BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
REGULAR MEETING MINUTES
May 19, 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 May 19, 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, Lauren Schabes, Pat VanDyke, and Sarah Wainscott. *Excused*: Debbie Ambrose, Freda Leupp, and Michael Searing.

Guests—none.

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

Approval of Minutes:
Director Gentry moved, and Director Thrasher seconded, to approve the Minutes of the April 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 (March 2026 preliminary), and nutrition. Duff added the annual AAA-3C audit on May 18, 2026 went well, as there were no findings.

Unfinished Business: none.

New Business:
Branch County COA 2025 Annual Report
The Board reviewed the COA 2025 Annual Report. Director Gentry moved, and Director Olney seconded, to accept the 2025 Annual Report and send it to the County Board of Commissioners for final approval. MOTION CARRIED.

Seal Coating Bids

Duff presented three bids for seal coating the COA parking lot: 1) Belson Asphalt Paving, Inc. of Reading; 2) Excell Paving Plus of Coldwater, the lowest priced bid—which does the most work for COA for the lowest price; and 3) Quality Asphalt of Homer. Director Gentry moved, and Vice-Chair Lindsey seconded, to approve Excell to go forward with seal coating the COA parking lot, including restriping, for a total cost of $9,585.00, as presented. MOTION CARRIED.

Public Comments: none.

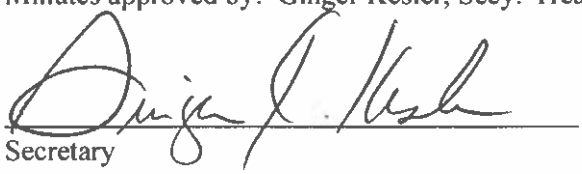
Board Comments:

Director Olney said COA 2025 Annual Report looked really good; Chair Petzko noted COA's remarkable turnaround in the past five years; and Vice-Chair Lindsey said that what Branch County COA has is fabulous in comparison to that of some other counties.

Adjournment:

Secretary-Treasurer Kesler moved, and Director Hurley seconded, to adjourn the meeting at 2:27 p.m.

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



Secretary