

BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
MEETING MINUTES
July 19, 2022

Call to Order:

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:03 p.m. on July 19, 2022 in the dining room at the H. & C. Burnside Center.

Roll Call:

Board members—*Present:* Directors Gordon Gentry, Julie Hurley, Ginger Kesler, Paul Meredith, 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, Allen Underwood, Pat VanDyke, and Sarah Wainscott.

Guests—County Administrator Bud Norman.

Approval of Agenda:

Secretary/Treasurer Kesler moved, and Director Hurley seconded, to approve the Agenda as written. MOTION CARRIED.

Approval of Minutes:

Vice-Chair Meredith moved, and Director Thrasher seconded, to approve the Minutes of the June 2022 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Consent Items:

Director Gentry moved, and Secretary/Treasurer Kesler seconded, to approve the Vouchers as written. 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 (May 2022 preliminary).

Unfinished Business:

HVAC Update

Executive Director Duff reported Burnside's south hall had a recent HVAC issue occur, so the R.W. LaPine technician came out and found that the south hall HVAC control board was dead. It was then replaced with a unit from Carrier, resulting in a humidity problem in the south hall. R.W. LaPine is trying to get a Carrier representative to come to Burnside as soon as possible.

AAA Grant Cycle

Executive Director Duff updated on the grant timeline for a possible Branch County COA meals program, including congregate and home-delivered service. A letter of intent from COA to bid on the congregate and home-delivered meals grants had been sent by the June 27, 2022 due date. The mandatory pre-bidders conference on July 11 had been attended by Executive Director Duff and Bookkeeper Underwood. Grant proposals are due August 1. And grant awards or denials are to be sent out the week of August 29.

Duff's progress since last meeting: working on meetings with food providers for Coldwater Schools and ProMedica, writing budget and verbiage for home delivered meals and congregate meals grant proposals, and had met with St. Joseph County COA staff to work collaboratively on submitting grant applications.

New Business:

Board Education—Chore

Staff Assistant Wainscott reported COA's chore program helps seniors with occasional jobs such as: yard work, exterior first floor window washing, leaf clean-up, and snow removal. COA pays independent contractors to complete this work. Eligibility requirements are to be a Branch County resident and aged 60 years or over. The chore program is supported by federal grant funds and millage. Clients are offered the opportunity to donate toward the cost of service. In 2021, 278 hours of chore service were performed.

Announcements:

Executive Director Duff announced: July 26 at 7:00 p.m., Burnside Center to sponsor Entertainment Under the Stars at Heritage Park; and July 27, 9 a.m. to 12:30 p.m., Christmas in July Craft & Bake Sale to be held at Burnside Center.

Vice-Chair Meredith announced the Branch County Fair will have a Senior Day this year, scheduled for August 11, with free admission for seniors.

Public Comments: none.

Adjournment:

Secretary/Treasurer Kesler moved, and Director Gentry seconded, to adjourn the meeting at 2:46 p.m.
MOTION CARRIED.

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

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

Secretary