would be held by the City. Members expressed reassurance of the project with a 2021 expiration date, and funds being held by the City.

***Traverse City Senior Center renovation next steps***

Hand in hand with the lease extension, no further update.

***Change in committee reporting of SCN***

Durga reminded members that Wells will start reporting to Program Committee next month.

***Area Agency Annual Implementation Plan***

Durga provided a synopsis of the 2016 Plan relaying that GTCOA provides a recommendation to the BOC, and recommended approval.

**Motion to recommend approval of the 2016 Area Agency on Aging of Northwest Michigan Annual Implementation Plan.**

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

## FINANCE

### *Finance Reports*

#### ***No monthly reports (change in meeting date)***

Due to the change in meeting dates there were no reports this meeting. Durga relayed that they will be one month behind now. Member suggested that Durga can always report to something major.

#### ***Budget adjustment report***

##### ***Budget Adjustment approvals***

Durga highlighted the items for approval, relaying that two were approved in May. Member asked how much money was spent on the 40<sup>th</sup>, and Wells responded less than \$250. Durga reported that the Supervisors and Assessment Aide now have portable printers and a budget adjustment is required, due to that purchase.

Members discussed the use of printers for assessments and staff utilizing the same assessment tool. Members discussed skills for the assessors, initial assessments by the RN, and replacement personnel.

#### **Motion to approve the June budget adjustment items as presented (\$2,025 from Fund Balance for overdrawn items and \$37,000 to Funds for Subsequent Years.)**

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

#### ***Budget adjustment approval process***

Durga stated that the request to review adjustments by both Finance and then forwarded to the full Board, creates a delay in operations. She requested that immediate approval be provided at Finance Committee, and relayed her reasoning therefore. Member stated that he feels adjustments should go to both Finance and the full Board. Members discussed the 2016 Budget. Member stated that a budget is a forecast which can be amended. Member noted that many adjustments don't require approval, only the ones which change the bottom line. Member stated that he does not care if all adjustments are on the report, only those which change the bottom line. These are marked on the budget adjustment form, and noted that 8 out of 10 on this report did not require action.

Durga stated that the contingency funds are almost gone, and that any further

unexpected items may come from fund balance. Member suggested putting money from fund balance into contingency. Another Member suggested a review of the rest of the budget for overages and shifting funds. Durga provided an example of a broken truck in the middle of mowing season, could take a little over a month to replace. She relayed that if the matter could just be approved at Finance; the time would be far less. Member stated that staff should generally request approvals, if an emergency presents itself then do something different, such as schedule a special meeting. Wells relayed that this year the 40<sup>th</sup> anniversary party was not budgeted and there was no money in the banner line item. Member recommended shifting the funds from another line item.

***2014 Outside Agency Funding update***

Durga stated that a letter has been received from Paradise Township, Kingsley Area Retirees. There were funds left over 2014, and the requested letter indicated their plan to spend the balance of the funds in 2015.

***Unit costs update – Georgia Durga, Director***

Durga relayed that she is still working on those costs, advising that an issue with the County reports was causing some inconsistencies. Member stated that if the departments have not provided the numbers by next month the Committee would discuss the matter then. Durga explained how unit costs are calculated. Member provided a suggestion to recode those persons into another line item.

***2016 Budget update***

Durga stated that she's still working on the 2016 Budget – some County costs are not done yet. Once those are entered she can complete the Budget. She stated that the Budget will come to Finance in August, and will have been submitted prior to that time. Member requested that Durga provide a copy to the Board members upon submission, with a copy in the next packet as well.

Durga relayed that there is a public hearing scheduled in October.

***Strategic Plan***

No Update

***Old Business***

None

***New Business***

None

## **Public Comment**

Kucera noted he would attend RM&A and suggested everyone else to go as well.

Taylor asked if anyone had discussed salary adjustments. Durga relayed that Commissioner Maxbauer was supposed to talk to HR (Human Resources) but was not sure if she had done that. Chair Harrand asked that the matter be placed on the next month's Agenda.

Wells asked if there had been any more discussion on the millage. Durga stated that she was waiting for a revenue estimate form Equalization. The number is required in the ballot language. Durga stated that the language is ready to go to County Legal and relayed she would send it without the Equalization numbers.

## **Adjournment**

### **Meeting adjourned at 10:47 am**

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

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Rev. 7/21/15



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**FINANCE REPORT SUMMARY**

June 2015

GOAL: 50 %

1. In Home Services

Expenses - \$1,176,213 - 41.90%

Revenue - \$2,378,314 - 84.71%

2. Senior Center Network

Expenses - \$ 229,022 - 45.84%

Revenue - \$ 465,147 - 92.63%

NOTE: The following are out of balance but will be corrected in July 2015:

1. SCN Rev – Exp. = \$2,550 (Should equal 0)

2. I&A Rev – Exp = \$ 600 (Should equal 0)



GRAND TRAVERSE COUNTY  
TRIAL BALANCE

		DEBIT	CREDIT	DEBIT	CREDIT
FUND 297 G. T. COUNTY COMMISSION ON AGING					
ASSETS	001.00	CASH	2,660,622.47	.00	
	018.00	IMPREST CASH	100.00	.00	
LIABILITIES	201.00	VOUCHERS PAYABLE	265.88	.00	
	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	1,371,515.91	
REVENUES	400.00	REVENUE CONTROL	.00	2,378,314.38	
EXPENDITURES	700.00	EXPENDITURE CONTROL	1,176,213.26	.00	
				3,837,201.61	3,837,201.61
				3,837,201.61	3,837,201.61

RUN DATE: 7/09/15

GRAND TRAVERSE COUNTY  
LINE ITEMS AS OF 06/30/2015

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	28917.76	.00	28918.24	50.00
701.01 PER DIEM	5000.00	.00	5000.00	874.67	3592.03	.00	1407.97	71.84
702.00 FULL TIME & REGULAR PART TIM	1163896.00	.00	1163896.00	84721.36	509893.96	.00	654002.04	43.81
702.01 LONGEVITY	6708.00	.00	6708.00	.00	.00	.00	6708.00	.00
703.00 PART TIME TEMPORARY	27000.00	.00	27000.00	619.05	619.05	.00	26380.95	2.29
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	6752.37	40456.10	.00	57919.90	41.12
716.00 HEALTH, OPTICAL & DENTAL	399242.00	.00	399242.00	30210.08	182969.22	.00	216272.78	45.83
716.02 SHORT & L-T DISABILITY	9499.00	.00	9499.00	847.71	5100.95	.00	4398.05	53.70
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	317.00	1892.19	.00	649.81	74.44
718.00 RETIREMENT	19870.00	.00	19870.00	1477.26	9096.51	.00	10773.49	45.78
718.01 RETIREMENT DC	94635.00	.00	94635.00	6624.27	39882.92	.00	54752.08	42.14
718.05 RETIREMENT - DB UAL	116533.00	.00	116533.00	8364.70	52003.06	.00	64529.94	44.63
719.00 WORKER'S COMP INS	26520.00	.00	26520.00	1830.54	10891.89	.00	15628.11	41.07
720.00 UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00	.00	.00	.00	N/A
727.00 OFFICE SUPPLIES	7000.00	707.00	7707.00	1212.31	4403.42	225.70	3077.88	57.14
729.00 PRINTING AND BINDING	4100.00	700.00	4800.00	46.88	1819.52	42.44	2938.04	37.91
729.02 COPY MACHINE USE	1300.00	.00	1300.00	.00	290.26	270.18	739.56	22.33
729.08 RISOGRAPH COPIES	.00	.00	.00	.00	.00	.00	.00	N/A
730.00 POSTAGE	15000.00	.00	15000.00	.00	5728.37	.00	9271.63	38.19
743.00 OTHER SUPPLIES	100.00	159.00	259.00	150.74	31.01	.00	227.99	11.97
743.29 BASKETS OF BOUNTY	5000.00	2586.00	7586.00	.00	9.08	.00	7576.92	.12
743.35 PROPERTY DAMAGE	2300.00	2300.00	4600.00	1948.00	1948.00	.00	2652.00	42.35
745.00 UNIFORMS & ACCESSORIES	5680.00	.00	5680.00	2464.23	3188.75	.00	2491.25	56.14
747.00 SMALL TOOLS & SUPPLIES	17000.00	2892.00	19892.00	817.81	6014.07	2463.26	11414.67	30.23
747.11 EQUIPMENT	11320.00	6400.00	17720.00	799.98	3717.05	.00	14002.95	20.98
748.00 GAS, OIL & GREASE	25000.00	.00	25000.00	1624.64	5584.32	41.58	19374.10	22.34
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	155.00	398.00	57.48	92.48	.00	305.52	23.24
811.00 SERVICE CONTRACTS	30042.00	30000.00-	42.00	.00	.00	.00	42.00	.00
812.00 MIS CHARGES	20000.00	.00	20000.00	1662.84	6284.50	1964.96	11750.54	31.42

RUN DATE: 7/09/15

GRAND TRAVERSE COUNTY  
L I N E I T E M S A S O F 06/30/2015

PAGE 2

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
812.11 COMPUTER EQUIPMENT	.00	455.00	455.00	.00	399.99	.00	55.01	87.91
818.00 CONTRACT SERVICES	153286.00	528.00	153814.00	8189.65	39158.95	.00	114655.05	25.46
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	.00	3369.70	.00	15901.30	17.49
818.93 SENIOR SUPPORT	16000.00	4830.00	20830.00	2220.04	6929.10	994.20	12906.70	33.27
818.94 TRANSPORTATION	34000.00	13000.00-	21000.00	40.00-	9000.00	.00	12000.00	42.86
818.99 VOUCHERS	.00	98424.00	98424.00	1420.00	9195.00	1800.00	87429.00	9.34
819.32 EVENTS	.00	387.00	387.00	25.00	25.00	.00	362.00	6.46
850.00 TELEPHONE	5600.00	.00	5600.00	403.02	2127.50	403.02	3069.48	37.99
850.01 TELEPHONE LOCAL & L.D.	700.00	.00	700.00	1.59	11.53	1.97	686.50	1.65
850.04 TELE-CELLULAR NETWORK	8084.00	.00	8084.00	86.28-	3153.90	.00	4930.10	39.01
860.00 TRAVEL	76400.00	150.00-	76250.00	5603.96	31604.43	175.38	44470.19	41.45
860.01 CONVENTIONS & CONFERENCES	2530.00	.00	2530.00	141.32	456.32	.00	2073.68	18.04
860.15 EVENTS TRAVEL	.00	.00	.00	.00	.00	.00	.00	N/A
909.00 ADVERTISING	5850.00	.00	5850.00	407.13	3553.22	.00	2296.78	60.74
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	.00	273.97	.00	526.03	34.25
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	1352.21	8551.97	144.44	6303.59	57.01
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	220.94	5624.18	91.70	9284.12	37.49
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
980.00 OFFICE EQUIP & FURNITURE	7500.00	143.00	7643.00	.00	.00	7101.00	542.00	.00
992.00 CONTINGENCY	12010.00	5258.00-	6752.00	.00	.00	.00	6752.00	.00

PO. FOR YEAR

PO. FOR YEAR

PO. FOR YEAR

RUN DATE: 7/09/15

GRAND TRAVERSE COUNTY  
LINE ITEMS AS OF 06/30/2015

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
992.05 FUNDS FOR SUBSEQUENT YEARS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2785161.00	21802.00	2806963.00	177429.90	1176213.26	15719.83	1615029.91	41.90

**June  
EXPENSES – IN HOME  
SRVCS.  
GOAL 50%**

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	11635.00-	236881.00	.00	.00	.00	236881.00	.00
403.00 CURRENT TAX	2227645.00	.00	2227645.00	.00	2177018.82	.00	50626.18	97.73
417.00 UNPAID PERSONAL PROP TAX	1000.00	.00	1000.00	34.75	2077.54	.00	1077.54-	207.75
427.00 IN LIEU OF TAXES	2100.00	.00	2100.00	1687.80	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	19362.73	120308.80	.00	138391.20	46.51
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	121.85	561.73	.00	638.27	46.81
607.09 CHARGES FOR TRANSPORT COUPON	2000.00	.00	2000.00	285.36	1888.70	.00	111.30	94.44
607.60 CHARGES FOR SERV -HC VOUCHER	.00	.00	.00	849.50	1833.50	.00	1833.50-	N/A
608.05 SPONSORSHIPS	.00	.00	.00	.00	.00	.00	.00	N/A
642.00 CHARGES FOR SERVICES	8700.00	.00	8700.00	3443.10	12094.80	.00	3394.80-	139.02
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	3235.00	13535.00	943.01	9519.14	.00	4015.86	70.33
675.01 BASKETS OF BOUNTY	1000.00	.00	1000.00	.00	1158.32	.00	158.32-	115.83
675.02 CONTRIBUTIONS, MEMORIALS	600.00	23500.00	24100.00	35955.00-	25190.00	.00	1090.00-	104.52
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	21802.00	2807563.00	9226.90-	2378314.38	.00	429248.62	84.71

WORKING ON THIS

-LOW, SHOULD BE 50% @ \$129,350  
 Δ (\$9,041.20)  
 -LOW Δ (\$38.27)

AAAM

WHITKOPF MEMORIAL → BALANCE SHEET \$37,000

**June  
REVENUE – IN HOME  
SRVCS.  
GOAL 50%**

GRAND TRAVERSE COUNTY  
TRIAL BALANCE

FUND 298 SENIOR CENTER

			DEBIT	CREDIT	DEBIT	CREDIT
ASSETS	001.00	CASH	785,823.10	.00		
	018.00	IMPREST CASH	100.00	.00		
	045.00	ACCT. RECEIVABLE - INVOICE	460.00	.00		
LIABILITIES	285.00	CUSTOMER DEPOSITS	.00	7,164.79		
	390.00	FUND BALANCE	.00	543,093.76		
REVENUES	400.00	REVENUE CONTROL	.00	465,146.90		
EXPENDITURES	700.00	EXPENDITURE CONTROL	229,022.35	.00		
					1,015,405.45	1,015,405.45
					1,015,405.45	1,015,405.45

RUN DATE: 7/09/15

GRAND TRAVERSE COUNTY  
L I N E I T E M S A S O F 06/30/2015

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	5797.45	.00	5797.55	50.00
701.01 PER DIEM	1000.00	950.00	1950.00	175.33	677.97	.00	1272.03	34.77
702.00 FULL TIME & REGULAR PART TIM	107882.00	2700.00-	105182.00	9978.09	45258.72	.00	59923.28	43.03
702.01 LONGEVITY	192.00	.00	192.00	.00	.00	.00	192.00	.00
703.00 PART TIME TEMPORARY	18000.00	.00	18000.00	656.15	5619.59	.00	12380.41	31.22
705.00 PERSONAL LEAVE	2337.00	.00	2337.00	.00	.00	.00	2337.00	.00
715.00 FICA	10787.00	.00	10787.00	889.54	4354.62	.00	6432.38	40.37
716.00 HEALTH, OPTICAL & DENTAL	31713.00	.00	31713.00	2221.18	13314.86	.00	18398.14	41.99
716.02 SHORT & L-T DISABILITY	942.00	.00	942.00	65.45	422.12	.00	519.88	44.81
717.00 LIFE INSURANCE	248.00	.00	248.00	23.77	159.52	.00	88.48	64.32
718.00 RETIREMENT	1320.00	.00	1320.00	98.02	637.71	.00	682.29	48.31
718.01 RETIREMENT DC	9900.00	.00	9900.00	776.96	3894.43	.00	6005.57	39.34
718.05 RETIREMENT - DB UAL	9109.00	.00	9109.00	779.41	3944.03	.00	5164.97	43.30
719.00 WORKER'S COMP INS	222.00	.00	222.00	18.40	89.92	.00	132.08	40.50
727.00 OFFICE SUPPLIES	5000.00	1000.00-	4000.00	236.48	931.71	659.23	2409.06	23.29
729.00 PRINTING AND BINDING	3000.00	.00	3000.00	64.37	504.39	.00	2495.61	16.81
729.02 COPY MACHINE USE	1500.00	.00	1500.00	107.29	595.22	.00	904.78	39.68
730.00 POSTAGE	8000.00	.00	8000.00	.00	3264.00	.00	4736.00	40.80
743.00 OTHER SUPPLIES	30000.00	10800.00-	19200.00	3293.35	8957.58	1.75-	10244.17	46.65
745.00 UNIFORMS & ACCESSORIES	500.00	.00	500.00	.00	.00	.00	500.00	.00
747.00 SMALL TOOLS & SUPPLIES	1500.00	.00	1500.00	.00	549.54	.00	950.46	36.64
747.11 EQUIPMENT	3000.00	.00	3000.00	.00	252.86	.00	2747.14	8.43
810.00 SUBSCRIPTIONS	246.00	30.00	276.00	.00	266.00	.00	10.00	96.38
810.01 DUES	243.00	250.00	493.00	11.52	441.52	.00	51.48	89.56
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	887.40	4120.98	1122.89	6456.13	35.22
812.11 COMPUTER EQUIPMENT	4700.00	1800.00-	2900.00	76.13	976.11	1880.60	43.29	33.66
818.00 CONTRACT SERVICES	25000.00	837.00	25837.00	5184.68	22595.13	133.73	3108.14	87.45
818.07 SECRETARIAL	.00	2700.00	2700.00	423.00	2695.50	.00	4.50	99.83
819.32 EVENTS	.00	1000.00	1000.00	5.03	5.03	.00	994.97	.50
850.00 TELEPHONE	1200.00	.00	1200.00	170.60	511.05	.00	688.95	42.59
850.01 TELEPHONE LOCAL & L.D.	1700.00	.00	1700.00	115.96	824.27	.00	875.73	48.49
850.04 TELE-CELLULAR NETWORK	2600.00	.00	2600.00	13.72-	716.94	.00	1883.06	27.57
860.00 TRAVEL	5200.00	.00	5200.00	270.95	1338.56	313.26	3548.18	25.74

*Pd, IN FULL YTD*

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
860.01 CONVENTIONS & CONFERENCES	650.00	2500.00	3150.00	.00	952.53	1195.00	1002.47	30.24
860.15 EVENTS TRAVEL	.00	1200.00	1200.00	.00	1200.00	.00	.00	100.00
909.00 ADVERTISING	27980.00	2500.00-	25480.00	542.62	2835.81	65.00	22579.19	11.13
910.00 INSURANCE & BONDS	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
920.50 UTILITIES - HEAT	3000.00	.00	3000.00	104.72	1420.94	45.73	1533.33	47.36
921.00 UTILITIES - ELECTRIC	7000.00	.00	7000.00	.00	1437.79	.00	5562.21	20.54
932.00 EQUIP REPAIR & MAINT	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
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 EMPLOYBE 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
980.00 OFFICE EQUIP & FURNITURE	10000.00	1000.00-	9000.00	.00	.00	.00	9000.00	.00
992.00 CONTINGENCY	3000.00	2117.00-	883.00	.00	.00	.00	883.00	.00
992.05 FUNDS FOR SUBSEQUENT YEARS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	501199.00	1573.00-	499626.00	28054.60	229022.35	5413.69	265189.96	45.84

*pd. IN FULL  
pd. FOR YEAR  
pd. FOR YEAR*

**June  
EXPENSES – SR. CTR.  
NETWORK  
GOAL 50%**



RUN DATE: 7/09/15

GRAND TRAVERSE COUNTY  
LINE ITEMS AS OF 06/30/2015

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	2773.00-	837.00	.00	.00	.00	837.00	.00
403.00 CURRENT TAX	445539.00	.00	445539.00	.00	435218.92	.00	10320.08	97.68
417.00 UNPAID PERSONAL PROP TAX	200.00	.00	200.00	8.57	416.99	.00	216.99-	208.50
427.00 IN LIEU OF TAXES	400.00	.00	400.00	337.57	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	4458.99	24504.81	.00	15495.19	61.26
608.05 SPONSORSHIPS	3000.00	.00	3000.00	.00	.00	.00	3000.00	.00
615.00 SALES	500.00	.00	500.00	90.82	547.62	.00	47.62-	109.52
615.05 SALES COMMISSIONS	5000.00	1200.00	6200.00	1972.13	2175.98	.00	4024.02	35.10
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	7.00	835.37	.00	335.37-	167.07
675.02 CONTRIBUTIONS, MEMORIALS	500.00	.00	500.00	70.00	140.00	.00	360.00	28.00
686.00 REIMBURSEMENTS	.00	.00	.00	515.00	515.00	.00	515.00-	N/A
GRAND TOTALS	503749.00	1573.00-	502176.00	7460.08	465146.90	.00	37029.10	92.63

CHECKING ON THIS

**June  
REVENUE – SR. CTR.  
NETWORK  
GOAL 50%**

Grand Traverse County  
Commission on Aging

**UNIT COSTS**  
**Work Sheets**  
2014

1. UNIT COST – Total

	HMA	HHC	HC	RES	FC	PERS	SCN
<b>Expense</b>	\$729,797	\$399,355	\$484,937	\$331,454	\$82,629	\$122,931	\$403,184
<b>Units</b>	15,648	6,873	8,858 <sup>^</sup>	6,064	769	6,000	54,455
<b>Unit Cost</b>	\$46.64	\$58.10	\$54.75	\$54.66	\$107.45	\$20.49	\$7.40

Data taken from on 2014 year-end Program Report (Units) and Finance Report (Expenses).

<sup>^</sup> Includes HC Voucher units (55)

2. UNIT COST – Direct Costs including Supervisor

	HMA	HHC	HC*	RES	FC	PERS	SCN
<b>Expense</b>	\$591,220	\$340,001	\$379,971	\$279,018	\$64,913	\$104,459	\$403,184
<b>Units</b>	15,648	6,873	8,858	6,064	769	6,000	54,455
<b>Unit Cost</b>	\$37.78	\$49.47	\$42.90	\$46.01	\$84.41	\$17.41	\$7.40

\*Truck purchased in 2011 (\$26,412) amortized over 5 years (\$5,000 each year), truck purchased in 2014 (\$26,557), amortized over 5 years (\$5,311)

3. UNIT COST – Direct Costs without Supervisor

	HMA	HHC	HC*	RES	FC	PERS	SCN
<b>Expense</b>	\$559,431	\$300,594	\$359,859	\$239,719	\$45,362	\$88,862	\$402,894
<b>Units</b>	15,648	6,873	8,858	6,064	769	6,000	54,455
<b>Unit Cost</b>	\$35.75	\$43.74	\$40.63	\$39.53	\$58.99	\$14.81	\$7.40

\*Truck purchased in 2011 (\$26,412) amortized over 5 years (\$5,000 each year), truck purchased in 2014 (\$26,557), amortized over 5 years (\$5,311)

G. Durga  
07/24/2015

GRAND TRAVERSE COUNTY  
COMMISSION ON AGING

**TOTAL UNIT COSTS**

YEAR	HOMEMAKER	HOME HEALTH CARE	HOME CHORE	RESPITE	FOOT CARE	PERS	SCN
2006	\$30.90	\$53.32	\$44.61	\$27.90	\$22.07		
2007	\$29.88	\$51.94	\$45.01	\$30.05	\$36.48	\$9.22	
2008	\$36.28	\$42.15	\$37.27	\$31.78	\$34.72	\$15.81	
2009	\$37.80	\$41.82	\$42.71	\$35.63	\$36.05	\$22.47*	
2010	\$38.29	\$45.26	\$52.14	\$42.98	\$28.30	\$20.20*	
2011	\$40.49	\$45.04	\$49.97	\$48.21	\$28.36	\$19.28*	\$5.81%
2012	\$41.48	\$46.50	\$53.69	\$48.22	\$35.13	\$21.79&	\$8.04
2013	\$45.39	\$56.41	\$52.86	\$51.51	\$67.49@	\$19.74&	\$8.83
2014	\$46.64	\$58.10	\$54.75	\$54.66	\$107.45	\$20.49	\$7.40

NOTE: Based on total program cost. No funds backed out.

\* PERS Contract Cost \$16 per unit per month

&PERS Contract Cost \$14.95 per unit per month

@Foot Care part time on call position eliminated, current employee part time with benefits.

%First year of new millage

GRAND TRAVERSE COUNTY  
COMMISSION ON AGING

**ADJUSTED UNIT COSTS - INCLUDING SUPERVISOR COSTS\***

YEAR	HOMEMAKER	HOME HEALTH CARE	HOME CHORE	RESPITE	FOOT CARE	PERS	SCN
2014	\$37.78	\$49.47	\$42.90	\$46.01	\$84.41	\$17.41	\$7.40

\*2014 was the first year for this data to be recorded.

**ADJUSTED UNIT COSTS - WITHOUT SUPERVISOR COSTS**

YEAR	HOMEMAKER	HOME HEALTH CARE	HOME CHORE	RESPITE	FOOT CARE	PERS	SCN
2006							
2007							
2008							
2009	\$30.29	\$34.58	\$35.05	\$31.07	\$29.82		
2010	\$29.84	\$31.44	\$37.42	\$30.91	\$20.38		
2011	\$32.78	\$39.42	\$39.03	\$40.74	\$23.67	\$ 15.95	\$5.81
2012	\$34.13	\$36.84	\$42.21	\$37.04	\$22.83	\$ 14.95	\$8.04
2013	\$35.23	\$42.14	\$39.99	\$37.44	\$35.78	\$ 14.95	\$8.83
2014	\$35.75	\$43.74	\$40.63	\$39.53	\$58.99	\$14.81	\$7.40

G. Durga

Revised: May 3, 2010, April 13, 2011, February 14, 2012, April 10, 2012, July 29, 2013, May 14, 2014, July 27, 2015

K:\COMMAGE\USERS\GDURGA\PRIVATE\WPDOCS\Finance\Unit Costs\Unit Cost Report by Year.doc

## 2015 CLIENT INCOME BY PROGRAM

ONE PERSON HOUSEHOLD	Homemaker Aide	# of Clients	Home Health Care	# of Clients	Respite	# of Clients	Home Chore	# of Clients	Home Chore Vouchers	# of Clients	PERS	# of Clients	Loan Closet	# of Clients	Foot Care	# of Clients	BATA	# of Clients	Transportation Vouchers	# of Clients	Fee Assistance Clients	# of Clients
less than \$ 973	\$2	<b>110</b>	\$2	<b>13</b>	\$2	<b>6</b>	\$2	<b>75</b>	\$2	<b>1</b>	\$2	<b>88</b>	\$3	<b>15</b>	\$3	<b>36</b>	\$3	<b>42</b>	\$3	<b>48</b>	\$1	<b>68</b>
\$ 974 - \$ 1,945	\$5	<b>256</b>	\$5	<b>42</b>	\$5	<b>20</b>	\$3	<b>225</b>	\$3	<b>5</b>	\$3	<b>220</b>	\$6	<b>22</b>	\$6	<b>83</b>	\$5	<b>27</b>	\$5	<b>52</b>	\$2	<b>25</b>
\$ 1,946 - \$ 2,918	\$10	<b>69</b>	\$10	<b>4</b>	\$10	<b>0</b>	\$7	<b>68</b>	\$7	<b>3</b>	\$6	<b>69</b>	\$13	<b>8</b>	\$14	<b>33</b>	\$9	<b>1</b>	\$12	<b>2</b>		
\$ 2,919 - \$ 3,890	\$20	<b>22</b>	\$20	<b>2</b>	\$20	<b>0</b>	\$14	<b>28</b>	\$14	<b>3</b>	\$13	<b>30</b>	\$27	<b>5</b>	\$25	<b>6</b>	\$20	<b>0</b>	\$22	<b>2</b>		
greater than \$ 3,891	\$38	<b>4</b>	\$38	<b>0</b>	\$38	<b>0</b>	\$25	<b>12</b>	\$25	<b>0</b>	\$23	<b>19</b>	\$49	<b>1</b>	\$46	<b>5</b>	\$28	<b>0</b>	\$38	<b>1</b>		
Addl hours or does not want to divulge income	\$50	<b>0</b>	\$58	<b>0</b>	\$45	<b>0</b>	\$52	<b>0</b>	\$30	<b>0</b>	\$24	<b>10</b>	\$52	<b>0</b>	\$49	<b>0</b>	\$36	<b>0</b>	\$48	<b>0</b>		
<b>Total:</b>		<b>461</b>		<b>61</b>		<b>26</b>		<b>408</b>		<b>12</b>		<b>436</b>		<b>51</b>		<b>163</b>		<b>70</b>		<b>105</b>		<b>93</b>

Notes: Program Reports include Fee Assistance and Purchase of Services Clients

Fee Assistance Client Program Breakdown - Less than \$973 - 16 HMA, 11 HHC, 2 Resp, 15 HC, 12 FC, 12 PERS

Fee Assistance Client Program Breakdown - \$974 - \$1,945 - 7 HMA, 1 HHC, 4 HC, 5 FC, 8 PERS

Does Not Include Purchase of Services Clients (AAANM) - as there is no charge

Run Date through 4/30/15

\\GTCCIVICFRONT\Data\COMMA\BOARD\Committees\Other\2015 Client Income by Program.xls

Created: 5/12/15, Revised:

CF/cf

## 2015 CLIENT INCOME BY PROGRAM

TWO PERSON HOUSEHOLD	Homemaker Aide	# of Clients	Home Health Care	# of Clients	Respite	# of Clients	Home Chore	# of Clients	Home Chore Vouchers	# of Clients	PERS	# of Clients	Loan Closet	# of Clients	Foot Care	# of Clients	BATA	# of Clients	Transportation Vouchers	# of Clients	Fee Assistance Clients	# of Clients
less than \$ 1,311	\$2	17	\$2	5	\$2	7	\$2	25	\$2	1	\$2	9	\$3	0	\$3	9	\$3	5	\$3	3	\$1	8
\$1,312 - \$ 2,622	\$5	106	\$5	14	\$5	11	\$3	109	\$3	3	\$3	65	\$6	10	\$6	29	\$5	4	\$5	9	\$2	6
\$ 2,623 - \$ 3,933	\$10	58	\$10	3	\$10	4	\$7	76	\$7	4	\$6	17	\$13	11	\$14	16	\$9	0	\$12	4		
\$ 3,934 - \$ 5,244	\$20	24	\$20	1	\$20	0	\$14	19	\$14	0	\$13	3	\$27	3	\$25	0	\$20	0	\$22	0		
greater than \$ 5,245	\$38	2	\$38	0	\$38	0	\$25	8	\$25	0	\$23	12	\$49	1	\$46	1	\$28	0	\$38	0		
Addl hours or does not want to divulge income	\$50	0	\$58	0	\$45	0	\$52	0	\$30	0	\$24	0	\$52	0	\$49	0	\$36	0	\$48	0		
Total:		207		23		22		237		8		106		25		55		9		16		14

Grand Total:		668		84		48		645		20		542		76		218		79		121		107
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Notes: Program Reports include Fee Assistance and Purchase of Services Clients  
 Fee Assistance Client Program Breakdown Less than \$973 - 2 HMA, 1 HHC, 2 Resp, 1FC, 2 PERS  
 Fee Assistance Clients Program Breakdown: \$974 - \$1,945 - 4 HC, 2 PERS  
 Does Not Include Purchase of Services Clients - AAANM

Run Date through 4/30/15  
 \\G:\CC\MC\PRONT\data\COMMA\GE\BOARD\Committees\Other\2015 Client Income by Program.xls  
 Created: 5/12/15, Revised:  
 CF/cf

## 2015 FEES FOR SERVICES BREAKDOWN BY PROGRAM

ONE PERSON HOUSEHOLD	HMA	HHC	RESP	HC	\$30 HC VOUCHERS	PERS	LC	FC	BATA	TRANS
<b>Average Monthly Income</b>										
less than \$ 973	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$3.00	\$3.00	\$3.00	\$3.00
\$ 974 - \$ 1,945	\$5.00	\$5.00	\$5.00	\$3.00	\$3.00	\$3.00	\$6.00	\$6.00	\$5.00	\$5.00
\$ 1,946 - \$ 2,918	\$10.00	\$10.00	\$10.00	\$7.00	\$7.00	\$6.00	\$13.00	\$14.00	\$9.00	\$12.00
\$ 2,919 - \$ 3,890	\$20.00	\$20.00	\$20.00	\$14.00	\$14.00	\$13.00	\$27.00	\$25.00	\$20.00	\$22.00
greater than \$ 3,891	\$38.00	\$38.00	\$38.00	\$25.00	\$25.00	\$23.00	\$49.00	\$46.00	\$28.00	\$38.00
Addl hours or does not want to divulge income	\$50.00	\$58.00	\$45.00	\$52.00	\$30.00	\$24.00	\$52.00	\$49.00	\$36.00	\$48.00

TWO PERSON HOUSEHOLD	HMA	HHC	RESP	HC	\$30 HC VOUCHERS	PERS	LC	FC	BATA	TRANS
<b>Average Monthly Income</b>										
less than \$ 1,311	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$2.00	\$3.00	\$3.00	\$3.00	\$3.00
\$1,312 - \$ 2,622	\$5.00	\$5.00	\$5.00	\$3.00	\$3.00	\$3.00	\$6.00	\$6.00	\$5.00	\$5.00
\$ 2,623 - \$ 3,933	\$10.00	\$10.00	\$10.00	\$7.00	\$7.00	\$6.00	\$13.00	\$14.00	\$9.00	\$12.00
\$ 3,934 - \$ 5,244	\$20.00	\$20.00	\$20.00	\$14.00	\$14.00	\$13.00	\$27.00	\$25.00	\$20.00	\$22.00
greater than \$ 5,245	\$38.00	\$38.00	\$38.00	\$25.00	\$25.00	\$23.00	\$49.00	\$46.00	\$28.00	\$38.00
Addl hours or does not want to divulge income	\$50.00	\$58.00	\$45.00	\$52.00	\$30.00	\$24.00	\$52.00	\$49.00	\$36.00	\$48.00

Created: 11/5/2014

Revised:



DRAFT

**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: [gtoa@grandtraverse.org](mailto:gtoa@grandtraverse.org)  
HOMEPAGE: [www.grandtraverse.org](http://www.grandtraverse.org)

TO: County Board of Commissioners  
Dean Bott, Deputy County Administrator

FROM: Georgia Durga, Director  
Commission on Aging

DATE: July 24, 2015

RE: Commission on Aging Board

As of December 31, 2015, two Commission on Aging board member appointments will expire as follows:

Rodetta Harrand – Appointed January 1, 2008, Reappointed January 1, 2013  
William Rokos – Appointed July 2013

Both are seeking reappointment.

The Commission on Aging would like to keep the County Board of Commissioners informed of the attendance status of those board members seeking reappointment. Therefore, noted below, are the YTD 2015 attendance records for both Ms. Harrand and Mr. Rokos. In regard to attendance, Ms. Harrand and Mr. Rokos are both in good standing with the Commission on Aging Board.

BOARD MEMBER	BOARD MEETINGS	COMMITTEE MEETINGS
Harrand, Rodetta*	Present – 8 Excused - 1 Absent – 0	Present – 10 Excused – 1 Absent – 0
Rokos, William^	Present – 8 Excused - 1 Absent – 0	Present – 10 Excused – 1 Absent – 0

\* Rodetta Harrand currently serves as Chair of the Commission on Aging Board and Chairs our Executive Committee.

^ William Rokos currently serves as Treasurer of the Commission on Aging and Chairs our Finance Committee.

If you have any questions or concerns, please do not hesitate to contact me.

Thank you.

GD/gd





*Where a donor's wish lives... Forever*

Georgia Durga  
 Grand Traverse Commission on Aging  
 520 W. Front St., Suite B  
 Traverse City, MI 49684

***Grand Traverse Co. Commission on Aging Endowment***  
***2015 Fund Report – through June 30***

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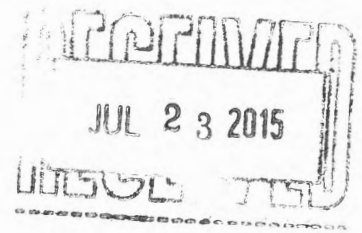
Gifts <i>January 1 – June 30, 2015</i>	0.00
Grants <i>January 1 – June 30, 2015</i>	-6,702.00
Internal Gifts and/or Grants <i>within Community Foundation funds</i>	0.00
Fund Balance <i>as of June 30, 2015</i>	172,909.44
<hr/>	
<b><i>Amount Available for Grants in 2015</i></b>	<b><i>0.00</i></b>
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Grand Traverse Co. Commission on Aging Endowment  
Gift and Grant Detail  
January 1, 2015 to June 30, 2015

**There was no gift activity this period.**

***Grant Listing:***

Grantee	Date	Amount
GT Commission on Aging	03/30/2015	6,702.00
*** Total Grants:		6,702.00



*Where a donor's wish lives... Forever*

July 23, 2015

Dear Fund Advisor,

Enclosed you will find the 2015 Second Quarter Endowment Report for the endowment to benefit your organization, including a list of any new gifts to the Endowment through June 30. We welcome the opportunity to talk with you about this endowment, as well as to answer any questions you have about the enclosed report.

Also enclosed is our recently released Annual Report which shares stories of community benefit through the Community Foundation with support from generous local donors and because of the great work of organizations in our communities. You'll also find financial information from last fiscal year.

This past year was significant for us as we completed a strategic planning process during which we asked ourselves - "what do we envision for our communities?" The answer - we envision an exemplary philanthropic region supporting strong, vibrant, and healthy communities now and for generations to come.

Within this vision for our communities, we are committed to our role as *the local giving partner* to ensure *lasting community impact*.

Thank you for being an important partner with us and for being part of supporting strong, vibrant, and healthy communities now and for generations to come.

Sincerely,

A handwritten signature in cursive script that reads "Philip L. Ellis".

Philip L. Ellis, Ph.D., Executive Director  
231-935-4066 | plellis@gtrcf.org

Contact: Alexander R. Yockey P.E., Civil Engineer II, (231) 922-4468

## West Front Street Reconstruction: Phase 3

### UPDATE 7/23/15

TRAVERSE CITY- The City of Traverse City and Crawford Contracting, Inc. continues constructing Phase 3 of the 2015 West Front St. Reconstruction Project. W. Front St. will remain open to two-way traffic until Phase 4 Construction.

The project limits are on West Front Street extending between Division Street and Hall Street. The project will be constructed in four phases. The first two phases are complete. The following is a brief description of the continuation of Phase 3 and an anticipated schedule for Phase 4:

**Phase 3 (Continues)** – July 23<sup>rd</sup> to August 7<sup>th</sup>:

- **All businesses are open and many can be accessed from alley-side entrances.**
- Two way traffic will be maintained with daily lane shifts and flagging as needed.
- Remaining water main and storm sewer connections will be made.
- Contractor will construct new sidewalk in north half of the street.
- Contractor will install trees and brick pavers in the north half of street.
- Light pole and banner pole foundations will be installed in the north half of the street.
- Contractor will pave asphalt base course in north half of the street.

**Phase 4 (Anticipated)** – August 10<sup>th</sup> to August 12<sup>th</sup>:

- **Street to be closed to traffic.** A detour will be provided for westbound and eastbound traffic utilizing US31, Union St. and 14<sup>th</sup> St.
- Contractor will adjust manhole covers.
- Contractor will pave asphalt wearing course and install pavement markings and street signs.

Information on additional phases will be provided as each phase is completed. Please use caution when traveling in the area to promote worker safety. Appropriate signage and barricades will be in place in and around the work area.

This construction will generate dust, noise and cause inconvenience. We would like to thank you in advance for your patience and cooperation. Please feel free to call Alexander Yockey at 922-4468 if you have any questions, comments or concerns about the work or the schedule.


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*The City of Traverse City is located in Grand Traverse County, Michigan. Traverse City was incorporated in 1891 as a Village and in 1895 as a City. It encompasses 8.09 square miles and has a population of 14,674 (2010 Census).*

—

**Missy Luick**  
Planning and Engineering Assistant  
City of Traverse City  
400 Boardman Ave  
Traverse City MI 49684  
231.922.4778  
mluick@traversecitymi.gov

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 **W Front Phase III PSA 7-23-15.pdf**  
126K