

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

April 19, 2022

Call to Order:

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 4:04 p.m. on April 19, 2022 in the dining room at the H. & C. Burnside Center.

Roll Call:

Board members—*Present:* Directors Julie Hurley, Paul Meredith, Janis Olney, John Petzko, and Don Thrasher; Commissioner Tim Stoll, liaison. *Excused:* Directors Gordon Gentry and Ginger Kesler.

Quorum established—more than one half of Board members physically present.

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

Guests—County Administrator Bud Norman; Debra Gibbs, elder law attorney with Legal Services of South Central Michigan (present on Zoom); and Betty Yager, COA in-home services aide.

Approval of Agenda:

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

Approval of Minutes:

Director Hurley moved, and Director Thrasher seconded, to approve the Minutes of the March 2022 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Board Education:

Debra Gibbs, elder law attorney with Legal Services of South Central Michigan (LSSCM) out of Battle Creek, reported LSSCM provides free legal services to low-income individuals. Gibbs comes to Burnside Center every six weeks to provide services to Branch County older adults. Services examples include: evictions, power of attorney, collections, scams, and elder abuse mediation.

Employee Recognition:

In-Home Services Director VanDyke presented a certificate of appreciation to Betty Yager, in-home services aide, in recognition of 21 years of service at COA.

Consent Items:

Vice-Chair Meredith moved, and Director Petzko seconded, to approve the Vouchers as written. 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 (February 2022 preliminary).

Unfinished Business:

HVAC Update

Executive Director Duff updated that in terms of HVAC, the technician from LaPine that had looked into how to resolve the building's north wing reported temperature inconsistencies had a possible solution. The engineer from Byce was to look at the proposed solution thoroughly, so there were no results yet.

New Business:

Painting Quotes

Bookkeeper Underwood presented two (out of four requested) dining room painting quotes, due to typical wall wear-and-tear, from: 1) CB Paint LLC of Hillsdale for \$1,575, including paint and supplies; and 2) Jeremy's Handyman Services LLC of Allen for \$2,300, not including paint and supplies. Vice-Chair Meredith moved, and Director Thrasher seconded, to accept the painting bid from CB Paint as written. MOTION CARRIED.

Concrete Quote

Bookkeeper Underwood presented one concrete replacement quote received (out of three requested) for sidewalk replacement, due to freezing and thawing, for safety. The bid was from Parrish Excavating, Inc. of Quincy for: \$6,492 for garage sidewalk, and \$4,797 for building approach sidewalk at back entrance of building's south wing. The bid included a deduction of \$1,400 from total bill if COA has them do both jobs at the same time. Director Petzo moved, and Director Hurley seconded, to accept the concrete replacement bid from Parrish Excavating, Inc. as written. MOTION CARRIED.

AAA Grant Cycle

Executive Director Duff reported the annual bidding time for the AAA grant cycle was coming up. At the regional level, the Area Agency on Aging 3C (AAA), which includes Branch and St. Joseph counties, bids out for grant programs to local providers. COA is the largest provider in Branch County, and gets state and federal grant dollars for services. For this year's grant cycle, the COA Board discussed the possibility of a meals program including congregate and home-delivered service. Community Action currently holds that contract. Last year brought attention to the fact that not enough funding was there to meet the need.

In May or June, COA would be aware of who is bidding when letters of intent are submitted. For the contract that starts October 1, 2022, plans are made in July, then August through September, AAA reviews the bids and the Board of Health considers the bids. COA would do a lot of research and look at its budget of millage money to support grant dollars and what facility and staffing to use. County Administrator Norman confirmed that it was a good approach to do a cost-benefit analysis in deciding.

Public Comments: none.

Adjournment:

Chair Olney asked if any further business was to come before the Board. Since there was no further business, Chair Olney declared the meeting adjourned at 5:10 p.m.

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

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

A handwritten signature in cursive script, appearing to read "Paul R. Mendota", written over a horizontal line.

Secretary