

BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
MEETING MINUTES
December 20, 2022

Call to Order:

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:02 p.m. on December 20, 2022 in the Grahl room at the H. & C. Burnside Center.

Roll Call:

Board members—*Present:* Directors Gordon Gentry, Julie Hurley, Ginger Kesler, Paul Meredith, Janis Olney, John Petzko (present on Zoom), and Don Thrasher. *Excused:* Commissioner Tim Stoll, liaison. *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 (present on Zoom); Laura Sutter, director of Area Agency on Aging Branch-St. Joseph (IIIC); John Hutchinson, Community Action of South Central Michigan home-delivered meals volunteer (present on Zoom).

Approval of Agenda:

Secretary/Treasurer Kesler moved, and Director Hurley seconded, to approve the Agenda as presented. MOTION CARRIED.

Approval of Minutes:

Vice-Chair Meredith moved, and Director Gentry seconded, to approve the Minutes of the November 2022 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Consent Items:

Secretary/Treasurer Kesler moved, and Director Hurley seconded, to approve the Vouchers. MOTION CARRIED.

Staff Reports:

Executive Director Report—on file. Executive Director Duff also reported on COA Board of Directors appointed for 2023 by the County Board of Commissioners—Don Thrasher was reappointed; Paul Meredith was retiring from the COA Board, and John Hutchinson was appointed to take over that position.

Programs Director Report—on file.

Programs Assistant Report—on file.

In-Home Services Director Report—on file.

Accounting Report—on file (October 2022 preliminary).

Nutrition Program Report—on file. Nutrition Director Searing added: for the COA nutrition program, January congregate lunch menus from Milestone had arrived and had been distributed throughout the Center; COA was looking to find two additional volunteer drivers and one part-time volunteer driver for its home-delivered meals service; and referrals from Community Action for the nutrition program had been received.

Unfinished Business: none.

New Business:

Meal Price for Ineligible Participants

Executive Director Duff explained that for the nutrition program's congregate service, participants are required to be aged 60 or over and to fill out a registration form. COA would not market the nutrition program to aged 50 to 59 Burnside patrons, or to staff or public under age 60. Duff had researched other counties' congregate meal pricing for ineligible participants: St. Joseph County, estimated \$9 to \$10 per meal; Hillsdale County, \$5 flat fee per meal. Branch County COA staff had suggested a \$7 price per meal, which is the same exact contracted amount COA pays Milestone for the meal. Secretary/ Treasurer Kesler moved, and Director Thrasher seconded, to set the congregate meal price at \$7 for ineligible participants. MOTION CARRIED.

Desk Purchase

Duff presented a quote for an office desk from West Michigan Office Interiors of Kalamazoo for the COA nutrition director. Vice-Chair Meredith moved, and Secretary/Treasurer Kesler seconded, to purchase the office desk, including delivery and set-up, from West Michigan Office Interiors of Kalamazoo for a total of \$2,452.84 as quoted. MOTION CARRIED.

Schedule for Reorganization Meeting

The Board discussed possible dates in the first week of January 2023 for its reorganization meeting. By consensus, the COA Board of Directors reorganization meeting was set for Friday, January 6, 2023 at 10:00 a.m.

Public Comments: John Hutchinson commented he was looking forward to joining the COA Board of Directors in January, and that he would try to meet Vice-Chair Meredith's standard that he had set.

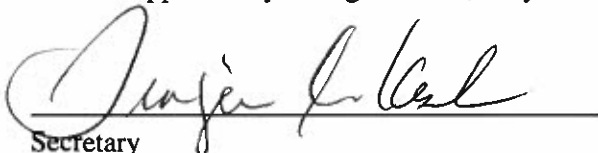
Board Comments: Vice-Chair Meredith commented he was proud of the work the COA Board of Directors had accomplished during his tenure on the Board. Chair Olney replied that he would be missed.

Adjournment:

Director Thrasher moved, and Secretary/Treasurer Kesler seconded, to adjourn the meeting at 2:40 p.m. MOTION CARRIED.

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

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


Secretary