

**Barry County Commission on Aging
Board Meeting Minutes – January 17, 2023**

The January 17, 2023 COA Board Meeting was called to order by Vice Chairperson Sharon Zebrowski at 2:03 p.m. at the Commission on Aging building in Hastings. Roll was taken before the Pledge of Allegiance.

Present: Don Bowers, Commissioner Mike Callton, Betsy Colgan, Terry Dennison, Jennie DeWitt, Carrie McCormick, Sager (Junior) Miller, Mike Snyder, Dave Tossava, and Sharon Zebrowski.

Absent: Charlotte Mohler, Sally Shuster Shoff. **Staff:** Courtney Ziny, Susanne Huebner. Persons in attendance also included a few interested people.

Approval of Agenda: Zebrowski noted that the agenda needed to be amended to add approval for new bathroom toilets and faucets, to post a part-time Kitchen Assistant position, and to post a part-time Office position. Motion by DeWitt to approve the agenda as amended. Support by Dennison. All ayes. **Motion carried.**

Approval of Minutes: Moved by DeWitt, supported by McCormick, to approve the minutes of the November 15, 2022 meeting as written. All ayes. **Motion carried.**

Public Comment: None.

5 + 5 Presentation: Jorden Wolfe, RN, Adult Day Services

Current billing for services is charged in 4-hour or 8-hour increments only. A change in billing is proposed to change \$6/hour as a flat rate, with 15-minute increments. This would allow for more accurate billing. The out-of-county rate would remain the same with \$65 for a day.

Moved by Tossava, supported by DeWitt, to implement 15-minute increments for Adult Day Service billing. Roll call vote taken: 10 ayes – 0 nays. **Motion carried by roll call vote.**

Committee Reports:

A. **Building Committee:** Mike Snyder gave a synopsis of the last Building Committee meeting. The committee explored the essential needs regarding space for each department to be able to carry out their duties. Options for potential locations are currently being explored.

Correspondence: COA received a Thank You letter from the Lakewood Area Choral Society for the sponsorship of the rebroadcast of their Christmas concert on WBCH on December 25, 2022.

Director's Report:

- Veteran's Breakfast on January 9th was a success, with 14 attendees for the first event.
- Burger Night is coming up on January 31st.
- A Valentine's Ball is planned for February 10th. The event is planned by local National Honor Society High School students.
- Trivia Night Fundraiser to benefit Adult Day Services will be held on February 18th.
- Direct Care Workers were upset with the County's "bonus" payment distribution.
- New copy machine for the administrative Quad office is expected to be delivered in March.
- Craft Room received a fresh coat of paint and got redecorated for smaller group activities.
- Director Ziny will be increasing her personal involvement in local committees.

Finance Reports:

Moved by Snyder, supported by DeWitt, to accept August, September, October through November 2022 financial reports as presented. Roll call vote taken: 10 ayes – 0 nays. **Motion carried by roll call vote.**

Additional Action Items:

- A. Moved by Tossava, supported by Miller, to approve the 2023 Board Meeting Schedule as amended with the changes for the March and June 2023 meetings. All ayes. **Motion carried.**
- B. Moved by Tossava, supported by Colgan, to approve the 2023 Holiday Schedule as amended to reflect changes for Christmas and New Year's. All ayes. **Motion carried.**
- C. Moved by Colgan, supported by DeWitt, to approve carry-over of 13.75 vacation hours for an employee. All ayes. **Motion carried.**
- D. Moved by Tossava, supported by DeWitt, to approve the sale of a COA's 2010 Ford truck by competitive bid. Roll call vote taken: 10 ayes - 0 nays. **Motion carried by roll call vote.**
- E. Moved by Snyder, supported by Tossava, to approve payment of an invoice in the amount of \$2,300.00 for annual maintenance service fee for MySeniorCenter. Roll call vote taken: 10 ayes - 0 nays. **Motion carried by roll call vote.**
- F. Moved by Tossava, supported by Colgan, to approve a quote from Hometown Plumbing for \$2,856.60 to repair Women's bathroom toilets and faucets. Roll call vote taken: 10 ayes - 0 nays. **Motion carried by roll call vote.**
- G. & H. Moved by Colgan, supported by DeWitt, to approve posting of part-time Kitchen Assistant position and part-time Office position. Roll call vote taken: 10 ayes - 0 nays. **Motion carried by roll call vote.**

Employee Grievances:

Moved by Bowers, supported by Colgan, to deny employee grievances. All ayes. **Motion carried.**

Informational Items:

- A. Vehicle Report: the November 2022 Vehicle Report was presented.
- B. Vehicle Report: the December 2022 Vehicle Report was presented.
The monthly reports will be changed to quarterly reports.
- C. Upcoming Events: Burger Night, Valentine's Ball, Trivia Night.
- D. Commissioner Report: Commissioner Callton
Interviews for appointment to the COA Board are scheduled for January 31st.

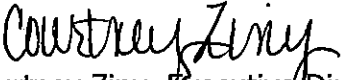
Members Time:

- The board members thanked Sharon Zebrowski for her years of service on the Board.
- Elections for new Chairperson and Vice Chairperson will be held in March.

Adjournment:

Moved by Tossava, supported by DeWitt, to adjourn the meeting. **Motion carried.**
Meeting adjourned at 4:02 p.m.

Respectfully submitted,


Courtney Ziny, Executive Director