

Chatham County Council on Aging

Board of Directors Meeting

October 27, 2016

Members Present: Louis Forrissi, Jim Hackney, Kathy Meredith, Larry Ross, Michael Nowicki, Nansi Greger-Holt, Tamara Patterson, Jim Wall, Stephanie Faris, David Marty, Kalyan Ghosh and Kathy Brommage

Members Absent: Emily Foushee and Gerald Strobe

Council Personnel Present: Dennis Streets and Sadie McLaurin

Guest: Peter Siragusa, Postmaster of Pittsboro Post Office

Welcome

Larry Ross called the meeting to order at 5:30 pm, at the Eastern Chatham Senior Center and welcomed Peter Siragusa, Postmaster of the Pittsboro Post Office. Mr. Siragusa had been invited to the meeting by Louis Forrissi to explain some services that the Post Office is willing to provide to at the Eastern Center. Siragusa noted that this would be a pilot for the Post Office and if successful, could possibly expand. Dennis Streets said he would have staff follow up to plan arrangements. The goal is to test this during the upcoming holiday season.

After Dennis Streets shared photos from October activities (highlighting the Gospel Explosion at the WCSC and the community service day of Blackman & Sloop at the ECSC), he also mentioned that three bus loads of Senior Center participants went to the State Fair.

Ross invited Board members to share how they had supported the Board since the September meeting. Kalyan Ghosh noted his continued service as COA's representative on the County's Comprehensive Planning Committee and his writing of an article for the Fall issue of COA's newsletter. In addition to arranging for Postmaster Siragusa's visit, Forrissi performed with the COA Choral Group at the Gospel Explosion and nominated COA for the 2016 Humanitarian Award of the West Chatham NAACP Branch. Nansi Greger-Holt was one of the trainers for the Advanced Directives workshop attended by about 40 people at the ECSC. She noted that she and her co-trainer (Libby Hart) would be repeating this session at the ECSC for a County Employee Learning Lunch.

Ross then asked for consideration of the September minutes. After a minor correction, the minutes were approved unanimously on a motion by Jim Hackney, seconded by Mike Nowicki.

Committee Work

Nomination Committee

David Marty indicated that one more person is needed for the Nominating Committee. He explained that all officer positions are open, with elections to be held at the January Board meeting. He explained that the goal is for each Board member to eventually serve as an officer. Kathy Brommage encouraged Board members to be active in support of COA. Marty noted that officers can serve two consecutive terms. Ghosh and Forrissi indicated that they are willing to continue to serve if elected. Board members interested in being considered for an officer position are to contact Marty or Brommage. Their goal is to have candidates identified by the December meeting.

Marty introduced a revised application form for use by persons interested in Board membership. Based on member input, several further changes were made to the form. He then introduced a draft resolution for consideration by the Board that would require a background check of current members and future applicants. After extensive discussion, it was decided that the Council would pay for such checks and the following resolution was approved unanimously, on a motion by Jim Hackney, seconded by Forrissi:

Resolution

The Board approves the administration of a Background Check on all current Board members and all future applicants being considered by the Board. Board members and applicants will sign an authorization for this check. Results of the check will be shared with the Board President who may consult with the Executive Team and Nominating Committee if there is a matter of concern. Any Board member or applicant may request a copy of the results. The results will otherwise be kept confidential.

Finance and Audit Committees

Jim Hackney reviewed the notes from the Finance Committee. He indicated that the focus of the Council's heads-up input for the next County budget would be (1) contingency funds to support transportation if the DOT 5310 grant is not awarded and (2) continued support for the COA home repair efforts that it has undertaken with Rebuilding Together.

Hackney called for the Board to consider a resolution approving the Council's submission of an application to the NC Department of Transportation for the 5310 grant for Fiscal Year 2017-18. The Board approved the following resolution on a motion by Ghosh, seconded by Forrissi:

Resolution

The Board authorizes Dennis W. Streets, as Executive Director of the Chatham County Council on Aging, to submit a grant for federal and state funding, provide the required local match, make the necessary assurances and certifications, and be empowered to enter into an agreement with NCDOT to provide public transportation services for Project Year 2017-18.

Hackney gave an update on fundraising activities, including the status of grants. Hackney also discussed steps for moving the investment account from TD Ameritrade to Edwards Jones, following the direction approved by the Board at the September meeting.

Hackney gave a brief overview of the draft Contractual Agreement with the County. In answer to a question, Streets spoke of the positive relationship that the Council enjoys with the County. The Board approved the following resolution on a motion by Ghosh, seconded by Brommage:

Resolution

The Board approves the proposed agreement by and between Chatham County, a public body politic and corporate of the State of North Carolina, and the Chatham County Council of Aging, for the period July 1, 2016 through June 30, 2017. The Board understands that the agreement must also be approved by the Chatham County Board of Commissioners before taking effect.

Hackney next reviewed the Statement of COA Board and Executive Director Responsibilities, drafted by the Executive Team. After some discussion, the Board approved the following resolution on a motion by Meredith, seconded by Marty:

Resolution

The Board approves the Statement of COA Board and Executive Director Responsibilities.

Hackney highlighted the financial statements for September. On a motion by Forrissi, seconded by Marty, the Finance Committee report was accepted.

Hackney concluded his remarks by reporting on the annual audit conducted by Blackman & Sloop, sharing the good news of “no material weaknesses identified.” He also reviewed several PowerPoint slides from the audit report focusing on the Defensive Interval Ratio, Functional Expenses, and Support and Revenue and Expenses.

Programs & Services Committee

There was no report as the Committee did not meet since the last Board meeting.

Marketing & Fundraising Committee

Streets reported on plans for the Holiday Appeal letter. He also shared preliminary plans for the Share the Love events with Johnson Subaru, including a Subaru rodeo. Stephanie Faris pointed out that Subaru seems to promote pets in its ads and this may be something upon which to draw.

Other Business

Streets shared information about several upcoming events, including the Chili Bake-off. He said that he would send a reminder notice to the Board about these events. Streets also distributed the United Way information and contribution form.

Faris shared greeting cards that were prepared by first graders of Perry Harrison for homebound COA clients. She also mentioned hearing about breakfast bags that are being prepared for nutrition clients in Wake County. Streets said that he would investigate this.

Jim Wall announced plans for the start up of a Rotary Chapter in Pittsboro.

Faris asked about the process for developing, editing and approving the COA newsletter articles. Streets explained that he is serving as editor and consulting with appropriate others whenever he has a question about the appropriateness and accuracy of content.

Meredith reminded the Board of the upcoming Street Fair in Pittsboro, at which the Council will have a booth.

Ross indicated that there would be no Board meeting in November, with the next one scheduled for Thursday, December 8th at the Eastern Center in Pittsboro. He then adjourned the September meeting at 7:10 pm.

Respectfully submitted: Louis Forrisi