

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

October 21, 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 October 21, 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; Commissioner Tim Stoll, liaison.

Quorum established—more than one half of Board members physically present.

Staff—*Present:* Amy Duff, Freda Leupp, Michael Searing, Allen Underwood, Pat VanDyke, and Sarah Wainscott; Marlayna Drumm. *Excused:* Debbie Ambrose.

Guests—Don Reid, with *The Daily Reporter*

Approval of Agenda:

Chair Olney stated one new business agenda item to add as an amendment—discussion of nutritional staffing. Vice-Chair Hurley moved, and Secretary-Treasurer Thrasher seconded, to approve the Agenda, with the one new business item added. MOTION CARRIED.

Approval of Minutes:

Director Lindsey moved, and Director Gentry seconded, to approve the Minutes of the September 2025 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Board Education:

Pat VanDyke, COA in-home services director and Marlayna Drumm, COA in-home services assistant presented information on the in-home services program, including use of the new system of MoblTrak for the reporting of in-home aides' work hours. Drumm, who had completed six-month reassessments of in-home services clients for the past six years, had also recently taken on the reassessments of the home-delivered meals clients as well. VanDyke supervises the 16 in-home aides providing homemaking, personal care, and respite; and conducts all in-home services client intakes.

Consent Items:

Secretary-Treasurer Thrasher moved, and Director Gentry 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 (August 2025 preliminary), and nutrition.

Unfinished Business: none.

New Business:

Quote for “Frost Closet” at Back Kitchen Door

For a concrete repair (for concrete originally re-done by Parrish Excavating), Executive Director Duff presented one quote from Parrish Excavating, Inc of Quincy, MI for a frost free closet, or stoop, at the back kitchen door for the COA home delivered meals program—due to past winter concrete cracking and heaving by the door. The quote included excavation for construction of a concrete footing and frost free closet, including removal and replacement of 120 sq ft of existing concrete,

Director Gentry moved, and Director Petzko seconded, to recommend to proceed with the concrete repair work as quoted by Parrish Excavating, Inc of Quincy, MI, for a total cost of \$8,390. MOTION CARRIED.

Quotes for Device Replacement at Automatic Doors

Duff presented two quotes for automatic door device replacement (posts, push buttons, and interior transmitters and receivers) for all three Burnside exterior entrance automatic doors: 1) ADC, Inc. of Roanoke, IN; and 2) Automatic Equipment Sales & Service, Inc. of Walker, MI. The existing automatic door bollards were rusted and in bad shape. Commissioner Stoll said he knew of a local quote option.

Director Petzko moved, and Director Gentry seconded, to table the automatic door device replacement until the next month, and recommended getting references. MOTION CARRIED.

Discussion of Nutritional Staffing

Duff made the Board aware that due to the current Nutrition Site Coordinator retiring at year’s end after three years, she was looking to create a different part-time job position, including supervisory role over the Burnside congregate site volunteers, computer work, and more time as a better backup for the Nutrition Director. Duff would present this job position to the Board of Commissioners in November.

Public Comments: none.

Adjournment:

Secretary-Treasurer Thrasher moved, and Director Gentry seconded, to adjourn the meeting at 2:39 p.m. MOTION CARRIED.

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

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



Secretary