



**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, November 3, 2015

9:00 AM

GTCOA Meeting Room

**DRAFT:** 11/3/15

**APPROVED:** 12/1/15

**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	9:03 am
Carol Sullivan	Member	Present	
David Taylor	Member	Present	
Kory Hansen	Member	Present	9:13 am

**Staff Present:** Georgia Durga, Director  
Cyndie F., Office Specialist  
Lori Wells, SCN Deputy Director

**Guests Present:** Carl Kucera, GTCOA Board Member

**Approval of Agenda**

Additions requested: Holiday get together, Board Rules/Bylaws/Self Evaluation, retirement, economic leadership meeting, "The Rock" letter

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

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

Maxbauer arrived 9:03 am

**Approval of Minutes**

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

## **Retirement**

Durga announced her retirement date of December 30, 2015.

## **EXECUTIVE**

### **2015 Program Committee appointment recommendation**

Program Committee recommended appointment of Sullivan as a member to that committee for the remainder of this year.

### **Motion to appoint Sullivan to Program Committee for the remainder of 2015.**

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

### **2016 Committee appointments**

Members discussed the appointment of 2016 Committee members. It was noted that Executive Committee consists of officers, past chair (if any) and county commissioner representative. 2016 committee appointments as follows:

#### **Finance Committee**

Rokos, Chair      Kucera  
Hansen            Sullivan  
Harrand            Taylor

#### **Program Committee**

Busch, Chair            Mercer  
Harrand                Sullivan  
Kucera                  Zerafa  
New member, if any

#### **Governance Committee**

Taylor, Chair  
Hansen  
Mercer

#### **Executive Committee (to meet as needed)**

Harrand, Chair  
Busch  
Maxbauer  
Rokos  
Zerafa

Hansen arrived 9:13 am

### **Bylaws/Board Rules**

Discussion on request of 10/16/15, for officers to serve two years. Durga informed members that the Board Rules would require a change to do so. Maxbauer advised to request the change via a recommendation to the BOC (Board of Commissioners.)

### **Board Self Evaluation**

The annual self-evaluation form was passed out to members and was discussed.

### **Holiday Get Together**

Options relayed and discussion on a Board/Holiday get-together with Staff. Decision for Board members to provide lunch for staff on Martin Luther King Training Day January 18<sup>th</sup> at Twin Lakes. Sullivan to provide a menu and send to members for signup.

## **FINANCE**

### **Finance Reports**

#### ***In-Home Services***

Durga reviewed the budget reports, and relayed projections. She informed members that although budgeted, it is likely no fund balance would be used.

#### ***Senior Center Network***

Durga reviewed the budget reports, and relayed projections. She informed members it is likely no fund balance would be used. Discussion on the sponsorships and local grants line items, and a budget adjustment was requested for each.

#### ***Budget Adjustment Report***

Durga reviewed the Budget Adjustment Report with members.

**Motion to accept the Finance and Budget Adjustment Reports as presented.**

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



### **2016 Sliding Fee Scale approval**

Durga relayed that approval was received last month to not increase fees for 2016. The poverty guidelines have changed, raising the income ranges; and requested approval of the 2016 Fee for Services scale.

### **Motion to approve the 2016 Fee for Services scale as presented.**

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

### **Grand Traverse Mall taxable value reduction**

Durga informed members of tax tribunal decision for the Grand Traverse Mall, and relayed she would do a budget adjustment to reflect those changes – IHS reduction \$9,339, and SCN reduction \$1,868. Discussion on the tribunal process and expenditures for Home Chore equipment.

### **Old Business**

Discussion on the letter sent to “The Rock”, and the request received from their administration. Further discussion on consumables and equipment at the outreach locations.

Commissioner Maxbauer relayed that a meeting has been scheduled on the Intergovernmental Agreement for the Traverse City Senior Center November 12<sup>th</sup>.

### **New Business**

Durga stated that she was invited by Jean Derenzy to attend an economic leadership meeting. She relayed that upon her retirement, someone should be attending these meetings. Rokos was suggested, and he agreed to do so until a new Director is hired.

### **Public comment**

Zerafa thanked Maxbauer for a memorial to a past member.

Discussion on the upcoming challenges for the county.

Maxbauer congratulated Durga on her years of service to the GTCOA.

## **Adjournment**

**Meeting adjourned at 10:27 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\11 November.doc  
CF/cf Rev