

Middle Alabama Area Agency on Aging (M4A)  
Board Meeting Minutes  
Wednesday, September 25, 2019

The M4A Board of Directors met on Wednesday, September 25, 2019. Board members in attendance: Ms. Lee Ann Clark (Secretary), Ms. Gay West, and Commissioner Dean Calvert. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Cayla Driver (Fiscal Director), Ms. Crystal Crim (Administrative Director), and Ms. Maranda Johnson (Director of Programs).

The meeting was called to order by Secretary, Ms. Lee Ann Clark at 10:03 am. There were five proxies: Judge Green and Rev. Bynum to Commissioner Calvert, Commissioner Joseph Parnell to Ms. Gay West, and Commissioner Tommy Bowers and Ms. Sherry Reaves to Ms. Lee Ann Clark. A quorum was declared.

- A. Secretary Clark asked for a motion to approve the agenda. Ms. West made a motion; seconded by Commissioner Calvert. All in favor.
- B. Secretary Clark asked for a motion to approve the minutes of the previous Board Meeting: Commissioner Calvert made a motion; seconded by Ms. West. All in favor.
- C. Executive Director's Report by Carolyn Fortner
  1. FY 2020 Board By-Laws Update (handout): Ms. Fortner shared proposed Board By-Laws changes with the Board. There were no substantive changes made other than the removal of the role of "Treasurer." Ms. Fortner stated that the Board By-Laws outline Board attendance requirements. Although she and the admin staff have never tracked Board attendance, she said they would start to do so because of the challenges she and the admin team have had with Board attendance and proxies.
  2. GA Foods FY 2020 Meal Price Increase (handout): Ms. Fortner shared that GA Foods, per their agreement with the Alabama Department of Senior Services, will be increasing their meal prices by 3.1% in FY 2020. This percentage was built into the agreement as an annual increase. Ms. Fortner shared that, during the most recent A4A meeting, ADSS reported that GA Foods was performing at 95% compliance.
  3. FY 2020 Board Evaluations (handouts): Ms. Fortner shared that annually, Board Members are required by Board By-Laws to complete a self-evaluation. Ms. Crim will be emailing this document to each Board Member who does not complete one during the Board meeting. Forms should be returned as soon as possible.
  4. FY 2020 Conflict of Interest Policy and Forms (handouts): Ms. Fortner shared that M4A follows state guidelines regarding conflicts of interest. All Board members should review the Conflict of Interest Policy. Also, all Board members must complete and return both the M4A Conflict of Interest form and the Long-Term

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Care Ombudsman Conflict of Interest (LTC OMB COI) forms. Forms should be returned to Ms. Crim as soon as possible. Regarding the LTC OMB COI form, this is a Federal mandate.

5. FY 2020 Organizational Chart (handout): Ms. Fortner reviewed M4A's FY 2020 Organizational Chart. This must be approved by the Board annually.
6. FY 2020 Staffing Requirements (handout): Ms. Fortner reviewed M4A's FY 2020 Staffing Requirements with the Board. She stated M4A may need to hire a PT fiscal/program assistant for the Personal Choices (PC) program to reconcile EVVM. EVVM (Electronic Visit Verification and Monitoring) is a mandated means by which a direct service provider confirms his/her visit to a client's home by calling in upon arrival at a client's home and again upon departure in order to help verify the time frame in which services are provided. The EVVM system creates a new layer of service verification for the Area Agencies on Aging, many of whom have hired personnel to reconcile electronic visits with care plans for the Elderly & Disabled Waiver Program. Because this verification system is mandated for the Personal Choices Waiver effective October 1, 2020, M4A anticipates needing to hire an additional 0.5 FTE to verify EVVM for the Personal Choices Waiver.
7. FY 2020 Contracts (handout): Ms. Fortner updated the Board on the FY 2020 contracts. Presently, Nutrition has two pending agreements.
8. ICN Update (handout): M4A averages 377 active clients per month with an average monthly case management (CM) cost of \$235. In September, the average CM cost was \$215 per client. After deducting actual CM costs from monthly total PMPM reimbursement, M4A's average return is \$16,520.15 per month. The Alabama Area Agencies on Aging have a 3-year contract with Alabama Senior Select (ASN); for M4A, this means that there is opportunity to build up local funds to address shortages in funding for the following programs: ADRC, SHIP, Ombudsman, SenioRx, and potentially SCSEP.
9. Property Update (handout): Ms. Fortner shared that M4A continues to look at potential property to build its future home. She has reached out to a realtor to discuss leasing the building next door for two-years which will assist with space issues. If M4A obtains two new federal grants, then M4A will need to hire additional personnel to staff these projects. More staff means more office space is needed. While additional funding from the MWS contract will go towards filling funding gaps, a portion of this funding, too, will be set aside to address the office space and parking challenges. Board members suggested Ms. Fortner look into both a USDA loan, as well as speaking with surrounding magistrates. Ms. Fortner and Ms. Johnson shared with the Board about their recent meeting with the City of Alabaster.

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10. FY 2020 COLA/Bonus: Ms. Fortner discussed the potential of offering a 3% COLA and bonus to M4A staff. She shared that Ms. Driver will develop a request for the Board for the November Board Meeting.
  11. 2020 Census (handout): Ms. Fortner updated the Board regarding the 2020 Census and participation rate for Alabama. Secretary Clark shared that Alabama Extension is writing a grant regarding their census effort. Ms. Johnson, who is serving on the Shelby County Committee for the 2020 census, shared that she would share Shelby County's workplan with Ms. Clark as well as assist where needed. Ms. Fortner shared that, if there is a low census turn out in 2020, Alabama could lose federal funding and a congressional seat. In 2010, M4A's region met and exceeded its 2000 census efforts. The goal for the State of Alabama is 80% and the goal for Shelby County is 90%.
  12. New A4A Brochure (handout): Ms. Fortner shared the A4A brochure with the Board. This brochure was developed by the A4A Promotions Committee in order to promote aging services in the State of Alabama.
- D. Administrative Director Report by Crystal Crim:
1. Board Contact Sheet (handout): Ms. Crim asked all Board members to update their contact information. This is required for not only the Annual Operating Element but also when contacting Board members.
  2. FY 2020 Board Meeting Schedule (handout): Ms. Crim shared the FY 2020 Board Meeting Schedule. All meetings will be held at M4A, except for November's as it will be in Blount County.
  3. FY 2020 Annual Operating Element: Ms. Crim explained to the Board about the Annual Operating Element. She shared that she will be completing this document during the month of October.
  4. Board and Staff Recognition: Ms. Crim shared that, following the Board Meeting, M4A's staff would be hosting a luncheon for the Board, as well as presenting a PowerPoint. This presentation would include information about the role of M4A's Board of Directors, information about each member, pictures and years of employment of all staff, and the FY 2019 agency achievements.
- E. Fiscal Report by Cayla Driver: See attached reports.
- F. Program Report by Maranda Johnson: See attached reports.
- G. Old Business: None
- H. New Business: M4A's Board of Directors voted on the following items: Board By-Law Revisions, FY 2020 Annual Operating Element, Preliminary FY 2020 Budget, FY 2020 Contracts and Agreements, FY 2020 Staffing Requirements, and FY 2020 Organizational Chart. Commissioner Calvert made a motion to approve all items. Ms. West seconded the motion. All were in favor. No one opposed. The motions were passed.

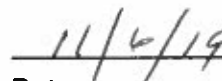
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There being no further business, the meeting was adjourned by mutual consent.

The next Board meeting will be on November 6<sup>th</sup>, 2019 at 10:00am at TBD.

Approved:

  
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Richard Lovelady, M4A Board Chairman

  
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Date