

BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS

MEETING MINUTES

November 10, 2022

Call to Order:

Chair Olney called to order the rescheduled regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:00 p.m. on November 10, 2022 in the Grahl room at H. & C. Burnside Center.

Roll Call:

Board members—*Present:* Directors Gordon Gentry, Julie Hurley, Paul Meredith, Janis Olney, John Petzko, and Don Thrasher. *Excused:* Ginger Kesler and Commissioner Tim Stoll, liaison. *Quorum established—more than one half of Board members physically present.*

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

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

Approval of Agenda:

Chair Olney presented one New Business addition for the Agenda--Kitchen Equipment Purchase. Vice-Chair Meredith moved, and Director Petzko seconded, to approve the Agenda, with the one New Business addition as presented. MOTION CARRIED.

Approval of Minutes:

Director Petzko moved, and Director Hurley seconded, to approve the Minutes of the October 2022 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Consent Items:

Director Gentry moved, and Vice-Chair Meredith seconded, to approve the Vouchers. 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 (September 2022 preliminary).

Nutrition Program Report—on file.

Nutrition Director Searing, who started at COA on November 1, 2022, added: for COA nutrition program planning in past eight days, he had twice served congregate lunch and delivered meals on Coldwater routes; worked with Community Action team leader on CAREeVantage software; been in contact with Gordon Food Service; met with GFS Chemical and Beverage; and reached out to the Health Department who confirmed COA is set for distribution of home-delivered meals and congregate service.

Unfinished Business: none.

New Business:

Marketing Contract

Executive Director Duff presented a 2023 marketing contract from 2nd Story Marketing for COA, with marketing services for \$550 per month and bimonthly newsletter for \$500 per issue—same scope as last year's, with no changes in cost. Director Petzko moved, and Director Thrasher seconded, to approve the 2023 marketing contract from 2nd Story Marketing as written. MOTION CARRIED.

Exercise Bike Quotes

Duff reported it was time for replacement of COA's old Schwinn exercise bikes. Duff presented a bid from Strengthio, the company that services all of COA's other exercise equipment, for three 4-UB Upright Bikes plus freight and installation. Vice-Chair Meredith moved, and Director Gentry seconded, to approve the purchase of three 4-UB Upright Bikes exercise bikes from Strengthio for a total cost of \$6,880, which includes freight and installation, as quoted. MOTION CARRIED.

Catering Contract Recommendation

Duff reported the catering contract sub-committee met and reviewed the three received catering proposals on November 7, 2022: Milestones Senior Services, Hillsdale County Senior Services Center, and St. Joseph County Commission on Aging. The sub-committee had followed evaluation criteria as indicated in the Request for Proposal— adherence to RFP, relevant experience, qualifications, added value, timeliness, quality of proposal, and fee proposal—and they were recommending to the COA Board of Directors that Milestone Senior Services was the best choice for catering for COA's new meals program. Director Hurley moved, and Director Gentry seconded, to present the proposed recommendation of Milestone Senior Services for the catering contract for COA's home-delivered and congregate meals program to the Board of Commissioners for approval. MOTION CARRIED.

Cooler/Freezer Quotes

Duff reported that COA's walk-in cooler/freezer historically had many issues and it was at a point where it was not worth putting any more money into it. COA had received three quotes for replacement of the walk-in cooler/freezer—which included: demolition and removal; provide and install an 18- by 9-foot outdoor walk-in cooler freezer; indoor evaporator and outdoor condenser units; refrigeration and condensate removal piping; and permits as required—from: LaPine, Keyes, and Stafford Smith. The board's criteria it then looked at for bid selection included low price and any satisfactory work history with COA. Vice-Chair Meredith moved, and Director Petzko seconded, to recommend the LaPine bid for a replacement walk-in cooler/freezer with a total cost of \$71,900, as quoted, to the Board of Commissioners for approval. MOTION CARRIED.

Kitchen Equipment Purchase

Nutrition Director Searing presented a quote for a needed Burnside kitchen equipment item. The quote was for a KRATOS 28W-236 Electric Holding/Proofing Cabinet from Central Restaurant Products, with a lead time of two to four weeks. Director Petzko moved, and Director Gentry seconded, to approve the purchase of the KRATOS 28W-236 Electric Holding/Proofing Cabinet from Central Restaurant Products of Ohio for a total cost of \$2,589 as quoted. MOTION CARRIED.

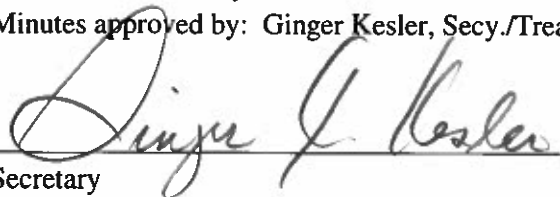
Public Comments: none.

Adjournment:

Director Petzko moved, and Director Hurley seconded, to adjourn the meeting at 3:04 p.m. MOTION CARRIED.

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

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


Secretary