

BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
MEETING MINUTES
January 18, 2023

Call to Order:

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 9:02 a.m. on January 18, 2023 in the Grahl 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; 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, Pat VanDyke, and Sarah Wainscott.

Approval of Agenda:

Secretary/Treasurer Kesler moved, and Vice-Chair Hurley seconded, to approve the Agenda as presented. MOTION CARRIED.

Approval of Minutes:

Director Petzko moved, and Director Gentry seconded, to approve the Minutes of the December 2022 regular and January 2023 reorganization Board meetings as written. MOTION CARRIED.

Public Comments: none.

Consent Items:

Secretary/Treasurer Kesler moved, and Director Gentry 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—unavailable. In-Home Services Director VanDyke reported monthly average number of active in-home services clients is 162; verified December 2022 service unit numbers would be in the next month's Board meeting packet.

Accounting Report—on file (November 2022 preliminary).

Nutrition Program Report—on file. Nutrition Director Searing added: a storage shed was needed to be purchased for home-delivered meals bags, coolers, and equipment. Estimated cost of shed will be \$6,500 to \$7,000, plus cost of concrete slab to be located outside the kitchen. Searing had started to collect bids, and would present them at the next month's meeting. For the storage shed, the Board recommended COA

look into: 1) a metal roof to save money over time; 2) building shed on-site; 3) finding out if shed could sit on concrete slab; and 4) drainage. Director Petzko moved, and Director Thrasher seconded, to table the storage shed item until February so Searing could come back with full bids, answers to the questions presented, and costs of the bids. MOTION CARRIED.

Unfinished Business: none.

New Business:

Planning for Executive Director Annual Review

Chair Olney stated evaluation forms had been given to the Board of Directors, along with envelopes pre-addressed to Olney, for the executive director's annual review at the February 2023 meeting.

Adjournment:

Director Gentry moved, and Director Thrasher seconded, to adjourn the meeting at 9:38 a.m. MOTION CARRIED.

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

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

Secretary

