



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

Held August 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), Janice Roussel (Secretary), Kelly Walgamotte (Treasurer), Conie Abernathy (arrived at 3:04 PM), *Amanda Mason, Scott Wallace, *Marcus Wallace, *Jamie Gabourel and *Kimberly Henry, Al 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), Deidra Chiasson (Executive Assistant) and Fabianne Faciane (Client Services Deputy Director).

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.

Welcome and Introductions

Meet The COAST Directors Part II– George Nicoll (Operations Director) told the Board about his career path and job at the St. Tammany Council on Aging.

*Note – Conie Abernathy arrived at 3:04 PM. A quorum was already established.

Meet the Board – All Board members present 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 July 25, 2024 - #8-2024-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the July 25, 2024 Regular Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Conie Abernathy, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #8-2024-1.

Treasurer's Report

Finance Committee Report – Kelly Walgamotte (Treasurer) told the Board that the Finance Committee Meeting was held on Monday, August 19, 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 July Financials with the committee as well as some of the year end financials for Fiscal year 2023-2024 which ended in June. Syeda reviewed the Louisiana Compliance Questionnaire with the committee. This is an annual requirement that goes along with our audit. The committee agreed for the accompanying resolution to go before the full board with their recommendation for approval. Amy Kudel (Executive Director) explained that the Title III Services Committee would like to use some additional funding from the fiscal year 2024 budget to relieve the wait lists for Medical Alert and Respite Care services. The committee agreed to send the Resolution for Additional Funding for Title III Services before the full board with their recommendation for approval. George Nicoll (Operations Director), Martin Lapari (Building Ad Hoc Committee Chairman) and Amy Kudel discussed additional non-budgeted expenses for the Highway 434 project with the committee. The committee agreed to recommend using funds from the Capital Project Hwy 434-Landscaping budget line item toward these expenses. Amy Kudel and George Nicoll will discuss this in more detail during the Hwy 434 Project Update.

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

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

Executive Director's Report

Volunteer Program – Amy stated that she would like to get the Sitter Program up and running again using volunteers. Claudia Warner (Client Services Director) and Amy are scheduled to meet with a representation from Volunteers of America (VOA) of Southeast Louisiana next week.

Christwood Virtual Dementia Tour – Amy mentioned that the Christwood Virtual Dementia Tour is scheduled for the Site Managers during their September Meeting. She will report more on the tour in September.

Slidell Activity Center Lease – Amy reminded the Board that she was able to extend the current terms of the Slidell Activity Center Lease through the end of the year. She and George met with the Slidell City Attorney on the 14th. Board member Al Hamauei will attend the next meeting with Amy and George. Amy is putting together information that will show the city how much of an investment COAST has made in Slidell.

A discussion followed.

Current Lacombe Activity Center Location – Amy Said that there is a problem with the air conditioning at the current Lacombe Activity Center. A portable unit has been purchased to put in the center. The property owner seems to think COAST should replace the AC unit. Amy does not agree. The lease calls for repair not replacement. Amy does not want to replace an air conditioning unit on a facility the organization is about to vacate. COAST has given the owner 30 days' notice of vacating the building.

Lawsuit – The organization was notified within the last week or so of a lawsuit. Before Amy started working at COAST, a gentleman fell out of his scooter while being transported on a COAST bus. The organization has been notified the law suit will likely be amended to include wrongful death. Our insurance company has hired an attorney.

A discussion followed.

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

Committee Reports

Title III Services – Joyce Donohue gave the Title III Services report in Chairman Marcus Wallace’s absence. Joyce stated that the Title III Services Committee met on Thursday, August 15. Chris Hodge (Transportation Director) presented the Transportation reports. Chris went over the Transportation Department’s Accidents/Incidents for June and July with the committee. There were 4 incidents and no accidents. Chris presented the Transportation Revenue Monthly Summaries for June and July and the passenger break down by city, race, age, and gender to the committee. The committee reviewed the changes made to the 2024 System Security Plan and it is recommending that the Board approves the changes. The committee also reviewed the Comprehensive Emergency Plan. The only change to this plan was the date it was reviewed. During the meeting, Fabianne Faciane (Client Services Deputy Director) went over the Client Services Reports with the committee. The Chore Service which is the grass cutting service that runs from March through October has a waitlist. The homemaker, Personal Care and Respite services currently have a waitlist as well. Finally, the Medical Alert service has a waitlist. During the meeting, Amy Kudel discussed using some of the remaining funds from last fiscal year to supplement some of the wait list services. The committee agreed that the two services which should receive addition funds are the Medical Alert and Respite services.

Resolution for System Security Plan #8-2024-2 states: Be it resolved that the Board of Directors of the above corporation does hereby approve the COAST and STAR Transit System Security Plan (SSP) revision FY 2024-001 and does authorize Amy Kudel, Executive Director, or her successors in office to do all things necessary to implement said plan.

On motion made by Kelly Walgamotte, seconded by Al Hamauei, and so carried, the Board of Directors unanimously accepted Resolution #8-2024-2.

Resolution for Additional Funding for Title III Services - #8-2024-3 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 utilize FY 2024 ending fund balance in the amount of \$12,698.14 to reduce client waiting lists for Medical Alert and Respite.

On motion made by Jackie Landry, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #8-2024-3.

Old Business

There was no old business to discuss.

New Business

Resolution for Approval of Louisiana Compliance Questionnaire - #8-2024-4 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Janice Roussel, Board Secretary; Kelly Walgamotte, Board Treasurer; Joyce Donohue, Board President; Amy Kudel, Executive Director; and Syeda Naeem, Finance Director; or their successors in office to submit, on terms and conditions that they may deem advisable, the FY 2023-2024 Louisiana Compliance Questionnaire for Audit Engagement to the Independent Auditing firm of Kushner LaGraize LLC for period ending June 30, 2024 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.

On motion made by Kelly Walgamotte, seconded by Bruce Margetson, and so carried, the Board of Directors unanimously accepted Resolution #8-2024-4.

Resolution for Painting Classes at the Covington and Slidell Activity Centers - #8-2024-5 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 to do all things necessary to implement, maintain, sign and execute an agreement with Ferris Hotard to prepare student canvases with

sketch to be painted and provide instruction for one (1) hour acrylic painting classes in the Covington Activity Center located at 610 Cousin Street, Slidell, LA 70458 and Slidell Activity Center located at 610 Cousin Street, Slidell, LA 70458 during fiscal year 2025 at rate of fifty dollars (\$50.00) per class.

A discussion followed.

The address for the for the Covington Activity Center was not included in the resolution. The address is: 19404 N. Tenth St., Covington, LA 70433.

On motion made by Martin Lapari, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #8-2024-5 with the correct address for the Covington Activity Center.

Highway 434 Property Update – Amy Kudel stated that the Fire Marshall has granted temporary occupancy for both buildings. The inspector does want to see the generator in place at the Transportation Depot before final inspection. Amy spoke with Karrah Glynn from MSH Architects who told her this happens frequently and they could ask for an extension until the generator comes in. MSH created a very thorough punch list of items that need to be corrected by the contractor. Amy mentioned that the furniture has been ordered. The civil engineer is working with St. Tammany Parish to get the Certificate of Completion. Amy did hear back from Ronny Simpson regarding sponsorship of the new Activity Center by Ochsner. Ochsner would like a couple of things added to the sponsorship agreement. They would like right of first refusal by Ochsner Health by subject matter experts on any classes or programs in person or virtually for a period of one year with the option to extend for an additional two years. Amy is happy to approach the organization with ideas. If they pass then she can go on to others about conducting classes or programs. Ochsner would like to provide an in person healthcare based presentation six times, preferable bi-monthly, at a COAST location. Ochsner will simulcast the presentations to as many locations as COAST wishes for a period of one year with the option to renew for a two year period.

A discussion followed.

Addition of Resolution for Reallocation of Funds – Joyce Donohue told the Board that the decision of the Finance Committee regarding the use of funds for additional expenses on the Hwy 434 Project was made on Monday at its monthly meeting. In accordance to the Bylaws, the agenda closes one week in advance of the Board Meeting. Joyce asked for a motion to add Resolution for Reallocation of Funds -#8-2024-6 to the August 22, 2024 St. Tammany Council on Aging Board of Directors agenda.

On motion made by Martin Lapari, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously added Resolution #8-2024-6 to the August 22, 2024 St. Tammany Council on Aging Board of Directors Agenda.

Resolution for Reallocation of Funds -#8-2024-6 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 reallocate funds budgeted under 320-7077 (Capital Project HWY 434 -Landscaping) for other essential expenditures related to the occupancy and operation of the new Lacombe Activity Center and Transportation Building. These expenditures may include, but are not limited to, moving expenses, and the purchase and installation of camera systems, security systems, and network switches. Any remaining funds after the project's completion will be transferred to the General Fund.

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

Review of Attendance Policy – Joyce Donohue reminded the Board that according to the St. Tammany Council on Aging, Inc. Bylaws: in Section 5.12 Removal from Office of Director - Effective February 22, 2018, it states that a director may be removed from office for cause which includes, but is not limited to, three (3) absences from any Board meetings in a fiscal year without valid reason, or absences from two (2) consecutive regular meetings of the Board without a valid reason in a fiscal year, failure

to perform duties, conduct which is injurious to the Council on Aging or its purpose, or conviction of a felony, a crime of violence or elder abuse. Removal shall be by the vote of not less than two thirds of the members present at a meeting provided that notice of said action has been given in the written meeting notice and written notice is given the director with charges preferred against him/her. Said notices must be at least 20-days before the date of the meeting. This notice shall be mailed either electronically and via certified mail to the address supplied by the director to COAST for notice or hand delivered to the director. The notice shall be considered timely if transmitted twenty (20) days prior to the meeting and actually received by the Director prior to the meeting. Any director so involved must be given opportunity to be heard at such a meeting.

A discussion followed.

Board Activity Center Visit – Joyce Donohue told the Board that the September Board Activity Center visit is to the Mandeville Center. Deidra Chiasson (Executive Assistant) will send out an email with the details.

Adjournment

There being no further business to discuss, Joyce Donohue, President COAST Board of Directors, adjourned the meeting at 4:05 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.*