

**BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS**  
**MEETING MINUTES**  
August 16, 2022

*Call to Order:*

Vice-chair Meredith called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:01 p.m. on August 16, 2022 in the dining room at the H. & C. Burnside Center.

*Roll Call:*

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

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

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

Guests—County Administrator Bud Norman (present on Zoom); Coldwater Director of Municipal Services Todd Mistor; and Bob Betts, COA computer lab volunteer.

*Approval of Agenda:*

Vice-chair Meredith presented two New Business additions for the Agenda—Grahl Drive Walking Path and Rescheduling September 2022 Board of Directors Meeting. Secretary/Treasurer Kesler moved, and Director Hurley seconded, to approve the Agenda with the two New Business additions as presented.

**MOTION CARRIED.**

*Approval of Minutes:*

Secretary/Treasurer Kesler moved, and Director Thrasher seconded, to approve the Minutes of the July 2022 regular Board meeting as written. **MOTION CARRIED.**

*Public Comments:* none.

**Board Education—Computer Club**

Bob Betts, COA computer lab volunteer, reported on COA's computer club. The weekly computer club meets on Tuesdays from 9:00 to 10:00 a.m. with computer-related presentations on the big screen, including topics about tablets and smartphones. Betts has been a COA computer lab volunteer for over 25 years. The computer lab is currently seeking additional volunteers.

*Consent Items:*

Director Gentry moved, and Director Thrasher 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 (June 2022 preliminary).

*Unfinished Business:*

HVAC Update

Executive Director Duff made the Board aware that for the south hall HVAC control board replacement with a Carrier unit, and the resulting humidity issue, R.W. LaPine tried Carrier programming guidance in the past week, but the issue was not resolved. This was a manufacturer problem. Duff had been in discussion with County Administrator Norman about this. COA Board sentiment was that they were unhappy with the manufacturer, Carrier, and they needed help from the Board of Commissioners in resolving this HVAC humidity issue, and wanted to let the County Administrator know of the issue.

AAA Grant Cycle

Executive Director Duff updated on the grant timeline for a possible Branch County COA meals program, including congregate and home-delivered service. COA had submitted its grant proposal by the due date of August 1, 2022. The Board of Health committee, on August 15, had recommended approval of COA's grants, except for the food programs. The Board of Health meeting was scheduled for August 25. Grant awards or denials were to be sent out the week of August 29.

*New Business:*

Grahl Drive Walking Path

Coldwater Director of Municipal Services Todd Mistor discussed a potential ten-foot wide Grahl Drive walking path from N. Michigan Ave. to the sidewalk of Burns Park. This path was proposed by the city manager after a request from Burns Park residents for an improved road surface for recreational use. Mistor presented a drawing of the path, and would produce an easement document to build the path outside the city's Grahl Drive right of way. Director Hurley moved, and Director Gentry seconded, to make a recommendation to take the Grahl Drive walking path proposal for COA, as presented, to the Board of Commissioners for approval. MOTION CARRIED.

Rescheduling September 2022 Board of Directors Meeting

Executive Director Duff would be at a conference on the Board's next regular meeting date of September 20, 2022, so she proposed rescheduling the meeting for September 27, 2022 instead. Secretary/Treasurer Kesler moved, and Director Thrasher seconded, to reschedule the Board's next regular meeting date to September 27, 2022. MOTION CARRIED.

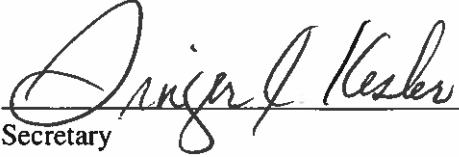
*Public Comments:* none.

*Adjournment:*

Vice-chair Meredith moved, and Secretary/Treasurer Kesler seconded, to adjourn the meeting at 3:14 p.m. MOTION CARRIED.

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

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

  
Secretary