



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

Held April 25, 2024

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 (Arrived at 3:00 PM), Janice Roussel, Scott Wallace (Arrived at 3:01 PM), *Marcus Wallace, Jamie Gabourel, *Kimberly Henry, Al Hamauei and Jackie Landry.

The following staff members were present/absent (*indicates absence): Amy Kudel (Executive Director), Syeda Naeem (Finance Director), George Nicoll (Operations Director), Chris Hodge (Transportation Director), David Ray (Human Resources Director), Claudia Warner (Client Services Director), and Deidra Chiasson (Executive Assistant)

A quorum was Present.

Call to Order

Vice President Martin Lapari called the meeting to order, in President Donohue's absence, at 2:58 PM.

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

*Note: Amanda Mason arrived at 3:00 PM followed by Scott Wallace at 3:01 PM. A quorum had already been established.

Success Story of the Month

George Nicoll (Operations Director) discussed partnering with Habitat for Humanity and other organizations to provide ramps and other home repairs needed by clients.

A discussion followed.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting March 28, 2024 - #4-2024-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the March 28, 2024 Regular Board Meeting as submitted.

There was no discussion.

On motion made by Conie Abernathy, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #4-2024-1.

Treasurer's Report

Finance Committee Report – Treasurer Kelly Walgamotte gave the Finance Committee Report. Kelly Walgamotte stated the Finance Committee Meeting was held on Monday, April 22, 2024 at 3:00 PM. During the meeting, he confirmed that he had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports. Syeda Naeem (Finance Director) reviewed the

March Financials with the committee. The committee approved the Resolution for Quarterly Budget to Actual Report to go before the full Board with its recommendation. Syeda Naeem went over the amendments for our current fiscal year budget. The committee approved the Resolution for Budget Amendments to go before the full Board with its recommendation. David Ray (Human Resources Director) discussed employee health insurance options with the committee. The Finance Committee chose to go with United Healthcare for the new fiscal year which starts in July. A resolution for this agenda item is under new business.

Monthly Financial Reports – Syeda Naeem (Finance Director) presented the Statement of Revenues and Expenditures as of March 31, 2024 with the Board.

A discussion followed.

Resolution for Budget to Actual Report - #4-2024-2 states: Be it resolved that the Board of Directors of the above corporation does hereby acknowledge and accept the Budget to Actual Report containing Actual Expenditures totaling \$6,979,744.81. Actual Revenues totaling \$5,264,147.24 as of the 31st of March, 2024.

There was no discussion.

On motion made by Jackie Landry, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #4-2024-2.

Amendments to Fiscal Year 2023-2024 Budget – Syeda Naeem reviewed the budget amendments for fiscal year 2023-2024 with the Board.

A discussion followed.

Resolution for Amended FY 2023-2024 Budget - #4-2024-3 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director or her successors in office, to negotiate on terms and conditions that she may deem advisable, an amended budget for fiscal year 2023-2024 with the effective date of the 26th day of April 2024 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, maintain, amend or renew said document.

There was no discussion.

On motion made by Gus Flair, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #4-2024-3.

Executive Director's Report

Amy Kudel gave the Executive Director's Report.

Louisiana Councils on Aging Directors Association (LACOADA) Conference -Amy Kudel stated that she attended her first Louisiana Councils on Aging Directors Association (LACOADA) Conference last week in Baton Rouge. It was a great opportunity for Amy to meet the other Executive Directors of the Councils on Aging (COAs) within the state. She was able to make some contacts such as the Executive Directors for Orleans. She and Claudia Warner plan to attend the Orleans Council on Aging's Senior Resource Festival in May. At the conference, she was able to meet some of the employees from the Governor's Office of Elderly Affairs (GOEA), some senators and vendors. The LACOADA board discussed legislation that would impact the COAs.

A discussion followed.

Weather Events Effecting COAST – Amy told the Board that many of the COAST staff were effected with the severe weather that we had recently with power outages, flooding and home damage. The Activity Centers faired pretty well. The Slidell and Pearl River Centers were without power for a limited amount of time. The Lacombe Activity Center sustained water damage. The center’s landlord took care of the water. The center remained closed for a couple of days to make sure there was not mold. During that time, the center clients were offered frozen meals.

STPH Grant - Amy said that the Occupational Therapist, which COAST had contracted with, moved out of state. Amy was able to take the funding for the Occupational Therapist and allot it to programs that have been successful such as the Dementia Training for Emergency Personnel conducted by our contracted gerontologist. GOEA also suggested COAST use some of the STPH Grant money to hold health fairs. There are two health fairs scheduled. The first is at the Madisonville Activity Center on May31. The second Health Fair is at the Slidell Activity Center on June 14. At these events will be cooking demonstrations by the chef from Pyre BBQ. Attendees will also receive COAST back packs. As a reminder, if the organization does not use this money, it will have to give it back.

Employee Appreciation Event – Amy mentioned that the COAST Employee Appreciation Event is tomorrow afternoon at the Administrative Office between 2:00-4:00 PM. Amy invited the Board to drop by.

Annual Client Picnic – Amy said the Annual Client Picnic is next week at John Slidell Park. The Client Services team has been working hard on this event.

Hwy 434 Project – Amy told the Board that the Highway 434 Project is ahead of schedule. It is due to be completed by the end of August. The interior paint for the Transportation Depot is going in now. The interior paint for the Lacombe Activity Center is going in next.

Julie Agan’s Retirement Party – Amy gave a huge thank you to the Board for making Julie Agan’s retirement party happen. Julie told Amy it could not have gone better. She was very appreciative. Amy mentioned that Julie did send a Thank you Card to the Board. Amy read the card at the meeting.

Committee Reports

Title III Services Committee – Gus Flair (Title III Services Committee Chairman) gave the Title III Services Committee Report. Gus told the Board that the Title III Services Committee met on Thursday, April 18. At the meeting, Chris Hodge (Transportation Director) reviewed the Transportation Department’s incidents/accidents with the Committee. There were 5 incidents that occurred in February and March. In March, a driver backed into a building causing \$1,521.88 in damage to the vehicle. The driver was suspended. Gus mentioned that earlier this month, a driver caught the van’s rear bumper on a concrete pole in a parking lot. There was \$2,408.22 in damage. The driver was suspended. During the meeting, Claudia Warner (Client Services Director) went over the Client Services Reports with the committee. The chore service which is the grass cutting service provided by a vendor twice a month from March – October currently has a waiting list of 35. Our lawncare vendor is at capacity. The Home Delivered Meals program has a waitlist of 12 clients. This program is currently at capacity. The Medical Alerts which are paid for by COAST have a waiting list of 11. COAST is currently using all of its allotted funding for the program and is at capacity. The Homemaker program has a waitlist of 24. This program is currently having staffing issues. Our sitter service has a waitlist of 17. This was a pilot program in which COAST used STPH grant money, that was given to us during COVID, to fund. As of June 30, the funding for this program is no longer available. The sitter program will discontinue at the end of June. The Personal Care and Respite programs for our homebound clients have waiting lists. Both of these programs are currently at capacity with our vendors who provide these services. The committee reviewed the changes in COAST’s Site Manager’s Procedure Manual. Gus Flair went over the changes with the Board. Gus stated that on page 12, Amy Kudel has replaced Julie Agan as the Primary Crisis Manager and the cell number was changed to reflect Amy’s number. Joyce Donohue’s name and email replaced Kelly Walgamotte’s as board president. Gus mentioned that both Amy and Joyce’s names were misspelled in the manual that was emailed to the Board and approved to go forward by the committee. Gus assured the Board that the names have since been corrected.

A discussion followed.

Resolution for Site Managers Manual - #4-2024-4 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the 2024 Site Managers Procedures Manual, in its entirety.

There was no discussion.

On motion made by Kelly Walgamotte, seconded by Gus Flair, and so carried, the Board of Directors unanimously accepted Resolution #2-2024-4.

Board Development Committee – Martin Lapari spoke for Committee Chairwoman Joyce Donohue in her absence. Martin stated that the Board Development Committee met on Monday, August 22 at 1:30 PM. At this meeting, the members discussed candidates to replace Gus Flair and Carol Whelan who are terming out in June. The primary focus is the eastside of the parish. This will give the Board a more equal distribution of Board members parish wide. Martin told the Board that if they knew of anyone who would be a good fit for this Board, please give their contact information to Joyce Donohue or Deidra Chiasson (Executive Assistant). The Annual Meeting will be Thursday, June 27 at 10 AM in the conservation room of the Southeast Louisiana Wildlife Refuges Headquarters in Lacombe. At this meeting, the general membership will have a chance to vote in board members. The following board members will be on the ballot along with replacements for Carol Whelan and Gus Flair: Al Hamauei, Kim Henry, Jackie Landry, Amanda Mason and Marcus Wallace. The June Board Meeting will follow. Martin asked the Board to mark their calendars for the June meetings. Martin presented the Board Development Committee's recommendation for the fiscal year 2024-2025 Executive Board: President, Joyce Donohue; Vice President, Marty Lapari; Treasurer, Kelly Walgamotte and Secretary, Janice Roussel. Martin reminded the Board that they will be asked to elect these individuals at the June Meeting.

A discussion followed.

Executive Committee Report – Martin Lapari gave the Executive Committee's report in President Joyce Donohue's absence. Martin stated that the Executive Committee met at 2:00 PM on Monday, August 22. During this meeting, the committee reviewed the suggested changes to the St. Tammany Council on Aging, Inc. Bylaws

Presentation of 2024 St. Tammany Council on Aging, Inc. By-Laws – Martin went over changes in the bylaws. Then, he informed the Board that they will be asked to approve the changes at May meeting.

Old Business

There was no old business to discuss.

New Business

Resolution for Contract Approval - #4-2024-5 States: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director, or her successors in office and George Nicoll, Operations Director, or his successors in office to do all things necessary to implement, maintain, sign and execute contracts on behalf of the St. Tammany Council on Aging, Inc.

There was no discussion.

On motion made by Gus Flair, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #3-2024-5.

Resolution for Subcontract for State Project No. RU 18-52-25 - #4-2024-6 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director, or her successors in office to do all things necessary to implement, maintain, sign and execute a subcontract for State Project No. RU 18-52-25 with St. Tammany Parish Government for the Public Transportation Operating Assistance Program for the non-urbanized area of St. Tammany Parish for one (1) year beginning July 1, 2024 and expiring June 30, 2025.

A discussion followed.

On motion made by Kelly Walgamotte, seconded by Janice Roussel, and so carried, the Board of Directors unanimously accepted Resolution #3-2024-6.

Resolution for Cooperative Endeavor Agreement for Rural Transit Operations - #4-2024-7 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director, or her successors in office to do all things necessary to sign the Amendment to the Cooperative Endeavor Agreement with St. Tammany Parish for Rural Public Transportation Services. St. Tammany Parish will fund this project in the maximum amount of three hundred thousand dollars (\$300,000.00) for the term beginning July 1, 2024 and ending June 30, 2025. COAST will pay the balance of the match of three hundred thousand dollars (\$300,000.00).

A discussion followed.

On motion made by Janice Roussel, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #3-2024-7.

Resolution for Employee Insurance - #4-2024-8 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director, or her successors in office to do all things necessary to implement, maintain, sign and execute a contract with United Healthcare to provide group health insurance for fiscal year 2024-2025.

A discussion followed.

On motion made by Kelly Walgamotte, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #3-2024-8.

Committee Appointment – Martin Lapari told the Board that the Finance Committee is scheduled to meet on the third Wednesday of each month with a few exceptions. Committee member Al Hamauei is unable to attend the meeting at that time. The Executive Committee decided to recommend Al is moved to the Board Development Committee. This committee is elected by the Board.

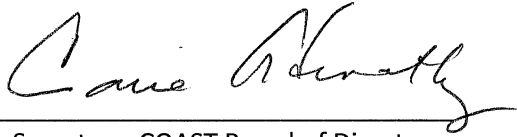
On motion made by Conie Abernathy, seconded by Jackie Landry, and so carried, the Board of Directors unanimously elected Al Hamauei to the Board Development Committee.

Louisiana Board of Ethics Tier 2.1 Personal Financial Disclosure reminder – Martin Lapari stated that the Louisiana Board of Ethics (LBE) Tier 2.1 Personal Financial Disclosure for the 2023 Tax Year is due to the Board of Ethics by May 15. Deidra Chiasson sent out an email with the form and mailing information back in February. Deidra will send out another email on Friday. If any Board member fails to send in the disclosure, the LBE will impose a fine. As reminder, COAST does not keep track of who turned in their disclosures.

Board Activity Center Visit – This month's Board Activity Center Visit is scheduled at the Folsom Center for Friday, April 26. Darren Chuter, the Transportation Operations Manager for the East side of the parish, will be available to collect money for lunches ordered. May's center visit is scheduled for the 15 at the Mandeville Center. Deidra Chiasson will send out more information on Friday.

Adjournment

There being no further business to discuss, Martin Lapari, Vice President COAST Board of Directors, adjourned the meeting at 4:04 PM.

A handwritten signature in cursive script that reads "Conie Abernathy". The signature is written in black ink and is positioned above a horizontal line.

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.*