

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Wednesday, November 12, 2014

The M4A Board of Directors met on Wednesday, November 12, 2014. Board members in attendance: Mr. Richard Lovelady (Chairman), Mr. Billy Luster, Mr. Dan Acker (Secretary), Rev. Glenn Bynum (Vice-Chairman), Mr. Reggie Holloway, Mr. Red Turnipseed, Ms. Gaye West, and Mr. Zack Marsh. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Debbie Battles (Director), Crystal Crim (HR/Operations Manager), Ms. Aileen Hill (Fiscal Director), and Ms. Sheila Hogge (Fiscal Officer).

The meeting was called to order by Chairman Richard Lovelady at 10:14 am. A quorum was declared. There were no proxies.

- A. A motion to approve the agenda was made by Mr. Acker and seconded by Mr. Holloway. All others were in favor; no one opposed.
- B. A motion to approve the minutes from the September 17, 2014 Board meeting was made by Mr. Turnipseed and seconded by Mr. Acker. All others were in favor; no one opposed.
- C. Executive Director's Report by Carolyn Fortner
 1. A letter from the Harrison Public Library was circulated. This letter was sent to thank M4A for partnering on a financial literacy project.
 2. The Board members were reminded that they should complete Conflict of Interest and Self-Evaluation forms. Both documents assist M4A to comply with its assurances.
 3. The Fiscal Year 2015 Annual Operating Plan (AOP) is due November 30, 2014. Ms. Fortner explained that there are no substantive changes to M4A's AOP as the Area Plan was just completed; only additional information requested by ADSS were added to the AOP. A copy of the FY15 AOP was given to Board members to review and approve.
 4. As another step in updating its Employee Handbook and personnel policies, M4A recently reviewed its classification of employees (exempt or non-exempt from FLSA). Exempt employees are not entitled to compensatory time but may flex any excess hours over the next pay period with supervisor's approval. Non-exempt employees must request over-time and then either be compensated at 1.5 times the hourly rate or accrue compensatory time at 1.5 hours for every hour of overtime. Non-exempt and exempt status plus accumulation of compensatory time, excessive hours, and flexing time have already been explained to the M4A staff members. Ms. Fortner provided handouts to the Board including the suggested updates to the M4A Employee Handbook.
- D. Debbie Battles presented the agency's program report. A copy of the report was given to the Board members. The report showed total number of clients served by M4A in each program from October 2013 to September 2014. M4A recently filled the position of ADRC Supervisor who will supervise the ADRC, SHIP, and SenioRx Programs.

E. The fiscal report was presented by Aileen Hill and Sheila Hogge. A copy of the reports were given to the Board members. At this time, M4A does not have all grant information, but once received, a new report will be presented to the Board.

F. Old Business: None

G. New Business:

1. Mr. Luster made a motion that the M4A Board approve the updates to M4A's Employee Manual regarding accumulation of compensatory time by non-exempt employees and flex time for exempt employees who have excess hours. This motion was seconded by Mr. Turnipseed. There was no opposition; the motion was carried.
2. Mr. Holloway made a motion that the M4A Board approve the FY 2015 Annual Operation Plan. The motion was seconded by Rev. Bynum. There was no opposition; the motion was carried.

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

The next Board meeting will be on Wednesday, February 25, 2015 at M4A.

Approved:


Richard Lovelady, M4A Board Chairman

3-3-15

Date