



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

Held September 28, 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 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), Deidra Chiasson (Executive Assistant) and Chuck Serpas (Home Delivered Meal Driver).

The following visitor was present: Amy Kudel.

A quorum was Present.

Call to Order

President Joyce Donohue called the meeting to order 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

President Donohue introduced Amy Kudel to the Board members present.

A discussion followed.

*Note – Amanda Mason arrived at 3:12 PM. A quorum had already been established.

Joyce Donohue introduced Chuck Serpas, COAST Home Delivered Meals (HDM) Driver, to the Board.

Success Story of the Month

Chuck Serpas shared with the board about the time he was able to get a window air conditioning unit installed in a home delivered meals client's home who did not have working air conditioning.

A discussion followed.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for General Membership Meeting August 24, 2023 - #9-2023-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the August 24, 2023 Regular Board Meeting as submitted.

There was no discussion.

On motion made by Kelly Walgamotte, seconded by Carol Whelan, and so carried, the Board of Directors unanimously accepted Resolution #9-2023-1.

Treasurer's Report

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

Kelley Walgamotte stated the Finance Committee Meeting was held on Wednesday, September 20, 2023. At the meeting, Kelly confirmed that he had reviewed, signed and approved the Monthly Bank Reconciliations and credit Card Reports. Syeda went over the August Statement of Revenues and Expenditures and Balance Sheet with the committee. Then the committee was given copies of the suggested revisions to the Accounting Policies and Procedures. The committee made some edits to the revisions and agreed to recommend Board acceptance of these changes.

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

A discussion followed.

Syeda Naeem went over the August Balance Sheet with the Board.

There was no discussion of the Balance Sheet.

Resolution for Updated 2023 Accounting Policies & Procedures – #9-2023-2 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.

Syeda Naeem went over the updates to the Accounting Policies and Procedures with the Board.

A discussion followed.

On motion made by Kelly Walgamotte, seconded by Gus Flair, and so carried, the Board of Directors unanimously accepted Resolution #9-2023-2.

Executive Director's Report

Governor's Office of Elderly Affairs (GOEA) Training – Julie Agan stated that Syeda Naeem (Finance Director), Claudia Warner (Client Services Director) and she attended the GOEA Training this month in Pineville. Syeda had the opportunity to ask some questions about changes in Finance going on at GOEA.

Resource Festival – Julie mentioned that the staff has been very busy prepping for the annual resource festival. It is COAST's largest event of the year. The resource festival will take place at the Castine Center in Pelican Park on October 5 from 10 AM-2 PM. Valena Rosemond was able to secure 38 vendors for this event.

Bush Mini Resource Festival – Julie said that on October 11 from 9 AM- 12 PM the organization is hosting a mini resource festival at our Bush Activity Center. This is part of the goals and objectives in our current Four Year Plan. One of the initiatives is to bring events to the more rural areas. Often times, those residents just can't easily get to Mandeville.

Covington Community Garden Health Fair – Julie told the Board that COAST will have a booth at the Covington Community Garden Health Fair which is on October 13.

Veterans Administration Event – Julie stated that COAST will be at the Veterans Administration Event on October 14 which is held at the Coroner's Office.

Wild Things Event – Julie said that staff would also be at the Wild Things Event at the Southeast Louisiana Wildlife Refuge in Lacombe on the 14.

Oktoberfest – Julie mentioned that staff would be present at Roquette Lodge's Oktoberfest event on October 26.

Hispanic Lunch and Learn – COAST is hosting a Hispanic Lunch and Learn on October 28 at the Slidell Activity Center.

Lake Radio Interview – On September 29, Julie will be on Lake Radio at 8:30 AM speaking about the October events COAST is participating in or hosting.

Law Enforcement and First Responder Luncheon – Julie said she and Matt Estrade, COAST's contracted gerontologist, hosted a luncheon for law enforcement and first responders as part of the training offered through the State Public Health (STPH) grant money. This training helps them understand how to deal with those who have cognitive impairment during emergency situations.

Automated External Defibrillators (AEDs) – Julie mentioned that she and George Nicoll (Operations Director) have been researching AEDs for the centers.

Committee Reports

Board Development Committee – Joyce Donohue, Committee Chairwoman, stated that the Board Development Committee interviewed Kimberly Henry and was recommending her as a replacement for Angelique Walgamotte's unexpired term. Joyce informed the Board that Kimberly's resumé was sent out to them via email last week. Joyce asked for a motion to elect Kimberly Henry to fulfill Angelique Walgamotte's unexpired term.

There was no discussion.

Election of Directorial Candidate – On motion made by Martin Lapari, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously approved Kimberly Henry to fill Angelique Walgamotte’s unexpired term on the St. Tammany Council on Aging, Inc. Board of Directors.

Executive Director Succession Ad Hoc Committee - Joyce Donohue, Committee Chairwoman, stated that the Executive Director Succession Ad Hoc Committee met twice to interview three candidates selected for them by David Ray (HR Director) and Julie Agan (Executive Director). The committee is recommending the board select Amy Kudel as Julie Agan’s replacement.

A discussion followed.

Selection of New Executive Director - On motion made by Carol Whelan, seconded by Kelly Walgamotte and so carried, the Board of Directors unanimously approved Amy Kudel as Julie Agan’s replacement as the Executive Director of the St. Tammany Council on Aging, Inc.

Joyce Donohue told the Board that Amy Kudel’s suggested compensation packet was in their folders.

A discussion followed.

On motion made by Kelly Walgamotte, seconded by Joyce Donohue, and so carried, the Board of Directors unanimously approved for the organization to offer the suggested compensation packet and three weeks of vacation to Amy Kudel.

Old Business

There was no old business to discuss.

New Business

Updated COVID Exposure Policy – Julie Agan reviewed that updated St. Tammany Council on Aging, Inc. COVID Exposure Policy with the Board.

A discussion followed.

Some typos were found.

On motion made by Carol Whelan, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously approved the organization’s updated COVID Policy with the correction of the typos.

Hwy 434 Property Update – Julie Agan stated work has began on the Hwy 434 property that will have a new Lacombe Activity Center and Transportation Depot. She and Martin Lapari (Building Ad Hoc Committee Chairman) will meet on the first Tuesday of each month with the construction company. The project time line has completion in mid-September of 2024.

A discussion followed.

*Addition of Agenda Item – Joyce Donohue informed the Board that there was a time sensitive item that needed to be added to the agenda. She asked for a motion to add Resolution for Human Resources and Payroll Functions with Paylocity to the September 28, 2023 St. Tammany Council on Aging Board of Directors agenda.

There was no discussion.

On motion made by Amanda Mason, seconded by Gus Flair, and so carried, the Board of Directors unanimously approved the addition of Resolution for Human Resources and Payroll Functions with Paylocity - #9-2023-3 organization's September 28, 2023 agenda.

Resolution for Human Resources and Payroll Functions with Paylocity - #9-2023-3 states: Be it resolved that the Board of Directors of the above corporation does hereby give Julie Agan, Executive Director or her successors in office, the power and authority to do all things necessary to implement a contract with Paylocity for human resources and payroll functions for a base cost of one hundred seventy-seven dollars and sixty two cents (\$177.62) per pay period plus nineteen dollars and ninety-eight cents (\$19.98) per employee. The implementation fee is eight thousand three hundred forty-one dollars and sixty- two cents (\$8,341.62).

A discussion followed.

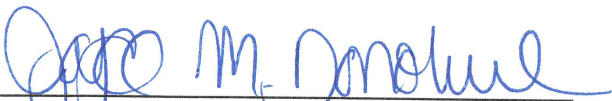
On motion made by Amanda Mason, seconded by Carol Whelan, and so carried, the Board of Directors unanimously accepted Resolution #9-2023-3.

Board Activity Center Visit – Joyce Donohue said that the September Board Activity Center Visit was at the Mandeville Center. Martin Lapari and Joyce discussed their visit to the center with the Board.

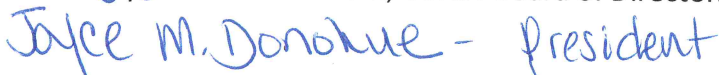
Joyce told the Board that next month's visit is scheduled at our Lacombe center on October 20. Lyndsie Abbit, from the Transportation Department, will be available to collect money for lunches from anyone who would like to eat. Deidra Chiasson (Executive Assistant) will send out an email with more details on Friday.

Adjournment

There being no further business to discuss, Joyce Donohue, President COAST Board of Directors, adjourned the meeting at 4:13 PM.



Martin Lapari – Vice President, 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.*