

Middle Alabama Area Agency on Aging (M4A)  
Board Meeting Minutes  
Wednesday, September 26, 2018

The M4A Board of Directors met on Wednesday, September 26, 2018. Board members in attendance: Rev. Glenn Bynum (Vice-Chairman), Ms. Gay West (Secretary), Ms. Lee Ann Clark, Ms. Sherry Reaves, and Judge Chris Green. M4A Staff members in attendance: Ms. Carolyn Fortner (Executive Director), Ms. Tammy White (Fiscal Director), Ms. Crystal Crim (Administrative Director), Ms. Maranda Johnson (Director of Programs), Ms. Robyn James (Marketing & Operations Director) and Mr. Jeremy Raines (Special Projects Coordinator). Ms. Jessica Hudson and Ms. Amanda Hines represented Aldridge Borden.

The meeting was called to order by Vice-Chairman Reverend Glenn Bynum at 10:03 am. There was one proxy (Mr. Richard Lovelady). This proxy was given to Rev. Glenn Bynum. A quorum was declared. Judge Chris Green led the prayer.

- A. Vice-Chairman Bynum asked for a motion to approve the agenda. Ms. West made a motion. It was seconded by Ms. Clark. All in favor; no one opposed.
- B. Vice-Chairman Bynum asked for a motion to approve the minutes of the previous Board Meeting. Ms. Reaves made a motion. It was seconded by Ms. Clark. All in favor; no one opposed.
- C. Marketing Report by Robyn James (handout): Ms. Robyn James updated the Board on the following:
  - a. Dementia Training for Law Enforcement and First Responders: M4A started this program through the \$10,000 mini grant it received in FY 2017. Since that time, M4A has trained 676 Fire Fighters and Police Officers across M4A's region. This also includes the training of the Bessemer Police Department in Jefferson County. In Bessemer alone, M4A trained 430 individuals in one week. This included all staff. This training has gained M4A national and state recognition, as well as being invited to speak on a nationwide webinar about the program. This training has been requested as the statewide training for the State of Texas. Based on their work with M4A, the Shelby County Sherriff's Office was nominated by M4A, and won, the Outstanding Community Service Award from the Southeastern Area Agencies on Aging (SE4A) conference.
  - b. Alabama Securities Commission (ASC): M4A was approached by ASC to receive a grant to conduct four regional Dementia Friendly trainings. ASC will get the Law Enforcement and First Responders there for M4A to train.
  - c. CAWACO Grant: M4A applied and received a \$10,000 grant from CAWACO to offset training and mileage costs for M4A's Dementia Friendly Training.
  - d. Pocket Card: During a training with Jasper Police Department, M4A was asked for a small pocket card that officers and other first responders could provide to individuals they meet in the community. Since being asked, M4A has created the

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, September 26, 2018

pocket cards for community members and law enforcement to pass out when needed. To date, M4A has distributed over 9,000 pocket cards.

- e. Chronic Disease Self-Management Program Grant: M4A applied and received a three-year, \$800,000 grant to provide CDSMP workshops in the M4A region. Workshops will begin in January 2019.
  - f. Fidget Blankets: M4A has partnered with the Shelby County Senior Centers to create fidget blankets for those with Dementia or Alzheimer's. The local centers will collect the items for the blanket and the Columbiana Senior Center will the blankets together.
- D. Special Projects Report by Jeremy Raines (handout): Mr. Jeremy Raines shared with the Board about the Assistance with Independence and Mobility (AIM) project. This project will assist individuals with home modification, such as ramps and grab bars. He shared that he is working with local first responders to connect with clients. The company completing the projects is 101 Mobility. At this time, M4A has assisted three individuals. Mr. Raines asked the Board to consider groups in their communities who may volunteer for future projects.
- E. Executive Director's Report by Carolyn Fortner
1. FY 2017 Audit Presentation by Aldridge Borden (handout): Ms. Hudson and Ms. Hines with Aldridge Borden discussed MA's FY 2017 Audit Report. All Board members were provided a copy of the completed audit. There were no findings for FY 2017.
  2. ICN Update (handout): Ms. Carolyn Fortner updated the Board on the Integrated Care Network (ICN). The ICN is set to begin on October 1<sup>st</sup>. Ms. Fortner shared that M4A and all of the Area Agencies on Aging (AAA) in the state, will begin contracting with Alabama Select Network (ASN) to provide Medicaid Waiver services. She shared that ASN will also hold a contract with Alabama Medicaid. Beginning FY 2019, M4A will no longer bill ADSS and receive reimbursement for actual costs, but rather M4A will be reimbursed by the ICN per member per month (PMPM). The primary concern of the AAAs is the base fiscal year used to set the PMPM for the AAAs: FY2017 and not FY2018 when the AAAs were engaged in care transitions and medical case management gearing up for NCQA accreditation and the ICN changes. M4A has addressed this concern by lowering its costs to fit the PMPM rate. Ms. Fortner further discussed the ICN's new flow-chart, State of Alabama ICN regional breakdown, roles and responsibilities of all parties, and goal of the ICN.
  3. Change in Nutrition Provider: Ms. Fortner discussed the recent change in the Alabama Department of Senior Services (ADSS) Nutrition Provider. Beginning October 1<sup>st</sup>, GA Foods will begin providing nutritional services in Alabama. One

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, September 26, 2018

of the production units for GA Foods will be in Alabaster. GA Foods food prices came in lower than Valley plus GA Foods seems more advanced in its use of technology that will hopefully streamline reporting and meal delivery verification. Also, starting and stopping meal service will take 48 hours, according to GA Foods, instead of two weeks as with Valley.

4. Fiscal Year 2019 Requirements:

- a. Board Evaluations (handout): Ms. Fortner asked each Board member to complete and return their Board Evaluation for FY 2019.
- b. Conflict of Interest (2 handouts): Ms. Fortner asked each Board member to complete and return their Board Conflict of Interest form for FY 2019.
- c. Organization Chart and Staffing Requirements FY 2019 (handouts): Ms. Fortner reviewed M4A's FY 2019 agency organization chart and staffing requirements. She asked that the Board vote to approve both documents.
- d. Contracts and Agreements (handout): Ms. Fortner discussed the FY 2019 list of contracts and agreements. She asked that the Board approve the contracts plus approve the host agency agreements, MOUs/MOAs and Letters of Support as needed.

F. Administrative Director Report by Crystal Crim

1. NCQA/IRT Submission: Ms. Crystal Crim discussed M4A's submission of its NCQA Accreditation documents into the IRT. M4A's on-site review will take place November 15, 2018. During the review, M4A's IRT submission and a random selection of Medicaid Waiver cases will be selected for review.
2. Board and Staff Recognition: Ms. Crim discussed that following today's Board Meeting, M4A will be hosting a luncheon to honor both the Board and Staff. There will also be a presentation to highlight each Board Member, as well as M4A's staff and staff achievements.
3. IT Update: Ms. Crim discussed M4A's recent update of IT equipment and systems. M4A's IT provider shared with M4A that M4A is very secure and M4A Admin Team have gone above and beyond to protect their clients and data. Also, M4A has created a system to purchase computers and other IT equipment.

B. Fiscal Report by Tammy White:

1. Third Quarter Financials (handout): Ms. Tammy White discussed the Third Quarter Financials with the Board. She noted that MIPPA SHIP budget increased by \$7,000, due to M4A receiving an additional \$5,000 for M4A to provide ADSS with our Project Life Connect pouches. Maranda Johnson shared that ADSS requested the

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, September 26, 2018

pouches in an effort to take Project Life Connect statewide. Ms. White continued that other budget increases were reflected on the previous Fiscal Report. She shared that M4A is on target for both local funding needed and actual amount of cash expenditures. Title V (SCSEP Program) closed June 2018 with a substantial “wish list” or list of unreimbursed expenses. Fortunately, M4A was reimbursed 80% of these expenses. The other 20% was less than \$14,000 and was paid from local funds. For the 2018-2019 program year, SCSEP was awarded additional funding for administrative costs. To further address overages, SCSEP began requesting voluntary cash contributions from Host Agencies which has brought in just under \$20,000 in a month.

2. FY 2019 Preliminary Budgets (handout): Ms. White shared that she projected M4A’s budget to decrease in FY 2019 due to the changes in Medicaid Waiver funding and slots brought about by the ICN implementation. This decrease, however, would not affect the reimbursement to Direct Service Providers (i.e., home health organizations that provide the respite, homemaker, and other in-home services to Medicaid Waiver clients), although reimbursement (payment) to our Direct Service Providers has been complicated by the implementation of EVVM (Electronic Visit Verification and Monitoring system). Ms. White also discussed that she budgeted in 1/3<sup>rd</sup> of the Living Well Alabama budget for FY 2019. Ms. White asked that the FY 2019 Preliminary Budgets be approved as presented.
3. MWS Actual Cost Reports (handout): Ms. White discussed the Medicaid Waiver actual expenditures, case management costs, client services costs, administrative allocation and direct costs.

G. Program Report (handout): Ms. Maranda Johnson updated the Board on the programs at M4A.

- a. ADRC: To date in FY 2018, M4A’s ADRC program completed 2,498 Universal Intake Forms (UIF). From those intakes, 4,017 referrals were made.
- b. AL Cares Program: To date in FY 2018, AL Cares helped 94 caregivers with respite and 79 caregivers with supplemental supplies.
- c. MWS Program: To date in FY 2018, the MWS Program helped 462 EDW consumers, 6 ACT consumers and 78 Personal Choices (PC) consumers. PC currently has 21 applications pending.
- d. Nutrition: To date in FY 2018, the Nutrition Program 2,501 congregate seniors 245,330 meals and 868 homebound seniors 112,444 meals.
- e. SenioRx: To date in FY 2018, the SenioRx program has assisted 981 clients with medication.
- f. SHIP: To date in FY 2018, SHIP has assisted 3,107 clients.

Middle Alabama Area Agency on Aging (M4A)

Board Meeting Minutes

Wednesday, September 26, 2018

- g. Legal Services: To date in FY 2018, 342 seniors have received legal assistance and 645 seniors have attended outreach events from Jan Neal Law Firm in M4A's region.
- h. Ombudsman (OMB) Program: To date in FY 2018, OMB has opened 155 complaint cases and has closed 154 cases to date.

H. Old Business:

- a. Board of Directors Nominating Committee: Ms. Gay West spoke on behalf of the Board of Directors Nominating Committee. Following a conference call on August 16<sup>th</sup>, the Nominating Committee selected the following individuals to serve as the Executive Committee for FY 2019-2020:
  - i. Mr. Richard Lovelady- Chairman
  - ii. Rev. Glenn Bynum- Vice-Chairman
  - iii. Ms. LeeAnn Clark- Secretary
- b. Election of FY 2019-2021 Board Officers: Vice-Chairman Bynum asked if the nominees accepted their nomination. Two of the three nominees accepted their nomination. Due to the absence of Mr. Richard Lovelady, Ms. West will contact him to verify his approval of his nomination. There were no nominations from the floor.


I. New Business:

- a. Organizational Chart/Staffing Needs/Contracts and Agreements: Judge Green made a motion to approve the organizational chart and staffing requirements for FY 2019. Ms. Clark seconded the motion. All were in favor; no one opposed.
- b. Approval of Board Nomination Committee Report: Ms. Reaves made a motion to approve the Board Nominations for the FY 2019-2020 Executive Committee. Ms. West seconded the motion. All were in favor; no one opposed.
- c. Approval of the M4A Preliminary Budget as presented: Ms. Reaves made a motion to approve M4A's Preliminary Budget as presented. Ms. West seconded the motion. All were in favor; no one opposed.

There being no further business, the meeting was adjourned.

The next Board meeting will be in November 8, 2018.

Approved:

  
\_\_\_\_\_  
Richard Lovelady, M4A Board Chairman

  
\_\_\_\_\_  
Date

