

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

MINUTES OF THE DECEMBER 10, 2025 MEETING

PRESENT: Carol Crawford, Mary Marois, Karen Griggs Board
Darrell Lavender, Dave Hautamaki, Kory Hansen, Darcey Gratton Staff
ABESENT: TJ Andrews Commission
GUESTS:

The regular meeting of the Grand Traverse County Department of Health and Human Services Board was called to order at 2:00pm by Board Chair Mary Marois at Garfield Township Hall.

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

First Public Comment – None.

County Liaison Report – None.

Approval of Agenda – Chair Crawford asked if there were additions, changes or corrections to the agenda. The board acknowledged that the November financials were purposely not included on the agenda due to the meeting being scheduled earlier in the month, which did not allow sufficient time for completion.

Motion was made by Marois to approve the agenda as presented. Seconded by Griggs 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 11/24/25 Board Meeting
- (2) Closed Minutes of the 11/24/25 Board Meeting
- (3) November Resident Council Minutes

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

Items Removed From Consent Calendar – None.

Chairman Report – Crawford provided an update on the upcoming County presentation scheduled for December 17th. Crawford noted that Lavender, the CEO and a board member, will be attending and participating in the presentation. In preparation for the event, a slide deck has already been shared with the County for distribution and will be shared with the board.

PACE North Board Report – Crawford provided an update on the PACE North Board, reporting that the Board met on December 8th and signed a non-binding 90-day agreement with a potential partner to further conversations on expanding PACE North.

Service Excellence Awards – Crawford reviewed September's Service Excellence Awards.

2026 Calendar for Department/Function Board Reports – Lavendar has shared a comprehensive plan for 2026, which includes scheduled department presentations throughout the year. This calendar outlines the planned dates for each department/function to present their updates, strategies, and progress reports to the board.

BUSINESS

- (1) **5-year Capital Budget (2026-2030)** – Hansen reviewed the details of the proposed 2026-2030 capital budget.

Motion was made by Griggs to approve the 5-year Capital budget as presented. Motion seconded by Marois and carried unanimously. Roll Call - Crawford – yes, Marois - yes, Griggs – yes.

- (2) **Resolution 2025 – 6 – Foundation Trustee Appointment – Marois** – Crawford reviewed the proposed Foundation Board of Trustee request for Mary Marois to take the place of Karen Griggs as the DHHS-appointed board member to the Foundation Board.

Motion was made by Crawford to appoint Mary Marois as a Grand Traverse Pavilions Foundation Board of Trustee, as outlined in Resolution 2025-6. The motion was seconded by Griggs. Motion carried.

- (3) **Request to Purchase – Floor Scrubber** – Lavender has reviewed the need to purchase two new floor scrubbers: one compact, handheld scrubber for spot cleaning and one walk-behind scrubber. Three bids were received, and the recommended bid was for KSS Enterprises based on it being the lowest bid and relationship with manufacturer.

Motion made by Marois to approve the bid from KSS Enterprises for \$15,886.87 to purchase two floor scrubbers as presented. Motion was seconded by Griggs and carried unanimously. Roll Call - Crawford – yes, Marois - yes, Griggs – yes.

- (4) **Request to Purchase – NComputing Thin Client** – Lavender has reviewed the need to purchase 60 NComputing thin clients to replace outdated, end-of-life devices and Windows 10 machines that no longer receive security updates. This investment will modernize the infrastructure, enhance security, and ensure reliable support for our cloud migration objectives. Three bids were received, with the recommended bid from Insight Direct, based on their availability and the inclusion of shipping costs, which were not included in the lowest bid.

Motion made by Crawford to approve the bid from Insight Direct for \$22,056.11 to purchase 60NCOMputing thin clients as presented. Motion was seconded by Griggs and carried unanimously. Roll Call - Crawford – yes, Marois - yes, Griggs – yes.

- (5) **Proposed 2026 DHHS Board Schedule** – The Board reviewed the proposed meeting dates for 2026, noting that April will be the only meeting scheduled on the 3rd Thursday of the month, rather than the usual 4th Thursday. Crawford also noted that the November and December meetings will be scheduled later in the year due to both normal meeting dates falling on holidays.

