

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

April 19, 2023

*Call to Order:*

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 9:03 a.m. on April 19, 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, Janis Olney, John Petzko, and Don Thrasher; and Commissioner Tim Stoll, liaison. *Quorum established—more than one half of Board members physically present.*

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

Guests—County Administrator Bud Norman; Laura Sutter, director of Area Agency on Aging Branch-St. Joseph (IIIC); and Don Reid, reporter with *The Daily Reporter*.

*Approval of Agenda:*

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

*Approval of Minutes:*

Treasurer/Secretary Kesler moved, and Vice-Chair Hurley seconded, to approve the Minutes of the March 2023 regular Board meeting as written. MOTION CARRIED.

*Public Comments:* none.

*Consent Items:*

Treasurer/Secretary Kesler 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 (February 2023 preliminary).

Nutrition Program Report—on file. Nutrition Director Searing also presented COA home-delivered meals routes map showing the seven current routes with their counts, each with a maximum per route of 20 clients.

*Unfinished Business:*

Discussion on Nutrition Program Reporting

For the nutrition program reporting considerations process, Executive Director Duff presented: a financial overview baseline of COA's nutrition program, including history, analyses, and financial backing plan made by executive director and bookkeeper for constructing the program; and a review of model COA board used for HVAC issue that yielded positive results, which showed path of communication and decision making from executive director and staff, to the COA board for input and feedback, who could then make recommendations to County Commissioners.

To complete the financial overview, Bookkeeper Underwood presented a COA nutrition program 2023 fiscal year cash flow analysis, with current expenses and revenues for the first two quarters along with forecasts for the remaining two quarters based on trends. Underwood also presented meals trends and donations charts for the first two quarters depicting counts for home-delivered meals, congregate meals, and restaurant vouchers redeemed, and their respective amounts of donations.

COA Board deliberated and made a determination to specifically request quarterly, as opposed to monthly, fiscal reviews of the nutrition program to give more information for analysis; and also determined to request an annual presentation by the executive director on the nutrition program, similar to the one just presented.

Duff reported to Board on impact of the request: COA's time commitment would be minimal for bookkeeper to provide quarterly nutrition program fiscal reports, with forecasts based on trends. But it took a significant amount of time to prepare that day's presentation, so things like that could be done only occasionally since COA does not have resources to do them regularly. Commissioner Stoll recommended any requested reports be those that will be used internally so as to not take staff time away from running the nutrition program.

COA Board made a decision: Director Petzko moved, and Director Hutchinson seconded, to request the Board annually has a presentation by the executive director on the COA nutrition program's past financial statistics, plus forecasts, as well as quarterly brief fiscal presentations. MOTION CARRIED.

*New Business:*

2022 Annual Report

The board reviewed the 2022 COA Annual Report. Vice-Chair Hurley moved, and Director Thrasher seconded, to send the 2022 COA Annual Report on to the Board of Commissioners for approval. MOTION CARRIED.

Sign at Corner of Grahl Drive and N. Michigan Avenue

Executive Director Duff reported on COA's sign at corner of Grahl Drive and N. Michigan Avenue: the original 2010 sign fell from its posts in 2019 due to rot; Duff had gotten quotes for a cabinet-style sign, but City of Coldwater would only allow a sign replacement on original posts for off-premises signs. Quotes to replace with same style of sign were around \$1,300. Board decided in 2019 to not take action on the sign at that time. Duff asked Board for its current input. Board sentiment was COA should go forward with same-style sign replacement; and that COA could possibly request to put metal sleeves over

original posts and/or when the posts deteriorate, COA could request to replace the posts. Commissioner Stoll said COA could also check on a possible variance from City.

*Announcements:* Executive Director Duff announced the annual Branch County COA Volunteers Appreciation Luncheon was scheduled for Friday, April 21, 2023 at 11:00 a.m.

*Public Comments:* none.

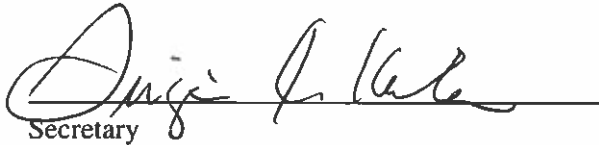
*Board Comments:* none.

*Adjournment:*

Director Gentry moved, and Director Thrasher seconded, to adjourn the meeting at 10:13 a.m. MOTION CARRIED.

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

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

  
Secretary