

Middle Alabama Area Agency on Aging (M4A)
Board Meeting Minutes
Pelham Civic Complex
Thursday, July 28, 2011

*E-mailed to
ABCs 9/29/11*

In attendance: Chairman Richard Lovelady, Commissioner Dan Acker, Mr. Reggie Holloway, Mr. Gene Ford, Rev. Glenn Bynum, Ms. Martha Thornburgh, Ms. Lee Ann Clark, Ms. Carolyn Fortner, Ms. Dianne Nance and Ms. Debbie Battles. Auditors –Billy Cox, Scott Grier and Jessica Hudson-from Aldridge, Borden & Company were in attendance to review the audit results.

- A. The meeting was called to order by Mr. Lovelady at 9:45 am. Rev. Bynum provided the prayer. A quorum was determined; no proxies were present.
- B. A motion to approve the agenda was made by Mr. Holloway and seconded by Rev. Bynum. All were in favor, no one opposed.
- C. A motion to approve the minutes from the May 25, 2011 Board meeting was made by Ms. Thornburgh and seconded by Ms. Clark. All were in favor, no one opposed.
- D. Report by auditors for FY2010 for M4A was reviewed and Scott Grier explained the results. Mr. Grier stated that previous year's findings were corrected and there were no new findings in the FY2010 audit. The auditors commented that it was a pleasure to work with the staff at M4A. Mr. Lovelady complimented the staff on the positive results of the audit. Mr. Holloway commented on the intelligence of the auditors and the details given to the Board. He also agreed with Mr. Lovelady that the M4A staff had done a good job. Carolyn commented on the auditors' high standards and professionalism.
 - a. Old Business: Salary Structure (Old Structure and Proposed New Structure) was tabled from the last Board meeting. Chris Winchester was teleconferenced into the last Board meeting (May 2011) to answer any questions on the new salary structure. The Board members wanted to have chance to closely review the old and new structures before this meeting.

Ms. Thornburgh opposed adoption of the new salary structure due to the downturn in the economy at this time. She pointed out that economic factors

had caused salaries to decline; therefore, the information used to develop the proposed salary structure was out of date.

Mr. Holloway pointed out that counties and companies are not approving raises because of difficult economic times. In addition, he stated that the Board may be sending the wrong message to M4A staff by approving a new salary structure that could not be implemented.

Mr. Lovelady stated that he was in favor of the new salary structure at the last meeting when an upturn in the economy was anticipated. However, since that time, he has reconsidered his position in light of the continued economic decline; he recommended the board calendar the item for 12 months (for example, to review at the July 2012 Board meeting).

Mr. Holloway agreed to table the matter for at least one year.

Rev. Bynum made the motion to calendar the salary structure item for one year and it was seconded by Ms. Thornburgh. All were in favor and no one opposed.

E. Executive Director's Report by Carolyn Fortner

1. Cordova Senior Center re-opening will be on August 3, 2011 at 10:00am. Cordova's senior center was destroyed in the April 27 tornadoes. In early May, Kathy Greenlee, the Assistant Secretary for Aging with the US Department of Health and Human Services, and ADSS Commissioner Irene Collins visited the devastated area in Cordova and other areas hit hard by the disaster. Commissioner Collins acquired funds to assist in the renovation of a building to be used as the Cordova Senior Center. Other senior centers in our area also had many fundraisers to assist with the money needed to complete the project. The work has been completed and a celebration by the seniors, dignitaries, local press and others will take place at the new location.
2. SCSEP Advocacy Plan of SSAI needs to be supported. All AAAs are encouraged to participate in the advocacy plan. SCSEP has been affected by budget cuts of 45%. With the ARRA and CAA funding, it has reduced the cuts to 25% this year but we could be dealing with larger cuts in the new fiscal year. We will be working on an outreach/advocacy plan at M4A.

- F. Debbie gave the program status report. It included information on new staff members and the experience they brought to M4A and the latest Farmers Market Authority senior voucher program information. The Board members requested a copy of the reports for today and going forward.

- G. Dianne gave the fiscal report. Dianne gave a copy of the quarterly report to each Board member. She reported that the funds for the Ombudsman and Eldercare programs have been completely spent as of the 3rd quarter. Any 4th quarter expenses for these two programs will come from Administrative funds, local funds, or a combination of the two. Mr. Holloway asked Dianne for the total budget amount for M4A at this time. Dianne reported it was slightly over \$3 million. Dianne also stated the salaries and mileage reimbursement for next fiscal year is budgeted at \$777,000.

July 1, 2011 the state mileage reimbursement rate was increased to \$0.555 per miles. Dianne and Carolyn suggested that M4A continue to use the present M4A mileage reimbursement of \$0.51 per mile. Carolyn stated the employee handbook states the reimbursement will be same as the state rate.

Ms. Thornburg stated that M4A should continue to follow the guidelines outlined in the Employee Handbook for mileage reimbursement rates.

Mr. Holloway commented that any changes to the handbook shall be voted and approved by the Board.

Mr. Acker cited his own experience as a state employee and voiced his support that M4A continue to use the state mileage reimbursement rate (for example, no change to the current Employee Handbook as it pertains to mileage reimbursement).

Mr. Lovelady commented that the monthly mileage needs to be monitored and adjustments made to future travel if it becomes too high.

Carolyn stated that M4A fiscal and she do monitor mileage on a monthly basis. In addition, each coordinator is given an annual budget for mileage.

Lee Ann Clark stated that if coordinators were given an annual budget for mileage, then it really did not matter if reimbursement increased since the coordinators had the same mileage budget.

The Board decided not to change mileage reimbursement policy in the employee handbook.

H. New Business

1. The Letter of Engagement for FY2010 Audit needed to be approved as well as the Letter of Engagement for FY2011 Audit. Discussion was made on the excellent job of both the audit firm and the staff at M4A. The letter of engagement for the FY2010 audit and the letter of engagement for the audit for FY 2011 were discussed and the fees were considered appropriate for the work performed by the audit firm.
 - i. Rev. Bynum made the motion to approve the letters of engagement for FY2010 and FY2011 with Aldridge, Borden and Company, P.C., and motion was seconded by Mr. Ford. All were in favor and no one opposed.

2. The Retirement Systems of Alabama (RSA) which M4A employees must contribute is offering an option to M4A to change the employee contribution amount from 5% to 7.25%. If M4A adopts the 2.25% increase, then the increase will automatically go up an additional 0.25% in 6 months for a total mandatory employee contribution of 7.5% or a total increase of 2.5%. Adopting this increase would not only increase the contribution by the staff, but would also increase the amount of match that was required to be paid by M4A.
 - i. Carolyn commented that she and Dianne did not want to put an additional financial burden on the staff to contribute an amount above the present one. The option to invest more in savings or retirement should be an individual decision and not one made by M4A.
 - ii. Both Dianne and Carolyn stated they did not recommend increasing the contribution by the staff. Mr. Lovelady and Ms Thornburg recommended it stay the same.

- iii. Mr. Holloway motioned to leave the employee contribution to RSA at 5% and it was seconded by Mr. Ford. All were in favor and no one opposed.

There was no additional new business at this meeting.

- I. Mr. Ford made the motion to adjourn the meeting at 11:30am and it was seconded by Ms. Thornburgh. All were in favor and no one opposed.

Board members adjourned to the Caregiver Workshop.

The next Board meeting will be on September 28, 2011 at M4A.

Approved:


Richard Lovelady, M4A Board Chairman

9/28/11
Date

