

Middle Alabama Area Agency on Aging (M4A)  
Board Meeting Minutes  
September 24, 2008

Board Members in Attendance: Chairman Richard Lovelady, Commissioner Earl Cunningham, Commissioner Daniel Acker, Mr. Reginald Holloway, Ms. LeeAnn Clark, Mr. Gene Ford and Mr. Chris Green.

M4A Staff in Attendance: Carolyn Fortner, Kelly Lippert-Flick, Dianne Nance, Debbie Battles and Tim Johns (University of Montevallo student intern).

- A. The Meeting was called to order at 10:18 a.m. by Chairman Lovelady and Mr. Chris Green provided the opening prayer. Mr. Lovelady called for proxies and Mr. Holloway stated that his proxy was standing and that he was representing Commissioners Parker and Acker, until Commissioner Acker could arrive. Mr. Green said he did not have proxies for Mr. Bynum or Judge Standridge, but could obtain them if they were needed for a quorum.
- B. Approval of the agenda was moved by Chris Green and seconded by Mr. Cunningham. All members were in favor, no members opposed.
- C. Approval of the minutes was moved by Gene Ford and seconded by Reginald Holloway. All members were in favor, no members opposed. Mr. Cunningham abstained from voting because he did not attend the last board meeting. Carolyn Fortner clarified that on page 6 the MOA with Positive Maturity was in fact extended until the duration of the UWCA NetWorks grant was expended. The MOA is valid until December 2008, but it is anticipated the funding will be spent by October 2008.
- D. Executive Director's Report
  - a. Advisory Committee: Carolyn Fortner stated that in accordance to the OAA, M4A must create an advisory committee. She stated that in the previous meeting board members were given a copy of the requirements for the committee. Several board members requested another copy which Kelly Flick provided after lunch.
  - b. Focus Groups: M4A is working toward moving its focus groups into the Advisory Committee. M4A will still have a presence in the counties via VOAD meetings, Chamber of Commerce Meetings and by the nutrition coordinator's monthly center visits.
  - c. Employee Theft: Carolyn Fortner recapped the employee theft committed by Sherita McFadden. She stated that there is a warrant for her arrest. The total amount taken is approximately \$48,000. Carolyn assured the board that M4A was doing what the auditors advised and affirmed that even if two signatures had been required on the checks, it would not have prevented this from occurring. In accordance to Regions recommendations, the checking account was closed and a new one was opened. For added security with Regions, M4A is reviewing all checks on the on-line account via check imaging and has enrolled in the Positive Pay program where M4A sends notice to Regions each month of which checks to pay. Internally, a paper log of signed checks is

being kept. Additionally, M4A has increased its liability insurance and obtained fidelity bonding.

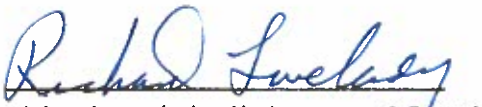
- d. **Funding FYI:** Carolyn announced that M4A would be receiving level funding from the State and Federal Government. She explained that Senior Services was one of 5 agencies in the state to receive level funding, versus an 11% reduction which the other state agencies are facing. She stated that proration is still a possibility, which could affect ADSS. Because the consumer index has reflected an increase of 6%, we will need to increase our funding by 6% to sustain services. Employee health insurance is increasing by 5.6%. In FY 2010 we will face an increase in the service population, a potential depletion of carry-over funds in nutrition and an anticipated inflation of 8%, which could make the total cost of services increase 16-18% from FY 2008 to FY 2010. Carolyn provided the board with the new price meal sheet. She added that Valley won the bid for food. She also provided copies of recent news articles related to senior issues and how the economy has affected seniors and Meals on Wheels volunteers particularly.
- e. **Center Viability:** Carolyn explained that M4A is working with centers to have a daily attendance of 25 congregates. Previously, ADSS allowed the 25 to be comprised of congregate and home bound clients, but by 2010 it will be require the 25 be comprised of congregates only. There are 11 centers in the region who do not have 25 congregates per day and we are working with them to increase this number. This is not a new policy, just one ADSS has decided to begin enforcing. ADSS had also previously asked all AAAs to determine each center's viability. Although technical assistance was not provided by ADSS as to how to determine this, Carolyn said she simply looked at the overhead provided to each town plus meal costs and then determined whether this number was less than or equal to the cost of frozen meals. Along with center viability, at a recent legislative luncheon, Ms. Collins stated she wanted the AAAs to begin to shift the overhead costs of the senior centers to the local cities/towns. The reason behind this "greater local ownership/responsibility" is so that the AAAs will have additional funding to make up for anticipated shortfalls in FY 2010 and beyond. Another new change Carolyn brought to the board's attention is the sign off sheet for home delivered meals. This is an ADSS regulation that is creating issues in the region by volunteer drivers. Many home bound clients cannot sign the log. If M4A loses volunteer drivers because of this, then we'll need to consider converting these clients to frozen meals.
- f. **Nutrition Update:** All over ordered meals are considered ineligible and the policy is to deduct money from the cities to cover the cost of these meals. M4A is working with the center managers to reduce over ordered meals and helping them establish a waiting list of 5-6 people who can take the meals when necessary.
- g. **Medicaid Waiver:** M4A has never had to match Medicaid Waiver funds, but ADSS may begin requiring AAAs to cash match their MW budget. For M4A, its MW budget is 1.3 million. The reason for the cash-match is to make-up for potential shortfalls, although nothing has been definitively decided with regard to cash-matching MW funds. MWS pays for almost half of the staff. Nutrition and other Title III programs require a 25%

match (for smaller programs, a 10% match is required) but the match may be in-kind and/or contractor's cash.

- h. Strategic Planning: ADSS is recommending AAAs move toward more local ownership of senior centers with M4A and other AAAs providing meals only. M4A has recently reduced 2 FTEs and will reduce one part time position in January. M4A would like to increase the suggested meal donation in an attempt to increase funds so that services won't have to be cut. M4A is exploring several options to increase meal funds such as Hearts for the Hungry, NetWorks, Focus Groups, Cost Sharing, Community Partners, Advocacy and Chambers of Commerce. The Board agreed to increase the suggested donation to \$1.50 per person. The nutrition staff will develop the flyer and distribute it to the board for approval. The poster will also be viewed by the Calera Seniors for approval. M4A explored the possibility of becoming a 501 C3, but fears it cannot become one and still retain the State Insurance Plan and the State Retirement Plan.
  - i. Board Feedback on meal donation increase: Mr. Cunningham felt that timing is everything and that this may create a problem for seniors with fixed incomes and the new economic challenges. Mr. Lovelady supported increasing the donation because he felt the center managers would know who could afford the increase. The board agreed that a board training would be beneficial. Broke for lunch at 11:48 a.m., resumed at 12:34.
  - j. Kelly Flick provided the board with a program report. She highlighted upcoming conferences, the enrollment events and the new influx of clients in SenioRx due to Walker and St. Clair counties discontinuing their medication assistance programs. She also mentioned the success of the SenioRx media campaign and how enrollment has nearly doubled since conducting media interviews and radio ads, TV commercials.
  - k. Dianne Nance provided the board with two fiscal reports and the annual audit. She stated that all the findings in the audit have been addressed and corrected. She explained that in FY 07 there was a large amount of carry over funds that needed to be spent and that in FY 09 there would be much less carry over. As an agency we'll need to be careful how we spend our funds so that we can maintain the amount of services we provide. ADSS requires a 6-week carry over for meals.
- E. Old Business: Mr. Chris Green stated that the nominating committee has found that the current officers are doing a good job and recommend they remain in their current positions. Mr. Cunningham made the motion for approval and Chris Green seconded it. All board members were in favor, none were opposed. Dianne explained the purchasing card program to the board. This was discussed in previous meetings for the board to consider. The cards would have no cash value until one was placed on it. The cards can be specific to stores, amounts and types of items. Mr. Cunningham made the motion to approve sighting the efficiency of them, Mr. Ford seconded the motion. All board members were in favor, none were opposed.
- F. New Business:
- a. Meal Donation Increase from \$1.00 to \$1.50. Motion to approve made by Mr. Ford and seconded by Mr. Cunningham. All board members were in favor, none were opposed.

- b. Retiree Act: Mr. Lovelady explained that this was in regard to an administrator from years ago. He recommended not supporting the funding. No other board members were serving during the time of the other director, so no motion was made. The item was dropped.
  - c. Preliminary Budget for FY 2009: Close to FY 08, but less expenditures. We will end up with \$100,000 in carry over in FY 2010. The budget includes a 6% increase for salaries, which is in tandem with the salary matrix Chris Winchester proposed to the board last December. The motion was made to approve by Mr. Cunningham and seconded by Mr. Ford. All board members were in favor, none were opposed.
  - d. Organizational Chart for FY 2009: The motion was made to approve by Mr. Cunningham and seconded by Mr. Holloway. All board members were in favor, none were opposed.
  - e. Contracts: Carolyn clarified that Pea Ridge does not contract with M4A because they prefer to provide their own food. She also explained the changes that are anticipated for the center in Steele. The motion to approve contracts was made by Mr. Holloway and seconded by Chris Green. All board members in were in favor, none were opposed.
- G. Motion to Adjourn: Was made by Mr. Cunningham and seconded by Mr. Acker.

Next Board Meeting: November 12, 2008

  
Richard Lovelady, Chairman M4A Board