BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
REGULAR MEETING MINUTES
June 16, 2026

Call to Order:
Vice-Chair Lindsey called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:00 p.m. on June 16, 2026 in the dining room at the H. & C. Burnside Center.

Roll Call:
Board members—*Present*: Directors Gordon Gentry, Ginger Kesler, Kimberly Lindsey, Janis Olney, and Don Thrasher; Commissioner Tim Stoll, liaison (present on Zoom). *Excused*: Directors Julie Hurley and John Petzko. *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.

Guests— County Administrator Frank Walsh; and Kory Ulrich, COA 2026 summer intern.

Approval of Agenda:
Director Olney moved, and Secretary-Treasurer Kesler 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 May 2026 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Consent Items:
Secretary-Treasurer Kesler moved, and Director Thrasher 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 (April 2026 preliminary), and nutrition.

Unfinished Business: none.

New Business:
Discussion on Possible New Job Position
Executive Director Duff led a discussion on possible full-time job position encompassing SHIP and other duties, that she had researched for the past nine to twelve months. Duff found most COA's providing SHIP use a full-time staff member, that does SHIP as only a part of their job duties. Duff proposed other job duties could be: support groups, caregiver services, and an extra resource for indirect needs. Board sentiment was this type of full-time SHIP/resource coordinator was needed. Duff planned to get this new job position put into the COA budget.

Door Operator Replacement

Duff said a front door operator had recently stopped working, was past its one-million uses mark, and replacement had become an urgent need. She had called the Branch County COA Board chair and the County Administrator—they both agreed for Duff to go forward with replacement. Duff presented the quote from Schwartz Commercial Openings dated June 11, 2026.

Director Olney moved, and Director Gentry seconded, to retroactively replace the front door power operator, as quoted by Schwartz Commercial Openings of Colon, MI, for the lower-cost single head door operator, with total cost of $6,350.00, as written. MOTION CARRIED. The replacement door operator installation was expected by June 17, 2026.

Public Comments: none.

Adjournment:

Director Thrasher moved, and Secretary-Treasurer Kesler seconded, to adjourn the meeting at 2:38 p.m.

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

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

Secretary