

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, June 26, 2019

The M4A Board of Directors met on Wednesday, June 26, 2019. Board members in attendance: Rev. Glenn Bynum (Vice-Chairman), Ms. Lee Ann Clark (Secretary), Ms. Gay West, Ms. Sherry Reaves, Mr. Tommy Bowers, Judge Chris Green. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Cayla Driver (Fiscal Director), Ms. Crystal Crim (Administrative Director), Ms. Maranda Johnson (Director of Programs) and Ms. Sharon Echols (Administrative Assistant).

The meeting was called to order by Vice-Chairman Rev. Glen Bynum at 10:10 am. There was one proxy: Ms. Robyn Cobb to Ms. Gay West. A quorum was declared. Judge Green led the prayer.

- A. Vice-Chairman Bynum asked for a motion to approve the agenda. Judge Green made a motion; seconded by Ms. West. All in favor.
- B. Vice-Chairman Bynum asked for a motion to approve the minutes of the previous Board Meeting: Ms. West made a motion; seconded by Ms. Clark. All in favor.
- C. Executive Director's Report by Carolyn Fortner
 1. Board Proxies: M4A Board by-laws provide for proxies but do not specify whether M4A personnel are responsible for obtaining a proxy for an absent Board member or whether the absent Board member is responsible for naming a proxy. Board members discussed the issue and stated the Board members would be responsible for naming a proxy. There was a motion by Ms. Reaves and a second by Ms. West to clarify the Board by-laws so that the absent Board member is responsible for naming his/her proxy. All were in favor.
 2. GA Foods and Nutrition Program Update:
 - i. GA Foods Update: The Governor has appointed a new ADSS Commissioner, Jean Brown, specifically to address the problems with the nutrition program. Commissioner Brown has been actively involved in resolving food problems with GA Foods. Most of the food problems in the state are from the Alabaster Production Unit. The manager of this unit was recently replaced.
 - ii. Nutrition Program Update: ADSS continues to receive complaints about the food. M4A is emphasizing to center managers that their complaints and concerns must be documented on the item delivery ticket. This is the official document ADSS depends upon to evaluate GA Foods's performance. The senior center meal program in the M4A region has declined from the same time last year, although the total clients and meals are about the same since M4A has been adding more homebound

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clients to ensure that all funds are maximized. Nonetheless, the drop in congregate meal participants is significant because this is where the meal donations for the nutrition program come from. If congregate meal participants decline, then meal donations decline and the funds M4A has to offset its cost of operating the meal program declines.

3. Medicaid Waiver Services (MWS) Update (handout): Because of significant changes M4A made to its MWS Program in FY2018, M4A in FY2019 has approximately \$10,000 in excess MWS funds each month (or a “profit”) with average case management cost at \$240 PMPM (or per member per month) with an average monthly active caseload of 410 clients. M4A has requested more slots and continues to fill them.
4. Grant Updates:
 - i. Alzheimer’s Grant: M4A did not receive the Alzheimer’s Grant through the Administration for Community Living (ACL), although M4A will reapply.
 - ii. Abuse in Later Life Grant: Results of this application will be available in September.
 - iii. Living Well Alabama (LWA) Grant: Ms. Johnson share that, since July 2018, M4A has had 193 people across all five counties go through the LWA program with 158 completers (completion rate of 82%). Ms. Johnson shared that the national average is 74%.
 - iv. SCSEP Program: The Alabama Department of Senior Services (ADSS) recently put out a bid for the Jefferson County SCSEP and M4A applied and was awarded the slots. M4A operates the largest SCSEP in the state.

D. Administrative Director Report by Crystal Crim:

1. New Phone System: M4A is moving to a new phone system which will allow staff who travel the capability to make and receive calls as if they were in the office. This will help staff maintain confidentiality.
2. Staff IT training: M4A will implement monthly and quarterly staff IT training on: phishing scams, password security, physical security, office product training, etc.

E. Fiscal Report (handouts) by Cayla Driver:

1. Medicaid Waiver Year to Date Funding (handout): She provided a handout to further explain the per member per month costs and M4A’s MWS profits.
2. Monthly Financial Report: Ms. Driver presented the monthly financial report which includes quarters 1 and 2 (through March 31st, 2019).
 - i. ADRC: ADRC funds have been spent but the “No Wrong Door” funds from Alabama Medicaid Agency (AMA) currently have not. AMA funds were provided to the AAA’s for obtaining NCQA accreditation.
 - ii. PeerPlace: M4A has paid for additional PeerPlace users with local funds.

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- iii. Ombudsman (OMB): The Executive Director has made the determination that the requirements of the ombudsman program cannot be met with 1 FTE which the federal/state funding sources cover; as a result, the Ombudsman Program of M4A has 1.5 FTEs with the 0.5 FTE employee being covered by local funds.
- iv. Dementia Friendly: M4A has obtained grants from the Alabama Securities Commission (ASC) to sustain and expand M4A's Dementia Friendly Law Enforcement Program. In addition, the CAWACO RCD Council provided a \$10,000 grant to support Dementia Friendly training around the state.
- v. B-Admin: M4A has \$43K in FY2018 carry-forward to supplement the B-Admin expenses for FY2019.

F. Program Report by Ms. Maranda Johnson:

- 1. ADRC: 1,826 phone call; 1,711 follow up contacts; and 2,182 referrals.
- 2. Alabama Cares Program: 98 caregivers have received respite; 79 caregivers received supplemental supplies. AL Cares has a new Caregiver Interventionist.
- 3. MWS Program: 462 clients; 5 ACT waiver clients; 157 clients participating in Personal Choices.
- 4. Nutrition: 164,797 congregate meals and 97,551 home delivered meals.
- 5. SenioRx: new Coordinator hired April 2019. The new Coordinator has already met the client goal and exceeded the new client goal by 18%.
- 6. SHIP: 1,572 clients served.
- 7. Ombudsman (OMB) Program: opened 134 new cases and closed 120 cases. Five additional M4A staff members were recently trained as back-up ombudsmen.
- 8. Special Projects:
 - i. AIM: the AIM project needs volunteers. She asked the Board to refer any potential volunteers/volunteer groups to M4A's website.
 - ii. Jefferson, Blount, and St. Clair Mental Health Center (JBS) Agreement: the Living Well Alabama (LWA) program will be developing a new partnership with JBS in FY2020.
 - iii. Shelby County Jails: M4A is interested in conducting LWA classes in Shelby County jails. She asked the Board for any contacts in their respective counties.
 - iv. Dementia Friendly (DF) Trainings: M4A has two more DF trainings left to conduct this Fiscal Year. M4A is partnering with other AAA's and training them to conduct DF training with law enforcement and first responders in

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their area. The Alabama Securities Commission (ASC) plans to provide grants or a grant to M4A to conduct additional trainings.

- v. New Building Discussion: Ms. Fortner shared that M4A is interested in purchasing property with the profits for the MWS program. She will continue to update the Board.

G. Old Business: None

H. New Business: See above regarding proxies in the Board By-laws.

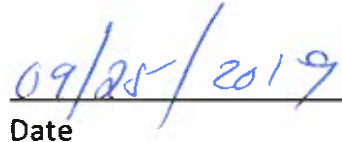
There being no further business, the meeting was adjourned by mutual consent.

The next Board meeting will be on September 25th, 2019 at 10:00am at M4A.

Approved:



Richard Lovelady, M4A Board Chairman



Date