



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

Held March 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)

The following visitors were present: Alexa Poole

Call to Order

President Kelly Walgamotte called the meeting to order at 3: 01 PM.

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

Success Story of the Month

Kelly Walgamotte introduced Alexa Poole who is a Health Coach COAST contracted to run the STPH Health and Wellness Program for COAST.

Julie Agan (Executive Director) gave the Board basic information on the STPH Health and Wellness Program.

Alex Poole gave the Board more detailed information about the program.

A discussion followed.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting February 23, 2023 – #3-2023-1 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the February 23, 2023 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 #3-2023-1.

Treasurer's Report

Finance Committee Report – Ginger Bruce (Treasurer) stated that the Finance Committee Meeting Meeting was on Wednesday, March 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 February 28 and the February Balance Sheet with the committee.

Monthly Financial Reports - Syeda Naeem (Finance Director) reviewed the Statement of Revenues and Expenditures as of February 28, 2023 with the Board.

There was no discussion.

Syeda reviewed the February 2023 Balance Sheet with the Board.

There was no discussion.

Non-Agenda Item

Julie Agan stated that she had received the Rural Transportation Contract from St. Tammany Parish Government (STPG) yesterday. COAST has been running this program for approximately seven years now. Each year the contract comes up for renewal. The contract renewal has always gone before the full Board for approval. The contracts that are normally brought before the Board are contracts where COAST is spending money. The Rural Transportation Contract is a contract for COAST to receive money for a service it provides. This contract is \$120,000.00 less than COAST has received in the past. If the contract is not signed then COAST receives no money for its Rural Transportation Program. Julie stated she is working with STPG to find out why the amount is less than it has been in the past. The rural program contract is a 50% reimbursement which is what the program has always been other than during COVID when it was a full reimbursement. The remaining 50% of this program is funded by COAST and STARC. Julie asked the Board if they wanted her to bring the contract back to them in April for approval to receive funding reimbursement from STPG for this program.

A discussion followed.

The Board agreed that Julie Agan could sign the Rural Transportation Contract in which COAST receives money before the next Board meeting.

Executive Director's Report

Louisiana Legislative Auditor's Center for Governmental Excellence Training – Julie Agan stated that last week Syeda Naeem and she attended the Louisiana Legislative Auditor's (LLA) Center for Governmental Excellence Training. One of the things discussed at the training was Internet Safety. Julie plans to show the video, provided at the training, to her entire staff. Another item discussed was Characteristics of an Effective Board. It is an excellent one hour training that Julie would like to bring to the Board at some point.

Lunch and Learn - Julie Agan mentioned that the COAST Lunch and Learn held on Saturday, March 4 at the Folsom Activity Center was a success. There were approximately 25 people in attendance who asked a lot of questions. The event was all about the pros and cons of vaccines.

David Ray (HR Director) – Julie informed the Board that David Ray had made such a wonderful impact on COAST. In the past month, David has conducted several trainings for the management staff such as the Seven Steps of Just Cause that need to be completed prior to terminating an employee. Another training David provided was on the interview process. David even put together a template for management to use when going into interviews. Yesterday, the five other COAST Staff Directors met with David to come up with a COAST Value Statement.

First Responder Training – Julie said, Matt Estrade (COAST Contracted Gerontologist) is providing a cognitive awareness training for First Responders. This training shows them how to deal with individuals experiencing cognitive issues during an emergency. COAST was able to provide this training using the STPH money. The first of the two part training was conducted last week with some of the St. Tammany Parish Sheriff's deputies. There are two additional trainings planned in April and May. The organization is trying to make this training available to as many people as possible.

A discussion followed.

Networking Events – Julie informed the Board that a new legislative session is coming up. Julie has been to a couple of luncheon with politicians to remind them COAST is out there and working for the parish seniors.

Madisonville Activity Center Opening – Julie mentioned that the Madisonville Activity Center opens on April 3. The center grand opening is April 14 at 10:00 AM.

Committee Reports

Board Development Committee – Joyce Donohue (Committee Chairwoman) stated a Board Development Committee Meeting was held on, March 15, 2023.

In June, five Board members terms will end. Becky Gelatt, Conie Abernathy and Marty Lapari are eligible for a second 3 year term, and have agreed to stay on the Board. Ginger Bruce and Nancy Agnelly have termed out. Replacements are needed for these members. Packets have been sent out to three individuals who showed interest in joining the Board. If any Board members know of anyone who would like to join, please send their contact information to Deidra Chiasson (Executive Assistant). The committee is focusing on individuals with a finance or construction background.

The committee discussed the fiscal year 2024 Executive Board Candidates. The Board Development Committee plans to present the following board members as its selection for officers for the coming fiscal year: Joyce Donohue, President; Marty Lapari, Vice President; Conie Abernathy, Secretary and Kelly Walgamotte, Treasurer. The Board will vote on the Executive Board at its June meeting. If any other Board member would like to run for one of the officer positions, Joyce asked them to let her know.

The Annual General Membership Meeting is scheduled for Thursday, June 22, 2023. During the committee meeting, they were unsure if the Big Branch Wildlife Refuge in Lacombe would be available for COAST to use again this year due to renovation of the facility. Since the meeting, the Wild Life Refuges Director has

confirmed our organization will be able to use the Conservation Room for our meeting. The meeting will be from 10:00-11:30 AM. Joyce asked the Board to arrive a little early to introduce themselves to COASTs clients and Corporate members. Becky Gelatt, Conie Abernathy, Marty Lapari, Marcus Wallace and two new directorial candidates will be up for election by the general membership that day.

The June Board Meeting is scheduled for noon on the 22 in the Conservation Room at the wildlife refuge. The June Board meeting is normally moved to a conference room in the facility. However, with the ongoing renovations, this room will not be available to the Board this year. COAST will serve a light lunch to the Board during the meeting. Please make every effort to attend both June meetings.

A discussion followed.

Old Business

Automated External Defibrillator (AED) Devices at Activity Centers – Julie Agan reminded the Board that they had a long discussion about installing AED's or Public Access Defibrillator (PAD) Devices at the Activity Centers during the last Board meeting. The staff had some concerns about installing the devices. One of the concerns was what legal exposure the organization may have if the devices are installed. Julie was able to speak with Rod Rodrigue, COAST's Attorney of Record, regarding liability issues. Rod is also the attorney for the City of Covington. Rod told Julie that if an AED or PAD is in a building it must be used. In other words, if there is an instance that happens, it has to be used. If the device is not used and the person passes, the organization could be liable for some type of damages. Chris Hodge is an American Red Cross certified Cardiopulmonary Resuscitation (CPR) Trainer. Every other year, Chris trains the COAST Site Managers on CPR and AEDs, etc. So, the appropriate staff is already trained. If the Board decides to move in this direction, Julie thinks that she and Claudia Warner (Client Services Director) need to ensure that AED training is conducted every six months. The Site Managers need to know they will be responsible for using the AEDs in emergency situations and can be held liable if they chose not to do so.

A discussion followed.

On motion made by Carol Whelan, seconded by Marcus Wallace, and so carried, the Board of Directors agreed to defer the Automated External Defibrillator (AED) Devices at Activity Centers agenda item until the April 27, 2023 Board Meeting when a speaker will be brought in to give more information on the devices.

New Business

Committee Appointment – Kelly Walgamotte told the Board that Scott Wallace had asked to move from the Finance Committee to the Resource Development Committee due to time constraints with his job. Kelly removed Scott Wallace from the Finance Committee and appointed him to the COAST Resource Development Committee.

Highway 434 Property Update – Julie Agan (Executive Director) stated that last week she received the 90% completed blue prints for the Highway 434 project. Yesterday Claudia Warner, Chris Hodge, George Nicoll and Julie reviewed the blue prints. The staff had two pages worth of questions and made some changes. Once the questions are answered and changes made, the plans will be brought before the Building Ad Hoc Committee for final review and approval. The architects are hoping to send the project out to bid next month and break ground in the summer.

Bush Activity Center Update – Julie Agan spoke with Gina Hayes (St. Tammany Parish Government Chief Administrative Officer). Julie asked Gina Hayes if she could have a copy of the Cooperative Endeavor Agreement (CEA) between the parish and the Bush Food Pantry for use of the space at the Bush Community Center. Gina Hayes told Julie the CEA had not been signed yet. Gina assured Julie that she would send her a copy as soon as it is signed. The reason Julie wanted a copy of the CEA is to know what the CEA states and if the Bush Food Pantry is living up to the agreement. Julie sent an email out to Gina Hayes again today asking if the CEA had been signed. Julie had not heard back from Gina as of the time of the Board meeting.

A discussion followed

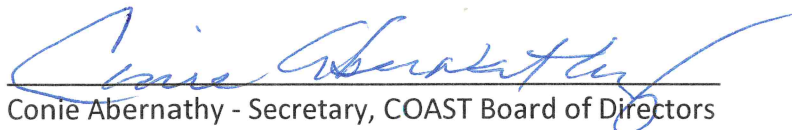
Board Activity Center Visit – Kelly Walgamotte (President) informed the Board that the April Board Activity Center Visit will take place on the 14th at the Pearl River Center. Deidra Chiasson (Executive Assistant) will send out reminders. If you are eating lunch you can pay the Steven Hoyt from the Transportation 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 Slidell.

A discussion followed.

The April 14 Board of Directors Center visit was moved to 10:00 AM at the Madisonville Activity Center to coincide with the center's grand opening ceremony. The Pearl River Center visit will take place on May 12th.

Adjournment

There being no further business to discuss, Kelly Walgamotte, President COAST Board of Directors, adjourned the meeting at 4:12 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.*