



**EAST BATON ROUGE COUNCIL ON AGING
BOARD OF DIRECTORS
Thursday, February 24, 2022 at 12:00pm
The Lotus Center-1701 Main Street, BR, LA 70806**

**MEETING AGENDA
(Amended)**

1. Call to Order and Invocation
2. Pledge of Allegiance
3. Roll Call
4. Adopt the Agenda
5. Public Comments
6. Action Item(s):
 - A. Finance Committee Report/Finance Report
 1. FY 2021 Auditor Report by LA Champagne
 2. Financial Report: December 31, 2021
 3. Salary Adjustments/PMAS (Performance Management Appraisal System)
 4. 2022 EBR Council on Aging Holidays

B. Personnel Committee Report

Executive Session

(To discuss Chief Executive Officer Performance Review FY 20-21)

- C. Discussions/Policy Approvals
- a. Employment Application (rev. 2021)
 - b. Personnel Policy Number 19 – Recoupment of Overtime Policy
 - c. Personnel Policy Number 27 – Time, Attendance, and Leave Request Policy
 - d. Personnel Policy Number 28 – Paychex Flex Time Clock Policy
 - e. COVID-19 Return to Work Plan (COVID-19 Safety Protocol Plan & Policy)
 - f. Personnel Policy Number 41-1B – Emergency Rules Policy – Temporary Telecommuting

- g. Personnel Policy Number 41-2A – Emergency Rules Policy – Disaster/Emergency Pay Policy
- h. Personnel Policy Number 41-2B – Emergency Rules Policy – Workforce Guidance
- i. Personnel Policy Number 41-2C – Emergency Rules Policy – Limited Travel
- j. Personnel Policy Number 42 – Telecommuting Policy
- k. Personnel Policy Number 43 – Reward, Recognition & Hazard Pay Policy
- l. Personnel Policy Number 44 – Vaccination Policy
- m. Personnel Policy Number 45- Agency Cell Phone Policy
- n. Personnel Policy Number 46 – Educational Assistance Policy

D. Board Chairwoman Report

- a. Acceptance of Board of Director Resignation

E. Resolutions:

- a. 517 North 17th St. BR, LA 70802
- b. 533 North 17th Street, BR, LA 70802

D. CEO Report

- 1. 1. The Lotus Headquarters (Administration Building)
 - a. The Administration Building Slideshow Presentation
 - b. 70% of Completion
- 2. The Lotus Village:
 - a. Lotus Village Development Update: 116 Units; 34 Buildings
 - b. Rental /Purchases of Properties Update
 - c. The Lotus Village
 - a. The Lotus Village Site Plans
 - i. Lotus Village I-30 Units
 - ii. Lotus Village II-43 Units
 - iii. Lotus Village III-42 Units
 - 1. 635 North 16th Street-Police Sub Station (possibly)
 - 2. 1549 North Street-Senior Aging in Place Unit
- 3. The EBRCOA Fleet Warehouse
 - a. Architect: Marcus Williams, Williams Architect
 - b. Preliminary Building Plans: 8,000-10,000 sf metal building structure for fleet vehicle maintenance and storage with concrete parking lot.
 - c. Invitation Bid-March 1, 2022
- 4. New Construction Projects:
 - a. Zachary Senior Center-6363 Main Street 5,400 sq. ft.
 - i. Grand Opening Celebration-March 2022