

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, September 22, 2021

Due to the Coronavirus pandemic, the M4A Board of Directors meeting was held via Zoom and Facebook Live on Wednesday, September 22, 2021. Board members in attendance: Judge Chris Green (M4A Board Vice Chairman), Ms. Jacki Goode, Ms. Gay West, Ms. Senta Goldman (M4A Board Secretary), Ms. Emma Barclay, Mr. Don Greene, Ms. Vicki Letlow, and Ms. LeeAnn Clark. 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), and Ms. Robyn James (Director of Marketing and Innovation).

- A. The meeting was called to order by Judge Green at 10:04 am. Judge Green also opened with prayer. A quorum was declared.
- B. There were two proxies: Commissioner Dean Calvert (held by Ms. Jacki Goode) and Commissioner Joseph Parnell (held by Commissioner Jimmie Hardee).
- C. Judge Green asked for a motion to approve the agenda. Ms. Goldman made a motion and Ms. Clark seconded it. All in favor; no one opposed.
- D. Judge Green asked for a motion to approve the minutes of the previous Board Meeting. Ms. Goldman made a motion and Ms. Clark seconded it. All in favor; no one opposed. Commissioner Hardee (proxy for Commissioner Parnell) abstained.
- E. Executive Director's Report by Carolyn Fortner
 - a. Wes Cline (handouts): Ms. Fortner introduced Mr. Wes Cline to the Board. She asked that he provide an overview to the Board of Directors the two parcels of land M4A is currently considering for purchase for a new office building. Mr. Cline discussed the two pieces of land (Alabaster behind Wal-Mart and Alabaster by Aldi). He shared the current costs associated with each parcel, topography and leveling of land. Mr. Cline encouraged the Board to approve M4A to move forward with securing an architect and civil engineer to work with M4A on topography, usable space, and development of an initial office footprint. Judge Green asked if the costs of the land are similar between the two sites. Mr. Cline replied "yes" but qualified it by stating that the land behind Wal-Mart in Alabaster site offered more flexibility than the site across from Aldi. Judge Green opened the floor for additional questions. No other questions were raised.
 - b. Staffing: Ms. Fortner discussed the staffing needs of M4A for FY 2022. She shared that the number of clients for the MWS program has increased, prompting M4A to hire more Case Managers. She requested that the FY 2022 Staffing Needs be approved.
 - c. Board Vacancies: Ms. Fortner updated the Board on vacancies in all counties (excluding Shelby), as well as the need to fill the Board Chairman position. Regarding the county vacancies, Ms. Fortner shared that she will notify each

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County Commission about vacancies as per the Board by-laws. Regarding the role of Board Chairman, Ms. Fortner asked that the Board consider nominating someone to serve in the role of Board Chairman as this role is needed to sign off on contracts and other agency agreements.

- d. Advisory Council: Ms. Fortner explained the purpose and need of the Advisory Council and requested that the Board of Directors nominate community members to serve on M4A's Advisory Council.
 - e. Transportation Needs: Ms. Fortner discussed the need for transportation in M4A's region. During M4A's FY 2021 Community Needs Survey, she shared that transportation continued to be an identified need across the region. Ms. Fortner asked if the Board had any additional transportation resources in their respective counties. No comments were made.
 - f. 4 ALL Foundation: Ms. Fortner updated the Board on the 4 ALL Foundation. She shared information about caregiver abuse and neglect, highlighting the need for the nonprofit and the Elder Justice Alliances. Ms. Fortner requested the Board consider having one Board member from each county serve on the 4 ALL Foundation Board. She discussed that she would speak with our insurance provider about liability coverage for the 4 ALL Board and report her findings to the Board at the next Board meeting.
 - g. Vaccinations: Ms. Fortner shared with the Board the data collected from staff regarding the mandate to vaccinate passed by the Biden Administration. The data collected indicated that although most staff members had been or were not opposed to being vaccinated, most were uncomfortable with the mandate, with a 1-2 staff members indicating they would resign from M4A rather than be vaccinated.
- F. Administrative Director: Ms. Crim shared that the FY 2022 Conflict of Interest Forms (M4A and OMB) and Self-Evaluation form would be sent out to all Board Members by the end of the day. She requested that Board members return their forms promptly. Judge Green echoed this request and urged the Board Members to be timely in returning the required documents.
- G. Fiscal Report by Cayla Driver: See attached reports.
- H. Program Report by Maranda Johnson: Ms. Johnson provided an End of FY 2021 report to the Board. She shared a key highlight: M4A's MWS program having one of the lowest client termination and highest client growth rate in the state. Ms. Johnson also shared the MWS staff's thanks to the Board for approving the hiring of the MWS Redetermination Coordinator.
- I. Old Business:
- a. Building/Land: Ms. Fortner requested that the Board approve M4A to move forward with Mr. Cline's recommendation to secure an architect and civil

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engineer to work with Ms. Fortner, Ms. Johnson, and Ms. Crim on the needs of M4A's staff and programs. Ms. West made a motion, and Ms. Barclay seconded it. All were in favor and no one opposed.

- b. Board Members Appointed to Building Committee: Ms. Fortner requested that the Board nominate one or two Board Members to work with Ms. Fortner, Ms. Johnson, and Ms. Crim on the building needs. Judge Green appointed Ms. West, Commissioner Bowers, and himself. No comments or concerns were raised. Ms. Barclay made a motion, and Commissioner Hardee seconded it. All were in favor and no one opposed.

J. New Business:

- a. FY 2022 Organizational Chart, Staffing Needs, and Preliminary Budget: Judge Green requested that the FY 2022 Organizational Chart, Staffing Needs, and Preliminary Budget be considered a single approval group. Ms. Goldman made a motion to accept each item as proposed, and Ms. Clark seconded it. All were in favor and no one opposed.
- b. Board Vacancy: Ms. Fortner requested the Board appoint a member to serve as the Board Chairman for Mr. Richard Lovelady's last year. After discussion, the Board selected Judge Green to serve as interim Board Chairman. Ms. West made a motion, and Ms. Barclay seconded it. All were in favor and no one opposed. Judge Green abstained.
- c. 4 ALL Foundation Subcommittee: Ms. Fortner requested the Board appoint one or two Board members to assist her and Ms. James with the 4 ALL Foundation. Ms. Goldman and Ms. Barclay volunteered for this responsibility. No additional comments were made. Ms. Clark made a motion, and Ms. Goode seconded it. All were in favor and no one opposed.

There being no further business, Ms. Goldman made a motion to adjourn the meeting, and Ms. Barclay seconded it. All were in favor and no one opposed.

The next meeting will be held on October 27th at 10:00 am via Zoom Call.

Approved:

Chris Green

Chris Green (Oct 28, 2021 15:38 CDT)

Judge Chris Green, M4A Board Chairman

Oct 28, 2021

Date






09-22-2021 Board Minutes-FINAL

Final Audit Report

2021-10-28

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