



East Lansing Seniors' Commission

Quality Services for a Quality Community

COMMISSION MEMBERS

Robbie Jameson
Babs Krause
Judy Labovitz
Bob Nelson
Kenny Wirth
Kathy Bouchard-Wyant
Mark Meadows, Chair
Brittany Pazdan, Vice-Chair
Marcia Van Ness

City Council Liaison
George Brookover

Staff Liaison
Lisa Richey

**PRIME TIME
SENIORS' PROGRAM**
819 Abbot Road
East Lansing, MI 48823
(517) 337-1113
www.ELPrimeTime.com

April 10, 2023, Special Meeting Minutes
East Lansing Community Center
819 Abbot Rd.

1) Call to Order and Roll Call

Eight commissioners attended the meeting in person: Marcia Van Ness, Robbie Jameson, Kathy Bouchard-Wyant, Bob Nelson, Kenny Wirth, Brittany Pazdan, Babs Krause, and Judy Labovitz. Commission Chair, Mark Meadows, joined via Zoom.

Krause arrived at 1:03 p.m.

2) Approval of Agenda

Jameson moved, Nelson seconded. Wirth amended the agenda with the addition of the approval of the February minutes. The amended agenda was unanimously approved.

3) Approval of Minutes of the March 6 Commission Meeting

Wirth moved, Labovitz seconded; the minutes were unanimously approved.

4) Approval of Minutes of February 6 Commission Meeting.

Wirth moved, Labovitz seconded; the minutes were unanimously approved.

5) Communications

- **Interim City Manager:** Randy Talifarro introduced himself and invited commissioners to contact him with input regarding the Prime Time director's position. He confirmed the invitation of Richey to Monday Steering Committee meetings. Talifarro shared an update on hiring a permanent City Manager.
- **Chairperson:** Meadows said he sent a revised letter to commissioners regarding the inclusion of the Prime Time director in the Steering Committee meetings and the hiring process for a permanent director for Prime



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Time. He said that the 12- to 14-week timeline Talifarro mentioned for hiring a new City Manager may be optimistic. Pazdan encouraged a continued commitment on the part of the commission to push for senior representation at directors level meetings. Meadows talked about his revised letter to the Interim City Manager and City Council.

Moved by Jameson, seconded by Krause to send the revised letter to the Interim City Manager and Council. Wirth requested that the letter include a request from the Interim City Manager that he make a formal recommendation to the permanent City Manager to continue to include the Prime Time Director in Steering Committee meetings. The motion was unanimously approved.

- **Interim Director:** Richey shared the Prime Time staffing levels compared to pre-pandemic operation and answered questions about plans to move forward with filling positions.

6) New Business

A) Letter to Interim City Manager/City Council regarding programming space.

Meadows recommended waiting to act on this issue until a permanent City Manager is hired.

The commission recognized Terrie Larson and Kathy Kissman for their service to Prime Time upon their retirement.

Jameson asked about timing of sharing draft letters on various issues the Commission is looking at. She asked about protocol for determining whether communication should be made through a resolution or a letter. Jameson shared parts of her draft letter on space.

A survey to help determine Prime Time programming interests was discussed. Labovitz mentioned getting help with the survey from MSU. Jameson mentioned the Institute of Public Policy and Social Research as a survey resource. Wirth mentioned John Goddeeris as a possible survey resource. Jameson mentioned Janet Lillie from MSU as someone who could help with a



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survey. Meadows mentioned Kathy Wilbur from MSU as another resource.

Wirth left at 2:09 p.m.

Jameson referenced the fact that her letter also addresses a facilities department to make space allocation more equitable.

B) Seniors' Commission Role

The ordinance defines the role of the Seniors' Commission. Meadows mentioned the idea of forming a strategic plan for the Commission. Labovitz asked who has the ultimate authority in hiring the permanent Prime Time Director. Meadows answered that it is up to the City Manager. Bouchard-Wyant asked whether we need a Commission representative at the following agencies listed in the ordinance: the Michigan State Office on Services to the Aging, the Michigan Commission on the Services to the Aging, and the Tri-County Office on Aging.

C) Director's Job Description

Van Ness questioned the Director of Prime Time having to take minutes for Seniors' Commission meetings.

Pazdan left at 2:25 p.m.

D) 2024 Budget Recommendation

Meadows spoke about supporting the budget recommendation with a letter to Council. Krause and Jameson talked about including assumptions made in developing the budget.

7) Commissioners' Comments

Van Ness commented on the inconsistency of the Seniors' Commission name. Jameson noted that in the ordinance, the Commission is named as Seniors' Commission.

Jameson shared Friends of the East Lansing Seniors Program President, John Goddeeris's response to her questions about the Friends and Prime Time. Meadows discussed Goddeeris's responses.



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Bouchard-Wyant reported that the track at East Lansing High School has been closed. She agreed to try to gather more information.

8) Adjournment

The Chair adjourned the meeting at 2:45 p.m.