

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, January 26, 2022

Due to the ongoing Public Health Emergency, the M4A Board of Directors meeting was held via Zoom and Facebook Live on Wednesday, January 26, 2022. Board members in attendance: Judge Chris Green (M4A Board Interim-Chairman), Ms. Gay West, Ms. Pam Boykin, Ms. Senta Goldman (M4A Board Secretary), Ms. Emma Barclay, Ms. Renee Sides, Mr. Gary Hanner, Ms. Bonnie Montey, Ms. Deidre Tatum, Ms. Vicki Letlow, Ms. LeeAnn Clark, and Commissioner Tommy Bowers. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Maranda Johnson (Assistant Director), Ms. Cayla Driver (Director of Finance), Ms. Crystal Crim (Director of Operations and Strategy), Ms. Robyn James (Director of Marketing and Innovation), and Ms. Lisa Adams (Director of Human Resources).

The meeting was called to order by Judge Green at 10:04 am. Judge Green opened with prayer. A quorum was declared.

- A. There were no proxies.
- B. Judge Green asked for a motion by consent of the Board Minutes and Board Agenda. All approved. No one opposed.
- C. Executive Director's Report by Carolyn Fortner
 - a. COVID Update: Ms. Fortner updated the Board that M4A continues to follow CDC guidance. With the approval of ADSS, M4A suspended home visits for the month of January.
 - b. Office Building Update: Ms. Fortner updated the Board on the building process. She shared that M4A received two initial drawings for the building. She shared that the in which property M4A was interested is part wetlands; therefore, the developers are again asking M4A to consider property across from the current development. This property will probably be more expensive to develop because of topography and because no work has been done on the property. Finally, the developers have not accepted M4A's letter of intent. With these new developments, Ms. Fortner requested that the M4A Building Subcommittee meet following the Board Meeting to discuss M4A's next steps.
 - c. 4 ALL Foundation:
 - i. Board Members: Ms. Fortner requested the Judge Green appoint Board Members from each county to serve as a member of the 4 ALL Foundation's Board of Directors. Judge Green requested time to think about whom to nominate. Presently, Ms. Barclay and Ms. Goldman serve on the 4 ALL Foundation Board.
 - ii. Funding: Ms. Fortner updated the Board on 4 ALL seeking grants from United Way of Central Alabama, the Community Foundation of Greater Birmingham, and the Walker Area Community Foundation

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that will help meet critical needs such as food, shelter, medications, clothing, home safety, utilities, and medical supplies.

- d. Elder Justice Alliances: Ms. Fortner shared that 4 ALL has created the Shelby County Elder Justice Alliance and is now working on developing the Walker County Elder Justice Alliance. These alliances will help to strengthen M4A's partnerships within the community as it relates to Elder Justice. There is a timeline set for creating an Elder Justice Alliance in each county in M4A's service region.
- e. Masters-Level Social Work Interns: Ms. Fortner shared that M4A has partnered with Sanford University to bring on Masters-level Social Work students to assist with the creation of the Elder Justice Alliance and to reignite partnerships between M4A and the faith-based communities in Blount County and M4A's other 4 counties.
- f. Advisory Board: Ms. Fortner requested Board members make recommendations for individuals who could potentially serve on the 4 ALL Foundation Advisory Committee and the M4A Advisory Committee. Recommendations can be sent to Ms. Fortner.
- g. Staffing:
 - i. Ms. Fortner updated Board on recent changes to M4A's staff. She shared that both Ms. Laura King and Ms. Sheila Baker have officially retired from their roles of Nutrition and Transportation Supervisor and SCSEP Project Director, respectively. Ms. Fortner reported that both roles have been filled with current M4A employees.
 - ii. Ms. Fortner asked Ms. Maranda Johnson to share about M4A's staffing growth in the Elderly and Disabled Waiver Program. Ms. Johnson shared that E&D Waiver continues to grow, requiring additional Case Managers. M4A projects an additional 4 to 5 Case Managers being hired during 2022. Additionally, M4A is currently searching for a Transition Coordinator to support the ACT Waiver Program. M4A was approved by ADSS to hire its own Transition Coordinator and has reached out to the independent Area Agency on Aging in Montgomery (Central Alabama Aging Consortium) to obtain their job description.
 - 1. Judge Green asked if individuals must be receiving Medicaid to qualify to transition from the nursing home back into the community. Ms. Johnson shared that the individual does not have to be an active Medicaid recipient to be eligible to

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transition. Ms. Fortner shared that those in a nursing facility would most likely already be on Medicaid.

2. Judge Green asked if these individuals could return home if they had appropriate help. Ms. Fortner said yes.
- h. Veteran-Directed Home and Community-Based Services (VDHCBS): Ms. Fortner shared that M4A had been approved to move forward with the Veteran-Directed Care Program or VDHCBS in partnership with the Birmingham VA Medical Center.
 - i. Judge Green asked if all referrals must come from the VA. Ms. Fortner and Ms. Johnson shared they would obtain a clear answer to Judge Green's question and report back at the next Board Meeting.
 - ii. Ms. Clark shared the St. Clair County has a Veteran's Coordinator that works to locate veterans in need of resources and services in the county. She shared that she will share this information with the Coordinator and have that individual connect with Ms. Johnson.
 - iii. Ms. Sides shared that Walker County has a group that works with veterans as well to find services and supports and would forward this information to that group and have them reach out to Ms. Johnson.
 - iv. Ms. Fortner shared that she will keep the Board updated on the progress of the VDHCBS Program.
- i. Hospital to Home: Ms. Fortner shared with the Board that M4A has submitted a request to ADSS to secure the Hospital to Home Program. This program is similar to ACT, but rather than assisting individuals in the nursing facilities, those in the hospital setting would be the clients. Eligible individuals must be full-Medicaid, have a home identified, and have a caregiver. A new Coordinator will need to be hired for this program.
- j. NCQA Accreditation Update: Ms. Fortner shared that M4A received a two-year accreditation. This accreditation allows M4A to contract with other medical and insurance providers.
- k. Area Plan: Ms. Fortner shared that M4A's Area Plan was approved.
- l. ASN 2022 Contract: Ms. Fortner shared that M4A signed the 2022 Contract. The reimbursement rates for FY 2022 increased from \$278.27 to \$285.23 per enrollee/per month. There are two incentives under the new Agreements: the first incentive is for reaching increasing the number of active clients plus there are penalties for not achieving at least the minimum incentive. The second incentive is based on completing 100% of acuity data on all Medicaid Waiver clients. This incentive is a statewide incentive.

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- m. Annual Evaluations: Ms. Fortner shared that M4A is conducting its annual employee performance evaluations. Certain staff members are required to have semi-annual evaluations due to special accreditation standards M4A must meet, although not all performance evaluations result in merit increases.
- D. Director of Operations and Strategy Report:
 - a. Board Member List (FY 2022): Ms. Crim will email the most updated Board Member List for FY 2022.
 - b. FY 2022 Board Forms: Ms. Crim shared that there are still Board Members with outstanding Board Forms for FY 2022. She will email those individuals to request the forms be returned.
- E. Fiscal Report by Cayla Driver: (See attached reports.) Ms. Driver shared the Q1 Financials with the Board.
 - a. Judge Green asked about overages and how M4A satisfies overages. Ms. Driver shared that, during closeout at the end of each year, programs that are overbudget are covered using local funds. Local funds come from county funds and program donations. Additionally, some programs receive supplemental grants (i.e., ADRC) to assist in covering overages. In addition, federal match requirements are covered with state, local funds or cash on hand. Local funds are separate from the PEPM (per enrollee per month) M4A receives under its Medicaid Waiver Case Management Agreement with ASN. Ms. Driver shared that excess PEPM is placed in a money market account.
 - b. Judge Green asked the Board for any questions about the financial report. Ms. Sides asked if M4A could provide a breakdown funding by county. Ms. Driver shared that M4A's funding is not designated by county, but rather for the entire region. Other than specifically stated, such as the local support received from Shelby County, there is currently no breakdown. M4A tracks services by county, rather than by county funding. M4A can provide a breakout of funds M4A receives from each county along with the Older Americans Act funds M4A provides to municipalities that contract with M4A for senior center meals and other services.
- F. Assistant Director Report (handout): Ms. Johnson updated the Board on the programs for Q1 FY 2022. (See attached report.) Ms. Johnson requested that Board Members let M4A know of any individuals or agencies who could provide volunteers for home repair. Board Members can forward names and information to either Ms. Johnson or Ms. Fortner.
- G. Old Business: n/a
- H. New Business: Ms. Fortner requested that the M4A Board approve her to move forward with approving employee merit increases in her role at Executive Director.

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Judge Green asked for any questions or concerns. There being none, he moved to approve employee merit increases.

There being no further business, Judge Green adjourned the Board Meeting.

The next meeting will be held on April 27th at 10:00 am via Zoom Call.

Approved:



Judge Chris Green, M4A Board Chairman

4-27-22

Date