

Minutes of the Meeting of the Board of Directors of  
Middle Alabama Area Agency on Aging (M4A)  
March 29, 2023  
Kountry Kitchen, Clanton, Alabama 35046

The M4A Board of Directors met for regular business on Wednesday, March 29, 2023, at the Kountry Kitchen, 1759 Co. Rd, Clanton, Alabama 35046. Board members who were unable to attend in person were able to participate virtually using Zoom. Board members in attendance: Judge Chris Green (Board Chair), Ms. Bonnie Montey, Ms. Jacki Goode (Alternate), Ms. Gay West, Ms. Pam Boykin, Ms. Vicki Letlow (Board Vice-Chair), Ms. Charity Mitcham, 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. Doris Lewis (Program Assistant). Board Members in attendance via Zoom were Ms. Deidre Tatum, Ms. Amy Burgess, and Ms. Emma Barclay. M4A staff member in attendance via Zoom was Ms. Lisa Adams (Director of Human Resources). Proxy for Ms. Senta Goldman (Board Secretary) was held by Ms. Vicki Letlow.

The meeting was called to order by Judge Green at 10:03 am. Judge Green thanked everyone for being in attendance and stated there was a quorum. Judge Green also thanked M4A for the wonderful bags each Board members received. Judge Green offered prayer. At this time Judge Green introduced a special guest, Ms. Joan Epps, City of Oneonta.

- A. **Approval of Agenda:** Judge Green asked for motion to accept the agenda as outlined. A motion was made by Ms. Bonnie Montey and seconded by Ms. Gay West. All were in favor. The agenda was approved.
- B. **Approval of Minutes:** Judge Green asked for motion to approve the previous Board minutes for October 19, 2022 and November 7, 2022. A motion was made by Ms. Pam Boykin and seconded by Ms. Vicki Letlow. All were in favor. The minutes were approved.
- C. **Executive Director's Report (Ms. Carolyn Fortner-handouts)**
  - a. **Board Member In-Kind Form:** Ms. Fortner shared that M4A will begin asking Board members to complete an in-kind form in order to help M4A meet its match requirements for the Older Americans Act. The form asks Board members to estimate the amount of time they spend each quarter or each year on M4A matters and then to disclose the Board members' hourly rate. If a Board member chooses not to disclose his/her salary or hourly rate on the in-kind form, then he or should not do so. Instead, M4A will use the volunteer hourly rate as published by the Independent Sector.
  - b. **Office Building Update:** M4A has received another proposal from Century/Chase regarding the Riverchase Office Building. Because of the uncertainty about funding sources to enter into a purchase agreement, Ms. Fortner and the Administrative Team met and made the decision to hold off on acting on the proposal as ARPA funding is still uncertain. Judge Green asked Ms. Fortner if she thinks ARPA funding is a possibility. Ms. Fortner shared that she believes it is, but that it is still pending in the legislature and the amount of ARPA is uncertain. M4A requested \$3 million in order to purchase a building. Judge Green asked Ms. Fortner's thoughts on the reasoning behind the building owners providing M4A with three options for purchase. Ms. Carolyn stated that she thought the proposal was provided as an incentive for M4A to move forward. Judge Green

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recommended that M4A stay in a holding pattern for the building and for Ms. Fortner to provide the Board with an update at the next Board meeting.

- c. Budget Update and update on senior center participation: Ms. Fortner shared that ADSS has been proactive to hold GA Foods accountable for errors as performed on its statewide elderly nutrition program contract. In addition, ADSS has published an RFP for a new statewide food service vendor and entered into an emergency agreement with GA through June 2023. With a new food service vendor starting July 1, meal prices may increase.
  - d. Initiatives and Events:
    - i. Ms. Fortner shared that there will be an Older Americans Act picnic in all five of M4A's counties beginning in May and ending in June. The theme of this year's picnics will be "**Under the Big Top.**" Judge Green shared that each Board Member should invite their legislative representatives to attend the picnics.
    - ii. Ms. Fortner discussed M4A's new partnership with Bombas Apparel Company. M4A is a Bombas Giving Partner. This partnership entails Bombas sending M4A 3,000 socks to be delivered to seniors and others in need in M4A's region. Ms. Fortner also shared that this partnership is a permanent partnership, meaning that Bombas will continue to send items to M4A annually.
- D. Administrative Updates (Ms. Crystal Crim-handouts):**
- a. Outstanding Board Documents: Ms. Crim asked each Board Member to sign and return any outstanding documents for their Board Member file. Outstanding documents were placed in each Board Member's folder.
  - b. Employee Manual update: Ms. Crim discussed an update to the Employee Manual affecting the mileage and travel process for staff. Ms. Crim discussed that this update was to clarify language regarding how many trips were required for Medicaid Waiver Services staff, as well as language asking staff to coordinate travel requirements with the immediate supervisor.
- E. Financial Report (Ms. Cayla Jones-handouts):**
- a. Quarter 1 Budget: Ms. Jones discussed the 1<sup>st</sup> Quarter budget with Board Members. Ms. Jones shared that M4A's financial outlook is good at this time.
  - b. MWS Savings Update: Ms. Jones discussed the current balance of the funds received for meeting the incentives for MWS. M4A has a profit which should continue to grow throughout the remainder of the fiscal year.
- F. Program Report: (Maranda Johnson-handout):** Ms. Johnson discussed the program updates for the 1<sup>st</sup> Quarter. She shared that each program is on track to meet its goals at this time and would continue to update the Board on their progress. Ms. Johnson discussed the growth of M4A's staff, specifically in the areas of Medicaid Waiver Services and the ADRC. Judge Green asked for M4A's turnover rate for employees. Ms. Lisa Adams (Director of Human Resources) stated that the current turnover rate is 2.1%. Ms. Johnson continued by sharing about the M4A Older

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Americans Month picnics, stating that M4A is the only agency in the state that hosts a picnic in all of its countries. She shared that each picnic is typically very well attended and represented by various vendors.

G. **Old Business:** None

H. **New Business:** Judge Green asked for a motion and vote on the following items.

a. Employee Manual Update in reference to mileage and travel. Ms. Letlow made a motion to accept the changes to the M4A Employee Manual. It was seconded by Ms. Clark. All were in favor. No one opposed. The motion passed.

b. Approval of each Report (items C-F): Ms. Goode made a motion to approve the reports provided by the Administrative team. It was seconded by Ms. Montey. All were in favor. No one opposed. The motion passed.

I. **Motion to Adjourn:** Judge Green requested a motion to adjourn the Board Meeting. Ms. Montey made a motion to adjourn the meeting. It was seconded by Ms. West. All were in favor. No one opposed. The meeting was adjourned at 11:19am.

**Next Board Meeting: Wednesday, June 28, 2023 (Shelby County)**

*Kiki Letlow 6/28/23*