

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, February 22, 2017

The M4A Board of Directors met on Wednesday, February 22, 2017. Board members in attendance: Mr. Richard Lovelady (Chairman), Mr. Red Turnipseed, Mr. Zac Marsh, Mr. Earl Cunningham, Mr. Tommy Bowers, Ms. Leeann Clark, Ms. Gay West, and Mr. Ward Williams. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Tammy White (Fiscal Director), Ms. Crystal Crim (Administrative Director), and Ms. Robyn James (Development and Marketing Director).

The meeting was called to order by Chairman Richard Lovelady at 10:12 am. Opening prayer was led by Mr. Cunningham. A quorum was declared. There were no proxies.

- A. A motion to approve the agenda was made by Mr. Cunningham and seconded by Mr. Turnipseed. All others were in favor; no one opposed.
- B. A motion to approve the minutes from the October 26, 2016 Board meeting was made by Mr. Turnipseed and seconded by Mr. Cunningham. All others were in favor; no one opposed.
- C. Executive Director's Report by Carolyn Fortner
 1. Board Member Updates and Information:
 - i. New Board Members: Ms. Fortner updated the Board members regarding new Board members.
 - ii. Conflict of Interest Forms (handouts): Ms. Fortner provided the Board with the annual Conflict of Interest forms for both M4A and the Ombudsman Program and requested that they complete and return all forms. She shared that updates will be made to next year's forms which will include a box that Board members can select if no conflicts are present.
 - iii. Board Training and Business Cards (handouts): Ms. Fortner provided the Board with "Save the Date" cards for the upcoming Annual Board Training, to be held at the Alabama 4-H Center in Columbiana, AL, on April 19, 2017. The April Board meeting will follow the training the same day. Ms. Fortner also provided the Board with "Business Card Information" request cards. She encouraged the Board members to complete and return the card if they wanted Board business cards. Mr. Williams and Mr. Bowers reported that they would be unable to attend due to conflicts in their schedules. Ms. Fortner asked that the remaining Board members let Ms. Sharon Echols know if they have conflicts.
 - iv. Recognition of Outgoing Board Members: Ms. Fortner updated the Board regarding the following outgoing Board members: Mr. Dan Acker, Mr. Reginald Holloway, Mr. Billy Luster, and Mr. Jon Parker. She requested that M4A recognize these individuals for their service to M4A's Board of Directors by way of ordering plaques and honoring them at the May 2017 Senior Picnics in their respective counties. Mr. Cunningham commented that recognizing these individuals was a great idea. The Board members in attendance expressed their agreement.
 - v. Update on Older Americans Month (OAM) picnics (handouts): Ms. Fortner updated the Board regarding M4A's upcoming Senior Picnics. She provided the Board with a tentative schedule for each county's event. At this time, Shelby and St. Clair Counties are the only two counties with confirmed dates and locations. Ms. Fortner expressed that, by the April 2017 Board meeting,

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the Board would be provided with an updated list of dates, times and locations for each county picnic.

2. ICNs and RCOs Update (handouts):

Ms. Fortner updated the Board on the implementation of the Integrated Care Networks (ICN), as well as an update on the Regional Care Organizations (RCO). She shared the timeline for projected changes, as well as the potential effects such changes may have on M4A. Ms. Fortner shared that Alabama Medicaid Agency is currently in a financial crisis, as are the other State Medicaid Agencies. The crisis is due, in part, to the increase in the number of elderly and/or disabled individuals who are in need of medical care. She shared that the State of Alabama passed legislation that would make Medicaid services managed, such as how Medicare services are managed. As part of the transition between the AAAs and upcoming establishments of both RCOs and ICNs, changes in the timeline have occurred. Medicaid beneficiaries, in need of hospitalization, will be covered by the RCOs. The RCOs received funding from the State of Alabama in order to start up. Following receipt of initial funding, the RCOs discovered that additional funding was needed. The need for additional funding pushed the RCOs roll-out timeline back. This change, however, will not affect M4A. M4A's role will be in working with the ICNs. ICNs cover Home and Community Based Services (HCBS), which includes nursing home facilities and all programs covered by M4A.
3. Quality Assurance Standards:

Ms. Fortner updated the Board that M4A recently received Alabama Medicaid Quality Assurance Standards from ADSS. She shared that the quality measures will be used by Alabama Medicaid to assess whether or not adequate services are being provided to recipients of long-term care services. This means that all AAAs will go through the accreditation process for National Committee for Quality Assurance (NCQA) certification. Ms. Fortner shared that the NCQA is a not-for-profit organization that accredits hospitals, medical practices, medical educators, and organizations like M4A that provide case management, which affects long-term care. M4A, and the other AAAs, are in the process of obtaining accreditation. In order for AAAs to continue to provide Medicaid Waiver services, they must obtain NCQA accreditation before October 1, 2018. Ms. Fortner shared that, even if the AAAs receive accreditation, other organizations may compete for the LTSS case management contracts under managed care. Over the next 18-months, M4A will be taking a closer look at agency processes in order to identify deficiencies and inconsistencies and fix them. NCQA has provided eight (8) standards for each agency to meet. M4A will be focused on meeting these standards in order to receive accreditation. To assist the AAAs in the accreditation process, the Alabama Department of Senior Services (ADSS) has contracted with two consultants who have provided guidance and consultation to other state AAAs during the accreditation process.
4. Update on Efforts to Diversify Funding (handouts):
 - i. Marketing: Ms. Robyn James updated the Board about M4A's recent marketing efforts. She shared that M4A continues its rebranding initiative, which includes the broadening of M4A's service population from seniors and those with disabilities to all individuals at all stages of life. This effort was guided by the Marketing Teams' 90-day Marketing Plan that ran from October 2016 to December 2016. Ms. James shared that the Marketing Team achieved all goals identified in the plan and is now in the final stages of rebranding. Ms. James shared that the Marketing Team is completing the resource book which will be made available to both clients and professionals

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Department of Revenue on M4A behalf or writing a letter of request to the Department of Revenue.

11. Program Report (handout)

Ms. Fortner updated the Board about M4A's programs and services for FY 2017 (1st Quarter). She shared that, compared to FY 2016, M4A has increased the number of clients it has served in FY 2017 by 6.73% (4,376 people). Ms. Fortner informed the Board that, due to being overspent by 10,000 meals, M4A's nutrition program was contacted by ADSS. She shared that M4A has developed a work-plan to reduce the number of meals it will serve for the remainder of FY 2017. This will allow the budget for the Nutrition Program to be in compliance with the State. The reduction in meals, however, will mean serving less people, as well as having an increase in clients added to waiting lists. The work-plan will reduce the following amount of meals: 18,802 frozen home delivered meals, 28 unassembled breakfast meals, and 28,530 assembled breakfast meals. The total cost savings under this work-plan will be \$155,958.96. Those who are currently receiving a meal will continue to do so at the rate of one meal daily, Monday through Friday. The meals being cut will affect those receiving weekend meals and/or breakfast meals. Ms. Fortner discussed that M4A may look into forming a 501.c.3 in the future, as this may assist, financially, in addressing such funding shortages by allowing for more aggressive fundraising and development.

12. ADSS Monitoring Visit:

Ms. Fortner updated that Board the M4A will be assessed by ADSS in April 2017.

D. The fiscal report was presented by Ms. Tammy White. Ms. White shared two important notes regarding the fiscal report. She shared that she was able to obtain an extension from the Community Foundation that would allow M4A additional time to spend remaining home repair/home safety funds. Ms. White also discussed that, due to changes in with the States' funding formula calculations, M4A received almost double its funding for SHIP (MIPPA). Ms. White shared that the changes to the funding formula may also allow M4A an increase in traditional SHIP funding. A copy of M4A's complete financial report was provided to the Board members.

E. Old Business: None

F. New Business:

1. Mr. Turnipseed made a motion that the M4A Board approve M4A to begin taking steps to obtain Medicare reimbursement for the Diabetes Self-Management Education (DSME) program. Ms. Fortner added that the program start-up costs can be covered using federal Part-D funds. This motion was seconded by Mr. Cunningham. There was no opposition; the motion was carried.
2. Mr. Turnipseed made a motion that the M4A Board approve M4A's new salary scale and policy. The motion was seconded by Mr. Cunningham. There was no opposition; the motion was carried.
3. Mr. Turnipseed made a motion that the M4A Board approve M4A's updated organizational chart. The motion was seconded by both Mr. Cunningham and Mr. Bowers. There was no opposition; the motion was carried.
4. Ms. Clark made a motion that the M4A Board approve Ms. Gay West as M4A's new Board Secretary. The motion was seconded by Mr. Cunningham. There was no opposition; the motion was carried.

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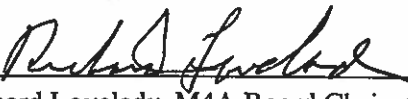
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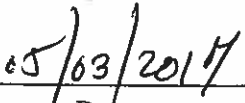
There being no additional business, Mr. Turnipseed made a motion to adjourn the meeting and it was seconded by Mr. Cunningham. All were in favor and no one opposed.

The next Board meeting will be on Wednesday, April 19, 2017 at the Alabama 4-H Center in Columbiana, Alabama and will also include the Annual Board Training.

Approved:



Richard Lovelady, M4A Board Chairman



Date