

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, September 17, 2014

The M4A Board of Directors met on Wednesday, September 17, 2014, for its FYE meeting at the new M4A Office located at 209 Cloverdale Circle, Alabaster, AL 35007. Board members in attendance: Mr. Richard Lovelady (Chairman), Mr. Billy Luster, Mr. Dan Acker (Secretary), Rev. Glenn Bynum (Vice-Chairman), Mr. Reggie Holloway, Mr. Red Turnipseed, Mr. Earl Cunningham, and Ms. Lee Ann Clark. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Debbie Battles (Director), Ms. Aileen Hill (Fiscal Director), Ms. Sheila Hogge (Fiscal Officer), and Crystal Crim (HR/Operations Manager). Other in attendance: none

The meeting was called to order by the Chairman Richard Lovelady at 10:35 am. A quorum was declared. There were no proxies.

- A. A motion to approve the agenda was made by Mr. Turnipseed and seconded by Rev. Bynum. All others were in favor; no one opposed.
- B. A motion to approve the minutes from the July 23, 2014 Board meeting was made by Mr. Acker and seconded by Ms. Clark. Four were in favor; no one opposed; and two abstained citing lack of attendance at the July 23, 2014 meeting. The motion to approve was passed.
- C. Executive Director's Report by Carolyn Fortner
 1. The Final Area Plan FY15-17 was reviewed which included a goal which was added in order to comply with ADSS instructions that all state goals must be included in the Area Agency on Aging Area Plan.
 2. The FY15 Assurances, which govern the provision of OAA services and expenditure of OAA funds, were presented and reviewed. The Assurances were developed by ADSS to comply with federal guidelines. Two areas of note in the Assurance were: the importance of AAA Board members, Advisory Council members, and staff to understand and disclose conflicts of interest; and the importance of AAA to partner with mental health organizations and agencies.
 3. The Alabama Cost Share Policy was presented to and reviewed by the Board of Directors. ADSS requires that the AAAs have a Cost-Share Plan in their Area Plans FY15-17. The Alabama Cost Share Policy presented to M4A's Board of Directors is the Cost Share Policy for ADSS which has already been reviewed and approved by the Administration for Community Living.
 4. The Board of Directors reviewed the M4A Organizational Chart FY15 and FY Staffing Requirements/Request for New Positions. Ms. Fortner requested authorization for the following new positions: additional 1-4 EDW/530 case managers, a Home and Community Based Services Supervisor (HCBS Manager position already exists); Wellness and Community Outreach Assistant; Nutrition (Data Entry) Assistant (Nutrition Assistant position already exists but an additional assistant is needed for data entry and administrative

support); Programs and Outreach Assistant and/or Title III and ADRC Supervisor; and HR/Operations Assistant.

5. The Board of Directors reviewed the FY15 Contracts and Agreements.
 6. M4A Board members completed the FY Conflict of Interest Form and Board Self-Evaluation. Ms. Fortner distributed the Board Meeting Schedule for FY15 and the updated FY2015 Meal Planning Calendar.
- D. Debbie Battles presented the agencies program report. A copy of the report was given to the Board members. The report showed total number of clients served by M4A in each program from October 2013 to July 2014.
- E. The fiscal report was presented by Aileen Hill. A copy of the report was given to the Board members.
- F. Old Business: Mr. Acker, Chairman of the Nominating Committee, presented the following recommendations from the Committee for M4A Board Officers FY15-16 (October 1, 2014 through September 30, 2016): Richard Lovelady, Chairman; Reverend Glenn Bynum, Vice-Chairman; and Commissioner Dan Acker, Secretary. Mr. Cunningham made a motion to accept the recommendations of the Nominating Committee; Mr. Turnipseed seconded; all were in favor and no one opposed. The floor was opened for nominations. There were no other nominations. Being no other nominations, the recommendations for FY15-16 Board Officers by the Nominating Committee were unanimously approved.
- G. New Business: Mr. Turnipseed made a motion that the M4A Board approve the FY15-17 Area Plan and Annual Operating Plan Assurances; adopt and approve the Alabama Cost Share Plan; approve the M4A FY15 Organizational Chart; authorize and approve M4A FY15 Staffing Requirements and Requests for New Positions; and approve FY15 Contracts and Agreements. This motion was seconded by Mr. Holloway. There was no opposition; the motion was carried.

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

The next Board meeting will be on Wednesday, October 22, 2014 at M4A.

Approved:


Richard Lovelady, M4A Board Chairman


Date