

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Thursday, November 2, 2017

The M4A Board of Directors met on Thursday, November 2, 2017. Board members in attendance: Mr. Richard Lovelady (Chairman), Ms. Gay West (Secretary), Ms. Lee Ann Clark, and Ms. Sherry Reaves. Judge Chris Green and Ms. Senta Goldman joined by phone. 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) and Ms. Robyn James (Development and Marketing Director).

Suzanne Martin with Transform was present.

The meeting was called to order by Chairman Richard Lovelady at 10:30 am. A quorum was declared. Rev. Glenn Bynum gave his proxy to any voting Board Member.

Ms. Suzanne Martin with Transform presented her bid proposal to the Board Members for Strategic Planning. Handouts were provided.

- A. A motion to approve the agenda was made by Ms. Clark and seconded by Ms. West. All others were in favor; no one opposed.
- B. A motion to approve the minutes from the September 27, 2017 Board meeting was made by Ms. West and seconded by Ms. Clark. All others were in favor; no one opposed. Ms. Sherry Reaves abstained due to not being present at the last meeting.
- C. Fiscal Report (handout): Ms. Tammy White shared the Fiscal Report with the Board. Ms. White shared that most of the grants have had their closing entries completed for FY 2017 and the quarterly reports have been completed for ADSS. There are no new changes to the financials at this time. Ms. White made a request to the Board to adopt a one sheet Fiscal Report that can be printed quickly from QuickBooks. All additional documents will be available should Board Members request a more in depth understanding of each line item. Mr. Lovelady recommended having both formats present. After the Board discussed both formats, it was decided that the new format will be acceptable.
- D. Executive Director's Report by Carolyn Fortner
 1. Request for a Cost of Living Adjustment (COLA) (handout): Ms. Carolyn Fortner discussed the Board issuing a 2% COLA to the M4A staff for FY 2018. She shared that the last COLA was issued in FY 2014. With an increase of 2% COLA, the impact to the agency is as follows: +\$35,257.00 (COLA), +\$1,459.99 (RSA employer cost), and +\$2,697.16 (FICA). This would bring the total to an increase of \$39,414.15 for FY 2018. Ms. Fortner further explained that, should the Board approve a 2% COLA, with the Merit salary system in place at M4A the top end of both a COLA (2%) and a Merit (3%) increase would be \$99,717.57. Although all staff would not be eligible for the top end of the Merit system, Ms. Fortner

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wanted to show the Board the highest possible cost to M4A. The Board discussed the request and put it to a vote.

2. Healthcare Subcontract (Community Care Solutions) Update: Ms. Fortner discussed updates to M4A contracting with Community Care Solutions and Blue Cross/Blue Shield (BC/BS) for Health Coaches in 6 Counties (M4A's region, plus Jefferson County). Although M4A is not the AAA that represents Jefferson County, M4A would be serving BC/BS members who reside in Jefferson County. Presently, M4A is looking to serve roughly 2,000 BC/BS members in six counties and the Health Coaches will be on a pay for performance contract. M4A's return on investment is roughly a minimum of \$36,000 after the first year. Additional positions will need to be hired to support this program. This discussion will be tabled until the next Board Meeting.
3. Office Space/Building (handouts): Ms. Crystal Crim discussed the building needs with the Board. She shared a one-page overview that highlighted the following topics: Size and Space Utilization of Current Building and Anticipated Staffing Needs in FY 2018. M4A currently has 46 employees and anticipates a 78.3% growth in staff during FY 2018. Ms. Crim discussed the space needs, where staff presently work and how this is impacting their ability to do their jobs. Ms. Crim shared that a sub-committee is still desired to work with her and Ms. Fortner to assess the needs of M4A regarding moving to a new building. The discussion for a sub-committee will be tabled until the next Board Meeting.
4. One Call Now (handout): Ms. Crim discussed the One Call Now notification service with the Board. This service will be used by Ms. Crim at M4A to alert staff, Board, and Senior Center Managers of office closures or delays. In the future, this software may be utilized to remind individuals about upcoming events. Ms. Crim requested that they complete the information contact form in their Board packet prior to the end of the Board Meeting.
5. Conflict of Interest Forms for M4A and LTCOP (2 handouts): Ms. Fortner discussed the Conflict of Interest Forms with the Board. She reminded them all to complete their forms and return to Ms. Sharon Echols.
6. Recognition of Former Board Member: Ms. Fortner requested that the Board allow M4A to extend to Mr. Red Turnipseed a Board service award.
7. FY 2018 Board Meeting Schedule and Current Board Meeting Schedule for FY 2018 and Planning Calendar (handout): Ms. Fortner discussed the current Board Meeting Schedule. She also let the Board members know that Ms. Crim will poll the Board to find out the best date and time for future Board Meetings that would work for more of their schedules.

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8. Program Report (handout): Ms. Maranda Johnson updated the Board on the programs at M4A. In FY 2017, M4A served 7,841 unduplicated clients compared to 8,277 unduplicated clients in FY 2016. The change is due in part to the ADRC staff focusing in on follow up calls to ensure services were helpful to the clients served. To date, the AL Cares Program provided 119 caregivers with respite and 108 caregivers with supplemental supplies. The MWS Program to date has helped 451 EDW consumers, 4 (530) consumers, 10 ACT consumers and 43 PC consumers. The Nutrition Program to date has served 1,706 congregate seniors 142,506 meals and 1,506 homebound seniors 276,217 meals. The SernioRx Program to date has assisted 494 clients with medication. The SHIP Program to date has assisted 3,047 clients. Finally, Legal Services has assisted 404 seniors and the OMB Program has opened 71 complaint cases to date.
9. Development Update (handout): Ms. Robyn James updated the Board on the various initiatives taking place at M4A. She discussed the Feed the Need campaign, Dementia Friendly Toolkit, Walker Area Community Foundation grant for the Nutrition Program, and Project Life Connect. Robyn also let the Board know that M4A will host a Media Day on November 28th at Heardmont Senior Center in Shelby County and encouraged them all to attend, as well as passed around copies of the Dementia Toolkit for them to take into their respective communities.

E. Old Business:

1. M4A Board tabled the selection of a sub-Board Committee to assist Ms. Fortner and Ms. Crim with assessing the agencies needs until the next Board Meeting.
2. M4A Board tabled the approval of the following positions requested by Ms. Fortner: Health Coach Supervisor, Program Assistant, HR Specialist, Private Pay Coordinator, and two Fiscal Assistants until the next Board Meeting.

F. New Business:

1. Request for a Cost of Living Adjustment (COLA): Ms. Fortner requested a 2% COLA for the M4A Staff for FY 2018. Judge Green made a motion to approve the 2% COLA for all M4A Staff for FY 2018. The motion was seconded by Ms. Reaves. All were in favor; no one opposed. The motion carried
2. Strategic Planning Consultant Contract: Ms. Fortner requested that the Board vote to approve Transform's Strategic Planning Consultant in the amount of \$8,950. Ms. Clark made a motion to approve Transform. The motion was seconded by Ms. West. All were in favor; no one opposed. The motion carried.
3. Diabetes Education Contract: Ms. Fortner request that the Board approve M4A accepting the Diabetes Education Contract. This contract calls for M4A to hire both a Registered Dietician and a Diabetes Self-Education Coordinator and seek

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Medicare reimbursement for educational classes. M4A has hired both role per previous Board approval. Ms. Reaves made a motion to approve the Diabetes Education Contract. The motion was seconded by Ms. Clark. All were in favor; no one opposed. The motion carried.

There being no additional business, Ms. Reaves 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 the Board Training in March 2018. Ms. Crim will inform the Board the date and time of that meeting.

Approved:


Richard Lovelady, M4A Board Chairman


Date