

BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
MEETING MINUTES
May 17, 2022

Call to Order:

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:03 p.m. on May 17, 2022 in the dining room at the H. & C. Burnside Center.

Roll Call:

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

Guest—County Administrator Bud Norman.

Approval of Agenda:

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

Approval of Minutes:

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

Public Comments: none.

Consent Items:

Vice-Chair Meredith 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 (March 2022 preliminary).

Unfinished Business:

Board Education—Medical Equipment Loan Closet

Staff Assistant Wainscott reported COA maintains an inventory of clean, gently-used durable medical equipment for loan to aged 50 or over Branch County residents. Types of items available are walkers,

wheelchairs, shower chairs, commodes, toilet risers, and canes. COA loaned out 125 pieces of mobility and safety equipment in 2021. The medical equipment loan service is supported by millage funds, monetary donations, and donations of equipment.

HVAC Update

Executive Director Duff updated that the technician from LaPine, that had looked into how to resolve the building's north wing reported temperature inconsistencies, had made a recommendation which was then taken to the engineer from Byce. The engineer came to Burnside on May 6, 2022 with an instrument to check the registers, and then ended up making some adjustments. He suggested re-evaluating the situation in a few weeks.

AAA Grant Cycle

Executive Director Duff summarized research on the possibility of a Branch County COA meals program including congregate and home-delivered service. She presented the grant timeline including: RFP packets sent out by the Area Agency on Aging 3C the week of June 1, 2022; letters of intent to bid due June 27; mandatory pre-bidders conference July 11; grant proposals due August 1; and grant awards or denials to be sent out the week of August 29. Duff had contacted other food program providers from across the state, collected document examples, and analyzed Branch County COA financial data from the last six years.

New Business:

Phone System

COA's VOIP-server phone system had died unexpectedly, which required switching to a new phone system. Due to the emergency situation, Duff now needed retroactive approval from the Board for the newly installed cloud-based VOIP system with sixteen Yealink T54W phones and necessary expansion modules, as invoiced from GWIT Solutions, LLC for a total of \$3,670.84. Director Thrasher moved, and Director Hurley seconded, to retroactively approve payment of the invoice for the new cloud-based VOIP system from GWIT Solutions, LLC, as written. MOTION CARRIED.

Public Comments: none.

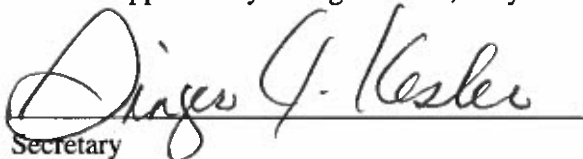
Board Comment: Chair Olney commented she appreciated all the work Executive Director Duff did to get the emergency replacement phone system working.

Adjournment:

Director Gentry moved, and Director Hurley seconded, to adjourn the meeting at 2:50 p.m. MOTION CARRIED.

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

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


Secretary