



**COMMISSION ON AGING**  
1615 PARK DRIVE  
TRAVERSE CITY, MI 49686-4701  
(231) 922-4688 · FAX (231) 929-1645  
E-MAIL ADDRESS: [gtcoa@gtcountymi.gov](mailto:gtcoa@gtcountymi.gov)  
HOMEPAGE: [www.gtcoa.org](http://www.gtcoa.org)

## Commission on Aging - Advisory Board Minutes

Tuesday, June 3<sup>rd</sup>, 2025

9:00 a.m.

COA Conference Room

**DRAFT:** 7/25/25

**APPROVED:** 8/5/2025

### Call to Order

The meeting was called to order at the Commission on Aging Office, 1609 Park Drive, Traverse City, MI, by Chair, Lana Payne.

Attendee Name	Title	Status
Dennis Mann	Member	Present
Marilyn Jaquish	Member	Present
Andy Hoort	Member	Present
Lana Payne	Director	Present
Emily Rice	Member	Present
Ashlea Walter	County Commissioner	Present - Virtual
Penny Zika	Member	Present - Virtual
Muriel Peavler	Member	Absent
Lacey Edgecomb	Member	Present

**Staff Present:** Renee Woessner, Office Manager.

**Guests:** None

### ROLL CALL

Roll call was conducted by Office Manager Renee Woessner.

### AGENDA APPROVAL

Agenda amended to include items: “Lease Addendum” and “Register of Deeds Request”. Motion to approve the agenda as amended.

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Edgecomb
<b>SECONDED:</b>	Rice
<b>AYES:</b>	Mann, Jaquish, Hoort, Payne, Rice, Walter, Zika, Edgecomb
<b>NAYS:</b>	None

## **MINUTES APPROVAL**

### **Motion to approve the Minutes of April 1, 2025**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Rice
<b>SECONDED:</b>	Hoort
<b>AYES:</b>	Mann, Jaquish, Hoort, Payne, Rice, Walter, Zika, Edgecomb
<b>NAYS:</b>	None

## **SPECIAL ORDER OF BUSINESS**

### **OLD BUSINESS**

#### **GTCOA Staffing Updates**

- No additional LPN hire is needed at this time. A recent HMA hire was unable to continue due to medical reasons; another candidate has begun training. The waitlist for services has decreased from 400 to approximately 200.
- The full-time scheduler resigned. Recruitment is underway, with interviews in progress. Emily Rice and other staff are assisting with coverage. Discussion included scheduling complexity, staff turnover, and potential improvements through AI or upgraded software.
- Laura Minor was promoted to Program Specialist, reflecting her leadership across several programs. The role was reclassified from Non-Contract Hourly pay grade D to G.
- An in-person All-Staff Meeting will be held June 19 and will include generational communication and abbreviated dementia caregiver trainings. A 50th Anniversary lunch celebration will follow. Advisory members are invited to attend.

#### **Personal Vehicle Allowances**

- Based on regional comparisons, GTCOA's current reimbursement structure is consistent with or more generous than others. Analysis showed staff typically benefit from mileage reimbursement at current federal rates. Staff handout with cost breakdown to be created to improve understanding. No changes to policy recommended at this time.

#### **COA 2025 Fee for Services Scale**

- A revised, simplified sliding scale was presented. Changes aimed at ease of understanding; no major impact on funding anticipated as service fees are a minor revenue stream. Board agreed with the revised scale.

#### **Project Alpha Update**

- The Board of Commissioners approved moving forward with the emergency operations portion of Project Alpha. A 30-day pause was enacted to review central storage needs related to potential department relocations. Architects have proposed built-in storage options, and overall support for the full project remains strong.

### **Senior Housing Exchange Update**

- This initiative aims to match seniors with vetted housemates to support aging in place. Social workers will guide matches and reduce barriers like safety concerns. Many seniors prefer private bathrooms, so grants may help fund necessary updates. A recent client success highlights the model's promise, and broader rollout is being explored.

### **Senior Project Fresh 2025**

- Due to delays at the state level, postcards to past recipients have not been sent and farmer enrollment is lagging. The new process requires seniors to apply online and have an email address, which is a barrier for many. Reimbursement delays from prior years have eroded confidence. The Board discussed using the existing \$10,000 budget to run a local version of the program, modeled after successful efforts in other counties. Options include issuing coupons directly at designated sites and reimbursing farmers. The Board supports a local approach while limiting involvement in the state-run system. Final decisions are pending further planning and potential partnerships.

### **COA Mission Statement Update**

- Discussion led to revising the mission statement for clarity and accuracy.
- Approved New Statement:

*"The mission of the Grand Traverse County Commission on Aging is to provide services that maintain and improve the quality of life for resident senior citizens and those who support them."*

Motion: Andy Hoort

Support: Lacey Edgecomb

Outcome: Motion carried unanimously.

### **COA Staff Training**

- Recap of successful past trainings: mobility/exercise, legal aid, and housekeeping training.

### **NEW BUSINESS**

#### **2026 Budget Considerations**

- Memo from Nate Alger referenced; capital requests to be reviewed at a future date.

#### **2026 Contracts**

- Existing contracts (Medsys, Connect America, NMCAA/Meals on Wheels) are performing well. No changes proposed at this time.

### **GENERAL PUBLIC COMMENT** (3 minutes per person)

None

### **ADJOURNMENT**

Meeting adjourned at 10:55 A.M.

*Minutes available by contacting the Grand Traverse County Commission on Aging office by telephone at (231) 922-4688, and by mail at the following address: 1615 Park Drive, Traverse City, MI 49686.*

RCW/rcw

DRAFT