

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

**MEETING MINUTES**

March 15, 2023

*Call to Order:*

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 9:00 a.m. on March 15, 2023 in the dining room at the H. & C. Burnside Center.

*Roll Call:*

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

*Approval of Agenda:*

Chair Olney reported one additional New Business item for the agenda—Server Replacement Quote. Director Thrasher moved, and Director Petzko seconded, to approve the Agenda with the amendment. MOTION CARRIED.

*Approval of Minutes:*

Director Gentry moved, and Director Thrasher seconded, to approve the Minutes of the February 2023 regular Board meeting as written. MOTION CARRIED.

*Public Comments:* none.

*Consent Items:*

Director Petzko moved, and Director Gentry seconded, to approve the Vouchers as presented. 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 (January 2023 preliminary).

Nutrition Program Report—on file.

*Unfinished Business:*

Discussion on Nutrition Program Reporting

County Administrator Norman led the discussion, based on request from COA's last Board meeting to bring Nutrition Program Reporting forward, and recommended a five-step process of considerations for additional accounting, which included: 1) financial overview baseline presentation of the meals program by COA Director to the Board; 2) review of model COA used for HVAC issue that yielded positive results; 3) if a determination is made by Board to make a request, submit specific request to the Director; 4) the Director reports back to the Board on impact of the request; 5) Board makes a decision on whether to approve this request—as an oversight board—and if so, considers quarterly, as opposed to monthly, review to give more information for analysis.

Director Hutchinson said he felt the Board has an obligation to commit a certain amount of millage money in accord with the grant, so it needs some projection on a budget. Director Petzko said quarterly reporting is good for long-term planning. Chair Olney said the Board had advised in the past on HVAC, and will not be micromanaging. Director Hutchinson moved, and Director Gentry seconded, to go forward with the five-step process for Nutrition Program Reporting that Administrator Norman had projected. MOTION CARRIED. Director Hutchinson requested the five-step process be e-mailed to the Board.

*New Business:*

Policy on Distributing Items to Clients

Executive Director Duff presented a written policy, with procedure, on Distributing Items to Clients. Director Gentry suggested adding a statement of retention or disposal. Director Petzko suggested the retention period be 30 days. Director Petzko moved, and Vice-Chair Hurley seconded, to approve the Distributing Items to Clients policy as written, including the proposed addendum of a 30-day retention period. MOTION CARRIED.

Server Replacement

Executive Director Duff explained due to a recent power outage that fried COA's server flash drive and battery back-up (that were replaced immediately), the server also needed to be replaced. Duff had contacted Chair Olney to get permission for emergency replacement, which was already budgeted for in the current year. Duff received a quote for, and purchased, a new server from Dell Technologies, expected to arrive soon. She needed retroactive approval of this purchase from the Board. Vice-Chair Hurley moved, and Director Petzko seconded, to retroactively approve the purchase of the PowerEdge T150 server from Dell Technologies for a total cost of \$4,373.40 as quoted. MOTION CARRIED.

*Public Comments:* none.

*Board Comments:*

Director Petzko thanked Executive Director Duff for her biweekly e-mail updates. Director Hutchinson complimented Nutrition Director Searing on the great job with, and smooth operation of, the nutrition program. Chair Olney agreed, especially with zero home-delivered meals clients on the waiting list.

*Adjournment:*

Director Gentry moved, and Director Petzko seconded, to adjourn the meeting at 9:42 a.m. MOTION CARRIED.

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

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



Secretary