



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

Held February 27, 2025

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, Amanda Mason, Scott Wallace, Marcus Wallace, *Jamie Gabourel, *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), Fabianne Faciane (Client Services Deputy Director), and Deidra Chiasson (Executive Assistant).

A quorum was Present.

Call to Order

Vice President Martin Lapari called the meeting to order at 3:01 PM in President Joyce Donohue's absence.

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

Secretary's Report

Acceptance of Minutes – Resolution for Acceptance of Minutes for Regular Board of Directors Meeting December 19, 2024 - #2-2025-1 states be it resolved that the Board of Directors of the above corporation does hereby accept the minutes of the December 19, 2024 Regular Board of Directors Meeting as submitted.

There was no discussion.

On motion made by Al Hamauei, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-1.

Treasurer's Report

Finance Committee Report – Kelly Walgamotte (Treasurer) gave the Finance Committee report. Kelly told the Board that the Finance Committee meeting was held on Wednesday, February 19, 2025 at 3:00 PM. During the meeting, Kelly confirmed that he had reviewed, signed and approved the Bank Reconciliations and Credit Card Reports. Syeda Naeem (Finance Director) went over the updates to the COAST Accounting Policies and Procedures with the committee. The committee approved the updated document to go before the Board with its recommendation for approval. Syeda Naeem reviewed the January Financials, HWY 434 Capital Project Financials and the Quarterly Budget to Actual Financials during the meeting. The committee approved the financials to go forward to the Board. David Ray (Human Resources Director) explained that he felt most of the Human Resource duties could be handled by the HR Assistant, Donna German, and the remainder could be outsourced to a contractor. David recommended HR Nola to the committee. The committee reviewed the HR Nola contract. During the meeting, it was requested that Amy Kudel (Executive Director) have HR Nola add a maximum response time to the contract. The contract that was sent out to the Board for review does contain the requested addition along with revised cancellation terms.

Resolution for Approval of 2025 Accounting Policies & Procedures - #2-2025-2 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the 2025 COAST Accounting Policies and Procedures in its entirety.

There was no discussion.

On motion made by Bruce Margetson, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-2.

Monthly Financial Reports – Syeda Naeem (Finance Director) reviewed the Statement of Revenues and Expenditures as of January 31, 2025, the January 2025 Balance Sheet, along with Statement of Revenues and Expenditures and Balance Sheet for the Capital Project Hwy 434 with the Board.

There was no discussion of the financials.

Resolution for Approval of Quarterly Budget to Actual Report - #2-2025-3 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 \$2,774,537.16 and Actual Revenues totaling \$1,694,774.97 as of the 31st of December, 2024.

There was no discussion.

On motion made by Kelly Walgamotte, seconded by Janice Roussel, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-3.

Resolution for Approval of HR NOLA Contract - #2-2025-4 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, 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 HR Nola to provide 20 units of Human Resource Services at one hundred thirty-five dollars (\$135.00) per unit for a total of two thousand seven hundred dollars (\$2,700.00). Fees for other services that fall out of the scope or above hours outlined in the contract will be billed at the rates listed in the contract.

There was no discussion.

On motion made by Al Hamauei, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-4.

Executive Director's Report

Work Force Optimization – Amy Kudel told the Board that some jobs were being restructured and other jobs that are vacant will not be filled. This will affect four current positions at COAST. The money saved will be used to increase driver salaries.

Slidell Lease Update – Amy noted that nothing has changed with the Slidell lease. She is waiting for the Slidell City Council to approve it so they can move forward.

Bush Activity Center Update – Amy said that the building that COAST is moving into in Bush did not pass the health inspection and will need a new septic tank before the organization can move in.

A discussion followed.

St. Tammany Parish Library Program for Seniors – Amy mentioned COAST is partnering with the St. Tammany Parish Library to offer books to the homebound clients.

Highway 434 Project Update – Amy gave a brief recap of the Highway 434 project.

Employee Milestone Ceremony – Amy stated that since the COAST Employee Milestone Ceremony was cancelled in January, due to weather, it has been rescheduled for the March meeting.

Board Member of the Month – Amy announced that the Board Member of the Month was Amanda Mason.

HR Director Retirement – Amy formally announced David Ray's retirement.

A discussion followed.

Committee Reports

Title III Services Committee – Marcus Wallace (Committee Chairman) told the Board that the Title III Services Committee met on Thursday, February 20. Lysie Abbit presented the Transportation reports in Chris Hodge’s absence. Lysie went over the Transportation Department’s accidents & incidents for January and the first part of February with the committee. There were two incidents and one accident. One of our Drivers was backing into a parking spot and ripped the front bumper off a parked van. Lysie presented the Transportation Revenue Monthly Summaries for December and January as well as the passenger break down by city, race, age, and gender for those months. During the annual review of policies and programs, two Transportation Documents were amended. The Safety Team Program document had two small corrections. The Transportation Drivers Handbook and Policy Manual was amended to include Juneteenth as an observed holiday. The fleet count was updated as well. During the meeting, Fabianne Faciane, the Client Services Deputy Director, went over the Client Services Reports with the committee in Claudia Warner’s absence. COAST’s Chore Service which is the grass cutting service that runs from March through October currently has a waitlist. This service will start again next month. The Homemaker, Personal Care and Respite services currently have waitlists as well. Amy Kudel and Claudia Warner have been working to restructure the units for our Personal Care service in order to reduce the waitlist for that program. Twenty clients were removed from the Personal Care waitlist. The program’s current waitlist is five. The Medical Alert service has a waitlist of two clients. In January, COAST was able to use prior year funding to remove twenty clients from the waitlist.

Resolution for 2025 Safety Team Program Policy - #2-2025-5 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the 2025 Safety Team Program Policy in its entirety.

There was no discussion.

On motion made by Kelly Walgamotte, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-5.

Resolution for 2025 Transportation Drivers Handbook and Policy Manual - #2-2025- 6 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the 2025 Transportation Drivers Handbook and Policy Manual in its entirety.

There was no discussion.

On motion made by Jackie Landry, seconded by Kelly Walgamotte, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-6.

Executive Committee – Martin Lapari (Vice President) gave the Executive Committee report in President Joyce Donohue’s absence. Martin said that the Executive Committee met at 2:00 PM on Wednesday, February 19 to discuss the organization’s disaster plan. Every spring the Governor’s Office of Elderly Affairs (GOEA) requests the Councils on Aging review and update their disaster plans as necessary. COAST’s plan is call the Continuity and Business Emergency Plan. George Nicoll (Operations Director) updated COAST’s plan. The committee approved the changes to go before the Board with its recommendation for approval. Work Force Optimization and Drug Policy Procedures were also discussed during the meeting.

Resolution for Approval of 2025 St. Tammany Council on Aging, Inc. Continuity and Business Emergency Plan - #2-2025-7 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the 2025 St. Tammany Council on Aging, Inc. Continuity & Business Emergency Plan in its entirety.

There was no discussion.

On motion made by Janice Roussel, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-7.

Old Business

Martin mentioned that under Old Business were the two hold harmless agreements originally discussed at the December Board Meeting. One of the Board members had requested that the Board of Directors be included in the hold harmless agreements. This change was made and the updated agreements were sent out via email.

Resolution for Hold Harmless Agreement for Home Delivered Meals - #2-2025-8 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the St. Tammany Council on Aging Hold Harmless Agreement for Home Delivered Meals.

There was no discussion.

On motion made by Amanda Mason, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-8.

Resolution for Hold Harmless Agreement for Congregate Meals - #2-2025-9 states: Be it resolved that the Board of Directors of the above corporation does hereby accept the St. Tammany Council on Aging Hold Harmless Agreement for Congregate Meals.

There was no discussion.

On motion made by Amanda Mason, seconded by Marcus Wallace, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-9.

New Business

Resolution for Wellness Services Agreements - #2-2025-10 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 negotiate, implement, maintain, sign and execute service agreements to provide wellness services. Such agreements shall include terms that are the same as, or more favorable than, the terms of the prior agreement executed on July 26, 2024 with Michelle Williamson.

A discussion followed.

On motion made by Kandise Wilson, seconded by Amanda Mason, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-10.

Resolution for GOEA Contracts - #2-2025-11 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 and George Nicoll, Operations Director, or his successors in office to do all things necessary to implement, maintain, sign and execute contracts with the Louisiana Governor's Office of Elderly Affairs (GOEA) as deemed necessary by GOEA.

A discussion followed.

On motion made by Marie Antoinette Wright, seconded by Janice Roussel, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-11.

Resolution for 2025 Chore Contract - #2-2025-12 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, 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, 2025 through October 31, 2025 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 Kelly Walgamotte, seconded by Kandise Wilson, and so carried, the Board of Directors unanimously accepted Resolution #2-2025-12.

Committee Appointments for New Board Member – Martin Lapari appointed Marie Antoinette Wright to the Title III Services and Resource Development Committees.

Board Recruitment – Martin Lapari stated that in June Janice Roussel's and Scott Wallace's first terms on the Board will end. It is the organization's hope that both will continue on the Board for a second three-year term. The unexpired term Marie Antoinette Wright is currently filling will end in June as well. COAST is looking forward to working with her for another 3 years. Sadly, both Joyce Donohue and

Kelly Walgamotte are termed out as of June. Two new Board members are needed as their replacements. Board recruitment starts in March. If any Board member knows of someone that would make a good Board member, please submit their information to Deidra Chiasson (Executive Assistant).

Louisiana Board of Ethics Tier 2.1 Personal Financial Disclosure reminder for 2024 Tax Year – Martin Lapari informed that Board that the Louisiana Board of Ethics Tier 2.1 Personal Financial Disclosure for the 2024 Tax Year is due to the Board of Ethics no later than May 15. Deidra Chiasson will send out a link to the form.

A discussion followed.

Louisiana Board of Ethics Training for 2025 reminder – Martin Lapari reminded the Board that the annual Louisiana Board of Ethics Training for Board Members is due for 2025. Deidra Chiasson will send out an email with the link for the training. Martin asked the Board to send a copy of their certificate of completion to Deidra Chiasson for COAST's records.

Board Activity Center Visits – Martin reminded the Board that the February Board Activity Center visit was at the Pearl River Center on the 13th. The attendees spoke about their visit.

A discussion followed.

Addition of Resolution to Agenda – Martin Lapari informed the Board that there was a time sensitive item that needed to be added to the agenda. Martin asked for a motion to add Resolution for Additional Expenditures for Bush Activity Center - #2-2025-13 to the agenda.

There was no discussion.

On motion made by Marcus Wallace, seconded by Amanda Mason, and so carried, the Board of Directors unanimously approved the addition of Resolution #2-2025-13 to the February 27, 2025 Board of Directors Meeting agenda.

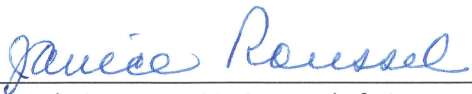
Resolution for Additional Expenditures for Bush Activity Center - #2-2025-13 states: Be it resolved that the Board of Directors of the above corporation does hereby authorize Amy Kudel, Executive Director, or her successors in office to make additional expenditures for the relocation of the Bush Activity Center increasing the previously approved maximum of ten thousand dollars (\$10,000.00) to an amount not to exceed fourteen thousand dollars (\$14,000.00).

A discussion followed.

On motion made by Janice Roussel, seconded by Scott Wallace, and so carried, the Board of Directors unanimously accepted Resolution #1-2025-13.

Adjournment

There being no further business to discuss, Martin Lapari, Vice President COAST Board of Directors, adjourned the meeting at 4:04 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.*