



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

Held January 26, 2024

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, Al Hamauei (arrived at 3:05 PM) and Jackie Landry.

The following staff members were present/absent (*indicates absence): Julie Agan (Executive Director), Amy Kudel (Executive Director in Training), Syeda Naeem (Finance Director), George Nicoll (Operations Director), Chris Hodge (Transportation Director), David Ray (Human Resources Director), *Claudia Warner (Client Services Director), Deidra Chiasson (Executive Assistant), Kayla Ivey (Activities Coordinator West) and Valena Rosemond (Activities Coordinator East).

The following guests were present: Emmett Steel, Angela Bickham, Maria Pomes, Jim Whelan, Andrew Lindsey, Donna German, Daniel Maillian and Dorothy Speed.

A quorum was Present.

Call to Order

Vice President Martin Lapari called the meeting to order at 3:00 PM in President Joyce Donohue's absence.

Prayer and Pledge of Allegiance – Kelly Walgamotte led the prayer.

Service Awards

Julie Agan announced the employees who were receiving service awards that day.

Angela Bickham (Covington Activity Center Manager), Donna German (Human Resources Assistant) and Daniel Maillian (Client Services Assessor) received their five year service pins and certificates.

Tina Adelfio (Pearl River Activity Center Site Manager), and Monica Stapler (Operations Assistant) were unable to attend to receive their five year service awards.

***Note – Al Hamauei arrived at 3:05 PM. A quorum was already in place.**

Maria Pomes (Office Clerk), and Emmett Steel (Maintenance) received their ten year service pins and certificates.

Philip Hoover (Transportation Department Drive) and Claudia Warner (Client Services Director) were unable to attend to receive their ten year service awards.

Marie Grantham (Substitute Site Manager) was unable to attend to receive her fifteen year service pin and certificate.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting December 21, 2023 - #1-2024-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the December 21, 2023 Regular Board Meeting as submitted.

There was no discussion.

On motion made by Conie Abernathy, seconded by Gus Flair, and so carried, the Board of Directors unanimously accepted Resolution #1-2024-1.

Treasurer's Report

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

Kelley Walgamotte stated the Finance Committee Meeting was held on Wednesday, January 17, 2024. During the meeting, Syeda Naeem (Finance Director) went over the December Financials; and, the committee approved the resolution for quarterly budget to actual report to go before the Board with their recommendation for approval. Kelly also confirmed that he had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports.

Monthly Financial Reports – Syeda Naeem (Finance Director) presented the December Financials. Syeda reviewed the Statement of Revenues and Expenditures as of December 31, 2023 with the Board.

A discussion followed.

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

Resolution for Approval of Quarterly Budget to Actual Report - #2-2024-2 states: Be it resolved that the Board of Directors of the above corporation does hereby acknowledge and accept the Budget to Actual Report containing Actual Expenditures totaling \$4,081,028.00 Actual Revenues totaling \$2,222,184.62 as of the 31th of December, 2023.

There was no discussion.

On motion made by Kelly Walgamotte, seconded by Carol Whelan, and so carried, the Board of Directors unanimously accepted Resolution #1-2024-2.

***Note – Dorothy Speed (Transportation Department Driver) arrived at the meeting and was presented with her five year service pin and certificate.**

Executive Director's Report

Julie Agan (Executive Director) gave her Executive Directors Report to the Board members present.

Executive Director Training – Julie Agan stated that Amy Kudel (Executive Director in Training) has been introduced to Parish President Mike Cooper, the staff at the Northshore Foodbank, Mark Baham of STARC, and Charles Dowdy, at LAKE Radio where she did her first radio interview.

Budget Updates – Julie Agan told the Board that Amy Kudel and she have been pulling apart and digging into the Fiscal Year 2023-2024 Budget in order to plan for the Fiscal Year 2024-2025 Budget. All of the COVID money will be gone by September 30. Amy and Julie are looking at where they can fill in holes and where they may have to cut back.

New System for Human Resources (HR) Department – Julie Agan mentioned that David Ray (HR Director), Syeda Naeem (Finance Director) and Amy Kudel (Executive Director in Training) are beginning the process of changing the organization's payroll system. The current system is not user friendly. The staff has had issues with that system for years. The organization is switching over to Paylocity. The management believes this system will make time keeping, leave requests and payroll easier to manage.

Automated External Defibrillator (AED) – Julie Agan said that the Automated External Defibrillator (AED) demonstrations at the Activity Centers have begun. Julie will attend the demonstration at the Covington Center next week. Becky Smith with Keeping Safety Smart is giving the demonstrations.

Safety Monitoring Systems for the Transportation Department – Julie Agan informed the Board that George Nicoll (Operations Director) and Chris Hodge (Transportation Director) have been researching a safety monitoring system for the transportation vehicles. The Board will be notified once a decision as been made.

Executive Director's Retirement – Julie Agan announced to the Board that her final day at the St. Tammany Council on Aging will be April 12.

Committee Reports

There were no committee reports this month.

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.

Resolution for GOEA Contracts - #1-2024-3 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director, or her successors in office and George Nicoll, Operations Director, or his successors in office to do all things necessary to implement, maintain, sign and execute contracts with the Louisiana Governor's Office of Elderly Affairs (GOEA) as deemed necessary by GOEA.

There was no discussion.

On motion made by Sean Gannon, seconded by Gus Flair, and so carried, the Board of Directors unanimously accepted Resolution #1-2024-3.

Committee Appointments for New Board Members – In President Donohue's absence, Vice President Martin Lapari appoint Al Hamauei to the Finance Committee and Jackie Landry to the Personnel Committee.

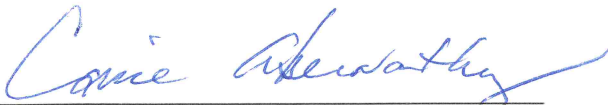
Hwy 434 Property Update – Julie Agan Stated that the Transportation Depot building has been wrapped. The construction crew is still working on the porte cochere for the Activity Center. Julie has selected the bricks for the building which will be finished with a sacking technique.

A discussion followed.

Board Activity Center Visit – The Board Members who attend the January Activity Center visit in Slidell spoke about their visit. Martin Lapari told the Board that next month's Board Activity Center Visit is scheduled at our Bush Center on February 16. Darren Chuter, the Transportation Operations Manager for the East side of the parish, will be available to collect money for lunches from anyone who would like to eat and is not a COAST member. Deidra Chiasson (Executive Assistant) will send out an email with more details on Friday.

Adjournment

There being no further business to discuss, Martin Lapari, Vice President COAST Board of Directors, adjourned the meeting at 3:45 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.*