



AAA ElderSource  
Board of Directors  
Joint Finance, Personnel, Executive Committee Meeting  
Friday, October 23, 2020, at 1:00 PM  
<https://zoom.us/j/755470668>

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|---|-----------------------|
| 1. Welcome                              | Elizabeth Gunn, Chair |
| 2. Presentation on the Retirement Plan  | Mutual of America     |
| 3. 2021 Employee Health Benefits Review | Tameka G Holly        |
| 4. Personnel Issue Update               | Linda Levin           |
| 5. Review of Minutes                    | Elizabeth Gunn, Chair |
| 6. CFO's Financial Report               | James Lee             |
| 8. Open Discussion                      |                       |
| 9. Adjourn                              | Elizabeth Gunn, Chair |

Vision: Older adults and adults with disabilities are valued and have the resources they need to live with dignity and security in an age- and ability-friendly community.

Mission: ElderSource empowers people to live and age with independence and dignity in their homes and their communities.

Inclusion Statement: ElderSource values all people – including but not limited to all nationalities, socio-economic backgrounds, abilities, races, genders, religious perspectives, sexual orientations and gender identities – in everything we do. We welcome the unique insights and perspectives of all persons in our quest to fulfill our mission.

**ElderSource**  
**Budget/Finance Committee Meeting via Zoom**  
<https://zoom.us/j/755470668>  
**Tuesday, September 15, 2020**  
**9:00 AM**

**Present**

Dr. Sandy Robinson  
Ed Salek  
Melissa Gilreath

**Absent**

Don Roberts  
Elizabeth Gunn-Exc

**Staff**

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

**Meeting Called to Order**

The meeting was called to order at 9:09 AM, and a quorum was present.

**2021 Draft Budget review**

JaLynne Santiago reviewed the 2021 Draft Budget with the Committee. She stated that under DOEA contracts, MAC and Medicaid Waiver received increases for workload efforts. MAC received \$10,127, and Medicaid Waiver received \$3,441. MIPPA slightly decreased by about \$8,000. We have a new opportunity with a grant from the Administration for Community Living through DOEA. The No Wrong Door grant provides an additional \$262,977 to increase client access and to address senior isolation.

JaLynne stated that under program revenue, the NCOA BEC grant renewed for \$45,000. We received \$83,338 for one year in funding from the Community Care Corps for the support of the Telephone Reassurance Program. Under Admin Revenue, we have \$504,674 in anticipated carry forward from OAA Admin and CARES Admin. That carry forward can change, but that is where we are currently trending.

Under Operating Expenses, JaLynne stated that there is an increase in personnel expenses which includes raises and bonuses for staff and an anticipated increase in health benefits.

JaLynne stated that under Office Equipment/Leasing, we have an estimated cost of \$7,000 due to the anticipated laptop replacements, and we have an anticipated cost of \$40,000 under the Phone System for upgrades. The Phone system is still in the discovery stage. We also plan to implement a new document management system to manage a paperless environment with an estimated cost of \$25,000.

JaLynne stated that we budgeted \$50,000 under the category of other technology/equipment/infrastructure to increase consumer access to services. IT costs are expected to increase by \$10,509 due to additional staff. JaLynne noted that all bank fees should continue to be waived. There is an anticipated 15% increase in premiums for Property and Liability Insurance of \$2,498.

**Motion**

Dr. Sandy Robinson moved to approve the 2021 Draft Budget. Melissa Gilreath seconded the motion. The motion passed without opposition.

***Meeting adjourned at 9:40 AM.***

***Minutes prepared by Jessica Del Rio, Executive Administrative Assistant***