

**BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS**  
**MEETING MINUTES**  
February 20, 2024

*Call to Order:*

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:00 p.m. on February 20, 2024 in the dining room at the H. & C. Burnside Center.

*Roll Call:*

Board members—*Present:* Directors Gordon Gentry, Julie Hurley, John Hutchinson, Kimberly Lindsey, Janis Olney, John Petzko, and Don Thrasher; Commissioner Tim Stoll, liaison (present on Zoom).

*Quorum established—more than one half of Board members physically present.*

Staff—*Present:* Amy Duff, Freda Leupp, Michael Searing, Allen Underwood, Pat VanDyke, and Sarah Wainscott. *Excused:* Debbie Ambrose.

Guests—Don Reid, reporter with *The Daily Reporter*.

*Approval of Agenda:*

Director Petzko moved, and Secretary-Treasurer Thrasher seconded, to approve the Agenda as written. MOTION CARRIED.

*Approval of Minutes:*

Secretary-Treasurer Thrasher moved, and Director Gentry seconded, to approve the Minutes of the January 2024 regular Board meeting as written. MOTION CARRIED.

*Public Comments:* none.

*Consent Items:*

Secretary-Treasurer Thrasher moved, and Director Gentry seconded, to approve the Vouchers as presented. MOTION CARRIED.

*Staff Reports:*

Board reviewed COA staff written reports—executive director, programs, MMAP, in-home services, accounting (December 2023 preliminary), and nutrition—to put on file.

*Unfinished Business:*

Millage Discussion (Ballot Language)

Based on operational millage factors discussed the past month, Executive Director Duff reported the County's lawyer had drawn up ballot language for COA's five-year operational millage renewal proposal for approval, to be put on the August 2024 ballot. Secretary-Treasurer Thrasher moved, and Vice-Chair Hurley seconded, to approve the COA millage renewal proposal and to proceed with presenting it to the Board of Commissioners. MOTION CARRIED.

Executive Director Annual Review and Contract Renewal

COA Executive Director Duff had requested a closed hearing for her annual review. Director Hutchinson moved, and Director Petzko seconded, to adjourn to closed session, at 2:06 p.m., to consider the annual performance review and contract renewal of Executive Director Duff. MOTION CARRIED.

Director Hutchinson moved, and Vice-Chair Hurley seconded, to reconvene in open session at 2:11 p.m. MOTION CARRIED. Director Petzko moved, and Director Gentry seconded, to approve the COA executive director contract for a three-year renewal. MOTION CARRIED.

*New Business:*

File Cabinet Purchase

For the nutrition department needing locked file cabinets for additional storage space, Duff presented a quote from West Michigan Office Interiors of Kalamazoo for two shaker cherry lateral two-drawer files for a total of \$1,648.00 including delivery. Director Hutchinson moved, and Vice-Chair Hurley seconded, for approval of the purchase of the two shaker cherry lateral two-drawer files as quoted. MOTION CARRIED.

Steam Table Purchase

Integral to its congregate lunch program, COA was looking to replace its steam table with one with greater capacity, an extra drawer, and extra warming from above. Duff presented a quote from WebstaurantStore for one ServIt five-pan sealed well electric steam table, one Hatco GRAHL-72” aluminum infrared lighted warmer, and one ServIt angled sneeze guard for a total of \$2,844.93 including shipping and a five-year extended warranty. Director Gentry moved, and Secretary-Treasurer Thrasher seconded, to proceed with the purchase of the new steam table as quoted. MOTION CARRIED.

Treadmill Purchase

Duff reported that COA needed to replace a treadmill that had died, and that was budgeted for. Duff presented a quote from Strengthio Fitness LLC of Grand Rapids for one Landice L7 Club Pro Sports Trainer treadmill, including freight and installation, for a total of \$4,390.00. Vice-Chair Hurley moved, and Director Petzko seconded, to purchase the treadmill as quoted. MOTION CARRIED.

MobI TRAK Software Purchase

Duff reported that for COA’s in-home services department—in order to meet the industry standard for electronic methods to replace paper for tracking job duties and client confirmation signatures—it was looking to invest in software and training; and also work cell phones replacement that were budgeted for. Duff presented a quote from SharkByte Software Designs LLC of Sarasota, Florida for MobI TRAK electronic visit verification system add-on for CAREeVantage (system COA already uses) for a total of \$7,131.50. Director Petzko moved, and Director Lindsey seconded, to purchase the SharkByte software COA needed to have, as quoted. MOTION CARRIED.

*Public Comments:* none.

*Adjournment:*

Director Gentry moved, and Vice-Chair Hurley seconded, to adjourn the meeting at 2:31 p.m. MOTION CARRIED.

Minutes submitted by: Sarah Wainscott, Staff Assist., BCCOA

Minutes approved by: Don Thrasher, Secy.-Treas.

A handwritten signature in blue ink, appearing to read "D. Thrasher", is written over a horizontal line.

Secretary