



**Executive/Finance
Committee Meeting
~ Minutes ~**

**GRAND TRAVERSE COUNTY
COMMISSION ON AGING**

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Tuesday, December 1, 2015

9:00 AM

GTCOA Meeting Room

DRAFT: 12/1/15

APPROVED:

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	
Carol Sullivan	Member	Present	
David Taylor	Member	Present	
Kory Hansen	Member	Present	

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

Guests Present: Carl Kucera, GTCOA Board Member

Approval of Agenda

Motion to approve the agenda as presented

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

Approval of Minutes

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

EXECUTIVE

2016 Executive/Endowment Committee meeting dates/time

Durga asked that members schedule at least a couple of meetings next year. Members concurred to April, August and November scheduled along with Finance Committee.

Board Rule approval

Durga reviewed recommended and requested changes to the Bylaws and Board Rules. Commissioner Maxbauer stated that neither document needed to the BOC for approval. Discussion regarding additional changes.

Motion to approve the Board Rules and Bylaws as amended.

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

Conflict of Interest letter, SCN Travel Program volunteer

A Conflict of Interest Letter for volunteer Betsy MacGirr was included in the packets. Wells relayed that Betsy is related to her and Durga had suggested the Conflict of Interest Letter be sent to the board to assure disclosure. Lengthy discussion. Commissioner Maxbauer to check with County Legal on the subject; and the matter will return to Committee next month.

Reporting relationship after Director retirement

Durga circulated a memo from Mr. Menzel pertaining to her retirement and advised both Deputies will be reporting to Administrator Menzel until a new reporting relationship is established. She also updated members on Deputy Director training December 10, 2015. Discussion on HR costs, contained in the memo, and Commissioner Maxbauer volunteered to check into those costs. Discussion on using Durga for consultation; members were informed she would be unable to do so for 60 days, per MERS.

FINANCE COMMITTEE

2016 Finance Committee meeting dates/time

Members concurred to meet on the first Tuesday of each month at 9:00 a.m.

Finance Reports

In-Home Services

No questions or comments.

Senior Center Network

No questions or comments.

Motion to accept the Finance Reports as presented.

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

Budget Adjustment Report

Lengthy discussion on the Budget Adjustment Report, and changes to fund balance. Discussion on roll over of voucher totals at year end. Rokos requested that funds in the voucher line item to be rolled over into next year come to the board for prior approval.

Motion to accept the Budget Adjustment Report as presented.

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

Senior Center Network Sponsorship Opportunities 2016

Members discussed the additional revenue and reasons for the sponsorships, budget adjustments, use of funds and inappropriate sponsorships. Discussion on whether the advertising policy would require adjustment.

Motion to approve the Senior Center Network Sponsorship Opportunities catalog.

Moved: Sullivan

Seconded: Hansen

Commissioner Maxbauer requested that Wells contact Mr. Cooney regarding free speech issues and return to Committee next month.

Motion withdrawn: Sullivan

Second withdrawn: Hansen

Staffing coverage option costs

Durga circulated a memorandum on staffing coverage option costs. Short discussion on receipt of the memo at the meeting.

Motion to receive and file the memo dated November 24, 2015.

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

Old Business

Elmwood Township SCN (Senior Center Network) memberships were discussed. Wells updated that those members have been sent a letter.

The Rock was discussed. Wells relayed that her discussion with them last week yielded that they were almost ready with their response and would contact Commissioner Maxbauer. Wells also updated members on Fife Lake, Interlochen and Acme sites.

New Business

Harrand asked to review the handout Durga provided at the Deputy Director training. Short discussion on providing paperwork right before a meeting.

Public comment

Kucera relayed that his distributor brought 48 batteries for client smoke alarms. Durga to send a thank you note.

Wells updated members on Durga's retirement party. Maxbauer relayed information on honoring Durga at the BOC meeting on December 16th.

Adjournment

Meeting adjourned at 10:32 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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