



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

Held October 26, 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, *Becky Gelatt, *Amanda Mason (arrived at 3:12 PM), Janice Roussel, Scott Wallace, Marcus Wallace, *Jamie Gabourel and Kimberly Henry (arrived at 3:07 PM).

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), Deidra Chiasson (Executive Assistant) and Patty Cowart (Client Services Lead Assessor).

A quorum was Present.

Call to Order

President Joyce Donohue called the meeting to order at 3:05 PM.

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

*Note – Kimberly Henry arrived at 3:07 PM. A quorum had already been established.

Welcome and Introductions

Joyce Donohue introduced Patty Cowart, COAST Client Services Lead Assessor, to the Board.

Success Story of the Month

Patty Cowart told the Board about how Becky Gelatt was able to receive homemaker services through COAST's Temporary Assistance for Needy Seniors (TANS) program.

A discussion followed.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for General Membership Meeting September 28, 2023 - #10-2023-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the September 28, 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 #10-2023-1.

Treasurer's Report

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

Kelley Walgamotte stated the Finance Committee Meeting was held on Tuesday, October 17, 2023. At the meeting, Kelly confirmed that he had reviewed, signed and approved the Monthly Bank Reconciliations and credit Card Reports. Syeda reviewed the September financials with the committee. The committee voted to approve the Resolution for Budget to Actual Report to go before the full Board with its recommendation. The committee also approved for the Resolution for Automated External Defibrillators to go before the full Board with its recommendation.

Monthly Financial Reports – Julie Agan (Executive Director) presented the September Financials in Syeda Naeem's (Finance Director) absence. Julie reviewed the Statement of Revenues and Expenditures as of September 3, 2023 with the Board.

A discussion followed.

Julie Agan went over the September Balance Sheet with the Board.

A discussion followed.

Resolution for Acceptance of Quarterly Budget to Actual Report - #10-2023-2 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 \$1,419,933.02 Actual Revenues totaling \$1,136,269.74 as of the 30th of September, 2023.

There was no discussion of the resolution.

On motion made by Kelly Walgamotte, seconded by Carol Whelan, and so carried, the Board of Directors unanimously accepted Resolution #10-2023-2.

Executive Director's Report – Julie Agan gave the Executive Directors Report.

October Events - Julie Agan told the board that the Resource Festival was on October 5 at the Castine Center. On October 11 the organization hosted a Rural Resource Festival at the Bush Activity Center. On October 13 Client Services was at the Northshore Round up and Covington Community Garden Fair. On October 14, COAST was at the Southeast Louisiana Wild Life Refuges Wild Things event and the Veterans Affairs (VA) Administration Expo at the Coroner's office.

Leadership Northshore Visit – Julie mentioned that Leadership Northshore visited the Slidell Activity Center on October 18.

Lake Radio - Julie stated that she was on Lake Radio on Tuesday of this week.

Slidell Loteria Lunch and Learn – Julie said that COAST was hosting an event at the Slidell Center on Saturday. As part of the organization’s Four Year Plan, COAST will begin outreach to some of the parish’s smaller populations such as English as a second language, LGBTQIA+ and rural populations. COAST will host a Lunch and Learn on Saturday for our Spanish Speaking residents. COAST partnered with St. Tammany Health Systems for this event.

Fiscal Year 2023 Audit – Julie mentioned that Syeda Naeem (Finance Director) had been in communication with the auditors. To date, they have not found anything that will be considered a finding.

Louisiana Legislative Auditor Training – Julie stated that she attended the Louisiana Legislative Auditor (LLA) Training last week. There were four hours of information on governmental fund accounting. The presentations were all recorded and will be posted on the LLA Website in the very near future. Julie will use the presentation to create “The Dummies Guide to Governmental Accounting”. Copies will be available for the Board.

New Executive Director – COAST has received the background Check for the new Executive Director. Amy Kudel will start on November 27.

St. Charles Council on Aging New Senior Center – Julie said that the St. Charles Council on Aging (COA) has just opened a new senior center. Julie will take a trip to Luling to see what the COA has done. Julie will provide a date and time to the Board for when she plans to visit the center.

Committee Reports

Title III Services Committee - Carol Whelan gave the Title III Services Committee Report in Chairman Gus Flair’s absence. Carol stated that The Title III Services Committee met on Thursday, October 19. Chris Hodge (Transportation Director) reviewed the Transportation Department’s Accidents/incidents for August and September with the Committee. There were 7 incidents; and three accident. One of the accidents resulted in a 3-day suspension without pay for a driver. The committee reviewed Transportation Revenue Monthly Summaries and reports. Claudia Warner (Client Services Director) went over the Client Services Reports with the committee. During the Nutrition Department’s Monthly Report, Claudia told the committee that for the month of September there were no meals wasted at the centers. Claudia then reviewed the Client Services Monthly Update and Waiting List with the committee. For the month of September, there were 21 clients on the chore wait list. This grass cutting service is at capacity and will end in October and resume in the spring. The Homemaker program has 8 clients on its wait list. Personal Care has a wait list of 10 clients. Respite’s wait list is 4; and the Sitter program waitlist is 1. The Title III Services Variance Report shows the following programs are under target: Home Repairs, National Family Caregiver Support Program Information and Assistance, National Family Caregiver Support Program Sitter Service, Nutrition Counseling, Nutrition Education, and Outreach. The Client Services staff are working to get the programs back on target. The committee reviewed the 2023 Client Services Policies & Procedures Manual and approved it to go before the Board with its recommendation for acceptance.

A discussion followed.

2023 Client Services Policies and Procedures Manual – On motion made by Carol Whelan, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted the 2023 Client Services Policies & Procedures Manual in its entirety.

Old Business

There was no old business to discuss.

New Business

Resolution for Automated External Defibrillators – #10-2023-3 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 do all things necessary to purchase six (6) Phillips Heartstart Onsite Defibrillator units and one year of the AED Management Program of said units from American AED at a rate of seven thousand six hundred and sixty-eight dollars (\$7,668.00).

A discussion followed.

On motion made by Marcus Wallace, seconded by Carol Whelan, and so carried, the Board of Directors unanimously accepted Resolution #10-2023-3.

Resolution for Non-Routine Travel - #10-2023-4 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 travel outside of St. Tammany Parish to conduct Council on Aging business, or to attend meetings conducted by Council on Aging affiliated organizations.

A discussion followed.

On motion made by Marcus Wallace, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #10-2023-4.

Hwy 434 Property Update – Julie Agan stated she goes to the construction site once a week and takes photographs of the progress. The pictures are posted on the COAST Facebook Page. The foundations for the Transportation Office are being formed. Julie has picked out carpet samples for the center. On November 1, she will pick out the bricks which will have a wash treatment over them.

A discussion followed.

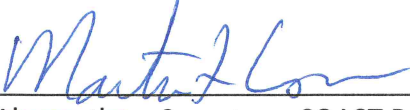
November Board Meeting Reminder and December Board Meeting Selection – Joyce Donohue informed the Board that The fourth Thursday in November is Thanksgiving. The November Board Meeting will be on the fifth Thursday November 30 instead. The fourth Thursday in December is the 28. The Board often has trouble maintaining a quorum during the holidays. Joyce asked the Board members present to let her know who will be available on the 28th to attend the meeting. She mention the Board can move the meeting to December 21 if needed. The Board agreed to hold its December meeting on the 21.

Board Activity Center Visit – Joyce Donohue said that the October Board Activity Center Visit was at the Lacombe Center. Carol Whelan discussed her visit to the center with the Board.

Joyce told the Board that next month's visit is scheduled at our Pearl River center on November 17. Fabianna Faciane, the Senior Center Coordinator, will be available to collect money for lunches from anyone who would like to eat. 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 3:49 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.*