



**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, September 1, 2015

9:00 AM

GTCOA Meeting Room

DRAFT: 9/1/15

APPROVED: 10/6/15

Call to Order

Finance Chair Rokos 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	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	
Kory Hansen	Member	Present	

Staff Present: Georgia Durga, Director
Cyndie F., Office Specialist

Guests Present: Carl Kucera, GTCOA Board member

Approval of Agenda

Motion to approve the agenda as presented.

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

Approval of Minutes

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

FINANCE

Finance reports

Durga reviewed the Finance reports for members, noting that the balance sheet now shows the \$250,000 set aside for the SCN (Senior Center Network).

She relayed that Wells has been spending funds from that line item on equipment provided on the board-approved list.

Motion to accept the July Finance Reports as presented.

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

Budget Adjustment Report

Durga relayed that there were several adjustments in July, relaying information regarding those adjustments. Members questioned items previously approved shown on the report and Durga provided answers to those questions. Member requested that Durga provide line items on the Budget Adjustment report.

Members discussed adjustments for the newsletter design. Durga explained that a previous employee has been used to design the Newsletter and to provide other design work for the SCN. Members relayed concerns that those amounts are being taken from fund balance. Member noted that throughout the year every effort should be made to take from other items not being fully utilized in the Budget as opposed to fund balance. He explained that staff should find the money within the budget. Members discussed advertising expenses.

Members discussed utilizing a former employee to design the newsletter, and concurred that they would like Durga to provide a 30 day notice to cease contracting design work for the newsletter.

Members discussed the number of employees at the SCN and Durga advised that the one position previously approved is being reviewed and is not being filled at this time. Durga continued that Wells is re-evaluating the position as the use of fund balance to hire would drop fund balance below approved limits.

Members discussed SCN program fees and classes and questioned whether fund balance could be considered for those programs. The scholarship fund was discussed. Durga relayed that she would discourage using fund balance for programming, relaying past experience on the affect when programming is free.

Motion that the full Board discuss all fund balance expenditures before they are spent.

RESULT:	WITHDRAWN
MOVED:	Harrand

SECONDED:	Sullivan
AYES:	None
NAYS:	None

Durga relayed that this would stop any kind of purchasing for emergency expenses. Members discussed special cases for emergencies.

Sullivan withdrew her support for the motion, Harrand withdrew the motion.

Durga relayed that overall she does not make adjustments from the fund balance unless she must. Members provided options for Durga to utilize funds other than fund balance, i.e. salaries for employees who are no longer employed. Durga relayed that she will make every effort to not utilize fund balance, and will speak to the Deputy Directors about researching other options. Members provided a directive, without motion, that Durga not take any funds from fund balance without speaking to the Chair and Treasurer in advance.

Motion to accept the Budget Adjustment report for July

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

Sliding Fee Scale update

Durga relayed that this process has become fairly complicated. She will forward her recommendation to the Finance Committee once she receives input from staff (mid-September). Durga relayed concerns about approving anything that lowers or raises fees by very much.

2016 Budget

Summary

Durga reviewed the narrative in detail for members. She answered member's questions on personnel, staffing, employee health costs, and retirement. Durga relayed that she has asked that Green research grant possibilities for capital purchases, such as a new vehicle or commercial mowers.

Total 2016

Member asked if heating assistance clients are repeat customers, if everyone received the same amount of funding, and whether clients could come back more than once per year and each year. Durga explained the process and limitations, relaying that she does not have information on repeat clients. Durga

to check with staff and return with an answer.

Members discussed the GTCOA Board being an advisory board. Member stated that she would like to see that the GTCOA Board return to a decision making board. Member noted that the BOC sets the millage and the BOC appoints the GTCOA Board. Member asked that discussion on the matter be added to the January Agenda.

Members questioned SCN program revenues, asking if Durga could provide members with information on profit margins for programs. Durga relayed that that is a question for Wells and is unsure if the SCN receives any revenue from programming, other than travel.

Member asked that Durga provide a breakdown in the Summary for fund balance items budgeted that the Board has already approved. Relaying that he would like to see how much fund balance is being used to balance the budget. Durga provided numbers for IHS (In-Home Services) previously approved for the wait lists. Member noted he would like to see this information prior to approval. Member stated that Durga is working on reorganizing personnel and asked if she is thinking that GTCOA could work with less staff. Additionally member asked if any reorganization would change personnel costs or the budget. Durga advised that it depends on what is changed.

Deputy Director/Director wage review

Durga stated that members had more requested information at last month's meeting. Durga was referred to Human Resources who after some discussion, relayed that the HR staff member felt the Deputy and Director were classified appropriately based on internal equity.

Durga stated that if there is no support from HR it is unlikely that it would be approved by the BOC. Member asked if the matter would go directly to the BOC. Durga stated that the process is that a Job Analysis Questionnaire (JAQ) would be submitted to HR for each position. HR would then agree or disagree. If the GTCOA Board didn't agree with what HR said then they may be able to appeal to the BOC. Durga was uncertain about that.

Durga stated that she had spoken to County Legal about the Traverse City Senior Center Intergovernmental Agreement (due to a ballot language question). Further discussion revealed Legal Counsel is not in agreement with the information received from the City Attorney via Wells regarding review of the Agreement by both bodies. She stated that the Agreement can't be approved by

the Administrators and there will be some work to do next year on that.

Durga stated she thinks it would be worth doing the JAQ, but relayed that if members are not in support, she would rather not move forward. Member asked if Durga would bring the JAQ to the Board before HR for approval. Durga relayed that it is a personnel issue. Members concurred that if Durga thinks the matter is warranted, then they would leave the decision up to her.

Members took a 2 minute break at 10:04 am. and rejoined the meeting.

EXECUTIVE

Meeting of the whole discussion

Chair Harrand relayed that she is looking for input on meetings of the whole. Four members relayed that they would rather keep the meetings as they currently stand. One member stated she would like Finance and Executive split. One member noted he would be in favor of it, but likes the combined meetings, and relayed he thought there were too many Committees to start. He further explained that he would like no Committees and one Board meeting per month, but there is no hurry and feels Finance and Executive is a good fit. One member stated she did not care. Member requested that all members be sent a copy of each Committee Agenda. Chair Harrand requested the matter be reviewed again in January next year.

2016 Bylaw review process

Harrand stated that she would like a special meeting of the whole board in October or November to review the Bylaws. Durga reviewed the requirements of the Bylaws to hold a special meeting quoting the Bylaws;

“A special meeting shall be held only when requested by at least one-third (1/3) of the members, the request shall be in writing, shall be addressed to the secretary, and shall specify the time, date, place, and purpose of the meeting, upon the receipt of a request, the secretary shall give notice to each of the members at least Eighteen (18) hours prior to the meeting.”

Durga stated that it is an Executive Committee decision and asked if members would like to waive the in requirement of in writing. Members discussed holding the meeting in October and concurred to waive the requirement in writing.

Motion to call a special meeting of the GTCOA Board for Bylaw review.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Harrand

SECONDED:	Sullivan
AYES:	Busch, Hansen, Harrand, Rokos, Sullivan, Taylor, Zerafa
NAYS:	None

Ballot language update

Durga relayed that language was sent to County Legal for review. She stated that his recommendation is for two proposals due to the complicated nature of the requests. The language is specifying different year schedules and would be too confusing for the public. Durga added that the language has been sent to the Treasurer, Planning, and County Clerk for review; relaying that captured taxes information is now required in the language.

Durga stated that she had hoped to increase the SCN millage levy to seven years to be on the same year levy as IHS. Durga stated that she should have the language at the October meeting and would encourage the Board to approve it quickly. Deadline to be submitted to the BOC is March for the August election. She stated the Board will need to decide which ballot each proposal will be placed on.

Remembering When conference

GT Metro Fire invited the GTCOA to partner on a Remembering When training grant. The program involves working with seniors in regard to fire and fall prevention. There is a conference in November to become a trainer for this program. Durga stated she obtained approval from acting administrator Bott and Chair Harrand, to attend the conference. GT Metro Fire wrote a grant for a scholarship to pay for the conference, which was approved. Durga relayed that she would be attending this conference November 4th-6th in Orlando. Travel and conference costs would be covered under the grant and she did not think the GTCOA would incur any expense for this conference.

Strategic Plan

No update.

Old Business

None

New Business

Member stated that the ballot language is time sensitive and asked if members would consider discussing those at the special meeting with the Bylaws? Durga relayed if the timing is right it could be done. Members concurred to review the ballot language at the special meeting.

Public comment

None.

Adjournment

Meeting adjourned at 11:38 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.

K:\COMIMAGE\BOARD\Committees\Minutes\Executive\2015\09 September.doc
CF/cf
Rev