



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

Held July 27, 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, Janice Roussel, *Scott Wallace, *Angelique Walgamotte, *Marcus Wallace, Jamie Gabourel and *Kimberly Woods.

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) and Deidra Chiasson (Executive Assistant).

A quorum was Present.

Call to Order

President Joyce Donohue called the meeting to order at 3:03 PM.

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

Welcome and Introductions

Meet The COAST Directors – Joyce Donohue stated that the next item on the agenda was Meet The COAST Upper Management Staff. Joyce informed the Board that Julie Agan (Executive Director) would present first, followed by George Nicoll (Operations Director), Syeda Naeem (Finance Director), David Ray (Human Resources Director) and Chris Hodge (Transportation Director). Joyce mentioned that Claudia Warner (Client Services Director) was on vacation. Claudia will present at next month's Board meeting.

Each member of the COAST upper management team present introduced themselves to the Board.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for General Membership Meeting June 22, 2023 - #7-2023-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the June 22, 2023 General Membership Meeting as submitted.

There was no discussion.

On motion made by Kelly Walgamotte, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #7-2023-1.

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting June 22, 2023 - #7-2023-2 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the June 22, 2023 Regular Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Conie Abernathy, seconded by Carol Whelan , and so carried, the Board of Directors unanimously accepted Resolution #7-2023-2.

Treasurer's Report

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

Kelly Walgamotte told the Board that the Finance Committee Meeting was held on Wednesday, July 19, 2023. At the meeting, he confirmed that he had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports. Syeda Naeem went over the June Balance Sheet and Statement of Revenues and Expenditures with the committee. The Committee approved the Resolution for Acceptance of Quarterly Budget to Actual Report to go before the full Board with its recommendation for acceptance.

Syeda discussed the additional Louisiana Legislative Auditor approved Auditors with offices located in St. Tammany Parish that she contacted regarding the COAST Fiscal year 2022-2023 audit after the June Board meeting. The firm of Griffith & Furman was the only one to respond to the request for proposal. After much discussion of firms used by COAST in the past and the size of Councils on Aging which different firms have performed audits and agreed upon procedures on, the committee once again agreed to recommend Kushner LaGraize, LLC. as the auditor for COAST's fiscal year 2022-2023 audit and agreed upon procedures.

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

There was no discussion of the Balance Sheet.

A discussion followed regarding the Statement of Revenues and Expenditures through June 30, 2023.

*Note – the Resolution for Acceptance of Quarterly Budget to Actual Report - #7-2023-3 had incorrect numbers due to bills and payments that came in after the resolution was created. This resolution had to be re-typed with the current revenue and expenditures for June and was presented after the Executive Directors Report.

Executive Director's Report

Donation – Julie Agan stated that Ralph O'Neal, founder and President of the Elder Abuse Conference, shuttered his non-profit. Ralph was required to donate the remaining funds to another non-profit as it was COAST. He brought a \$4,000.00 check to COAST and told Julie to spend it how the organization saw fit.

Caring Hearts Program – Julie Agan told the Board that after several delays, COAST's Caring Hearts Program is up and running again. There are six volunteers making regular check in calls with clients who have asked to receive such calls.

New Personal Trainer – Julie mentioned that COAST is in the process of contracting with an additional personal trainer to provide exercise and wellness classes in the Activity Centers. Her name is Michelle Williamson. Kristy Livaudais (COAST Personal Trainer) and Julie are very excited to have Michelle on board. She will not be an employee; contractor only. Michelle will provide ten classes a week for center clients.

Automated External Defibrillator (AED) Grants – Julie said that COAST was approved for the AED Grant that she applied for in June. But, it turns out that the grant wasn't really a grant. It was basically a coupon that could be used to purchase overpriced AEDs for 20% off. After doing more research, it looks as though many of the grants are really just sales pitches from organizations run by the AED manufacturers. Even the grants on the American Heart Association Website are really just coupons. Julie found one grant that looks legitimate. But, they will not take applications again until next May. Julie will keep looking for other grant opportunities. She has contacted the Northshore Foundation to see if they have anyone who might want to fund such a program.

Resolution for Acceptance of Quarterly Budget to Actual Report - #7-2023-3

Resolution for Acceptance of Quarterly Budget to Actual Report - #7-2023-3: 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 \$6,274,173.90 Actual Revenues totaling \$6,301,576.77 as of the 30th of June, 2023.

There was no discussion.

On motion made by Martin Lapari, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #7-2023-3.

Committee Reports

Executive Committee – Joyce Donohue (Committee Chairwoman) stated that the Executive Committee met on July 19 to review the executive director evaluations that were received. The Board will discuss the executive director evaluations later in the agenda.

Personnel Committee – Conie Abernathy (Committee Chairwoman) told the Board that the Personnel Committee met at 2:00 PM that day. At the meeting, the committee reviewed the Executive Director Succession Timeline, Executive Director job description, and the candidate evaluation form. The committee will continue to keep the board abreast of the process.

A discussion followed.

Old Business

New Auditor – Syeda Naeem (Finance Director) reminded the Board that she was asked at last month's meeting to send a request for proposal to all Louisiana Legislative Auditor (LLA) approved auditing firms who have an office in St. Tammany Parish. Syeda received a response back from one additional auditor which was Griffin and Furman.

A discussion followed.

On motion made by Carol Whelan, seconded by Sean Gannon, and so carried, the Board of Directors unanimously accepted Kushner LaGraize, LLC. as the auditor for COAST's fiscal year 2022-2023 audit and agreed upon procedures

Cooling shelters for Older Adults Discussion – Julie Agan (Executive Director) told the Board that St. Tammany Parish Government shutdown this idea which was from the new Emergency Operations Center Director for the parish.

New Business

Resolution for Amendment to STAR Transit Urban Contract - #7-2023-4 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 do all things necessary to implement, maintain, sign and execute Amendment Number: 1 to Contract Number: 21-079 with St. Tammany Parish for STAR Transit Urban Operations.

Julie Agan told the Board that the types of buses COAST will receive from St. Tammany Parish through the STAR Transit urban contract have changed. The amendment simply updates the bus model numbers.

There was no discussion.

On motion made by Kelly Walgamotte, seconded by Carol Whelan, and so carried, the Board of Directors unanimously accepted Resolution #7-2023-4.

Highway 434 Property Update – Julie Agan (Executive Director) stated that Martin Lapari, Kelly Walgamotte and she had a Zoom meeting with the project engineer and architects. COAST is still in the permitting process. Julie thanked Martin Lapari (Building Ad Hoc Committee Chairman) for all of his efforts with this project.

A discussion followed.

Board of Directors Training – Julie Agan (Executive Director) said this year's Board of Directors Training will be a video presented by the LLA on how to be an effective governing board. The training is 1 hour and it is extremely well done. This training video will be presented at 1:45 PM here in the conference room of the Covington Activity Center immediately before next month's Board of Directors Meeting.

Community Outreach – Julie Agan (Executive Director) mentioned that community outreach is one of the goals of the COAST Four Year Plan. This has also been discussed at previous Board meetings. In three short years COAST will go before the general public and ask them to continue our millage. Julie asked for assistance from the Board with community outreach by making presentations to other organizations letting them know about COAST. Julie has a slide presentation and scripts available to any Board member. If any of the Board are not comfortable speaking in public but have an organization they would like for an employee of COAST to speak at, let Deidra Chiasson (Executive Assistant) know.

Louisiana Board of Ethics Annual Board Training Reminder – Joyce Donohue (President) reminded the Board that the Louisiana Board of Ethics Annual Board Training is due by the end of the month. It needs to be completed prior to the audit which normally starts in August.

Board Activity Center Visit – Joyce Donohue (President) stated that this month’s Board Activity Center Visit was at the Covington center.

Martin Lapari and Becky Gelatt shared information about the visit.

Joyce Donohue reminded that Board that next month’s visit is scheduled at the Folsom center on August 11. The HR Director, David Ray, will be available to collect money for lunches from anyone who would like to eat.

Executive Session – Joyce Donohue (President) said she would hear a motion for closure of the meeting to enter into Executive Session for the purpose of discussing the Executive Director’s evaluation

On motion made by Conie Abernathy, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously approved closure of the meeting to enter into *Executive Session for the purpose of discussing the Executive Director’s evaluation.*

Joyce Donohue stated that the motion was approved unanimously by a quorum of the Board. The Board of Directors St. Tammany Council on Aging was in closed session. The time was 3:54 PM.

On motion made by Martin Lapari seconded by Conie Abernathy and so carried the Board of Directors St. Tammany Council on Aging was in *open* session at 4:23 PM.”

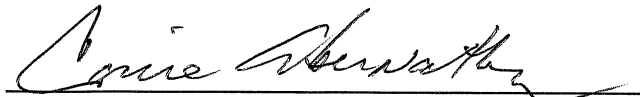
Joyce Donohue mentioned that the Board discussed only those matters specified in the Motion to go into Executive Session. No final or binding action was taken during the Executive Session.

Joyce Donohue asked for a motion to approved a 3% merit increase for Julie Agan as of July 29, 2023.

On motion made by Kelly Walgamotte seconded by Conie Abernathy and so carried the Board of Directors approved a 3% merit increase for Julie Agan as of July 29, 2023.

Adjournment

There being no further business to discuss, Joyce Donohue, President COAST Board of Directors, adjourned the meeting at 4:25 PM.



Conie Abernathy - Secretary, COAST Board of Directors

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