



**COMMISSION ON AGING**  
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## Commission on Aging - Advisory Board Minutes

Tuesday, October 7, 2025

9:00 a.m.

COA Conference Room

**DRAFT:** 11/13/25

**APPROVED:** 12/2/2025

### 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	<i>Absent</i>
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	<i>Absent</i>
Muriel Peavler	Member	Present
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

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

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

## **MINUTES APPROVAL**

### **Motion to approve the Minutes of Jun 3, 2025**

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

## **SPECIAL ORDER OF BUSINESS**

- COA Advisory Board Membership
  - Member Andy Hoort's term expires 12/31/2025 and he will reapply to continue serving on the COA Advisory Board.

## **OLD BUSINESS**

### **GTCOA Staffing Updates**

- The full-time scheduler is now fully trained and operating independently. The scheduling team appears to be a stable long-term fit.
- Two new Homemaker Aides have been hired. Recruitment and retention of HMAs remains an ongoing operational challenge.
- One HMA will go on maternity leave in December, and another has been on medical leave since September, leaving the program with roughly ten active workers instead of fourteen.
- Waitlists for Homemaker Aide services remain over 200 clients due to ongoing staffing shortages.
- As Outdoor Services prepares for future expansion, COA will likely need to add a second supervisor; the current supervisor would eventually oversee more than twenty staff across two locations.

### **Project Alpha Update**

- Project Alpha, the new shared facility for the County Facilities Department and COA Outdoor Services, is nearing final design and cost review, with the Board scheduled to evaluate plans at the end of October. COA's projected annual cost to occupy the new space is about \$185,000. The move will modernize Outdoor Services operations and allow for staff expansion. The County is reviewing options for the current Animal Control building and Outdoor Services garage, with potential sale proceeds helping offset costs. Only Outdoor Services will relocate; COA's offices will remain in their current location, with long-term planning ongoing and the existing lease renewable annually.

### **Grand Traverse Senior Housing Collaborative Update**

- The newly named Grand Traverse Senior Housing Collaborative continues seeking startup funding after a recent \$25,000 grant request was denied; additional grant applications, including county marijuana funds and 2% funding, are underway.
- Benzie Senior Resources' Executive Director has joined the group and brings direct experience with shared-housing programs.
- The shared-housing model will be highlighted at the statewide Directors of Services to the Aging conference this month to build broader support.

### **Senior Produce Program Update**

- The Senior Produce Program has been highly successful, with six participating vendors and approximately \$3,600 in coupons reimbursed so far out of \$10,000 distributed. Vendors report that the system is easy and efficient compared to the state program.
- Several neighboring counties plan to adopt the same model next year, using shared branding and contracts to expand access regionally.
- An additional \$5,000 has been budgeted for next year, bringing the program total to \$15,000. Final reimbursement data will be available after markets submit remaining coupons in November.

### **COA Mission Statement Update**

- COA's revised Mission Statement is formalized, published and posted.

## **NEW BUSINESS**

### **2026 Budget Review**

- Minor adjustments were made to the draft budget. The projected \$185,000 annual cost for the new building was not included, as it is unclear whether payments will begin in 2026; any early costs would be covered by fund balance if needed, per the Finance Director.
- The simplified fee scale is included and is projected to reduce revenue by approximately \$12,600 based on 2024 activity. This impact is considered minimal and worth the improved clarity.
- COA's fund balance is currently above the 25% policy threshold. Given upcoming major expenses, members discussed the value of designating a portion for future facilities or staffing needs. Director Payne will follow up with the Finance Director regarding fund balance allocation and interest earnings.

### **2026 Contracts**

- All major contracts have been renewed. Connect America (Personal Emergency Response Units) was approved for a two-year extension; reports indicate strong performance and reliable communication.
- The Meals on Wheels/Northwest MI Community Action Agency contract was extended for one additional year to align with state and Area Agency on Aging budgeting cycles, with a new three-year contract expected in 202.

- The COA's software system, Medsys, has been renewed for two years at a continuing cost of \$5,100 per month. COA will follow up with the vendor regarding cloud-based storage, as the county continues shifting systems to the cloud.

### **COA Policies/Standard Operating Procedures**

- Director Payne was appointed to a countywide committee reviewing and modernizing county policies. Departments are encouraged to rely on county and HR policies, using internal SOPs.
- COA will review and convert existing policies to SOPs, with updated materials provided to the Board and staff when available.

### **Leadership Trainings**

- Weekly management team meetings have begun to support supervisor development, with leadership and communication trainings planned; Director Payne welcomes recommendations for additional training resources.

### **Quarterly In-Person Meeting – December 18**

- The next quarterly in-person COA staff meeting will be held Thursday, December 18 from 8:00 a.m. to noon, including a breakfast potluck and safety training. Grand Traverse County Deputy Sean Mugerian will provide updates on current scams and lead a personal safety session for field staff. Advisory Board members are invited to attend the opening portion to meet staff.

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

None

### **ADJOURNMENT**

Meeting adjourned at 10:20 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.*

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