

**BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
MEETING MINUTES**

August 16, 2023

Call to Order:

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 9:00 a.m. on August 16, 2023 in the dining room at the H. & C. Burnside Center.

Roll Call:

Board members—*Present:* Directors Gordon Gentry, Julie Hurley, John Hutchinson, Ginger Kesler, Janis Olney, and Don Thrasher; Commissioner Tim Stoll, liaison (present on Zoom). *Excused:* Director John Petzko. *Quorum established—more than one half of Board members physically present.*

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

Guests—County Administrator Bud Norman.

Approval of Agenda:

Secretary/Treasurer Kesler moved, and Vice-Chair Hurley seconded, to approve the Agenda as written. MOTION CARRIED.

Approval of Minutes:

Director Gentry moved, and Director Thrasher seconded, to approve the Minutes of the July 2023 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Consent Items:

Secretary/Treasurer Kesler moved, and Director Hutchinson 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 (June 2023 preliminary), and nutrition—to put on file. Bookkeeper Underwood presented COA's 2022 audited accounting report.

Unfinished Business:

Cost Allocation Plan

Executive Director Duff reported that she and Bookkeeper Underwood had met with County Administrator Norman to review the last Cost Allocation Plan (CAP), completed with data from 2021. The CAP hits three departments hardest: COA, 9-1-1, and the Department of Public Works. It showed COA's portion to be approximately \$75,000, to go toward funding more road patrol deputies. This amount would be difficult to fit into COA's budget without disrupting services and programs. It would be implemented in 2025. The Board of Commissioners would discuss the CAP next at their August 24, 2023 meeting.

Update on Cooler/Freezer

Duff updated that the cooler/freezer box had been built, and the mechanical parts were installed. Electrical work had also been completed. COA was waiting for sprinkler heads to be installed in the cooler/freezer for fire protection.

Sign at Corner of Grahl Drive and N. Michigan Avenue

Duff reported various discussions with City of Coldwater officials have put COA in a spot with no opportunity, it seems, of getting a replacement for COA's sign at corner of Grahl Drive and N. Michigan Avenue. There were no clear routes to getting a sign put up there.

Contract with Milestone

Duff reported COA's nutrition contract with Milestone Senior Services was signed on August 14, 2023 for renewal through December 31, 2024, with no changes including price.

Restaurant Voucher Program

Duff had met with other counties about their senior nutrition programs with regard to restaurant vouchers: Hillsdale had never done it; St. Joseph spends a few \$100,000 of millage on it; and Calhoun will end their program October 2023 due to financial concerns. Community Action had begun discussions with the Union City Senior Center to put an additional congregate site at their new senior center. They expressed interest in this still happening when Branch County COA took over. Duff and Nutrition Director Searing to meet with Union City Senior Center near the end of August. Director Hutchinson suggested keeping in mind Bronson for a possible congregate site.

Bookkeeper Underwood showed charts of Branch County COA restaurant vouchers distributed and redeemed through July 2023. Restaurant vouchers distributed continued increasing through July 2023.

With the restaurant vouchers only contracted through September 2023, Duff needed Board approval to go past that date with the three restaurants. Director Hutchinson moved, and Secretary/Treasurer Kesler seconded, to authorize COA to extend the restaurant voucher contracts with the three restaurants at the same rate, with a right to terminate with a 30-day notice, and to give Branch County COA leverage to go up to \$11.00 per meal. MOTION CARRIED.

New Business:

Computer Orders

Executive Director Duff presented an example quote from Dell Technologies for two staff computers, that were up for replacement for staff assistant and bookkeeper, for \$1,578 plus Microsoft Office Pro at \$816.28 for daily tasks and to run CAREeVantage program. Director Hutchinson moved, and Vice-Chair Hurley seconded, to proceed with the purchase of the two replacement OEM Dell Optiplex desktop computers from Dell Technologies plus Microsoft Office Pro, allowing up to \$3,000 total, that was already planned for in the budget. MOTION CARRIED.

Public Comments: none.

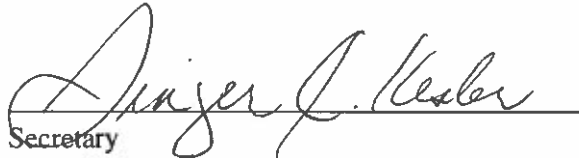
Board Comments: Vice-Chair Hurley commented that she appreciated the update e-mails from Executive Director Duff. Hurley further commented that Sarah Wainscott, COA staff assistant, had been instrumental in assisting a senior with medical equipment loans and medical transportation.

Adjournment:

Director Thrasher moved, and Director Gentry seconded, to adjourn the meeting at 10:06 a.m. MOTION CARRIED.

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

Minutes approved by: Ginger Kesler, Secy./Treas.


Secretary