

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

February 15, 2022

Call to Order:

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:01 p.m. on February 15, 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, Janis Olney, John Petzko, and Don Thrasher; Commissioner Tim Stoll, liaison (present on Zoom). *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.

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

Approval of Agenda:

Secretary/Treasurer Kesler moved, and Director Hurley seconded, to approve the Agenda as written.
MOTION CARRIED.

Approval of Minutes:

Vice-Chair Meredith moved, and Director Petzko seconded, to approve the Minutes of the January 2022 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Consent Items:

Director Petzko moved, and Director Gentry 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 (December 2021 preliminary).

Unfinished Business: none.

New Business:

2022 COA Budget

Executive Director Duff presented the 2022 COA budget, which had been approved by the Commissioners, for the Board's information as an overview of the operating fund and the building fund.

Laptop Purchase

Duff presented a quote from Dell Technologies for purchase of one laptop for the executive director's use, for example to manage functions on snowy days. Director Gentry moved, and Director Petzko seconded, to approve the purchase of one Dell Latitude 5521 laptop from Dell Technologies, as quoted for a total cost of \$1,569.95, plus additional memory of up to one terabyte in full. MOTION CARRIED.

Request for Changes—In-Home Services Assistant

Duff presented a written request for consideration of changes to the COA in-home services assistant position: 1) increase in hours from 12 to 15 hours per week to 20 hours per week, changing classification from casual to part-time, plus new benefits, resulting in an additional approximate \$5,000 per year in cost as a permanent change; and 2) minor task changes to the job description as indicated. These proposed changes would take effect March 1, 2022.

Vice-Chair Meredith moved, and Director Petzko seconded, to recommend to the Board of Commissioners that the noted increase take place. MOTION CARRIED.

Secretary/Treasurer Kesler moved, and Director Hurley seconded, to change the job description as noted, effective March 1, 2022. MOTION CARRIED.

Board Education—Medical Transportation

Staff assistant Wainscott—coordinator of COA's medical transportation program—reported COA provides nonemergency medical rides to appointments by volunteers using COA's minivan. This service is for appointments within the county, and also outside the county as far away as Fort Wayne, Ann Arbor, Kalamazoo, Lansing, and other locations. This service is funded by state and federal grant funds, as well as millage funds and donations. COA owns a 2016 Dodge Grand Caravan for use in this program; and this vehicle will be getting replaced soon.

Executive Director Annual Review

Executive Director Duff had requested a closed hearing for her annual review. Secretary/Treasurer Kesler moved, and Director Hurley seconded, to adjourn to closed session at 2:34 p.m. to consider the annual personnel evaluation of Executive Director Duff. MOTION CARRIED.

Vice-Chair Meredith moved, and Director Hurley seconded, to reconvene in open session at 2:45 p.m. MOTION CARRIED.

Public Comments: none.

Board Comments:

Vice-Chair Meredith commented that his term expires at the end of 2022, and that he does not wish to be reappointed to the COA Board of Directors.

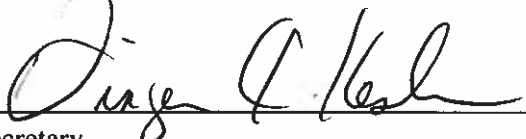
Director Petzko suggested retired teachers may be interested in possible future COA job openings.

Adjournment:

Secretary/Treasurer Kesler moved, and Director Thrasher seconded, to adjourn at 2:53 p.m. MOTION CARRIED.

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

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


Secretary