



Executive/Finance Committee Meeting ~ Minutes ~

GRAND TRAVERSE COUNTY COMMISSION ON AGING

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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.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Sullivan
SECONDED:	Zerafa
AYES:	Busch, Harrand, Rokos, Sullivan, Taylor, Zerafa
NAYS:	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.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Rokos
SECONDED:	Maxbauer
AYES:	Busch, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	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 18th 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.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Maxbauer
SECONDED:	Harrand
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	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.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Busch
SECONDED:	Hansen
AYES:	Busch, Hansen, Harrand, Maxbauer, Rokos, Sullivan, Taylor, Zerafa
NAYS:	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 12th.

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.

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