

**Meeting of the Board of Directors of  
Middle Alabama Area Agency on Aging (M4A)  
September 27, 2023  
St. Clair County Courthouse, Pell City, AL**

The M4A Board of Directors met for regular business on Wednesday, September 27, 2023, at the St. Clair County Courthouse located at 1815 Cogswell Avenue, Pell City, AL 35125. Board members who were unable to attend in person were able to participate virtually using Zoom. Board members in attendance: Ms. Vicki Letlow (Board Vice-Chair), Ms. Senta Goldman (Board Secretary), Ms. Emma Barclay, Mr. Gary Hanner, Ms. Bonnie Montey, and Ms. Lee Ann Clark. M4A staff members in attendance were Ms. Carolyn Fortner (Executive Director), Ms. Maranda Johnson (Assistance Director), Ms. Crystal Crim (Director of Operations and Strategy), Ms. Cayla Jones (Director of Finance), and Ms. Lisa Adams (Director of Human Resources-Zoom). Board Members in attendance via Zoom were Ms. Gay West and Ms. Deidra Tatum. No proxies were used during this meeting.

The meeting was called to order by Ms. Vicki Letlow at 10:10 am. Ms. Letlow thanked everyone for being in attendance and stated there was a quorum. Ms. Letlow offered prayer.

1. **Approval of the Board Agenda:** Ms. Letlow asked for a motion to approve the Board Meeting Agenda. A motion was made by Ms. Bonnie Montey and seconded by Ms. Emma Barclay. All were in favor. The agenda was approved.
2. **Approval of Minutes:** Ms. Letlow asked for a motion to approve the June 28, 2023, Board minutes. A motion was made by Ms. Lee Ann Clark and seconded by Mr. Gary Hanner. All were in favor. The minutes were approved.
3. **Executive Director's Report (Mrs. Carolyn Fortner-handouts)**
  - a. ARPA II Funds (Handout): Ms. Fortner said representatives of the Area Agencies on Aging (AAAs) met with representatives from State Finance regarding ARPA II funds that have been set aside for Alabama's senior citizens, a segment of Alabama's population that was adversely impacted by COVID-19. ARPA II funds would reimburse the AAAs for state and local funds spent during the pandemic to address the needs of Alabama's seniors during the pandemic. ARPA II funds could also be used to continue activities funded by special pandemic federal funds, such as the Public Health Workforce Project which educates the public about the importance of vaccination and connects consumers with public health and other services. Although the AAAs are currently awaiting additional details on how ARPA II funds can be spent and how services are to be reported, the AAAs have agreed on a funding formula to distribute the \$5-6 million in ARPA II funds. Because of the impact the pandemic had on attendance at the senior centers in the M4A region, M4A will use some of the ARPA II funds to support outreach, activities and other strategies to encourage attendance at the senior centers.

- b. ASN FY24 Contract (Handout): Alabama Select Network will continue to be the Integrated Care Network for Alabama. M4A has received a case management contract from ASN which is pending the Board's approval. The terms of the FY2024 Medicaid Waiver case management agreement are essentially the same as the contracts from previous years except the rate of reimbursement has been adjusted upward.
- c. M4A Advisory Council (Handout): M4A held its first Advisory Council meeting virtually with 6-7 participants. She requested suggestions from the Board for members in each county. She also asked the Board to review and approve the current list of members, as per the requirements of the Board bylaws.
- d. Senior Center Reports and Donations (Handout): Ms. Fortner discussed the importance of the Senior Centers reporting units of service each month, submitting required reports, and forwarding meal donations. The meal donations are important because they are used to offset costs to the nutrition program which allows expansion of the nutrition program. Meal donations have significantly decreased over the last several years. Meal donations are encouraged but voluntary and confidential.
- e. M4A FY2024:
  - i. M4A FY2024 Board Members (Handout): Ms. Fortner provided the Board Members with the updated list of Board Members.
  - ii. M4A FY2024 Organizational Chart (Handout): Ms. Fortner provided the Board Members with the updated FY 2024 Organizational Chart. She shared that this chart must be reviewed and approved by the Board for FY 2024. There were no organizational changes to M4A's structure except for Medicaid Waiver where programs were redistributed amongst Medicaid Waiver leadership to improve communication and supervision; and she requested additional staff in Community Services.
  - iii. M4A FY2024 Employees and Staffing Needs (Handout): Ms. Fortner provided the Board Members with the FY 2024 Staffing Needs. She shared that the Staffing Needs must be reviewed and approved by the Board for FY 2024. She requested permission to add up to 3 Outreach Coordinators to work with the Community Services Manager to increase participation at the senior centers in the M4A region. She also stated that the Shelby County Commission had allocated funds for M4A to hire an Outreach Coordinator/Community Liaison for Shelby County to work with the senior center managers to coordinate activities and other opportunities to increase participation at the senior centers and transportation. M4A will learn from this opportunity and develop best practices before hiring additional Outreach Coordinators. In addition, M4A has obtained a CAWACO grant to continue to work with a contractor

who is also examining how to support senior center managers to increase the relevancy and impact of local senior centers.

- iv. FY2024 Contracts, Agreements, and Leases (Handout): Ms. Fortner provided the Board Members with the updated FY 2024 Contracts, Agreements and Leases list. She shared that this document must be reviewed and approved by the Board for FY 2024.
  - v. FY2024 Board Meeting Schedule (Handout): Ms. Fortner provided the Board Members with the updated FY 2024 Board Meeting Schedule.
  - f. Annual Operating Plan (Handout) and FY2024 Assurances (Handout): Ms. Fortner provided the Board with a copy of the FY 2024 Annual Operating Plan and FY 2024 Assurances. She shared that both documents would need to be reviewed and approved by the Board.
4. **Administrative Updates (Mrs. Crystal Crim-handouts):**
- a. Board Vacancies (Handout): Ms. Crim reported that a few counties continue to have Board vacancies. She shared that she and Ms. Fortner will reach out to the respective Commissions regarding Board Members.
  - b. Board Self-Evaluation (Handout): Ms. Crim reported that each Board Member is asked to complete a Board Self-Evaluation each Fiscal Year.
  - c. Conflicts of Interest (Handouts): Ms. Crim reviewed the Conflicts of Interest Policy and the two supporting documents for Board Members to review and complete. This is required for all Board Members each Fiscal Year.
5. **Financial Report (Mrs. Cayla Jones-handouts):** Ms. Jones provided the Board members with a preliminary FY2024 budget which is based on same funding as last year. She also updated the Board on FY2023 third quarter expenditures and the funds M4A was able to set aside from its case management contract with Alabama Select Network. For the third quarter, M4A is over-budget in the programs that are under-funded by the state/federal government: the Aging and Disability Resource Center (ADRC) and the ombudsman program. As of August 2023, M4A has been able to defer \$105,600.82 from its agreement with ASN.
6. **Program Report: (Maranda Johnson-handout):** Mrs. Johnson reviewed the program report for October 2022 until August 2023. M4A's ADRC continues to see an increase in calls and had their heaviest month in August with 500 calls. The CNF fund continues to assist clients in M4A's five county region with utility assistance, medications, and incontinence supplies. Nutrition continues to work with Trio, the new state provider, to get meals out to M4A's home bound and congregate clients. There is a referral list for meals in every county and M4A's nutrition team is working through that list to add more clients monthly. Medicaid Waiver programs continue to see substantial growth and has met all incentives for the year, so far. Two newer programs for M4A, Hospital to Home and Veteran's Directed Home and Community Based Services are picking up traction and

M4A is increasing outreach with hospitals and facilities to get the word out about these beneficial programs.

7. **Old Business:** Ms. Letlow asked for a motion and vote on the Board Resolution to move M4A's financial accounts to River Bank & Trust. Ms. Emma Barclay made a motion to approve signing the Resolution. The motion was seconded by Ms. Senta Goldman. All were in favor. No one opposed. The Resolution was approved.
8. **New Business:** Ms. Letlow asked for motion and vote on the following items: Advisory Council Members, Annual Operating Plan and Assurances, FY 2024 Preliminary Budget, FY 2024 Organizational Chart and Staffing Needs, FY 2024 Contracts (Leases and Agreements), and each Directors' Report. Mr. Gary Hanner made a motion to approve the above list. The motion was seconded by Ms. Senta Goldman. All were in favor. No one opposed. The reports were approved.
- I. **Motion to Adjourn:** Ms. Letlow requested a motion to adjourn the Board Meeting. Ms. Bonnie Montey made a motion to adjourn the meeting. This motion was seconded by Ms. Lee Ann Clark. All were in favor. No one opposed. The meeting was adjourned at 11:26am.

**Approved:**

Vicki Letlow  
[Vicki Letlow \(Nov 27, 2023 15:24 CST\)](#)

Ms. Vicki Letlow, M4A Board Vice-Chair

Nov 27, 2023

Date

# Board Meeting Minutes-Sept 2023-FINAL

Final Audit Report

2023-11-27

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