

**GRAND TRAVERSE COUNTY
DEPARTMENT OF HEALTH AND HUMAN SERVICES BOARD**
1000 Pavilions Circle, Traverse City, MI 49684

MINUTES OF THE AUGUST 28, 2025 MEETING

PRESENT: Mary Marois, Carol Crawford, Karen Griggs Board
Darrell Lavender, Dave Hautamaki, Kory Hansen, Darcey Gratton Staff
TJ Andrews Commission
ABSENT: None
GUESTS: Dan Butler, Information Systems Director

The regular meeting of the Grand Traverse County Department of Health and Human Services Board was called to order at 9:00am by Board Chair Mary Marois at Garfield Township Hall.

Roll Call - Marois - yes, Crawford – yes, Griggs – yes

First Public Comment – None.

County Liaison Report – County Liaison Andrews provided an update on recent discussions from the County Board of Commissioners (BOC) meetings. The update included information regarding marihuana program funds distributed through the county, noting that the application process is expected to go live on the county's website in September.

Approval of Agenda – Chair Marois asked if there were additions, changes or corrections to the agenda.

Motion was made by Griggs to approve the agenda as presented. Seconded by Crawford and carried unanimously.

The purpose of the Consent Calendar is to expedite business by grouping items to be dealt with by one Board motion without discussion. Any member of the Board or staff may ask that any item on the Consent Calendar be removed and placed elsewhere on the agenda for discussion. Such requests will be automatically respected.

REVIEW AND FILE

- (1) Draft Minutes of the 7/31/25 Board Meeting
- (2) July Resident Council Minutes

Motion was made by Griggs to approve the Consent Calendar as presented. Seconded by Marois and carried unanimously.

Items Removed From Consent Calendar – None.

Chairman Report – Chair Marois shared her personal experience involving a family member who received care at the Pavilions. She expressed her appreciation for the quality and compassionate care provided by the staff.

Foundation Board Report – As the newly appointed Foundation Board member by the DHHS Board, Griggs reported that she attended the Grand Traverse Pavilions Foundation Board meeting on August 5th. She provided a summary of the discussions held during the meeting.

PACE North Board Report – As the newly appointed PACE North Board member by the DHHS Board, under the new structure, Crawford reported that she attended the PACE North Board meeting held at the beginning of August and shared key points from their discussions.

Service Excellence Awards – Marois reviewed July's Service Excellence Awards and a letter of recognition to Clayton Wagatha for his work on the Concert on the Lawn Series.

Guest Presentation – Dan Butler, Information Systems Director – Butler presented an overview of the Information Systems Department, outlining experience with his team, services, updates, projects, cyber security and back-up. And answered board members questions.

Chief Executive Officer Report – Lavender expressed his appreciation to Dan Butler, Information Systems Director for his presentation, with additional recognition of the important contributions to the organization made by both Butler and Bob Wild, Information Systems Technician.

Lavender highlighted key organizational metrics and financial updates included in the Board packet. Lavender stated that he and Hansen are developing visual tools to track the organization's financial performance over time. These graphs will highlight leading and lagging indicators to improve understanding of GTP's financial health and long-term sustainability.

Clayton Wagatha has been promoted from Life Enrichment Coordinator to Community Relations & Volunteer Coordinator. This role marks the beginning of a broader strategy to enhance marketing, community engagement, Cottages' sales, Foundation visibility, and social media presence. Lavender presented a handout outlining the vision for this expanded focus. As part of this new role, Wagatha will now report directly to the CEO.

Lavender also shared a handout with a professional biography of Ann McMann who has accepted the Residential Services Director, replacing Melissa Gomez. Ann brings over 30 years of leadership experience in assisted living, pharmacy, and long-term care. Most recently, she served as Executive Director at Boardman Lake Glens in Traverse City. She was selected by a panel of internal leaders from a pool of internal and external applicants.

The Open House for the Aspen wing is scheduled for September 23rd at 11:00 AM, featuring a short program and ceremonial ribbon cutting with Traverse Connect. A planning subcommittee is organizing the event. The CEO will be on vacation during this time and has asked Dave Hautamaki and Mary Marois to lead the ceremony. Clinical partners may tour the wing between September 23–25. Questions should be directed to the CEO or Clay Wagatha.

A group is actively exploring opportunities to apply for the Grand Traverse County Marijuana Funds program. GTP is registered for a virtual information session and intends to engage the DHHS Board and County Liaison for input before finalizing its application.

The CEO continues to evaluate the operational and market conditions of the Cottages. Board planning sessions originally targeted for September will be rescheduled for later this fall to allow time for further analysis and onboarding of the new Residential Services Director. Proposals have been requested from two consultants to provide operational and market assessments. These findings, along with data from Plante & Moran, will guide future planning efforts.

The 2025 "Concerts on the Lawn" series concluded with nine performances, netting \$29,755 in proceeds. Comparable to the \$29,613 generated in 2024.

Administrator Hautamaki presented the Administrator's Report. He highlighted the successful completion of a follow-up survey, noting that only one outstanding citation remains regarding fire doors, which are currently pending delivery. Hautamaki also provided an update on ongoing work related to the Aspen Pavilion project, as well as efforts to refresh and update vacant rooms throughout the facility. In his role as Administrator, Hautamaki emphasized his responsibility for ensuring organizational effectiveness and efficiency.

BUSINESS

- (1) **Financial Report** – Hansen presented the financial operations report for July 2025 and answered board members' questions.

Motion made by Crawford to accept the financial operations report as presented. Seconded by Griggs and carried unanimously. Roll call Marois – yes, Crawford – yes, Griggs – yes.

- (2) **Audit Report** – Hansen shared the Pavilions portion of the 2024 Financial County audit and reviewed and answered board member's questions. No need for Board approval.

- (3) **Authorized Bank Signers** – Hansen reviewed the need to update the authorized signers on the Organization's Resident Trust Fund account at Huntington Bank. It was recommended that CEO Darrell Lavender, Director of Nursing Holly Edmondson, and Staff Development Coordinator Jamie Wilson be appointed as authorized signers. Darcey Gratton will remain as a back-up signer on the account.

Motion made by Crawford to approve the addition of Darrell Lavender, Holly Edmondson, and Jamie Wilson as authorized signers for the Resident Trust Fund account at Huntington Bank. Seconded by Griggs and carried unanimously. Roll call Marois – yes, Crawford – yes, Griggs – yes.

- (4) **Organizational Structure** – Lavender presented the proposed organizational structure reflecting the recent change in leadership roles, where the CEO/Administrator position has been separated into two distinct positions: CEO and Administrator. The updated organizational chart was reviewed and discussed. Marois highlighted the future need to consider the addition of a Fund Developer position for the Foundation, to align with and support the organization's strategic plan.

Motion made by Crawford to approve the updated organizational chart, formalizing the split of the CEO and Administrator into two separate positions. Seconded by Griggs and carried unanimously. Roll call Marois – yes, Crawford – yes, Griggs – yes.

Grand Traverse Pavilions Announcements

- (1) Next Regular Board Meeting – Tuesday, September 30, 2025 @ 9:00am

Second Public Comment

McKenzie Beeman

Meeting adjourned at 10:12 am

Signatures:

A handwritten signature in black ink, appearing to read 'Mary Marois', written over a horizontal line.

Mary Marois – Chair

Grand Traverse County Department of Health and Human Services Board

Date: September 30, 2025 Approved
_____ Corrected and Approved