

**BRANCH COUNTY COMMISSION ON AGING BOARD OF DIRECTORS**  
**REGULAR MEETING MINUTES**  
September 16, 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 September 16, 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, Allen Underwood, Pat VanDyke, and Sarah Wainscott. *Excused:* Debbie Ambrose.

Guests—COA patron, Brian Gladstone.

*Approval of Agenda:*

Secretary-Treasurer Thrasher moved, and Vice-Chair Hurley seconded, to approve the Agenda as written. MOTION CARRIED.

*Approval of Minutes:*

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

*Public Comments:* none.

*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 (July 2025 preliminary), and nutrition.

*Unfinished Business:* none.

*New Business:*

Touchscreen Replacement

Duff presented a touchscreen quote from Xavus Solutions of Boston, MA for a replacement touchscreen for the north hall's, which was six years old (and budgeted to replace at five years), that had been experiencing issues. The touchscreen would arrive with the software already installed. Director Petzko moved, and Director Lindsey seconded, to proceed with replacing the north hall touchscreen, with one Dell All in One Computer/Touchscreen with MySeniorCenter Touchscreen Application, including a three-year warranty, as presented for \$1,700. MOTION CARRIED.

*Public Comments:* none.

*Adjournment:*

Secretary-Treasurer Thrasher moved, and Vice-Chair Hurley seconded, to adjourn the meeting at 2:10 p.m. MOTION CARRIED.

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

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

A handwritten signature in cursive script, appearing to read "D. Thrasher", written over a horizontal line.

Secretary