



Committee of the Whole
Committee Meeting
~ Minutes ~

GRAND TRAVERSE COUNTY
COMMISSION ON AGING

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Tuesday, April 19, 2016

9:00 AM

GTCOA Meeting Room

DRAFT: 4/19/16

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	Absent	
Kory Hansen	Member	Present	
Carl Kucera	Member	Present	
Michelle Mercer	Member	Present	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	

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

Guests Present: Tom Menzel, County Administrator
Jen DeHaan, Deputy County Administrator

Pledge of Allegiance

Members recited the Pledge of Allegiance

Mission Statement

Hansen read the Commission on Aging's Mission Statement.

Approval of Agenda

Additions to the agenda were requested. Board Communication, including receipt of email, protocol, board responsibilities and contacts.

Motion to approve the agenda as amended.

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

Approval of Minutes

There being no changes to the minutes, they were accepted as presented.

Introduction of new employees

Green welcomed and introduced Tyson R. and Tim M., new Home Chore employees and Alicia R. and Trisha P. new Universal Aides, and provided background information on each.

Employee Anniversary

Green introduced Home Health Care/Respite employee, Dorothy S. and congratulated her on her 20 years of service to the GTCOA,

County Administrator Tom Menzel and Deputy Administrator, Jen DeHaan arrived to the meeting and each member introduced themselves.

Discussion on Board meeting location change

Harrand discussed a request to change the Board meetings to the GTCOA office. Staff informed members that the third Tuesday of the month would not work for the videographer or the room. No further action.

Board Communication

Harrand noted that members cannot communicate to the whole board via email message, pursuant to the open meetings act.

Are members receiving emails?

Harrand noted that while Green was on vacation some members did not receive an email and asked if members are all receiving emails. No member relayed that they were not. Harrand asked members that they let someone know if they notice they are not.

Protocol on requests impacting Board Operations

Harrand relayed that members are to contact the Board Chair if a question on an issue is on a County level, and to contact the Deputy Director if a question is a Departmental issue.

Information on the Board's responsibilities

Board Roles and Responsibilities, and Board Members, Mentor and Chair Job Descriptions were handed out to members. Harrand relayed that there are some changes to the information handed out to members. Harrand also relayed that some members have approached her on changing the Bylaws for the chair position from two to three years. Harrand requested that staff prepare an evaluation form for the board, as well as on how the Board feels the director is doing.

Traverse Bay United Methodist Church Heating Donation

Green relayed that GTCOA received a donation from Traverse Bay United Methodist Church in the amount of \$4,345 for the heating program.

EXECUTIVE/FINANCE

2015 Year End Finance Reports

Rokos relayed that the year-end reports were reviewed with Green last week and provided highlights; revenue exceeded expenditures by approximately \$100,000, vs. budgeted spending of \$380,000 fund balance. Bottom line, GTCOA only spent 82% of the budget. Rokos touched on some of the larger areas of variance. He relayed that a closer look at the budget should provide a more accurate outcome. Rokos noted that the unrestricted portion of the fund balance is approx. 1.4 million. Discussion on tax revenue, wait lists, personnel lost over the course of the year, Department Head costs, and funds set aside. Rokos noted that taxes receivable are shown on the balance sheet until year end but are collected the following year.

SCN

No questions or comments.

March Finance Reports

Rokos noted that the majority of taxes have been received for the year. \$88,000 in delinquent taxes will show up in April revenue, and the next report should show GTCOA close on 2016 tax revenue. Rokos stated he received the settlement sheets from the County and he went over with Green how to verify that the rolls are correct. He stated that it appears that revenue will again exceed the budget this year and expenditures are currently in line with the budget. Hansen noted that it appears that GTCOA will have the same issue this year as last with the budget. Rokos relayed that he met with Green last week and now that the 2015 figures are available they will compare them with the 2016 Budget and hopefully adjustments will bring them into good form. Discussion on gifts, memorials and charges for services.

Motion to accept the 2015 Finance Reports as presented.

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

Motion to accept the March, 2016 Finance Reports as presented.

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

PROGRAM/COMMUNITY RELATIONS – Chairman Sandy Busch

February Program Report

LG reviewed the February Program Report, relaying information from those reports. Green updated members on the HMA (Homemaker Aide) wait list, a universal aide continuous posting, HMA overtime and hiring concerns. Zerafa asked for information on a comparison between years with higher client counts and what GTCOA now serves. It was requested that Green review the Home Chore goal as last 11 of the 12 months it was exceeded.

Medication Management

Green noted that the RFQ (Request for Quote) has gone out.

Home Chore Voucher Program

Green stated that the RFQ ended yesterday, and she only has two vendors who provided bids for the 2016 lawn season. She noted that these are sole proprietorships and can only do a set amount of clients. Green noted that GTCOA has 420 clients in the regular HC lawn program. Green relayed concerns encountered with voucher vendors. Discussion on the use of prisoners. Green asked if a meeting for the purpose of discussion on the voucher program by the program committee would be possible. Members concurred to meet Wednesday 4/27/16 at 9:00 am consisting of Busch, Zerafa, Kucera, Sullivan and Mercer.

Old Business

Green stated that GTCOA is redoing the brochure and passed around a copy.

New Business

Harrand relayed that she is part of the newsletter committee per a request of the Parks department. She noted that a whole page of the GTCOA section was dedicated to the NMC BBQ, which bothered her.

Public comment

Members were asked to direct questions to the County Administrator on concerns they have had. Discussion on the SCN (Senior Center Network) millage funds, the move to the Parks department, the GTCOA Board's circumstance of advisory board status vs. recommending/determining body. Mr. Menzel relayed information on changes and employee decisions being an administrative function.

Zerafa relayed that selection of people to serve on Boards is not consistent. Mr. Menzel provided insight to his proactive approach to filling board vacancies. Zerafa discussed concerns in not having a report on the GTCOA to the BOC, and Mr. Menzel advised to get the information into the Administrator's Report.

Sullivan asked about co-pay on insurance change. Mr. Menzel relayed information on what the Administration recommendation would be. Sullivan also relayed that she heard that GTCOA could go separate from the County as a 501C3. Mr. Menzel relayed that the Board could certainly explore that, but understood it was a dead issue.

Busch asked who controls the number of members on the GTCOA Board. Discussion on how those changes to the numbers of members came about.

Hansen relayed that the pension obligation has increased the next few years. Discussion on considerations by the BOC in order to alleviate the pension funding concern as well as other means to increase revenue.

Rokos relayed that his concern, is that that the Deputy Director is being overtaxed and is being asked to do things that the Director would be doing. He noted that the funds are available in the budget and asked what the plan is to get her some help. Mr. Menzel relayed that he needs to hire a Human Resources director to make changes in any department with the same concern, and there are several. Zerafa questioned whether millage funds could be used to provide stipends, etc. for additional help. Mr. Menzel relayed that no exceptions could be made. He noted however, that Sagala might be able to help with some of the issues when she returns in May.

Mercer asked if he has given any thought to changing the number of people on the GTCOA board. Mr. Menzel relayed that his opinion is not for him to make that decision and would support what the Board would want.

Several members relayed their thanks to Mr. Menzel for taking on the position and Harrand relayed the Board's appreciation to both Mr. Menzel and Ms. DeHaan for taking the time to attend.

Harrand noted that the flowers were from the Board to the Office Specialist for Administrative Professionals' Week. Cyndie thanked members for the gift.

Adjournment

Meeting adjourned at 11:24 am

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

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