

**Middle Alabama Area Agency on Aging  
Board of Directors Meeting Minutes  
February 25, 2009, 1:30 p.m. until 3:00 p.m.**

*The day began at 8:30 with a Board Enrichment Program that included presentations from George Graham from the Jefferson County Council on Aging, a nonprofit which contracts with the Office of Senior Services, presenting on nonprofit agencies; Carolyn Fortner addressing Advocacy Efforts in the state; and Leila Heptinstall and Kelly Flick discussing the REACH program, Caregiver Support Groups in Walker and Shelby, OAM programs in Blount, Shelby and Chilton Counties, Fraud seminars in Blount, Walker and possibly Shelby. The Board participated in taste testing Valley Frozen meals and a virtual dementia tour; they also viewed a new Caregiving video that M4A developed with an independent consultant. The Enrichment event lasted from 8:00 a.m. until 1:30 p.m.*

In attendance: Richard Lovelady, Board Chair, Reverend Glenn Bynum, Mr. Gene Ford, Mrs. Gaye West, Mr. Reggie Holloway, Mr. Earl Cunningham, Commissioner Jon Parker and Commissioner David Cochran.

- A. The meeting was called to order at 1:40 p.m. in the M4A Boardroom. It was determined that enough members were present to create a quorum and that there were no proxies. Reverend Bynum provided the blessing.
- B. A move to approve the minutes was made by Reverend Bynum and seconded by Mr. Cunningham. All were in favor, no one was opposed.
- C. A move to approve the minutes was made by Mr. Cunningham and seconded by Reverend Bynum. All were in favor, no one was opposed.
- D. The Executive Director's Report was presented by Carolyn Fortner who explained the ADSS "green sheet". Fundamentally, ADSS is requesting 23 million dollars to sustain current services. She encouraged members to contact their elected officials and encourage support for this funding. Next, Board members were presented with a meeting evaluation form and asked to complete it prior to leaving for the day and return to a table near the door.
  - (a) Carolyn updated the Board on the M4A Advisory Committee and asked Board members to e-mail Kelly Flick with recommendations for members. Further, she stated that the focus groups in each county are meeting regularly.
  - (b) Carolyn explained that M4A has to cut 70 meals by March 1, 2009 to reduce the agency's deficit of \$40,000. To ensure that meals are cut to only those who no longer are eligible, Paul Champion, Leila Heptinstall and Cheryl Gaines are conducting home

visits to each frozen-meal client. Even with cutting these 70 meals, M4A is facing a deficit of \$70,000 in FY10 if ADSS provides level state funding. To reduce the impending deficit in FY10, M4A is currently promoting the Hearts for the Hungry program, exploring potential fundraising opportunities, beginning a direct-mail donation program for homebound clients, and applying for grants, specifically the United Way of Central Alabama's Community Crisis Fund. Carolyn then asked the Board for suggestions on how to improve the deficit. The suggestion of cutting meals 1 day per month to allow centers to have a pot luck dinner or to have lunch catered by a church was made. The consensus was made to support cutting meals one day a month versus cutting eligible clients in dire need. Carolyn also explained that another means to reduce the deficit was to reduce funding to the centers for overhead. Presently M4A spends \$200,000 a year providing support to the centers. Part of this is paid by meal donations. The Board discussed and preferred not to cut funding to the centers. All 24 centers receive funding from M4A except for Heardmont, Parrish and Steele. Dianne Nance stated that there had not been a significant increase in donations since increasing the suggested donation from \$1.00 to \$1.50.

(c) Carolyn presented the M4A Organizational Chart to the Board. She pointed out that M4A has 17 full time, 4 part time, 2 Senior Aides and 1 part time volunteer.

(d) Carolyn presented two new agency policies. The Cell Phone policy was enacted on the advice of the agency's compensation insurance provider and requires that employees do not drive while talking on their cell phone during business hours. The Compensatory Time policy states that employees must use Comp Time before using sick or annual time when leave is taken.

(e) Carolyn explained four MOA's to the Board. The MOA with Steele states that M4A will provide congregate and homebound meals to the center, while providing no overhead to the Town. The MOA with Positive Maturity states that M4A will serve as a volunteer station for RSVP volunteers. The MOA with Shelby VOAD is tentative and states that M4A will provide names of at - risk residents in Shelby County for Emergency purposes. The MOA with the Alabama Transportation Coalition states that M4A will actively attend meetings to identify barriers to transportation in the area.

- E. The Program Update was given by Kelly Flick. She provided the Board with a brief summary of happenings in each program, in addition to a printed, more detailed description. Kelly encouraged the Board to contact her if they needed more information about programs in terms of eligibility, the number of clients served per county and coordinating staff. Kelly also gave them a list of criteria for LifeLine devices and informed them that individuals who need the device may contact an independent company for one without going through M4A. A list of providers was given as well. Mr. Cunningham requested that Judi Drew, Community Relations Coordinator, attend the Montevallo Chamber of Commerce Meetings. Kelly explained that she was not aware

that Montevallo had a chamber and that she would bring this to Judi's attention. Someone, if not Judi, should be able to attend the chamber meeting.

F. The Fiscal Report was given by Dianne Nance. She stated that the Positive Pay program is being used. Regions Bank now provides M4A with a CD of checks on it versus returning each check. She suggested the Board consider reviewing the statement along with the reconciliation as it reflects the check number, payee and the amount. This practice was not initially recommended by the auditors who wanted a Board member to review the bank statement before reconciliation; however, Dianne spoke with the auditors regarding Board concerns that they (Board members) have something to compare the bank statement to. Therefore, the auditors approved allowing Board members to review the bank statement against the reconciliation. Next, Dianne stated that Regions Bank suggested moving M4A's funds to an account that collects no interest and has no fee as opposed to the current account that is costing the agency money since the fees (for Positive Pay, on-line banking, etc.) exceed the interest, which is now less than 1%. The present account was supposed to be paid for with the interest it accrues, but because of the economy, it is not gaining enough interest to pay the monthly fee. Mr. Lovelady suggested the Board vote to move the money into the no interest/no fee account for now and then authorize Dianne and/or Carolyn to move it back to the interest bearing/fee for service account when the economy improves. Jon Parker moved to approve this, Mr. Cunningham seconded the move. All were in favor, no one was opposed. Dianne informed the Board that verbally, M4A was told there were no findings on the most recent audit that took place in the beginning of February. She also told the Board that the auditors said she could review the final audit versus finding an external accountant because she is a CPA and this is the necessary qualification of concern to the auditors for someone to review the audit for the Board.

G. There was no Old Business.

H. In New Business, two MOAs were approved and a decision regarding out of county and region clients was made.

- MOA with the Steele Senior Center for meals starting March 1, 2009: Moved by Reverend Bynum, seconded by Mr. Cunningham. All were in favor, no one was opposed.
- Policy and Procedure Manual: eliminating the language that gave employees an expectation of a paid holiday on the day following Thanksgiving: Moved by Mr. Cunningham, seconded by Mr. Holloway. All were in favor, no one was opposed.
- Policy out of county and out of region participants at M4A senior centers: The M4A nutrition staff became aware that M4A has congregant participants in

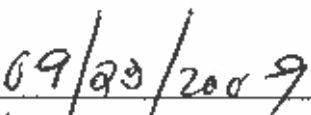
Shelby County who are residents of Bibb County and there is a Chilton resident who wants to attend a Shelby County Center. The Board was asked to make a policy decision on whether this was appropriate. It was determined, however, that the issue is not currently germane. If an when this changes, the issue will be brought to the Board again.

The next meeting was set for: April 22, 2009 at 10:30 a.m. Location to be determined.

- I. The meeting was adjourned at 2:59 p.m. with a motion from Jon Parker and a unanimous second by everyone.

Approved:

  
Richard Lovelady, M4A Board Chairman

  
Date