



East Lansing Seniors' Commission

Quality Services for a Quality Community

COMMISSION MEMBERS

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

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

June 5, 2023, Meeting Minutes
East Lansing Community Center
819 Abbot Rd.

1) **Call to Order and Roll Call**

The meeting was called to order at 1:02 p.m.

Commission members present: Kathy Bouchard-Wyant, Robbie Jameson, Judy Labovitz, Mark Meadows, Brittany Pazdan, Marcia Van Ness.

Commission members absent: Babs Krause, Bob Nelson, Kenny Wirth.

Also in attendance were Council Liaison, George Brookover; Staff Liaison, Lisa Richey; and guest, Carol Brownell.

2) **Approval of Agenda**

Van Ness moved, Bouchard-Wyant seconded. The motion passed.

3) **Approval of Minutes of the June 5, 2023 Commission Meeting**

Bouchard-Wyant moved, Labovitz seconded. The motion passed.

4) **Communications**

- **Guests:** None
- **Council Liaison:** Brookover reported that the budget process was completed. He said additional conversations will take place about use of American Rescue Plan Act (ARPA) funds. Brookover updated the Commission on a request by a new Starbucks on Trowbridge to make a change to the approved Special Use Permit (SUP) to alter their opening time. Brookover mentioned the ongoing search for a new city manager. Jameson asked about remaining ARPA funds and Brookover responded that significant amount will remain even if a portion of the funds are used for retention bonuses. He also discussed the possibility of budget modifications. Jameson asked about pension funding; Brookover and Meadows addressed the City's approach to adding to the pension fund. Pazdan asked about hiring or departure



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updates. Brookover said that the City hired a new chief financial officer. Meadows mentioned that two more people left the planning department.

- **Chairperson:** Meadows announced the resignation from the Commission of both Babs Krause and Kenny Wirth.
- **Interim Director:** Richey updated the Commission on staffing. She said the new office manager has experience with social media and will be expanding engagement efforts through Facebook. Richey talked about items to include in a Commission Orientation Packet going forward. Richey identified several events planned for the summer with other community partners.

The Commission discussed accessibility problems with Albert Al Fresco.

Bob Nelson arrived at 1:26 p.m.

The Commission discussed communication with City Council.

Richey clarified the date of the next meeting, which will be July 10, 2023.

5) **Old Business**

A) **Art Studio Renaming**

- Meadows gave an update on renaming the Prime Time art studio for Kelly Arndt.

Pazdan moved to authorize Seniors' Commission Chair to write a letter to City Council in support of the request of the Friends of the East Lansing Seniors' Program and to support the creation of an ad hoc committee to carry out the policy set forth; Nelson seconded. The motion passed.

B) **Robert's Rules Training**

- Brookover mentioned a contact from the library who has gone through a Robert's Rules certification.

Brookover left at 1:59 p.m.

6) **New Business**



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A) Strategic Plan Discussion

- Jameson shared her notes on commissioner and Prime Time responsibilities and how they relate to a development of a strategic plan. She talked about the City's Age-Friendly Action Plan providing a framework for a strategic plan.
- Bouchard-Wyant reported on her meeting with AARP State Director, Karen Kafantaris.
- Meadows recounted Council's history of doing surveys and talked about survey-gathering considerations going forward.

Pazdan left at 2:30 p.m.

- Meadows gave some historical context for the City's communication department and spoke about their reach and responsibilities.

7) Adjournment

The Chair adjourned the meeting at 2:53 p.m.