



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

Held February 22, 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 3:08 PM), Janice Roussel, Scott Wallace, Marcus Wallace, Jamie Gabourel (Arrived at 3:16 PM), Kimberly Henry, Al Hamauei and Jackie Landry.

The following staff members were present/absent (*indicates absence): Julie Agan (Executive Director), Amy Kudel (Deputy 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 3:01 PM.

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

Welcome and Introductions

President Donohue welcomed the newest Board Member Jackie Landry.

Service Award Presentation

Claudia Warner received her Service Award for 10 years of working at the Council on Aging.

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting January 25, 2024 - #2-2024-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the January 25, 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 #2-2024-1.

*Note – Amanda Mason arrived at 3:08 PM. A quorum was already established.

Success Story of the Month

Claudia Warner (Client Services Director) presented the success story of the month. Claudia told the Board that last month, Annette Jimenez from the Transportation Department contacted her. Annette told Claudia that a Transportation client had her

walker stolen at Walmart. Claudia located a brand new walker, that had been donated to COAST, at the Slidell Activity Center. Claudia and Amy Kudel brought the client the walker. The lady was very grateful for it.

A discussion followed.

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, February 19, 2024. At the meeting, Kelly confirmed he had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports. Kelly told the Board that Syeda had gone over the January Financials with the committee. Syeda also showed the committee revised Financials that she would like to start sending to the full Board beginning in March. The committee agreed these financials were easier to understand and better for the full Board. The committee reviewed suggested revisions to the Accounting Policies and Procedures for 2024 and approved them to go before the full Board with its recommendation for acceptance. The committee reviewed the 2024 Chore Contract which is the grass cutting service that runs from March through October annually. The committee recommended the Board accept the resolution for Chore Services.

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

Syeda Naeem (Finance Director) went over the changes to the policies and procedures with the Board.

A discussion followed.

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

*Note – Jamie Gabourel arrived at 3:16 PM. A quorum was already intact.

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

A discussion followed.

Syeda went over the January 2024 Balance Sheet with the Board.

A discussion followed.

Executive Director's Report – Julie Agan gave the Executive Director's Report.

Fiscal Year (FY) 2024-2025 Budget – Julie Agan stated that she and Amy Kudel (Deputy Director) are working on the budget for next fiscal year. The current budget has \$399,000.00 of American Recovery Plan (ARP) money in it. As of the end of this fiscal year that money will be gone. She and Amy will need to make some careful choices regarding what programs to reduce or eliminate. Some programs were created to spend the ARP monies. So, they are prepared to phase out those programs. Other programs, may experience some significant reductions. Julie and Amy will be prepared to discuss those issues with the Finance Committee at its March meeting. The FY 2024-2025 budget is not due to the Governor's Office or Elderly Affairs (GOEA) until June.

Department Restructuring – Julie told the Board that one of the reasons she felt it was the right time to retire is that she believes some of the practices here at COAST could benefit from new eyes. Amy Kudel, David Ray (Human Resources Director) and Julie have begun meeting with the department directors to look at ways to improve both the efficiency and the efficacy of each department.

After Hour Programs – Julie said she was pleased to announce that COAST will have its first After Hours Program at the Covington Activity Center March 18-26. As Julie’s parting gift, she will lead a program called “Moving Forward – A Road Map for Recent Widows.” Julie has done quite a lot of research on this topic; and of course, she has personal experience. If successful, Julie will ask her successor in office if she can repeat the program as a volunteer. This program will take place from 5:00 – 6:30 PM Monday-Thursday with a final meet up on March 25, 2024.

Adventures with Amy – Julie mentioned that she had the opportunity to introduce Amy Kudel to Stephen Cristopher (COAST’s Banker at Gulf Coast Bank & Trust). Amy completed her second radio interview just yesterday and tomorrow Amy and Julie will meet with the Northshore Community Foundation.

Intention Signing at Hwy 434 Project – Julie stated that the intention signing at the Hwy 434 project is Friday, February 23 at 9:30 AM. Some of the staff members and the clients at the Lacombe Activity Center will be at the new building writing intentions on the studs inside the building. Ample parking is available. Julie asked the Board to please join them if they could.

Last Executive Directors Report – Julie told the Board that in March, Amy Kudel will be sitting in her chair. Amy has been with COAST for 14 weeks. Amy is ready to take over. Julie will be sitting at the little desk in the Executive Director’s office; and, she will be available to guide Amy through the next six weeks. Amy is doing an amazing job.

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, February 15. Chris Hodge (Transportation Director) reviewed the Transportation Department’s Accidents/incidents with the Committee. The committee reviewed the Transportation Revenue Monthly Summaries. Chris gave the committee copies of the Transportation Department’s Safety Team Manual which her department has recently created. The committee reviewed the changes to the Transportation Trainer The Trainer Guide; and the committee is recommending acceptance of those changes to the Board. During the meeting, Claudia Warner (Client Services Director) went over the Client Services Reports with the committee.

Resolution for Approval of 2024 Train The Trainer Guide - #2-2024-3 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the 2024 Train The Trainer Guide, in its entirety.

Chris Hodge went over the changes to the guide with the Board.

There was no discussion.

On motion made by Marcus Wallace, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #2-2024-3.

Executive Committee Report – Joyce Donohue state that the committee met on Monday, February 19. At the meeting, the committee reviewed and approved the 2024 St. Tammany Council on Aging, Inc. Continuity and Business Emergency Plan. The committee agreed to send the supporting resolution to the full board with its recommendation. The changes in the plan were emailed to the Board last week. George Nicoll (Operations Director) will answer any questions the Board has regarding this plan.

Resolution for Approval of 2024 St. Tammany Council on Aging, Inc. Continuity and Business Emergency Plan - #2-2024-4 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the 2024 St. Tammany Council on Aging, Inc. Continuity & Business Emergency Plan in its entirety.

There was no discussion.

On motion made by Kimberly Henry, seconded by Amanda Mason, and so carried, the Board of Directors unanimously accepted Resolution #2-2024-4.

Old Business

There was no old business to discuss.

New Business

Resolution for Authorization of Check Signers for Gulf Coast Bank Operating Account- #2-2024-5 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director; George Nicoll, Operations Director; Martin Lapari, Board Vice President; Conie Abernathy, Board Secretary; and Kelly Walgamotte, Board Treasurer to become check signers and account contacts for the Gulf Coast Bank & Trust Checking Account Number 100849108.

There was no discussion.

On motion made by Carol Whelan, seconded by Janice Roussel, and so carried, the Board of Directors unanimously accepted Resolution #2-2024-5.

Resolution for Authorization of Check Signers for Gulf Coast Bank Payroll Account- #2-2024-6 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director; George Nicoll, Operations Director; and Kelly Walgamotte; Treasurer, to become check signers and account contacts for the Gulf Coast Bank & Trust Checking Account Number 100850767.

A discussion followed.

On motion made by Kimberly Henry, seconded by Jackie Landry, and so carried, the Board of Directors unanimously accepted Resolution #2-2024-6.

Resolution for Approval of Chore Contract #2-2024-7 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Julie Agan, Executive Director, or George Nicoll, Operations Director, or their successors in office to do all things necessary to implement, maintain, sign and execute a contractual agreement with Corporate Green, LLC dba GreenSeasons. to provide qualifying clients with Chore Services (lawn maintenance) bi-weekly from March 1, 2024 through October 31, 2024 for two (2) units (hours) per visit at a rate of thirty five dollars (\$35.00) per unit not to exceed forty thousand dollars (\$40,000.00) in total services.

A discussion followed.

On motion made by Al Hamauei, seconded by Joyce Donohue, and so carried, the Board of Directors unanimously accepted Resolution #2-2024-7.

Board Recruitment – Joyce Donohue reminded the Board that both Gus Flair and Carol Whelan will term out of the Board in June. Replacements are needed for them. If the board members know of anyone that they would like to recommend for the

Board please email Deidra Chiasson (Executive Assistant) their full name and email address. Joyce stated that she would be more than happy to meet with anyone interested to discuss COAST and gage their interested in joining the Board.

A discussion followed.

Louisiana Board of Ethics Tier 2.1 Personal Financial Disclosure reminder for 2023 Tax Year – Joyce Donohue reminded the Board that the Louisiana Board of Ethics (LBE) Tier 2.1 Personal Financial Disclosure for the 2023 Tax Year is due to the ethics board by May 15. Tomorrow, Deidra Chiasson will send an email with the link to the current ethics form. Please fill it out and turn it in to the LBE by the due date. A fine is imposed on those who fail to turn in the form on time. COAST does not keep a record of who turned in their forms.

Louisiana Board of Ethics Training for 2024 reminder – Joyce Donohue informed the Board that it is time to do your Louisiana Board of Ethics Training for Board Member for 2024. Deidra Chiasson will send an email with the link to the training tomorrow. Once you have completed your training for the year, please email Deidra a copy of your certificate of completion for COAST's records.

A discussion followed.

Hwy 434 Property Update – Julie Agan informed the Board that the building is coming along beautifully. Just this past week, COAST did exceed the original contract amount by \$5,500.00. But, on a \$3.9 million dollar project, \$5,500.00 is not material. Martin Lapari (Building Ad Hoc Committee Chairman) did mention and it was confirmed by the architect that at this point it would be very unusual to find any unknowns.

Board Activity Center Visit – Joyce Donohue stated that it has come to her attention that many of the Activity Centers are not busy on Fridays. The Board members who attend the center visits would prefer to go on a day that the centers are busy. Joyce asked the Board members their opinion about changing the center visits to a day each month that the different centers are busy versus a set day.

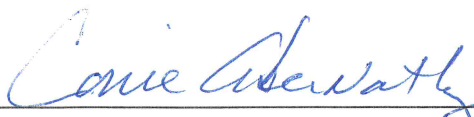
A discussion followed.

The Board agreed to set the Board visits to the Activity Centers on dates that the center will be busy.

Joyce informed the Board that Deidra Chiasson will send out an email with the date and location of the next Activity Center visit.

Adjournment

There being no further business to discuss, Joyce Donohue, President COAST Board of Directors, adjourned the meeting at 3:56 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.*