



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

Held February 23, 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, 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), Deborah Hoard (Center Support Services), Lysie Abbot (Transportation Training & Safety Coordinator) and Schrell Thompson (Lacombe Activity Center Site Manager)

Call to Order

President Kelly Walgamotte called the meeting to order at 3: 05 PM.

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

Success Story of the Month

Kelly Walgamotte introduced Schrell Thompson who is the Site Manager for the COAST Lacombe Activity Center. Schrell spoke to the Board about the success of the Lacombe Center in attracting clients.

A discussion followed.

*Marcus Wallace arrived at the meeting. A quorum was already present.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting January 26, 2023 –

#2-2023-1 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the January 26, 2023 Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Ginger Bruce, seconded by Gus Flair, and so carried, the Board of Directors unanimously accepted Resolution #2-2023-1.

Treasurer's Report

Finance Committee Report – Ginger Bruce (Treasurer) stated that the Finance Committee Meeting Meeting was on Wednesday, February 15, 2023.

At the meeting, Ginger confirmed that she had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports.

Ginger said that Syeda Naeem (Finance Director) went over the Statement of Revenue and Expenditures through January 31 and the January Balance Sheet with the committee.

Ginger mentioned that the committee discussed their role in contracts approval. The committee made some changes to the Financial Policies and Procedures regarding contracts. The 2023 Accounting Policies & Procedures with both the committee changes and changes made by Syeda were reviewed and approved by the committee with its recommendation to the Board to approve the supporting resolution. The policies and procedures were emailed out to the Board last week.

Ginger said that the committee reviewed the 2023 Chore Contract which is the grass cutting service COAST offers. The committee is recommending the Board approve the accompanying resolution.

The committee also reviewed the Department of Transportation and Development Contract awarding COAST money for Transportation vans.

Resolution for approval of 2023 Accounting Policies & Procedures - #2-2023-2 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the 2023 COAST Accounting Policies and Procedures in its entirety.

There was no discussion.

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

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

A discussion followed.

Syeda reviewed the January 2023 Balance Sheet with the Board.

There was no discussion.

Executive Director's Report

Lunch and Learn - Julie Agan stated that COAST will host its next Lunch and Learn next week on Saturday, March 4 at the Folsom Activity Center. The event will begin at 11:30 AM. Richard Bostanian, the Integrated Clinic Pharmacist with

Center Well Primary Care will present “The 411 on Vaccines”. There are a few spots still available. To register, go to the events page on the COAST Website. This adult only event is open to the public.

A discussion followed.

Trualta Program – Julie Agan let the Board know they could find information regarding the Trualta Program in their folders. Joyce Donohue (Vice President) had asked Julie to give an update on the program. Julie reminded the Board what the Trualta program was used for.

Team Building Event – Julie Agan mentioned that on January 31, COAST hosted a Team Building Event for all non-Transportation employees. COAST had not had one of these events in a while. It was nice to get the team together.

In-Service Training – Julie Agan said that on February 1, the entire Clients Services staff attended an in-service training with Elderly Protective Services.

Meeting with Northshore Foodbank – Julie Agan told the Board that she met with the staff from the Northshore Foodbank to brainstorm additional methods for the two organizations to partner. Currently, the foodbank is making home deliveries to older adults with no means to travel to the foodbank to get their commodities.

Caregiver Support and Education Programs - Julie said she attended a lunch with a number of the family caregivers who participate in the support and education programs that COAST provides. Julie stated that it was difficult to hear some of the hardships that COAST clients deal with every day. But, it was great to see that they are receiving support and courage from the organization’s program.

Activity Center Updates – Julie Agan mentioned that the Bush Center had their Active Aging week last week with clients enjoying tips and tools to improve their social, emotional, spiritual, physical and intellectual wellbeing. The clients at the Covington Center participated in the second part of a three day painting class sponsored through the St. Tammany Department of Cultural Arts. The Pearl River Center clients will have a change to complete the painting course next month.

Scheduling Program for Nutrition Drivers – Julie stated that this month, some staff members and she attended live demonstrations for a nutrition drivers scheduling program with an online learning system for clients and an additional option to add COAST’s pre-existing accounting program. Julie mentioned she and Syeda Naeem (Finance Director) are already working for the fiscal year 2024 budget. Julie is not sure if COAST can afford the programs; but, she is working on it.

Highway 434 Property – Julie Agan told the Board that the prices for construction are coming in higher than initially projected for the Activity Center and Transportation Depot on the land COAST owns on Highway 434 in Lacombe. Julie stated she hoped that the architects will have final spec prices early next week. Once the prices are in, the bid process for the project will begin.

A discussion followed.

Committee Reports

Title III Services Committee Report – Gus Flair (Committee Chairman) stated that The Title III Services Committee met on Thursday, February 16. Chris Hodge (Transportation Director) reviewed the Transportation Department's Accidents/incidents with the Committee. Next, the committee reviewed the Transportation Revenue Monthly Summary. Chris Hodge brought her Safety and Training Coordinator, Lysie Abbot, with her to review the brand new Train The Trainer Guide which Lysie helped create with the committee. The committee approved the guide and supporting resolution to go before the Board with its recommendation. The guide was emailed to the Board last week. Lysie was present to answer any questions regarding the guide.

Lysie Abbott gave the Board additional information regarding the Train the Trainer Guide.

A discussion followed.

Resolution for Approval of 2023 Train The Trainer Guide - #2-2023-3 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the Train The Trainer Guide, in its entirety.

There was no discussion.

On motion made by Nancy Agnelly, seconded by Janice Roussel, and so carried, the Board of Directors unanimously accepted Resolution #2-2023-3.

During its meeting the committee then reviewed the updated COAST Transportation Driver's Handbook and Policy Manual for 2023. The manual was approved by the committee and the supporting resolution was sent to the Board with the committee's recommendation. The updates to the COAST Transportation Driver's Handbook and Policy Manual for 2023 were emailed to the Board last week. Chris Hodge was present to answer any questions regarding the manual.

Resolution for Approval of 2023 Transportation Drivers Manual - #2-2023-4 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the 2023 COAST Transportation Driver's Handbook & Policy Manual in its entirety.

There was no discussion.

On motion made by Janice Roussel, seconded by Carol Whelan, and so carried, the Board of Directors unanimously accepted Resolution #2-2023-4.

During the committee meeting, Claudia Warner (Client Services Director) went over the Client Services reports with the committee. The only item of note was that the In-Home Respite service which COAST contracts through is not serving as many clients as the organization had budgeted for.

Gus Flair read a thank you note from a client to the Board.

Executive Committee Report – Kelly Walgamotte (President/Committee Chairman) told the Board that the Executive Committee met on Wednesday, February 15. At the meeting, the committee reviewed and approved the 2023 St. Tammany Council on Aging, Inc. Continuity and Business Emergency Plan. As well as agreeing to send the supporting resolution to the full board with the committee’s recommendation. The plan was emailed to the Board last week. George Nicoll (Operations Director) was available to answer any questions regarding the plan.

Resolution for Approval of 2023 St. Tammany Council on Aging, Inc. Continuity and Business Emergency Plan - #2-2023-5 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the 2023 St. Tammany Council on Aging, Inc. Continuity & Business Emergency Plan in its entirety.

There was no discussion.

On motion made by Conie Abernathy, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #2-2023-5.

At the meeting the committee also discussed the creation of a Contract Ad Hoc Committee for the Bid Procurement Process and who should be on this committee. This particular ad hoc committee is needed to open all official bids for services and to review and select the vendor that will provide these services for the next four years. Once the selections are made, the vendor selections will be brought before the board for final approval. During the committee’s discussion the following names were mentioned: Marty Lapari, Scott Wallace, Joyce Donohue and myself (Kelly Walgamotte). Kelly asked if anyone else was interested in joining the committee.

A discussion followed.

Personnel Committee - Conie Abernathy (Committee Chairwoman) said the Personnel Committee met on Monday, February 13. At the meeting they discussed the Succession Plan for the Executive Director. The committee decided the interview process would consist of resumes being reviewed by both the Human Resources (HR) and Executive Directors. Qualified applicants will be forwarded to a special ad hoc committee that will interview the applicants. Committee members will conduct phone interviews with the applicants using a script, provided by the HR Director, which includes information regarding benefits. The candidates that pass the phone interview will then be asked to come for an in person interview with the committee. The committee will choose the top candidates. These final candidates will appear before the full Board at a Special Board Meeting. Once the Board has had a chance to interview the top candidates, the Board will go into Executive Session and make its selection.

The timeline for the succession is as follows: July 1, 2023 – Start process; August 1, 2023 – Begin Advertising for position; September 1, 2023 - Tentative date for starting phone interviews; and, Mid-late September start in person interviews with the ad hoc committee. Once the top candidates are selected, there will be a special board meeting for the selection of the new Executive Director. The new Executive Director will start on January 2, 2024. Julie Agan (Executive Director) will train her replacement through May 2024.

The Personnel Committee is asking for \$10,000 for recruitment. This amount will go into the fiscal year 2024 budget.

A discussion followed.

Old Business

There was no old business to discuss.

New Business

Resolution for Approval of Chore Contract - #2-2023-6 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Julie Agan, Executive Director, or George Nicoll, Operations Director, or their successors in office to do all things necessary to implement, maintain, sign and execute a contractual agreement with Corporate Green, LLC dba GreenSeasons. to provide qualifying clients with Chore Services (lawn maintenance) bi-weekly from March 1, 2023 through October 31, 2023 for two (2) units (hours) per visit at a rate of thirty five dollars (\$35.00) per unit not to exceed forty six thousand dollars (\$46,000.00) in total services.

There was no discussion.

On motion made by Ginger Bruce, seconded by Nancy, and so carried, the Board of Directors unanimously accepted Resolution #2-2023-6.

Automated External Defibrillator (AED) Devices at Activity Centers – Kelly Walgamotte stated that there was some discussion among the Executive Committee about purchasing Automated External Defibrillator Devices commonly known as AEDs for the Activity Centers.

The Board received handouts listing Chris Hodges (Transportation Director) concerns about having AEDs in the Activity Centers. Chris then went over the handout.

A discussion followed.

On motion made by Gus Flair, seconded by Carol Whelan, and so carried, the Board of Directors unanimously voted to move forward with finding more information about AEDs and the requirements for them.

Board Recruitment – Kelly Walgamotte (President) mentioned that Joyce Donohue who is the Board Development Chair was unable to attend the meeting. Joyce asked Kelly to remind the Board that in June, Nancy Agnelly and Ginger Bruce term out. There are also 3 additional Board members who have the option of second term. That means there will be a minimum of 2 spots open on the Board. Kelly asked that if any of the Board knew of someone who they would like to recommend for one of the spots, to please send Deidra Chiasson (Executive Assistant) an email with the person's contact information.

Gus Flair had a person who he would like to have sent a directorial candidate packet.

Contract Ad Hoc Committee Appointments – Kelly Walgamotte (President) to the Board that there must be a Contract Committee in place as part of the bid procurement process.

A discussion followed.

Carol When would like to join the Contract Ad Hoc Committee.

Louisiana Board of Ethics Tier 2.1 Personal Financial Disclosure reminder for 2022 Tax Year – Kelly Walgamotte (President) reminded the Board that the Louisiana Board of Ethics Tier 2.1 Personal Financial Disclosure for the 2022 Tax Year is due to the Board of Ethics on May 15. Deidra Chiasson (Executive Assistant) will email this form to the full Board on Monday.

Louisiana Board of Ethics Board Member Training for 2023 – Kelly Walgamotte (President) reminded the Board that they must complete the annual Louisiana Board of Ethics Training for Boards each year. Deidra Chiasson (Executive Assistant) will email out the training link on Monday. Kelly asked everyone to have this training complete no later than July. Full Board participation is needed prior to the start of the audit in August.

A discussion followed.

Bush Activity Center Update – Julie Agan told the Board that the Bush Food Pantry has agreed to sign the Cooperative Endeavor Agreement (CEA) with St. Tammany Parish in order to share the space which houses the COAST Bush Activity Center and the Bush Food Pantry. Julie was not privy to the CEA specifications. The parish plans to build cabinets along one of the walls of the building to help the food pantry store some its items.

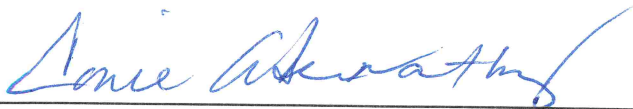
A discussion followed

Board Activity Center Visit – Kelly Walgamotte (President) informed the Board that the March Board Activity Center Visit will take place on the 10th at the Slidell Center. Deidra Chiasson (Executive Assistant) will send out reminders. If you are eating lunch you can pay the Darren Chutter from the Transportation Department for your meal that day. The cost is \$5.50, it must be pre-ordered and paid by check or exact cash. Kelly asked if anyone had any comments about this month's visit to Lacombe.

A discussion followed.

Adjournment

There being no further business to discuss, Kelly Walgamotte, President COAST Board of Directors, adjourned the meeting at 4:31 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.*