

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 July 26, 2024 meeting. The meeting commenced at 2:00 p.m. and was called to order by Ms. Linda Manning. The board was led in invocation by Rev. Louis Smith and the Pledge of Allegiance by Ms. Ann Daughdrill.

A roll call of attendance was made. Present were: Ms. Linda Manning, Ms. Wanderly Weary, Ms. Ann Daughdrill, Rev. Louis Smith, Ms. Bernice Crain, Mr. Aluton Cryer, Ms. Jackie Fortenberry, Ms. Maida Thomas, Ms. Linda Martin, Ms. Deborah McCloud, Ms. Geraldine Robinson, Mr. Ken Martin, Ms. Sarah Howard and Ms. Bitieree Schillings. Absent was Ms. Audrey Stringer. 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.

Chairman Linda Manning called for public comment and participation. No individuals from the public were present. Additional business of the Council commenced.

Minutes of the regular meeting of May 24, 2024, were presented and read, it being noted that copies had previously been sent to all board members. Discussion was held concerning attendees of members. After discussion, motion was made to amend the minutes to reflect a correction of attendees and seconded to approve the minutes once amended. Motion passed unanimously.

Discussion was held concerning the financial and program reports for May and June 2024. Ms. Samantha Penton made the presentation and read the resolution with regard to the information contained in the board packet, which had been previously submitted. The profit and loss spreadsheet for May and June was reviewed and Ms. Penton indicated that she is working with the Council's CPA with regard to fiscal year finalization. The agency is very near a break even point, with savings and the LAMP account remaining untouched. Accordingly, all financial matters appear to be in order. After further discussion and review of information by the board, motion was made and seconded to approve the financial and program reports as submitted. Motion passed unanimously.

Ms. Magee led the board in a review of old business, leading a discussion of the Bogalusa Senior Center building and work that is being done with the City of Bogalusa. Ms. Magee indicated that he had recently spoken with the Mayor at the 4th of July event in the park, who promised to send a crew over to work on the fascia board and soffits for the building which need work. Ms. Magee promised to keep the board updated in this regard.

Ms. Magee led the board in a review of new business including discussion regarding the executive committee assignments. This information had been previously sent to board members in the board packet and was again reviewed at the meeting for appointments to the executive committee, finance committee, personnel committee and the board development committee. After discussion, motion was made and seconded to approve the assignments to the aforementioned committees. Motion passed unanimously. Discussion was also held concerning

the approval of the by-laws certification as required by the Council. The board reviewed information that had been previously sent in the board packet and after discussion, and it being noted that there are no changes to by-laws to be considered, motion was made and seconded to approve and certified the by-laws as they currently exist. Motion passed unanimously.

Discussion was held concerning the audit engagement requirements for fiscal year 2024 at the proposal of Hebert Johnson & Associates. Ms. Magee led the board in a review of the audit engagement letter and services that would be provided by this firm. Ms. Magee also distributed the Louisiana Compliance Questionnaire for audit engagements of public agencies, reflecting information of the Council as well as various questions that are to be answered in connection with state law and auditing of the Council. After general discussion of this matter, motion was made and seconded to adopt and complete the questionnaire and to submit same for review. Motion passed unanimously. Motion was also made and seconded to engage the firm of Hebert Johnson & Associates for the upcoming audit to commence in September with a report to be issued no later than December. Motion passed unanimously.

Ms. Magee led the board in a review of the agency's summary report, reflecting programs of the agency throughout the parish including congregate meals, home delivered meals, home maker services, information and assistance, material aide, medical alert, NFCSP in-home respite, C-2 nutrition, outreach programs, telephoning, transportation, and other services. The board reviewed the number of services of submitted, through date, noting nearly 31,000 congregate meals and nearly 50,000 home delivered meals, both of which in excess of anticipated numbers. Ms. Magee noted that no one is turned away from any service at all. The board reviewed this information and thanked Ms. Magee and the staff that is being done. Ms. Magee thanked the board for its attendance at these meetings, noting the difficulty of attendance especially in rainy weather, thanking them for the work that they do.

Ms. Magee presented the board with the director's report noting and leading the board in a discussion regarding van maintenance issues. Discussion was held concerning the agencies' fleet with Ms. Magee noting that two new vehicles are expected to arrive next year, hopefully by April. This delivery schedule is in process, with Ms. Magee noting that the Council's current biggest van, van no. 28, is going out of service. After discussion of this and other matters, motion was made and seconded to accept the agency's summary report and the director's report. Motion passed unanimously.

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.