

Meeting of the Board of Directors of  
Middle Alabama Area Agency on Aging (M4A)  
Wednesday, April 27, 2022  
Birmingham Zoo, Birmingham, Alabama  
Minutes

The M4A Board of Directors met for regular business on Wednesday, April 27, 2022, at the Birmingham Zoo in Birmingham, Alabama. Board member unable to attend in person were able to participate virtually using Zoom. Board members in attendance: Judge Chris Green (Board Chairman), Ms. Senta Goldman (Board Secretary), Ms. Bonnie Montey, Ms. Amy Burgess, Ms. Jacki Goode, Ms. Gay West, Ms. Pam Boykin, Ms. Emma Barclay, Ms. Vickie Letlow, Ms. Lee Ann Clark, Ms. Deidre Tatum, and Ms. Renee Sides. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Crystal Crim (Director of Operations and Strategy), Ms. Maranda Johnson (Assistant Director), Ms. Cayla Driver (Director of Finance), and Ms. Doris Lewis (Administration Assistance).

- A. **Call to Order:** The meeting was called to order by Judge Green at 10:11 am with prayer. A quorum was declared.
- B. **Proxies:** There were two proxies: Mr. Corey Phillips was a proxy for Chairman Paul Manning and Ms. Sides was the proxy for Chairman Steve Miller.
- C. **Approval of Agenda:** Judge Green asked for a motion to approve the agenda. Ms. Goldman made a motion to approve the agenda as presented. Ms. Barclay seconded the motion. All were in favor. The agenda was approved.
- D. **Approval of Minutes:** Judge Green asked for a motion to approve the January 26, 2022, Board Meeting Minutes as presented. Ms. Goldman made a motion to approve the minutes as presented. Ms. Clark seconded the motion. All were in favor. The minutes were approved.
- E. **Executive Director's Report (Carolyn Fortner)**
  1. Office Building Update: Ms. Fortner shared that M4A is continuing to look at both the First United Methodist Church (FUMC) in Alabaster and a three-story office building in Riverchase located on Chase Park. The FUMC "Restore" building, located in Alabaster less than 4 miles from the M4A office, would accommodate the Medicaid Waiver team members but would not currently accommodate all M4A team members as FUMC is occupying about one-half of the space. She shared that the Riverchase office building has sufficient space for our current staff, as well as future staffing needs, sufficient parking, and easy access to the Interstates and M4A counties. M4A and the other Area Agencies on Aging are preparing a request to the state legislature for ARPA funding to accommodate the need for more office space (to purchase office space, renovate an existing structure, or add to an existing building). Ms. Fortner will keep the Board Members updated.
  2. 4 ALL Foundation: 4 ALL Foundation purchased the building in Montevallo for its Elder Justice Center. Additionally, 4 ALL is continuing to seek grants from the Community Foundation of Great Birmingham and the Walker Area Community Foundation to assist with critical needs, such as food, shelter, medications, clothing, home safety, utilities, and medical supplies.
  3. Elder Justice Alliances: Ms. Fortner updated the Board that Elder Justice Alliances will be formed in each of M4A's Counties. She will keep the Board updated as each Alliance is created.
  4. County Funding and M4A Federal Support of Senior Centers (handouts): Ms. Fortner shared how each member county supports M4A by providing local funds. Ms. Fortner shared that the Shelby County Health Foundation also contributes funds

to M4A. Judge Green shared that the funding shown on the County Funding handout does not include the contributions counties make directly to the municipalities to support senior services such as funds for senior center operations and transportation. He asked that the representatives from Walker County (Ms. Renee Sides and Ms. Deidre Tatum) support M4A's request for local funds from the Walker County Commission, which has not allocated local fund to M4A in several years, by asking the County Commission for a direct appropriation of funds to M4A to support Older Americans Act services in Walker County. Ms. Sides and Ms. Tatum agreed to speak with the Commission. Additionally, the Ms. Fortner's handouts provided documentation of contributions provided by each county to M4A for transportation and senior nutrition.

5. Transportation: According to survey results in preparation for M4A's Area Plan, Ms. Fortner stated that transportation continues to be a senior need in M4A's region. After participating in webinars sponsored by the National Aging and Disability Transportation Center (NADTC), Ms. Fortner discussed the possible next step of engaging a research organization or consultant to develop a survey to better understand the senior adult transportation challenges in the M4A region, specifically rural transportation needs. She asked the Board if they knew whether the Regional Planning Commission of Great Birmingham (RPCGB) had conducted any transportation surveys to determine transportation needs in the M4A region. Ms. Deidre Tatum shared that Laura Lamb with RPCGB completed a transportation survey and report that included Walker County. Ms. Tatum said she would forward the report to Ms. Fortner.
6. Medicaid Waivers: Ms. Fortner provided a handout to M4A Board members that showed the growth and projected growth of Medicaid Waiver. Additionally, she shared another handout with a chart of all Medicaid Waiver Programs housed at M4A, the referral process, specific conditions for enrollment, etc. Judge Green requested a brief summary of each Medicaid Waiver program which Ms. Johnson provided.
7. Older Americans Month Picnics: Ms. Fortner gave each Board member a handout with the dates, times, and locations of each Older Americans Month picnic in the M4A region. She shared that Governor Kay Ivey officially declared the month of May as Older Americans Month. M4A will ensure a copy of the Governor's Declaration is at each picnic in case any of the County Commissions or other OAM picnic sponsors want to read the declaration.
8. FY 2022 Meal Prices: Ms. Fortner shared with the Board the FY 2022 meals increase letter from ADSS. She requested that Board members have community members with concerns about meals contact her or another staff member. This information will be shared with ADSS.

**F. Administrative Report (Crystal Crim)**

1. Board Member Updates: Ms. Crim shared that each Board Member will be receiving an updated Board Member Phone List. She requested that if a Board Member cannot attend a Board Meeting that they contact a member from the list to secure a Proxy for the meeting. Ms. Crim shared that a Proxy form will be emailed with the Board Meeting invitation email and can be returned via email.
2. Board Training: Ms. Crim shared that the FY 2022 Board Training will take place at the July 27, 2022, Board Meeting. At this time, the location of the meeting is undetermined, but will be sent out a later date. Ms. Crim shared that

the training is mandatory for all Board Members.

3. Updates to M4A Employee Handbook: Ms. Crim shared that each Board Member received an updated version of the handbook, as well as a proposed change sheet. Ms. Crim reviewed the proposed changes and requested that the Board approve under New Business. Changes include updating the vehicle and mileage reimbursement policy, updating the sick leave policy and clarifying the bereavement policy.

**G. Fiscal Report (Cayla Driver)**

Ms. Driver provided the Board with a handout of expenditures for the second quarter of FY 2022. She reviewed the current spending of M4A programs. (See handouts for more information.)

**H. Program Report (Maranda Johnson)**

1. Program Updates: Ms. Johnson updated the Board on M4A programs for Second Quarter FY 2022. At this time, all programs are doing well.
2. Hiring and Retaining Staff: Ms. Johnson also discussed how M4A is working to hire new staff and retain current staff.
3. Hospital to Home (H2H) and the Veteran Directed Care (VDC) Programs: Ms. Johnson discussed these two new programs. She provided the Board with a handout about the VDC program.
4. Outreach: Ms. Johnson requested that Board Members let her know if they would like anyone from M4A to conduct outreach in their area.

**I. Old Business:** None

**J. New Business:** None

**K. Approvals**

1. Staff Reports: Judge Green asked the Board to approve the following reports: Executive Director, Administrative, Financial, and Program. Ms. Pam Boykin made a motion which was seconded by Ms. Deidre Tatum. All were in favor. The reports were approved as presented.
2. Employee Manual Updates: Judge Green asked that the Board consider all changes under one motion. Ms. Jacki Goode made a motion which was seconded by Ms. Lee Ann Clark. All were in favor. The Employee Manual updates were approved as presented.

**L. Motion to Adjourn:** There being no further business, Judge Green asked for a motion to adjourn the meeting. Ms. Clark made a motion to adjourn. Ms. Goldman seconded the motion. The meeting was adjourned.

Next Board Meeting will be held July 27, 2022, St. Clair County beginning at 8:00 for annual Board training followed by the regularly scheduled M4A Board meeting.

Approved:

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Judge Chris Green, M4A Board Chairman

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Date