

**MINUTES OF PUBLIC MEETING AND THE BOARD MEETING OF
WASHINGTON PARISH COUNCIL ON AGING**

A public meeting and Board of Directors meeting of the Washington Parish Council on Aging was held on December 15, 2023, at the Bogalusa Senior Center, with proper and timely notices provided in advance of the meeting. The meeting commenced at 10:00 a.m. and was called to order by Jim Kemp, Board Vice President, acting in the absence of Mr. Douglas Coon. The board was led in invocation by Ms. Linda Manning and the Pledge of Allegiance by Mr. Kemp.

A roll call of attendance was made. Present were: Mr. Jim Kemp, Ms. Madia Thomas, Ms. Bernice Crain, Ms. Jackie Fortenberry, Ms. Louise Topps, Ms. Wanderlyn Weary, Ms. Sarah Howard, Ms. Deborah McCloud, Ms. Linda Manning and Mr. Alton Cryer. Also present were Ms. Leona Magee, Executive Director, Ms. Samantha Penton, Finance Director, as well as Charles M. "Chuck" Hughes, Jr., Attorney. Accordingly, a quorum was declared present, and the meeting opened for business.

Minutes of the regular meeting of September 29, 2023, were presented and read. After discussion, motion was made and seconded to approve the minutes. Motion passed unanimously.

The board was led in discussion of the September, October and December financial reports by Ms. Magee and Ms. Penton. Note was made that the financial reports had previously been sent to board members and a resolution regarding the budget-to-actual information was read into the minutes, and a copy of said resolution is attached hereto and made part of these minutes. Expenses to date total \$148,320.18 with revenue at \$158,652.54, as of the end of the financial period. Note was made that the finance committee has reviewed this information and a more in-depth discussion and detailed information will be provided at the next meeting. After discussion, motion was made and seconded to approve the financial budget-to-actual resolution as submitted. Motion passed unanimously.

Discussion was held concerning other financial matters including the fact that the Franklinton building is at 85% of budget as of the last payments to contractors. Quarterly funding has been coming in, which is affecting the financial sheets that will be explained in further detail at the next meeting with an update. All of the work at the Franklinton office is going as scheduled and financing is taking place as anticipated. Ms. Magee noted that the ARP funding, as a result of COVID, which is for home meals and home services will be going away soon and therefore, additional donations from other places will be sought. Ms. Magee discussed with the board the fact that the federal government COVID funding will cease in the very near future.

Mr. Kemp called for any public input for the meeting and there being none, the meeting continued as scheduled. Discussion was held concerning an update on the Austin Street building. Attorney Hughes indicated that an amended lease form had been forward to the City to allow for an additional lessor and he is awaiting return of the executed lease from the City Administration. Note was made with a need for the City and other lessor, Outreach Community Social Services, to provide information concerning insurance, utilities and other obligations as set forth in the lease.

Additional discussion was held concerning the Franklinton building report with pictures being passed around by Ms. Magee. The building has progressed nicely with the bricks on the outside of the building having been installed as well as the installed windows. Painting on the interior has started and all is going good with, as previously noted, approximately 85% of the project funded finished. Electrical connections are scheduled to be completed by the end of the week and everything is looking good for an opening in the very near future.

Discussion was held concerning the next meeting of the board, with Ms. Magee noting that a calendar would be coming out and noting the next meeting is scheduled for January 26, 2024 at 2:00 p.m., at which point discussion will be had concerning additional financial matters and the Council's audit.

Ms. Magee led the board in a discussion of new business. Ms. Magee indicated that the 5311 Application for DOTD funding has been submitted and the program manager said that all documentation was in order. This funding is used to run the transportation busses and appropriate applications had been made. Discussion was also held concerning approval of a date for the Council's annual meeting, which will be held on the fourth Friday in April, April 26, 2024. After discussion, motion was made and seconded to approve the setting of the annual meeting for this date. Motion passed unanimously. Ms. Magee noted that six board members will be coming off of the board and discussion concerning board of director replacements was had including reference to the desired geographic distribution of board members.

Ms. Magee noted that the Council's long-time DOTD drug testing contractor was unable to perform drug testing, and accordingly a new contractor, Ms. Melinda Evans with K-4 Testing was retained. After discussion was made and seconded to approve the use of Ms. Evans' company, a local company, for drug testing for DOTD requirements. Motion passed unanimously.

Discussion was held concerning the Council's tax milage. Ms. Magee indicated that this issue must be addressed annually and led the board in a discussion regarding the submission of paperwork necessary this year, which is an assessment year. Recommendation was made that the Council not roll forward this year, but wait until next year in light of the fact that this year is a reassessment year. Ms. Magee noted that a vote is necessary in January on this important matter.

Ms. Magee led the board in a discussion of other business, indicating information packets for board members had been distributed including manuals regarding operation of the Council and the responsibility of directors. A yearly calendar will also be circulated to board members, with the Franklinton office coming back into the rotation for meetings in order to start having meetings on the West side of the parish again. Ms. Magee asked all board members to refer to the Council's Facebook page which will be posting about upcoming events as well as developments of the Franklinton building.

Additional discussion was held regarding matters pertaining to council on aging drivers and assistants with hospital and doctor visits. Comments were also offered regarding sick individuals in the area and prayers were offered for all.

There being no further business to come before the board, motion was made and seconded to adjourn. Motion passed unanimously and the meeting was adjourned.

Respectfully submitted,

Charles M. Hughes, Jr.