

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

February 15, 2023

Call to Order:

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 9:01 a.m. on February 15, 2023 in the dining room at the H. & C. Burnside Center.

Roll Call:

Board members—*Present:* Directors Gordon Gentry, Julie Hurley, John Hutchinson, Ginger Kesler (present on Zoom), Janis Olney, John Petzko, and Don Thrasher; Commissioner Tim Stoll (present on Zoom), liaison. *Quorum established—more than one half of Board members physically present.*

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

Guests—County Administrator Bud Norman (present on Zoom); and Don Reid, reporter with *The Daily Reporter*.

Approval of Agenda:

Director Petzko moved, and Director Gentry seconded, to approve the Agenda as presented. MOTION CARRIED.

Approval of Minutes:

Director Hutchinson moved, and Director Thrasher seconded, to approve the Minutes of the January 2023 regular Board meetings as written. MOTION CARRIED.

Public Comments: none.

Consent Items:

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

Staff Reports:

Executive Director Report—on file.

Programs Director Report—on file.

Programs Assistant Report—unavailable.

In-Home Services Director Report—on file.

Accounting Report—on file (December 2022 preliminary).

Nutrition Program Report—on file. Director Hutchinson expressed interest in having COA's nutrition program budgetary information for the Board to review. Chair Olney recommended bringing this topic back for discussion as an agenda item at the Board's next monthly meeting.

Unfinished Business:

Shed

Nutrition Director Searing presented bids for a shed for the nutrition program: Great Lakes Structures out of Bronson had three options for a wooden barn with a metal roof—1) built off-site with wooden underlayment and no epoxy flooring for total cost, with concrete, of \$8,311.33; 2) built off-site with no flooring, attach to concrete slab, with epoxy flooring for total cost, with concrete and epoxy, of \$11,015.33; and 3) built on-site, with concrete and with epoxy flooring for total cost, with concrete and epoxy, of \$13,230.47. A fourth option presented was from USA Building Direct out of Ottawa Lake for a metal barn with a metal roof, built on-site, with concrete and with epoxy flooring for a total cost, with concrete and epoxy, of \$8,629.63 plus additional \$475.00 for thicker, 12-gauge, steel. Local vendors: Zabonick Concrete and Locke Epoxy.

Director Hutchinson asked Nutrition Director Searing which shed option he recommended; Searing indicated the USA Building Direct metal shed option. Director Petzko moved, and Vice-Chair Hurley seconded, to go with the USA Building Direct shed option of a metal barn with a metal roof, built on-site, with concrete and with epoxy flooring for a total cost, with concrete and epoxy, of \$8,629.63 plus the additional \$475.00 for 12-gauge steel. MOTION CARRIED.

New Business:

2023 COA Budget

Executive Director Duff presented the Branch County COA 2023 budget, that the Board of Commissioners had approved in December 2022, for the Board's convenience and information. Director Hutchinson requested expenditures be presented, especially for major programs, for review of periodic breakdown of program budgets. Director Olney recommended bringing this topic back for discussion as an agenda item at the Board's next monthly meeting. Administrator Norman added that he will advise on program budget breakdown. Director Petzko recommended, for now, to only look at the new nutrition program budget, because it is new, for oversight on COA meeting the community's needs and staying on budget.

Shades for Office

Duff presented a quote from MSC Blinds and Shades, Inc. out of Bronson for shades for the nutrition program office, for a total quantity of five shades, including field measurements, delivery, and installation, and for one exterior dining room door, for a total cost of \$2,673.00 plus additional \$280.00 for the exterior door shade. Director Petzko moved, and Director Gentry seconded, to approve the purchase of shades for the nutrition program office from MSC Blinds and Shades, Inc. for a total cost of \$2,673.00 plus the additional \$280.00 for the exterior door shade, as quoted. MOTION CARRIED.

Executive Director Annual Review

Executive Director Duff had requested a closed hearing for her annual review. The Board adjourned to closed session at 9:57 a.m. to consider the annual personnel evaluation of Executive Director Duff.

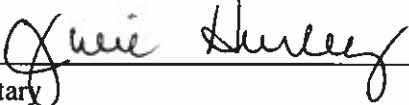
The Board reconvened in open session at 10:03 a.m.

Adjournment:

Director Petzko moved, and Director Gentry seconded, to adjourn the meeting at 10:04 a.m. MOTION CARRIED.

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

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


Secretary