



**Minutes of the Regular Meeting of the Board of Directors of
Council on Aging St. Tammany – COAST**

Held December 21, 2023

At the Covington Activity Center, 19404 N. Tenth Street, Covington, LA 70433

The following directors were present/absent (*indicates absence): Joyce Donohue (President), Martin Lapari (Vice President), Conie Abernathy (Secretary), Kelly Walgamotte (Treasurer), Sean Gannon, Gus Flair, *Carol Whelan, Amanda Mason, Janice Roussel, *Scott Wallace, Marcus Wallace, *Jamie Gabourel Kimberly Henry and Al Hamauei.

The following staff members were present/absent (*indicates absence): *Julie Agan (Executive Director), Syeda Naeem (Finance Director), George Nicoll (Operations Director), *Chris Hodge (Transportation Director), David Ray (Human Resources Director), Claudia Warner (Client Services Director), Amy Kudel (Executive Director in Training), Deidra Chiasson (Executive Assistant) and Annette Jimenez (Transportation Operations Manager for the West Side).

The following guests were present: Judy Roberts (Contracted Dietitian for COAST).

A quorum was Present.

Call to Order

President Joyce Donohue called the meeting to order at 3:02 PM.

Prayer and Pledge of Allegiance – Kelly Walgamotte led the prayer which was followed by the Pledge of Allegiance.

Welcome and Introductions

President Donohue introduced Judy Roberts (contracted dietitian for COAST) who was there to present the Success story of the Month.

Success Story of the Month

Judy Roberts told the Board about the audit on the homebound meal delivery (HDM) program she participated in. Judy praised the HDM drivers and how they go above and beyond for COAST clients.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting November 30, 2023 - #12-2023-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the November 30, 2023 Regular Board Meeting as submitted.

There was no discussion.

On motion made by Conie Abernathy, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #12-2023-1.

Treasurer's Report

Finance Committee Report – Treasurer Kelly Walgamotte gave the Finance Committee Report.

Kelley Walgamotte stated the Finance Committee Meeting was held on Monday, December 18, 2023. At the meeting, Kelly confirmed that he had reviewed, signed and approved the Monthly Bank Reconciliations and credit Card Reports. Syeda Naeem (Finance Director) reviewed the November financials with the committee. The committee discussed the Memorandum of Understanding with Southeast Louisiana Legal Services and the Resolution for Legal Assistance. We had questions about the MOU. The committee agreed to send the resolution forward to

the Board with the understanding that Julie would be present to explain the MOU and answer any questions for the Board. Amy told the board that there were more donations than usual this year. Julie and she would like to use some of those unrestricted funds to have a staff recognition event. The committee agreed this was a good idea.

Monthly Financial Reports – Syeda Naeem (Finance Director) presented the November Financials. Syeda reviewed the Statement of Revenues and Expenditures as of November 30, 2023 with the Board.

A discussion followed.

Syeda went over the November 2023 Balance Sheet with the Board.

A discussion followed.

Resolution for Memorandum of Understanding with Southeast Legal Services- #12-2023-3 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the Memorandum of Understanding (MOU) with Southeast Legal Services to provide additional funding not to exceed twenty thousand dollars (\$20,000.00) for legal services rendered in fiscal year 2023-2024, and authorizes Julie Agan, Executive Director, or her successors in office to do all things necessary to implement, maintain, sign and execute said MOU.

A discussion followed.

On motion made by Amanda Mason, seconded by Gus Flair, and so carried, the Board of Directors unanimously accepted Resolution #12-2023-2.

Executive Director's Report – The Executive Director's Report was printed and placed in the Board folders for members to read in Julie Agan's absence.

Committee Reports

Personnel Committee – Conie Abernathy (Personnel Committee Chairwoman) stated that the Personnel Committee met twice last month to review and make recommended revisions to the 2024 Employee Handbook. The revised handbook was then sent to COAST's Employment Law attorney, Michael Wiener, for final revisions. The draft with final revisions was sent to the Board via email to review. The committee is recommending the Board accept the handbook in its entirety.

Resolution for Acceptance of St. Tammany Council on Aging 2024 Employee Handbook- #12-2023-3 states Be it resolved that the Board of Directors of the above corporation does hereby accept the St. Tammany Council on Aging 2024 Employee Handbook in its entirety.

There was no discussion.

On motion made by Kimberly Henry, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #12-2023-3.

Board Development Committee – Joyce Donohue (Board Development Committee Chairwoman) told the Board that the committee met on Monday. They interviewed two candidates as a replacement for Becky Gelatt's unexpired term which runs through June Of 2026. They selected Jackie Landry to present to the Board.

On motion made by Marcus Wallace, seconded by Janice Roussel, and so carried, the Board of Directors unanimously approved Jackie Landry to serve on the St. Tammany Council on Aging, Inc. Board of Directors fulfilling Becky Gelatt's unexpired term ending in June of 2026.

Joyce mentioned that the following terms are expiring in June of 2024: Amanda Mason, Marcus Wallace and Kimberly Henry all of whom are eligible for an additional 3 year term. Gus Flair and Carol Whelan will complete their second term in office in June. Joyce stated that If any Board members know of anyone that would make a good candidate for the Board, please send an email to Deidra Chiasson (Executive Assistant). The Board Development Committee will conduct interviews in the spring.

Joyce reminded the Board that Executive Board members Joyce Donohue, Martin Lapari, and Kelly Walgamotte are eligible for one more term in office. Conie Abernathy has termed out as Board Secretary. Joyce said that anyone interested in becoming Board Secretary starting in June should let her know.

Title III Services Committee – Gus Flair (Title III Services Committee Chairman) gave the Title III Services Committee Report. He went over the program variances and the Transportation Department incidents and accidents with the Board.

A discussion followed.

Old Business

There was no old business to discuss.

New Business

Staff Recognition – Amy Kudel (Executive Director in Training) informed the Board that Julie Agan and she discussed using some of the donations for a staff recognition event. COAST has received a larger than expected amount of donations for this fiscal year.

Hwy 434 Property Update – Amy Kudel went by the construction site and took pictures to show the Board the progress.

A discussion followed.

Board Activity Center Visit – Joyce Donohue told the Board that next month's Activity Center visit is scheduled at our Slidell center on January 19. Daniel Mallian, one of the COAST Client Services Assessors, will be available to collect money for lunches from anyone who would like to eat and is not a member of COAST. Deidra Chiasson (Executive Assistant) will send out an email with more details on Friday.

Adjournment

There being no further business to discuss, Joyce Donohue, President COAST Board of Directors, adjourned the meeting at 4:10 PM.



Conie Abernathy – Secretary, COAST Board of Directors

**The above meeting minutes constitutes the general understanding by Conie Abernathy, Secretary - COAST Board of Directors, of the meeting content. Please advise Deidra Chiasson, Assistant to Executive Director COAST, of any errors or omissions.*