



**Executive
Committee Meeting
~ Minutes ~**

**GRAND TRAVERSE COUNTY
COMMISSION ON AGING**

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Thursday, January 15, 2014 2015 9:00 AM GTCOA Meeting Room

**DRAFT: 1/15/15
APPROVED: 2/19/15**

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 | |

Staff Present: Georgia Durga, Director
Lori Wells, Deputy Director Senior Center Network
Cyndie F., Office Specialist

Guests Present: None

Approval of Agenda

Durga requested the addition of Senior Center Network Celtic Tours Contract. Harrand requested the addition of timeframe for new member appointments.

Motion to approve the agenda as amended.

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|------------------|--------------------------------|
| RESULT: | APPROVED [UNANIMOUS] |
| MOVED: | Rokos |
| SECONDED: | Zerafa |
| AYES: | Busch, Maxbauer, Rokos, Zerafa |
| NAYS: | None |

Approval of Minutes

Motion to approve the minutes as presented.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVED: | Busch |
| SECONDED: | Rokos |
| AYES: | Busch, Maxbauer, Rokos, Zerafa |
| NAYS: | None |

Senior Center Network

Activities update

Wells updated members on the Enterprise System, a new Office Specialist position offering, BATA on the Road project, a Munson Caregiver Series, Skype for the outreach locations, Pickleball at Fife Lake, Bocce Ball at Traverse City, Senior Odyssey of the Mind, and pro-bono marketing.

Renovation update

Wells relayed that a timeline is being prepared.

Celtic Shuttle and Tours Contract

Wells relayed that the Senior Center Network (SCN) would like to enter into a contract for the 2015 Mystery Trip with Celtic Shuttle and Tours. She stated that no taxpayer funds will be used for this trip.

Motion to approve entering into a contract with Celtic Shuttle and Tours at a cost of \$910.00.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVED: | Maxbauer |
| SECONDED: | Rokos |
| AYES: | Busch, Maxbauer, Rokos, Zerafa |
| NAYS: | None |

Program Report

No questions or comments.

Motion to approve December Senior Center Network Program Report as presented.

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVED: | Busch |
| SECONDED: | Zerafa |
| AYES: | Busch, Maxbauer, Rokos, Zerafa |
| NAYS: | None |

Addition of New Members

Chair Harrand asked Commissioner Maxbauer to consider the appointment of new Board members by the Board of Commissioners (BOC) before they start the budget process (August), relaying her concerns about appointments at the end of the year.

Millage proposal decisions

Combining SCN with IHS

IHS Millage increase

Election date(s)

Ballot language preparation

Durga relayed that these four major issues need discussion and a decision by the GTCOA board, which will then be forwarded to the County Board of Commissioners.

Members discussed interaction with the new members of the BOC (orientation), a decision on the subject to be made by Executive Committee on the issues, and a joint meeting with the full BOC on the subject. Members discussed several matters relative to the questions, at length. Additionally, members discussed fund balance, elimination of the wait lists, employee levels, overtime, seasonal employees and Home Chore (HC) service changes. Commissioner Maxbauer stated that she would schedule an orientation with the four new County Commissioners, after which the GTCOA should hold a joint meeting with the County Board of Commissioners.

MLK Day training request reminder

Durga relayed that staff are taking donations for the Staff Appreciation Breakfast, as well as asking for volunteers to cook and serve. She added that she encourages board interaction with staff in this type of setting.

Robert's Rules training

Durga stated that a member had graciously offered to do training. She spoke with the Prosecutor, GTCOA legal counsel, who relayed that he would prefer the GTCOA use someone from his department. A Doodle Poll was suggested; staff to follow up with a survey and schedule a date.

Board requests for hard copies

Durga stated that staff are getting several varying requests for hard copies of agendas and packets. She relayed that the reason for using tablets was to decrease/eliminate paper, and was part of the justification to the BOC in purchasing the tablets. Members concurred.

Durga also noted that staff send out email to members at their county email address, and inform them using their personal email address. Durga relayed that she would like to stop doing that as well. Members concurred.

Strategic Plan

Schedule time to prepare new Strategic Plan (2016-2018)

Retreat or other

Facilitator

Durga stated that a Strategic Planning Session needed to be scheduled for this year, as the current one is due to expire. She will speak to Stacey Isles regarding facilitation. Locations were suggested. More to follow.

Public Comment

None.

Adjournment

Meeting adjourned at 10:27 am

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| RESULT: | APPROVED [UNANIMOUS] |
| MOVED: | Rokos |
| SECONDED: | Busch |
| AYES: | Busch, Maxbauer, Rokos, Zerafa |
| NAYS: | None |

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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