

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

May 17, 2023

Call to Order:

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 9:02 a.m. on May 17, 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, 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.

Approval of Agenda:

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

Approval of Minutes:

Director Gentry moved, and Treasurer/Secretary Kesler seconded, to approve the Minutes of the April 2023 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Employee Recognition: In-Home Services Director VanDyke presented a certificate of appreciation to Shirley O'Connor, in-home services aide, in recognition of 20 years of service at COA.

Consent Items:

Treasurer/Secretary Kesler moved, and Director Thrasher seconded, to approve the Vouchers as presented. 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 (March 2023 preliminary).

Nutrition Program Report—on file.

Unfinished Business:

Update on Cooler/Freezer

Executive Director Duff reported new cooler/freezer concrete pad goes out further than anticipated, and material needs to be removed. Also, the yard is disturbed around newly built shed. Duff had called Parrish Excavating for guidance: remove debris; install drain tile; build retaining wall; re-grade and finish disturbed yard; and replace broken concrete slab between cooler/freezer and shed. COA was awaiting a final quote and would seek others for Board to consider. This would likely delay installation of the new cooler/freezer.

Update on Sign

Duff updated that for COA's sign at corner of Grahl Drive and N. Michigan Avenue, she had e-mailed City Manager Keith Baker who suggested the City could put up green directional signs. The City added these, and they are quite small. She asked for Board input. Director Hutchinson moved, and Director Thrasher seconded, to ask Executive Director Duff to further discuss with the City on coming up with a larger sign with the Burnside name on it, at her discretion. MOTION CARRIED.

New Business:

Quote for A/V Equipment

Duff had budgeted in capital outlay to replace dining room projector and screen based on its expected life. TPC, the company COA uses for all of its A/V service, provided an estimate for: RPMA ceiling mount, Da-Lite 113-inch diagonal HD projector screen (parallel to southeast wall), mounting accessories, Sony Pro Display 65-inch (for computer lab), and an upgraded Sony 8,000-lumen projector, including installation, for a total of \$13,205.38; plus, there would be an electrician cost. Director Hutchinson moved, and Director Gentry seconded, to proceed with the projector, screen, and computer lab display update purchase from TPC Technologies, Inc., including installation, as quoted. MOTION CARRIED.

Questions on AAA Contract

Duff presented information, in response to requests by Director Hutchinson, relating to the AAA nutrition contract: COA's executive director and staff are responsible for implementing the contract; the AAA is responsible for checking to ensure the contract is fulfilled correctly. The two agencies communicate weekly, COA files its reports monthly, and there is an annual audit. Duff presented the 2023 first quarter COA nutrition program budget spreadsheet with expenses, revenues, and contracted meals counts as presented at last month's meeting; and the client complaint resolution procedure. Duff explained a nutrition program council meeting is required yearly for feedback, to be documented by COA. Regarding nutrition service five days per week, AAA supports COA's plan to start with same frequency CA had (three days per week). And the \$11,818 of millage allocated in the congregate verbiage is not a typographical error; it matches what was in the budget at the time.

Discussion on Restaurant Vouchers

Duff started an ongoing discussion on COA nutrition program's restaurant vouchers for input. CA had started restaurant vouchers to provide choice and as a way to meet its congregate meals contracted count. The vouchers expire at end of the grant year. CA's voucher program was heavily concentrated in Union City. COA did not specify voucher amounts or a procedure in its grant proposal. Burnside is much more visible in Branch County, so the number of people taking advantage of the vouchers is expanding rapidly.

Bookkeeper Underwood presented restaurant vouchers distributed and redeemed charts showing the vouchers expansion.

Duff and COA staff had talked about value of restaurant experience and of congregate. Concerns were: vouchers cost COA more than congregate meals; COA is meeting its goals of number of congregate clients served without the vouchers; vouchers do not connect seniors to resources and activities in the community; and due to limited number of meals clients get per month, restaurant vouchers do not reach the nutritional or socialization goals as well as congregate. The nutrition program operating standards require targeting to those greatest in need. Prioritization of COA nutrition program resources: HDM clients (most vulnerable), then congregate clients, and vouchers clients. Donations are lower for restaurant vouchers. If COA decides to make a change, there will be people who will be disappointed. Union City has a large contingency that uses the vouchers and is less likely to travel to Coldwater for congregate meals.

Public Comments: none.

Board Comments: none.

Adjournment:

Treasurer/Secretary Kesler moved, and Vice-Chair Hurley seconded, to adjourn the meeting at 10:11 a.m.
MOTION CARRIED.

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

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

Secretary