

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, April 22, 2015

The M4A Board of Directors met on Wednesday, April 22, 2015. Board members in attendance: Mr. Earl Cunningham, Mr. Billy Luster, Mr. Dan Acker (Secretary), Rev. Glenn Bynum (Vice-Chairman), Mr. Reggie Holloway, Ms. Doris Jones, and Ms. Gaye West. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Debbie Battles (Director), Ms. Crystal Crim (HR/Operations Manager), Ms. Aileen Hill (Fiscal Director), and Ms. Sheila Hogge (Fiscal Manager).

The Chairman of the Board was unable to be present. The meeting was called to order by Vice-Chairman Glenn Bynum at 10:11 am. A quorum was declared. There were no proxies.

- A. A motion to approve the agenda was made by Mr. Cunningham and seconded by Mr. Luster. All others were in favor; no one opposed.
- B. A motion to approve the minutes from the March 3, 2014, Board meeting was made by Mr. Luster and seconded by Mr. Holloway. All others were in favor; no one opposed; Mr. Cunningham abstained.
- C. Executive Director's Report by Carolyn Fortner
 1. Annual Operating Plan FY 2015: AOP has not been approved as of yet by ADSS. They should be updating M4A soon. M4A's Fiscal Year 2015-2017 plan has been approved and we anticipate our AOP will be approved shortly. Carolyn will update the Board once this comes through.
 2. Medicaid Waiver Audit Reply: As mentioned in the last board meeting, M4A had several findings come out of the most recent Medicaid Waiver audit. M4A has since submitted a plan of correction and will have a follow up audit at the end of April. At this time, M4A's Medicaid Waiver program is prepared for the follow up audit.
 3. AdvantAge Initiative: As mentioned in the last board meeting, Carolyn Fortner was asked to serve as the chair of the Basic Needs Committee. She asked if any board member either wanted to serve or knew of someone in his/her community who wanted to serve. The first Basic Needs Committee meeting will take place on May 11, 2015 in Birmingham. The location will be decided and all participating parties will be contacted.
 4. Letters of Support: M4A recently received two letters of support. The first letter came from the Alabama Department of Senior Services regarding our work with the Senior Medicare Patrol (SMP) Grant. The second letter came from the South Alabama Regional Planning Commission regarding M4A's work on the Senior Nutrition Assistance Program (SNAP) grant partnership.
 5. FY 2016 General Fund Budget: M4A received word from the Commissioner of the Alabama Department of Senior Services (ADSS) that the State of Alabama may be

making a 15% cut to all state services across the board beginning in Fiscal Year 2016 (handouts given to board members). The State Legislature is also proposing a 50% cut to Medicaid Waiver Services (MWS). The Area Agencies on Aging (AAA) have been asked to calculate the impact a 50% cut to MWS would have on not only the program but on the entire agency. At this time, the cuts would cause MWS to reduce the amount of clients it currently helps, as well as would eliminate jobs of case managers. M4A has a plan to continue on in its mission to serve clients, as well as educate them about the issue. M4A will begin asking clients and staff to call and write to their elected officials, using a template, letting them know about what a 50% cut would mean to them. M4A will also be gearing up to send out petitions to not only its staff, but to clients in the region. This push for a 50% cut would greatly devastate M4A and other AAA's, but the main concern is not to cause panic and fear amongst our clients and staff. We are going to be proactive, not reactive.

6. OAM Events: Ms. Fortner updated the Board members on the upcoming Older American's Month (OAM) Picnics (handout given to board members). Elected officials, who serve M4A's region, have all been invited.
7. TA Waiver and ACT Waiver: Due to the quick transition of both the TA and ACT Waivers, M4A does not have a contract or scope of services for either program. M4A does, however, have an NGA for the ACT Waiver.
8. Change in date of next board meeting: M4A will hold its next board meeting on July 29, 2015 at 10:00 am at M4A.
9. TEACH Project Update: Debbie Battles updated the Board on the TEACH (Teaching Elders and Adolescents to Communicate in Harmony) Grant. This is the grant that Holly Mason spearheaded with Butho Ncube. It has been accepted as a presentation at the 2015 SE4A conference. Cody Lewis and Kathy Mercon are now the main participants guiding this project. Debbie Battles has weekly meetings to be sure the project stays on target. This project pairs high school students with dementia residents in an assisted living facility. The students help the residents with music and memory sessions coupled with cognitive games. The students and the residents also share memories and experiences. Some students play musical instruments or sing to the residents and the residents show them how to play checkers while the continually winning the game against the students at the game.
10. Meals in Hayden: Carolyn was contacted by three churches in Hayden, AL (Walker County) regarding M4A providing \$10,000 in funding to support their fledgling meals program. M4A will seek permission from ADSS in order to use the Nutrition programs' six-month carry over dollars, as well as sign a contract that would allow M4A to be billed for meals. In the off chance that M4A is unable to provide financial support the three churches, the agency will find other ways to help.

- D. The fiscal report was presented by Aileen Hill and Sheila Hogge. Ms. Aileen Hill further explained the potential consequences of a 50% cut to the Medicaid Waiver and Nutrition programs. A copy of the reports were given to the Board members.
- E. Crystal Crim reviewed the 2015 Employee Manual changes with the Board members. A copy of the handbook and all changes were given to the Board members to review. Ms. Crim asked that the Board member vote to accept the updated Employee Manual. Ms. Crim also informed the Board members that she would be leaving M4A at the end of April to pursue her counseling career in Montgomery.
- F. Debbie Battles presented the agency's program report. A copy of the report was given to the Board members. The report showed total number of clients served by M4A in each program from October 2014 to March 2015.
- G. Old Business: None
- H. New Business:
1. Mr. Cunningham made a motion that the M4A Board allow Ms. Carolyn Fortner to negotiate with the three churches in Hayden, AL in order to come to an agreement about potential funding for their meals program. This would also allow Ms. Fortner that authority to ask ADSS for the six-month carry over from Nutrition in order to supply the churches with \$10,000 for providing meals. M4A would develop and sign an agreement with the churches to have all meals billed through M4A. This motion was seconded by Mr. Luster. There was no opposition; the motion was carried.
 2. Mr. Holloway made a motion that the M4A Board approve the 2015 Employee Manual. Mr. Cunningham added that in order for the Employee Manual to be presented to the staff, Ms. Crim must add the contact information for the HR and Operations Manager, as well as have Ms. Carolyn Fortner sign it as a legal document. The motion was seconded by Mr. Acker. There was no opposition; the motion was carried.
 3. Mr. Cunningham made a motion that the M4A Board allow Ms. Carolyn Fortner to draw up a resolution honoring Ms. Crystal Crim for her service to not only M4A, but to the clients in M4A's region. This resolution is to be presented to Ms. Crim upon her departure from M4A and a letter is to be mailed to her new employer. This motion was seconded by Mr. Holloway. There was no opposition; the motion was carried.

There being no additional business, Mr. Cunningham made a motion to adjourn the meeting and it was seconded by Mr. Holloway. All were in favor and no one opposed.

The next Board meeting will be on Wednesday, July 29, 2015 at M4A.

Approved:

Richard Lovelady

Richard Lovelady, M4A Board Chairman

07/29/2015

Date