

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

April 16, 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 April 16, 2024 in the dining room at the H. & C. Burnside Center.

*Roll Call:*

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

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

Guests—County Administrator Bud Norman (present on Zoom) and Don Reid, reporter with *The Daily Reporter*.

*Approval of Agenda:*

Director Gentry moved, and Vice-Chair Hurley seconded, to approve the Agenda as written. MOTION CARRIED.

*Approval of Minutes:*

Director Lindsey moved, and Director Gentry seconded, to approve the Minutes of the March 2024 regular Board meeting as written. MOTION CARRIED.

*Public Comments:* none.

*Consent Items:*

Secretary-Treasurer Thrasher moved, and Vice-Chair Hurley 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 (February 2024 preliminary), and nutrition—to put on file.

*Unfinished Business:* none.

*New Business:*

Nutrition Program Quarterly Fiscal Report

Bookkeeper Underwood presented a financial overview: COA nutrition program previous 12-month cash flow analysis including expenses and revenues through the January-March 2024 quarter, for home-delivered and congregate meals, and restaurant vouchers redeemed—showing grant funds divided out evenly per month—along with respective meals count breakdown (and meals contracted amounts).

*Public Comments:* none.

*Announcements:* Executive Director Duff invited the Board of Directors to the COA Volunteers Recognition Luncheon to be held on Friday, April 19, 2024—starting at 11:00 a.m.; sign up at front desk.

*Adjournment:*

Director Gentry moved, and Secretary-Treasurer Thrasher seconded, to adjourn the meeting at 2:09 p.m.  
MOTION CARRIED.

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

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

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Secretary

DRAFT