

Meeting of the Board of Directors of
Middle Alabama Area Agency on Aging (M4A)
October 19, 2022
Limestone County Club in Oneonta (Blount County) at 10:00 am.

MINUTES

The M4A Board of Directors met for regular business on Wednesday, October 19, 2022, at the Limestone County Club in Oneonta, Alabama. Board members unable to attend in person were able to participate virtually using Zoom. Board members in attendance were Judge Chris Green, Ms. Amy Burgess, Ms. Jacki Goode, Ms. Pam Boykin, Ms. Senta Goldman, Ms. Emma Barclay, and Ms. Lee Ann Clark. Ms. Vicki Letlow, Ms. Gay West, and Ms. Renee Sides attended the meeting virtually. M4A staff in attendance were Ms. Carolyn Fortner (Executive Director), Ms. Maranda Johnson (Assistant Director), Ms. Crystal Crim (Director of Operations and Strategy), Ms. Cayla Driver (Director of Finance), Ms. Doris Lewis (Administrative Assistant), Ms. Deanne Thomas (Assistant Project Director of SCSEP) and Ms. Tracey Garrett (SCSEP Project Coordinator).

Call to Order and Proxies:

The meeting was called to order by Judge Green at 10:18 am followed by a prayer. A quorum was declared. **Proxies:** There were two proxies: Ms. Bonnie Montey (held by Judge Chris Green) and Chairman Paul Manning (held by Mr. Gary Hanner).

- A. Approval of Agenda:** Judge Green asked for a motion to approve the agenda. Ms. Goldman made a motion to approve the agenda which was seconded by Ms. Clark. All were in favor. The agenda was approved.
- B. Approval of the Minutes:** Judge Green asked for a motion to approve the minutes of the September 28, 2022, Board meeting. Ms. Boykin made a motion to approve the minutes which was seconded by Ms. Barclay. All were in favor. The minutes were approved.
- C. Executive Director's Report (Ms. Carolyn Fortner)**
 - 1. FY2021 Financial Presentation: Jessica L. Hudson, CPA, Aldridge Borden & Company, provided a brief presentation on M4A's audit results for FY21. The FY21 audit had no findings. Judge Green asked for motion to accept the audit results. A motion was made by Ms. Goode which was seconded by Ms. Goldman. All were in favor. The audit results were accepted.
 - 2. Office Building Presentation and Letter of Intent for Riverchase Office Building: Mr. Wes Cline provided information on the Riverchase Office Building as a potential new office location for M4A. M4A is looking at purchasing the second floor of this building; the second floor has 26,590 square feet at a cost of \$3.5 million. Although this price tag exceeds what M4A can currently purchase, the Alabama Area Agencies on Aging, of which M4A is a member, has approached state leadership through AARC about ARPA funds for infrastructure. Mr. Cline stated the next step to pursue interest in the Riverchase Office Building was to submit the Letter of Intent which has been prepared for the Board's review. After discussion, Judge Green asked for a motion to approve submitting the Letter of Intent to the owners of the Riverchase Office Building. This motion was made by Ms. Goode and seconded by Ms. Goldman. All were in favor. The motion passed.
 - 3. M4A FY2023 Organizational Chart: Restructure of the Home and Community

Based Services Department: An organizational chart was presented to the Board that showed restructuring of the Home and Community Based Services Department to include 2-3 mid-level supervisors (Case Manager IIs) whose client caseloads would be reduced or eliminated so that they could train and supervise the growing number of Medicaid Waiver case managers. Because Home and Community Based Services also includes new programs, such as Veteran Directed Care and Hospital to Home, the chain of command was also modified to improve communication, supervision, and to expedite decision making and problem solving. Judge Green asked for a motion to approve the proposed restructure of Home and Community Based Services. This motion was made by Ms. Barclay and seconded by Ms. Goldman. All were in favor. The motion was approved.

4. Special Fall Supply Drive (through November 15): Ms. Fortner asked each Board member to take Fall Supply Drive flyers and place them in their community or consider donating items themselves to help make the Fall Supply Drive a success. The Fall Supply Drive asks the community to donate personal care items (toiletries), clothing and other necessities to help senior citizens, especially senior citizens who are homebound.

D. Administrative Updates: Crystal Crim: Ms. Crim said she would be emailing Board members a packet of information and forms to complete.

E. Financial Report: Cayla Driver: Ms. Driver reviewed the fourth quarter financials with the Board. She mentioned that the Aging and Disability Resource Center is underfunded, although the call volume for this program has doubled.

F. Program Report – Maranda Johnson

1. Ms. Johnson gave a summary of key program activities for the fourth quarter. ADRC has doubled its call volume. The Nutrition Program has continued to add all qualifying clients to the program with no waiting list. The Ombudsmen were back in the facilities for the last quarter of this FY. Alabama Cares served 297 caregivers in FY22. The outreach team is working on a Fall Supply Drive in all 5 counties. SenioRx and SHIP started their Open Enrollment October 15th. Medicaid Wavier served 744 clients in FY22. Veteran Directed Care (VDC): The VA has reached out and we have completed all documentation to move forward with transitioning Veterans into HCBS programs. SHIP has started outreach for and assisting Medicare beneficiaries with Medicare Open Enrollment.
2. Senior Community Service Employment Program (SCSEP): Deanna Thompson and Tracey Garrett provided a presentation on SCSEP. This program helps individuals (55 years old and up, income based but does not count disability income) gain new job skills or brush-up on existing job skills with the goal of program participants finding unsubsidized employment. While the individual participates in SCSEP, he or she is paid an hourly wage which helps to provide economic stability.

G. Old Business – Judge Green

1. Sick Leave Conversion and Buyout Policy for M4A Employees at Retirement: Judge Green asked for motion to approve sick leave conversion as presented by Ms. Fortner. Ms. Barclay made this motion which was seconded by Ms. Clark. All were in favor. The policy was approved.
2. Letter of Intent for the Riverchase Office Building: There was discussion about

the AAAs requesting and obtaining ARPA funds for infrastructure costs, such as purchase of larger office space. Ms. Fortner stated that the Area Agencies on Aging (AAAs) are still pursuing ARPA funds. Judge Green asked for a motion to submit the Letter of Intent to the owners of the Riverchase Office Building. The motion was made by Ms. Goode and seconded by Ms. Goldman. All were in favor. The motion passed.

H. New Business: Request Approval of:

1. FY2023 Organizational Update for the Home and Community Based Services Department: Judge Green asked for a motion to approve the new organizational chart for Home and Community Based Services. This motion was made by Ms. Boykin and seconded by Ms. Barclay. All were in favor. The FY23 Organizational Chart for Home and Community Based Services was approved.
2. FY2021 Audit Report: Judge Green asked for a motion to approve the FY21 Audit Report. This motion was made by Ms. Goode and seconded by Ms. Goldman. All were in favor. The FY21 Audit Report was approved.
3. Judge Green asked for a motion to approve the Executive Director's Report, the Director of Finance's Report, the Director of Operations' Report and the Assistant Director's Program Report. This motion was made by Ms. Goldman and seconded by Ms. Burgess. All were in favor. The reports were approved.

Motion to Adjourn: There being no further business, Judge Green asked for a motion to adjourn. Ms. Goldman made a motion to adjourn which was seconded by Ms. Barclay. All were in favor. The meeting was adjourned.

Next Board Meeting: March 29, 2023, in Chilton County. Kountry Kitchen in Clanton, AL at 10:00 am

M4A Board Officers FY23 and FY24:

Chairperson: Judge Chris Green (Blount County)

Vice Chairperson: Vicki Letlow (Shelby County)

Secretary-Treasurer: Ms. Senta Goldman (Shelby County)

Chris Green

[Chris Green \(Feb 27, 2023 16:58 CST\)](#)

Board Chairman Signature

Feb 27, 2023

Date


October 2022 Board Minutes-FINAL

Final Audit Report

2023-02-27

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| Created: | 2023-02-27 |
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"October 2022 Board Minutes-FINAL" History

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-  Signer cgreen@blountcountyal.gov entered name at signing as Chris Green
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