

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, May 03, 2017

The M4A Board of Directors met on Wednesday, May 03, 2017. Board members in attendance: Mr. Richard Lovelady (Chairman), Mr. Glenn Bynum (Vice-Chair), Ms. Gay West (Secretary), Mr. Tommy Bowers, Ms. Lee Ann Clark, Ms. Senta Goldman, Ms. Sherry Reaves, and Mr. Ward Williams. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Tammy White (Fiscal Director), Ms. Crystal Crim (Administrative Director), Ms. Maranda Johnson (Director of Programs), Ms. Lisa Adams (Human Resources and Operations Manager), and Ms. Sharon Echols (Administrative Assistant).

Board Members participated in the FY 2017 Board Training.

The meeting was called to order by Chairman Richard Lovelady at 1:14 pm. Opening prayer was led by Mr. Bowers. A quorum was declared. There were no proxies.

- A. A motion to approve the agenda was made by Mr. Williams and seconded by Ms. West. All others were in favor; no one opposed.
- B. A motion to approve the minutes from the February 22, 2017 Board meeting was made by Ms. West and seconded by Mr. Bowers. All others were in favor; no one opposed.
- C. Executive Director's Report by Carolyn Fortner
 1. Update on the Older American's Month (OAM) picnics: Ms. Fortner updated the Board about M4A's upcoming OAM picnics. She shared that each Board member had a picnic flyer in their board packet. Ms. Fortner encouraged all Board members to attend their respective county picnics.
 2. Update on ICNs:
 - i. Review of the National Committee for Quality Assurance (NCQA) Standards (handout): Ms. Fortner shared with the Board that Crystal Crim recently attended a NCQA meeting in Montgomery on April 25, 2017. This meeting was to discuss the progress of the Area Agencies on Aging (AAA) in regards to obtaining NCQA accreditation. This accreditation is required of all AAA's in order for them contract with the Integrated Care Networks (ICN) to provide Home and Community Based Services (HCBS). Ms. Fortner discussed the 8 NCQA standards for long term services and supports (LTSS) that each AAA must meet.
 - ii. Discussion of the Alabama Medicaid Key Concept Paper (handout): Ms. Fortner discussed the Alabama Medicaid Key Concept paper. This document outlines how the ICN's will operate. Ms. Fortner asked Ms. Crim to share about the April 25th meeting. Ms. Crim shared that the document outlines staffing needs, program design, and any changes that would need to be implemented in order to be eligible for a contract. Ms. Fortner shared that the ICNs will be

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considered a healthcare provider. This means that, as a healthcare provider, the ICN who secures the contract with Medicaid to provide the Waiver services will be responsible for integrating the social services and the medical services into one model. The social service agencies they will need to contract with to create this model are agencies like M4A. This partnership will allow for better care coordination in the community, which will ensure that the patients follow their medical discharge plan once they are back in the community. Ms. Fortner shared that under the new model, AAAs who are seeking the NCQA accreditation will be required to have a Registered Nurse (RN) and a Licensed Social Worker (SW) leading the care coordination team. The funding for both positions would come from Alabama Medicaid. Ms. Fortner also discussed that the AAAs were divided into committees in order to better facilitate the NCQA accreditation process. M4A currently serves on the Information and Technology (IT) committee.

3. M4A Update on Efforts to Diversify Funding:

- i. Fundraisers (handout): Ms. Fortner shared that M4A recently received a resolution (Resolution No. 2017-28) from the St. Clair County Commission. This resolution is in regards to M4A's fundraising efforts for the Nutrition Program in St. Clair County. M4A will be hosting its first annual "Feeding Frenzy" BBQ event on May 11th. The resolution and mail out efforts created an interest in the event and, as such, ticket sales have increased to over 500.
- ii. Grants: Ms. Fortner reiterated the Dementia-Friendly Community Mini-Grant received by M4A. M4A was awarded \$10,000 under the grant. She also shared with the Board that M4A received an additional \$170,000 from the Alabama Department of Senior Services (ADSS) to provide meals across our 5-county region.
- iii. Veteran-Directed Home and Community-Based Services (VD-HCBS) (handout): Ms. Fortner discussed with the Board that M4A recently completed its readiness review for the VD-HCBS program. This will be a new funding source for M4A. The program will allow M4A to work with the Veterans Administration (VA) in order to provide services and supports to veterans in the community. Now that M4A has completed its readiness review, the next step will involve M4A meeting with the VA Medical Center in Birmingham. M4A will not be responsible for the eligibility screening of the veterans. Instead, M4A will provide the LTSS case management. Ms. Fortner shared that a job description will need to be developed for the VD-HCBS program. Once developed, Ms. Fortner will submit it to the Board for approval. Projections for the potential client base will also need to be developed. This will help M4A identify a revenue estimate for the program.

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4. **New Positions for Diabetes Self-Management Training (DSMT) (handouts):** Ms. Fortner shared that M4A will begin contracting with Southern Alabama Regional Council on Aging's (SARCOA) non-profit agency, Community Care Solutions (CCS), to provide diabetes education and medical nutrition therapy. CCS will run the program state-wide and M4A will contract with them to provide the program in our 5-county region. CCS has Medicare accreditation, which is something M4A would like to obtain following obtaining its NCQA accreditation. Medicare accreditation will allow M4A to grow the DSMT program. Ms. Fortner and Ms. Johnson discussed one of M4A's RNs who has both experience and drive to grow the DSMT program. Ms. Fortner requested Board approval for both a Registered Dietician (RD) and a Diabetes Instructor position. M4A will use Part D (Federal) funding and local funding in place to support both positions with startup costs. The RD position would begin as a permanent part-time position, with the intention of moving it to a full-time position as the program grows, proves its sustainability and shows its ability to generate funding.
5. **Area Plan Update:** Ms. Fortner shared with the Board that M4A is on target to complete its Area Plan by the end of June 2017. There will be a public hearing and Ms. Fortner will update the Board as the date approaches.
6. **ADSS Monitoring Visit:** Ms. Fortner shared the ADSS monitoring visit in April went well. A highlight of the visit was that M4A's SenioRx program was the top performer in the State in FY 2016.
7. **Tax Tribunal and Circuit Court Appeal (handout):** Ms. Fortner updated the Board on where M4A currently stands regarding its tax-exemption status. She shared that M4A was formed under Alabama Code § 11-80-5 and 11-85-25 through 11-85-59 and federal law. She shared that M4A had a letter stating this exemption; however, when M4A updated its mailing and physical address, the agency received a letter from the Alabama Department of Revenue stating that M4A was not tax-exempt. Ms. Fortner shared that Mr. Marsh proposed during the last Board meeting that M4A draft a resolution for each of its county commissions. The resolution was created and Ms. Fortner asked for the Board member's feedback. Ms. Fortner shared that Mr. Marsh suggested that he could contact the Commissioner of the Alabama Department of Revenue to discuss the next steps. Presently, M4A has filed an appeal in the Shelby County Circuit Court in order to maintain its rights as an organization. Mr. Williams shared that Ms. Fortner may want to contact State House Representative, Mr. Matt Fridy, for assistance and provided her with his information. Ms. Fortner shared that she will follow up with Representative Fridy.
8. **Program Report (handout)**
 - i. Ms. Fortner updated the Board about M4As programs and services for FY 2017 (2nd Quarter). She shared that, compared to this time in FY 2016, M4A has increased the number of clients it has served in FY 2017 by 6.13% (5,907 people). Ms. Fortner provided the Board with program updates. Alabama Cares served 75 caregivers with respite and 65 caregivers with supplemental services. Medicaid Waiver served 392

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Elderly and Disabled Waiver (E&D) consumers, 4 consumers in the 530 Waiver, 6 ACT Waiver consumers, and 18 Personal Choices consumers. Nutrition served 1,434 seniors with 70,083 congregate meals and 1,059 seniors with 109,091 homebound meals. SeniorRx assisted 315 clients and SHIP assisted 1,943 clients. Legal services assisted 254 seniors and Ombudsman opened 40 new complaint cases.

- D. Fiscal Report (handout): Ms. Tammy White presented the fiscal report. Ms. White shared that M4A is currently on track regarding its grants; a few programs have gone over. The SHIP grant ended in March and, due to the grant being overspent, local funding was used to supplement program costs. Title V's budget is currently \$1.3 million but this program will probably be cut 8% beginning July 1st. Medicaid Waivers are on target at this time. Ms. White shared that she does not anticipate the need for using local funding in the future as M4A has more contractor cash. Ms. White discussed budgeted funding and current funding expenditures as of the end of the 2nd quarter for FY 2017. Ms. White shared that the largest user of the funding amounts at this time is the C2 (homebound) Nutrition program due to M4A's aggressive budget. This worked in M4A's favor, as ADSS recently provided M4A with an additional \$170,000 for the program. Ms. White also discussed that M4A is currently awaiting \$997,106.40 in receivables from various sources. Primarily, M4A is waiting for ADSS reimbursement of Medicaid Waiver funding in the amount of \$879,705.96. This funding will be received following M4A's redistribution of allocated MW administrative costs between the E&D Waiver, ACT and 530 Waivers.
- E. Old Business: None
- F. New Business: Mr. Bynum made a motion that the M4A Board approve M4A's two new job roles: Diabetes Program Instructor/Diabetes Educator and Registered Dietician. Ms. Fortner shared that both positions will be self-sustaining and M4A is ready to begin both programs. This motion was seconded by Ms. Clark. There was no opposition; the motion was carried.

There being no additional business, Mr. Bynum made a motion to adjourn the meeting and it was seconded by Ms. Clark. All were in favor and no one opposed.

The next Board meeting will be on Wednesday, July 26, 2017 at M4A and will begin at 10:00 am.

Approved:


Richard Lovelady, M4A Board Chairman

Date July 26, 2017