

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, October 27, 2021

Due to the ongoing Public Health Emergency, the M4A Board of Directors meeting was held via Zoom and Facebook Live on Wednesday, October 27, 2021. Board members in attendance: Judge Chris Green (M4A Board Vice Chairman), Ms. Jacki Goode, Ms. Gay West, Ms. Pam Boykin, Ms. Senta Goldman (M4A Board Secretary), Ms. Emma Barclay, Mr. Don Greene, Ms. Vicki Letlow, Ms. LeeAnn Clark, Commissioner Tommy Bowers, and Ms. Sherry Reaves. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Maranda Johnson (Assistant Director), Ms. Cayla Driver (Director of Finance), Ms. Crystal Crim (Director of Operations and Strategy), Ms. Robyn James (Director of Marketing and Innovation), and Ms. Lisa Adams (Director of Human Resources. Outside Individuals in attendance: Mr. Shawn Calma (Lathan Architects), and Ms. Jessica Hudson and Ms. Amanda Hines (Aldridge Borden).

- A. The meeting was called to order by Judge Green at 10:03 am. Ms. Jacki Goode opened with prayer. A quorum was declared.
- B. There were two proxies: Commissioner Dean Calvert (held by Ms. Jacki Goode) and Chairman Paul Manning (held by Commissioner Gary Hanner).
- C. Judge Green asked for a motion to approve the agenda. Ms. Reaves made a motion, and Ms. Goode seconded the motion. All in favor; no one opposed.
- D. Judge Green asked for a motion to approve the previous board meeting minutes (June 23, 2021 and September 22, 2021). Ms. Goldman made a motion, and Ms. Barclay seconded the motion. All in favor; no one opposed.
- E. Executive Director's Report by Carolyn Fortner
 - a. Architect Update (handout): Ms. Fortner introduced Mr. Shawn Calma to the Board. Mr. Calma updated the Board about the building project, including general services provided by Lathan Architects. Ms. Fortner requested the Board approve M4A to move forward with working with Lathan Architects to build M4A's new building.
 - b. Aldridge Borden (handout): Ms. Hines presented M4A's FY 2020 audit results. M4A received an unmodified opinion with no findings which is the best option an agency or company can achieve. Ms. Hines noted that M4A's defined benefit pension plan remains healthy. Regarding M4A's financial statements, Ms. Hines mentioned that both the Aging Programs and the PANDA Project were analyzed and had no issues or findings. At this time, M4A remains a low-risk auditee.
 - c. Building Update (handouts): Ms. Fortner updated the Board on the building process. She shared that a current M4A's spouse was discovered to be employed by Lathan Architects, but this was discovered after the partnership began. Ms. Fortner stated she believes there is no conflict of interest but wanted to disclose this finding to the Board. Regarding the buildings' future

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, October 27, 2021

location, Ms. Fortner requested that the Board approve a Letter of Intent to the developer/land owner (Shelby Land Partners LLC and Alabaster Land Company LLC) from Hydinger, Stewart, & Chew Commercial Properties, LLC, in which M4A agrees to a one-time earnest fee of \$5,000 for the property located on Alabaster Boulevard behind the Wal-Mart Super Center. Ms. Fortner also shared that M4A is currently developing a budget for the building and land.

- d. Salary Review (handout): Ms. Fortner updated the Board about M4A's Salary Review. She shared that M4A will reclassify the MWS Initials Supervisor from the Coordinator salary scale to the Manager scale. Additionally, M4A MWS Case Managers will be on the same salary scale as M4A Program Coordinator because Case Managers and Coordinators have similar job responsibilities, similar reporting and documentation standards, educational requirements, and a high level of duty to clients. She also recommended that the Board adopt the Salary Scale as presented.
- e. Advisory: Ms. Fortner reported that M4A would be revising the mission of its Advisory Council to address various needs, such as transportation. This revision will also include a stipulation that at least 50% of the members be community members. Ms. Fortner requested that the Board send recommendations for Advisory Council Members to either her or Ms. Crystal Crim.
- f. 4 ALL Foundation (handout):
 - i. Board Members: Ms. Fortner requested one M4A's Board of Directors from each county serve as a member of the 4ALL Foundations' Board of Directors. She requested that interested Board Members connect with either her or Ms. Crystal Crim.
 - ii. Building Rental: Ms. Fortner requested the Board consider allowing M4A to sign a short-term lease for the Montevallo building. This building would be used to house the Elder Justice Center.
 - iii. Updated on 4ALL: Ms. Robyn James updated the Board about the upcoming Capital Campaign beginning in March 2022.
- g. Human Resources: Ms. Fortner updated Board on recent additions to the M4A staff, including a new Ombudsman, Nutrition Assistant, and Medicaid Waiver Case Managers. Ms. Fortner also shared that M4A was working with another nonprofit to recruit a graduate-level Social Worker to build relationships with rural churches.
- h. NCQA Accreditation Update: Ms. Fortner shared that M4A received a two-year accreditation.

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, October 27, 2021

- i. ASN 2022 Contract: Ms. Fortner shared that M4A has received and signed the 2022 Contract. FY2022 is the last year that the Alabama Medicaid Agency (AMA) will contract with Alabama Select Network (ASN) under the current scope of work. During FY2022, AMA will review and develop a second scope of work for Medicaid Managed Care. M4A and the other Area Agencies on Aging will be following this development closely and communicating with AMA, ASN and ADSS.
 - j. GA Foods (handout): Ms. Fortner shared that M4A received the FY 2022 prices and calendar for Nutrition.
- F. Director of Operations and Strategy Report: Ms. Crim requested that each Board Member complete and return their Year-End Board Evaluations. Emails will go out by the end of business on October 27th.
- G. Assistant Director Report (handout): Ms. Johnson updated the Board on the programs for Q4 FY 2021. This report included the FY 2021 Accomplishments. See attachment.
- H. Fiscal Report by Cayla Driver: See attached reports.
- I. Old Business:
- a. Letter of Intent (Earnest Money): Ms. Fortner requested that the M4A Board approve the Letter of Intent (including \$5,000 earnest funds) from Hydinger, Stewart, & Chew Commercial Properties, LLC to the land developer. Ms. Goode made a motion, and Ms. Clark seconded the motion. All were in favor and no one opposed.
 - b. Salary Scale: Ms. Fortner requested that the Board approve the M4A Salary Scale as presented. Ms. Reaves made a motion, and Ms. Barclay seconded the motion. All were in favor and no one opposed.
- J. New Business:
- a. Architect: Ms. Fortner requested that the M4A Board approve a contract with Lathan Architects. Commissioner Bowers made a motion, and Ms. Goldman seconded the motion. All were in favor and no one opposed.
 - b. Annual Operating Plan FY 2021: Ms. Fortner requested the Board approve M4A's FY 2021 Annual Operating Plan. Ms. West made a motion, and Commissioner Bowers seconded the motion. All were in favor and no one opposed.
 - c. Montevallo Building Short-Term Lease: Ms. Fortner requested the Board approve M4A to sign a short-term lease for the Montevallo Building. Judge Green expressed concern and asked how long the lease would be effective, how much the lease would cost M4A monthly, and how much the building insurance would be. Ms. Reaves shared the same concerns as Judge Green. Ms. Fortner shared that the lease would be effective for 18 months, and the

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, October 27, 2021

total cost to M4A would be \$3,200/month. A grant has already been secured for the specific purpose of securing a building for the Elder Justice initiative. This grant will cover the cost of the lease through February 2022 plus the cost of Directors and Officers insurance. The owner will maintain remaining general and premise liability insurance. The Directors and Officers insurance is \$14,000/year. Judge Green asked for any additional questions before the vote. Commissioner Hanner requested the business be tabled until a more detailed plan was presented to the Board. This was seconded by Judge Green. A vote was made to table the vote until either a more detailed plan was presented or the risk of losing the building prompted Ms. Fortner to call a Special Board Meeting. Commissioner Hanner made a motion, and Ms. Reaves seconded the motion. All were in favor and no one opposed. The item was tabled.

There being no further business, Ms. Goode made a motion to adjourn the meeting, and Commissioner Hanner seconded the motion. All were in favor and no one opposed.

The next meeting will be held on January 26th at 10:00 am via Zoom Call.

Approved:

Chris Green

Chris Green (Jan 13, 2022 09:36 CST)

Judge Chris Green, M4A Board Chairman

Jan 13, 2022

Date



10-27-2021 Board Minutes-final

Final Audit Report

2022-01-13

Created:	2022-01-12
By:	Crystal Crim (ccrim@m4a.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzsasIXcSDAt_MTqwsYoJTFNTEpiERYRF

"10-27-2021 Board Minutes-final" History

-  Document created by Crystal Crim (ccrim@m4a.org)
2022-01-12 - 2:32:22 PM GMT- IP address: 174.47.59.234
-  Document emailed to Chris Green (cgreen@blountcountyal.gov) for signature
2022-01-12 - 2:32:37 PM GMT
-  Email viewed by Chris Green (cgreen@blountcountyal.gov)
2022-01-13 - 3:35:45 PM GMT- IP address: 66.249.88.144
-  Document e-signed by Chris Green (cgreen@blountcountyal.gov)
Signature Date: 2022-01-13 - 3:36:26 PM GMT - Time Source: server- IP address: 209.192.39.21
-  Agreement completed.
2022-01-13 - 3:36:26 PM GMT