

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, September 27, 2017

The M4A Board of Directors met on Wednesday, September 27, 2017. Board members in attendance: Mr. Richard Lovelady (Chairman), Ms. Gay West (Secretary), Judge Chris Green, Ms. Lee Ann Clark, and Ms. Senta Goldman. Mr. Paul Manning joined by phone. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Tammy White (Fiscal Director), and Ms. Crystal Crim (Administrative Director).

Representatives from Aldridge Borden were in attendance: Mr. Scott Grier, Ms. Jessica Hudson, and Ms. Amanda Benson

The meeting was called to order by Chairman Richard Lovelady at 10:28 am. Opening prayer was led by Judge Green. A quorum was declared. Mr. Ward Williams gave his proxy to Ms. Senta Goldman.

- A. A motion to approve the agenda was made by Ms. Clark and seconded by Ms. West. All others were in favor; no one opposed.
- B. A motion to approve the minutes from the July 26, 2017 Board meeting was made by Ms. West and seconded by Ms. Clark. All others were in favor; no one opposed.
- C. Executive Director's Report by Carolyn Fortner
 1. FY 2018 Contracts and Agreements (handout): Ms. Carolyn Fortner discussed the Contracts and Agreements that are to be approved for FY 2018. She shared that M4A will be entering a new Nutrition MOA with the Town of Locust Fork, pending the Blount County Commission's approval. Ms. Fortner explained that the Nectar Town Council made the decision not to renew their contract with M4A for FY 2018, but that the Town of Locust Fork has agreed to take on that nutrition program. Ms. Fortner also discussed three other new contract opportunities for M4A: Community Care Solutions, Jules Enterprises, LLC, dba Comfort Keepers (private pay), and Strategic Planning Consultant.
 - i. Community Care Solutions: Community Care Solutions is a new type of contract for M4A. Ms. Fortner explained that this contract will allow M4A to diversify its funding sources, as well as provide long-term care case management, in partnership with a nonprofit organization where M4A will be serving Blue Cross/Blue Shield (BC/BS) beneficiaries. M4A's responsibility will be to provide case management and in-home assessments to ensure that patients who are discharged, and are identified as "risk," have the resources they need to follow their discharge plan. The goal of this partnership is to reduce BC/BS patient readmission rates. This contract has the potential to provide \$20,000 to \$50,000 to M4A in the first year and

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, September 27, 2017

up to \$500,000 by the third year. M4A has not signed the contract at this time but intends to hire 6 fulltime Health Coaches who will provide case management services. The estimated upfront cost or risk for this project will be around \$20,000 per Health Coach, which should be recouped in the first twelve months of operation.

Recoupment of upfront cost is contingent on how many patients a Health Coach sees in a month. For instance, if the Health Coach sees twelve patients each week, M4A is looking to recoup \$18,000 of start-up per Health Coach in its first year.

- ii. **Private Pay:** Private Pay will be an option for individuals and caregivers who call M4A for home health services and do not want to be placed on a waiting list. The project is proving to be slow going for other Area Agencies on Aging, but private pay has the potential to be another revenue source for M4A. Ms. Fortner shared that she anticipates needing 30 clients per Case Manager in order to break even. She expressed that M4A is seeking one fulltime employee for this project.
- iii. **Strategic Planning:** As M4A works towards contracting with health care entities, such as hospitals, doctor's office, etc., for home and community based case management, as well as planning for staffing needs, Ms. Fortner shared that a strategic planning consultant is needed to provide a guide for future growth. Board members asked about the potential cost of hiring a Strategic Planner. Ms. Fortner shared that M4A is currently accepting bids. Ms. Crim also provided a cost update on one bid. Presently, the first bid is for \$34,500. It was suggested that the Board approve hiring a consultant, subject to bid amounts.
- iv. **Regarding contracts,** Judge Green asked if any other County Commissions provided financial support to the senior centers. Ms. Fortner shared that, yes, all of the County Commissions in M4A's region provide financial support to the senior centers through M4A, although she was not aware of the County Commissions providing financial support directly to the senior centers to assist with daily operations. If there were such agreements, then this was between the City/Town and the County Commissions.
- v. **Regarding Transportation,** Judge Green asked for clarification on how M4A and Blount County partner regarding transportation, in comparison to the contract it holds with other counties, such as

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, September 27, 2017

Shelby and St. Clair. Ms. Fortner explained that M4A contracts with ClasTran in Shelby County and St. Clair County Public Transportation (SCAT) in St. Clair County to provide transportation to the senior centers in those respective counties. She further explained that M4A acts as a “pass through” for the County Commissions so that they do not contract with themselves for transportation. In Shelby County, the County Commission provides M4A with funds for transportation and M4A, in turn, contracts with ClasTran to provide those services. M4A also adds \$3,400 per senior center to the senior center transportation budget. Ms. Fortner shared that when M4A, in the past, contracted with Blount County for senior services, the contract with Blount County included the \$3,400 per center for senior center transportation. When those contracts moved to the municipalities, M4A was instructed by the County Commission to add the \$3,400 to the senior center agreements to help offset local costs incurred by the municipalities to undertake the operation of the senior programs. M4A agreed to this as long as the municipalities (i.e., the senior centers) reported transportation units. Judge Green suggested that, for FY 2019, the Blount County Commission and M4A discuss an alternative method of contracting for transportation. Ms. Fortner agreed and shared that it would only strengthen the relationship between M4A and each of its counties.

2. M4A FY 2018 Organizational Chart and FY 2018 Staffing Requirements (2 handouts): Ms. Fortner discussed M4A’s FY 2018 Organizational Chart and Staffing Requirements. She shared that the Board is asked to approve both the chart and staffing requirements, including 7 new full time equivalent (FTE) positions: 6 FTE Health Coaches and 1 FTE Private Pay Coordinator.
3. Aldridge Borden Agreement for FY 2017 Audit (handout): Ms. Fortner requested that the Board vote on whether or not Aldridge Borden would be conducting M4A’s FY 2017 Audit.

D. Preliminary Budget: Ms. Tammy White discussed M4A’s Preliminary Budget for FY 2018. She shared that the FY 2018 proposed budget is in line with previous year’s budgets. M4A will be level funded according to ADSS for FY 2018. Ms. White explained that budgeting for Medicaid Waiver in FY 2018 will be the final year before M4A moves program under the Integrated Care Networks (ICN). She shared that M4A had the option to budget either under or above 10%. M4A budgeted for over 10% and will be maxed out on funding. The hope is that ADSS will provide M4A with that funding in order to cover the 10% over budget. Judge Green asked about the source of M4A’s match. Ms. White explained that the source of

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, September 27, 2017

M4A's match is contractor cash and in-kind funding. Majority of this funding comes from senior center contracts and their monthly reporting. Judge Green asked about the local funding source. Ms. White explained that this amount is funding M4A receives from counties. This funding is part of M4A's match to senior centers.

- E. FY 2016 Audit Presentation by Aldridge Borden (handout): Ms. Jessica Hudson and Mr. Scott Grier with Aldridge Borden discussed M4A's FY 2016 Audit. Each Board member was provided a copy of the completed audit packet. The FY 2016 audit was completed with no findings and M4A is in a good place regarding its financial security.
- F. Update on Efforts to Diversify Funding
 - 1. Fundraiser (Chilton County: "Soup-er" Feeding Frenzy) (handout): Ms. Fortner shared that M4A will be conducting its second "Feeding Frenzy" event in Chilton County on October 20th to support the meal program. M4A is also starting an initiative called "Feed the Need: End 60+ Hunger" that will be an on-going nutrition campaign to raise funds for the nutrition program.
 - 2. Private Pay Contracts: Ms. Fortner shared that, as stated before, M4A will be contracting with some of its Direct Service Providers (DSPs) to provide in-home services on a private pay basis. At this time, two other AAAs have begun contracting with DSPs for private pay services. M4A would work to develop a similar model that includes a case management fee and hour rate for services.
 - 3. Conflict of Interest and Self-Evaluation Forms (3 handouts): Ms. Fortner asked that each Board Member complete their Conflict of Interest forms and Self-Evaluation by the end of the Board Meeting.
- G. Office Space/Building: Ms. Fortner discussed that during the previous Board meeting in July, she met with the Executive Board about some of the challenges M4A is facing as an organization as it grows. Presently, M4A has approximately 45 staff members. As M4A enters into its first healthcare contract, it is estimated that six Health Coaches and one Private Pay Coordinator will be needed to support those programs. Per the Executive Board discussion in July, a sub-Board Committee, consisting of three to five Board Members, would be appointed to assist Ms. Fortner and Ms. Crim with evaluating M4A's need for new office space, as well as to provide support and guidance for M4A's plan to move in the direction of having a remote workforce. She shared that, regarding a remote workforce, it would save M4A money, at the very least, on mileage costs. The Board elected to table the selection of a sub-Board Committee until the October 2017 Board Meeting.
- H. OAA Update
 - 1. Alabama Elderly Nutrition Program Update (2 handouts): Ms. Fortner updated the Board that the Nutrition Program saw an increase in meal prices of 2.3% which indicates that, if level funded, M4A will start off 2.3% behind. She also presented

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, September 27, 2017

the FY 2018 Senior Center Calendar which identifies both the serving days and the number of days the centers are open each month.

2. OAA Latest Funding (handout): Ms. Fortner updated the Board on OAA Funding. She shared an update for both the SHIP and SCSEP (Title V) Programs. There is still a recommendation that the SCSEP (Senior Aid) Program be moved from the Department of Labor (DOL) to the Administration for Community Living (ACL). Ms. Fortner will keep the Board updated as she gains new information.

I. Update on ICN

1. NCQA Accreditation Timeline: Ms. Fortner discussed M4A is in Group II and will make application for National Committee on Quality Assurance (NCQA) accreditation in December 2017, with the intent of being accredited by April or May 2018.
2. RFP: Ms. Fortner updated the Board that the Integrated Care Network's (ICN) RFP request was extended by Medicaid due to only receiving one ICN bid. The AAAs should know in the coming months how many ICNs have been accepted by Medicaid. Ms. Fortner shared that it is the plan of the AAA network to contract with all of the ICNs that secure a bid through Medicaid.

J. IT Update: Ms. Crystal Crim shared that M4A continues to upgrade its IT Infrastructure. M4A will be entering into a contract with Virtru Pro for its email encryption, as well as encrypting all laptops. These updates will assist M4A in protecting client and staff information.

K. Area Plan Update: Ms. Crim shared that M4A has submitted the final draft of the FY 2018-2021 Area Plan to ADSS. M4A should have the Area Plan out to the Board in the next couple of months. M4A will also be placing the Area Plan on its website.

L. Fiscal Report (handout): Ms. Tammy White shared the Fiscal Report with the Board. Ms. White shared that all budget numbers have been corrected to remove estimates. M4A's remaining Community Foundation of Greater Birmingham (CFGB) funding of \$1,284.58 will be returned to CFGB. This funding was provided to assist M4A with the home repair project. M4A was granted an extension but, due to being unable to spend the remaining funds, M4A elected to forego requesting a second extension. Ms. White shared that M4A has a few grants that have exceeded their funding, in particular the SCSEP (Title V) program. Although the Title V program went over by \$75,820, Senior Services of America, Inc. (SSAI) provided M4A with \$45,768 from the program's "wish-list." The "wish-list" is a way SSAI assists organizations who, at the end of their plan year, have exceeded their budget. Due to the granting of funds from the "wish-list," M4A is only over budget in the Title V program by around \$14,000 for the plan year. Ms. White continued that the remaining programs continue to be on track. At this time, M4A is at 84% of its budget and looks to be at 92% at the end of FY 2017. Ms. White shared that additional grant funding information could be found on the back of the provided handouts. Ms. White reported that during FY 2016, M4A showed a pension liability of \$120,000. She shared that she contacted RSA after receiving the "Employees' Retirement System of Alabama

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, September 27, 2017

Actuarial Valuation” and requested that they put the percentages back to the same percentage of the preceding year. Due to this change, M4A has paid in enough funding that the agency went from 88% funded at the end of FY 2015 to 96.6% funded on its pension liability at the end of FY 2016. This means the pension liability went from \$120,000 to the actuarial amount of \$52,335; the agency’s pension liability decreased.

M. Old Business:

1. M4A Board tabled the selection of a sub-Board Committee to assist Ms. Fortner and Ms. Crim with assessing the agencies needs until the October 2017 Board Meeting.

N. New Business:

1. FY 2018 Contracts and Agreements: Ms. Fortner requested approval of M4A's FY 2018 Contracts and Agreements. Judge Green made a motion to approve the all contracts and agreements, with the exception of the Town of Locust Fork, Community Care Solutions, Private Pay, and Strategic Planner. These four would be approved in principle, subject to final approval after the contracts are drafted and reviewed by the Board. Ms. West seconded the motion. All were in favor; no one opposed.
2. Organizational Chart/Staffing Needs: Judge Green made a motion to approve the organizational chart and staffing requirements for FY 2018. Ms. West seconded the motion. Judge Green asked a follow up question before the vote. He asked about the future of both the SHIP and SCSEP. Ms. Fortner explained that while both programs were expected to be zeroed out of the President’s and House Budget, both programs have been more or less level-funded: level for SHIP and a 25% reduction for SCSEP with a recommendation to move this program from the Department of Labor to AoA. Judge Green asked whether M4A has a back-up plan for the employees in SHIP and SCSEP if the programs end. Ms. Fortner shared that M4A has a backup plan in case that happens. All were in favor; no one opposed.
3. Aldridge Borden to conduct the FY 2017 Audit: Ms. West made a motion for M4A to have Aldridge Borden conduct the FY 2017 Audit. Ms. Goldman seconded the motion. All were in favor; no one opposed.
4. Approval of the M4A Preliminary Budget as presented: Ms. Clark made a motion to approve M4A’s Preliminary Budget as presented. Judge Green seconded the motion. All were in favor; no one opposed.
5. Approval of FY 2016 Audit as presented: Ms. Goldman made a motion to approve the FY 2016 M4A Audit as presented by Aldridge Borden. Ms. West seconded the motion. All were in favor; no one opposed.

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, September 27, 2017

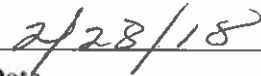
There being no additional business, Judge Green made a motion to adjourn the meeting and it was seconded by Ms. Clark. All were in favor and no one opposed.

The next Board meeting will be on Wednesday, October 18, 2017 at M4A and will begin at 10:00 am.

Approved:



Richard Lovelady, M4A Board Chairman



Date