

**Barry County Commission on Aging
Board Meeting Minutes – March 22, 2023**

The March 22, 2023 COA Board Meeting was called to order by David Tossava at 12:38 p.m. at The Woodland Eagles building in Woodland, Michigan. Roll call was taken before the Pledge of Allegiance.

Present: Commissioner Mike Callton, Betsy Colgan, Terry Dennison, Jennie DeWitt, Sheryl Lewis Blake, Junior (Sager) Miller, Charlotte Mohler, Douglas Smendik, Mike Snyder, and Dave Tossava.

Absent: Don Bowers, Carrie McCormick, and Sally Shuster Shoff. **Staff:** Courtney Ziny, Susanne Huebner. Persons in attendance also included other interested people.

Approval of Agenda: Motion by Lewis Blake to approve the agenda as presented. Support by DeWitt. All ayes. **Motion carried.**

Election of Officers: Tossava opened the floor for nominations for Chairperson. Moved by Tossava, supported by Callton, to elect Jennie DeWitt as Chairperson. All ayes. **Motion carried.** Tossava opened the floor for nominations for Vice-Chair. Moved by Snyder, supported by Tossava, to elect Sheryl Lewis Blake as Vice-Chair. All ayes. **Motion carried.** DeWitt assumed chairmanship of the meeting at 12:45 p.m.

Approval of Minutes: Moved by DeWitt, supported by Smendik, to approve the minutes of the February 21, 2023 meeting as written. All ayes. **Motion carried.**

Public Comment: N/A

5 + 5 Presentation: Leona Rairigh, Kitchen Manager

Rairigh explained the food handling processes for the congregate sites, from daily delivery by Meals on Wheels Western Michigan to the distribution to the various locations. Hastings currently has around 25 diners on a regular basis, Delton's site around 8-12, and Woodland's site around 15-18.

Discussion about possibility of adding additional sites.

COA Committee Reports:

a. Building Committee Report: Mike Snyder

The Building Committee took a tour of the Thornapple Manor Harvest Pointe facility.

A Hastings High School student is currently working on some concept drawings for the new building as a visual reference for discussion.

A partnership with Harvest Pointe regarding use of kitchen is a strong possibility.

The Building Committee is going to tour facilities similar to the COA on April 3rd.

The COA has received positive and negative feedback regarding the new location.

Correspondence: N/A

Finance Report:

Executive Director Ziny pointed out that the COA is now on a calendar fiscal year. Ziny has started aligning the COA's QuickBooks system to reflect the County's fiscal year reporting. The Reconciliation Report for February 2023 was distributed.

Moved by Smendik, supported by Dennison, to have a special board meeting as a working meeting to understand the financial aspects of the Commission on Aging. All ayes. **Motion carried.**

Director's Report: Executive Director Ziny

- COA staff members participated in the Hastings St. Patrick Day's Parade.
- A Painting for Beginners class will be held at the COA.
- A Butterflies in Bloom bus trip to Meijer Garden in Grand Rapids is scheduled for April 6th.
- YMCA classes for Better Balance will start in April and will continue through June.
- Special focus on upcoming COA Lasagna Dinner fundraiser on April 21st
- An additional kitchen assistant has been hired, which will provide more scheduling flexibility for the Kitchen Manager.
- Sealed bids are being accepted for the old Meals on Wheels truck that got replaced.
- Technological equipment will need to be replacement over time in order to have the capability to handle updates in software programs.
- Executive Director Ziny attended United Way's Victory Celebration.

Commissioner Callton exited at 1:38 p.m.

Additional Action Items:

- A. The Board discussed talking points for the new facility. The Board discussed attending a City of Hastings Council meeting and township meetings to bring awareness to the project.

Informational Items:

- A. The Board talked about reviewing and updating the COA's Vision & Mission Statement. A work lunch is scheduled before the next meeting on April 18th.
- B. The Board talked about upcoming events.
- C. Commission Report N/A

Members Time:

- The Board commended Executive Director Ziny for the wonderful job she has been doing, the transparency she has been displaying, and for providing the Board with regular updates.

Adjournment:

Moved by Tossava, supported by Miller, to adjourn the meeting. All ayes. **Motion carried.**

Meeting adjourned at 1:50 p.m.

Respectfully submitted,



Jennie DeWitt,
Chairperson