



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

Held April 27, 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), *Sean Gannon, *Nancy Agnelly, Gus Flair, Carol Whelan, *Becky Gelatt, Amanda Mason (Arrived at 3:24 PM), 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), Deidra Chiasson (Executive Assistant)

The following visitors were present: Dominick Bourgeois

Call to Order

President Kelly Walgamotte called the meeting to order at 3: 09 PM. There was not a quorum for this meeting.

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

Automated External Defibrillator (AED) Devices Presentation

Kelly Walgamotte introduced Dominick Bourgeois (Chief of Training St. Tammany Fire District 12) to the Board. Dominick Bourgeois gave the Automated External Defibrillator (AED) Devices Presentation.

A discussion followed.

Note: Amanda Mason arrived at 3:24 PM establishing a quorum.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting March 23, 2023 – #4-2023-1 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the March 23, 2023 Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Gus Flair, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #4-2023-1.

Treasurer's Report

Finance Committee Report – Kelly Walgamotte gave the Finance Committee Report in Treasurer Ginger Bruce's absence. Kelly stated that the Finance Committee Meeting Meeting was on Wednesday, April 19, 2023.

Kelly confirmed that Ginger Bruce had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports during the committee meeting.

Kelly said that Syeda Naeem (Finance Director) went over the March Balance Sheet and Statement of Revenue and Expenditures for the third quarter of fiscal year 2022-2023 with the committee.

The committee authorized the Resolution for Approval of Quarterly Budget to Actual Report - #4-2023-2 to go forward to the full Board with its recommendation for approval.

Kelly stated that Syeda reviewed the Amendments to Fiscal Year 2022-2023 Budget with the committee. The committee authorized the Resolution for Budget Amendments - #4-2023-3 to go forward to the full Board with its recommendation for approval.

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

A discussion followed.

Syeda reviewed the March 2023 Balance Sheet with the Board.

There was no discussion.

Resolution for Acceptance of Budget to Actual Report - #4-2023-2 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 \$4,621,957.00 Actual Revenues totaling \$5,283,035.00 as of the 31st of March, 2023.

There was no discussion.

On motion made by Martin Lapari, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously accepted Resolution #4-2023-2.

Amendments to Fiscal Year 2022-2023 Budget – Syeda went over the Amendments to Fiscal Year 2022-2023 Budget with the Board.

A discussion followed.

Resolution for Acceptance FY 2022-2023 Budget Amendments- #4-2023-3 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 negotiate on terms and conditions that she may deem advisable, an amended budget for fiscal year 2022-2023 with the effective date of the 28th day of April 2023 and to execute said documents on behalf of the corporation, and

further we do hereby give 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 Martin Lapari, seconded by Gus Flair, and so carried, the Board of Directors unanimously accepted Resolution #4-2023-3.

Executive Director's Report

COAST Senior Picnic – Julie Agan informed the Board that COAST will host a Senior Picnic for its clients on Thursday, May 4 from 10:00 AM-12:30 PM at John Slidell Park. Lots of indoor and outdoor activities are planned during the event.

COAST Values Statement – Julie mentioned that the COAST management team put together an organizational values statement. It will be presented to the staff the end of May. Julie asked David Ray (HR Director) to present the values statement to the Board.

Insurance – Julie stated that she and David Ray met yesterday with COAST's insurance broker. They did not believe that they would have the information in time to present it at the Board meeting. It turned out that this was a really easy decision. After the brokers negotiated with Blue Cross/Blue Shield, there will be no rate increase for the coming fiscal year. Julie would like the Board to approve for COAST to stay with Blue Cross/Blue Shield since there is no rate increase for the organization or staff. COAST has a two year contract with its Dental and Visual insurance provider. So, that has not changed. What did change is the basic life, short term life, short term disability insurance carrier went up 19.5% in premiums for fiscal year 2023-2024. COAST's brokers found Reliance which has very similar plans to the current provider. Reliance was able to match the premiums that COAST is paying now. Reliance also provides an employee assistant program. This program provides limited assistance for anything from emotional problems to legal assistance. So, the only insurance coverage that has changed will be the ancillary programs.

Committee Reports

Title III Services Committee– Gus Flair (Committee Chairman) stated that the Title III Services Committee met on Thursday, April 20. Annette Jimenez who is the Transportation Operations Supervisor for the west side of the parish, presented the Transportation reports in Chris Hodge's (Transportation Director) absence.

Annette went over the Transportation Department's Accidents/incidents for the year with the committee. There were 12 incidents so far this year and 4 accidents. One of the accidents resulted in a driver being suspended for three days.

Annette presented the Transportation Revenue Monthly Summaries for January and February and the passenger break down by city, race, age, and gender. Then, Annette went over the ride cancellations for 2023 broken down by Activity Center.

During the meeting, Claudia Warner (Client Services Director) went over the Client Services Reports with the committee. Medical Alert showed a wait list of 18. Julie Agan (Executive Director) gave the go ahead to provide everyone on the waitlist the service.

The committee reviewed the 2023 Site Managers Procedures Manual at the meeting. The manual was approved to go forward to the full Board with the committee's recommendation for the acceptance of the accompanying resolution. The Board was sent the manual pages with revisions via email last week. Claudia was available to answer any questions from the Board.

There was no discussion.

Resolution for Site Managers Manual - #4-2023-4 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the 2023 Site Managers Procedures Manual, in its entirety.

There was no discussion.

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

Board Development Committee – Conie Abernathy (Committee Member) gave the Board Development Committee Report in Joyce Donohue's (Committee Chairwoman) absence. Conie stated the Board Development Committee held meetings on, March 29, and April 17 and 19 to interview 3 directorial candidates. Two of these individuals will be presented to the general membership at the annual meeting in June as replacements for Ginger Bruce and Nancy Agnelly who have term out in June.

At the May Board Meeting, the committee will present the bios of its selected replacements for Ginger and Nancy. The committee will also present its recommendation for the fiscal year 2023-2024 Executive Board. The Board will vote in the officers for the coming fiscal year at its June meeting.

As a reminder, 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. The committee is asking the Board to arrive a little early to introduce yourselves to our members. Becky Gelatt, Conie Abernathy, Martin Lapari, Marcus Wallace, and two new directorial candidates will be up for election by the general membership that day.

The June Board Meeting is scheduled for noon on the 22 in the same location at the wildlife refuge. COAST will serve a light lunch for the Board during the meeting. Conie asked the Board members to make every effort to attend both June meetings.

Executive Committee – Kelly Walgamotte (Committee Chairman) told the Board that the Executive Committee met on Wednesday, April 19 to discuss revisions to the COAST Bylaws. The Board was emailed the revisions last week.

Presentation of 2023 St. Tammany Council on Aging, Inc. By-Laws - Kelly went over the following revisions with the Board:

On the page 1, the date of the Bylaws approval will change. The Board is reviewing the revisions this month and will vote on them at next month's meeting. The revisions also caused a change in page numbers.

On page 4 of the bylaws, the word "it" was added to a sentence.

On page 5, "by show of hands" was removed and "viva voce" which means by voice was added.

On page 6, the amount of days before a Board meeting in which a notice must be mailed out changed from 15 to 20.

On page 8, under the Finance Committee description, the following was changed **from**: This committee shall review, evaluate, and make recommendations to the Board and the Executive Director for approval of unbudgeted contracts in excess of \$5,000.00 prior to the contracts being executed. Amendments to reoccurring contracts will be reviewed if amendments result in an increased cost of more than \$5,000 per year. Amended costs will then go before the full board for approval via resolution. This committee shall determine if an attorney shall review a contract prior to presentation to the Board. The committee shall conduct an annual review of the financial manual(s).

To: This committee shall review, evaluate, and make recommendations to the Board and the Executive Director for unbudgeted contracts in excess of \$5,000.00 prior to the contracts being executed. Amendments to reoccurring contracts will be reviewed if amendments result in an increased cost of more than \$5,000 per year. Amended costs will then go before the full board for approval via resolution. The committee shall conduct an annual review of the financial manual(s).

On page 9, under Committee Meetings the location of the meetings was changes from the Administrative Office on Ramos Avenue to the Covington Activity Center. And under Contracts, the Operations Director as added as a person who is able to execute a contract.

On page 12, the dates in which the bylaws were presented to the Board and voted on have changed.

There was no discussion of the suggested revisions to the COAST Bylaws.

Building Ad Hoc Committee — Marty Lapari (Committee Chairman) said, the Building Ad Hoc Committee Meeting was held on April 3, 2023. The committee reviewed and made recommendations for the Highway 434 Lacombe Project Plans which include an Activity Center, Transportation Depot and possibly a Transportation Maintenance Shed if budget allows. The plans were approved to go forward to the architects. Bid procurement for the project will start in May. The committee is hoping the project will break ground sometime in July.

A discussion followed.

Old Business

Automated External Defibrillator (AED) Devices at Activity Centers – Kelly Walgamotte asked for a motion to install Automated External Defibrillator Devices at COAST’s 8 Activity Centers.

Marcus Wallace moved for the installation of Automated External Defibrillator Devices at COAST’s 8 Activity Centers.

Carol Whelan seconded the motion.

A discussion followed.

The Board asked Julie Agan to get answers to additional questions from the COAST attorney of record and report back at next month’s Board Meeting.

On motion made by Janice Roussel, seconded by Gus Flair, and so carried, the Board of Directors unanimously agreed to defer the Automated External Defibrillator (AED) Devices at Activity Centers agenda item until the May 25, 2023 Board Meeting.

New Business

Resolution for Contract Approval - #4-2023-5 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, contract or contracts with the effective date of July 1, 2023, 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 Gus Flair, seconded by Carol Whelan, and so carried, the Board of Directors unanimously accepted Resolution #4-2023-5.

Resolution for Tax Millage Rate - #4-2023-6 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Julie Agan, Executive Director, or her successor in office to request that the millage for the St. Tammany Council on Aging, Inc. be rolled forward to the maximum 2 mills, as approved by the voters for the term 2019–2028.

Julie Agan told the Board that in 2016 the voters gave COAST the right to a 2 mill property tax which the organization shares with STARC. The assessor's office decreases the amount of the millage every time it does assessments because it is supposed to be revenue neutral. What Julie is being asked to do is send a letter to the St. Tammany Parish Assessor's Office asking them to roll the millage forward, which is currently at 1.83 back to the 2 mills. If a property is assessed at \$250,000.00 rolling back to 2 mills would cost the homeowner an additional \$28.00 per year. COAST's expenditures have increased significantly. This has not been an issue because of the COVID money the organization has received. The extra money received will be gone by this time next year. The St. Tammany Parish Council will make the decision regarding rolling forward to 2 mills. But, if COAST does not roll forward the organization will continue to receive 1.83 mills until it goes back up for election in 2026. Then, when it goes back up for election, COAST and STARC would have to ask the voters to increase the millage back to 2 mills as opposed to just asking them to approve the 2 mills that the organizations would be receiving.

A discussion followed.

On motion made by Carol Whelan, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #4-2023-6.

Non-Agenda Item – Kelly Walgamotte informed the Board that they will need to approve a resolution allowing COAST to directly deliver some of its services instead of contracting them out. This is part of the bid procurement process done every four years under the guidance of the Governor's Office of Elderly Affairs. Kelly asked for a motion to add Resolution to Directly Deliver Services - #4-2023-7 to the April 27, 2023 COAST Board of Directors agenda.

There was no discussion.

On motion made by Carol Whelan, seconded by Amanda Mason, and so carried, the Board of Directors unanimously approved the addition of Resolution #4-2023-7 to the April 27, 2023 COAST Board of Directors agenda.

Resolution to Directly Deliver Services #4-2023-7 states: Be it resolved that the Board of Directors of the above corporation does hereby request authorization from the Governor's Office of Elderly Affairs (GOEA) to directly deliver the following Title III Services for the contract years beginning July 1, 2023 and ending June 30, 2027: Title IIIB Information and Assistance, Title IIIB Outreach, Title IIIB Transportation, Title IIIB Wellness, Title IIID Wellness Health Promotion and Disease Prevention (HPDP), Title IIIB Home Repairs/Modification, Title IIIB Homemaker, Title IIIB Utility Assistance, Title IIIB Material Aid, Title IIIB Visiting; National Family Caregiver Support Program (NFCSP) Information and Assistance, NFCSP Material Aid and NFCSP Sitter.

Julie Agan stated that the services mentioned in the resolution are all services that COAST staff currently provides. However, since the organization is coming to the end of its Four Year Plan, it has to ask the Governor's Office or Elderly Affairs (GOEA) permission to continue providing the services in-house as opposed to through a third party.

On motion made by Amanda Mason, seconded by Gus Flair, and so carried, the Board of Directors unanimously accepted Resolution #4-2023-7.

Non-Agenda Item – Kelly Walgamotte said that the Board would need to approve a resolution allowing Julie Agan to sign insurance contracts for the COAST employees for the upcoming fiscal year. Kelly asked for a motion to add Resolution for group health insurance policy and life/AD&D and ancillary dental and visual - #4-2023-8 to the April 27, 2023 COAST Board of Directors Agenda.

On motion made by Cone Abernathy, seconded by Carol Whelan, and so carried, the Board of Directors unanimously approved the addition of Resolution #4-2023-8 to the April 27, 2023 COAST Board of Directors agenda.

Resolution for Group Health Insurance Policy and Life/AD&D and Ancillary Dental and Vision Insurance #4-2023-8 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 implement, maintain, sign and execute a contract with Blue Cross Blue Shield to provide group health insurance and with Reliance Matrix to provide Basic Life /AD&D Insurance, and Ameritas for Dental and Vision Insurance, for fiscal year 2024. There have been no increases in premium amounts.

There was no discussion.

On motion made by Janice Roussel, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #4-2023-8.

Bush Activity Center Update – Julie Agan received an email from Gina Hayes (St. Tammany Parish Government Chief Administrative Officer) two weeks ago saying the parish legal department has drafted a Cooperative Endeavor Agreement (CEA) between the parish and the Bush Food Pantry for use of the space at the Bush Community Center.

Gina Hayes told Julie the CEA had not been signed yet. The shelving in the building was supposed to be put up this week but work has not been started. Once, the shelving is installed the Bush Food Pantry is supposed to place their items on the shelving along the walls. The Activity Center Site manager has reported that things were working better between the two organizations.

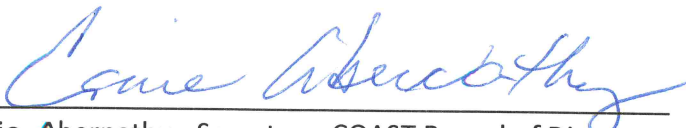
A discussion followed

Board Activity Center Visit – Kelly Walgamotte reminded the Board that the April 10 Board Activity Center Visit was at the Madisonville Center which coincided with the center's grand opening ceremony. May's visit will take place on the 12 at the Pearl River Center. Deidra Chiasson (Executive Assistant) will send out reminders. If you are eating lunch you can pay for your meal that day. The cost is \$5.50, it must be pre-ordered and paid by check or exact cash.

Louisiana Board of Ethics Tier 2.1 Personal Financial Disclosure reminder for 2022 Tax Year – Kelly Walgamotte reminded the Board that the Louisiana Board of Ethics (LBE) Tier 2.1 Personal Financial Disclosure for the 2022 Tax Year is due to ethics board by May 15. Deidra Chiasson emailed the form to the Board after the February meeting and will email this form again to everyone on Friday. Kelly asked that the Board not forget to turn it in as there is a fine associated with not doing so. The form is to be printed, filled out and mailed directly to the LBE. The mailing address can be found on the first page of the form. COAST staff does not track this disclosure and cannot tell a Board member if they mailed in the disclosure already or not. If in doubt, do it again.

Adjournment

There being no further business to discuss, Kelly Walgamotte, President COAST Board of Directors, adjourned the meeting at 4:44 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.*