

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, September 23, 2020

Due to the Coronavirus pandemic, the M4A Board of Directors meeting was held via Zoom on Wednesday, September 23, 2020. Board members in attendance: Ms. Lee Ann Clark (Secretary), Ms. Gay West, Ms. Sherry Reaves, Ms. Senta Goldman, Commissioner Tommy Bowers, and Mr. Terry Denny. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Cayla Driver (Fiscal Director), Ms. Maranda Johnson (Director of Programs), Ms. Crystal Crim (Administrative Director), and Ms. Robyn James (Development and Marketing Director).

The meeting was called to order by Ms. Clark at 10:10 am.

There were no proxies.

- A. Ms. Clark asked for a motion to approve the agenda. Ms. Goldman made a motion which was seconded by Ms. Reaves. All in favor.
- B. Ms. Clark asked for a motion to approve the minutes of the previous Board Meeting. Mr. Denny made a motion which was seconded by Ms. Goldman. All in favor.
- C. Executive Director's Report by Carolyn Fortner
 1. Report:
 - i. Nutrition Meal Prices: Ms. Fortner updated the Board that ADSS has not provided the changes in meal prices to the AAAs at this time. Regarding funding, M4A originally received a large amount of special COVID funding for its homebound meals. This funding was followed by a second round of COVID funding for homebound meals and also for congregate meals. This is emergency funding that will need to be spent over the next two years (FY2020 and FY2021 or until September 30, 2021).
 - ii. Fiscal Year 2019 Audit: Ms. Fortner shared that M4A's FY 2019 audit results are not available yet, due to Covid-19. Once the audit results are available, she will provide an update.
 - iii. Board Self-Evaluation: Ms. Fortner discussed the Board Self-Evaluation and asked that all Board Members complete and return as soon as possible.
 - iv. Conflict of Interest (COI) Policy, COI Form and LTC OMB COI Form: Ms. Fortner discussed the Conflict of Interest Policy, as well as both the COI form and LTC OMB COI Form. She explained why there is a separate form for LTC OMB and asked all Board Members to complete and return as soon as possible.
 - v. Organization Chart: Ms. Fortner shared the FY 2021 M4A Organization chart with the Board and asked for it to be approved during today's meeting.

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- vi. Staffing Requirements: Ms. Fortner shared the FY 2021 M4A Staffing Requirements with the Board and asked for it to be approved during today's meeting.
 - vii. FY 2021 Contracts and Agreements: Ms. Fortner discussed the FY 2021 Contracts and Agreements with the Board. Board Members were asked to review and approve, as well as review and inform Ms. Fortner of any conflicts of interest.
 - viii. FY 2021 Assurances: Ms. Fortner shared that M4A received the FY 2021 Assurances from ADSS and that they are the same as FY 2020. She asked that they be reviewed and approved during today's meeting.
 - ix. Board Members Contact List: Ms. Fortner provided the Board with an updated list of Board Member Contacts.
 - x. Board Member Resignation: Ms. Fortner shared that Ms. Robyn Cobb of Chilton County has resigned from the Board. She updated the Board that she has reached out to the Chilton County Commission regarding a new appointment. Ms. Fortner will update the Board once a replacement has been selected.
 - xi. Board Officers Nomination Committee: Ms. Fortner discussed that, during today's meeting, a Nomination Committee would need to be formed in order to nominate the FY2021 slate of Executive Board Members.
 - xii. ICN/ASN Update: Ms. Fortner updated the Board on the FY2021 Agreement. She shared that M4A initially had a two-year agreement with the ASN. Ms. Fortner updated the Board that the ASN has renewed its contract with the AAAs, under the same conditions as in the original agreement. M4A should receive the agreement shortly. Under this agreement, there will be incentives for the AAAs.
2. Ms. Lee Ann Clark asked for a motion to approve the Executive Director's Report. Ms. Reaves made a motion and Ms. West seconded. All in favor; no one opposed.

D. Administrative Director Report by Crystal Crim:

1. Report:
 - i. One-Call Now Form: Ms. Crim explained the One-Call Now form to the Board members. She asked that they update their contact information if it has recently changed.
 - ii. FY 2021 Board Meeting Schedule: Ms. Crim discussed the upcoming Board meeting schedule.
 - iii. FY 2021 Annual Operating Element Update: Ms. Crim shared where M4A was in developing the FY 2021 Annual Operating Element (AOE). The AOE is almost completed. Once completed, Ms. Crim will email to the Board for review.

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2. Ms. Lee Ann Clark asked for a motion to approve the Administrative Director's Report. Mr. Bowers made a motion and Mr. Denny seconded. All in favor; no one opposed.
- E. Fiscal Report by Cayla Driver: See attached reports. Ms. Lee Ann Clark asked for a motion to approve the Fiscal Director's Report. Ms. West made a motion and Ms. Reaves seconded. All in favor; no one opposed.
- F. Programs Report by Maranda Johnson: See attached report. Ms. Lee Ann Clark asked for a motion to approve the Report of the Director of Programs. Ms. Goldman made a motion and Ms. Reaves seconded. All in favor; no one opposed.
- G. Marketing and Development by Robyn James:
 1. Ms. James shared marketing and outreach updates with the Board. She shared the following:
 - i. Homeless Coalition: M4A will be creating a Homeless Coalition and inviting organizations to join.
 - ii. N4A Award: M4A recently received the 2020 National Association of Area Agencies on Aging- Aging Achievement Award for its First Responders Dementia Friendly Project. M4A, since 2017, has been able to train over 1,800 First Responders to be Dementia Friendly. This program is now statewide. This award is under the Community Planning and Livable Communities category.
 - iii. Coffee Breaks: Ms. James shared that M4A's PANDA and Alabama Cares programs have joined to create weekly virtual coffee breaks for caregivers. Each session focuses on a different topic.
 - iv. Take a Stand Series: Ms. James shared about M4A's new Take a Stand virtual CEU series. This is for professionals. M4A utilizes an expert in the field, as well as an in-office expert on the topic.
 - v. Faith Based Summits: Ms. James shared that M4A has also started conducting Faith Based summits to discuss resources in the communities we serve, as well as offer a place for networking and funding opportunities.
 - vi. Virtual Resource Fairs: Ms. James shared that M4A has been asked to speak at more virtual resource fairs to educate the community about its services.
 - vii. Health Care Brochure: Ms. James shared M4A's new health care brochure with the Board and encouraged them to share it with their communities.
 - viii. Weekly E-Newsletter: Ms. James encouraged Board members to sign-up for the E-Newsletter. She shared that, at this time, M4A sends its weekly e-newsletter to just over 2,000 individuals.

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2. Ms. Lee Ann Clark asked for a motion to approve the Marketing and Development Director's Report. Ms. Reaves made a motion and Commissioner Bowers seconded. All in favor; no one opposed.

H. Old Business: None

I. New Business:

1. Appointment of Nominating Committee: Ms. Lee Ann Clark and Ms. Gay West were nominated as the Nominating Committee for the Executive Board Member selection. No vote needed.
2. Approvals: Mr. Terry Denny made a motion, and Ms. Senta Goldman seconded the motion, to approve the items listed below. All were in favor. No one opposed.
 - i. Preliminary FY 2021 Budget
 - ii. Preliminary FY2021 Budget
 - iii. FY 2021 Contracts and Agreements including FY21 OAA Assurances
 - iv. FY 2021 Staffing Requirements
 - v. FY 2021 Organizational Chart

There being no further business, the meeting was adjourned by mutual consent.
Next meeting will be held November 18, 2020 at 10:00am at via Zoom Call.

Approved:



Lee Ann Clark, M4A Board Secretary

Date