

BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
MEETING MINUTES
July 19, 2023

Call to Order:

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 9:00 a.m. on July 19, 2023 in the dining room at the H. & C. Burnside Center.

Roll Call:

Board members—*Present:* Directors Gordon Gentry, Julie Hurley, Ginger Kesler, Janis Olney, John Petzko, and Don Thrasher; Commissioner Tim Stoll, liaison (present on Zoom). *Excused:* Director John Hutchinson. *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—Laura Sutter, director of Area Agency on Aging Branch-St. Joseph (IIIC).

Approval of Agenda:

Chair Olney reported one additional Unfinished Business agenda item—Cost Allocation Plan; and one additional New Business agenda item—Contract with Milestone. Secretary/Treasurer Kesler moved, and Vice-Chair Hurley seconded, to approve the Agenda with the two added items as amendments. MOTION CARRIED.

Approval of Minutes:

Secretary/Treasurer Kesler moved, and Director Petzko seconded, to approve the Minutes of the June 14, 2023 special and June 21, 2023 regular Board meetings as written. MOTION CARRIED.

Public Comments: none.

Consent Items:

Director Petzko moved, and Director Thrasher seconded, to approve the Vouchers as presented. MOTION CARRIED.

Staff Reports:

Chair Olney requested, in the interest of time, Board review COA staff written reports in the packet for approval: executive director, programs, in-home services, accounting (May 2023 preliminary), and nutrition. Director Petzko moved, and Vice-Chair Hurley seconded, to approve COA staff written reports as presented, to put on file. MOTION CARRIED.

Unfinished Business:

Update on Cooler/Freezer

Executive Director Duff reported Parrish Excavating, Inc. had completed all of its excavating, drainage, concrete pavement, and landscaping of COA's new cooler/freezer location, except for a small section of asphalt replacement. Duff anticipated the cooler/freezer installation would take place in early August.

Sign at Corner of Grahl Drive and N. Michigan Avenue

Executive Director Duff reported that for COA's sign situation at corner of Grahl Drive and N. Michigan Avenue, she was going back and forth with the City and COA staff and was still in talks, so she would keep this item on the agenda.

Nutrition Program Quarterly Fiscal Report

Bookkeeper Underwood presented a financial overview including: COA nutrition program 2023 fiscal year cash flow analysis, with current expenses and revenues for the first three quarters along with a projected fourth quarter based on trends. Underwood also presented meals trends and donations charts for the first three quarters depicting counts for home-delivered meals, congregate meals, and restaurant vouchers redeemed, and their respective amounts of donations. Duff pointed out the same trends had continued since the last quarterly nutrition program presentation.

Restaurant Voucher Program

Executive Director Duff continued the discussion on COA's nutrition program restaurant vouchers for input. Duff had held meetings with other counties (Hillsdale, St. Joseph, and Calhoun) about their senior nutrition programs with regard to restaurant vouchers. Bookkeeper Underwood showed charts of restaurant vouchers distributed and redeemed through June 2023, with continued expansion at all locations.

Board discussed the Union City restaurant voucher factor, with it having a large contingency that uses the vouchers. One option: since Community Action began discussions with Union City to put an additional congregate site at their new senior center, and the Union City Senior Center has expressed interest in this, COA could pursue this; and the per meal cost would be much lower. Other communities might be interested, expanding COA's reach and financial commitment; COA would develop a site application process.

Board discussed further ideas: COA has congregate site in Coldwater, so why offer restaurant vouchers for Coldwater Broadway Grille; eliminate restaurant vouchers if Union City congregate site is started; decrease number of monthly vouchers distributed per individual from two down to one; shorter expiration date, and transition in first fiscal quarter. Commissioner Stoll recommended setting a budget of vouchers to print. Duff planned to compile ideas, come up with suggestions, and communicate with the restaurants.

Cost Allocation Plan

Executive Director Duff reported that the County, since looking to fund six more road patrol deputies, has discussed maximizing their Cost Allocation Plan, charging for it all as true costs to special funds including the COA. Duff and Bookkeeper Underwood are researching this to see how it might affect the COA 2024 budget.

New Business:

Contract with Milestone

Executive Director Duff and Nutrition Director Searing had recently met with Milestone Senior Services to discuss how things were going and to start planning for the future. Milestone indicated they would like to continue things with Branch County COA into 2024, and they requested an in-person meeting in August to sign the contract. They are not asking for any changes. Duff asked the Board to allow her to

sign the contract in August if the terms, including price, are the same. If the terms were different, Duff would bring the contract to a future meeting for Board discussion instead. Secretary/Treasurer Kesler moved, and Vice-Chair Hurley seconded, to allow Executive Director Duff to sign the contract with Milestone Senior Services in August if the terms, including price, are the same. MOTION CARRIED.

Announcements: Duff announced COA was planning an Open House for September 27, 4:00 to 8:00 p.m., to get new people into the Burnside Center, with public marketing including in the September/October Burnside newsletter to be mailed to all Branch County residents aged 50 or over.

Public Comments: none.

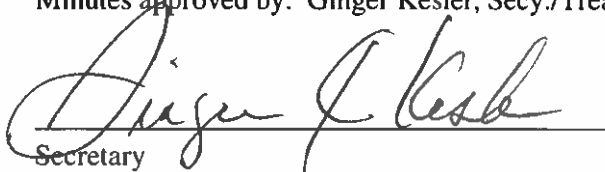
Board Comments: none.

Adjournment:

Secretary/Treasurer Kesler moved, and Director Gentry seconded, to adjourn the meeting at 10:05 a.m. MOTION CARRIED.

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

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


Secretary