

Central Missouri Area Agency on Aging
Board of Directors Meeting
March 10, 2009

Board Members Present:

James Kitterman	Camden	James Canter	Moniteau
Charlotte Medley	Laclede	Debra Miller	Howard
Bob Raines	Morgan	Dorothy Helmig	Osage
Paul Beydler	Pulaski	James Weaver	Washington
Robert Niebruegge	Gasconade	Pat Donehue	Cole
Harold Enslin	Audrain	James Boulware	Dent
Mack Brushwood	Boone	August Garver	Phelps
Dorothy Tesson	Callaway		

Staff Present:

Jean Leonatti Nancy Welty Sharon McCleery

Guests: Charles McBride with McBride, Lock and Associates

President James Canter called the meeting to order at 10:30 a.m. Roll call was taken and a quorum was present. Elinor Snelson, Harold Maier and Melanie Yoakum had given notification they would be unable to attend.

Lorraine Dowler moved, seconded by Mack Brushwood, to approve the agenda. Motion passed.

Jim Weaver moved, seconded by James Kitterman, to approve the December 9, 2008 minutes as printed. Motion passed.

Presentation of FY08 Audit Report

Charles McBride of McBride, Lock and Associates reviewed the FY08 audit report. Mr. McBride said this was a “clean” or unqualified audit report. The Balance Sheet for CMAAA as of June 30, 2008 showed a healthy balance. Mr. McBride reported the 7.8% spent on Administration Expenses is extremely good. He noted that this audit shows FDIC covered \$100,000 deposits through the June 30, 2008 ending date of this audit. As of September 23, 2008, the FDIC covers \$250,000 deposits. Any monies over the \$250,000 will be collateralized by U.S. Treasury Notes; therefore, CMAAA’s cash is not in jeopardy. The audit is indicative that the agency is serving and providing the services as required and demonstrates the agency is conducting its affairs in a remarkable condition in accordance with Board directives and our funding agencies. He commended Jean Leonatti for the efficiencies of CMAAA staff and the courtesies shown his auditing team during their audit. Bob Niebruegge moved the board commend Jean and her staff for an excellent audit report. Paul Beydler seconded the motion; motion passed. Jean Leonatti gave credit to the Fiscal Department.

Unfinished Business

1. By-law Amendments

Upon the Board’s review of the Central Missouri Area Agency on Aging Board of Directors By-Laws, Harold Enslin moved the document be approved as presented. Robert Niebruegge seconded the motion; motion passed. Jean advised the Board that clean copies of the by-laws for their Board Manuals will be distributed.

2. Distribution of Code of Ethics

Two copies of the updated Code of Ethics were distributed; one to be signed and kept on file in CMAAA's central office and one for each of the Board to keep in their Board Manuals.

3. Board Member Profile Form

After distribution of the 'Central Missouri AAA Board Member Profile' form, time was used to complete the form. This form will help determine a Board Member's compatibility to a Board Committee as purposed by IRS Governance/Compliance documents.

New Business

1. FY 2010 Area Plan

a. Budget Recommendations

With no Federal and State funding projections for the Fiscal Year FY10, but having to submit the Area Plan to the state by April 1 to begin the contract process, staff recommends the Board approve the provisional budget with three significant changes:

- Make necessary adjustments in staffing budgets based on salary plan, minimum wage increases, and a projected 5% increase in health insurance for the last six months of the fiscal year.
- Decrease the transportation grant by \$20,000 based on latest information on MEHTAP funding. (This will not remove transportation clients from our program.)
- Slightly reduce our MORx outreach grant revenue (-\$9,000), but may be balanced out by a new Medicare Outreach Grant.

Staff recommends a temporary reduction of \$100,000 in our Working Capital for FY10 planning purposes and allow staff to submit a balanced budget to the state. The budget can be modified as information becomes available on increases or reductions in funding and revenue projections. Bob Raines moved to accept the proposed budget as presented; Robert Niebruegge seconded. Motion carried.

b. Bid Solicitations

- Contracts for the current six respite care providers (HomeCare of Mid-Missouri, Missouri Home Care, NECAC, Pyramid Homemaker Service, Inc., Four Seasons In Home Services and Phelps Regional Home Care) cannot be extended; therefore, any of these providers who want to continue contracting with CMAAA must submit a new RFQ for Respite Care Services for FY10. Four new additional in-home service providers are interested in applying for a FY10 contract.
- Staff recommends contract extensions be offered to the transportation vendors currently under contract with CMAAA. They include Advantage Medical Transport, Bill's Express Taxi, Smith's Medical Transportation, SERVE, and SMTS. Their records indicate they provide satisfactory service. Vendors who reject an extension and wish to modify their contract/rates will need to fill out and submit new bid documents for consideration.
- The agency will publicly advertise that we are accepting bids for NEW vendors for care coordination, respite, senior center/meals and transportation. Staff has made all necessary modifications to the FY10 bid documents.

Paul Beydler moved to accept the bid recommendations as presented. Harold Enslin seconded the motion; motion carried.

2. Fiscal Policy Change

Staff recommended the 'capital expenditures' amount to receive bids and be kept on inventory be changed from \$500 to \$2,500. Lorraine Dowler moved the Board change the capital expenditures from \$500 to \$2,500. Mack Brushwood seconded the motion; motion carried.

3. MA4 Staff Support

Jean shared with the Board the difficulty involved with all 10 AAA Directors trying to accomplish what one staff MA4 director could provide in terms of state initiatives; alternate funding; developing outside partnerships with groups like Veteran's Administration, long term care health insurance groups, private corporations' Employee Assistance Programs; grant writing on behalf of MA4; etc. The cost to the Agency would be approximately \$12,000 which could be pulled from the administration budget. Jean asked the board to approve CMAAA's financial participation in hiring a staff director for MA4. MA4's Executive Committee would be responsible for writing the job description and the President of MA4 would be the position's supervisor. The expectation for the AAAs is more grants, money, understanding and knowledge between the AAAs and state government. Debra Miller moved CMAAA provide the required percentage of the funding to obtain the position for the MA4. Dorothy Helmig seconded the motion; motion carried.

4. Economic Stimulus Discussion

We have received word that we will receive some Federal economic stimulus funding. However, we do not know how much, when it will arrive, or what strings will be attached.

5. Director's Report

- A family who had utilized our Care Coordination/Respite services donated \$7,000 to the agency and will be used to provide short-term respite care to additional clients.
- The PowerPoint presentation on cost containment measures for senior centers that Leilani LaCasse and her staff are showing throughout the area is being well received.
- Local fundraising is becoming more difficult.
- Mark your calendars: The Aging Summit Conference, Columbia, October 28-30, 2009
- There is still great uncertainty at state level regarding funding.
- There will be no April meeting. The May 12th meeting will be held to review and award FY10 vendor contracts. The June 9th meeting will be held as the annual seating of new board members and election of officers. There will be no July meeting. Jim Weaver moved to accept the schedule. Robert Niebruegge seconded; motion passed.

August Garver resigned his position due to health concerns. He expressed his appreciation of serving on and working with the board.

The meeting was adjourned at 12:00p.