



## UNION-SNYDER AGENCY ON AGING, INC. BOARD OF DIRECTORS MEETING MINUTES

**August 19, 2026 | 3:00 PM**  
**116 N 2nd St, Lewisburg, PA 17837**

### Board Members in Attendance:

- |                                                                    |                                                        |
|--------------------------------------------------------------------|--------------------------------------------------------|
| <input type="checkbox"/> Adam Ewig                                 | <input type="checkbox"/> Heather Over                  |
| <input checked="" type="checkbox"/> Sue Jamison                    | <input checked="" type="checkbox"/> Stacy Richards     |
| <input checked="" type="checkbox"/> Susan Jordan                   | <input type="checkbox"/> Jim Richmond                  |
| <input checked="" type="checkbox"/> Sharon Leon                    | <input checked="" type="checkbox"/> Bette Scott        |
| <input checked="" type="checkbox"/> Ryan McNally, Secretary (Zoom) | <input checked="" type="checkbox"/> Ed Sigl, Treasurer |
| <input type="checkbox"/> Tony Michetti                             | <input checked="" type="checkbox"/> Wesley Thomas      |
| <input checked="" type="checkbox"/> Leslie Osgood, President       |                                                        |

### Agency Staff in Attendance:

- ☒ Susie Weller, Agency Executive Director (ED)
- ☒ Kristy Dax, Agency Administrative Manager (AM)
- ☒ Holly Brandt, Blair Senior Services, Agency fiscal team (Zoom)

### Guests in Attendance:

None

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A meeting of the Union-Snyder Agency on Aging, Inc. (hereinafter "Agency") Board of Directors (hereinafter "Board") was held on August 19, 2026, at 3:00 p.m. at the Agency's Lewisburg office and via Zoom Video Communications (available to Board members & staff only).

Notice of the Board meeting was given to the public by publication of the place, date, and time of the Board meeting in The Daily Item newspaper, the Agency's Facebook page, and by posting a notice of the place, date, time, and agenda of the Board meeting prominently on the Agency website and at the Board meeting site.

### CALL TO ORDER

The meeting was called to order by Leslie Osgood (hereinafter "President").

**MOTION** to call the August 19, 2026 meeting to order at 3:14 p.m.

- Moved by: Sue Jamison
- Seconded by: Sharon Leon
- **Vote: All in favor**

## ROLL CALL/Quorum Verification

Quorum met.

## Public Comment Period

None

## APPROVAL OF BOARD MINUTES

### June Meeting Minutes

**MOTION** to approve the minutes of Board meeting held June 17, 2026, with the edit as requested to clarify the 1% difference in budget from 25/26 to 26/27 listed on page 3 is a decrease in revenue as discussed in the August Board meeting.

- Moved by: Stacy Richards
- Seconded by: Susan Jordan
- **Vote: All in favor**

## DIRECTOR'S REPORT

Presented by Susie Weller, Executive Director

### **Lewisburg Senior Center Update**

Discussion has been had with The Miller Center but there hasn't been any progression. ED will contact them again.

### **Assessment**

There were 166 desk reviews for the month of June, which is much higher than usual because of the Agency helping Philadelphia Aging.

### **Protective Services**

The annual plan was officially approved. Annual plans must now have a contract with a medical doctor or RN.

### **Waiting List**

There are 48 people on the waiting list as of June 30th:

- 34 for HDM
- 15 for PC
- The Agency had 82 on the waiting list last year at this time.

A graph chart was shared with Board to show trends in the wait list.

### **Grants Submitted**

Three submitted in the last month:

1. Thrivent
2. Community Giving Foundation – Women's Giving Circle
3. Wellspan

### **Events**

Staff continued to attend annual summer health events for exposure and marketing outreach.

### **Miscellaneous Updates**

- A branding kit has been created for the first time.
- A 25/26 annual impact report has been created for the first time.
- Stay interview takeaways:
  - Overall very happy with culture;

|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
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|  | <ul style="list-style-type: none"> <li>○ Complaints were regarding PS on-call, so there will be further discussion on possible incentives for being a part of this. It is mandatory the Agency provides this service.</li> <li>○ Another request was allowing for more work from home opportunities but the Agency is not changing their policy on this.</li> </ul> <ul style="list-style-type: none"> <li>• September 23rd will be a mandatory in-house staff training day with handbook review.</li> <li>• There was money given from the state last minute, so the Agency started the "Care Cupboard" which allows for staff to further help people by supplying hygiene and cleaning products to those in need. The money was spent on items like toothbrushes/toothpaste, denture needs, soap, deodorant, laundry detergent, adult diapers, etc.</li> <li>• Potter County Aging Office was temporarily closed, and their staff and services were absorbed by Cameron Elk McKeon Aging.</li> </ul> |
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### PERSONNEL COMMITTEE REPORT

Leslie Osgood, Chair | *The Committee last met July 29, 2026.*

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| <b>Updated &amp; New Policies</b><br>Leslie Osgood<br>Susie Weller | <p><u>Updated policies shared with the Board:</u></p> <ol style="list-style-type: none"> <li>1. Part-time staff PTO increase – this was changed to match the time frequencies full-time staff receive.</li> <li>2. Sick leave &amp; bereavement – Sick leave was clarified to include mental health time off and bereavement was clarified to include the loss of a someone who is not related to the person but significant.</li> </ol> <p><u>New policies shared with the Board:</u></p> <ol style="list-style-type: none"> <li>1. AI Usage Policy</li> <li>2. Conflict of Interest Policy</li> <li>3. Duty to Inform Policy</li> <li>4. Hiring Policy</li> <li>5. Vacation/PTO Pay Out</li> </ol> |
| <b>MOTION:</b>                                                     | <p>Moved by the Personnel Committee to approve the updated and new policies as presented.</p> <ul style="list-style-type: none"> <li>▪ Seconded by: Susan Jordan</li> <li>▪ <b>Vote: All in favor</b></li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

### FINANCIAL REPORT

Ed Sigl, Chair | *The Committee last met August 13, 2026.*

|                                          |                                                                   |
|------------------------------------------|-------------------------------------------------------------------|
| <b>Petty Cash Policy</b><br>Susie Weller | <p>Updated to include more staff who can disperse petty cash.</p> |
| <b>MOTION:</b>                           | <p>to approve the Petty Cash Policy as presented.</p>             |

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|                                          | <ul style="list-style-type: none"> <li>▪ Moved by: Sharon Leon</li> <li>▪ Seconded by: Wesley Thomas</li> <li>▪ <b>Vote: All in favor</b></li> </ul>                                                          |
| <b>Purchasing Policy</b><br>Susie Weller | Updated language to reflect current job titles and attach the purchase authorization with the policy. It was requested to create a summary bid sheet.<br><br>This has been tabled for the next Board meeting. |

### June Financial Report: Holly Brandt, Susie Weller

#### Notable highlights:

- 25/26 block grant money has been received.
- Title XIX money has been received through 3/2026 and is a reimbursable model; an example of this is I&R services.
- Waiting on payments from other reimbursable services like FGP
- Deferred revenue: ADRC money was not fully spent since the Link Program position has not been filled. Moving forward, the Agency is no longer the financial holding entity for this program and other Aging offices. Bradford, Sullivan, Susquehanna, and Tioga Aging will be the financial holding entity for the region moving forward.
- Senior Center Grant monies are fully spent now that PCARC received their new roof and BSSC had a new HVAC bard unit installed.
- Unemployment charges are a new expense but has been budgeted.
- Amendment 2 was issued 5/13/26 and the Agency received an unexpected amount of \$50k to spend by 6/30/26, following the state's restrictions.
  - \$94k from this was able to be added to the unrestricted funds for the 26/27 budget; the 26/27 budget is at \$659k or \$55k more than last year's.

#### **MOTION:**

to approve the June 2026 financials as presented.

- Moved by: Ed Sigl
- Seconded by: Stacy Richards
- **Vote: All in favor**

### **FACILITIES & PROPERTIES COMMITTEE REPORT**

Chair Vacancy | *The Committee last met July 8, 2026.*

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| <b>Option Agreement Update</b><br>Susie Weller | There will be a Committee meeting scheduled with Rural Housing Works. Details will be reported to the Board at a later date. |
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## **NOMINATING COMMITTEE REPORT**

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| <p><b>Approval of Board Officers</b><br/>Susie Weller</p> | <p>Discussion was had regarding the slate of Board officers for the 26-27 fiscal year.</p> <ul style="list-style-type: none"> <li>• Sharon Leon was presented as new Vice President</li> <li>• Leslie Osgood as President</li> <li>• Ed Sigl as Treasurer</li> <li>• Ryan McNally, Secretary</li> </ul> |
| <p><b>MOTION</b></p>                                      | <p>to approve the 26-27 board offices as presented.</p> <ul style="list-style-type: none"> <li>▪ Moved by: Sue Jamison</li> <li>▪ Seconded by: Susan Jordan</li> <li>▪ <b>Vote: All in favor</b></li> </ul>                                                                                             |

## **OLD BUSINESS**

|                                                              |                                                                                                                                                                                                                                          |
|--------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Lewisburg Property email vote</b><br/>Susie Weller</p> | <p>This was already voted via email, so the ED called for a ratification of email vote regarding Lewisburg property option agreement.</p>                                                                                                |
| <p><b>MOTION:</b></p>                                        | <p>to approve the ratified the email vote as presented.</p> <ul style="list-style-type: none"> <li>▪ Moved by: Wesley Thomas</li> <li>▪ Seconded by: Sue Jamison</li> <li>▪ <b>Vote: Sharon Leon abstained. All in favor.</b></li> </ul> |

## **NEW BUSINESS**

|                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                       |
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| <p><b>Board Member Annual Policy Paperwork</b><br/>Susie Weller<br/>Kristy Dax</p> | <p>The Board was asked to review and sign the below documents for the new FY to be returned to the AM. Those members not in attendance or via Zoom will receive the documents to sign electronically.</p> <ol style="list-style-type: none"> <li>1. Conflict of Interest Policy</li> <li>2. Confidentiality Policy</li> </ol>                                                                         |
| <p><b>New Resolution</b><br/>Susie Weller</p>                                      | <p>This resolution is related to the FGP bank accounts; this needed updated to reflect Susie Weller as Executive Director so that she can be involved with FGP-related matters when needed.</p> <p>to approve the resolution as presented.</p> <ul style="list-style-type: none"> <li>▪ Moved by: Stacy Ricards</li> <li>▪ Seconded by: Susan Jordan</li> <li>▪ <b>Vote: All in favor.</b></li> </ul> |
| <p><b>Annual Impact Report 25-26</b><br/>Susie Weller</p>                          | <p>Newly created annual impact report was shared with the Board. This will be updated and shared annually at the start of a new fiscal year.</p>                                                                                                                                                                                                                                                      |

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| <b>Board Candidate Sheet</b><br>Susie Weller | Shared for informational purposes. Edits and recommendations can be shared with the Executive Director before the next Board meeting.                                                            |
| <b>Updated By-Laws</b><br>Susie Weller       | This was shared with the Board via email by the Executive Director with time given to provide feedback. There was no feedback given so a motion was asked to approve them as presented.          |
| <b>MOTION:</b>                               | to approve the updated By-Laws as presented. <ul style="list-style-type: none"> <li>▪ Moved by: Sharon Leon</li> <li>▪ Seconded by: Susan Jordan</li> <li>▪ <b>Vote: All in favor</b></li> </ul> |

### ADJOURNMENT

There being no additional matters to bring before the Board, the meeting ended with a **MOTION** to adjourn at 4:46 p.m. by Sue Jamison, seconded by Ed Sigl, and unanimously carried.

### NEXT MEETING

The October 21 2026, meeting will be held at 3:00 p.m. at the Agency's Lewisburg office at 116 N. 2nd Street, Lewisburg. Zoom will be an option for those Board members unable to attend in person.

**Minutes Prepared By:** *Kristy Dax*, Administrative Manager

**Minutes Approved By:** *Ryan McNally*, Board Secretary

### **ACCRONYM KEY**

|       |                                        |            |                                                 |
|-------|----------------------------------------|------------|-------------------------------------------------|
| ADRC: | Aging and Disability Resource Center   | HDM:       | Home Delivered Meals                            |
| BG:   | Block grant                            | I&R:       | Information & Referral                          |
| BSSC: | Beaver Springs Senior Center           | LSC:       | Lewisburg Senior Center                         |
| CDBG: | Community Development Block Grant      | PC:        | Personal care                                   |
| CSP:  | Caregiver Support Program              | PCARC:     | Penns Creek Adult Resource Center               |
| FGP:  | Foster Grandparent Program             | PDA:       | Pennsylvania Department of Aging                |
| GCSP: | Grandparent Caregivers Support Program | SSC:       | Selinsgrove Senior Center                       |
| H&W:  | Health & Wellness                      | Title XIX: | Title 19; grant for medical assistance programs |