



**GRAND TRAVERSE COUNTY  
COMMISSION ON AGING**

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## Advisory Board Minutes

Tuesday August 4, 2020

9:00 a.m.

COA Conference Room

**DRAFT:** 08/04/20

**APPROVED:**

### Call to Order

The meeting was called to order via telephone conference at the Commission on Aging Offices, 520 West Front Street, Traverse City, MI., by Acting Chair, Meredith Goodrick.

Attendee Name	Title	Status	Arrived
Meredith Goodrick	Chair	Present	
JC Bailey	Member	Excused	
Joan Beery	Member	Present	
Jim Carruthers	Member	Present	
Tonya Cook	Member	Present	
Bryce Hundley	County Commissioner	Excused	
Hettie Molvang	Member	Present	9:01
Ashley Ascione-Blakely	Member	Present	

**Staff Present:** Cyndie F., Office Coordinator

### Guests:

None

### ROLL CALL

Cyndie F. took roll call.

### APPROVAL OF AGENDA

**Motion to approve the Agenda.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Carruthers
<b>SECONDED:</b>	Ascione-Blakely
<b>AYES:</b>	Ascione-Blakely, Beery, Carruthers, Cook, Goodrick, Molvang
<b>NAYS:</b>	None

Cyndie F. requested a revision of a date to the July 7, 2020 minutes, previously stated Motion to approve the Minutes of February 4, ~~2019~~ 2020.

**APPROVAL OF MINUTES**

**Motion to approve the Minutes of July 7, 2020, as amended.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Carruthers
<b>SECONDED:</b>	Molvang
<b>AYES:</b>	Ascione-Blakely, Beery, Carruthers, Cook, Goodrick, Molvang
<b>NAYS:</b>	None

**INTRODUCTION OF GUESTS/LIMITED PUBLIC COMMENT**

None present

**SPECIAL ORDER OF BUSINESS**

**A. Truck for Home Chore Program**

Goodrick updated the Board on requested bids for a new plow truck from back in March, which was ready to go to the Board of Commissioners (BOC) just prior to the Covid outbreak. A decision was made to take the lowest bid to the BOCs Wednesday meeting. The day before the BOC meeting, staff was contacted by a Commissioner who stated he would not support the purchase of the particular brand of truck chosen, and the one he would support was not available. Per discussion with County Administration the matter will likely be pulled from the BOC's Agenda tomorrow. It was noted that the Commission on Aging (GTCOA) will either have to re-bid vehicles, or there is a possibility that GTCOA will have the option to purchase a currently leased County vehicle. At this point the matter is in limbo. Discussion on the BOC requiring specific car companies for vehicle purchases.

**B. Staffing Plan Changes**

Goodrick relayed that there is a Home Chore worker position posted, as GTCOA recently lost an employee. As of Friday there were no applications received for that position. There have been two Universal aides resign, and the positions were reposted as Homemaker Aides, due to current need. Interviews are set up for those positions. There are two UAs coming back next week and the week after. GTCOA has also had another resignation in that program this week. Cook asked about where the job is posted, answered as on the County's website and Indeed; and with the HMAs, there was also an advertisement in the Ticker.

**C. Staff Recruitment**

Discussion on utilizing Michigan Works, and how at times MI Works will provide additional funding for some workers. Goodrick relayed that for most positions wages are market and the benefit packet is really good. Discussion on the lack of private duty agencies not having benefits and the current situation with unemployment. Cook asked if GTCOA could share the employment posting with her. Staff relayed they will place our open positions on the Facebook page. Discussion on the number of GTCOA employees and how many are needed. Goodrick noted that there are 42 full time employee (FTEs) positions, 2 part time employees, who receive pro-rated benefits, there are 5.5 FTEs vacant at this time, plus the HC worker, and a Director. Goodrick noted that full staffing would not address all of the wait list concerns, but would put a huge dent in those lists.

**D. Staff Retention Suggestions**

Goodrick relayed that it has been very challenging here. Direct care workers have been out there on their own with no direct contact since Covid started. She noted that she is open for suggestions to support these folks on their own. She noted that wage increase have not been approved by the County, and probably won't be. Suggestions to have supervisors contact employees to check up on them to see how they are doing. Pat on the back, spotlight employees/history on them, maybe in newsletter, containing the Kudos. Maybe do an Employee of the Week, give them a certificate to Grand Traverse Pie, or something of that nature.

**E. Guardian Contract Extension**

Discussion on an extension of the Personal Emergency Response and Medication Management Units. Goodrick noted her plan is to take this to the BOC next month. The contract for those items comes due at the end of December. With everything that is going on, it is a very extensive bid process, and will be asking to wait for a new permanent Director and extend that contract pursuant to the allowable time noted in the current contract.

Motion to request approval of an extension of the Guardian Contract

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Molvang
<b>SECONDED:</b>	Carruthers
<b>AYES:</b>	Ascione-Blakely, Beery, Carruthers, Cook, Goodrick, Molvang
<b>NAYS:</b>	None

**F. Snow Vendor RFQ**

Goodrick stated that staff recently sent out Requests for Quote (RFQs) for snow vendors for the upcoming season. Last season GTCOA only received two back, hoping to get more of those.

**G. Wait Lists/Community Needs**

Goodrick stated that GTCOA has very long wait lists. County Administration's direction to her is to attempt to address those wait lists. Home Chore is the largest at 211 for snow, 156 for lawn/leaves. Referring to a community survey from the Area Agency on Aging of Northwest Michigan (AAANM) from last year, outdoor services were the largest need identified by seniors. Goodrick relayed that if GTCOA can hire two more HMAs, 60 clients would be removed from the HMA wait list. Foot Care has 30 clients on the wait list and staff are going to return to providing Foot Care clinics. The Traverse City Senior Center Network (SCN) 2 per month there and possibly Traverse Manor. She noted that both of LPNs will be working together on those clinics. Discussion on present budget and future increases. Goodrick noted that she is continually discussing with Administration that GTCOA needs a director in here. There has been some questioning by Administration whether services should be bid out, but she believes that Administration is convinced that GTCOA should be providing the services. She also noted she is hoping that we can get more people approved in the next budget. Discussion on possible interested parties, upcoming concerns with increases in Parkinson's and Alzheimer's, and the effect on services with Traverse City becoming more of a retirement community. Discussion on communicating a score card to the BOC on the challenges faced by GTOCA. Suggestion to contact the Northern Express regarding information, or even providing information as an advertisement. Who we served, who we need to serve. Return on Tax investment. Millage is two years away but will need to start working on that.

**OLD BUSINESS**

Next meeting is October 6<sup>th</sup>.

**NEW BUSINESS**

None

**GENERAL PUBLIC COMMENT** (3 minutes per person)

None. Carruthers noted that the City Commission did support language for a new Senior Center. He stated that he is not sure if it would go on the ballot, but it needs to be approved by 8/11/20. He stated that hopefully taxpayers will be able to vote on that in November. Molvang agreed, noting Parkinson's used to have meetings there, and it is indeed in need of repairs. Carruthers relayed it would be a 0.4 millage for three years.

**ADJOURNMENT**

Motion to adjourn **9:45 am.**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Molvang
<b>SECONDED:</b>	Carruthers
<b>AYES:</b>	Ascione-Blakely, Beery, Carruthers, Cook, Goodrick, Molvang
<b>NAYS:</b>	None

Minutes available by contacting the Grand Traverse County Commission on Aging office by telephone at (231) 922-4688, and by mail at the following address: 520 West Front Street Suite B, Traverse City, MI 49684.

CF/cf  
Revised: