

Middle Alabama Area Agency on Aging (M4A)  
Board Meeting Minutes  
Wednesday, June 23, 2021

Due to the Coronavirus pandemic, the M4A Board of Directors meeting was held via Zoom on Wednesday, June 23, 2021. Board members in attendance: Judge Chris Green (M4A Vice Chairman), Chairman Joseph Parnell, Ms. Gay West, Ms. Senta Goldman (M4A Secretary), Ms. Vicki Letlow, Ms. Emma Barclay, Ms. Sherry Reaves, Ms. LeeAnn Clark, Ms. Pam Boykin, Mr. Don Greene, Chairman Steve Miller, and Mr. Gary Hanner. 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). Ms. Suzanne Martin was also present.

- A. The meeting was called to order by Vice Chairman Green at 10:05 am. Vice- Chairman Green also opened with prayer. A quorum was declared.
- B. There were two proxies: Chairman Paul Manning (Mr. Gary Hanner) and Commissioner Tommy Bowers (Ms. Sherry Reaves).
- C. Vice Chairman Green asked for a motion to approve the agenda. Ms. Goldman made a motion which was seconded by Ms. Clark. 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 which was seconded by Mr. Hanner seconded it. All in favor; no one opposed.
- E. Executive Director's Report by Carolyn Fortner
  - a. MWS Slot Monitoring Report: Ms. Fortner discussed the MWS Slot Monitoring Report with the Board. (See attached report.)
  - b. In-person Board Meetings: Ms. Fortner discussed M4A's plan to begin offering hybrid Board Meetings beginning with the September 22, 2021 Board Meeting. Ms. Crim will send a survey out to the Board to solicit feedback.
  - c. Update on Building: Ms. Fortner discussed M4A's progress on finding a new home for the agency. During the previous Board Meeting, Ms. Fortner requested that the Board create a committee to work with M4A's Administrative Team on finding a building or land. Ms. Fortner asked that the Board make a motion to create a Committee.
  - d. M4A Nonprofit Organization Update: M4A filed its 1023 Form with the IRS and is awaiting nonprofit status. She shared that she will keep the Board updated on this process.
  - e. American Recovery Plan (ARP) Funds: Ms. Fortner discussed the ARP Funding and spending requirements with the Board. She shared that M4A will use the funds to support Homemaker and Companion Services, home repairs, and vaccination hesitancy education.
  - f. Staff Needs Update (handout): Ms. Fortner discussed the need for five new positions at M4A, which include three under the Older Americans Act (OAA) programs and two in the Medicaid Waiver Services (MWS) program.

Middle Alabama Area Agency on Aging (M4A)  
Board Meeting Minutes  
Wednesday, June 23, 2021

- i. The roles requested under OAA would include an Alabama Cares (ALC) Program Specialist, Community Outreach Manager, and Older Americans Act (OAA) Manager. The duties of each role would include:
  1. ALC Program Specialist: This role would provide case management support to caregivers in the ALC Program and support the Program Coordinator and Caregiver Interventionist with documentation, narratives, and data entry.
  2. Community Outreach Manager: This role would oversee the community services programs, such as homemaker, chore, home repairs, volunteers, Older Americans Month (OAM) activities, Special Projects, and SenioRx. Also, this role will supervise Part D/Wellness, SHIP, and Ombudsman as these programs have a volunteer component.
  3. OAA Manager: This role would oversee all OAA Programs, excluding the Title IIIB In-home services or OAA programs with a volunteer component. The OAA Manager would also monitor the transportation and legal contracts.
- ii. The roles requested under the MWS Program would include a Home and Community Based Services (HCBS) Manager and Medicaid Waiver Trainer. The duties of each role would include:
  1. Home and Community Based Services (HCBS) Manager: This role would oversee all MWS programs and services, including the E&D Waiver, care transitions, private contracts and NCQA compliance. The HCBS Manager would also act as the Assistant Director, a position previously held by Debbie Battles and Kelly Lippert-Flick.
  2. Medicaid Waiver Trainer: This role would oversee all onboarding and ongoing training for new and existing MWS Case Managers.
- iii. Judge Green asked the following questions: Have we received ARPA funding? Are we sure of what it can fund? Ms. Fortner provided the following response: Yes, M4A has received the ARPA funding. The funds have been designated for the purposes stated earlier. Also, all of the AAAs received clarification on the purpose of the funds, with the added requirement that some funding be spent on vaccine education.
- g. Review of M4A 2022 Holiday Schedule (handout): Ms. Fortner discussed with the Board adding Juneteenth and the day after Thanksgiving to the M4A Holiday Schedule beginning in 2022. Judge Green asked the Board their thoughts on M4A

Middle Alabama Area Agency on Aging (M4A)  
Board Meeting Minutes  
Wednesday, June 23, 2021

adopting the State of Alabama's Holiday Schedule. Ms. Reaves, Ms. Barclay, and Ms. Goldman all agreed that M4A should adopt the State schedule.

- h. Human Resources Update: Ms. Suzanne Martin updated the Board on Phase 1 of the HR Review. She shared that next steps included the M4A Staff Training and Board training. Ms. Martin also shared that half of the Board surveys were in and encouraged the remaining Board Members to complete their survey. The results of the survey will provide realistic recommendations and benchmarks for improvement.
- F. 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.
- G. Fiscal Report by Cayla Driver: See attached reports.
- H. Programs Report by Maranda Johnson: See attached report.
- I. Old Business:
  - a. Approval for M4A's Acting Chairman, Judge Green, to create a two to three person Building Committee to work with M4A's Administrative Team: Ms. West made a motion and it was seconded by Ms. Clark. All were in favor and no one opposed.
  - b. The Board agreed that M4A will follow the state holiday schedule.
- J. New Business:
  - a. Approval for M4A to create three new positions under the Older Americans Act Programs: Ms. Reaves made a motion and it was seconded by Ms. Barclay. All were in favor an no one opposed.
  - b. Approval for M4A to create two new positions under Medicaid Waiver Services: Commissioner Hanner made a motion and it was seconded by Ms. Goldman. All were in favor and no one opposed.
  - c. Approval for M4A to begin utilitizing hybrid meeting style: Ms. Reaves made a motion and it was seconded by Ms. Goldman. All were in favor and no one opposed.

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 September 22, at 10:00 am via Zoom Call.

Approved:

Chris Green  
Chris Green (Jan 3, 2022 08:16 CST)

Judge Chris Green, M4A Board Vice Chairman

Jan 3, 2022

Date






# 06-23-2021 Board Minutes

Final Audit Report

2022-01-03

Created:	2021-12-30
By:	Crystal Crim (ccrim@m4a.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAA9oMXzTwsARfVuwGw0wtRkhbySo0LmiY

## "06-23-2021 Board Minutes" History

-  Document created by Crystal Crim (ccrim@m4a.org)  
2021-12-30 - 8:26:54 PM GMT- IP address: 174.47.59.234
-  Document emailed to Chris Green (cgreen@blountcountyal.gov) for signature  
2021-12-30 - 8:27:10 PM GMT
-  Email viewed by Chris Green (cgreen@blountcountyal.gov)  
2022-01-03 - 2:14:37 PM GMT- IP address: 66.249.88.150
-  Document e-signed by Chris Green (cgreen@blountcountyal.gov)  
Signature Date: 2022-01-03 - 2:16:04 PM GMT - Time Source: server- IP address: 209.192.39.21
-  Agreement completed.  
2022-01-03 - 2:16:04 PM GMT