



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

Held June 27, 2024

Roosevelt Conference Room in the Southeast Louisiana Refugee Headquarters located at 61389 Hwy 434, Lacombe, LA 70445.

The following directors were present/absent (*indicates absence): Joyce Donohue (President), Martin Lapari (Vice President), Janice Roussel (Secretary), Kelly Walgamotte (Treasurer), Conie Abernathy, *Sean Gannon, Amanda Mason, *Scott Wallace, Marcus Wallace, Jamie Gaboure, Kimberly Henry, A Hamauei, Jackie Landry, Kandise Wilson 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).

The following visitor was present: Charlene Osborne from the Governor’s Office of Elderly Affairs (GOEA)

A quorum was Present.

Call to Order

Joyce Donohue called the meeting to order at 11:56 PM.

Pledge of Allegiance and Prayer– The Board said the Pledge of Allegiance. Kelly Walgamotte led the attendees in a prayer.

Election of FY 2024-2025 Executive Board

President Joyce Donohue stated the next item on the agenda was the election of the fiscal year 2024-2025 Executive Board.

Joyce Donohue asked for a motion to elect Joyce Donohue as President, Martin Lapari as Vice President, Janice Roussel as Secretary and Kelly Walgamotte as Treasurer of the COAST Board of Directors for the 2024-2025 fiscal year.

On motion made by Conie Abernathy, seconded by Kimberly Hendry, and so carried, the Board of Directors unanimously elected Joyce Donohue as President, Martin Lapari as Vice President, Janice Roussel as Secretary and Kelly Walgamotte as Treasurer of the COAST Board of Directors for the 2024-2025 fiscal year.

Welcome and Introductions

Joyce Donohue welcomed Kandise Wilson and Bruce Margetson to the COAST Board of Directors.

Joyce Donohue also welcomed Charlene Osborne from the Governor’s Office of Elderly Affairs (GOEA) to the meeting.

Secretary’s Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting May 23, 2024 - #6-2024-1: Be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the May 23, 2024, Regular Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Jackie Landry, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #6-2024-1.

Treasurer's Report

Kelly Walgamotte (Treasurer) gave the Finance Committee report. Kelly Walgamotte stated that the Finance Committee Meeting was held on Wednesday, June 19, 2024. Kelly confirmed that he had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports.

The Finance Director, Syeda Naeem, went over the May Balance Sheet and Statement of Revenues and Expenditures with the committee.

During the meeting, Syeda Naeem also reviewed the Fiscal Year 2024-2025 Budget with the committee.

The committee approved the Resolution for Fiscal Year 2024-2025 Budget Acceptance, Resolution for Purchase Authorization for Unbudgeted Expenses, Resolution for Payment of Regularly Occurring Expenses, Resolution for Authorized Check Signers, and Resolution for Credit Card for Amy Kudel to go before the full board with its recommendation.

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

A discussion followed.

Syeda Naeem reviewed the May Balance Sheet with the Board.

There were no questions regarding the May Balance Sheet.

Fiscal Year (FY) 2025 Budget Review – Syeda Naeem went over the Fiscal Year(FY) 2025 proposed budget with the Board.

A discussion followed.

Resolution for Fiscal Year 2025 Budget Acceptance- #6-2024-2 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 original budget with the effect date of the 1st day of July 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 and maintain said document.

There was no discussion regarding this agenda item.

On motion made by Martin Lapari, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously accepted Resolution #6-2024-2.

Resolution for Purchase Authorization for Unbudgeted Expenses - #6-2024-3 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 authorize purchases up to an amount of \$5,000.00 for unbudgeted expenditures for FY 2024/2025 with approval from the President of the Board of Directors.

Joyce Donohue mentioned that this is a resolution the Board passes annually to allow the Executive Director to spend money in an emergency situation with approval by the Board President. An example of this would be if the air conditioning unit at the Administrative Office needed to be repaired.

There was no further discussion regarding this agenda item.

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

Resolution for Payment of Regularly Occurring Expenses - #6-2023-4 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 authorize payment of bills, statements and/or invoices for regularly occurring expenditures that are part of the council's Board-approved budget for FY 2024/2025.

President Donohue stated that this is a resolution the Board passes annually to allow the Executive Director to pay the Council on Aging's bills. It is a requirement of the Governor's Office of Elderly Affairs (GOEA).

There was no further discussion regarding this agenda item.

On motion made by Amanda Mason, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #6-2024-4.

Resolution for Authorized Check Signers - #6-2024-5 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; Janice Roussej, Board Secretary; and Kelly Walgamotte, Board Treasurer to become check signers and account contacts for the Gulf Coast Bank & Trust Checking Account Number 100849108.

Joyce Donohue mentioned that this is a resolution the Board passes annually to allow the Executive Director, Operations Director, Treasurer, Vice President and Secretary check signing privileges. According to COAST's Accounting Policies and Procedures, checks must be signed by one staff member and one Executive Board member whose name is on the signature card.

There was no further discussion regarding this agenda item.

On motion made by Kimberly Henry, seconded by Amanda Mason, and so carried, the Board of Directors unanimously accepted Resolution #6-2024-5.

Resolution for Executive Director Credit Card - #6-2024-6 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director to do all things necessary to procure and maintain a Gulf Coast Bank credit card with a one thousand dollars (\$1,000.00) credit limit. Purchases will be reviewed and statements reconciled monthly. The card will be used to make authorized purchases only and will be used only in incidents when use of a check is not the most efficient means of payment.

Joyce Donohue mentioned that at last month's Board Meeting, the Board agreed the Executive Director should have a COAST credit card issued in her name. This keeps things cleaner than Amy paying with her personal card and then seeking reimbursement for the expenses.

There was no further discussion regarding this agenda item.

On motion made by Al Hamauej, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously accepted Resolution #6-2024-6.

Executive Director's Report

Fiscal Year 2024-2025 Budget – Amy Kudel stated that she and Syeda Naeem have been working on the budget for the new fiscal year. The organization did lose some funding sources. However, she is happy with the final budget.

STPH Grant – Amy said that there were some STPH Grant funds left over from this fiscal year. She has received approval from the GOEA to use the remaining funds for the Ways to Wellness Program. The program provides activity books made to reduce cognitive decline. The organization will receive sixteen themed Portable Document Formats (PDFs) monthly. The PDFs range from easy to difficult. They include Sudoku, word searches mazes and crossword puzzles. The council on aging will print them and send them to the Activity Centers and with the meals for homebound clients. Included in the booklets is a brief write up about COAST and the logo is shown throughout.

A discussion followed.

Open Enrollment – Amy mentioned the organization just completed open enrollment. The insurance broker held meetings with the staff to educate everyone on the new insurance. 33 employees are enrolled in medical and 17 in dental and vision. The new plan starts on July 1.

Slidell Activity Center Lease – Amy reminded the Board that the Slidell Activity Center lease is up for renewal. The Slidell City Council met Tuesday evening. They voted unanimously to extend the organization’s lease for six months. Amy will start talking to the Slidell City Attorney after July 1 regarding terms for a new lease beginning in January.

Highway 434 Project Update – Amy showed the Board updated pictures of the Highway 434 project in Lacombe. She stated that the Activity Center building now has locks on it. So, if any of the Board wanted to go by and see the progress, do so during the day when the construction crew would be around.

Board Member of the Month – Gus Flair is the Board Member of the Month for June. Amy posted it on the organization’s Facebook page. Amy read the write up to the Board.

Committee Reports

Title III Services Committee – Marcus Wallace (Committee Chairman) gave the Title III Services Committee report. Marcus stated that the Title III Services Committee met on Thursday, June 20. During the meeting, Chris Hodge (Transportation Director) reviewed the Transportation Department’s incidents/accidents with the Committee. There were 8 incidents that occurred in April and May. In May, a driver was driving on a narrow road and hit a trash can. This caused a very small hole and some cracks in the fiberglass of the bus. Repairs were done in-house. The driver was given a written warning.

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 28. Our lawn care vendor is at capacity. The Medical Alerts which are paid for by COAST have a waiting list of 15. COAST is currently using all of its allotted funding for the program and is at capacity. The Homemaker program has a waitlist of 28. This service performs various housekeeping tasks which include, but are not limited to vacuuming, dusting, sweeping or mopping floors, doing dishes, changing bed linens, laundry, cleaning restrooms and meal prep along with the client. 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 Personal Care and Respite programs for our homebound clients have waiting lists. Both of these services are currently at capacity with our vendors who provide these services.

A Discussion followed.

The committee reviewed the Home Delivered Meals (HDM) Policies and Procedures Manual. There was a discrepancy between part of the driving policy listed and the COAST Employee driving policy. A correction was made. The committee recommended the Board accept the resolution for the HDM Manual.

Resolution for Fiscal Year 2024 -2025 Home Delivered Meals Policies and Procedures Manual - #6-2024-7 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the Fiscal Year 2024-2025 Home Delivered Meals Policies and Procedures Manual, in its entirety.

There was no discussion regarding this agenda item.

On motion made by Kimberly Henry, seconded by Joyce Donohue, and so carried, the Board of Directors unanimously accepted Resolution #6-2024-7.

Personnel Committee – Connie Abernathy (Committee Chairwoman) gave the Personnel Committee Report. Connie told the Board that the Personnel Committee met on Wednesday, June 5. During the meeting, George Nicoll (Operations Director) reviewed the revisions to the Succession Plan for 2024. David Ray (Human Resources Director) went over the Modification to Emergency Pay Procedures. The committee is recommending the Board approve the Resolution for Acceptance of Fiscal Year 2024-2025 St. Tammany Council on Aging, Inc. Succession Plan and the Resolution for Modification to Emergency Pay Procedures.

Resolution for Acceptance of the Fiscal Year 2024-2025 St. Tammany Council on Aging, Inc. Succession Plan #6-2024-8 states: Be it resolved that the Board of Directors of the above corporation does hereby approve the Fiscal Year 2024-2025 St. Tammany Council on Aging Succession Plan and does authorize Amy Kudel, Executive Director, or her successors in office to do all things necessary to implement said plan.

There was no discussion regarding this agenda item.

On motion made by Conie Abernathy, seconded by Al Hamauei, and so carried, the Board of Directors unanimously accepted Resolution #6-2024-8.

Resolution for St. Tammany Council on Aging Modification of Emergency Pay Procedures - #6-2024-9 states: Be it resolved that the Board of Directors of the above corporation does hereby approve the modification to the St. Tammany Council on Aging Emergency Pay Procedures and does authorize Amy Kudel, Executive Director, or her successors in office to do all things necessary to implement said modification.

There was no discussion regarding this agenda item.

On motion made by Janice Roussel, seconded by Kelly Waigamotte, and so carried, the Board of Directors unanimously accepted Resolution #6-2024-9.

Old Business

There was no old business to discuss.

New Business

Election of Board Development Committee – Joyce Donohue told the Board that according to Article VIII, Section 8.03 of the COAST Bylaws, this committee is to be elected by majority vote of the board at the first Board meeting in June. The Secretary should serve on this committee as the Secretary maintains a list of members of the Corporation via the Corporate List. The Board Development committee nominates temporary replacements to be elected by the Board to fill vacancies; presents a slate of nominees for the Board to be voted upon by the general membership at the annual meeting. This committee also is responsible for conducting the annual membership drive each April.

Joyce Donohue nominated the following Board members for the 2024/2025 COAST Board Development Committee: Joyce Donohue, Janice Roussel, Conie Abernathy, Al Hamauei and Jamie Gabourel.

On motion made by Marcus Wallace, seconded by Amanda Mason, and so carried, the Board of Directors unanimously elected Joyce Donohue to the 2024/2025 Board Development Committee.

On motion made by , Marcus Wallace seconded by Jackie Landry, and so carried, the Board of Directors unanimously elected Janice Roussel to the 2024/2025 Board Development Committee.

On motion made by Marcus Wallace, seconded by Al Hamauei, and so carried, the Board of Directors unanimously elected Conie Abernathy to the 2024/2025 Board Development Committee.

On motion made by Conie Abernathy, seconded by Jackie Landry, and so carried, the Board of Directors unanimously elected Al Hamauei to the 2024/2025 Board Development Committee.

On motion made by Marcus Wallace, seconded by Janice Roussel, and so carried, the Board of Directors unanimously elected Jamie Gabourel to the 2024/2025 Board Development Committee.

Board Member Committee Appointments – Joyce Donohue stated according to the COAST Bylaws, the Board President appoints Board members to all committees except the Board Development Committee which requires an election by the Board.

Joyce said the Executive Committee is composed of the officers of the Board during their current term of office. This Committee will meet as often as necessary and recommend to the full Board of Directors actions needed to handle all corporation affairs. This committee conducts an annual review of the Bylaws of the Board of Directors. She appointed the following Board Members to the 2024/2025 Executive Committee: Vice President, Martin Lapari; Secretary, Janice Roussel; Treasurer, Kelly Waigamotte; and President, Joyce Donohue.

Joyce Donohue stated the Personnel Committee establishes and oversees the personnel policies, recommends salaries and adjustments for the executive director only and interviews and recommends candidates for the director's position. The committee hears grievances and settles disputes, subject to final appeal/oversight by the Board of Directors, and ensures the council's compliance with labor standards including employee rights and compensations. The committee shall also conduct an annual review of the personnel manual(s). She appointed Conie Abernathy, Janice Roussel, Jamie Gabourel and Jackie Landry to the 2024/2025 COAST Personnel Committee.

Joyce told the Board that the Finance Committee consists of at minimum the four members of the Executive Committee. The Board President may appoint other members. The Treasurer shall serve as committee chair. This committee shall review and submit to the full board financial reports and amendments to the budget for the current fiscal year. This committee shall review, evaluate, and make recommendations to the Board and the Executive Director for unbudgeted contracts in excess of \$5,000.00 prior to the contracts being executed. Amendments to reoccurring contracts will be reviewed if amendments result in an increased cost of more than \$5,000 per year. Amended costs will then go before the full board for approval via resolution. The committee shall conduct an annual review of the financial manual. She appointed the following Board Members to the 2024/2025 COAST Finance Committee: Vice President, Marty Lapari; Secretary, Janice Roussel; Treasurer; Kelly Walgamotte, President, Joyce Donohue and Bruce Margetson.

Joyce Donohue said the Title III Services Committee reviews Transportation, Nutrition, and In Home Services program reports, and makes recommendations to the Board regarding these issues. The committee shall conduct an annual review of the Title III Services manuals. Joyce appointed Amanda Mason, Marcus Wallace, Kimberly Woods and Kandise Wilson to the 2024/2025 COAST Title III Services Committee.

Joyce stated that the Resource Development Committee makes recommendations to the Board for fundraising projects. Once projects are approved, this committee plans, organizes, and is responsible for overseeing all of the activities associated with the fundraiser. The Resource Development Committee and the Board will follow the guidelines established in COAST's Fundraising Policy, if applicable. The Board President may appoint up to three (3) non-Board members to the committee. Joyce appointed the following Board Members to the 2024/2025 Resource Development Committee: Scott Wallace, Sean Gannon, Al Hamauei and Kandise Wilson.

Election of Committee Chairpersons – Joyce Donohue stated there must be committee chairpersons in place in order to hold a meeting. Each committee will have the opportunity to elect a new committee chair at its first meeting of the fiscal year. Joyce nominated the following Board Members as committee chairpersons for the 2024/2025 Board Year: Personnel Committee – Conie Abernathy; Title III Services Committee – Marcus Wallace; Resource Development Committee – Scott Wallace; and Board Development Committee – Joyce Donohue.

On motion made by Martin Lapari, seconded by Kimberly Henry, and so carried, the Board of Directors unanimously elected the following Board Members as committee chairpersons for the 2024/2025 Board Year: Personnel Committee – Conie Abernathy, Title III Services Committee – Marcus Wallace, Resource Development Committee – Scott Wallace, Board and Development Committee – Joyce Donohue.

Joyce reminded the Board that the Finance Committee will be chaired by the Treasurer and Executive Committee by the President in accordance with the COAST Bylaws.

Monthly Activity Center Visit – Joyce Donohue stated that the June The June Board Activity Center Visit was at our Lacombe Center. Martin Lapari was in attendance.

Martin discussed the Lacombe Activity Center visit with the Board.

Joyce said that Deidra Chiasson (Executive Assistant) will send out reminders for the July Center Visit. If a Board member is not a COAST Client, the member will need to either drop by the Administrative Office on Ramos Ave. to give \$5.50 via check or exact change to Michelle Gelpi in Finance or mail a check for your lunch to the COAST PO Box with Attention to Michell Gelpi before the lunch is ordered.

Adjournment

There being no further business to discuss, Joyce Donohue, President COAST Board of Directors, adjourned the meeting at 12:49 PM.

A handwritten signature in blue ink that reads "Janice Roussel". The signature is written in a cursive style and is positioned above a horizontal line.

Janie 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.*