



**Executive  
Committee Meeting  
~ Minutes ~**

**GRAND TRAVERSE COUNTY  
COMMISSION ON AGING**

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Thursday, February 19, 2015

9:00 AM

GTCOA Meeting Room

**DRAFT:** 2/19/15

**APPROVED:** 3/17/15

**Call to Order**

Chair Harrand called the meeting to order at the Commission on Aging Meeting Room, 520 West Front Street, Traverse City, MI.

<b>Attendee Name</b>	<b>Title</b>	<b>Status</b>	<b>Arrived</b>
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  
Cyndie F., Office Specialist

**Guests Present:** None

**Approval of Agenda**

Durga requested the addition of Program Committee requested a discussion on the ballot proposals. The item was already on the Agenda.

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

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

**Approval of Minutes**

Cyndie F. requested a change to the header of the minutes from 2014 to 2015.

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

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

**Program Report**

Durga updated members on frozen pipes at the Senior Center in Traverse City.

Durga relayed Wells' concern about immediate renovations due to this problem. Durga informed members that she contacted the County Administrator. Members discussed the City's obligation in repairs.

Durga reported on the SCN No Scam Zone alerts and media.

### ***Program Report***

Members discussed not accepting Program Reports, and asked that acceptance be removed from the Consent Calendar. Members discussed moving the Senior Center Network (SCN) Program Report to Program Committee. Members concurred that Wells will report to Program Committee on all items except for updates to the Renovation, and would not report to Executive unless there are updates.

### ***Millage Decisions***

Durga informed members that these decisions need to start being made. Durga also requested a decision before a joint meeting is scheduled with the BOC on the subject.

### **Combining SCN with IHS**

Durga recommended that GTCOA combine the two millages and spell out the amounts that would go to each division. Members discussed the matter at length and concurred that a single millage proposal for both entities would be the best course.

### **IHS Millage increase**

Durga relayed that she is unsure whether to request an increase or not. Members discussed the matter, with several members noting that they would not be in favor of an increase with a sizeable fund balance on hand, or unless there were a Headlee Rollback.

### **Election date(s)**

Members discussed different expiration dates for current In Home Services (IHS) and SCN millages. Discussion on requesting differing term dates for each location, in order to allow for same year millage expiration. Members discussed concerns with ballot language becoming too lengthy. Durga provided historical information on how legal and plain language is placed on the ballot.

**Motion to recommend that the Senior Center Network and In Home Services millage requests be placed on the same ballot and to recommend the same to the Board of Commissioners at a joint meeting.**

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

Members continued discussion on the number of proposals, an increase proposal, and the potential for increased revenue from fees. Members asked about an election law - do and don't list. Durga informed them that mainly County resources and tax dollars cannot be used for election purposes.

Durga relayed that members could not meet in any County building and that she would not be able to attend between 8:00 am and 5:00 pm.

Members returned to the discussion on the number of years for each location for the proposal. Members concurred that even numbered years work best and that extending the SCN millage by one year, for same date expiration would be best.

**Motion to request a combined ballot proposal, in August, 2016, of six years for In Home Services and seven years for Senior Center Network.**

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

Commissioner Maxbauer relayed that if approved by the GTCOA Board in March she will ask Administration to schedule a joint meeting of the two Boards.

Commissioner Maxbauer advised that ballot language preparation be done subsequent to the meeting with the BOC. Members discussed who should draft that language. Concurrence to ask the County Prosecutor. Members discussed that the language should state *"for Commission on Aging Services"*.

### **Board Self Evaluation**

Members discussed the Board's Self Evaluation, the form, and the process.

Members discussed two items regarding fundraising at length. Members asked that items of lesser confidence should be followed up with members.

**Motion remove question #6 and #10 from the Board Self Evaluation.**

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

Members discussed question 12 and how to handle follow up with members on that process. Members concurred to discuss the subject at the next Board meeting and offer further explanation for members, one on one, if needed. Member questioned the definition of roles in the office, noting that she has received a question on the subject from a member of the public. Members concurred that the organizational chart, Board Roles and Responsibilities, and Chain of Command (Staff Oversight and Interaction) Policy should be included for discussion at the next Board meeting.

**March Executive Committee meeting**

Durga relayed that in March she will be at the State Advisory Council meeting, which is the same day as Executive. Durga asked if members would like to change, cancel or have the meeting. Members concurred to leave it up to Durga, noting that the Deputy Directors could attend, if Durga desired.

**Endowment grant distribution**

Durga informed members that the Grand Traverse Regional Community Foundation will provide a grant distribution from the GTCOA Endowment fund in the amount of \$6,422. Durga relayed that the Endowment funds are technically not County funds. She relayed that she has spoken to staff and their recommendation is to use \$2,000 for Loan Closet purchases and the remainder for a senior assistance fund. Durga advised members of the types of purchases and assistance to be provided.

**Motion to accept staff recommendation to provide GTRCF Endowment distribution funds as follows: \$2,000 for Loan Closet Equipment and \$4,422 for Senior Assistance Emergency Fund,**

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

Members discussed eliminating the Endowment Committee and to bring the information to Finance Committee.

**Motion to eliminate the Endowment Committee and have all future Endowment information to go to Finance Committee.**

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

**Old Business**

Durga relayed that Hagerty Insurance brought in gifts for GTCOA clients for Valentines Day. Durga relayed that she would like to invite someone from Hagerty to receive a Certificate of Appreciation. Commissioner Maxbauer volunteered to contact the owners.

**New Business**

Members discussed the recent reclassification of other County positions, and discussed GTCOA positions Durga would like to see reclassified.

**Public Comment**

None

**Adjournment**

**Meeting adjourned at 10:07 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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