



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

Held June 23, 2022

Roosevelt Conference Room in the Southeast Louisiana Refugee Headquarters located at 61389 Hwy 434, Lacombe, LA 70445.

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

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), Craig Connors (Human Resources Manager), Claudia Warner (Client Services Director), Monica Stapler (Operations Assistant) and Deidra Chiasson (Executive Assistant).

A quorum was Present.

Call to Order

Kelly Walgamotte called the meeting to order at 1:32 PM.

Moment of Silence and Pledge of Allegiance – The Board had a moment of silence followed by the Pledge of Allegiance.

Election of FY 2022-2023 Executive Board

President Kelly Walgamotte stated the next item on the agenda was the election of the fiscal year 2022-2023 Executive Board.

Kelly Walgamotte asked for a motion to elect Kelly Walgamotte as President, Joyce Donohue as Vice President, Conie Abernathy as Secretary and Ginger Bruce as Treasurer of the COAST Board of Directors for the 2022-2023 fiscal year.

On motion made by Sean Gannon, seconded by Nancy Agnelly, and so carried, the Board of Directors unanimously elected Kelly Walgamotte as President, Joyce Donohue as Vice President, Conie Abernathy as Secretary and Ginger Bruce as Treasurer of the COAST Board of Directors for the 2022-2023 fiscal year.

Welcome and Introductions

Kelly Walgamotte welcomed Scott Wallace and Angelique Walgamotte to the COAST Board of Directors.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting May 26, 2022 - #6-2022-1: Be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the May 26, 2022, Regular Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Joyce Donohue, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #6-2022-1.

Treasurer's Report

Ginger Bruce (Treasurer) gave the Finance Committee report. Ginger stated that the Finance Committee Meeting was held on Wednesday, June 15, 2022. At the meeting, Sean Gannon (previous Treasurer) confirmed that he had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports. Syeda Naeem (Finance Director) went over the May Balance Sheet and Statement of Revenues & Expenses with the committee.

Julie Agan (Executive Director) explained to the committee that the food vendor which normally provides meals at the senior activity centers was closed on June 20 in observance of Juneteenth. The centers were open and clients would need meals. So, Julie contracted boxed lunches through Green Fork for center clients that day. The additional cost was \$3,000.00.

Syeda Naeem went over the Fiscal Year 2023 Budget in detail with the committee. The committee approved the budget to go forward to the full Board.

The Finance Committee reviewed the following resolutions: Resolution for Purchase Authorization for Unbudgeted Expenses, Resolution for Payment of Regularly Occurring Expenses, and Resolution for Authorized Check Signers. These are all annual general housekeeping resolutions. The committee approved the resolutions to go before the full Board with its recommendation.

The committee also reviewed the Health Coach Contract and Purchase Agreement for 72048 Ramos Avenue, in Covington. As a reminder, the Board approved a resolution back in December allowing Julie Agan to sign a purchase agreement for the property adjacent to our Executive Office on Ramos Avenue. The purchase was contingent upon the property being approved for rezoning from A3 Suburban to NC1 Light Office. While COAST is waiting for final re-zoning approval from the Parish Council which will meet next month, our attorney of record went ahead and drew up a purchase agreement for the property. All contracts over \$5,000 must go before the Finance Committee. Our attorney also reviewed the Health Coach contract. Both contracts were approved by the committee.

Monthly Financial Reports – Syeda Naeem (Finance Director) reviewed the Statement of Revenues and Expenditures as of May 31, 2022 with the Board. Syeda told the Board that as of the end of May, COAST has collected 81% of its revenues and expenditures are at 67%. The amount of revenue collected by COAST is \$5.5 million; and, the expenditures are at \$4.5 million. As of the end of May COAST has a surplus of \$1 million. Syeda speculated that at the end of June the surplus will be approximately \$600,000.00.

There was no discussion regarding the June financials.

Fiscal Year 2022 Budget Adjustments – Syeda Naeem as she was going through the current budget she found there were a few items that needed adjustment. For example:

The interest line item needed to be adjusted because, the Louisiana Asset Management Pool (LAMP) was a few hundred dollars; and Syeda has now received \$2,500.00 in LAMP interest. This is the account COAST uses for an investment account which has \$5 million dollars in it. Since COAST is collecting more interest, Syeda raised the line item in the budget by \$7,000.00.

Syeda mentioned that there is a shortage of drivers in the Transportation Department some of the drivers are working overtime. This brought the line item over budget.; so, Syeda amended the overtime line item by \$6,000.00.

Syeda increased the rent line item by \$1,800.00.

Syeda increased the Home Delivered Meals (HDM) by \$48,111.00. This figure is based on what COAST will spend for the month of June.

Syeda increased Title III-B Personal Caregiver services by \$4,000.00.

Under operating supplies gas for the Transportation Department, the budgeted amount was increased by \$20,000.00 due to the rise in gas prices. The facility/supplies for the main office increased by \$3,000.00.

Under other expenditures, software maintenance & license was increased by \$6,000.00. The background check budget was increased by \$500.00. The line item other administrative expenses was increased by \$4,000.00.

There was no discussion regarding this agenda item.

Fiscal Year (FY) 2023 Budget Review – Syeda Naeem went over the Fiscal Year(FY) 2023 proposed budget with the Board. She stated that over all the changes in expenditures from FY2022 was only 2.4%.

A discussion followed.

Resolution for Fiscal Year 2023 Budget Acceptance- #6-2022-2 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 negotiate on terms and conditions that she may deem advisable, an original budget with the effect date of the 1st day of July 2022 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 and maintain said document.

There was no discussion regarding this agenda item.

On motion made by Nancy Agnelly, seconded by Joyce Donohue, and so carried, the Board of Directors unanimously accepted Resolution #6-2022-2.

Resolution for Purchase Authorization for Unbudgeted Expenses - #6-2022-3 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 authorize purchases up to an amount of \$5,000.00 for unbudgeted expenditures for FY 2022/2023 with approval from the President of the Board of Directors.

There was no discussion regarding this agenda item.

On motion made by Conie Abernathy, seconded by Carol Whelan, and so carried, the Board of Directors unanimously accepted Resolution #6-2022-3.

Resolution for Payment of Regularly Occurring Expenses - #6-2022-4 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 authorize payment of bills, statements and/or invoices for regularly occurring expenditures, excluding extraordinary legal expenses, that are part of the council's Board-approved budget for FY 2022/2023.

A discussion followed.

On motion made by Janice Roussel, seconded by Ginger Bruce, and so carried, the Board of Directors unanimously accepted Resolution #6-2022-4.

Resolution for Authorized Check Signers - #6-2022-5 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Julie Agan, Executive Director; George Nicoll, Operations Director; Kelly Walgamotte, Board President; Conie Abernathy, Board Secretary; and Ginger Bruce, Board Treasurer to become check signers and account contacts for the Gulf Coast Bank & Trust Checking Account Number 100849108.

There was no discussion regarding this agenda item.

On motion made by Nancy Agnelly, seconded by Joyce Donohue, and so carried, the Board of Directors unanimously accepted Resolution #6-2022-5.

Executive Director's Report

Activities – Julie Agan stated since the last Board meeting she and some of the staff have been busy being out and about promoting COAST. She attended a Resource Festival at Rouquette Lodge May 22, a St. Tammany Parish Council meeting on June 2, the garden at the Slidell Senior Activity Center was revitalized on June 3 with the help of Home Depot, and the COVID lunch and learn was on July 11. Julie also spoke with the clients at the Lacombe center to see how COAST could increase attendance there.

2022 COAST Employee Handbook – Julie stated that she and Conie Abernathy (Personnel Committee Chairwoman) have been working on revisions to the current COAST Employee Handbook. When the revisions are complete they will give the edited handbook to Janice Rousel (Personnel Committee member and former HR for NOPD) for her comments. Then the handbook will go before the entire Personnel Committee for approval before coming to the Board for final approval.

Open Enrollment – Julie gave a shout out to Craig Conners (HR Manager) for getting through open enrollment. Julie said it was quite a mountain to climb.

FY2023 Budget – Julie said that she and Syeda completed the FY2023 budget that was presented to the Board.

General Membership Meeting – Julie mentioned that Jorie Morgan (Marketing and Event Coordinator) with her team and some other staff put together the General Membership Meeting which Julie thinks went really well.

National Council on Aging's Conference – Julie said that earlier in the month she spent four days attending the National Council on Aging's virtual conference. There were some outstanding sessions. The three that Julie felt were the most valuable were the Life Long Learning Programs, the partnership with LYFT to subsidize the transport of seniors, and the Adult Wellbeing Assessment. The assessment will be incorporated into the new senior health program COAST is creating.

A discussion followed.

Lacombe Senior Activity Center/Transportation Depot Project (Lacombe Project) – Julie told the Board that earlier that week she had received the new site plan for the Lacombe Project. She let them know it was in their folders. Julie mentioned the new site plan has the activity center and transportation depot flipped from the previous site plan given to the Board. The flip was due to parking and set back requirements, etc.

A discussion followed.

Committee Reports

Kelly Walgamotte stated there were no committee reports this month.

Old Business

There was no old business to discuss.

New Business

Election of Board Development Committee – Kelly Walgamotte told the Board that according to Article VIII, Section 8.03 of the COAST Bylaws, this committee is to be elected by majority vote of the board at the first Board meeting in June. The Secretary should serve on this committee as the Secretary maintains a list of members of the Corporation via the Corporate List.

The Board Development committee nominates temporary replacements to be elected by the Board to fill vacancies; presents a slate of nominees for the Board to be voted upon by the general membership at the annual meeting. This committee also is responsible for conducting the annual membership drive each April.

Kelly Walgamotte nominated the following Board members for the 2022/2023 COAST Board Development Committee: Joyce Donohue, Conie Abernathy, Janice Roussel, and Martin Lapari.

On motion made by Ginger Bruce, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously elected Joyce Donohue to the 2022/2022 Board Development Committee.

On motion made by Nancy Agnelly, seconded by Amanda Mason, and so carried, the Board of Directors unanimously elected Conie Abernathy to the 2022/2023 Board Development Committee.

On motion made by Joyce Donohue, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously elected Janice Roussel to the 2022/2023 Board Development Committee.

On motion made by Conie Abernathy, seconded by Joyce Donohue, and so carried, the Board of Directors unanimously elected Martin Lapari to the 2022/2023 Board Development Committee.

Board Member Committee Appointments – Kelly Walgamotte stated according to the COAST Bylaws, the Board President appoints Board members to all committees except the Board Development Committee which requires an election by the Board.

Kelly said the Executive Committee is composed of the officers of the Board during their current term of office. This Committee will meet as often as necessary and recommend to the full Board of Directors actions needed to handle all corporation affairs. This committee conducts an annual review of the Bylaws of the Board of Directors. He appointed the following Board Members to the 2022/2023 Executive Committee: Vice President, Joyce Donohue; Secretary, Conie Abernathy; Treasurer, Ginger Bruce and Kelly Walgamotte, President.

Kelly Walgamotte stated the Personnel Committee establishes and oversees the personnel policies, recommends salaries and adjustments for the executive director only and interviews and recommends candidates for the director's position. The committee hears grievances and settles disputes, subject to final appeal/oversight by the Board of Directors, and ensures the council's compliance with labor standards including employee rights and compensations. The committee shall also conduct an annual review of the personnel manual(s). He appointed Conie Abernathy, Joyce Donohue, Janice Roussel, and Martin Lapari to the 2022/2023 COAST Personnel Committee.

Kelly told the Board that the Finance Committee consists of at minimum the four members of the Executive Committee. The Board President may appoint other members. The Treasurer shall serve as chairman. This committee shall review and

submit to the full board financial reports and amendments to the budget for the current fiscal year. This committee shall review, evaluate, and make recommendations to the Board and the Executive Director for approval of all contracts in excess of \$5,000.00 prior to the contracts being executed. This committee shall also determine if an attorney shall review a contract prior to presentation to the Board. Kelly appointed the following Board Members to the 2022/2023 COAST Finance Committee: Vice President, Joyce Donohue; Secretary, Conie Abernathy; Treasurer; Ginger Bruce, Sean Gannon, Scott Wallace and President Kelly Walgamotte.

Kelly Walgamotte said the Title III Services Committee reviews Transportation, Nutrition, and In Home Services program reports, and makes recommendations to the Board regarding these issues. . The committee shall conduct an annual review of the Title III Services manuals. Kelly appointed Carol Whelan, Gus Flair, Becky Gelatt and Amanda Mason to the 2022/2023 COAST Title III Services Committee.

Kelly stated that the Resource Development Committee makes recommendations to the Board for fundraising projects. Once projects are approved, this committee plans, organizes, and is responsible for overseeing all of the activities associated with the fundraiser. The Resource Development Committee and the Board will follow the guidelines established in COAST's Fundraising Policy, if applicable. The Board President may appoint up to three (3) non-Board members to the committee. Kelly appointed the following Board Members to the 2022/2023 Resource Development Committee: Nancy Agnelly, Gus Flair, Amy Tucker and Angelique Walgamotte.

Kelly told the Board that the Building Ad Hoc Committee is special committee of members established to undertake any studies, which the Board has authorized. The members of this committees shall be appointed by the President to serve until such time as the work to which the committee was assigned has been completed. Kelly appointed the following Board Members to the 2022-2023 Building Ad Hoc Committee: Martin Lapari, Carol Whelan, and Kelly Walgamotte.

Election of Committee Chairpersons – Kelly Walgamotte stated there must be chairs in place in order to hold a meeting. Each committee will have the opportunity to elect a new committee chair at its first meeting. Kelly nominated the following Board Members as committee chairpersons for the 2022/2023 Board Year: Personnel Committee – Conie Abernathy; Title III Services Committee – Gus Flair; Resource Development Committee – Nancy Agnelly; Board Development Committee – Joyce Donohue; and Building Ad Hoc Committee – Marty Lapari.

On motion made by Carol Whelan, seconded by Janice Roussel, and so carried, the Board of Directors unanimously elected the following Board Members as committee chairpersons for the 2022/2023 Board Year: Personnel Committee – Conie Abernathy, Title III Services Committee – Gus Flair, Resource Development Committee – Nancy Agnelly, Board Development Committee – Joyce Donohue and Building Ad Hoc Committee – Marty Lapari.

Kelly reminded the Board that the Finance Committee will be chaired by the Treasurer and Executive Committee by the President in accordance with the COAST Bylaws.

Resolution for Health Coach - #6-2022-6 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 services agreement with Nourish the Good Life, LLC. to produce and conduct one hundred (100) education sessions, and health coaching sessions for COAST clients at a rate of twenty-five dollars (\$25.00) per hour and pay mileage reimbursement per government rate for trips to Folsom, Slidell, Pearl River and Bush from July 1, 2022 to June 30, 2023.

Julie Agan (Executive Director) stated COAST had received a grant through the Governor's Office of Elderly Affairs (GOEA) for just under \$73,000.00 for this current fiscal year and another \$73,000.00 per year for fiscal years 2023 and 2024 to conduct a public health program. When Julie found out that COAST was receiving this money she knew immediately that the owner of Nourish the Good Life, who is an accredited health coach, would be a good fit. The health

coach is already working with the staff Wellness Coordinator to put together an entire program that will be introduced at all the activity centers. What the health coach will be doing is one on one health coaching for clients who want to sign up for this program. COAST has a dietitian on contract who does a lot of nutrition counseling. Our Wellness Coordinator does our wellness and exercise classes. The health coach, Alexa, will fill in the gap with a holistic approach which promotes selfcare.

There was no further discussion.

On motion made by Nancy Agnelly, seconded by Carol Whelan, and so carried, the Board of Directors unanimously accepted Resolution #6-2022-6.

2022 COAST Succession Plan – Kelly Walgamotte reminded the Board that they were sent the 2022 COAST Succession Plan last week. All changes were highlighted; and the edited plan was projected on the tv screen for them to view.

Resolution for 2022 COAST Succession Plan - #6-2022-7 states: Be it resolved that the Board of Directors of the above corporation does hereby approve the 2022 St. Tammany Council on Aging Succession Plan and does authorize Julie Agan, Executive Director, or her successors in office to do all things necessary to implement said plan.

Julie Agan stated the only things that had changed on the Succession Plan were some names and titles of staff members.

A discussion followed.

On motion made by Nancy Agnelly, seconded by Amanda Mason, and so carried, the Board of Directors unanimously accepted Resolution #6-2022-7.

Resolution for Temporary Fuel Stipend - #6-2022-8 states: Be it resolved that the Board of Directors of the above corporation does hereby approve a temporary fuel stipend for COAST employees unable to work from home one day per week. The fuel stipend is authorized from the first paycheck in July through the first paycheck in September or until fuel reaches \$3.25 per gallon within St. Tammany Parish.

Julie Agan reminded the Board that they were asked 3 months ago to allow COAST to provide its employees with a temporary fuel stipend and this was discussed with COAST's labor law attorney. A lot of the staff does not live in St. Tammany Parish. Some staff could not afford gas to come to work. Since the temporary fuel stipend was passed three months ago, gas is now about \$.75 higher Julie did not know if COAST could continue the stipend beyond an additional 3 months but feels that because COAST's coffers are so heavy and the stipend is not taking money away from services, it is something COAST really needs to do. Otherwise, Julie was afraid the organization may lose some of its staff. The stipends are based on how far an employee travels from home to place of work. Some employees are receiving \$75 per month others \$125 and some \$175 based on the distance they drive to work. The cost to do this is around \$9,000,00 per month. There is money in the budget for this. Julie also asked permission from the Board to allow the COAST Directors, who already receive a travel allowances, to also receive an additional \$75 per month.

A discussion followed.

On motion made by Ginger Bruce, seconded by Nancy Agnelly, and so carried, the Board of Directors unanimously accepted Resolution #6-2022-8.

Executive Session – President Kelly Walgamotte stated that he would now 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 Angélique Walgamotte, seconded by Nancy Agnelly, and so carried, the Board of Directors unanimously agreed to enter into Executive Session for the purpose of discussing the Executive Director's evaluation.

Kelly Walgamotte stated the motion was approved unanimously by a quorum of the Board. The Board of Directors St. Tammany Council on Aging was in closed session at 2:56 PM.

On motion made by Ginger Bruce seconded by Joyce Donohue and so carried the Board of Directors St. Tammany Council on Aging resumed open session at 3:17 PM.

Kelly Walgamotte stated 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.

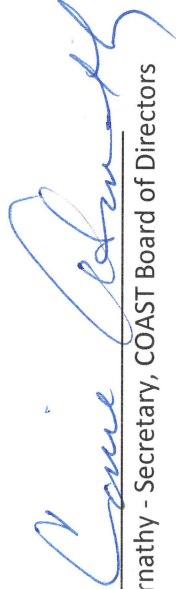
Executive Director Evaluation – Kelly Walgamotte said the Executive Director has requested an extra week of leave. However, the Board felt she deserved a 3% pay increase.

A discussion followed.

On motion made by Martin Lapari, seconded by Carol Whelan, and so carried, the Board of Directors unanimously approved a 3% pay increase for the Executive Director beginning on her anniversary date in July 2022.

Adjournment

There being no further business to discuss, Kelly Walgamotte, President COAST Board of Directors, adjourned the meeting at 3:21 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.*