Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, November 6, 2019

The M4A Board of Directors met on Wednesday, November 6, 2019. Board members in attendance: Rev. Glenn Bynum (Vice-Chairman), Ms. Lee Ann Clark (Secretary), Ms. Gay West, Judge Chris Green, Commissioner Dean Calvert, Commissioner Tommy Bowers, and Ms. Sherry Reaves. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Cayla Driver (Fiscal Director), Ms. Crystal Crim (Administrative Director), and Ms. Maranda Johnson (Director of Programs).

The meeting was called to order by Rev. Glenn Bynum at 10:07 am.

The prayer was given by Judge Green.

There were four proxies: Commissioner Joseph Parnell and Ms. Robyn Cobb to Ms. Gay West, Mr. Terry Denny, Jr. to Rev. Glenn Bynum, and Chairman Paul Manning to Commissioner Ricky Parker. A quorum was declared.

A. Rev. Bynum asked for a motion to approve the agenda. Judge Green made a motion; seconded by Commissioner Bowers. All in favor.

B. Rev. Bynum asked for a motion to approve the minutes of the previous Board Meeting: Commissioner Bowers made a motion; seconded by Ms. West. All in favor.

C. Executive Director's Report by Carolyn Fortner

1. ICN Update: Ms. Fortner updated the Board on the Integrated Care Network (ICN), as well as provided history of how the ICN was created. Presently, the contract, which is set for two-years, is going well for M4A. Ms. Fortner shared that there was a concern initially about the ICN pulling out of the agreement at the end of the second year to develop their own case management staff. However, there has been no recent talk of this happening. Ms. Fortner will continue to keep the Board updated.

2. Medicaid Waiver Services Update: Ms. Fortner discussed the slot distribution and Electronic Visit Verification (EVV) for Personal Choices. She shared that while M4A was guaranteed slots in 2019, there is no guarantee in 2020. Ms. Johnson shared how slots are distributed.

3. Property Update: Ms. Fortner shared that there has been no word on the status on M4A renting the building next door to its current building. At this time, M4A is also looking at the building facing Highway 31. M4A's new $1.5 million PANDA grant provides a funding source for m4a to target Alzheimer's and dementia caregivers. Ms. Fortner explained the PANDA grant, as well as discussed proposed grant partnerships with the Board.

4. FY 2020 COLA and Yearend Staff Bonuses (handouts): Ms. Fortner discussed the COLA and bonuses which would go into effect in January 2020. The COLA would

be for 2% and the bonus would be for a base of $300 and either $50 for each fulltime year at M4A or $25 for each part-time year. Ms. Driver shared that the impact of the COLA on M4A's finances would be $36,906.41 for FY 2020. She also shared that she and Ms. Fortner discussed the receipt of the Workers Compensation refund and applying for renewal. Regarding the bonuses, Ms. Driver discussed that, in order for an employee to be eligible, they will have had to be employed for at least one year. The cost to M4A will be $31,600 (one-time payment), however it will not be charged to grants. The funds for the bonuses will come out of Administration.

5. M4A Holidays: Ms. Fortner updated the Board on M4A's Holidays for Thanksgiving, Christmas, and New Year's.

D. Administrative Director Report by Crystal Crim:

1. Annual Update of FY 2020 Employee Handbook (handout): Ms. Crim discussed changes to the FY 2020 Employee Handbook. Changes discussed included: updating performance evaluation guidelines, updating the "Smoke-Free Workplace" and "Attire and Grooming" language, and adding in both a "Compensation for Non-Exempt Employees" and "Non-Per Diem Meals" policies.

2. Annual Operating Element (handout): Ms. Crim discussed the M4A submitted its FY 2020 Annual Operating Element to ADSS and is waiting on approval.

3. Board Contact Sheets and One-Call Now Forms (handouts): Ms. Crim reminded all Board members to update their contact information and One-Call Now numbers and emails.

4. FY 2020 Conflict of Interest Forms (handouts): Ms. Crim reminded all Board members to sign and return their Conflict of Interest Forms as soon as possible.

5. Request for Board Resolution to Recognize Ms. Kim Webb (handout): Ms. Crim shared about Ms. Kim Webb, Case Worker for the Jasper Social Security Administration in Walker County. Ms. Webb assisted the SCSEP participants, in all six counties, with obtaining their social security information for program recertification. Ms. Crim also shared that Ms. Webb assisted a special needs participant who had a difficult time initially with the recertification process. Ms. Crim asked the Board to sign a Resolution #20-01 thanking her for her assistance over and beyond her county.

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

F. Program Report by Maranda Johnson: See attached reports.

G. Old Business: None

H. New Business:

1. COLA: M4A's Board of Directors voted to approve a 2% COLA for staff. Ms. Clark made a motion and Ms. Reaves seconded it. All were in favor and no one opposed. The motion was passed.

2. Staff Bonuses: M4A's Board of Directors voted to approve staff bonuses to begin in January 2020. Ms. Reaves made a motion and Ms. Clark seconded it. All were in favor and no one opposed.

3. FY 2020 Handbook Update: M4A's Board of Directors voted to approve the FY 2020 Employee Handbook changes. Judge Green made a motion and Ms. Clark seconded it. All were in favor and no one opposed.

4. Resolution #20-01: M4A's Board of Directors voted to approve Resolution #20-01 for Ms. Kim Webb. Commissioner Bowers made a motion and Ms. Reaves seconded it. All were in favor and no one opposed.

There being no further business, the meeting was adjourned by mutual consent.
February 26, 2020 at 10:00am at M4A.

Approved:

Lee Ann Clark   _11-6-19_

Lee Ann Clark, Secretary of Board   Date