

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

June 21, 2022

*Call to Order:*

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:01 p.m. on June 21, 2022 in the dining 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, and Don Thrasher. *Excused:* Commissioner Tim Stoll, liaison. *Quorum established—more than one half of Board members physically present.*

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

Guests—County Administrator Bud Norman; Abby Finn, Taylor Ross, and Kelly Vagiela—all three from Milestone Senior Services.

*Approval of Agenda:*

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

*Approval of Minutes:*

Vice-Chair Meredith moved, and Secretary/Treasurer Kesler seconded, to approve the Minutes of the May 2022 regular Board meeting as written. MOTION CARRIED.

*Public Comments:* none.

*Consent Items:*

Director Gentry moved, and Director Hurley seconded, to approve the Vouchers as written. MOTION CARRIED.

*Staff Reports:*

Executive Director Report—on file.

Programs Director Report—on file.

Programs Assistant Report—on file.

In-Home Services Director Report—on file.

Accounting Report—on file (April 2022 preliminary).

*Unfinished Business:*

HVAC Update

Executive Director Duff stated there were no new updates on the consistency of temperature in the building's north wing.

AAA Grant Cycle

Executive Director Duff updated on possibility of a Branch County COA meals program including congregate and home-delivered service. RFP packets were sent by Area Agency on Aging 3C the week of June 1, 2022. Duff had recently: met with Milestone Senior Services (provider for Calhoun County as well as Barry County); started designing a budget for COA using best estimates; and had COA staff compile and analyze benefits and risks with this type of program.

Duff's recommendation was to file a letter of intent to bid (due June 27). After the board discussed this recommendation, Director Hurley moved, and Secretary/Treasurer Kesler seconded, for the COA board to show support in filing a letter of intent to bid on the congregate and home delivered meals grants. MOTION CARRIED. The mandatory pre-bidders conference is July 11. Grant proposals are due August 1. And grant awards or denials are to be sent out the week of August 29.

*New Business:*

Board Education—In-Home Services

In-Home Services Director VanDyke reported COA's in-home services program, which has 14 in-home aides, is for Branch County residents aged 60 and over who have a need for such services. The in-home services provided include light housekeeping, laundry, personal care (bathing), and grocery shopping; and also, respite care which provides a caregiver with a "break" from care responsibilities. These services are funded by state and federal grant funds, and clients are offered the opportunity to donate toward the cost.

Medical Transport Van Quotes

Executive Director Duff reported that according to COA's budgeted plan, plus \$27,500 ARPA-allocated funding with a purchase and received due date of September 30, 2022, for a medical transport minivan replacement, a Chrysler Pacifica—Touring package is a good fit. Since there were no bids other than basic likely pricing from dealers on the day contacted, Bookkeeper Underwood had summarized, in writing, the pricing from four dealerships, with a base price of \$37,095 plus destination fee of \$1,595: 1) Bobilya of Coldwater—MSRP; 2) Cronin of Hillsdale—invoice approx. \$1,254 discount from MSRP; 3) Cole of Marshall—MSRP minus \$500; and 4) Henkel of Battle Creek—MSRP minus \$1,433.

Since there were no possible bids in the current automobile market to hold long enough, Duff needed a recommendation from the COA board to be able to decide on the best combination for the minivan purchase. Director Gentry moved, and Director Petzko seconded, to proceed with COA taking the summarized information for purchase of a 2022 Chrysler Pacifica for the medical transport program to the Board of Commissioners for approval to authorize Duff to decide on dealership and purchase the vehicle for COA at lowest price. MOTION CARRIED.

2021 Annual Report

The Board reviewed the 2021 COA Annual Report. Vice-Chair Meredith moved, and Director Thrasher seconded, to send the 2021 COA Annual Report on to the Board of Commissioners for approval.

MOTION CARRIED.

*Public Comments:* none.

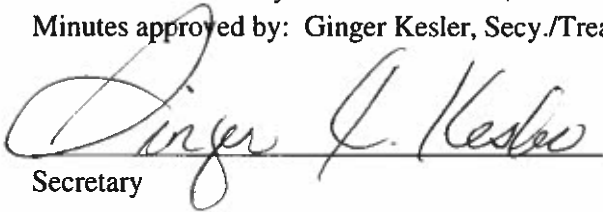
*Adjournment:*

Secretary/Treasurer Kesler moved, and Director Thrasher seconded, to adjourn the meeting at 3:00 p.m.

MOTION CARRIED.

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

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

A handwritten signature in cursive script that reads "Ginger L. Kesler". The signature is written in black ink and is positioned above a horizontal line.

Secretary