

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

November 18, 2025

*Call to Order:*

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 2:00 p.m. on November 18, 2025 in the dining room at the H. & C. Burnside Center.

*Roll Call:*

Board members—*Present:* Directors Gordon Gentry, Julie Hurley, John Hutchinson (present on Zoom), 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, Freda Leupp, Michael Searing, Pat VanDyke, and Sarah Wainscott. *Excused:* Debbie Ambrose and Allen Underwood.

Guests—County Administrator Frank Walsh; and Don Reid, with *The Daily Reporter*.

*Approval of Agenda:*

Director Petzko moved, and Director Gentry seconded, to approve the Agenda as written. MOTION CARRIED.

*Approval of Minutes:*

Director Gentry moved, and Secretary-Treasurer Thrasher seconded, to approve the Minutes of the October 2025 regular Board meeting as written. MOTION CARRIED.

*Public Comments:* none.

*Board Education:*

Scheduled speaker unable to attend.

*Consent Items:*

Secretary-Treasurer Thrasher moved, and Director Lindsey 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 (September 2025 preliminary), and nutrition.

Duff announced Bookkeeper Underwood had submitted his resignation letter, and said he and his wife were moving away. Underwood's last day of employment would be December 23, 2025.

*Unfinished Business:*

Quotes for Device Replacement at Automatic Doors

Duff presented a third quote, local with strong reference, for automatic door device replacement (business item tabled from prior month with two quotes) for posts, push buttons, and interior transmitters and

receivers, for all three Burnside exterior entrance automatic doors: 1) ADC, Inc. of Roanoke, IN for \$8,450; 2) Automatic Equipment Sales & Service, Inc. of Walker, MI for \$7,685; and 3) Schwartz Commercial Openings of Sturgis, MI for \$7,800.

Director Gentry moved, and Secretary-Treasurer Thrasher seconded, to accept the bid from Schwartz Commercial Openings of Sturgis, MI for automatic door device replacement as presented. MOTION CARRIED.

*New Business:*

Marketing Contract

Executive Director Duff presented a 2026 marketing contract from 2nd Story Marketing for COA, with marketing services for \$1,100 per month—same company and nearly same marketing scope as prior year.

Director Petzko moved, and Secretary-Treasurer Thrasher seconded, to approve the 2026 marketing contract from 2nd Story Marketing for marketing purposes as presented. MOTION CARRIED.


*Public Comments:* none.

*Adjournment:*

Secretary-Treasurer Thrasher moved, and Director Gentry seconded, to adjourn the meeting at 2:18 p.m. MOTION CARRIED.

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

Minutes approved by: Don Thrasher, Secy.-Treas.

  
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Secretary