



## Committee of the Whole Committee Meeting ~ Minutes ~

### GRAND TRAVERSE COUNTY COMMISSION ON AGING

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Tuesday, June 7, 2016

9:00 AM

GTCOA Meeting Room

DRAFT: 6/07/16

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	Present	
Kory Hansen	Member	Excused	
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  
Jill C., Program Supervisor  
Emily R. Nursing Supervisor  
Bonnie S., Universal Aide

**Guests Present:** Alison Hill, Guardian Medical Monitoring

#### Pledge of Allegiance

Kucera lead members in the Pledge of Allegiance.

#### Mission Statement

Mercer read the Commission on Aging's Mission Statement.

#### Approval of Agenda

Zerafa requested the addition of Home Visits to the Agenda.

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Busch
<b>SECONDED:</b>	Taylor

<b>AYES:</b>	Busch, Harrand, Kucera, Maxbauer, Mercer, Rokos, Sullivan, Taylor, Zerafa
<b>NAYS:</b>	None

### **Approval of Minutes**

Busch asked about the Board meeting minutes, Staff relayed that they would be sent to the next board meeting.

### **Introduction of new employees**

Green welcomed and introduced Bonnie S., Universal Aide, and provided background information on Bonnie.

### **Staffing update**

Green updated members on staffing for UA (Universal Aide) and HMA (Homemaker Aide) and explained why HMA positions would continue. Harrand questioned what types of instances occur with recruits not passing their background check. Staff explained circumstances and that they are looking for honest answers to the questions from potential candidates.

### **BASA update**

Green relayed that it was a very successful event with over 1500 attendees. She relayed that GT COA would use that Tiger theme again at the Northwest Michigan Fair. She relayed thanks to Gourdie Fraser for printing the backdrop.

### **Home Visits – addition to the Agenda**

Zerafa discussed how Board members had previously been asked to travel with staff on a visit to client homes to get a better idea of what GT COA does, and asked for discussion on a requirement or suggestion for members to attend field staff visits. Assessments were discussed, and members were updated on the assessment process. Green relayed that the issue of home visits came up recently and that, upon advice from Administration, it was relayed that the Board should not attend home visits, due to liability issues. Rice suggested that perhaps with new technology it might be revisited.

## **PROGRAM/COMMUNITY RELATIONS**

### **Staff Recommendation/Medicine Dispenser demonstration**

Green updated members on the pilot done with one client, and pointed out the Staff Recommendation contained in the packet. Alison Hill of Guardian Medical Monitoring provided a comprehensive presentation on the workings of the unit under consideration. Jill C. and Emily R. relayed the process taken to arrive at that particular unit, and noted that the other company that bid did not meet the criteria. Allison, Jill and Emily fielded questions regarding security, ease of use, reports, types of medications, and clients away from home for extended periods.

The Supervisors reviewed details of the RFQ for units and management of prescriptions. Jill relayed if approved at 10, the program would likely be full. Members discussed more units available to more clients. Green stated that staff has discussed an up-to a certain number change for the next PERS (Personal Emergency Response System) Contract. Suggestion to start with 50 units and then increase as needed. Rokos asked about the cost, Jill relayed the cost would be approximately \$25,000, per year, for 50 units, and staff would change the Recommendation for presentation to the BOC.

**Motion to approve (Staff recommendation dated May 13, 2016, for) Medication Management Minder (MedMinder units from Guardian Medical Monitoring, with the following change): for 50 units, with increases as needed, based on client demand.**

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

Rokos asked how the fees were determined, and if the members should also approve the fees to be charged for the service. Jill relayed that costs were based on the Foot Care fee schedule, and that staff also worked on fees for staff to provide the management of the medicines, if it were decided to provide that service at a later date.

**Motion to approve the Fee for Services schedule, as presented, to add the Medication Management Minder (MedMinder) units.**

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

### **April Program Report**

Green reviewed the April Program report. She noted that the number of clients in transportation has almost doubled. Discussion on the GTCOA front desk clerk position, IT, and contracting the position. Green highlighted HC (Home Chore) clients, HMA (Homemaker Aide) and HHC/Respite (Home Health Care/Respite) wait lists and efforts to alleviate them. Zerafa discussed relaying information to townships about clients served; staff will work on providing the information.

### New Brochure

Green provided the new brochure to members, noting it was paid for by a generous donor. Discussion on the larger sized brochure, font, holders and envelopes. Zerafa asked where the brochures would be going. Green stated at the office and the Senior Center, she also said they could be sent out to the townships, and staff could order holders, if need be.

### EXECUTIVE/FINANCE

#### Uniform Policy

Harrand relayed that GT COA has had uniforms for over 20 years. The County would like the Policy to go to the Board for approval. Explanation provided why GT COA provides uniforms; safety, professional image and consistency, and MIOSHA requirements. Harrand suggested contacting a company for a discount.

#### Motion to approve the dress code policy as presented.

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

#### April Finance Reports

Rokos relayed that he and Green reviewed the budget. He noted that \$237,000 was budgeted from fund balance and, most likely, none will be required. Rokos relayed that tax revenue came in \$80,000 more than budgeted, and remarked on other expense items and adjustments that will need to be made. Discussion on Defined Benefit/Contribution line items, Longevity, Paid Time Off, and the BOCs search for a new Finance director.

#### Approval of the April Finance Report as presented.

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

#### January-May Budget Adjustments

Green reviewed the budget adjustments from January through May, noting they were basically administrative changes; some made by Finance without her involvement. Items noted were Overtime, copy machine, legal ads, and a

Manpower clerk. No motion required.

**Old Business**

None

**New Business**

None

**Public comment**

Commissioner Maxbauer discussed the County's discussions on Pension concerns and debt at length.

**Adjournment**

Meeting adjourned at 10:28 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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