



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

Held May 25, 2023

Covington Activity Center, 19404 N. 10th Street, Covington, LA 70433

The following directors were present/absent (*indicates absence): Kelly Walgamotte (President), *Joyce Donohue (Vice President), Conie Abernathy (Secretary), Ginger Bruce (Treasurer – arrived at 3:05 PM), Sean Gannon, Nancy Agnelly, Gus Flair, Carol Whelan (arrived at 3:09 PM), Becky Gelatt, *Amanda Mason, Janice Roussel, Martin Lapari, Scott Wallace, *Angelique Walgamotte and Marcus Wallace.

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), Dave Ray (Human Resources Director), Claudia Warner (Client Services Director), and Deidra Chiasson (Executive Assistant)

Call to Order

President Kelly Walgamotte called the meeting to order at 3:02 PM.

Prayer and Pledge of Allegiance – President Walgamotte said a prayer. The Pledge of Allegiance followed.

Success Story of the Month

Kelly Walgamotte told the Board that Lakaren Mitchell, who was supposed to present the Success Story of the Month is out due to a medical issue.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting April 27, 2023 – #5-2023-1 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the April 27, 2023 Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Becky Gelatt, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #5-2023-1.

Treasurer's Report

Monthly Financial Reports - Syeda Naeem (Finance Director) reviewed the Statement of Revenues and Expenditures as of April 30, 2023 with the Board.

There was no discussion.

*Note – Ginger Bruce arrived at 3:05 PM. A quorum was already established.

Syeda Naeem reviewed the April 2023 Balance Sheet with the Board.

There was no discussion.

Annual Notice of Banking Accounts - Syeda Naeem went over the list of banking accounts and credit cards for the organization with the Board.

A discussion followed.

Resolution for Credit Cards - #5-2023-2 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Julie Agan, Executive Director, or her successors in office to do all things necessary to procure and maintain the following listed credit card accounts for the 2024 fiscal year. Purchases will be reviewed and statements reconciled monthly. Cards will be used to make authorized purchases only and will be used only in incidents when use of a check is not the most efficient means of payment.

Gulf Coast Bank – Credit Cards

George Nicoll – Operations Director

Monica Stapler – Operations Assistant

Trever Kuchy – Maintenance Technician

Davison Fuels – Multiple Fuel Credit Cards

Transportation Vehicles

Maintenance Vehicles

Home Delivered Meals Vehicles

There was no discussion.

On motion made by Ginger Bruce, seconded by Nancy Agnelly, and so carried, the Board of Directors unanimously accepted Resolution #5-2023-2.

*Note – Carol Whelan arrived at 3:09 PM. A quorum was already established.

Finance Committee Report – Ginger Bruce (Treasurer) said The Finance Committee Meeting was held on Wednesday, May 17, 2023. At the meeting, Ginger confirmed that she had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports. Syeda Naeem went over the April Balance Sheet and Statement of Revenues and Expenditures through April 30, 2023 with the committee. Syeda also reviewed the Annual Notice of Banking Accounts with the committee. The committee reviewed the Resolution for Credit Cards and approved it to go before the full board with its approval after a correction was made. Julie Agan brought the contracts for vendors that will provide various Title III Services for COAST from July 1, 2023 through June 30, 2027. The majority of contracts are based off a template provided by the Governor’s Office of Elderly Affairs(GOEA) as part of the bid procurement process. All contracts were reviewed by COAST’s attorney of record and sent to GOEA for final approval. The accompanying Resolution for Title III Services was approved to go before the full Board with the committee’s recommendation for Board approval. Julie Agan and Kelly Walgamotte will sign the vendor contracts once the resolution is approved by the Board and the contracts are approved by GOEA.

Executive Director's Report

Highway 434 Project - Julie Agan told the Board that she attended the meeting for contractors interested in bidding on the Highway 434 Project in Lacombe. There was good attendance; and, the architects were pleased with the meeting participants.

Folsom Activity Center – Julie stated she met with businessman Frank Richerand to look at some of his empty buildings. Julie was looking to see if any of the vacant properties could be used as the Folsom Activity Center. Unfortunately, none of the properties would work for COAST's needs. COAST currently has to set up and break down during the week at its current location.

A discussion followed.

COAST Client Activities – Julie mentioned that the COAST Senior picnic was held on May 4 at the John Slidell Park. On May 8, COAST partnered with Ocshner to host a seminar/webinar on brain health. The event was held at the Covington Activity Center. It was live streamed to the Slidell Activity Center and available on COAST's Facebook page. On May 19, COAST hosted a senior prom for its clients at the Slidell Activity Center. On May 20, COAST partnered with People's Heath to do a Lunch in Learn Advanced Care Planning at its Covington Activity Center.

A discussion followed.

Community Awareness – Julie said she was on LAKE Radio twice in May and on the Highway Radio once this month discussing COAST. Julie told the Board the COAST's Lead Assessor, Patty Cowart, did a presentation to the Senior Ministry at Christ Episcopal Church.

Board Members Thank You – Julie thanked Ginger Bruce and Nancy Agnelly for their years of service on the COAST Board of Directors. Julie mentioned that is was their last Board meeting.

Committee Reports

Executive Committee – Kelly Walgamotte (Committee Chairman) stated that the Executive Committee met on Wednesday, April 19 to discuss revisions to the COAST Bylaws. The Board was emailed the revisions last month and again last week. At the April Board Meeting, Kelly mentioned he went over all the changes to the current by-laws with the Board members present. Kelly asked for a motion to accept the 2023 St. Tammany Council on Aging, Inc. By-laws in its entirety.

There was no discussion.

On motion made by Carol Whelan, seconded by Gus Flair, and so carried, the Board of Directors unanimously approved the 2023 St. Tammany Council on Aging, Inc. By-laws in its entirety.

Personnel Committee – Conie Abernathy (Committee Chairwoman) said that the Personnel Committee met on Tuesday, May 9. At the meeting, the committee reviewed the new Re-employment and Service Recognition Policy as well as the new COAST Attendance Policy. The committee made changes to both policies as well as changing the name of the second policy to COAST Absence Policy. Both policies including committee changes, in red, were emailed

to the Board last week. The Personnel Committee approved the resolutions for both policies to go before the full board with its recommendation for approval.

Resolution for Re-employment and Service Recognition Policy- #5-2023-3 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the Re-employment and Service Recognition Policy in its entirety.

There was no discussion.

On motion made by Conie Abernathy, seconded by Janice Roussel, and so carried, the Board of Directors unanimously accepted Resolution #5-2023-3.

Resolution for COAST Absence Policy - #5-2023-4 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the COAST Absence Policy in its entirety.

There was no discussion.

On motion made by Conie Abernathy, seconded by Janice Roussel, and so carried, the Board of Directors unanimously accepted Resolution #5-2023-4.

Board Development Committee – Conie Abernathy (Committee Member) gave the Board Development Committee Report in Chairwoman Joyce Donohue’s absence. Conie stated the Board Development Committee Meeting was held on April 27. The committee selected Jamie Gabourel and Kimberly Woods to present to the general membership at the annual meeting in June as replacements for Ginger Bruce and Nancy Agnelly who term out next month.

The committee’s recommendation for the fiscal year 2023-2024 Executive Board was President – Joyce Donohue, Vice President- Marty Lapari, Secretary – Conie Abernathy and Treasurer – Kelly Walgamotte. Conie asked if any Board members would like to nominate themselves for one of the officer positions. There were no additional nominations. Conie reminded the Board that they will vote in the officers for the coming fiscal year at the June Board Meeting.

Contract Ad Hoc Committee – Kelly Walgamotte (Committee Chairman) informed the Board that the Contract Ad Hoc Committee met on May 1 to officially open the bid proposals sent to COAST for the various Title III Services provided by outside vendors. The proposals were opened and the bid amounts were recorded. The committee, some staff members plus Gus Flair who is the Title III Services Committee Chairman, did a blind tasting of red beans and rice meals and Salisbury steak meals from the two vendors who submitted proposals to service COAST as the provider for both center meals and home delivered meals. On May 8, the committee met again to review the submitted proposals and select the vendor for each service that will act as a service provider for COAST from July 1, 2023 through June 30, 2027 using the criteria provided by the Governor’s Office of Elderly Affairs (GOEA). After vendors were selected for each service, the contracts were sent to Rod Rodrigue, COAST’s Attorney of Record, and GOEA for final approval.

Resolution for Title III Services - #5-2023-5 states: Be it resolved that the Board of Directors of the above corporation do Hereby authorize Julie Agan, Executive Director, and Kelly Walgamotte, Chairman of the Board of Directors, to negotiate, on terms and conditions that he/she may deem advisable for, Title III C1 Congregate Meals & Title III C2 Home Delivered Meals; Title III C1, C2, Nutrition Counseling, Title III C1, C2, Nutrition Education & Title III C1, C2 Dietitian; Title III E National Family Caregiver Support Program (NFCSP) Family Caregiver Support Group & Title III E

NFCSP Public Education; Title III E In-Home Respite and Personal Care Services for the east side of St. Tammany Parish; Title III E In-Home Respite and Personal Care Services for the west side of St. Tammany Parish; and Medical Alert Services contracts with the effective date of July 1, 2023 ending June 30, 2027, and to execute said documents on behalf of the corporation; and further we do hereby give him/her the power and authority to do all things necessary to implement, maintain, amend or renew said document.

There was no discussion.

On motion made by Nancy Agnelly, seconded by Gus Flair, and so carried, the Board of Directors unanimously accepted Resolution #5-2023-5.

Old Business

Automated External Defibrillator (AED) Devices at Activity Centers – Kelly Walgamotte asked for a motion to install Automated External Defibrillator Devices at all COAST Activity Centers that do not already have one installed or will not have one installed by the building owners.

Marcus Wallace moved.

Carol Whelan seconded.

Julie Agan gave the Board the answers to the questions she was asked to relay to Rod Rodrigue (COAST's Attorney of Record) at the May 25, 2023 Board Meeting.

A discussion followed.

Kelly Walgamotte asked for a roll call vote.

Nancy Agnelly - Aye

Ginger Bruce - Aye

Kelly Walgamotte - Aye

Carol Whelan - Aye

Gus Flair – Aye

Conie Abernathy – Nay

Becky Gelatt – Aye

Janice Roussel - Aye

Martin Lapari – Abstained

Scott Wallace – Aye

Sean Gannon - Aye

Marcus Wallace – Aye

Motion passes 10 to 1.

New Business

Highway 434 Project Update – Julie Agan stated she gave the Highway 434 Project Update in her Executive Directors Report.

Bush Activity Center Update – Julie Agan asked Claudia Warner (Client Services Director) to give the Bush Activity Center Update. Claudia Warner told the Board that the Bush Food Pantry cleaned out its items from the Bush Community Center where the food pantry and COAST share space. The food pantry's items were moved to a storage container that was placed in the back parking lot of the building. The only things the food pantry have inside the community center, at this time, are its refrigerators and freezer. The Bush Food Pantry is now operating out of the back of the community center.

A discussion followed.

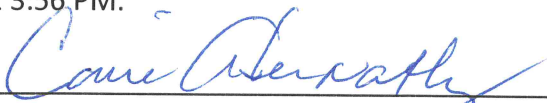
Board Activity Center Visit – Kelly Walgamotte told the Board that the June Activity Center Visit will take place on the 9 at the Bush Activity Center. Deidra Chiasson (Executive Assistant) will send out reminders. If a Board member plans on eating lunch they can pay Donna German the HR Assistant for the meal that day. The cost is \$5.50, it must be pre-ordered a week in advance and paid by check or exact cash. Kelly asked if there was any discussion regarding the May 12 visit to the Pearl River Center.

A discussion followed.

COAST Annual General Membership Meeting and June Board Meeting Reminder – Kelly Walgamotte stated that the Annual General Membership Meeting is scheduled for Thursday, June 22 in the Conservation Room at the Big Branch Wildlife Refuge in Lacombe. The meeting will be from 10:00-11:30 AM. He asked that the Board arrive 15 minutes early to introduce themselves to the COAST members present. The June Board Meeting is scheduled for noon on the 22nd in the same location at the wildlife refuge. COAST will serve a light lunch for the Board during the meeting.

Adjournment

There being no further business to discuss, Kelly Walgamotte, President COAST Board of Directors, adjourned the meeting at 3:56 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.*