



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

Held July 25, 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), *Sean Gannon, Conie Abernathy, *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 Stephanie Callais (Operations Assistant).

A quorum was Present.

Call to Order

Vice President Martin Lapari called the meeting to order at 3:00 PM in President Joyce Donohue’s absence.

Moment of Silence and Pledge of Allegiance – There was a moment of silence followed by the Pledge of Allegiance.

Welcome and Introductions

Meet The COAST Directors – Martin Lapari stated that the next item on the agenda was Meet The COAST Upper Management Staff. Martin informed the Board that Amy Kudel (Executive Director) would present first, followed by Syeda Naeem (Finance Director), David Ray (Human Resources Director), Claudia Warner (Client Services Director) and Chris Hodge (Transportation Director). Martin mentioned that George Nicoll (Operations Director) was on vacation. George will present at next month’s Board meeting.

Each member of the COAST upper management team present introduced themselves to the Board.

Secretary’s Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for General Membership Meeting June 27, 2024 - #7-2024-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the June 27, 2024 General Membership 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 #7-2024-1.

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting June 27, 2024 - #7-2024-2 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the June 27, 2024 Regular Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Janice Roussel, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #7-2024-2.

Treasurer's Report

Finance Committee Report – Vice President Martin Lapari gave the Finance Committee Report in Treasurer Kelly Walgamotte's absence.

Martin told the Board that the Finance Committee met on Monday, July 22 at 3:00 PM. During the meeting, Kelly Walgamotte confirmed that he had reviewed, signed and approved the monthly bank reconciliations and credit card reports. Syeda Naeem (Finance Director) went over the June financials with the committee. The committee approved the corrected version of the Resolution for the Quarterly Budget to Actual Report to go before the full Board with its recommendation. There was a discussion about the need for water and sewer maintenance and compliance for the Hwy 434 project in Lacombe. This was not included in this fiscal year's budget. Amy Kudel (Executive Director) will discuss the need for water and sewer maintenance and compliance; and, a resolution will be presented to enable George Nicoll (Operations Director) to sign the contracts for these services 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 June 30, 2024 with the Board.

There was no discussion of the Balance Sheet.

A discussion followed regarding the Statement of Revenues and Expenditures through June 30, 2024.

Resolution for Acceptance of the Quarterly Budget to Actual Report for the 4th Quarter of Fiscal Year 2024- #7-2024-3 states: Be it resolved that the Board of Directors of the above corporation does hereby acknowledge and accept the Budget to Actual Report containing Actual Expenditures totaling \$10,263,239.38 and Actual Revenues totaling \$6,376,838.07 as of the 30th of June, 2024.

There was no discussion.

On motion made by Al Hamauei, seconded by Kimberly Henry, and so carried, the Board of Directors unanimously accepted Resolution #7-2024-3.

Resolution for St. Tammany Council on Aging Credit Limit Increase - #7-2024-4 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize and approve an increase in the Company's credit limit with Gulf Coast Bank and Trust company from eleven thousand five hundred dollars (\$11,500.00) to fifteen thousand dollars (\$15,000.00);

Be it further 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 effectuate the increase in the credit limit.

There was no discussion.

On motion made by Janice Roussel, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #7-2024-4.

*Non-agenda Item – Martin Lapari told the Board that they need to approve a resolution for agreed upon procedure which is a required part of our annual audit process. This item was not on the closed agenda. The Board would need to add it to the

current agenda. Martin asked for a motion to add Resolution for Agreed Upon Procedure - #7-2024-10 to the July 25, 2024 St. Tammany Council on Aging Board of Directors Agenda.

On motion made by Kimberly Henry, seconded by Jackie Landry, and so carried, the Board of Directors unanimously approved the addition of the Resolution for Agreed Upon Procedure - #7-2024-10 to the July 25, 2024 St. Tammany Council on Aging Board of Directors Agenda.

Resolution for Agreed Upon Procedure - #7-2024-10 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director or her successor in office to submit, on terms and conditions that she may deem advisable, FY 2024-2025 Agreed Upon Procedures with Kushner LaGraize LLC for period ending June 30, 2024 and to execute agreed upon procedure on behalf of the corporation.

A discussion followed.

On motion made by Al Hamauei, seconded by Conie Abernathy, and so carried, the Board of Directors unanimously accepted Resolution #7-2024-10.

Executive Director's Report

US Aging Conference – Amy Kudel informed the Board that she attended this year's US Aging conference in Tampa, Florida. It was huge. There were more than one hundred sessions. The conference also allowed attendees to download the information online for the sessions. Amy mentioned she attended Boot Camp for New Directors and a session on legislative policies. Amy stated the biggest take away she received, from the conference, was regarding volunteers. There is an Area Agency on Aging (AAA), in Ohio, that has a very structured volunteer program that they have formed. Amy has been speaking with Claudia Warner (Client Services Director) regarding a similar program for COAST. In the coming months, she and Claudia plan to bring a volunteer program to the Board with the ultimate goal of reinstating the Sitter Service. The AAA in Ohio completely staffs their program with volunteers. Amy realizes that there will be limitations on who the organization can help in the beginning. COAST employees will speak to the Young at Heart groups at local churches. However, the people the staff will be mainly targeting are pre-existing COAST clients.

Christwood Virtual Dementia Tour – Amy mentioned that Christwood has a Virtual Dementia Tour that comes with a group of certified staff members that leads participants through an eight minute simulation which replicates several symptoms of dementia. Afterwards, there is a debriefing with certified counselors to understand what the experience means and to help them related to those with these symptoms in their lives. Amy is trying to set up times when our Site Managers and Transportation Drivers can attend the training.

A discussion followed.

Sponsorships of the new Lacombe Activity Center – Amy said she spoke to Ronnie Simpson at Ochsner regarding sponsoring the new Lacombe Activity Center for a three year period. Amy asked for a one time sponsorship fee of fifteen thousand dollars. This would help cover furniture costs at the center. Amy is waiting to hear back from Ochsner regarding the sponsorship.

Ways to Wellness – Amy stated that there was STPH grant money remaining for fiscal year 2024. It was use it or lose it money. The organization was given permission to purchase the Ways to Wellness program with these funds. This program sends sixteen portable document formats (PDFs) per month. These PDFs range from easy if, you are a cognitive client, to difficult. Claudia Warner has created a spreadsheet with her Site Managers. They picked the PDFs their center clients would be most interested in.

Slidell Activity Center Lease – Amy told the Board that she unfortunately does not have an update on the Slidell Activity Center Lease. She has reached out with the Slidell City Attorney to scheduled a meeting. He has not gotten back to her.

Waitlist for Services – Amy reminded the Board that they had requested for she and Claudia to look at some of the waitlists for client services. Amy and Claudia are going to make a recommendation to the Title III Services Committee regarding which services should have waitlists cleared using the remaining fiscal year 2024 funds. The Board will receive the committee’s recommendation in August.

Board Member of the Month – Amy announced that Martin Lapari 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 NAMI St. Tammany– Mental Health Peer Support Assistance Contract - #7-2024-5 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 a contract with National Alliance on Mental Illness (NAMI) -St. Tammany to provide peer based recovery support for fiscal year 2025 for a total contract amount of twelve thousand dollars (\$12,000.00).

A discussion followed.

On motion made by Al Hamauei, seconded by Kandise Wilson, and so carried, the Board of Directors unanimously accepted Resolution #7-2024-5.

Resolution for Madisonville Activity Center Painting Class - #7-2024-6 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 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 painting classes in the Madisonville, Activity Center located at 403 St. Francis Street, Madisonville, LA 70447 during fiscal year 2025 at rate of fifty dollars (\$50.00) per class.

A discussion followed.

On motion made by Kandise Wilson, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #7-2024-6.

Resolution for Wellness Services Agreement - #7-2024-7 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 a wellness services agreement with Michelle Williamson to produce and conduct ten (10) evidence-based fitness classes for older adults to be held twice-daily, excluding recognized holidays, for fifty (50) weeks during fiscal year 2025 at an hourly rate of fifty dollars (\$50.00) per hour.

A discussion followed.

On motion made by Janice Roussel, seconded by Jackie Landry, and so carried, the Board of Directors unanimously accepted Resolution #7-2024-7.

Resolution for Amendment to Contractual Agreement for National Family Caregiver Support Program Services - #7-2024-8 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 amendment to the contractual agreement with Care Partner Mentoring, LLC to provide one hundred and four (104) units of Title III E National Family Caregiver Support Program (NFCSP) Public Education at seventy-two dollars and eleven cents (\$72.11) per unit and fifty (50) units of Title III E-NFCSP Support Group at fifty dollars (\$50.00) per unit beginning July 1, 2024 and ending June 30, 2025 for a total contractual amount not to exceed ten thousand dollars (\$10,000.00).

A discussion followed.

On motion made by Jackie Landry, seconded by Kimberly Henry, and so carried, the Board of Directors unanimously accepted Resolution #7-2024-8.

None Agenda Item – Martin Lapari stated that it has come to the staffs' attention that the furniture for the Highway 434 project was not included in the new fiscal year budget. Martin asked for a motion to add furniture for the Highway 434 project to the agenda.

On motion made by Janice Roussel, seconded by Al Hamauei, and so carried, the Board of Directors unanimously approved the addition of furniture for the Highway 434 project to the July 25, 2024 St. Tammany Council on Aging Board of Directors Agenda.

Furniture for the Highway 434 Project – Amy Kudel explained to the Board that the fixed asset line of the budget does have funds in it. But, it is not a separate line item. So, Amy does not have approval to spend that money because it was not specifically designated for furniture on the statement of revenues and expenditures. The hope is that COAST receives a sponsorship which would pay for the furniture. However, Amy will need permission to spend some of the fixed asset money on furniture.

A discussion followed.

On motion made by Jamie Gabourel, seconded by Scott Wallace, and so carried, the Board of Directors unanimously approved the expenditure of up to \$20,000.00 for furniture for the Highway 434 project.

Review of FY2023-2024 Year End Variance Report – Amy Kudel reviewed the fiscal year 2023-2024 Year End Variance Report with the Board.

A discussion followed.

Highway 434 Property Update – Amy Kudel showed the Board pictures of the process made at the new Lacombe Activity Center. Amy informed the Board that the Transportation Depot is ready for inspection by the fire marshal. Troy from Voelkel McWilliams Construction is working on a punch list. Staff will be provided an opportunity to do a walk through. Carpet should be installed in the activity center next week. There is a delay on the generator. So, it may not be onsite for the opening. Sod and hydroseeding work is currently being done.

Martin Lapari (Building Ad Hoc Committee Chairman) told the Board that on the Highway 434 property in Lacombe there is a well and sewer treatment plant. The property is not on city water or sewer. In order to have those, COAST needs a licensed operator. The two contracts that will be presented are for a licensed operator to maintain both the potable water and the sewer treatment plant.

A discussion followed.

Resolution for Service and Maintenance of Water Treatment Plant and Service and Maintenance of Water System Contracts - #7-2024-9 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize George Nicoll, Operations Director, or his successors in office to do all things necessary to implement, maintain, sign and execute a contract with PJR Contracting, Inc. to provide service and maintenance of sewer treatment plant at 61756 Highway 434, Lacombe, LA 70445, for one hundred fifty dollars (\$150.00) per month. This does not include repairs to sewer treatment plant which are charged at a rate of one hundred and twenty-five dollars (\$125.00) per hour during regular business hours. Emergency call outs are charged at one hundred sixty-five dollars (\$165.00) per hour. Clerical work is charged at twenty-five dollars (\$25.00) per hour with a one hour minimum. There is a three hundred dollar (\$300.00) charge for the crane per use. The Board of Directors of the above corporation does also hereby authorize George Nicoll, Operations Director, or his successors in office to do all things necessary to implement, maintain, sign and execute a contract with PJR Contracting, Inc. to provide service and maintenance of water system at 61756 Highway 434, Lacombe, LA 70445, for one hundred fifty dollars (\$150.00) per month. This does not include repairs to water system which are charged at a rate of one hundred and twenty-five dollars (\$125.00) per hour during regular business hours. Emergency call outs are charged at one hundred sixty-five dollars (\$165.00) per hour. Clerical work is charged at twenty-five dollars per hour with a one hour minimum. A water sample taken to the Louisiana Department of Health, when required, incurs a fifty dollar (\$50) fee per sample. There is a supplemental fee for chlorine adjustment for this system. The cost is dependent on the amount of chlorine added.

A discussion followed.

On motion made by Kimberly Henry, seconded by Janice Roussel, and so carried, the Board of Directors unanimously accepted Resolution #7-2024-9.

Louisiana Board of Ethics Annual Board Training Reminder – Martin Lapari reminded the Board that the Louisiana Board of Ethics Annual Board Training is due by the end of the month. It needs to be completed prior to the audit which normally starts in August.

Board Activity Center Visit – Martin Lapari stated that July’s Board Activity Center Visit was at the Pearl River center. Martin shared with the Board about his visit.

Adjournment

There being no further business to discuss, Martin Lapari, Vice - President COAST Board of Directors, adjourned the meeting at 4:16 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.*