

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, March 18, 2020

Due to the Coronavirus pandemic, the M4A Board of Directors meeting was held via Zoom on Wednesday, March 18, 2020. Board members in attendance: Ms. Lee Ann Clark (Secretary), Ms. Gay West, Judge Chris Green, Ms. Sherry Reaves, Ms. Senta Goldman, and Mr. Terry Denny, Jr. 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 Ms. Lee Ann Clark at 10:15 am.

There were two proxies: Commissioner Joseph Parnell and Ms. Robyn Cobb to Ms. Gay West. A quorum was declared.

- A. Ms. Clark asked for a motion to approve the agenda. Judge Green made a motion; seconded by Ms. West. All in favor.
- B. Ms. Clark asked for a motion to approve the minutes of the previous Board Meeting: Ms. Reaves made a motion; seconded by Judge Green. All in favor.
- C. Executive Director's Report by Carolyn Fortner
  1. Coronavirus (COVID-19) and Nutrition: Ms. Fortner updated the Board on M4A's agency plans during the COVID-19 pandemic. She shared that all of M4A's senior centers are closed but continue to offer meal pickup. The senior center in Odenville is the only center that declined meal pickup. Also, a few centers opted for shelf stable meals rather than hot meals. Ms. Fortner shared that centers with freezer space, as well as congregates with adequate freezer space, will receive frozen meals. All senior centers were provided additional supplies needed during this time. M4A has ordered the items, such as cups and to-go boxes, and they should be dropped off at each center either at the end of this week or by Monday. Ms. Fortner continued that M4A has employees contacting the clients who receive frozen homebound meals. These calls will act as a check-in on the needs of these clients. Presently, 50% of callers have requested basic supplies, such as toilet paper, paper towels, Clorox wipes, toiletries, various kinds of soap, shelf stable meals, etc. In light of these requests, M4A is starting a campaign to raise funds for the COVID-19 needs. People continue to have concerns about dropping off items in person. Due to concerns, M4A will dropship items. Ms. Fortner will continue to keep the Board updated.
  2. ACL Conference Call: Ms. Fortner shared that M4A participated in a national ACL call. This call discussed how ACL will be working with state units on aging to provide emergency funds for senior meals during this time. At this time, there are no specifics as to how the Older American's Act (OAA) funds can be used for emergency purchases. There will be a conference call tomorrow with ADSS, and Ms. Fortner shared that she would bring up the following two concerns:

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Wednesday, March 18, 2020

- i. Will the AAA have the authority to offer and provide additional meals to homebound and congregate clients?
  - ii. Will the AAA be able to use funds for emergency purchases?
  
3. M4A Staff: Ms. Fortner shared that, according to both ADSS and the Governor, all government employees could work from home or stagger work hours to slow the virus. With that being said, M4A has moved to telework for employees. Ms. Fortner shared that, at this time, there are only a few M4A employees working from the office, the rest of the employees are working from home. This includes our receptionist and ADRC. Ms. Fortner asked that if a Board member receives a call that a caller cannot get through to please let her know. Otherwise, the physical office is closed to the public. Due to COVID-19, M4A has ceased all face-to-face client visits for its programs. Medicaid Waiver CM's and Program Coordinators will call their clients to check in regularly. Due to some state and federal guidelines, two programs (SCSEP and AL Carcs) must see their clients face-to-face. Precautions are being taken by employees. Also, Ms. Fortner shared that one employee has opted to go on voluntary unemployment during this time. M4A's Administrative team will begin meeting twice weekly to discuss the plan in place, as well as any issues with remote work. The shut down will continue until April 6<sup>th</sup>, or until further notice. However, this plan may run until the end of April.
  
4. Testing for COVID-19: Ms. Fortner shared that there are currently two employees being tested for COVID-19. Ms. Fortner will update the Board as soon as information is available.
  
- D. Administrative Director Report by Crystal Crim: Ms. Crim shared that M4A's FY 2020 Annual Operating Element was approved by ADSS. A copy was emailed to the Board.
- E. Fiscal Report by Cayla Driver: Ms. Driver updated the Board that M4A is doing well in the first quarter. M4A Board members requested time to review the fiscal reports so that the fiscal report could be submitted for approval at the next Board meeting. See attached reports.
- F. Program Report by Maranda Johnson: Ms. Johnson shared that all programs continue to function as usual and are on track. She discussed that the PANDA kick-off event was postponed at this time, but that they would continue to be in contact with ACL.
- G. Old Business: None
- H. New Business: None

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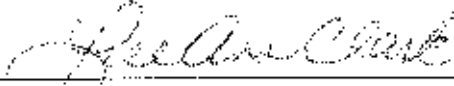
Board Meeting Minutes

Wednesday, March 18, 2020

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

Next meeting will be held June 24, 2020 at 10:00am at Chilton County Cooperative Extension Office. This meeting will include the required Annual Board Training.

Approved:



Lee Ann Clark, M4A Board Secretary

06/24/2020

Date