

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

January 22, 2026

Call to Order:

Chair Petzko called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 1:00 p.m. on January 22, 2026 in the dining room at the H. & C. Burnside Center.

Roll Call:

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

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

Guests—none.

Approval of Agenda:

Director Hurley moved, and Director Thrasher seconded, to approve the Agenda as written. MOTION CARRIED.

Approval of Minutes:

Director Gentry moved, and Secretary-Treasurer Kesler seconded, to approve the Minutes of the December 2025 regular, and January 2026 reorganization, Board meetings as written. MOTION CARRIED.

Public Comments: none.

Consent Items:

Secretary-Treasurer Kesler moved, and Director Olney 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 (November 2025 preliminary), and nutrition.

Unfinished Business: none.

New Business:

Planning for Executive Director Annual Review

Chair Petzko stated evaluation forms had been given to the Board of Directors, along with envelopes pre-addressed to Petzko, for the executive director's annual review at the February 2026 regular meeting.

Treadmill Replacement

Executive Director Duff said two treadmills were recently needing replacement, that were well-past their five-year planned replacement, so it was in COA's best interest to purchase replacements, sticking with previous vendor, Design2Wellness (D2W) of Lewis Center, Ohio. Duff was sent a few quote options from D2W, and narrowed it down to one best fit—Matrix Lifestyle LED Treadmill (commercial grade and simple).

Director Olney moved, and Vice-Chair Lindsey seconded, to approve the purchase of two treadmills from Design2Wellness, with shipping, delivery, and installation charges (disposal of old treadmills included), for a total of \$8,671, as quoted. MOTION CARRIED.

Touchscreen Replacement

Duff presented a quote for a replacement touchscreen for the front desk, since current one could not update to Windows 11, from previous vendor, Xavus Solutions of Boston, Massachusetts—Lenovo All in One Computer/Touchscreen with MySeniorCenter Touchscreen Application, including one-year warranty.

Secretary-Treasurer Kesler moved, and Vice-Chair Lindsey seconded, to approve the replacement purchase of one touchscreen from Xavus Solutions for a total of \$1,650, as quoted. MOTION CARRIED.

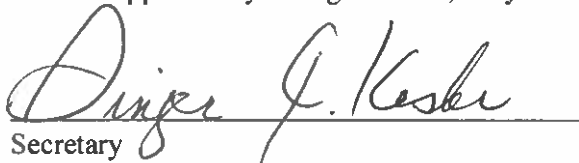
Public Comments: none.

Adjournment:

Vice-Chair Lindsey moved, and Secretary-Treasurer Kesler seconded, to adjourn the meeting at 1:26 p.m.

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

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


Secretary