

BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
REGULAR MEETING MINUTES
December 16, 2025

Call to Order:

Vice-Chair Hurley called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:00 p.m. on December 16, 2025 in the dining room at the H. & C. Burnside Center.

Roll Call:

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

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

Guests—County Administrator Frank Walsh.

Approval of Agenda:

Director Gentry moved, and Secretary-Treasurer Thrasher seconded, to approve the Agenda as written. MOTION CARRIED.

Approval of Minutes:

Director Lindsey moved, and Secretary-Treasurer Thrasher seconded, to approve the Minutes of the November 2025 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Board Education: Vivian Schilling, a multi-media artist, presented information on the painting classes she teaches weekly at Burnside Center—watercolor in the morning and china painting in the afternoon, with a class size of six to seven.

Consent Items:

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

Staff Reports:

Executive Director Duff gave an overview of COA staff written reports—executive director, programs, programs assistant, in-home services, accounting (October 2025 preliminary), and nutrition.

Duff updated regarding hiring for COA's two open positions (as of December 23, 2025): Susan DeLong started December 16, 2025 as nutrition site coordinator; and Lauren Schabes to start on January 6, 2026 as bookkeeper.

Duff reported two 2026 COA Board of Directors appointments/reappointments, with three-year terms: Don Thrasher was reappointed; and Ginger Kesler was appointed (for John Hutchinson's open position).

Unfinished Business: none.

New Business:

Schedule Reorganization Meeting

The Board discussed, according to its bylaws, possible dates in the first week of January 2026 for scheduling its reorganization meeting. Board consensus was for the COA Board of Directors 2026 reorganization meeting to be set for Tuesday, January 6, 2026 at 2:00 p.m.

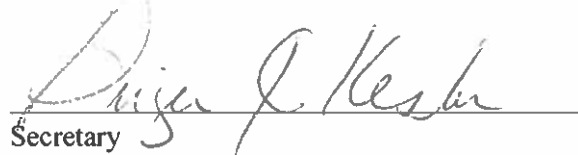
Public Comments: none.

Adjournment:

Director Gentry moved, and Director Petzko seconded, to adjourn the meeting at 2:20 p.m. MOTION CARRIED.

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

Minutes approved by: Don Thrasher, Secy.-Treas.


Secretary