

Meeting of the M4A Board of Directors (Hybrid)
Wednesday, July 27, 2022
St. Clair County Extension Office, Pell City, AL
MINUTES

The M4A Board of Directors met for the Annual Board Training and regular business on Wednesday, July 27, 2022, at the St. Clair Extension Office in Pell City, Alabama. Board members unable to attend in person were able to participate virtually using Zoom. Board members in attendance included Judge Chris Green (Board Chairman), Ms. Senta Goldman (Board Secretary), Chairman Steve Miller, Ms. Bonnie Montey, Ms. Amy Burgess, Ms. Jacki Goode (Alternate), Ms. Pam Boykin, Ms. Vicki Letlow, Commissioner Tommy Bowers, Ms. Lee Ann Clark, Ms. Deidre Tatum, and Mr. Gary Hanner (Alternate). M4A Staff members in attendance were Carolyn Fortner (Executive Director), Crystal Crim (Director of Operations and Strategy), Maranda Johnson (Assistant Director), Cayla Driver (Director of Finance), Lisa Adams (Director of Human Resources), Robyn James (Director of the Elder Justice Center of Alabama), and Doris Lewis (Administrative Assistant).

Call to Order and Proxies:

The meeting was called to order by Judge Green at 11:05 am. Ms. Jacki Goode opened in prayer. There were two proxies: Ms. Lee Ann Clark was proxy for Ms. Gay West and Chairman Steve Miller was proxy for Ms. Renee Sides

- A. Approval of the Board Agenda: Commissioner Bowers made a motion to approve the agenda as presented. Ms. Goldman seconded the motion. All were in favor. The agenda was approved.
- B. Approval/Disposition of Minutes from the April 27, 2022, Regular Board Meeting: Ms. Goldman made a motion to approve the minutes from the April 27 Board meeting. Ms. Boykin seconded this motion. All were in favor. The April 27, 2022, minutes were approved.
- C. Executive Director's Report: Carolyn Fortner
 1. Human Resources:
 - a. Sick Leave Conversion and Buyout at Retirement: Ms. Fortner provided information on sick leave conversion and buyout to Board members which included handouts with language from the Employee Retirement Systems Handbook on sick leave conversion. She also shared information on sick leave compensation (buyout) which is a benefit offered by some county governments and the state. Judge Green shared his thoughts, as well as asked for comments from the other Board Members. The Board to table this item until the September or October Board meeting when Ms. Fortner will submit a sample sick leave compensation policy for Board consideration.
 - b. Modification of Medicaid Waiver Trainer Job Description: Ms. Fortner requested the Board approval to modifying the job description of a current M4A approved position, Medicaid Waiver Trainer. Ms. Johnson has modified the job description of the Medicaid Waiver Trainer to include a caseload of no more than 20 clients. Currently, the Medicaid Waiver Trainer is a purely administrative position with no caseload requirement. By agreeing to this job modification, the M4A Board will not create a new position at M4A but simply modify an existing position to best fit the needs of the organization.
 - c. New Redetermination Coordinator II Job Description: M4A currently has a job description for a Redetermination Coordinator. Ms. Fortner asked the Board to

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approve a Redetermination Coordinator II position which would have all of the responsibilities of the Redetermination Coordinator I plus include review of person-centered care plans. The review of person-centered care plans is a requirement of M4A's NCQA accreditation. In order to maintain NCQA accreditation, M4A must have adequately trained and licensed individuals to review each person-centered care plans. In addition, care plans cannot be reviewed and approved by any Social Worker. Instead, the Social Worker must be licensed at the master's degree or bachelor's degree level. Therefore, the new Redetermination Coordinator II will have a higher level of responsibility. This is a new position.

2. Office Building Update and Lease Termination Proposal by Landlords, Mr. Harless and Mr. Brackin: M4A has been looking at two buildings as potential office buildings to better accommodate the size of the M4A staff and need for office storage. First United Methodist Church of Alabaster owns the first property. The church leadership has asked M4A for an offer on the building, which is located in a store front (the old Piggly Wiggly grocery store in Alabaster). The second building is an existing 3-floor office building in Riverchase. The owners of the building are open to sell M4A as much as the building as we need. While the Methodist church storefront, currently used for modern worship services, outreach and youth ministry, will require almost a complete renovation, the Riverchase office will require little renovation as it is already an office building. Ms. Fortner provided Board members with handouts that: estimated the purchase price, renovation costs and monthly operational costs of the Riverchase building; summarized A4Aa's ARPA request to the state legislature; and outlined buyer/seller stipulations in a letter of intent which, if agreed upon by the Board, would help further the discussion with the owners of the Riverchase building. Ms. Fortner asked Board members to peruse these handouts in preparation for further discussion at the October Board meeting which she will ask Wes Cline to attend. Mr. Cline has been working with the M4A administrative team on locating a new office building. Judge Green asked that action on the Letter of Intent be tabled for the October Board meeting. Additionally, Board members asked the following questions about the two properties:
 - a. How many square feet is the Riverchase building? The second floor is 26,590 sq feet. M4A's current office has about 11,000 sq feet.
 - b. Will we have to pay a percentage to get out of our lease and how much? M4A's Administrative team met with property owners, Mr. Brackin and Mr. Harless. They proposed a modified and M4A-favorable penalty for early termination which is reduced by each month M4A stays in the current lease. The property owners presented this termination offer as a modification to the current lease. Mr. Hanner asked if the penalty for early termination could or would be reduced by subletting. Ms. Fortner said she did not think there was a sublet provision in the lease but would ask Mr. Harless and Mr. Brackin for their feedback. Whatever penalty M4A would pay for early termination of its current lease would be incorporated into the cost of a new office building.
 - c. How much is the building per month? M4A's current rent is \$5,500 per month. The estimated purchase and renovation cost of the Riverchase building is about \$5

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million. The estimated monthly operational cost of the Riverchase office, if the building and all renovations/improvements are covered by ARPA funds, will be about \$12,500 per month, about 45% more than what M4A currently pays in monthly rent and operational expenses. This information is in the handouts given to the Board.

- d. Is there an early termination clause in our current lease agreement? The current lease allows M4A to terminate the agreement if M4A loses 30% of its current year funding.
3. Elder Justice/4-ALL Foundation Update: Robyn James reported that the Elder Justice Center of Alabama (EJC) received a \$1 million grant from the state legislature to purchase a building in Montevallo for the Elder Justice Center and to operate an Elder Justice Center of Alabama. This facility will provide adult day health services for up to 15 people with dementia and also provide caregiver interventions and aging training to family caregivers, professional caregivers, first responders, aging professionals, and the general public. The adult day health program, called Best Days, will open August 16 and cost \$40.00 a day, although scholarships will be available. An elder abuse shelter will open early next calendar year. The Elder Justice Center is a project of M4A's nonprofit organization, the 4 ALL Foundation. EJC partners include Governor Kay Ivey, the Alabama State legislature, the Alabama Department of Human Resources, the Alabama Department of Public Health, the UAB School of Nursing, the University of Montevallo Counseling Department, Alzheimer's of Central Alabama, Legal Services of Alabama, the Alabama Civil Justice Foundation and many more. Numerous grants have been applied for such as the Alzheimer's of Central Alabama Grant (\$25,000); Daniel Foundation Grant (\$135,000); Walker Area Community Foundation Grant (\$16,000); and Elder Justice Grant of the Administration for Community Living, and more. Representatives from other states plan to visit the EJC to see what Alabama is doing to combat elder abuse and also to see if they can replicate the EJC and County Elder Justice Alliances in their states.
4. FY2023 County Funding Requests: Ms. Fortner provided a handout to the Board which showed M4A's FY2023 county funding requests, which were all for level funding.
5. Transportation Update: Ms. Fortner provided an update on the challenge of public transportation options in the region. She has read several transportation studies, plans, and researched community-based programs that provide transportation options; from her readings, she thinks the transportation model developed by the Blount County Community Action Agency, Inc., (CAA) in Tennessee may be an option. She has spoken to the now retired Director of this Agency about its volunteer-based county transportation project; the former Director has offered to provide technical assistance. Ms. Fortner suggested that M4A Advisory Council provide input on senior needs, including transportation and potential community-based solutions. In addition, Ms. Fortner discussed hosting a Faith-Based Summit which is how the CAA began its long journey to a countywide volunteer-based transportation option.
6. New Contracts:
 - a. Recently, the Director of Chilton County Transit spoke with Ms. Fortner about the need for Chilton County Transit to have an ALDOT approved agreement with

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M4A to provide special trips to Chilton County senior citizens, such as transportation to/from the Older Americans month picnic and other events. Ms. Fortner presented the contract to the M4A Board.

- b. Ms. Fortner asked the Board to approve an extension of M4A's current agreement with HCBS Strategies. M4A is currently contracted with HCBS Strategies to be the mandatory third-party evaluator for the PANDA Project grant, an Alzheimer's Demonstration Programs Initiative from the Administration for Community Living (ACL). Because of the pandemic, M4A will be unable to spend all of the grant funds during the original time period. Therefore, M4A has applied for a no-cost 9-month extension from ACL. Because the timeframe of M4A's original agreement with HCBS Strategies ran concurrently with the timeframe of the ACL grant, M4A needs to extend the agreement with HCBS Strategies to coincide with the 9-month ACL grant extension.
 7. Nutrition Updates: Ms. Fortner provided Board members with handouts which showed:
 - a. Effective 07/01/2022, all meals increased 85 cents per meal. Also, on 07/01/2022, ADSS entered into an emergency 12-month agreement with GA Foods.
 - b. ADSS has published an RFB for statewide nutrition services. On 07/01/2023, there will be a new statewide vendor for the Nutrition Program for the Elderly and for the Medicaid Waiver Program meals.
 - c. The FY2023 serving days for the senior nutrition centers in the state.
 8. Board Officers for FY23-FY24: As per the Board bylaws, Ms. Fortner provided M4A Board members with an updated list of M4A Board members. Every other year, the M4A Board Chairperson appoints a committee to make recommendations for Board Officers for the upcoming two fiscal years.
 9. Ms. Fortner provided an overview of the September 2023 Board meeting:
 - a. M4A's auditors have been invited to provide the FY 2021 audit results.
 - b. The SCSEP (Senior Employment Program) team will provide an overview of their program.
 - c. The Nominating Committee will provide their recommendations to the Board. Judge Green selected Ms. Clark (committee chair), Ms. Goldman, Ms. Burgess, Ms. West, and Chairman Miller to serve as the Nominating Committee with the task of reporting their nominees during the September 2022 Board Meeting.
 - d. The FY2023 preliminary budget, personnel requirements/organizational chart, contracts/agreements, and annual operating element will be reviewed for approval.
- D. Administrative Report: Crystal Crim:
1. Board member updates: Ms. Crim provided Board members with an updated copy of the Board member list. She shared that should a Board member need to miss a Board meeting, then this list would serve as a reference for selecting a proxy. Ms. Crim also provided a handout that contained the FY2023 Board meetings, dates of the M4A's monthly program meetings and M4A's quarterly staff meetings. She invited Board members to reach out to her if they are interested in and have time to participate in monthly program meetings and quarterly staff meetings.

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2. Summer Board Training: Ms. Crim updated the Board that the Annual Board Quiz would be emailed to them following today's training.
 3. Updates to Employee Handbook: Ms. Crim shared that an update to the M4A handbook was needed due to adding the Elder Justice Center as a homebase for staff in the PANDA and Ombudsman programs. She shared that clarification on policy and procedures would allow staff to understand how to track and charge mileage appropriately. Ms. Crim asked that the Board review and approve.
- E. Fiscal Report: Cayla Driver
1. Third quarter financials: Ms. Driver reported that most programs should be at least 75% of funding spent. The highlighted yellow programs are on a special program year or, for the TIII/VII programs, have additional funding not included in their normal funding budget (ARPA funds). Highlighted red programs are our typically underfunded programs, but very essential programs, such as the Aging & Disability Resource Center and the Ombudsman Program, which have traditionally been under-funded but essential to helping older adults. The Living Well Alabama Project, funded by a special Administration for Community Living grant, has officially ended.
 2. Medicaid Waiver: M4A has continued to set aside Medicaid Waiver funds each month (transfer to M4A's money market account) from the ASN (Alabama Select Network) PMPM (Per Member Per Month) ICN (Integrated Care Network) payments for case management. These funds are 100% unrestricted. M4A has used these funds for additional Medicaid Waiver Case Managers and new Medicaid Waiver administrative staff (for example, the Redetermination Coordinator and Medicaid Waiver Trainer) who are needed to maintain quality case management. M4A has also set aside funds to assist Medicaid Waiver clients with home repairs and supplies not covered by Medicaid.
- F. Program Report: Maranda Johnson reported the following:
1. Older Americans Act Programs: For Older Americans Month, there were 5 picnics with 875 seniors in attendance. Nutrition has no waiting list for meals. ADSS has confirmed it will assist with funding to ensure no waiting list next fiscal year. The Living Well Alabama grant has ended with 423 participants enrolled during the duration of the project and 362 people completing the program, an 86% completion rate compared to the goal completion rate of 75%. Ombudsmen are back in facilities and also recruiting volunteers. The Alabama Cares Program (for family caregivers) has a new Coordinator at the helm. The Cares team is focused on helping grandparents this time of year with back-to-school supplies. The SenioRx (medication assistance) Program has seen an increase in referrals following coordinated outreach with M4A's SHIP (Medicare counseling) program. SHIP served 1,060 clients during the third quarter.
 2. Medicaid Waiver: We have added 72 new slots so far this FY. We also have one of the lowest termination rates at 12.2% (state average is 14.5%). Personal Choices has continued to grow and add staff to meet the demand. In addition, the Area Agencies on Aging received special grant funds from ADSS for two new positions, Community

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Health and Benefits Coordinator and an Outreach Coordinator. These public health contractors assist with recruiting volunteers providing COVID 19 outreach/education.

G. Old Business: none

H. New Business:

1. Staff Reports: Judge Green asked the Board to approve the following reports: Executive Director, Administrative, Financial, and Program. Mr. Hanner made a motion to approve. Commissioner Bowers seconded the motion. All were in favor. The reports were approved as presented.
2. Medicaid Waiver Trainer Job Description: Judge Green asked the Board to approve the Medicaid Wavier Trainer Job Description as presented. Ms. Goldman made a motion to approved. Ms. Goode second the motion. All were in favor. The changes were approved as presented.
3. Redetermination Coordinator II Job Description: Judge Green asked that Board to approve the Redetermination Coordinator II Job Description as presented. Ms. Lewis made a motion to approve. Ms. Montey seconded the motion. All were in favor. The changes were approved as presented.
4. Chilton County Transit Agreement: Judge Green asked the Board to approve the Chilton County Transit Agreement. Commissioner Bower made a motion to approve. Ms. Boykin seconded the motion. All were in favor. The contract was approved as presented.
5. HCBS Agreement Extension: Judge Green asked the Board to approve the HCBS Agreement extension as presented. Ms. Goode made a motion to approved. Ms. Clark seconded the motion. All were in favor. The contract was approved as presented.
6. Update of Employee Handbook: Judge Green asked the Board to approve the update to the M4A Employee Handbook. Ms. Burgess made a motion to approve. Mr. Hanner seconded the motion. All were in favor. The handbook changes were approved as presented.
7. Letter of Intent for Riverchase Building: Judge Green asked the Board to approve tabling this item until the October 2022 meeting. Commissioner Bowers made a motion to table. Ms. Lewis seconded the motion. The item was tabled.
8. Sick Leave Conversion or Payout at Retirement: This topic was tabled until the September or October Board meeting.

Motion to Adjoin: There being no further business, Judge Green adjourned the meeting by mutual consent at 2:00pm.

Next Board Meeting will be held September 28, 2022, beginning at 10:00 am.

Approved:

Judge Chris Green, M4A Board Chairman

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Next Board Meeting: September 28, 2022, at the Walker County Commission Building

M4A Board Officers FY2021 and FY2022:

Interim Chairman: Judge Chris Green (Blount County)

Secretary-Treasurer: Ms. Senta Goldman (Shelby County)