



**GRAND TRAVERSE COUNTY
COMMISSION ON AGING**

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Advisory Board Minutes

Tuesday, February 4, 2020

9:00 a.m.

COA Conference Room

DRAFT: 02/04/20

APPROVED: 04/07/20

Call to Order

The meeting was called to order at the Commission on Aging Offices, 520 West Front Street, Traverse City, MI., by Chair, Cynthia Kienlen.

Attendee Name	Title	Status	Arrived
Cynthia Kienlen	Chair	Present	
JC Bailey	Member	Excused	
Joan Beery	Member	Excused	
Jim Carruthers	Member	Present	
Tonya Cook	Member	Present	
Bryce Hundley	County Commissioner	Present	
Hettie Molvang	Member	Present	
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.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Carruthers
SECONDED:	Hundley
AYES:	Kienlen, Carruthers, Cook, Hundley, Molvang, Ascione-Blakely
NAYS:	None

APPROVAL OF MINUTES

Motion to approve the Minutes of December 3, 2019.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Carruthers
SECONDED:	Molvang
AYES:	Kienlen, Carruthers, Cook, Hundley, Molvang, Ascione-Blakely
NAYS:	None

INTRODUCTION OF GUESTS/LIMITED PUBLIC COMMENT

No guests present.

SPECIAL ORDER OF BUSINESS

Census 2020

Kienlen relayed that she, Wells, Gustine and Massias have applied for a grant to get information out there regarding the Census. The grant will be applied to work on fraud, billboards, home-bound seniors with no computers, etc. There will be sites set up to help seniors complete them, such as at the Senior Center locations and the library. Molvang inquired whether there would be help for some of the support groups. Ascione- Blakey relayed she could compile a list of the support groups. Carruthers inquired whether COA in-home health care employees could possibly help with that.

Proposal to reclassify field staff

Kienlen mentioned this at the last meeting. COA is working to reclassify some of the field staff. Kienlen passed out a marked up a copy of the job classification for Home Health Care (HHC) to the members. Kienlen relayed that this would also raise the Homemaker Aide (HMA), Home Chore (HC), as well as the HHC workers up a level. She is currently working on the job classifications for the HMA and HC workers. She noted that there are many things that staff are doing which is not included in the job descriptions. There are 16 (Universal Aides) UAs and 8 HMAs. HMA and HC workers would go to pay scale C level, HHC would go to D. Discussion on the difficulty in keeping employees at the amount of pay being offered. Discussion on wound care, employee turnover, assistance in maintaining a healthy environment, and clients meeting nursing home criteria.

Approval of the job descriptions/reclassification for Universal Aide, and upgrading Home Chore and Homemaker Aide workers.

RESULT:	APPROVED [UNANIMOUS]
MOVED:	Hundley
SECONDED:	Carruthers
AYES:	Kienlen, Carruthers, Cook, Hundley, Molvang, Ascione-Blakely
NAYS:	None

Lyft Contract

Kienlen updated members that Lyft will be starting on 3/2/20. Noted that COA be raising the amount of the combined Lyft and Transportation coupons from \$160 to \$240. Kienlen explained points on the program. Discussion on the on-demand BATA service, that BATA has in the pipeline.

OLD BUSINESS

Short discussion on a truck for the new HC worker.

NEW BUSINESS

None

GENERAL PUBLIC COMMENT (3 minutes per person)

None

ADJOURNMENT

Adjourned **9:41** am.

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: