

BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
MEETING MINUTES
October 18, 2022

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 October 18, 2022 in the dining room at H. & C. Burnside Center.

Roll Call:

Board members—*Present:* Directors Gordon Gentry, Julie Hurley (present on Zoom), 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 (present on Zoom); John Hutchinson, Community Action of South Central Michigan home-delivered meals volunteer (present on Zoom).

Approval of Agenda:

Vice-Chair Meredith moved, and Secretary/Treasurer Kesler 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 September 2022 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Board Education:

Foot Clinic—Lisa Hofstetter, RN

Lisa Hofstetter, RN, who had started doing foot clinics 32 years ago for the Health Department, visits the Burnside Center monthly to provide basic foot care to about 20 individuals each time. The charge is \$20, and appointments need to be scheduled in advance.

Consent Items:

Director Petzko moved, and Vice-Chair Meredith seconded, to approve the Vouchers. 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 (August 2022 preliminary).

Nutrition Program Report

Executive Director Duff updated on COA nutrition program planning: transition plan with Community Action was signed and implemented; joint press release (Commission on Aging and Community Action together) was sent to the media; first and second interviews were completed with candidates for the nutrition director position; Request for Proposal for catering was released on October 10, 2022; for the commercial kitchen—steam table, convection oven, range, steamer, and commercial dishwasher had received maintenance and repairs to get them back to a functional status; fire protection systems in the kitchen were tested and updated; commercial cooler/freezer—the freezer works, the cooler does not, and both items are old, have leaks, and have a poor history of performance, so COA to gather multiple quotes to consider replacement.

Duff added: pre-bid meeting was held October 18, 2022 with three bidders in attendance—Hillsdale County COA, St. Joseph County COA, and Milestones Senior Services out of Battle Creek for Calhoun County; the catering proposals are due November 2, 2022.

Chair Olney recommended COA Board of Directors form a committee to meet and review the catering proposals, consisting of: Executive Director Duff, Chair Olney, Commissioner Stoll, Director Hurley, and In-Home Services Director VanDyke. Secretary/Treasurer Kesler moved, and Director Thrasher seconded, to form a committee, consisting of the individuals recommended by Chair Olney, to meet and review the catering proposals. MOTION CARRIED. Duff to check on date to meet to review the bids after the November 2, 2022 receipt of the bids, and would move up the November 2022 regular meeting date on the calendar.

Unfinished Business: none.

New Business:

Computer Purchase

Duff reported the need to purchase a computer for the Nutrition Director. Due to supply chain issues, it was unpredictable ordering through Dell. County IT department intended to purchase, through Amazon, a Dell laptop as well as a license for Microsoft Office Professional. Estimated total cost was \$1,700. Prices vary daily on Amazon, so it was not possible to provide an exact cost at that time. Director Petzko moved, and Vice-Chair Meredith seconded, to purchase a computer for the COA nutrition director with the appropriate software and license package with Microsoft Office Professional. MOTION CARRIED

Announcements: Duff announced the Veterans Program luncheon was to be held on Wednesday, November 9, 2022 at 10:00 a.m.

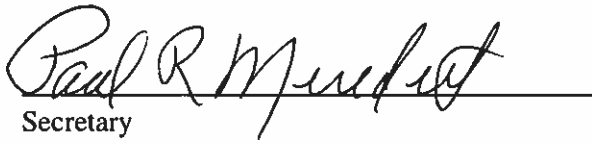
Public Comments: none.

Adjournment:

Director Thrasher moved, and Secretary/Treasurer Kesler seconded, to adjourn the meeting at 2:51 p.m. MOTION CARRIED.

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

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


Secretary