

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

October 18, 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 October 18, 2023 in the dining room at the H. & C. Burnside Center.

Roll Call:

Board members—*Present:* Directors Gordon Gentry, John Hutchinson, Ginger Kesler, Janis Olney, John Petzko, and Don Thrasher; Commissioner Tim Stoll, liaison (present on Zoom). *Excused:* Director Julie Hurley. *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—Don Reid, reporter with *The Daily Reporter*.

Approval of Agenda:

Director Hutchinson 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 2023 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Consent Items:

Secretary/Treasurer Kesler moved, and Director Thrasher 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 (August 2023 preliminary), and nutrition—to put on file.

Unfinished Business:

Union City Congregate Site Planning

Executive Director Duff reported the Union City Village Council approved the contract for a congregate meal program on October 9, 2023. COA has informed the Area Agency on Aging as well as the State of its intent to open a new congregate site at the Union City Senior Center in January 2024. COA will continue to work in preparation of that.

Nutrition Program Quarterly Fiscal Report

Bookkeeper Underwood presented a financial overview including COA nutrition program 2023 fiscal year cash flow analysis, with expenses and revenues for all four quarters of the fiscal year. October 1,

2023 begins a new fiscal year. Underwood pointed out food costs for restaurant vouchers had more than doubled from July to September.

COA was contracted to produce 19,434 home-delivered meals, and was able to produce almost 45% more meals than the contract required. COA was contracted to produce 4,071 congregate meals, and was able to produce more than double the contract requirement, including restaurant vouchers.

Director Hutchinson stated the Nutrition program had been a great success, and the COA staff members should be commended.

New Business: none.

Announcements: Executive Director Duff made the Board aware of an unexpected shift with the upcoming closing of ProMedica Home Health and Hospice, which will result in a services gap that will need to be filled by other companies since COA does not provide medical services.

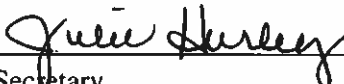
Public Comments: none.

Adjournment:

Director Hutchinson moved, and Director Petzko seconded, to adjourn the meeting at 9:23 a.m. MOTION CARRIED.

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

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


Secretary