



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

Held November 30, 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, Amanda Mason, Janice Rousel, 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), Amy Kudel (Executive Director in Training), Deidra Chiasson (Executive Assistant) and Angela Bickham (Covington Activity Center Manager).

The following guests were present: Michelle Treshwig and Amy Bourg from Kushner LaGraize, LLC.

A quorum was Present.

**Call to Order**

Vice President Martin Lapari called the meeting to order, in President Joyce Donohue’s absence, at 3:01 PM.

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

**Welcome and Introductions**

Vice President Lapari welcomed Amy Kudel the Executive Director in Training, and Angela Bickham the Covington Activity Center Manager who was there to present the Success story of the Month. Martin Lapari also welcomed Michell Treshwig, from Kushner LaGraize, LLC, who was present to discuss the Fiscal Year 2022-2023 Audit and Agreed Upon Procedure.

**Success Story of the Month**

Angela Bickham told the Board about two situations where sick clients, at the Covington Activity Center, were given emergency services and how the incidents were handled by COAST center staff.

**Fiscal Year 2022-2023 Audit Presentation**

Michelle Treshwig, from Kushner LaGraize, LLC, reported on the Fiscal Year 2022-2023 Audit. Ms. Treshwig told the Board that there was an unmodified opinion with no findings on the audit. She suggested the Board review sections 5-12 on the synopsis of the audit when it is made available to them. Michelle said that there were no findings or exceptions on the Agreed Upon Procedures for FY 2022-2023. A note was made regarding amending the budget throughout the fiscal year as needed.

Resolution for Independent Audit Acceptance for Fiscal Year 2023 - #11-2023-1 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Joyce Donohue, President and Kelly Walgamotte, Treasurer or their successors in office to submit, on terms and conditions that they may deem advisable, acceptance of the Fiscal Year 2022-2023 Independent Audit for period ending June 30, 2023 prepared by Kushner LaGraize, LLC. and to execute

audit on behalf of the corporation, and further it does hereby give Julie Agan, Executive Director or her successor in office the power and authority to do all things necessary to implement said audit.

There was no discussion.

On motion made by Kelly Walgamotte, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #11-2023-1.

Resolution for Agreed Upon Procedures - #11-2023-2 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Joyce Donohue, Board President and Kelly Walgamotte, Board Treasurer or their successor in office to accept the Agreed Upon Procedures report required and by the Louisiana Legislative Auditor for the period of July 1, 2022 through June 30, 2023.

There was no discussion.

On motion made by Kelly Walgamotte, seconded by Amanda Mason, and so carried, the Board of Directors unanimously accepted Resolution #11-2023-2.

### **Secretary's Report**

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting October 26, 2023 - #11-2023-3 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the October 26, 2023 Regular Board Meeting as submitted.

There was no discussion.

On motion made by Janice Roussel, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously accepted Resolution #11-2023-3.

### **Treasurer's Report**

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

Kelley Walgamotte stated the Finance Committee Meeting was held on Monday, November 27, 2023. At the meeting, Kelly confirmed that he had reviewed, signed and approved the Monthly Bank Reconciliations and credit Card Reports. Syeda Naeem (Finance Director) reviewed the October financials with the committee.

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

There was no discussion of the Statement of Revenues and Expenditures.

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

There was no discussion of the October Balance Sheet.

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

New Center – Julie Agan stated that she, Claudia Warner (Client Services Director) and Scherell Thompson (Lacombe Activity Center Site Manager) ventured into Lulling earlier in the month to visit their brand new center. Julie said it is quite impressive. The ladies made notes on ideas that they might want to borrow, for the Lacombe Center, and got a great resource for furniture.

New Board Members – Julie told the Board that she wrote an article in the St. Tammany Farmer newspaper explaining that the St. Tammany Council on Aging (COAST) needed some residents from the east side of the parish to apply for a board position. There have been six requests for additional information and have received paperwork from three of the six.

Automated External Defibrillators (AEDs) – Julie mentioned that the AEDs have been delivered to COAST. George Nicoll's (Operations Manager) team is installing the devices. If the Board members looked to the right of the kitchen doorway, in the Covington Activity Center, they would see an AED on the wall.

New Executive Director – Julie said that Amy Kudel (Executive Director in Training) and she are now office mates. Amy is picking up on things very quickly. Julie stated that she was delighted Amy was selected as her successor in office.

Fiscal Year 2022-2023 (FY23) Audit – Julie mentioned that she and Syeda Naeem (Finance Director) did not receive the FY23 audit until Tuesday afternoon. Julie is in the process of reading through the narrative sections and making minor corrections. The financials numbers will not change due to any edits Julie is making.

### **Committee Reports**

Personnel Committee – Janice Roussel spoke on behalf of the Personnel Committee in Chairwoman Conie Abernathy's absence. Janice stated that the Personnel Committee met that day and approved the St. Tammany Council on Aging, Inc. 2024 Employee Handbook which David Ray (Human Resources Director) has been updating, to go to COAST's Employment Law Attorney, Michael Weiner. Once the handbook is given back to COAST with the attorney's suggested changes, it will be brought before the full Board for approval.

Board Development Committee – Martin Lapari presented the Board Development Committee's report in Chairwoman Joyce Donohue's absence. Martin told the Board that the committee met on Monday. They interviewed Al Hamauei as a replacement for Kimberly Wood's unexpired term which runs through June of 2026. His resumé was sent out to the Board on Tuesday with the October Financials. The committee agreed to recommend Al to the full Board as Kimberly's replacement.

Election of New Board member - On motion made by Kelly Walgamotte, seconded by Janice Roussel, and so carried, the Board of Directors unanimously approved Al Hamauei to serve on the St. Tammany Council on Aging, Inc. Board of Directors fulfilling Kimberly Wood's unexpired term.

### **Old Business**

There was no old business to discuss.

### **New Business**

Resolution for Amendment to St. Tammany Council on the Aging, INC. Bylaws - #11-2023-4 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, and execute an Amendment to the St. Tammany Council on the Aging, Inc. Bylaws to include the addition of a policy for American Disabilities Act Compliance in section 5.06.

A discussion followed.

On motion made by Kelly Walgamotte, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously accepted Resolution #11-2023-4.

Resolution for Third Amendment to Cooperative Endeavor Agreement with St. Tammany Parish Government for Transportation Depot #11-2023-5 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 an Amendment to the Cooperative Endeavor Agreement (CEA) with the St. Tammany Parish Government for exclusive use of Building C and non-exclusive use of parking areas for parking and storage of transit vehicles in the St. Tammany Parish Administrative Complex located at 21410 Koop Drive, Mandeville, LA 70471 as the STAR Transit Administrative Offices and Depot at the cost of two thousand five hundred dollars (\$2,500.00) per month for the amended term now ending December 31, 2024.

There was no discussion of this resolution.

On motion made by Kelly Walgamotte, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously accepted Resolution #12-2023-5.

Hwy 434 Property Update – Julie Agan stated that that she and Martin Lapari (Building Ad Hoc Committee Chairman) met with the architects and construction project manager a week before Thanksgiving. It was the construction crew’s intention to pour slabs the week of Thanksgiving. However, it rained that week. The rebar has been set and the site is ready for concrete. Since the project was ahead of schedule, the rain delay will not push it behind schedule. Julie also met with the architect firm’s interior designer. They narrowed down choices for paints, carpets, flooring and light fixtures. Tomorrow, final selections for those items will be made.

A discussion followed.

December Board Meeting Reminder – Martin Lapari reminded the everyone present that the Board voted to move the December Board of Directors Meeting to the 21.

Board Activity Center Visit – Martin Lapari told the Board that next month’s Activity Center visit is scheduled at our Madisonville center on December 15. Michelle Gelpi, COAST’s bookkeeper, will be available to collect money for lunches from anyone who would like to eat and is not a member of COAST. 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 3:56 PM.

  
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Martin Lapari – Vice President, COAST Board of Directors

  
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Conie Abernathy – Secretary, COAST Board of Directors

*\*The above meeting minutes constitutes the general understanding by Martin Lapari, Vice President - COAST Board of Directors, of the meeting content. Please advise Deidra Chiasson, Assistant to Executive Director COAST, of any errors or omissions.*