

BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS
MEETING MINUTES
September 20, 2023

Call to Order:

Chair Olney called to order the regular meeting of Branch County Commission on Aging (COA) Board of Directors at 9:00 a.m. on September 20, 2023 in the dining room at the H. & C. Burnside Center.

Roll Call:

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

Staff—*Present:* Debbie Ambrose, Amy Duff, Freda Leupp, Mike Searing, Allen Underwood, Pat VanDyke, and Sarah Wainscott.

Guests—County Administrator Bud Norman.

Approval of Agenda:

Secretary/Treasurer Kesler moved, and Vice-Chair Hurley 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 August 2023 regular Board meeting as written. MOTION CARRIED.

Public Comments: none.

Consent Items:

Secretary/Treasurer Kesler moved, and Director Hutchinson seconded, to approve the Vouchers as presented. MOTION CARRIED.

Staff Reports:

Board reviewed COA staff written reports—executive director, programs, MMAP, in-home services, accounting (July 2023 preliminary), and nutrition—to put on file.

Unfinished Business:

Update on Cooler/Freezer

Executive Director Duff reported COA was still waiting for sprinkler head installation in the cooler/freezer. LaPine would then return to turn the system on.

Cost Allocation Plan

Executive Director Duff reported that on August 29, the Board of Commissioners voted to implement the Cost Allocation Plan (CAP) starting in 2025. Bookkeeper Underwood and Duff would continue to research how this will affect the COA. Duff anticipates having to dip into COA's fund balance in the operational fund in 2025, the first year of CAP implementation.

Restaurant Voucher Program and Union City Congregate Site Planning

The Board evaluated cost per meal, and number of meals per person per month, of both the restaurant voucher program and the potential Union City Senior Center congregate site. Executive Director Duff stated with the passing of the CAP, COA needed to think more carefully on its spending. And Duff reviewed that the Board had voiced that home-delivered meals should be a priority due to vulnerability. Duff presented a proposed contract with Union City for a congregate meal program.

Secretary/Treasurer Kesler moved, and Director Thrasher seconded, to eliminate the restaurant voucher program at the end of 2023. MOTION CARRIED.

Vice-Chair Hurley moved, and Director Thrasher seconded, to go forward with the proposed contract with Union City to open a congregate meal program at the Union City Senior Center in January 2024. MOTION CARRIED.

New Business:

Wi-Fi Equipment Replacement

Due to COA's Wi-Fi equipment having become outdated and no longer working consistently, Executive Director Duff presented County IT's costs for Wi-Fi replacement: \$204.49 - Ubiquity gen2 plus cloud key; \$1,192.00 - eight ubiquity access points at \$149 each; and \$1,396.49 - total cost (Amazon prices; may vary slightly when items are actually purchased). Secretary/Treasurer Kesler moved, and Director Thrasher seconded, to replace COA's W-Fi equipment per the estimated equipment costs provided by County IT. MOTION CARRIED.

Announcements: Programs Director Leupp welcomed COA Board members' involvement at the upcoming September 27, 2023 Burnside Center Open House, from 4:00 to 8:00 p.m.

Public Comments: none.

Board Comments: none.

Adjournment:

Secretary/Treasurer Kesler moved, and Vice-Chair Hurley seconded, to adjourn the meeting at 9:30 a.m. MOTION CARRIED.

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

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

Secretary