

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

March 17, 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 March 17, 2026 in the dining room at the H. & C. Burnside Center.

Roll Call:

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

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

Guests—County Administrator Frank Walsh; Missy Bouse, COA patron.

Approval of Agenda:

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

Approval of Minutes:

Director Gentry moved, Director Olney seconded, to approve the Minutes of the February 2026 regular Board meeting as written. MOTION CARRIED.

Public Comments: Missy Bouse of 86 Thompson Blvd., Coldwater—Missy Bouse shared comments regarding her experience seeking services for a loved one through COA over the last few years.

Consent Items:

Secretary-Treasurer 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 (December 2025 preliminary), and nutrition. Duff recognized four positives regarding COA staff: 1) Michael Searing, nutrition director, spent one-to-one contact time with a Burnside patron late in the day; 2) Lauren Schabes, bookkeeper, showed attention to detail in noticing a recent employee payroll issue in advance; 3) Marlayna Drumm, in-home services assistant, over the past year took on doing reassessments for the nutrition department in addition to those for the in-home-services department; and 4) Pat VanDyke, in-home services director, spends a lot of time counseling clients, aides, and community members through traumatic situations, going above and beyond her supervisory role.

Unfinished Business: none.

New Business:

Senior Prom 2027

The Board tabled this business item until the next regular meeting, with a larger quorum of members expected, since three members were absent.

Out-of-State Conference—Executive Director

During her 16-year tenure as COA executive director, Duff had never attended a national conference on aging, but in May 2026 there was an opportunity, The National Council on Aging 2026 Age + Action conference May 26-29 near Washington DC, which she was proposing to attend, since not originally budgeted for.

Duff presented pertinent written training and costs information for her to attend this national conference, with an estimated total cost of \$2,500 associated with this training. Director Gentry moved, and Director Olney seconded, to approve Duff to attend the national conference on aging as presented. MOTION CARRIED.

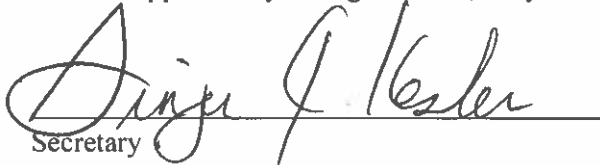
Public Comments: none.

Adjournment:

Director Gentry moved, and Director Hurley seconded, to adjourn the meeting at 2:32 p.m.

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

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


Secretary