BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
REGULAR MEETING MINUTES
July 21, 2026

Call to Order:
Chair Petzko called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:00 p.m. on July 21, 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; Commissioner Tim Stoll, liaison. *Quorum established—more than one half of Board members physically present.*

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

Approval of Agenda:
Secretary-Treasurer Kesler moved, and Director Thrasher seconded, to approve the Agenda as written. MOTION CARRIED.

Approval of Minutes:
Vice-Chair Lindsey moved, and Director Gentry seconded, to approve the Minutes of the June 2026 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Consent Items:
Director Gentry moved, and Director Hurley 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 (May 2026 preliminary), and nutrition.

Unfinished Business: none.

New Business:
Staffing Change
Executive Director Duff presented COA's recommended staffing change, which she had discussed with the COA Board and the County Administrator: to eliminate the part-time Programs Assistant position and replace it with a full-time Support Services Coordinator—non-union level 5, at 35 hours per week with benefits; focused on SHIP, support groups, caregiver events and resources, and guidance on services COA does not directly provide. Additional funding is not necessary, as a budget amendment would cover costs fully with funding COA already has. Director Olney moved, and Director Hurley seconded, to recommend to the County Board of Commissioners to eliminate the part-time Programs Assistant position for a full-time Support Services Coordinator position, as presented. MOTION CARRIED.

Public Comments: none.

Adjournment:
Director Hurley moved, and Vice-Chair Lindsey seconded, to adjourn the meeting at 2:23 p.m.

Minutes submitted by: Sarah Wainscott, Staff Assist., BCCOA
Minutes approved by: Ginger Kesler, Secy.-Treas.

Secretary