



ElderSource, Inc. (Parent)
Board Meeting
March 16, 2022
Time: 12:00pm

Agenda

- | | | |
|------|---|----------------|
| I. | Call to Order | Elizabeth Gunn |
| II. | Review of Minutes | Elizabeth Gunn |
| III. | CEO Report | Linda Levin |
| IV. | Committee Reports | |
| | A. Parent Finance Committee | Stuart Gaines |
| V. | Subsidiary Reports | |
| | A. ElderSource Institute/Medicaid Mangement Services Inc. | Stuart Gaines |
| | B. AAA ElderSource | Elizabeth Gunn |
| VI. | 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
January 19, 2022, at 12:00 PM
Via Zoom

PRESENT

Elizabeth Gunn, President
Melissa Gilreath, Secretary
Dr. Sandy Robinson, Vice President
Ed Salek, Treasurer
Walette Stanford,
Brenda Ezell
Stuart Gaines

ABSENT

Catherine Kelly-Exc
Fran Pepis- Exc

STAFF PRESENT:

Linda Levin, Chief Executive Officer
James Lee, Chief Financial Officer
Tameka G Holly, Chief Operations Officer
Jessica Del Rio, Executive Administrative Assistant

CALL TO ORDER:

President Elizabeth Gunn called the meeting to order at 4:07 PM

ROLL CALL:

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

REVIEW OF MINUTES:

Stuart Gaines moved to approve the minutes of September 15, 2021, and December 1, 2021. Brenda Ezell seconded the motion.

REVIEW OF FINANCIALS

James Lee, CFO, presented the financials for September 30, 2021, and October 31, 2021. He stated that on the financials ending September 30, 2021, we are projected to net \$205,820.77 in revenue at the end of 2021. James noted that there are no major activities within our budget.

James stated that the Night with the Stars event expenditures were \$16,716.10. The Night with the Stars brought in \$34,345.00 in revenue. The total net income is \$17,628.90. The Night with the Stars funds will go to our Senior-to-Senior program.

James noted that he is meeting with the auditors at the end of the week to get guidance on transferring funds from the AAA to the Parent.

Motion:

Dr. Sandy Robinson moved to approve the financial reports ending September 30, 2021, and October 31, 2021, as presented. Stuart Gaines seconded the motion. Motion passed without opposition.

CEO REPORT

Linda Levin, CEO, highlighted her CEO report. She stated that the AAA/ElderSource has contracted with the Health Planning Council of North East Florida to complete the Needs Assessment. The Needs Assessment will take several months to complete, and the information from the Assessment will be used towards our future planning for the organization, the network, and our community.

Linda stated that the Strategic Planning Committee selected their consultant, Clarity Solutions. Clarity Solutions will begin the strategic planning process once the needs assessment is completed between May-June.

This information from the Needs Assessment will be used as part of the Strategic Planning Process and also for the Network Lead Entity (NLE) / Community Integrated Health Network (CIHN) development. Linda noted that the NLE/CIHN would be encompassed in the Strategic Plan. Guidehouse, the contracted consultant, has already started working on the development work for the NLE/CIHN.

Our three consulting firms met to strategize their timelines and needs to avoid duplication and to leverage each other's work.

Linda stated that the process to return to hybrid operations is underway. Two suites are being emptied to be available for rent. Arrangements are being made to furnish and equip the two other suites and the upstairs office and modular spaces for staff who need to come in for various reasons. Staff is working with iVenture to move our IT to the cloud by the end of the first quarter, with the spaces outfitted by the end of quarter 2.

CEO PERFORMANCE REVIEW

Before the review, James Lee mentioned to the Board that we currently have budgeted 5-6% for Linda's salary increase.

Staff were excused from the room while the Board reviewed the CEO performance appraisal. After review, the Board agreed on making Fundraising, Board interaction, and Staff Development high priority items throughout the year for Linda.

Motion:

Walette Stanford moved to approve a 5% salary increase for Linda Levin. Melissa Gilreath seconded the motion. Motion passed without opposition.

ADJOURNMENT:

Having no further business, the meeting was adjourned at 4:25 PM.
Jessica Del Rio, Executive Administrative Assistant, prepared the minutes.

Approved by: _____
Melissa Gilreath, Secretary

Date: _____



PARENT
Budget vs. Actual Monthly
For the Month Ending November 30, 2021

DESCRIPTION	BUDGET	ACTUAL	JE PENDING	Encumber	BALANCE	PROJECTED Actual YTD	IDEAL RATE 92%
Operating Revenue							
Parent Income	\$126,945.00	\$185,850.29			(\$58,905.29)	\$202,745.77	146%
Fundraising	\$30,000.00	\$34,345.00			(\$4,345.00)	\$34,345.00	114%
Board Contributions	\$6,500.00	\$3,760.00			\$2,740.00	\$3,760.00	0%
Total Operating Revenue	\$163,445.00	\$223,955.29	\$0.00	\$0.00	(\$60,510.29)	\$240,850.77	#DIV/0!
Revenue Total	\$163,445.00	\$223,955.29	\$0.00	\$0.00	(\$60,510.29)	\$240,850.77	#DIV/0!
Operating Expense							
PERSONNEL							
Salaries	\$91,803.00	\$66,675.00			\$25,128.00	\$72,736.36	73%
Employee Benefits	\$17,607.00	\$15,400.00			\$2,207.00	\$16,800.00	87%
Payroll Taxes	\$7,869.00	\$5,233.00			\$2,636.00	\$5,708.73	67%
Payroll Fees	\$557.00	\$466.00			\$91.00	\$508.36	84%
TOTAL PERSONNEL COSTS	\$117,836.00	\$87,774.00	\$0.00	\$0.00	\$30,062.00	\$95,753.45	74%
OPERATIONS							
Audit Fees	\$500.00	\$500.00			\$0.00	\$500.00	100%
Taxes & Licenses	\$61.25	\$75.00			(\$13.75)	\$75.00	122%
Consulting & Professional Fees	\$20,000.00	\$19,307.90			\$692.10	\$21,063.16	97%
Travel	\$200.00	\$293.00			(\$93.00)	\$293.00	147%
Supplies	\$500.00	\$27.00			\$473.00	\$27.00	5%
Postage & Shipping	\$50.00	\$5.00			\$45.00	\$5.00	10%
Annual Report	\$70.00	\$61.00			\$9.00	\$66.55	87%
Staff Training	\$1,800.00	\$1,770.00			\$30.00	\$1,770.00	98%
Night With Stars	\$20,000.00	\$16,716.10			\$3,283.90	\$16,716.10	84%
Taxes & Licenses	\$100.00	\$75.00			\$25.00	\$75.00	75%
TOTAL OPERATIONS	\$43,281.25	\$38,830.00	\$0.00	\$0.00	\$4,451.25	\$40,590.81	90%
Total Operating Exp	\$161,117.25	\$126,604.00	\$0.00	\$0.00	\$34,513.25	\$136,344.26	79%
NET SURPLUS/DEFICIT	\$2,327.75	\$97,351.29	\$0.00	\$0.00	\$95,023.54	\$104,506.51	
YTD Intercompany Transfers							
YTD Net Total		\$97,351.29					

Parent Finance Committee Meeting

Current Budget

- ▶ Department of Elder Affairs, Foundations, Other Grants
- ▶ Personnel Costs
- ▶ Operational Costs
- ▶ Donations

**ElderSource Bank Account
Balances \$2,096,781.98**

Accounts that are being
reconciled to the accounting
systems.

Current as of 2/8/22

Caregiver Coalition	\$	49,659.65
Medicaid Management Services	\$	217,988.61
PTO Accrued	\$	101,157.28
ElderSource Parent Company	\$	202,575.80
WiseOwl	\$	291,695.18
HCE	\$	48,128.79
AAA Operating	\$	468,225.21
Payroll	\$	-
Veterans	\$	654,458.33
Veterans - Star Fees	\$	-
ES Institute	\$	62,893.13

ElderSource - Timing/Reporting of Accounts

Account schedules that report
into ElderSource

Caregiver Coalition	No Activity
Medicaid Management Services	Monthly
PTO Accrued	As Needed
ElderSource Parent Company	As Needed
WiseOwl	As Needed
HCE	Monthly
AAA Operating	Monthly
Payroll	Sweep
Veterans	Monthly
Veterans - Star Fees	On Hold
ES Institute	No Activity

Restricted vs. Unrestricted

Restricted

- ▶ Designated Funds
- ▶ Limited to purpose of which it was acquired.

Unrestricted

- ▶ Non-Designated
- ▶ Flexible
- ▶ ROI

ElderSource Bank Account Balance (Restricted)

Deposit Accounts as of 02-08-2022		
Name	Closing Ledger	COMMENT
Caregiver Coalition - AAA	\$ 49,659.65	Restricted - We are the Fiscal Agent for the Coalition
Medicaid Managment Svcs	\$ 90,000.00	ACL Infrastructure
PTO Accrued	\$ 101,157.28	Restricted for Leave Payout
Wise Owl Checking	\$ 148,246.70	Restricted for any Building Maintenance
HCE - NEFAAA	\$ 48,128.79	Advance Revenue are distributed throughout the year
AAA OPERATING		
FL Blue (T-Care)	\$ 50,000.00	T-Care Grant
Restricted Grants	\$ 400,000.00	HOLD
AAA Total Restricted	\$ 450,000.00	
VDHCBS - NEFAAA	\$ 250,000.00	Restricted for two months expenditures before reimbursement
VDHCBS - STAR Fees	\$ -	\$21k was return back to the VA program.
Total Restricted:	\$ 1,137,192.42	

ElderSource Bank Account Balance (Unrestricted)

Deposit Accounts as of 02-08-2022					
Name	Opening Ledger	Total Debits (Exp)	Total Credits (Rev Rec'd)	Closing Ledger	COMMENT
Medicaid Managment Svcs	\$ 127,988.61	\$ 30,000.00		\$ 97,988.61	Move \$30k to Operatings and discuss remaining with Board
Wise Owl Checking	\$ 143,448.49	\$ -		\$ 143,448.49	Discuss with Wise Owl Board
ES Parent Checking	\$ 202,575.80	\$ -	\$ -	\$ 202,575.80	Discuss with Parent Board
OPERATING - NEFAAA	\$ 18,225.21			\$ 18,225.21	Net after Restricted Funds
From: Veterans			\$ 156,024.86	\$ 156,024.86	Projected Transfer into AAA from Veterans
From: MMS			\$ 30,000.00	\$ 30,000.00	Projected Transfer into AAA from MMS
AAA Total Unrestricted:		\$ -	\$ 186,024.86	\$ 204,250.07	Total Unrestricted effective 2-8-2022
VDHCBS - NEFAAA	\$ 404,458.33	\$ 164,018.11		\$ 240,440.22	Unrestricted after Transfer to AAA Operating
ES Institute - Operating	\$ 70,886.38	\$ -	\$ -	\$ 70,886.38	Discuss with EI Board
Total Unrestricted:	\$ 967,582.82	\$194,018.11	\$ 186,024.86	\$ 959,589.57	

Findings

- ▶ Medicaid Management - Staff time expenditures not being transferred
- ▶ AAA Operating - All expenditures are being posted, but not being transferred to correct accounts to offset the revenue. Excess of \$200,000 is available for Unrestricted
- ▶ Veterans - All expenditures are being posted, but not being transferred to correct accounts to offset the revenue. Excess of \$240,000 is available for reserves
- ▶ Veterans - Star Fees - VA received \$21k back as a return of funds

Recommendations

- ▶ Caregiver Coalition - Allow funds to remain restricted
- ▶ Medicaid Management - Retrieve all expenditures from Jan 1, 2021 and move them from AAA operating to Medicaid Management.
- ▶ WiseOwl - Restrict usage of funds until of end of 2021 and allow balance to accrue. Potential opportunity to move 50% to ElderSource Parent and have remaining 50% available for operational costs.
- ▶ HCE - Allow funds to remain restricted and not in use
- ▶ Veterans - Retrieve all expenditures from Jan 1, 2021 and move them from AAA operating to Veterans. The reserves of \$200,000 should be moved to the ElderSource parent company.

Recommendations

- ▶ AAA Operating -
 - ▶ Transfer Medicaid and veterans expenditures to the correct account. This will increase operating revenue by \$100,000
 - ▶ Continue to keep upfront funds for programs with a minimum threshold of \$400,000 as restricted.
 - ▶ At the end of 2021, move \$200,000 to ElderSource parent company. This will leave the operating balance at \$450,000

Recommendations

- ▶ ElderSource Parent -
 - ▶ Receive unrestricted funds from AAA, Wise Owl, MM, VA at the end of each year moving forward.
 - ▶ 2022 minimize usage of funds to small short-term investments but allow the balance to accrue.
 - ▶ Pros
 - ▶ Will become the hub of all accounts.
 - ▶ Allows us to provide services/programs/grants to community outside of our standard initiatives
 - ▶ Create Policy and Procedure for Unrestricted Funds and Return of Investment (ROI)
 - ▶ Expectations - Begin planning in 2022 for usage in 2023.

Medicaid Management Services, Inc. (MMS)
10688 Old St. Augustine Rd.
February 24, 2022, at 5:00 PM

Present

Stuart Gaines, President - Via Zoom
Veronica Catoe, Vice President- via Zoom
Mike Jorgensen- via Zoom
Patrick Daly, Treasurer- via Zoom
Samantha Prokop- via Zoom
Ross Berry- via Zoom

Absent

Julia Pratt, Secretary- Exc

Staff Present:

Mark Tellier, Executive Director
Linda Levin, Chief Executive Officer at ElderSource
James Lee, Chief Financial Officer at ElderSource
Jessica Del Rio, Executive Administrative Assistant

Meeting Called to Order:

The meeting was called to order at 5:06 PM by Stuart Gaines

Approval of Minutes:

Mike Jorgensen moved to approve the minutes from January 11, 2022 as presented.
Veronica Catoe seconded the motion. The motion was approved without opposition.

Executive Directors Report

The written Executive Directors report for February 2022 was made available to Board members in advance of their meeting through the Board portal. Questions concerning the report may be addressed to Mr. Mark Tellier, Executive Director by telephone at (904) 391-6633 or by email at mark.tellier@mmsinc.org

Mark Tellier, Executive Director highlighted the following Executive Director report items:

- Grant Updates
- Summary of Guidehouse Activities through January 2022
- Florida Area Agencies on Aging (F4A) Meeting and Follow-up
- Medicaid Management Services, Inc. (MMS) Advisory Committee

It was noted that the MMS Advisory Committee is made up of two AAA Directors, two of our aging service providers, and two agencies who serve persons with disabilities.

Linda Levin stated that MMS is currently operating under the ARPA grant. Once the ARPA grant runs out in three to four years, we will need to get a direct service waiver. We are currently using the grant to launch services at the AAA and at the end of the ARPA grant we will transfer those services to ElderSource Institute(EI) to be able to generate revenue through other sources such as through contracts with MMS.

EI was formed first to do services that we would have to contract with plans to create revenue. The ARPA grant has given us the funds to start up services that will be billable to plans. MMS was formed to be a back office to manage the contracts and the provider networks. MMS will contract with EI within our 7 counties for services and contract with other AAA's for services.

Linda noted that we have had recent conversations with Molina Healthcare and Sunshine Healthcare about our services.

Board Recruitment

The Board reviewed Board recruitment. Stuart noted that both EI and MMS have the same Board of Director members. As our organizations continue to grow we will need to separate EI and MMS Boards to protect against conflict of interest.

The Board agreed to separate both EI and MMS Boards.

Linda noted the following professions for Board member recruitment:

- Finance/Banking
- Healthcare
- Legal

Mike Jorgensen agreed to move over to ElderSource Institute Board of Directors.

Linda noted that she will continue as CEO of EI until we have the funds to hire an Executive Director and Mark will continue to be the Executive Director of MMS.

Articles of Incorporation

The Board reviewed the Articles of Incorporation. After review, the Board agreed to contact Abel Bean Law to review article III in regards to specifications on the purpose for which the corporation was organized.

Financial Report:

James Lee presented the Financial reports ending November 30, 2021 to the Board. He stated that income from the file reviews is at \$124,320.00 and we are projected a total of \$135,621.82 by the end of the year.

James highlighted the following totals under the operating revenue:

- DOEA Revenue - \$280,600.00
 - Contract with GuideHouse
- NLE Grant - \$118,619.76
 - We are in year 1
- ACL Infrastructure - \$125,000.00
- Training - \$6,000

James stated that we budgeted a total operating revenue of \$638,964.76 and a projected Actual YTD of \$260,621.82. Expenditures will be low due to the Executive Director position recently started.

James stated that under Operations, the subcontractors are the ones who conduct the file reviews we are at \$53,825.00. The file reviews are projected to net \$60,208.00 for the year. James noted that there was an increase in file reviews.

Linda noted that we have a contract with Florida Community Care (FCC) which is a Medicaid Managed Care plan that is state wide. They hired us to review their case mangement documentation and give them feedback so they can improve and avoid issues with AHCA.

Motion

Samantha Prokop moved to approve the financial reports for November 30, 2021 as presented. Mike Jorgensen seconded the motion. The motion was approved without opposition.

Meeting Adjourned at 5:44 PM

Minutes prepared by Jessica Del Rio, Executive Administrative Assistant.

MINUTES

ElderSource
Board of Directors Meeting
10688 Old St Augustine Road
Jacksonville, FL 32257
January 19, 2022
1:00 PM

PRESENT:

President, Elizabeth Gunn
Dr. Sue Krall
Brenda Ezell
Catherine Kelly
Vivile Dietrich
Secretary, Melissa Gilreath
Vice President, Dr. Sandy Robinson
Walette Stanford
Dr. Lauri Wright
Catherine Whitworth
Janet Adkins
Jenny Higginbotham Barrett
Joseph Francis Zimmerman
Dr. Vanessa Jones-Briscoe
Grady Williams
Treasurer, Ed Salek
Amanda Benigno
Barbara Ann Greene
Cheryl Jefferson, Advisory Council Chair

ABSENT:

Al Bagocious
Ray Parkhurst
Daryl Banks
Kevin Kenney

STAFF PRESENT:

Linda Levin, Chief Executive Officer
James Lee, Chief Financial Officer
Nancy Tufts, Special Projects Coordinator
Renee Knight, Vice President of Community Services
Andrea Spencer, Vice President of Communications
Jessica Del Rio, Executive Administrative Assistant

CALL TO ORDER:

President Elizabeth Gunn called the meeting to order at 1:05 PM.

ROLL CALL:

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

APPROVAL OF MINUTES:

Catherine Kelly moved approval of the minutes of September 15, 2021 and November 17, 2021 meeting of the ElderSource Board of Directors. Dr. Lauri Wright seconded the motion. The motion carried without opposition, and the minutes were approved as submitted.

PRESIDENT'S REPORT:

The Presidents report was deferred until the next Board meeting.

CHIEF EXECUTIVE OFFICER'S REPORT:

The written *Chief Executive Officer's Report* for January 2022 was made available to Board members in advance of their meeting through the Board portal. Questions concerning the report may be addressed to Ms. Linda Levin, Chief Executive Officer, by telephone at (904) 391-6610 or by email at linda.levin@myeldersource.org.

Linda Levin, Chief Executive Officer, highlighted the following CEO report items:

- Advocacy
 - Local Service Program Funding (LSP)
 - Alzheimer's Disease Initiative (ADI) Funding
- New Grants
 - Mayo Clinic & Women of Color Cultural Foundation Grant
 - Bethune Cookman University & PCORI (Patient-Centered Outcomes Research Institute) Grant
- Other Notable Items
 - New DOEA Secretary
 - E-CIRTS
 - Adopt-a-Senior
 - Status of Hybrid Office
 - Status of Needs Assessment, Strategic Planning, and NLE Development
 - JEA Integrated Resource Plan Stakeholder Advisory Committee
 - USAging (formerly National Association of Area Agencies on Aging) AAA Competency Recognition Program Advisory Committee
- Mission Moments
- Other Company Updates
 - ElderSource Institute
 - Medicaid Management Services

BUDGET/FINANCE COMMITTEE:

Treasurer Ed Salek presented the Budget/Finance Committee report. Ed highlighted the financials for the months ending September 30, 2021, and October 31, 2021. He noted that we are in a good cash position, and we are on target with the budget.

James Lee noted that the budget would increase in the next months due to the new ARPA Grant.

Motion:

The Finance Committee recommends the approval of the Financial reports for September and October 2021 as presented. The motion was approved by acclamation.

PROGRAM AND PLANNING COMMITTEE:

Dr. Sandy Robinson presented the Planning and Programs Committee report. Dr. Robinson stated that Nancy Tuft would no longer work alongside the Planning and Programs due to position changes. Terika Scatliffe is our new Programs Compliance Manager to work with the Programs and Planning Committee.

Dr. Robinson stated that as to the reports presented in the December Committee meeting, we are on target, and we are continuing to monitor the providers to make sure they are not underspent.

Dr. Robinson stated that at the last Committee meeting, we reviewed the American Rescue Plan Act (ARPA) /Emergency Home Emergency Assistance for the Elderly (EHEAP) recommendations. Clay County has declined its allocation as they do not think they would be able to use it all. Those funds are being redistributed to another County.

Motion:

The Programs and Planning Committee recommends the approval of the American Rescue Plan Act (ARPA) proposal for EHEAP allocations as presented with Clay County declining funds. The motion was approved by acclamation.

GOVERNANCE COMMITTEE:

Joseph Zimmerman presented the Governance Committee Report. He stated that at the last Committee meeting, we reviewed Board attendance and Board terms. Joe stated that he contacted Board members who missed more than three meetings in 2021 to assess their interest in continuing to serve on the Board. Joseph noted that Ray Parkhurst and Al Bagocius have resigned from the Board of Directors.

The Committee also reviewed the Board application for Juliet Williams. Joseph noted that she has a strong background in finance and business. She was referred to us by former Board member Coley Jones, and she lives in Volusia county. Juliet would also fill our goal of having someone else on our Board in the 30-49 years of age bracket.

Motion:

The Governance Committee recommends the approval of Juliet Williams's application for the Board of Directors membership. The motion was approved by acclamation.

DEI COMMITTEE:

Linda Levin and Tameka G Holly presented the DEI Committee presentation to the Board.

Linda stated that the reasons for a DE&I program are because of the following:

- The U.S. population is growing increasingly diverse. If trends continue, today's minority groups are estimated to make up the majority of the population by 2045.
- Just as the workforce is becoming more diverse, so is the market.
- The combined Black, Hispanic-American, Asian-American, and Native American buying power is increasing exponentially, reaching \$3.9 trillion in 2018.

Linda mentioned the following four major focus areas:

- Board – Governance
- Staff - Personnel
- Clients – Planning and Programs
- Communications - Overarching

Linda noted that the Board is the decision-making body at the highest level of organizational leadership; boards play a critical role in creating an organization that prioritizes, supports, and invests in diversity, inclusion, and equity.

Linda stated that the Governance Committee originally looked at Age, Gender, Race and Ethnicity, Veteran status, and LGBTQ. We do not currently track for faith or disabilities of Board members. For Governance, we looked at the current Board makeup, we compared our data to the Nonprofit sector Boards per The Nonprofit Times, and we also compared our data to the population demographics of people age 60+

Tameka stated that in the workforce, diversity in the employment context is defined as the collective mixture of differences and similarities that includes, for example, individual and organizational characteristics, values, beliefs, experiences, backgrounds, preferences, and behaviors. Equity in the workplace refers to fair treatment in access, opportunity, and advancement for all individuals. Inclusion describes the extent to which each person in an organization feels welcomed, respected, supported, and valued as a team member.

Linda stated that the Programs Committee looked at DE&I in the aspect of Programs and Services. The federal Older Americans Act requires that our resources be targeted to those in greatest economic and social needs. Linda highlighted the programs and services report. She stated that we targeted gender, age, race, and ethnicity within our service areas.

Linda highlighted the following current actions within the four major focus areas:

- Governance
 - Provided Board training
 - Evaluating Board makeup
 - Targeting recruitment efforts
 - Formed DEI Committee and adopted Committee Charter
 - Adopted DEI Board Policy
- Planning and Programs
 - Requiring providers to target their outreaches
 - Improving the targeting of our own outreaches
 - Contracted with AHEC to outreach to and educate racial and ethnic minority communities regarding COVID 19 and vaccine
 - Highlighting DEI as a focus area in upcoming needs assessment
 - Highlighting DEI as a focus area in upcoming CCE RFP
- Personnel
 - Evaluating recruitment efforts
 - Adding diverse recruitment efforts
 - Staff training
 - Employee Resource Group
 - Staff Surveys
 - Annual Affirmative Action Plan
- Communications
 - Increasing translation of materials
 - Created Spanish section of the website
 - Making a website accessible for people with vision loss
 - Working to make documents and videos accessible for people with vision or hearing loss
 - Implementing Reframing Aging framework
 - Ensuring all marketing materials reflect principles of DEI sub-committee
- Other
 - Ensuring all vendor bids include DEI as a priority for consideration

Linda highlighted the future plans in the four major focus areas:

- Governance
 - Continue recruitment for diverse representation to include faith, abilities, culture and ethnicity, LGBTQ, and generational representation, etc.
 - Continue tracking and measuring these efforts
- Planning and Programs
 - Focus providers' targeting efforts
 - Target contracted services
- Personnel
 - Improve recruitment efforts
 - Continue staff trainings and dialogue
- Communications
 - Increase accessibility of documents and videos
 - Increase translated materials
 - Update website to demonstrate commitment to DEI
- Other: adding metrics to match the goals and measure accomplishment for each area.

ADVISORY COUNCIL REPORT:

Cheryl Jefferson presented the Advisory Council report. She stated that at the last Council meeting, we reviewed terms for our Chair, Co-Chair, and Secretary. After review, the Council voted to continue its membership through 2022.

Cheryl noted that in addition to our normal county reports, we are now identifying topics that are affecting seniors in our community. For example, mental health, physical activity, senior services, and now the unmet needs.

CEO PERFORMANCE REVIEW:

Staff were excused from the meeting while the Board members reviewed and discussed the CEO Performance Appraisal results. Dr. Sandy Robinson noted that we currently had budgeted 5%-6% raise in 2022. After discussion, the Board members agreed to 5% raise and to make Fundraising, Board interaction, and Staff Development high priority items throughout the year for Linda. This was approved by the Parent Board.

ADJOURNMENT:

Having no further business, the meeting was adjourned at 2:03 PM.

NEXT MEETING:

The next meeting of the ElderSource Board of Directors is scheduled for Wednesday, March 16, 2022, at 1:00 PM

Ms. Jessica Del Rio, Executive Administrative Assistant, prepared the minutes.

Approved by: _____
Melissa Gilreath, Secretary

Date: _____