

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, February 24, 2021

Due to the Coronavirus pandemic, the M4A Board of Directors meeting was held via Zoom on Wednesday, February 24, 2021. Board members in attendance: Judge Chris Green (Vice Chairman), Ms. Jacki Goode, Chairman Joseph Parnell, Ms. Gay West, Ms. Pam Boykin, Ms. Senta Goldman (Secretary), Mr. Don Greene, Ms. Emma Barclay, Ms. Vicki Letlow, Commissioner Tommy Bowers, Ms. Sherry Reaves, and Ms. LeeAnn Clark. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Cayla Driver (Fiscal Director), Ms. Maranda Johnson (Director of Programs), and Ms. Crystal Crim (Administrative Director). Aldridge-Borden Staff in attendance: Mr. Scott Grier, Ms. Amanda Hines, and Ms. Jessie Hudson. Melva Tate with Tate & Associates was also present.

- A. The meeting was called to order by Vice Chairman Green at 10:01 am. Vice-Chairman Green also opened with prayer. A quorum was declared.
- B. There was one proxy: Commissioner Dean Calvert (Ms. Jacki Goode).
- C. Vice Chairman Green asked for a motion to approve the agenda. Ms. Reaves made a motion, and Ms. Clark seconded it. All in favor; no one opposed.
- D. Vice Chairman Green asked for a motion to approve the minutes of the previous Board Meeting. Ms. West made a motion and Commissioner Bowers seconded it. All in favor; no one opposed.
- E. Executive Director's Report by Carolyn Fortner
 - a. New Board Members: Ms. Fortner introduced the new Board Members.
 - b. FY 2019 Financial Statement (Report by Aldridge-Borden): Ms. Hudson with Aldridge-Borden reviewed the FY 2019 Financial audit with M4A's Board of Directors. M4A received a clean audit with no findings.
 - c. New M4A Outreach Videos: Ms. Fortner shared with the Board that M4A recently filmed promotional videos which highlighted general M4A services, the Alabama Cares Program, and the SenioRx Program. Ms. Crim played the videos for the Board. The videos will appear on the Agency website and on television in the coming days.
 - d. M4A Covid-19 Update
 - i. Staff and COVID Vaccine: Ms. Fortner shared that, at this time, only two M4A staff members have received the vaccine. She also shared that M4A is in the Phase 1c group per ADPH.
 - ii. M4A Consumers and Covid Vaccine: Ms. Fortner shared that consumers who call regarding the vaccine are provided with the COVID appointment telephone numbers and websites. At this time, M4A is not scheduling consumers for the vaccine.
- F. M4A Efforts During the Pandemic: See attached handout of all efforts.
- G. Area Plan on Aging and State Plan on Aging: Ms. Fortner shared that ADSS has completed its State Plan on Aging and provided the Area Agencies on Aging with information to use for their respective Area Plans. M4A has begun work on this plan, which is due November 2021.

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- H. M4A Nonprofit Organization: Ms. Fortner shared with Board Members the need for M4A to establish a nonprofit. The nonprofit would address elder abuse and neglect in our region, as well as assist clients not traditionally helped by one of M4A's government funded programs due to program or funding restrictions. The Board will vote under new business whether or not it approves of M4A forming a separate nonprofit.
- I. Human Resources Overview: Ms. Fortner shared that M4A has partnered with Suzanne Martin and Tate & Associates to review its job descriptions, salary structure, performance evaluations, hiring/interviewing practices, organizational structure, and Board engagement. Ms. Fortner shared that M4A will have the Phase 1 results (job descriptions and pay scales) for review during the next Board Meeting.
- J. Introduction of Melva Tate, PHR/CLC (HIR Consultant): Ms. Tate discussed her role with M4A and discussed the Board either forming or Board members volunteering to serve on an *ad hoc* committee to work with her and Ms. Fortner on Board Engagement. Vice Chairman Green added the appointment of an *ad hoc* committee to new business.
- K. Administrative Director: Ms. Crim reminded all Board Members to complete and return their Conflict of Interest Forms, Board Contact Forms, and Board By-Law Quizes.
- L. Fiscal Report by Cayla Driver: See attached reports.
- M. Programs Report by Maranda Johnson: See attached report.
- N. Old Business: No old business
- O. New Business:
 - a. M4A FY 2019 Financial Report presented by Aldridge-Borden: Ms. Goldman made a motion that was seconded by Ms. West to approve the FY2019 Financial Statement. All were in favor and no one opposed.
 - b. M4A Financial Report presented by Cayla Driver: Ms. Goldman made a motion that was seconded by Ms. West to approve the M4A Financial Report. All were in favor and no one opposed.
 - c. Approval for M4A to form a Non-Profit Organization to address Elder Abuse in M4A's region, as well as address the needs of clients no traditionally served by M4A. Commissioner Bowers made a motion that was seconded by Ms. Goode to approve the formation of an M4A Nonprofit organization. All were in favor and no one opposed.
 - d. Vice Chairman Green appointed Ms. Goldman, Ms. West, Ms. Clark, Chairman Miller, and Ms. Barclay as members of the *ad hoc* committee that will work with Ms. Tate and Ms. Fortner on Board engagement. Commissioner Bowers made a motion that was seconded by Ms. Goode to approve these appointments. All were in favor and no one opposed.

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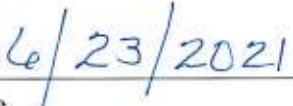
There being no further business, Ms. Goode made amotion to adjourn the meeting and it was seconded by Ms. Clark. All were in favor and no one opposed.

The next meeting will be held on June 23, at 10:00 am via Zoom Call.

Approved:



Senta Goldman, M4A Board Secretary



Date