



**GRAND TRAVERSE COUNTY  
COMMISSION ON AGING**

520 W. FRONT STREET, SUITE B  
TRAVERSE CITY, MI 49684-2237  
(231) 922-4688 • (231) 929-1645  
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GOVERNANCE COMMITTEE

**AGENDA**

**October 5, 2016, 9:00 a.m.**

**520 West Front Street**

**Traverse City, MI 49684**

**Chair – Dave Taylor**

*Mission Statement: The mission of the Grand Traverse County Commission on Aging is to offer home and community based services to maintain and improve the quality of life for resident senior citizens.*

1. Approval of agenda
2. 2015 Minutes (For Information only 2-3)
3. 2017 Governance Survey (4)
4. 2017 Officer Worksheets (5)
5. Past Officers (6)
6. Job Descriptions/Governance Committee Description (7-9)
7. Public Comment

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. If you need auxiliary aid assistance under ADA, contact the Administrator at (231) 922-4780 or TDD # (231) 922-4412.

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**Governance  
Committee Meeting  
~ Minutes ~**

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Tuesday, August 04, 2015

10:20 am

COA Committee Room

**DRAFT:** 8/04/15

**APPROVED:** 8/17/15

**Call to Order**

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

Attendee Name	Title	Status	Arrived
Michelle Mercer	Chair	Present	
Kory Hansen	Member	Present	
Dave Taylor	Member	Present	

**Staff Present:** Georgia Durga, Director  
Cyndie F., Office Specialist

**Guests Present:** Carl Kucera, GTCOA Board Member  
Sandra Busch, GTCOA Board Member

**1. Approval of Agenda**

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Hansen
<b>SECONDED:</b>	Taylor
<b>AYES:</b>	Hansen, Mercer, Taylor
<b>NAYS:</b>	None

**2. 2014 Minutes**

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

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Hansen
<b>SECONDED:</b>	Taylor
<b>AYES:</b>	Hansen, Mercer, Taylor
<b>NAYS:</b>	None

**3. 2015 Governance Survey**

Members reviewed the survey and past officer list. Member relayed that she learned that the current officers have served for only the first year of their appointment and may serve in each office for up to two years. She relayed if they are willing to continue they should be re-elected, especially in light of an upcoming millage year.



**4. 2016 Slate of Officers, Past Officers**

Durga explained how the election process works, with the Slate presentation at the August meeting and a vote of the members at the September meeting.

**Motion to recommend the 2016 Slate of Officers as follows; Chair-Rodetta Harrand, Vice Chair-Sandra Busch, Treasurer-William Rokos and Secretary-Shirley Zerafa**

<b>RESULT:</b>	<b>APPROVED [UNANIMOUS]</b>
<b>MOVED:</b>	Taylor
<b>SECONDED:</b>	Hansen
<b>AYES:</b>	Hansen, Mercer, Taylor
<b>NAYS:</b>	None

**5. Public Comment**

None.

There being nothing further on the Agenda  
**Meeting adjourned 10:30 a.m.**

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# 2017 GOVERNANCE SURVEY

## Officer Poll

	Chair	Vice Chair	Treasurer	Secretary	Program/CR
Busch, Sandra					
Hansen, Kory	Y	Y	Y	Y	N
Harrand, Rodetta	Can't	Y <small>First Choice</small>	-	Y <small>Second Choice</small>	-
Kucera, Carl	N	N	N	N	INB <small>But not if anyone else wants</small>
Maxbauer, Christine	Y	-	-	-	-
Mercer, Michelle	N	N	N	N	INB
Rokos, Bill	Y	INB	Can't	INB	INB
Sullivan, Carol	Y	Y	Y	INB	Y
Taylor, Dave	N	Y	INB	N	N
Zerafa, Shirley	-	-	-	Can't	INB

Legend: Y=Yes, N=No, INB=If need be, CAN'T=Termed Out office

\*\* Committee Members are chosen by the Executive Committee. And, anyone serving on the Executive Committee cannot be a member of the Governance Committee. Governance was not included in the survey.

By: Cyndie Forster  
CF/cf

GRAND TRAVERSE COUNTY  
COMMISSION ON AGING  
2017 OFFICER WORKSHEET5

Please note that all 2016 Officers have termed out  
of their current positions

**CHAIRPERSON:**

\_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_ Name: \_\_\_\_\_

**VICE CHAIRPERSON:**

\_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_ Name: \_\_\_\_\_

**TREASURER:**

\_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_ Name: \_\_\_\_\_

**SECRETARY:**

\_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_ Name: \_\_\_\_\_

\_\_\_\_\_ Name: \_\_\_\_\_

## **GTCOA OFFICERS**

### **2016**

Chair: Rodetta Harrand  
Vice-Chair: Sandra Busch  
Treasurer: Bill Rokos  
Secretary: Shirley Zerafa

### **2015**

Chair: Rodetta Harrand  
Vice-Chair: Sandra Busch  
Treasurer: Bill Rokos  
Secretary: Shirley Zerafa

### **2014**

Chair: Ralph Soffredine  
Vice-Chair: Stacey Lee Isles  
Treasurer: Rodetta Harrand  
Secretary: Michelle Mercer

### **2013**

Chair: Ralph Soffredine  
Vice-Chair: Stacey Lee Isles  
Treasurer: Rodetta Harrand  
Secretary: Michelle Mercer

### **2012**

Chair: James McGee  
Vice-Chair: Al Pedwaydon  
Treasurer: Ralph Soffredine  
Secretary: Rodetta Harrand

### **2011**

Chair: James McGee  
Vice-Chair: James Pascoe  
Treasurer: Ralph Soffredine  
Secretary: Rodetta Harrand

## **4. OFFICERS; SELECTION; DUTIES**

### **4.1. Officers and Selection.**

The Commission shall elect every two years from among its members a Chairperson, Vice-chairperson, Secretary and Treasurer.

### **4.2. Chairperson.**

The Chairperson shall preside at all meetings of the GTCOA Board, and will work closely with staff in connection with day-to-day operations of the Commission. He or she will also serve as an ex-officio member of all committees created by the Executive Committee. The Chairperson shall serve as the Chair of the Executive Committee.

### **4.3. Vice-chairperson.**

The Vice-chairperson shall act as Chairperson in his or her absence, and perform all duties delegated to him or her by the Chairperson.

### **4.4. Secretary.**

The Secretary shall review the minutes of each meeting of the full GTCOA Board. The minutes shall include all action and decisions of the GTCOA Board with respect to substantive (non-procedural) motions. The minutes shall include the names of the mover, the person seconding the motion, and the vote of each member. The Secretary shall perform such other duties as delegated by the Chairperson.

### **4.5. Treasurer.**

The Treasurer shall work with staff to review all financial reports. The Treasurer shall review the budget each year prior to approval by the full GTCOA Board. The Treasurer shall perform such other duties as delegated by the Chairperson. The Treasurer shall be the Chairperson of the Finance Committee.

### **4.6. Nomination; Procedure; Time of Election.**

The Governance Committee shall nominate one (1) candidate for the offices to be filled and provide those nominations to the Board at least one (1) month prior to its regular November meeting.

### **4.7. Election of Officers.**

All Officers shall be elected every other year at the November regular GTCOA Board Meeting.

### **4.8. Term.**

All Officers shall serve from January 1 of the year following their election, and through and including December 31 of the following (2<sup>nd</sup>) year.

#### 4.9. Limitation on Office Holding.

No member shall hold more than one (1) office at any given time, and no member shall be eligible to serve more than two (2) years in the same office, not inclusive of any term of office less than one (1) year.

## 6. COMMITTEES

### 6.1. Executive Committee.

The Executive Committee shall consist of the Chairperson, the most recent past Chairperson, if serving, the Vice-chairperson, Secretary, Treasurer and a member of the County Commission appointed by the County Board of Commissioners. The Chairperson shall also act as the Chairperson of the Executive Committee. The Executive Committee shall have the following duties and responsibilities, subject to approval of the GTCOA Board:

- (1) Make all appointments to standing committees, unless otherwise provided in these bylaws.
- (2) Take emergency action as may be required between regular meetings, subject to approval by the full GTCOA Board at its next regularly scheduled meeting.
- (3) Annually review these bylaws and make recommendations to the GTCOA Board for any amendments.
- (4) Respond to any legislative issues and report those to the GTCOA Board.
- (5) Review staffing increase and decrease recommendations.
- (6) Perform such other functions as may be delegated to it by the GTCOA Board and which is not reserved to other committees.

### 6.2. Finance Committee.

The Finance Committee shall be composed of the Treasurer and a minimum of two (2) other members appointed by the Executive Committee. The Treasurer shall be the Finance Committee Chairperson. The Finance Committee shall have the following duties and responsibilities:

- (1) Make recommendations regarding fiscal priorities, policies, and the securing of available resources.
- (2) Act as the financial fact-finding committee to advise the GTCOA Board on all matters relating to the financing of the Commission on Aging and its programs.
- (3) Review and recommend an annual budget.



- (4) Review monthly finance reports

### 6.3. Governance Committee.

The Governance Committee shall be composed of a minimum of three (3) members. The Governance Committee members shall not simultaneously serve on the Executive Committee. The Governance Committee shall have the following duties and responsibilities:

- (1) Nominate one (1) candidate for each office every other year and forward those nominations to the GTCOA Board at least thirty (30) days prior to the November regular Board meeting.
- (2) Nominate candidates for offices that have become vacant.
- (3) Recommend candidates for GTCOA Board vacancies, when they occur, to the County Board of Commissioners.

### 6.4. Program Committee.

The Program Committee shall be composed of a minimum of three (3) members. The Program Committee shall have the following duties and responsibilities:

- (1) Monitor all In-Home Services programs and recommend new programs, changes or improvements
- (2) Annually provide information to the GTCOA Board on the status of each program.
- (3) Marketing. Increase awareness of the Commission on Aging programs, and their effectiveness, among potential clients, client families, caregivers, referral sources and the general public.
- (4) Public Relations. Promote the positive image of the Commission on Aging as a preferred provider of senior services.
- (5) Advocacy. Act as an advocate for seniors on local, state and federal issues impacting senior citizens.

6.5. Ad Hoc Committees. In addition to the above standing committees, the GTCOA Board may establish such other committees as it may deem necessary or advisable. Ad hoc committees shall have whatever duties and responsibilities assigned to them by the GTCOA Board.