



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

Held November 21, 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), Janice Roussel (Secretary), Kelly Walgamotte (Treasurer), Conie Abernathy, \*Amanda Mason, Scott Wallace, Marcus Wallace, Jamie Gabourel, \*Kimberly Henry, \*Al Hamauei, Jackie Landry, Kandise Wilson (arrived at 3:07 PM) and Bruce Margetson (arrived at 3:04 PM).

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).

Visitors Present: Amy Bourg and Michelle Treschwig

A quorum was Present.

**Call to Order**

Vice President Martin Lapari called the meeting to order at 3:00 PM.

Prayer and Pledge of Allegiance – Kelly Walgamotte (Treasurer) led the Board in prayer. The Pledge of Allegiance followed.

\*Note –Bruce Margetson arrived at 3:04 PM. A quorum had already been established.

**Welcome and Introductions**

Martin Lapari introduced Amy Bourg and Michelle Treschwig from Kushner LaGraize, LLC.

\*Note –Kandise Wilson arrived at 3:07 PM. A quorum had already been established.

**Fiscal Year 2023-2024 Audit Presentation**

Michelle Treschwig (Kushner LaGraize, LLC) gave the fiscal year 2023-2024 Independent Audit and Agreed Upon Procedures (AUP) presentation. The St. Tammy Council on Aging received at an unmodified or clean audit with no findings. During the AUP, it was discovered that not all of the employees in the organization had received the required Cyber Security Training. This has since been resolved. There is no finding on the AUP. The Louisiana Legislative Auditor is now requiring AUPs every other year. So, next year the organization will not have the Agreed Upon Procedure requirement.

A discussion followed.

Resolution for Independent Audit Acceptance for Fiscal Year 2024 - #11-2024-1 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 2023-2024 Independent Audit for period ending June 30, 2024 prepared by Kushner LaGraize, LLC. and to execute audit on behalf of the corporation, and further it does hereby give Amy Kudel, 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 #11-2024-1.

Resolution for Agreed Upon Procedures - #11-2024-2 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 and conducted by Kushner LaGraize, LLC for the period of July 1, 2023 through June 30, 2024.

There was no discussion.

On motion made by Janice Roussel, seconded by Bruce Margetson, and so carried, the Board of Directors unanimously accepted Resolution #11-2024-2.

### **Secretary's Report**

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting October 24, 2024 - #11-2024-3 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the October 24, 2024 Regular Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Conie Abernathy, seconded by Jackie Landry, and so carried, the Board of Directors unanimously accepted Resolution #11-2024-3.

### **Treasurer's Report**

Finance Committee Report – Kelly Walgamotte (Treasurer) gave the Finance Committee report. Kelly told the Board that the Finance Committee meeting was held on Monday, November 18, 2024 at 3:00 PM. During the meeting, Kelly confirmed that he had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports. Syeda Naeem (Finance Director) reviewed the October Financials with the committee. The committee approved the financial reports to go forward to the Board.

Monthly Financial Reports – Syeda Naeem (Finance Director) reviewed the Statement of Revenues and Expenditures as of October 31, 2024 and the October Balance Sheet with the Board.

There was no discussion of the Statement of Revenues and Expenditures. A discussion followed regarding the Balance Sheet.

Syeda Naeem reviewed the Capital Project Hwy 434 Statement of Revenues and Expenditures and balance sheet with the Board.

There was no discussion.

### **Executive Director's Report**

St. Tammany Parish Government Budget Hearing – Amy Kudel stated that on November 6 Syeda Naeem and she attended the St. Tammany Parish Government Budget Hearing. The St. Tammany Council on Aging, Inc. budget was approved by the St. Tammany Parish Council at its November meeting.

Louisiana State Legislature House Bill 10 – Amy mentioned that the Louisiana State Legislature House Bill 10 changed the tax exempt status for certain organizations including the Councils on Aging. As of now, there is an amendment reinstating the Councils on Aging tax exempt status. The Councils on Aging Directors are keeping an eye on this Bill to make sure the amendment for tax exemption stays in the bill. Amy will keep the Board updated on the status.

Hwy 434 Project Update – Amy told the Board that the Transportation Department moved into their new location in Lacombe on October 28. COAST is officially occupying both buildings on Highway 434. Everything is going great.

Non-Profit Partnerships – Amy reminded the Board that she is planning to bring back the Sitter Program on a voluntary basis. Amy has a meeting scheduled with Volunteers of America (VOA) after Thanksgiving. The Christian Care Coalition(CCC) has a couple of volunteers who are ready to help the organization with the Sitter Program as well.

Slidell Activity Center Lease Update– Amy explained that last Tuesday she received an email from the Slidell City Attorney proposing an extension through June 30, 2025. Amy agreed to the extension of the Slidell Activity Center Lease. The City of Slidell is proposing COAST rent the facility Monday-Friday from 8:00 AM – 3:00 PM. The city would like to increase the rent from \$1 per month to \$2,000 per month flat base rent. But with that, the city pays all of the utilities which COAST is paying now. COAST would be responsible for grounds maintenance and general cleaning which the organization is doing at the center now. At the end of each of the city's fiscal year, COAST maybe subject to pay 10% or up to \$2,000.00 for any upkeep or repair costs on the building. COAST would be required to pay for its internet and security system. The proposed lease would be for five years with two five year term extensions. Rent will go up by 10% each renewable term.

A discussion followed.

Bush Activity Center Update – Amy told the Board that back in January, Claudia Warner (Client Services Director) happened to notice that the Sheriff's Substation in Bush was moving to a new location. Claudia wondered what they were doing with the vacant building. COAST reached out to the sheriff's department and inquired about the building. The sheriff's department has proposed a Cooperative Endeavor Agreement (CEA) with COAST for the lease of the old substation building in Bush. The CEA would be for use of the building for ten years rent free. COAST is to maintain the insurance for the facility. They are open to the modifications that COAST is required to make for its activity centers.

A discussion followed.

December Potluck – With the Board’s permission, the staff would like to reinstate the December Board of Directors Potluck which takes place after the December Board Meeting.

A discussion followed.

Board Member of the Month – Amy announced that Conie Abernathy was selected as Board Member of the Month. She read her bio to the Board.

### **Committee Reports**

Board Development Committee – Martin Lapari gave the Board Development Committee’s report in Joyce Donohue’s (Committee Chairwoman) absence. Martin stated that the committee met with two candidates to fill Sean Gannon’s empty seat on the Board. The resume for the candidate the committee recommended was in the Board folders.

A discussion followed.

On motion made by Conie Abernathy, seconded by Janice Roussel, and so carried, the Board of Directors unanimously elected Marie Antoinette Wright to the fill Sean Gannon’s unexpired term on the St. Tammany Council on Aging Board of Directors.

### **Old Business**

There was no old business to discuss.

### **New Business**

December Board Meeting Reminder – Martin reminded the Board that they had voted to move December’s Board Meeting to the third Thursday of the month which is December 19.

Board Activity Center Visit – Martin asked if any of the Board would like to discuss the November Activity Center Visit to the Slidell Activity Center.

A discussion followed.

### **Adjournment**

There being no further business to discuss, Martin Lapari, Vice President COAST Board of Directors, adjourned the meeting at 3:49 PM.



Janice Roussel - Secretary, COAST Board of Directors

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