



ElderSource
INSTITUTE

Age Your Way™

December 7, 2020

2:00 PM

Agenda

- Welcome
- Approve Application for Board Membership
- Budget and Financials
- Programs and Services Update
 - a. Uniper
 - b. Certificate of Completion
 - c. Other
- Adjourn

ElderSource Institute Board Meeting
10688 Old St. Augustine Rd.
Wednesday, October 21, 2020, at 3:00 PM

Present

Janice Donaldson, Vice President- via Zoom
Stu Gaines, Secretary- via Zoom
Veronica Catoe- via Zoom
Julia Pratt- Via zoom
Patrick Daly- via Zoom

Staff Present:

Linda Levin, Chief Executive Officer
James Lee, Chief Financial and Operations Officer
Jessica Del Rio, Executive Administrative Assistant

Meeting Called to Order

The meeting was called to order at 3:05 PM by Janice Donaldson

Approval of Minutes

Stuart Gaines moved to approve the Minutes from January 8, 2020. Julia Pratt seconded the motion. Motion passed without opposition.

Board Recruitment

Linda stated Don Roberts our President of ElderSource Institute has resigned. Don served eight years on the AAA Board and has been on ElderSource Institute since its formation. Janice Donaldson is also retiring at the end of the year from the Board. As per our Bylaws, we need a minimum of three members on the Board. Linda recommended recruiting other Board members to have at least five members. A suggested was made to have an attorney on the Board. Linda will contact Mike Jorgensen, an elderlaw attorney and former board member, for possible Board membership. The Board will continue to recruit to see who would be interested in joining the ElderSource Institute Board of Directors

Voting on Officers

The Board reviewed the following current terms of officers:

- President: Vacant
- Vice President: Janice Donaldson
- Secretary : Stuart Gaines
- Treasurer: Vacant

The Board then discussed the slate of officers for 2021. Stuart Gaines volunteered to serve as the President. Veronica Catoe volunteered to serve as the Vice President.

Julia Pratt volunteered to serve as the Secretary. Patrick Daly volunteered serve as the Treasurer.

Motion

Stuart Gaines moved to approve the following slate of officers for 2021:

- President, Stuart Gaines
- Vice President, Veronica Catoe
- Secretary, Julia Pratt
- Treasurer, Patrick Daly

Julia Pratt seconded the motion. The motion passed without opposition.

Review of 2021 Budget

James Lee reviewed the 2021 Budget with the Board. He stated that total Program Revenues expected for 2021 are \$114,745. Our contract with Florida Community Care estimated revenue is \$108,745. Program Expenses are \$44,325 due to the subcontracting for the file reviews; the subcontracting is done internally with AAA ElderSource Staff. Those staff members are contracted with MMS to work separate from AAA.

James stated that the total operating expenses are \$4,656, and the net operating margin is \$65,764. James will update the budget to show salaries and make sure the actuals and costs are correct.

Linda mentioned that due to the timing of the meetings, this budget has been approved by the Parent Board and needs to be approved by the ElderSource Institute Board.

Motion

Stuart Gaines moves to approve the 2021 Budget with the addition of the salaries. Patrick Daly seconded the motion. The motion passed without opposition.

Meeting Adjourned at 3:43 PM

Minutes prepared by Jessica Del Rio, Executive Administrative Assistant.

Biography

Mike Jorgensen, JD, LL.M



2318 Park Street
(904) 994-7231

mjorgensen@seniorcounselaw.com

Mr. Jorgensen is the managing partner of Senior Counsel, Attorneys at Law, PA. located in the historic Five Points area in Jacksonville, close to St. Vincent's Hospital.

He was admitted to the Florida bar in 1987 and earned his masters degree (LL.M) in taxation from the University of Florida. Mr. Jorgensen started his career with Internal Revenue Service in 1986 and represented the IRS in both Tax Court and in the bankruptcy courts. After leaving the IRS, he entered private practice in 1990 and represented taxpayers before the IRS and helped businesses and individuals in commercial and tax matters. In 1997, he founded a legal clinic for the elderly in Jacksonville to teach students about elder law, property law and taxation. Today, after leaving teaching, Mr. Jorgensen represents clients in his private practice by assisting them with property matters, property transitions, asset protection, business entity choices and succession, guardianships, and probates, planning documents, i.e., durable powers of attorney, health care surrogates, living wills, living trusts, last wills, special needs trusts, and other estate planning and transitional planning for asset positioning. He also assists clients with obtaining public benefits including Medicaid and Supplemental Security Income.

Mr. Jorgensen is very active in the legal and business community, including serving as an executive council member of the Florida Bar Tax Section, chairing the Jacksonville Bar's Elder Law Section, and participating as a member of the National Academy of Elder Law Attorneys and Academy of Florida Elder Law Attorneys. Mr. Jorgensen's past positions have included such assignments as past-chair of the Tax, Bankruptcy and Elder Law Sections for the Jacksonville Bar Association.

Mr. Jorgensen is also active in the civic community and with non-profit groups such as serving as a director and Secretary of the Cathedral Foundation of Jacksonville, Inc., for Urban Jacksonville, Inc. (n/k/a Aging True), past- president of ElderSource in Action, member of the Ethics Committee for Community Hospice of Northeast Florida, and as a member of the board of Gateway Community Services.

ElderSource Institute
BOARD OF DIRECTORS APPLICATION

I. Your Contact Information:

Name: Mike Jorgensen

Home Phone: 904 619 8890 Business Phone: 904 619 8890

Home Address: 11250 st. Augustine Road

Business Address: 2318 Park Street

Occupation: Attorney Email: mjorgensen@seniorcounsellaw.com

II. Demographic and Diversity

Birthdate: 6/28/

Race/Ethnicity: White African American Asian Mixed Race Hispanic Other _____

LGBT: Yes No

II. Your Background (Please attach a resume)

Are you a veteran?: Yes No

What is your area of expertise either through work or education?

Business Development	Accounting	Investment	Finance
Marketing	Website Development	Fundraising	IT/MIS
Planning	Law (specify type): <u>elder</u>		
Other: _____			

What sector would you say you represent?

Health Care	Business	Government	Higher Education
Faithbased Organization	Disabilities		
Other: <u>Legal</u>			

Please list other community boards and committees you currently serve on, and years of involvement:

Academy Florida Elder Law Attorneys, NAELA, Gateway Community
Services, Haven Hospice Advisory Board,

List other aging agencies and or other community activities in which you have been involved:

List three references:

Name	Phone Number
Grady Williams	264-8800
Adam Owens	619-8890
Gregory Redmon	619-8890

III. Your Ability to Serve:

I am able to regularly attend bi-monthly Board meetings. Yes No
I am able to commit to additional time for training and retreats. Yes No
I understand I am expected to make a financial commitment meaningful to me. Yes No

Signature: _____/s/ Mike Jorgensen _____ Date: 11/24/20 _____

Please attach a resume.



ElderSource Institute (EI)
 Budget vs. Actual Monthly
 For the Month Ending October 31, 2020

DESCRIPTION	BUDGET	ACTUAL	JE PENDING	BALANCE	PROJECTED Actual YTD	BALANCE Under(Over)	IDEAL RATE 83%
Operating Revenue							
Grant Revenue	\$50,850.00	\$8,744.00		\$42,106.00	\$10,492.80	\$40,357.20	17%
Matching Funds	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00	0%
Total Operating Revenue	\$50,850.00	\$8,744.00		\$42,106.00	\$10,492.80	\$40,357.20	17%
Revenue Total	\$50,850.00	\$8,744.00		\$42,106.00	\$10,492.80	\$40,357.20	17%
Operating Expense							
PERSONNEL							
SALARY EXP	\$8,103.00	\$0.00		\$8,103.00	\$0.00	\$8,103.00	0%
EMPLOYEE BENEFITS	\$700.00	\$0.00		\$700.00	\$0.00	\$700.00	0%
PAYROLL TAXES	\$150.00	\$0.00		\$150.00	\$0.00	\$150.00	0%
PAYROLL PROCESSING FEES	\$24.00	\$0.00		\$24.00	\$0.00	\$24.00	0%
TOTAL PERSONNEL COSTS	\$8,977.00	\$0.00	\$0.00	\$8,977.00	\$0.00	\$8,977.00	0%
OPERATIONS							
PROGRAM EXPENSES	\$17,250.00	\$9,000.00		\$8,250.00	\$10,800.00	\$6,450.00	52%
PROFESSIONAL & CONSULTING	\$262.50	\$9,575.00		(\$9,312.50)	\$11,490.00	(\$11,227.50)	3648%
OFFICE SUPPLIES	\$75.00	\$0.00		\$75.00	\$0.00	\$75.00	0%
COPIER/PRINTER SUPPLIES	\$250.00	\$0.00		\$250.00	\$0.00	\$250.00	0%
TRAVEL - OTHER	\$300.00	\$0.00		\$300.00	\$0.00	\$300.00	0%
PROPERTY & LIABILITY INS.	\$646.00	\$0.00		\$646.00	\$0.00	\$646.00	0%
TAXES & LICENSES	\$61.25	\$0.00		\$61.25	\$0.00	\$61.25	0%
MARKETING OUTREACH SPONSOR	\$0.00	\$612.00		(\$612.00)	\$734.40	(\$734.40)	#DIV/0!
DUES & SUBSCRIPTIONS	\$0.00	\$916.25		(\$916.25)	\$1,099.50	(\$1,099.50)	#DIV/0!
TOTAL OPERATIONS	\$18,844.75	\$20,103.25	\$0.00	(\$1,258.50)	\$24,123.90	(\$5,279.15)	107%
Total Operating Exp	\$27,821.75	\$20,103.25	\$0.00	\$7,718.50	\$24,123.90	\$3,697.85	72%
NET SURPLUS/DEFICIT	\$23,028.25	(\$11,359.25)	\$0.00	\$11,669.00	(\$13,631.10)	\$9,397.15	49%

Note: Personnel has a surplus due to Position being shift to Covid Projects
 Note: Red in Operations- overspend the budget by line items, but did not exceed overall budget
 Note:
 Note:
 Note:
 Note:



Medicaid Management Services
Budget vs. Actual Monthly
For the Month Ending October 31, 2020

DESCRIPTION	BUDGET	ACTUAL	JE PENDING	BALANCE	PROJECTED Actual YTD	BALANCE Under(Over)
<u>Operating Revenue</u>						
Grant Revenue	\$0.00	\$85,215.00		(\$85,215.00)	\$102,258.00	\$102,258.00
Matching Funds	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
Total Operating Revenue	\$0.00	\$85,215.00		(\$85,215.00)	\$102,258.00	\$102,258.00
<hr/>						
Revenue Total	\$0.00	\$85,215.00		(\$85,215.00)	\$102,258.00	\$102,258.00
<u>Operating Expense</u>						
<u>PERSONNEL</u>						
SALARY EXP	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
EMPLOYEE BENEFITS	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
PAYROLL TAXES	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
PAYROLL PROCESSING FEES	\$0.00	\$0.00		\$0.00	\$0.00	\$0.00
TOTAL PERSONNEL COSTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<hr/>						
<u>OPERATIONS</u>						
ANNUAL REPORT	\$0.00	\$61.00		(\$61.00)	\$73.20	\$73.20
PROFESSIONAL & CONSULTING	\$0.00	\$35,275.00		(\$35,275.00)	\$42,330.00	\$42,330.00
BANK FEES	\$0.00	\$10.00		(\$10.00)	\$12.00	\$12.00
TOTAL OPERATIONS	\$0.00	\$35,346.00	\$0.00	(\$35,346.00)	\$42,415.20	\$42,415.20
<hr/>						
Total Operating Exp	\$0.00	\$35,346.00	\$0.00	(\$35,346.00)	\$42,415.20	\$42,415.20
<hr/>						
NET SURPLUS/DEFICIT	\$0.00	\$49,869.00	\$0.00	(\$49,869.00)	\$59,842.80	\$59,842.80

Note: Budget was created in 2021 to show Budget vs. Actuals

Note: Actual YTD surplus \$49k and projected to surplus \$59k

Note:

Note:

Note:

Note: Continuation Grant 01/01/2020