



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

Held September 26, 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 (arrived at 3:02 PM), *Amanda Mason, *Scott Wallace, Marcus Wallace, Jamie Gabourel and Kimberly Henry, Al Hamauei, Jackie Landry, Kandise Wilson (Arrived at 3:03 PM) and Bruce Margetson.

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

President Joyce Donohue called the meeting to order at 3:00 PM.

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

*Note – Conie Abernathy arrived at 3:02 PM. A quorum had already been established.

*Note – Kandise Wilson arrived at 3:03 PM. A quorum had already been established.

Welcome and Introductions

Meet the Board Part II– Marcus Wallace, Jamie Gabourel and Kim Henry briefly introduced themselves and told what experience they brought to the Board.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting August 22, 2024 - #9-2024-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the August 22, 2024 Regular Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Janice Roussel, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #9-2024-1.

Treasurer's Report

Finance Committee Report – Kelly Walgamotte (Treasurer) told the Board that the Finance Committee Meeting was held on Wednesday, September 18, 2024 at 3:00 PM. During the meeting he confirmed that he had reviewed, signed and approved the monthly Bank Reconciliations and Credit Card Reports. At the meeting Syeda Naeem (Finance Director) reviewed the August

Financials with the committee. Syeda also went over some updates to the Accounting Policies and Procedures. The committee approved the updates to go before the full Board with its recommendation.

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

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

Updates to COAST Accounting Policies and Procedures – Syeda Naeem reviewed the updates for the St. Tammany Council on Aging, Inc. Accounting Policies and Procedures with the Board.

A discussion followed.

Resolution for Accounting Policies and Procedures - #9-2024-2 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the updated 2024 COAST Accounting Policies and Procedures in its entirety.

There was no discussion.

On motion made by Kelly Walgamotte, seconded by Kimberly Henry, and so carried, the Board of Directors unanimously accepted Resolution #9-2024-2.

Executive Director's Report

Donation from St. Tammany Corporation – Amy Kudel (Executive Director) told the Board that the Board of Directors of the St. Tammany Corporation met last week. Its board donated furniture worth \$14,000 to COAST. It will be used throughout our eight centers, administrative office and transportation office.

Christwood Virtual Dementia Tour – Amy mentioned that the Christwood Virtual Dementia Tour was scheduled for the Site Managers during their September Meeting. Amy read notes prepared by Claudia Warner (Client Services Director) about the training experience.

A discussion followed.

Volunteer Sitter Program Update– Amy stated that she and Claudia Warner met with a representative from Volunteers of America (VOA) of Southeast regarding expanding COAST's Volunteer Program with the goal of using volunteers as sitters for clients.

A discussion followed.

Lawsuit Update– Amy said the lawsuit was amended to include wrongful death.

Slidell Activity Center Lease Update– Amy explained that the Slidell City Attorney, Thomas Schneidau, is meeting with the city's Finance Committee to discuss expenses related to the building in hopes to have a proposal for COAST in the coming weeks.

A discussion followed.

Raising Community Awareness – Amy mentioned that she and Martin Lapari (Board Member) have had some discussions about raising community awareness of COAST. They have also discussed the possibility of a new Ad Hoc Committee for this purpose.

A discussion followed.

YouTube Channel – Amy stated that COAST now has a YouTube Channel. It is @coastseniors. The channel will include playlists for exercise classes and caregiver support.

Annual Resource Festival – Amy told the Board that the Resource Festival is October 5 from 10:00 AM to 2:00 PM in the Castine Center.

Board Member of the Month – Amy announced that Marcus Wallace was selected as Board Member of the Month. She read his bio to the Board.

Committee Reports

There were no committee reports this month.

Old Business

There was no old business to discuss.

New Business

Resolution for Amendment to STAR Transit Urban Contract - #9-2024-3 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 do all things necessary to implement, maintain, sign and execute Amendment Number: 2 to Contract Number: 21-079 with St. Tammany Parish for STAR Transit Urban Operations.

A discussion followed.

On motion made by Marcus Wallace, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #9-2024-3.

Highway 434 Property Update – Amy Kudel stated that internal cameras were installed at the new Lacombe Activity Center and the Transportation Depot. External cameras will be installed in the parking lot of the Transportation Depot. The furniture for the activity center has been assembled. The new Lacombe Activity Center Grand Opening is scheduled for October 15 at 9:00 AM.

A discussion followed.

Ocshner Sponsorship Update – Amy said that she reached out to Ronnie Simpson at Ocshner about a sponsorship of COAST. She is waiting to hear back from him.

A discussion followed.

Board Training – Amy told the Board that the new attorney for Governor's Office of Elderly Affairs (GOEA) has offered to provide board training on the statutory duties and functions of Councils on Aging (COAs). She would like to schedule the training before one of the monthly board meetings.

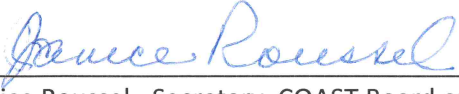
A discussion followed.

Amy will reach out and see when the attorney is available to provide the training.

Board Activity Center Visit – Joyce Donohue told the Board that the October Activity Center visit will be to Lacombe for the grand opening. Deidra Chiasson (Executive Assistant) will send an email out with more details. Board members Conie Abernathy, Bruce Margetson and Al Hamauei discussed their visit to the Mandeville Center this month.

Adjournment

There being no further business to discuss, Joyce Donohue, President COAST Board of Directors, adjourned the meeting at 3:47 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.*