

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, June 24 2020

Due to the Coronavirus pandemic, the M4A Board of Directors meeting was held via Zoom on Wednesday, June 24, 2020. Board members in attendance: Mr. Richard Lovelady (Chairman), Ms. Lee Ann Clark (Secretary), Ms. Gay West, Ms. Sherry Reaves, Commissioner Tommy Bowers, Commissioner Ricky Parker, Chairman Joseph Parnell, and Judge Chris Green. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Cayla Driver (Fiscal Director), and Ms. Crystal Crim (Administrative Director).

The meeting was called to order by Mr. Lovelady at 10:15 am.

There were two proxies: Chairman Paul Manning to Commissioner Ricky Parker and Mr. Terry Denny Jr., Ms. Senta Goldman and Ms. Robyn Cobb to Ms. Gay West. A quorum was declared.

- A. Mr. Lovelady asked for a motion to approve the agenda. Judge Green made a motion which was seconded by Ms. West. All in favor.
- B. Mr. Lovelady asked for a motion to approve the minutes of the previous Board Meeting: Ms. Reaves made a motion which was seconded by Judge Green. All in favor.
- C. Executive Director's Report by Carolyn Fortner
 1. Family First Coronavirus and CARES Acts: M4A received \$944,776.00 of Family First Coronavirus and CARES Acts Funding. M4A has two fiscal years (until September 30, 2021) to spend all emergency funds and M4A must spend these funds first.
 2. B-Social Services Funding: Ms. Fortner shared that M4A received over \$180,000 in federal B-Social Services funding. For those affected by the pandemic, M4A has purchased and delivered or drop-shipped supplies, such as masks, hand sanitizer, incontinence supplies, nutritional supplements, emergency canned goods, etc. The special B-Social Services funds are only available to those 60 years of age or older in M4A's region. To help meet the needs of those under 60 years, M4A created the Critical Needs. Presently, M4A has raised over \$10,000. The Critical Needs Fund will also be used to purchase Robotic Pets.
 3. Robotic Pets: Ms. Fortner shared with the Board the new Robotic Pet Project that ADSS Commissioner Jean Brown brought to Alabama. Commissioner Brown provided each AAA with \$1,000 to purchase 10 robotic pets. She explained the impact that the pets have had on curbing loneliness and isolation in New York State. Ms. Fortner shared that M4A would be purchasing pets and providing them to individuals in the community, as well as tracking their decrease or increase in loneliness with the DeJong-Gierveld Loneliness Scale.
 4. Annual Board Training: Ms. Fortner discussed the M4A Board By-Law and Annual Training requirement with the Board. She shared that M4A is required to provide training annually to the Board. Each Board member was sent out the Board By-Laws, as well as a quiz.

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, June 24 2020

5. Nutrition Centers: Ms. Fortner shared that ADSS has instructed the AAAs to begin serving hot meals in the senior centers. Fortunately, most of M4A's senior centers have continued to serve hot meals during the pandemic. Calera, Moody, Springville, and Montevallo are serving frozen meals. Odenville is currently not serving meals at all. The senior centers were closed, except as meal pick-up sites, as the result of the State Health Order and will remain closed until that Order ends or is amended allowing for the opening of the senior centers.
6. GA Foods Alabaster Site: Ms. Fortner shared that GA Foods has officially moved its location from Alabaster to Finley Boulevard in Bessemer. She shared that, at this time, all seems to be going well. This site also has a new Production Unit Manager who previously served as an AAA Nutrition Coordinator; she seems to better understand AAAs and the people we serve.
7. M4A Office: Ms. Fortner shared that the M4A Office will remain closed to the public through the month of July. A few staff members have begun returning to the office. When in the office, staff members are maintaining social distancing, wearing masks when needed, and washing their hands frequently. M4A will have the office sanitized soon. After this cleaning, Maid Pro will continue to maintain the cleanliness of the office. Each staff member has been equipped with PPE, such as masks, face shields, hand sanitizer, and sanitizing wipes. Gloves and gowns are also available.
8. Special Projects: M4A received the COVID-19 Emergency Funds. As a result of making calls to homebound clients to check on them during the pandemic, M4A discovered individuals with unmet needs. The COVID-19 funds allowed M4A to purchase home goods and create care packages. These packages will be delivered through the month of June. At this time, we have assembled over 1,700 packages that include four rolls of toilet paper, one 16-ounce bottle of hand sanitizer, the M4A Red File, agency information, and COVID-19 health information. All items were placed in one of M4A's agency bags. Ms. Fortner shared that M4A reached out to GA Foods to deliver bags to the homebound clients and they agreed. Also, M4A partnered with both GA Foods and Positive Maturity to deliver masks to homebound seniors in Blount County. Masks were sewn by the RSVP Volunteers from Positive Maturity. Ms. Fortner asked all Board Members to reach out to M4A if they know of individuals affected by COVID-19. Also, if a Board Member knows of a church or organization that would like to help seniors during the pandemic, please contact Carolyn or Crystal. Ms. Fortner shared that Lomax Church in Chilton County reached out to M4A because the church wanted to do something to assist senior citizens in Chilton County. The church created and delivered over 40 care packages in one week to seniors in need.
9. Medicaid Waiver: Ms. Fortner shared that the Medicaid Waiver Case Managers have officially restarted home visits as of June 1st. M4A has also authorized its other Coordinators to resume field and home visits. If the client refuses, we do not go into the home. Also, if an employee is symptomatic, he/she must self-quarantine and alert his/her immediate supervisor. All employees who are COVID-19 symptomatic do not go into the field. Most home visits are still taking place on the front porch due to the virus. M4A has

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, June 24 2020

hired five new case managers over the last couple of months due to virus and accreditation requirements.

10. Older American's Act Programs: Ms. Fortner shared that all Coordinators are able to go into the field and see clients as previously stated, but they must be symptom free and the client must agree to a home visit.
11. County Funding Requests: Ms. Fortner shared that she is completing the various county funding requests and is almost done. She explained that she does understand that budgets are tight due to the pandemic. M4A will be seeking level funding.
12. Program Report: Ms. Fortner reviewed the program updates with the Board. See attached reports.

D. Administrative Director Report by Crystal Crim:

1. PPE: Ms. Crim updated the Board on what staff members were provided with during the virus. At this time, staff have been provided 2 8-oz bottles of hand sanitizer, cloth and 3-ply disposable masks, face shields, and bleach wipes. Medicaid Waiver staff specifically were provided with KN95 masks, gloves, and disinfectant spray.
2. Donated Masks: Ms. Crim shared that M4A has delivered over 800 masks to over 600 community members in M4A's region. The masks were sewn by RSVP volunteers and donated to M4A for its clients. Also, M4A purchased 500 masks from By George, a local business.
3. Office Repairs: Ms. Crim explained that M4A has experienced two different leaks in the office: ice maker and air conditioner (both upstairs).
 - i. The ice maker leaked from upstairs to downstairs which caused damage to the following areas: kitchen, hallway, upstairs right-side bathroom, downstairs right-side bathroom, and Ms. Sharon's office. All damage has been repaired at the cost of Ice Makers, Inc.
 - ii. The air conditioner upstairs leaked from upstairs to downstairs causing staining to the ceiling panels above the stairs and on the carpet. Coolant has been replaced and a unit is on order to be replaced. The expense will be paid by M4A Lessor, Steve Harless.
4. IT Update: Ms. Crim shared that all employees, apart from one who is currently on unemployment, are working remotely. All employees have been equipped with a laptop, app on their phone to call clients, and a hotspot unless they have secured internet. Some staff members are returning to the office, but staff continue to maintain social distancing.
5. Contracts: Ms. Crim shared that all FY 2021 agreements have been emailed or mailed out, except the MWS and PANDA agreements.

E. Fiscal Report by Cayla Driver: See attached reports.

F. Old Business: None

G. New Business: None

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, June 24 2020

There being no further business, the meeting was adjourned by mutual consent.

Next meeting will be held September 23, 2020 at 10:00am at via Zoom Call.

Approved:



Lee Ann Clark, M4A Board Secretary

9-17-2020
Date