

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

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

Roll Call:

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

Staff—*Present:* Amy Duff, Freda Leupp (present on Zoom), Mike Searing, Allen Underwood, Pat VanDyke, and Sarah Wainscott. *Excused:* Debbie Ambrose.

Guests—County Administrator Bud Norman (present on Zoom).

Approval of Agenda:

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

Approval of Minutes:

Secretary-Treasurer Thrasher moved, and Vice-Chair Hurley seconded, to approve the Minutes of the November and December 2023 regular and January 2024 reorganization Board meetings 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 (November 2023 preliminary), and nutrition—to put on file.

Unfinished Business: none.

New Business:

Marketing Contract

Executive Director Duff presented a 2024 marketing contract from 2nd Story Marketing for COA, with marketing services for \$950 per month, including bimonthly newsletters cost—same scope as last year's, with one minor change of the addition of Google Profile Management. Secretary-Thrasher moved, and Director Petzko seconded, to approve the 2024 marketing contract from 2nd Story Marketing as written. MOTION CARRIED.

Millage Discussion

Duff led a discussion on COA's five-year operational millage, which runs from 2020 through 2024, and makes up a large percentage of COA's budget. Duff stated a decision must be made to request either a renewal or an increase, and recommended this be put on the ballot with the August 2024 election.

Duff presented factors to consider: COA's 2024 budget; County's 2025 estimated cost allocation plan implementation; additional investment income; nutrition program 2024 changes, including no restaurant vouchers and the Union City congregate site; and COA's current fund balance in its operational millage account. The researched data shows COA would be alright budget-wise doing an operational millage renewal.

Tables and Chairs Quotes

Due to COA's addition of congregate lunch and an increase in activities, it needed more tables, and chairs already budgeted for. Duff presented a quote from Webstaurant online supply company for 3 National Public Seating square MDF cafeteria tables (same style as current) for a total of \$3,677.13 including shipping. Duff also presented a quote from Kendrick Stationers of Coldwater for 17 MTS Omega 1 stacking light green fabric chairs (same style as current), 12 of which with arms, for a total of \$3,641.31 including freight. Director Petzko moved, and Secretary-Treasurer Thrasher seconded, to approve the purchases of the 3 tables and 17 chairs, as quoted. MOTION CARRIED.

NuStep Quote

Duff reported COA's two old, but popular, NuStep recumbent machines no longer had repair replacement parts available, and were budgeted for 2024. She presented a quote from NuStep, LLC of Plymouth for two NuStep T4r recumbent cross trainers for a total of \$10,145.00 including shipping cost. Vice-Chair Hurley moved, and Director Lindsey seconded, to proceed with the purchase of the two NuStep replacement machines, as quoted. MOTION CARRIED.

2024 COA Budget

Executive Director Duff presented the Branch County COA 2024 budget, that had been approved by the County Board of Commissioners, for the COA Board's convenience and information.

Planning for Executive Director Annual Review

Chair Olney stated evaluation forms had been given to the Board of Directors, along with envelopes pre-addressed to Olney, for the executive director's annual review and contract renewal at the February 2024 regular meeting; forms due to Olney by February 13.

Nutrition Program Fiscal Report

Duff presented COA's 2023 Nutrition program annual fiscal report, with totals for quarters as well as the whole year, and with data showing COA nutrition program ended ahead on number of meals contracted for both home-delivered meals and congregate meals.

Public Comments: none.

Board Comments: Chair Olney commented she was pleased with the Branch County COA nutrition program's success.

Adjournment:

Director Petzko moved, and Vice-Chair Hurley seconded, to adjourn the meeting at 2:40 p.m. MOTION CARRIED.

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

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



Secretary