

Middle Alabama Area Agency on Aging  
Board Minutes  
November 14, 2008

Board Members Present: Chairman Richard Lovelady, Gene Ford, Martha Thornburg, Gaye West, Lee Ann Clark, Commissioner Daniel Acker, Mr. Earl Cunningham and Chris Green.

M4A Staff Present: Carolyn Fortner, Dianne Nance, Kelly Lippert-Flick

Guests: Billy Cox, Scott Greer with Aldridge Borden

- A. The meeting was called to order at 10:14 a.m. by Chairman Lovelady. Commissioner Acker provided the invocation. No proxies were brought forth.
- B. Approval for the agenda was made by Mr. Ford and seconded by Mr. Cunningham. All present were in favor, no one opposed.
- C. Chairman Lovelady recommended the names of the officers be added to the minutes from September 24<sup>th</sup>. In section "e", the inclusion of Mr. Lovelady as Chairman, Rev. Bynum as Vice Chairman and Commissioner Acker as Secretary/Treasurer will be added. Approval with this change was made by Mr. Cunningham and seconded by Mr. Green. All present were in favor, no one opposed.
- D. Executive Director's Report (Carolyn Fortner)
  - a. Carolyn provided the board with a copy of the suggested members for the M4A Advisory Committee, along with a list of the criteria for membership as deemed necessary by the Older Americans Act (OAA). She invited the board to make additional recommendations for their county to either herself or Kelly Flick. Chris Green recommended Cyndy Walker for Blount County in addition to the other listed members.
  - b. Carolyn stated that after a re-grouping meeting with the UWCA regarding the County Focus Groups, it was decided to meet with each group in each county and re-align their efforts. The goal will be to determine which projects can be done now and which projects need to have funds raised to accomplish. Carolyn also told the board that she is submitting a document to the N4A reflecting the success of some projects that have been done as a result of the Focus Groups. It is her hope that this will bring national recognition to what is being done and potential funding to the region. Carolyn then told the board that M4A had been funded for an additional year with the Rosalyn Carter Institute and Johnson and Johnson pharmaceuticals to continue the REACH grant in the region. Because of the success with this project, M4A is going to explore the opportunity of partnering with other research institutes (UAB Center for Aging) to garner federal funding.
  - c. Carolyn and Dianne Nance are scheduled to meet with members of ADSS on November 20<sup>th</sup> to review the nutrition budget for FY 09 and FY 10. She hopes the meeting will also provide more insight on the potential of proration. They will also discuss the probability of cash match for the Medicaid Waiver Program. If ADSS decides that it will implement the 10% cash match guideline, this will require M4A to designate \$130,000 in local funds to sustain the program. Chris Green later mentioned that he was certain the "cash match" for MW would be part of the MW budget. Additionally, Carolyn will ask ADSS at the meeting when we will receive the Notice of Grant Award (NGA) for the SenioRx Program. The NGA will not only provide the funding amount, but the goals set forth by ADSS for

the medication assistance and wellness program. Carolyn stated that the Alabama Association of Agencies on Aging (A4A), of which M4A is a member, is planning on becoming more active in lobbying the state legislature for more funds. Once information is developed, she will forward it to the board and ask for their support in contacting their local and state representatives.

- d. There have been two recent policy changes from ADSS regarding nutrition. The first change is that the federal government is not allowing any client to receive more than one meal a day. Any additional meals served to a client will be considered 'ineligible' and will be paid for by the city in which the center resides. To assist center managers in developing a means to disburse any extra meals, M4A nutrition coordinator, Paul Champion, has spent the past several weeks working one-on-one with each manager to develop an 'back up waiting list'. The second was discussed at the last board meeting: the requirement of having a homebound client sign for his/her meal. Because of outcries from across the state, ADSS has become more lax on this policy, but still requires documentation that the meal was served to the intended person. The M4A nutrition staff developed a simple form that is used when meals are delivered to clients. The form allows the deliverer to check off if the client received the meal or space to document if the meal wasn't delivered and why (ex: client not home when meal was delivered). Following these explanations, Mrs. Thornburg brought to light her concerns about the quality of the food that is being served in the centers. Carolyn assured her that any complaints that come to M4A are directly sent to the ADSS nutrition staff for investigation. Kelly Flick stated that ADSS recently conducted a bid process for a new meals provider and that Valley Foods was the only company to submit a bid. Mr. Lovelady and Mr. Green acknowledged that the food quality may not be as good as it could be because it is institutionalized food and also because of the cost (i.e., "you get what you pay for"). Further they both stated that M4A and its counties were mandated by ADSS to use the state's nutrition vendor or fear the loss of federal funds. Dianne Nance stated that 40% of the budget is designated for the nutrition program; this includes the meals itself as well as overhead (staff salary, cost of running the center, etc). Mr. Lovelady asked Mrs. Thornburg what she would suggest the board do to improve the situation. Mrs. Thornburg stated that she did not know but wanted to express her concerns to the Board. Carolyn said she would try to have a member of the ADSS nutrition staff present at the upcoming board training.
- e. Carolyn stated that she is planning to meet with a member of the Non-Profit Resource Center of Alabama (NRCA) to determine the feasibility of starting a Senior Fund 501 (c) (3). M4A itself cannot feasibly become a non-profit agency but M4A should explore the potential of forming an "M4A Foundation" for some of its projects.
- f. Discussion ensued regarding date and location of the M4A Board Training. It was ultimately decided that the first choice would be Feb 18<sup>th</sup> and the second being Jan 21<sup>st</sup> at either the 4-H center in Columbiana or the Hampton Inn in Pelham (hwy 119) or Calera (hwy 31). Carolyn suggested having the training combined with the board meeting so that they can reduce the number of times the board needs to travel for meetings.
- g. Dianne Nance introduced Billy Cox and Scott Greer with Aldridge Borden, accounting firm M4A contracts with to provide audits. Mr. Cox stated that overall the agency is doing well with no significant problems. He proceeded by stating that M4A's program compliance is excellent and has been for several years, but that there are two deficiencies that need to be examined. The first has been a reoccurring concern regarding the reconciliation of reports: reconciling quarterly reports back to ADSS. Scott Green explained that the information is being entered correctly and it's all there; it's just

not adding up in the corresponding columns. To rectify this, he suggested he and Mr. Cox come spend a couple of days with Dianne to clear out the books and start anew. The second concern is a new standard set by the federal government and not a reflection on M4A's recordkeeping. The new standard requires the agency take responsibility for the external report, the one Aldridge Borden prepares. Specifically, Mr. Cox recommended the agency identify someone with governmental accounting experience to review the documents Aldridge Borden produces and approve them. Finally, Mr. Cox said the recent fraud situation at M4A was handled well because of the good internal controls the agency has in place. He recommended instituting a fraud hotline system for employees and center managers/participants to access to report suspicious activities. The presentation wrapped up with Mr. Cox reiterating that M4A is doing well and has \$700,000 in reserves, which it did not have several years back. The next audit is scheduled after the first of the year, depending upon when ADSS completes its 4<sup>th</sup> quarter reports. Mr. Lovelady asked if the agency need to hire someone to review the documents or could a volunteer do it. Mr. Cox confirmed that a volunteer could do it and that his firm actually does it for other non-profits that they do not contract with. Carolyn suggested that we identify someone on the advisory committee to do it.

- E. There was no old business to discuss.
- F. Approval of the M4A contract with Turenne PharMed Co., Inc. for supplies for the Alabama Cares program was approved by Mr. Cunningham and seconded by Mr. Ford. All present were in favor, no one opposed.
- G. A motion was made to adjourn the meeting at 11:47 a.m. by Mr. Cunningham and seconded by Mrs. Thornburg. All present were in favor, no one opposed.

Next Board Meeting: To be determined. It may be the same day as the Board Training in February or January as stated above.

*Approved:*

*Richard Lovelady, Board Chairman*

*Feb. 25, 2009*