



ElderSource, Inc. (Parent)
Board Meeting
May 19, 2021
Time: 12:00pm

Agenda

- | | | |
|------|---|-----------------|
| I. | Call to Order | Elizabeth Gunn |
| II. | Review of Minutes | Elizabeth Gunn |
| III. | CFO Report | James Lee |
| | a. Financials | |
| | b. Audit | |
| IV. | Committee Reports | |
| | A. Development Committee | Catherine Kelly |
| V. | Subsidiary Reports | |
| | A. ElderSource Institute/Medicaid Management Services | Stuart Gaines |
| | B. AAA Eldersource | Elizabeth Gunn |
| VI. | Other Business | |
| | A. Bylaws Committee | Linda Levin |
| VII. | Adjourn | |

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.

MINUTES
ElderSource, Inc. (Parent) Board of Directors Conference Call
March 17, 2021 at 2:00PM
Via Zoom

PRESENT

Elizabeth Gunn, President
Melissa Gilreath, Secretary
Catherine Kelly, At Large
Dr. Sandy Robinson
Fran Pepis
Brenda Ezell
Ed Salek, Treasurer
Walette Stanford, At Large
Stuart Gaines

STAFF PRESENT:

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

CALL TO ORDER:

President Stuart Gaines called the meeting to order at 2:05 PM

ROLL CALL:

Jessica Del Rio, Executive Administrative Assistant, called the roll. A quorum was present.

APPROVAL OF MINUTES:

Stuart Gaines moved approval of the minutes of the December 29, 2020 meeting of ElderSource, Inc. Board of Directors. Ed Salek seconded the motion. The motion carried without opposition.

COMMITTEE REPORTS:

Strategic Planning Committee

Linda reviewed the strategic plan update. She advised that 2022 will be a new strategic plan cycle. Below are the highlights of the status report.

Objective 1.1

Linda stated that staff recommends considering this objective of delivering high quality services as completed. Staff did add Risk Management as a strategy to capture the efforts being made by staff since the initial writing of this plan.

Objective 1.2

Linda reviewed objective 1.2. Staff is recommending discontinuing this initiative. Staff will continue our training and including LGBTQ elders in our DEI efforts, but not as a separate strategic initiative. The efforts listed in the plan were not able to be successfully accomplished. Efforts were previously reported.

Objective 1.3

Linda reviewed objective 1.3. She stated that the initial strategies have been put on hold

due to COVID and funding.. However, staff added to implementation of Uniper for isolated seniors and T-Care for caregivers to improve the quality of life and reduce isolation in seniors. Grants were received in 2020 and 2021 for these two projects.

Objective 2.1

Linda reviewed objective 2.1. Linda reported that all original strategies, with the exception of the relationship management database, have been completed. New activities have been added to this objective, such as the implementation of Uniper and T-Care have taken place.

Objective 2.2

Linda reviewed objective 2.2. She stated that we accomplished the first strategy of creating a telephone reassurance program. The second strategy to objective 2.2 of seeing if it could be a revenue generating program was updated to show the target date of 2022.

Objective 3.1

Linda reviewed objective 3.1. Staff recommends not moving forward with the objective of creating a Service Marketplace. There are a number of other similar services that already exist, such as Amazon marketplace, Angie's list, etc. and the cost and labor required make it prohibitive.

Objective 3.2

Linda reviewed objective 3.2. She stated that it is recommended not to move forward with this objective, establishing a thrift shop, at this time due to competing priorities, cost and labor required. The Committee recommended re-considering at a future date in 2022.

Objective 3.3

Linda reviewed objective 3.3. Staff made updates to this objective to more accurately reflect activities since the initial writing of the plan. Linda reviewed the additions in the action steps and target dates to objective 3.3.

Objective 4.1

Linda reviewed objective 4.1. She stated that this is considered completed. The Senior Advocacy Coalition was established and meets and shares as needed. Currently, that is the extent of the desires of the participants at this time.

Objective 5.1

Linda reviewed objective 5.1 regarding increasing awareness of ElderSource. The initial action steps have been completed as written. Staff added the following action steps to the objective:

- Work with a firm to increase visibility in general
- Work with a firm to increase visibility throughout the region using data to drive targeting efforts

Objective 5.2

Linda reviewed objective 5.2. She stated that most of this objective was completed. Staff added the following action steps to the objective:

- Contract with a consultant to evaluate development opportunities and develop a plan.
- Hire a VP of Development

Objective 6.1

Linda reviewed objective 6.1. She stated over the past two years, the agency has made

a commitment of time, effort, and resources to advance the workplace culture. The Leadership Team has intentionally brought to the forefront our desire to create an inclusive, diverse work environment. This goal strives to build on what we have already begun, including adding a focus at the Board level.

Linda recommended the following additions to this objective:

- Continue messaging of our commitment to diversity, equity, and inclusion
- Engage Board committees (Personnel and Governance) in developing and implementing a strategic focus
- Recruit Board members increase diversity
- Use data to inform communications and targeting of services

Objective 6.2

Linda reviewed objective 6.2, green governance. She stated that this objective is currently ongoing and has changed since COVID-19. She recommended the following additions to the objective:

- Consider hybrid office to reduce footprint, reducing utilization of resources (e.g., electricity/water)
- Evaluate ways in which to increase going paperless

Objective 6.3

Linda reviewed objective 6.3. She stated that this objective is a placeholder for those activities that arise for Wise Owl. She recommended the following additions to this objective:

- Consider hybrid use of the existing building
- Consider renting space in the existing building

Motion:

Catherine Kelly moved to approve the updated strategic plan as presented. Fran Pepis seconded the motion. The motion passed without opposition.

SUBSIDIARY REPORTS:

ElderSource Institute

At this time, there is nothing new to report for ElderSource Institute.

Medicaid Management Services

Stuart Gaines presented the report of the Medicaid Management Services Inc. Board of Directors. He stated that we are now participating in the Network Lead Entity Learning Collaborative Think Tank and the Financial Acumen Learning Collaborative.

Linda stated that the Network Lead Entity Learning Collaborative Think Tank is where there are several AAA's in the country that are invited by ACL to participate and learn about working with plans and to be the network lead entity. Each of the Community Based

Organizations (CBOs) completed a Network Lead Entity Readiness Assessment which looked at seven domains: leadership, administration, marketing, strategy, financial, business, network. The results reflect the areas in which each of us need to focus development. We reviewed the results and prioritized the areas we had in commonneeding development.

Linda talked about the Financial Acumen Learning Collaborative. She stated this is an area of need for development for us is in financial acumen. Contracting with health

plans and systems is very different than working with grants. We applied and were selected for the Aging and Disabilities Business Institute's Financial Acumen Learning Collaborative. We are one of 15 CBOs selected. We will be engaging in an interactive curriculum that covers a wide array of financial acumen topics and practices such as pricing, assessing net income using various pricing methods, evaluating and managing financial risk, and calculating return on investment.

Wise Owl Properties

Fran Pepis presented the Wise Owl Properties report. She stated that we closed on the property next door and the new tenants are doing well. For future planning we will be working with the ElderSource leadership and see how we want to use the current building. We may consider a hybrid model and possibly use the building with MMS and other nonprofits as a tenant.

AAA ElderSource

Elizabeth Gunn presented the AAA ElderSource Board of Directors report. She stated that we are working strategically with diversity, equity, and inclusion in regards to our recruiting of Board members, staff members, and those we serve.

Our Bylaws Committee recently updated our bylaws. The changes made allows us to continue to meet virtually while still complying with the Sunshine Law.

Other Business

The Board members requested meeting at a regular scheduled times. Board members agreed to meet every other month at 2:00 PM after the AAA Board of Directors meeting.

ADJOURNMENT:

Having no further business, the meeting was adjourned at 3:52 PM. Jessica Del Rio, Executive Administrative Assistant, prepared the minutes.

Approved by: _____
Melissa Gilreath, Secretary

Date: _____



Elder Source (Parent)
Budget vs. Actual Monthly
For the Month Ending December 31, 2020

DESCRIPTION	BUDGET	ACTUAL	JE PENDING	Encumber	BALANCE	PROJECTED Actual YTD	YTD PROJECTED BALANCE	IDEAL RATE 100%
Operating Revenue								
Contributions	\$6,500.00	\$26,414.41			(\$19,914.41)	\$26,414.41	(\$19,914.41)	0%
Fundraising	\$30,000.00	\$12,231.61			\$17,768.39	\$12,231.61	\$17,768.39	0%
Total Operating Revenue	\$36,500.00	\$38,646.02	\$0.00	\$0.00	(\$2,146.02)	\$38,646.02	(\$2,146.02)	106%
Revenue Total	\$36,500.00	\$38,646.02	\$0.00	\$0.00	(\$2,146.02)	\$38,646.02	(\$2,146.02)	106%
Operating Expense								
PERSONNEL								
Personnel Expenses	\$96,532.00	\$69,296.00			\$27,236.00	\$69,296.00	\$27,236.00	72%
Employee Benefits	\$14,740.00	\$12,137.00			\$2,603.00	\$12,137.00	\$2,603.00	82%
Payroll Processing Fees	\$557.00	\$472.00			\$85.00	\$472.00	\$85.00	85%
Employee Screenings					\$0.00	\$0.00	\$0.00	#DIV/0!
TOTAL PERSONNEL COSTS	\$111,829.00	\$81,905.00	\$0.00	\$0.00	\$29,924.00	\$81,905.00	\$29,924.00	73%
OPERATIONS								
Travel & Conferences		\$181.00			(\$181.00)	\$181.00	(\$181.00)	#DIV/0!
Office Supplies		\$92.00			(\$92.00)	\$92.00	(\$92.00)	#DIV/0!
Postage & Shipping		\$29.00			(\$29.00)	\$29.00	(\$29.00)	#DIV/0!
Office Equipment		\$273.00			(\$273.00)	\$273.00	(\$273.00)	#DIV/0!
Dues & Subscriptions		\$2,329.00			(\$2,329.00)	\$2,329.00	(\$2,329.00)	#DIV/0!
Professional Fees	\$3,243.00	\$24,830.00			(\$21,587.00)	\$24,830.00	(\$21,587.00)	766%
Taxes & Licenses	\$61.00	\$75.00			(\$14.00)	\$75.00	(\$14.00)	123%
								#DIV/0!
TOTAL OPERATIONS	\$3,304.00	\$27,809.00	\$0.00		(\$24,505.00)	\$27,809.00	(\$24,505.00)	842%
Total Operating Exp	\$115,133.00	\$109,714.00	\$0.00		\$5,419.00	\$109,714.00	\$5,419.00	95%
NET SURPLUS/DEFICIT	(\$78,633.00)	(\$71,067.98)	\$0.00		(\$7,565.02)	(\$71,067.98)	\$7,565.02	
YTD Intercompany Transfers		\$108,657.00				\$108,657.00		
YTD Net Total		\$37,589.02				\$37,589.02		

Note: ElderSource (ES) received additional contributions from board and other Companies throughout 2020

Note: ES received fundraising revenue for Night With The Stars and Virtual Cooking Fundraiser

Note:

Note: Professional Fees include Audits, Tru-Tech IT services, Advertising, Daigle and Staff Wellness Program

Note:

Note:



Elder Source (Parent)
Budget vs. Actual Monthly
For the Month Ending March 31, 2020

DESCRIPTION	BUDGET	ACTUAL	JE PENDING	Encumber	BALANCE	PROJECTED Actual YTD	YTD PROJECTED BALANCE	IDEAL RATE 25%
Operating Revenue								
Contributions	\$6,500.00				\$6,500.00	\$0.00	\$6,500.00	0%
Fundraising	\$30,000.00				\$30,000.00	\$0.00	\$30,000.00	0%
Total Operating Revenue	\$36,500.00	\$0.00	\$0.00	\$0.00	\$36,500.00	\$0.00	\$36,500.00	0%
Revenue Total	\$36,500.00	\$0.00	\$0.00	\$0.00	\$36,500.00	\$0.00	\$36,500.00	0%
Operating Expense								
PERSONNEL								
Personnel Expenses	\$157,044.02	\$13,499.00			\$143,545.02	\$53,996.00	\$103,048.02	9%
Employee Benefits	\$31,460.12	\$2,696.00			\$28,764.12	\$10,784.00	\$20,676.12	9%
Payroll Processing Fees	\$557.00	\$63.00			\$494.00	\$252.00	\$305.00	11%
Employee Screenings					\$0.00	\$0.00	\$0.00	#DIV/0!
					\$0.00	\$-	\$0.00	
TOTAL PERSONNEL COSTS	\$189,061.14	\$16,258.00	\$0.00	\$0.00	\$172,803.14	\$65,032.00	\$124,029.14	9%
OPERATIONS								
Professional Fees	\$35,000.00	\$18,003.00			\$16,997.00	\$72,012.00	(\$37,012.00)	51%
Staff Training (Board Training)		\$1,770.00			(\$1,770.00)	\$7,080.00	(\$7,080.00)	#DIV/0!
Taxes & Licenses	\$61.25	\$75.00			(\$13.75)	\$300.00	(\$238.75)	122%
								#DIV/0!
TOTAL OPERATIONS	\$35,061.25	\$19,848.00	\$0.00		\$15,213.25	\$79,392.00	(\$44,330.75)	57%
Total Operating Exp	\$224,122.39	\$36,106.00	\$0.00		\$188,016.39	\$144,424.00	\$79,698.39	16%
NET SURPLUS/DEFICIT	(\$187,622.39)	(\$36,106.00)	\$0.00		(\$151,516.39)	(\$144,424.00)	\$43,198.39	
YTD Intercompany Transfers	\$250,000.00	\$250,000.00				\$250,000.00		
YTD Net Total	\$62,377.61	\$213,894.00				\$105,576.00		

Note: Board Contributions has been posted in the 2nd quarter
 Note: Professional Fees include Grant Writing, develop Performance Plans and Tru-Tech IT services,
 Note:
 Note:
 Note:
 Note:

ElderSource, Inc.
Development Committee Meeting
<https://us02web.zoom.us/j/86803023179>
Wednesday, May 12, 2021
@ 10:00 AM

Present

Catherine Kelly, Chair
Catherine Whitworth
Danielle McGrath
Joseph Zimmerman
Kathy Jones
Brenda Ezell

Staff

Linda Levin
Andrea Spencer
Jessica Del Rio
Alex Linton

Guest

John Erstling, Inspire Philanthropy

Meeting Called to Order

The meeting was called to order at 10:05 AM.

Development Assessment/Plan

John Erstling presented the following attachments of the Development Assessment/Plan to the Committee.

- Development Committee purpose
- Development Committee added to the Board bylaws
- Moves Management
- Donor Stewardship Activity Schedule

Job Description

The Committee reviewed the job description for the Vice President of Strategic Partnerships. The position is responsible for the planning, development and execution of a robust partnership strategy and implementation of an ambitious fundraising program to generate new revenue for the organization. The Vice President will work collaboratively with exceptional groups of individuals, corporations, and foundations who strive to improve the lives of older adults and adults living with disabilities through meaningful investments of their time and financial resources.

Catherine Kelly recommended in adding to the description that the VP of Strategic Partnerships will interact with a grant writer.

Linda noted that at the time the Board approved the position in the budget for 2021, it was discussed with the Board that it would require at least a three year commitment from the Board. Staff will provide the Committee at the next meeting the amount that is currently budget for the position and what the salary scale for this position per the salary study. John and the Committee expressed concern that the salary should not be kept too low in order to attract the right person who could do the job.

John encouraged the Committee to keep the experience section of the job description in mind when recruiting and setting the salary.

Executive Search/Onboarding Proposal

John presented the Executive Search/Onboarding Proposal. He reviewed the following deliverables:

- Finalize the position description including primary duties, responsibilities and scope.
- Confirm the proposed salary range, compensation and benefits.
- Build a profile of the ideal candidate, including required tangible and intangible skills, with ES's Chief Executive Officer (CEO) and Vice President of Communications.
- Work closely with the Vice President of Human Resources at ES to ensure the position is effectively advertised. Post on all online resources such as LinkedIn, Indeed, Monster, Ladders, etc. and leverage appropriate professional associations such as the Non-Profit Center of Northeast Florida and the Association of Fundraising Professionals.
- Utilize extensive professional network to identify and actively engage in conversations with qualified, interested candidates.
- On a weekly basis, review and vet candidate prospects with CEO and Vice President of Communications.
- Oversee the interview and selection process which includes the development of interview questions, coordinating initial phone screening interviews, and scheduling/planning in-person interviews for a select group of finalists.
- Assist, as appropriate, with the conveyance of a position offer and salary negotiations.

John reviewed the following onboarding section of the proposal:

- Support the successful onboarding and orientation of the new Vice President of Strategic Partnerships.
- Provide an overview of the Development Performance Plan that has been completed reviewing the current state of ES's development efforts and recommendations made.
- Work collaboratively with the new Vice President to finalize a development plan that outlines annual fundraising goals/priorities along with the supporting fundraising strategies to help achieve them.
- Assist with the creation of a one, two and three-year timetable for action with measurable goals for improved development performance.
- Assist with the development of an annual communications plan to donors, volunteers, and friends.

The Committee agreed that investing in moving forward with John is crucial but the proposed amount of \$30,000 is too much. Linda recommended we ask John if he would work with us for \$15,000. Catherine also suggested that since the position has not yet been filled and therefore salary not spent, that use the funds from the position to contract with John.

Other Business

The Committee will meet again in June to review phase two of the Development plan, salary information, and Bylaws. Staff will scheduled this meeting.

Meeting Adjourned at 11:12 AM

Minutes prepared by Jessica Del Rio, Executive Administrative Assistant

ElderSource, Inc.
Development Committee Meeting
<https://us02web.zoom.us/j/86803023179>
Thursday, April 15, 2021
@ 11:00 AM

Present

Catherine Kelly, Chair
Catherine Whitworth
Danielle McGrath
Joseph Zimmerman
Kathy Jones
Brenda Ezell

Staff

Linda Levin
Andrea Spencer
James Lee
Tameka G Holly
Alex Linton

Guest

Elizabeth Gunn
Fran Pepis
Walette Stanford
John Erstling, Inspire Philanthropy

Meeting Called to Order

The meeting was called to order at 11:33 AM. The purpose of the meeting was to review the proposal from Inspire Philanthropy.

Development Assessment/Plan

John Erstling presented the Development Assessment/Plan to the Committee. John stated that he had done interviews with multiple Board and Committee members, donors, funders, and volunteers to learn and gather information for the development plan.

John reviewed the Cases for Giving, he recommended the following:

- Develop a compelling message on why a gift to ElderSource is important.
- Determine the target of gifts.
- Identify programs and needs that will benefit the most from charitable support.
- Create specific giving opportunities that let donors know where their dollars are going.
- Align opportunities with the long-term strategy of the organization.

The Committee reviewed the Why Give to ElderSource description. Committee agreed the description would be good for Board orientation as well as for staff and volunteers to share with others.

John stated that when we receive donations, we should explain to our donors where exactly their donations are going to. For instance, charitable gifts to ElderSource that directly support the following:

- Senior-to-Senior Program
- Virtual Caregiver Support Group
- Mental Health/Social Isolation Initiative
- ElderSource Institute
- Is there opportunity to fund the education of the institute?
- This may be a great way to attract donors as well as corporate partners
- Identify other needs that require funding.

John reviewed the Board of Directors Roles and Responsibilities section. He recommended the following:

- Strengthen and revise the purpose of the Development Committee.
- Leverage the wonderful relationships and networks of willing board members.
- Recruit future board members who will contribute in a meaningful way to the Development Committee.
- Determine effective opportunities to introduce new relationships to ElderSource.
- Incorporate a description of the Development Committee in Board By-Laws.

John reviewed Donor Prospects section. He recommended the following:

- ElderSource is not likely to activate a groundswell of community donors at the \$25, \$50, and \$100 levels and build a large, annual base of supporters. The time horizon and investment required with this widespread approach likely outweigh the ROI.
- A strategic focus on individuals, corporations and foundations capable of gifts of at least \$1,000 and above.
- Begin to assemble a robust donor prospect list with input from the development committee.
- Develop a strategic partnership program for healthcare organizations and corporations.

John reviewed Donor Profiles section. He stated that our suggested donor prospect list should consist of the following:

Individuals and Families

- High-capacity, net worth individuals and families
- Utilize relationships and networks of the board of directors, development committee and advisory council.
- Experience as a caregiver for a loved one
- Demonstrated interest in the needs of older or disabled adults
- Target age demographic in the 50's and 60's

Foundations and Corporations

- Business alignment with the mission of ElderSource
- Demonstrated investment and charitable gifts to support the needs of older or disabled adults
- Utilize relationships and networks of the board of directors, development committee and advisory council.

John reviewed the Major Gifts section. He recommended the following:

- Recruit and hire a development professional titled Vice President of Strategic Partnerships.
- Engage the CEO as a thought leader and Subject Matter Expert (SME) with potential and current donors.
- Implement a Moves Management process to deliberately introduce new relationships to the organization.
- Utilize a best practice approach to appropriately thank and steward donors.

John reviewed the Potential Donor Engagement Strategies section. He recommended the following:

Corporate Partnership Model

- Annual, year-long partnership
- Benefits may include:
 - Advertorials- One example is that partners provide a newsletter article on relevant topics such as How To Choose an Assisted Living Facility, How To Select The Right Medicare Plan, etc.
 - Facebook/Instagram/You Tube Channel- Partner interviews focused on education and resources
 - A Night With The Stars Sponsorship
 - Program Sponsor

Leadership Giving Society/Group

- Affinity group comprised of annual leadership donors to ElderSource
- Opportunity to create community and recognize donors in a meaningful way
- Potential benefits may include:
 - Advance notification of ElderSource news and milestones
 - Invitation to annual leadership gathering with CEO
 - Recognition in annual report and other publications

John reviewed the Development Activities/Special Events section. He recommended the following:

- Evolve the event into a storytelling, “tug at your heartstrings” evening.
- Share high-impact, client stories such as Ms. Garard featured in the 2019 annual report.
- Set an aspirational event goal to fund a new initiative, perhaps grow an existing program or introduce an innovative resource for clients.
- Invite high-capacity individuals, corporate partners and prospective donors.

- Serve as an introduction to ElderSource and springboard to future conversations with attendees.

John reviewed the Communication and Marketing section. He recommended the following:

- Develop appropriate fundraising materials that outline the case for charitable support and highlight specific giving opportunities.
- Consider a limited marketing campaign geared towards healthcare companies and corporations with whom we wish to engage.
- Incorporate a client impact story in each monthly newsletter highlighting the role of philanthropy when possible.
- Leverage social media to highlight recent charitable gifts and thank donors.

John reviewed the Staffing section. He recommended the following:

- Vice President of Strategic Partnerships is an emerging professional title being used by nonprofits.
- Primary responsibility will be to build long-term relationships with potential funders including private individuals, corporations, and foundations.
- Position will manage a portfolio of 125-150 current and prospective major donors.
- Position will align funding opportunities with the successful execution of the organization's strategic vision

The Committee expressed the need for the Vice President of Strategic Partnerships position.

John stated that the next steps will be to :

- Draft of Vice President of Strategic Partnerships job description
- Development of three-year fundraising goals and metrics to include ROI on development staff member
- Completion of preliminary donor prospect list
- Outline of recommended next steps

The Committee will meet again to review the additional attachments to the Development Assessment/Plan. Staff will schedule the meeting.

Other Business

Andrea Spencer will send the Committee information regarding an virtual event in May and June that is related to development and donors.

Meeting Adjourned at 12:25 PM

Minutes prepared by Jessica Del Rio, Executive Administrative Assistant

Medicaid Management Services, Inc.
10688 Old St. Augustine Rd.
Wednesday, April 14, 2021, at 12:00 PM

Present

Stu Gaines, Secretary- via Zoom
Veronica Catoe- via Zoom
Patrick Daly- via Zoom

Absent

Julia Pratt- Exc
Mike Jorgensen-Exc

Staff Present:

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

Guest:

Bonnie Hough, Grant Writer

Meeting Called to Order:

The meeting was called to order at 12:06 PM by Stuart Gaines

Approval of Minutes:

Veronica Catoe moved to approve the Minutes from December 7, 2020. Patrick Daly seconded the motion. Motion passed without opposition.

Financial Report:

James Lee presented the Budget vs. Actual report for the month ending December 31, 2020. He stated that the Operating Revenue total was \$107,965 and we have a net surplus of \$63,869 for 2020. The operating revenue was earned from our contract with Florida Community Care for our quality assurance review of their files.

Old Business:

Strategic Plan Review

Linda reviewed the strategic plan update and encouraged the Board to review the entire strategic plan.

Linda reviewed objective 3.3. The staff made updates to this objective to more accurately reflect activities since the initial writing of the plan. She stated that formally this was specific to one plan. ElderSource/Medicaid Management Services, Inc. may be able to operate as a Management Services Organization (MSO), serving as a Network Lead Entity (NLE) in a hub and spoke model (e.g., contracting with plans and establishing a provider network of AAAs and providers). Linda reviewed the additions in the action steps and target dates to objective 3.3.

State-Community Collaboration Think Tank *Tank Update*

Linda stated that the State-Community Collaboration Think Tank is where there are several AAA's in the country that are invited by ACL to participate and learn about working with plans and to be the network lead entity. We are one of five Community Based Organizations who have been identified as emerging network lead entities, joined by state agencies, to participate in this Think Tank. Each of the Community Based Organizations (CBOs) completed a Network Lead Entity Readiness Assessment which looked at seven domains: leadership, administration, marketing, strategy, financial, business, network. The results reflect the areas in which each of us need to focus development. The Board reviewed the results and prioritized the areas we had needing development.

New Business:

Financial Acumen Learning Collaborative

Linda talked about the Financial Acumen Learning Collaborative. She stated this is an area of need for development for us is in financial acumen. Contracting with health plans and systems is very different than working with grants. We applied and were selected for the Aging and Disabilities Business Institute's Financial Acumen Learning Collaborative. We are one of 15 CBOs selected. We will be engaging in an interactive curriculum that covers a wide array of financial acumen topics and practices such as pricing, assessing net income using various pricing methods, evaluating and managing financial risk, and calculating return on investment.

ACL Grant Opportunity

The Board discussed the ACL grant opportunity. With the support of the Florida Association of Area Agencies on Aging and DOEA, we are applying now for an ACL grant, No Wrong Door Community Infrastructure Grant: Scaling Network Lead Entities.

Funding is for up to \$350,000 for two years. If funded, we will be able to build the infrastructure needed for our sister company, Medicaid Management Services, Inc.(MMS), to be a network lead entity/management services organization. As such, MMS will build a provider network of Area Agencies on Aging and service providers and negotiate contracts with health plans to deliver services that will address the social determinants of health, creating integrated health networks.

Linda recommended that we apply for the grant. The deadline for submission is June 1 and the decision on approval will be made in September. She also recommended that we first start working with a consultant to focus on the Network Lead Entity Readiness Assessment spreadsheet results and start the development. Linda noted that staff would create a budget with the current and future funding to be presented at the next MMS meeting.

Motion:

Patrick Daly moved to approve moving forward with the grant application for ACL. Stuart Gaines seconded the motion. Motion passed without opposition.

Other Business:

The Board will discuss changing the MMS name at a future meeting. Staff will work with the Board to set a new schedule for the MMS monthly meetings.

Meeting Adjourned at 12:54 PM

Minutes prepared by Jessica Del Rio, Executive Administrative Assistant.