



ElderSource
INSTITUTE

Age Your Way™

October 21, 2020

3:00 PM

Agenda

- I. Welcome
- II. Approval of Minutes
- III. Voting on Officers
- IV. Board Recruitment
- V. Review of Budget and Financials
- VI. Adjourn

ElderSource Institute Board Meeting
10688 Old St. Augustine Rd.
Wednesday, January 8, 2020, at 10:00 AM

Present

Don Roberts-President
Janice Donaldson, Vice President- via Zoom
Stu Gaines, Secretary- via Zoom
Veronica Catoe- via Zoom
Patrick Daly- via Zoom

Staff Present:

Linda Levin, Chief Executive Officer
JaLynne Santiago, Chief Financial and Operations Officer
Jessica Del Rio, Executive Administrative Assistant

Meeting Called to Order

The meeting was called to order at 10:07 AM by Don Roberts.

Approval of Minutes

The Minutes from November 19, 2019, were approved by acclamation.

Staff Updates

Linda presented the staff update report. We have the contract with FCC (Florida Community Care) to do their case management file reviews. We recently got the team full access to their system to complete their file reviews. Our goal is to start client reviews by the end of the month.

Linda stated that we received the sample agreements from PCHP, and we are sending them to be reviewed by our attorneys. Linda also received a list of organizations from around the country that are contracted with PCHP. Staff will reach out to those organizations to get an idea of how to prepare, how it is working, and if there were any concerns they had along the way.

Linda expressed concerns about the changes of PCHP. She stated that we initially thought that PCHP would contract with MMS to coordinate the state for them. Then, MMS would contract with EI to work in our planning and service area. MMS would also contract with other Area Agencies on Aging (AAA) around the state to do the care transition coaching. With the new model PCHP presented to us, i.e. physician direct referrals, we do not see how they would pay us as MMS to do that role for them.

In the state of Florida, there are three new AAA directors. Recently, PCHP gave a presentation to the n4a, and those three new directors are not interested in PCHP's program. PCHP may contract with only those who are interested.

We are finishing with our first Virtual Caregiver Support Group, which is twenty-six weeks long. All the members expressed that they loved the group, and we have new caregivers ready to start the next group.

Linda is working with Louise Starmann on the Certificate of Completion with UNF. Almost all the courses for the Certificate of Completion are developed. We are currently switching to a new learning platform, and the staff is finishing up classes, getting them uploaded, and putting the final touches on the new platform. Staff is also working on improving the online registration and course completion tracking.

The Parent Board has approved us to hire a marketing firm. They will market the following:

- Virtual Caregiver Support Group
- Certificate of Completion with UNF
- LGBT Elder Friendly Business Certification

Director of Business Development Position

Linda presented the Board with the job description of the Director of Business Development. Linda stated that the Director of Business Development would work on Eldersource Institute and Medicaid Management Services. There is a need for the position due to the current staff who works on EI, and MMS material being at workload capacity.

The position will take on the following tasks:

- FCC
 - Quality Assurance
- LGBT Elder Friendly Business Certification
- Certificate of Completion with UNF
- Work of PCHP
 - Care Transition Coaching.

Review of 2020 Budget

JaLynne presented the Board with the 2020 draft budget. She stated that the budget would change depending on whether or not the Board decides to move forward with the Director of Business Development Position and the Administrative support for the Director. We anticipate the Administrative support to be a shared position with existing staff. Once we have PCHP, and FCC up and running, staff will present the Board an amended budget.

JaLynne stated that she feels confident with the expense line items. EI is not in a cash deficit, and we should end the year with \$90,000. We will need financial support from the Parent if the Director of Business Development position is approved.

To answer Veronica's question in regards to the potential revenue for FCC and the Certificate of Completion, JaLynne stated the net revenue for FCC is between \$28,000 and \$13,000. We do not have potential revenue for the Certificate of Completion but staff will create an estimate to present to the Board.

Total revenue for ElderSource Institute in 2019 is \$690 in training and \$12,500 in deferred revenue. The LGBT Business certificate program made very little progress this year. The total revenue for the LGBT program is \$490. The lack of progress is due to the ability and the compacity of our staff. There was significant discussion regarding the LGBT Elder Friendly Business Certification program. It was determined that the due to the lack of revenue and low anticipation for future revenue and the amount of effort and resources needed, that this effort be discontinued.

Motion

Veronica Catoe moved to discontinue the the LGBT Elder Friendly Business Certification which will also be taken out of the marketing plan. Don Roberts seconded the motion. The motion carried without opposition.

Board Member Consideration

Board members reviewed the Board application for Julia Pratt. Linda stated that Veronica Catoe recommended Julia to apply. Veronica noted that Julia was the Regional Director of Aging Services at Brooks Rehabilitation. She is now with Fleet Landing. Julia wanted to dedicate her time to seniors at a volunteer level and was very interested in the Certificate of Completion with UNF through ElderSource Institute.

Motion

Veronica Catoe moved to approve the application of Julia Pratt. Don Roberts seconded the motion. The motion carried without opposition.

Meeting Adjourned at 10:42 AM

Minutes prepared by Jessica Del Rio, Executive Administrative Assistant.

Eldersource Institute & MMS
2021 Draft Budget

	EI 2021 Budget	EI 2020 Budget	Change \$\$	Change %	NOTES
Program Revenue					
Quality Assurance Contract	108,745.00	44,850.00	63,895.00	142%	Contract with Florida Community Care
Trainings	6,000.00	6,000.00	-	0%	
Total Program Revenues	114,745.00	50,850.00	63,895.00	126%	
Program Expenses					
Subcontractors	44,325.00	17,250.00	27,075.00	157%	File reviewers for MMS
			-	#DIV/0!	
Total Program Revenues	44,325.00	17,250.00	27,075.00		
Gross Margin	70,420.00	33,600.00	36,820.00		
Operating Expenses					
Salaries		8,103.00	(8,103.00)	-100%	
Employee Benefits		700.00	(700.00)	-100%	
Payroll Taxes		150.00	(150.00)	-100%	
Payroll Processing Fees		24.00	(24.00)	-100%	
Travel & Conferences	300.00	300.00	-	0%	
Telephone & Internet			-	#DIV/0!	
Office Supplies	75.00	75.00	-	0%	
Printing & Supplies	250.00	250.00	-	0%	
Postage & Shipping			-		
Office Equipment/Leasing			-		
Outreach & Marketing			-		
Dues & Subscriptions			-		
Consulting & Professional Fees	262.50	262.50	-	0%	
Audit Fees	1,500.00		1,500.00		
Legal Fees	1,500.00		1,500.00		
Taxes & Licenses	122.50	61.25	61.25	100%	
Property & Liability Insurance	646.00	646.00	-	0%	
Staff Training & Recognition			-	#DIV/0!	
Total Operating Expenses	4,656.00	10,571.75	(5,915.75)	-56%	
Net Operating Margin	65,764.00	23,028.25	42,735.75	186%	



2020 ElderSource Institute Board of Directors

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