

# Medicaid Management Service, Inc.

April 28, 2022

5:00 PM

## Agenda

- |       |                                 |                                  |
|-------|---------------------------------|----------------------------------|
| I.    | Welcome                         | Stuart Gaines, President         |
| II.   | Approval of Minutes (3.31.2022) | Stuart Gaines, President         |
| III.  | Guidehouse Consulting Update    | Jay Wright, Guidehouse           |
| IV.   | Executive Director's Report     | Mark Tellier, Executive Director |
| V.    | Board Member Removal            | Stuart Gaines, President         |
|       | a. Julia Pratt                  |                                  |
| VI.   | Board Recruitment               | Stuart Gaines, President         |
| VII.  | Open Discussion                 |                                  |
| VIII. | Adjourn                         | Stuart Gaines, President         |

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.

**Medicaid Management Services, Inc. (MMS)**  
**10688 Old St. Augustine Rd.**  
**March 31, 2022, at 5:00 PM**

**Present**

Stuart Gaines, President - Via Zoom  
Mike Jorgensen- via Zoom  
Samantha Prokop- via Zoom  
Ross Berry- via Zoom

**Absent**

Julia Pratt, Secretary- Exc Patrick Daly,  
Treasurer-EXC Veronica Catoe, Vice  
President- 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

**Guest Present:**

Jayson Wight, Guidehouse

**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 February 24, 2022, as presented. Samantha Prokop seconded the motion. The motion was approved without opposition.

**Guidehouse Consulting Update**

Jayson Wright provided the Guidehouse Consulting Update. He stated that we have separated the project into two distinct phases. The first phase is an organizational assessment of the NLE, and the second phase is an organizational assessment of the the Community integrated Health network/the sign. Those two phases are distinct, and we want to have a clear understanding of the NLE status before we move into understanding the Community integrated Health network.

Jayson stated that we have done a lot of digging into document requests, and we are still doing interviews. Once we have all of the background information, we will be able to fully engage our gap analysis to put clean, clear action steps for the NLE as part of the implementation planning. Another component that we have been working on is understanding the data collection and reporting needs as well as researching data systems and data vendors.

Jayson stated that we have gotten far in understanding what the NLE needs with the ideal process flow throughout the data system. We are very close to where we can identify additional conversations with actual vendors to assess where they hit the mark in that ideal process flow, and we can compare them.

Jayson stated that Guidehouse is engaged through the end of September, and we are about 35% done with the project and are on schedule.

### **Executive Directors Report**

The written Executive Directors report for March 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](mailto:mark.tellier@mmsinc.org)

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

- Summary of MMS & Guidehouse Activities through February 2022
- ElderSource Meets Virtually with Sunshine Health
- Medicaid Mangement Services, Inc. (MMS) Advisory Committee development

Mark stated that the Team met with Sunshine Health. Sunshine Health (parent company, Centene) requested that MMS – ElderSource provide a proposal detailing a suite of caregiver support options, including pricing and our capacity to support referrals.

Mark stated that an Advisory Committee comprised of six executives of the AAA community and leading service providers met for the first time in March, and our next meeting will be in May. The committee meets bi-monthly thereafter.

Linda Levin noted that we have an opportunity through HCE that is currently on hold. We would be contracting with providers to work with the active clients, and we would work with the high-risk waitlisted clients to provide these individuals with home repairs/modifications.

We received a call last week to see if our network lead entity would manage the contract for AHCA. MMS would then contract with the eleven Area Agencies on Aging and make sure that this work got done for these HCE clients. Linda noted that the total spending is \$49,000,000.00. We submitted a proposal, and we are waiting for a response.

### **Financial Report:**

James Lee presented the Financial reports ending December 31, 2021, to the Board. He stated that these are the final closeout numbers for the year 2021.

James highlighted the following actuals under the operating revenue:

- MMS INCOME- \$133,745.00
- ACL Infrastructure - \$125,000.00

James noted that continuing into 2022, the financials will include the following totals under operating revenue:

- Income
- DOEA Revenue
- NLE Grant
- ACL Infrastructure
- Training

James stated that we netted \$258,485.00. Note that we will only truly net about \$30,000.00, with the rest being exhausted due to the grant itself.

The personnel cost includes the salary of the Executive Director. We are currently looking to hire an Administrative Assistant part-time for MMS in the upcoming 2022 budget year. That will increase the budget.

James stated that under operations, the subcontractor's section are the file reviews that are done under Florida Community Care. That number will increase due to the revenue increase; we are currently over by \$16,075.00.

The bottom line YTD Net total is \$185,142.000, and there are no other major activities.

### **Articles of Incorporation**

The Board reviewed the Articles of Incorporation. After speaking with our attorney, Mark stated that they advised that we keep the purpose in both the bylaws and articles of incorporations. The attorney recommended that we have the following as our purpose "The specific purpose for which the Corporation is organized and shall be operated exclusively is for charitable, educational and scientific purposes under Section 501(c)(3) of the Internal Revenue code."

### **Motion:**

Mike Jorgensen moved to approve the changes to the bylaws and articles of incorporation as presented. Samatha Prokop seconded the motion.

### **Board Recruitment**

The Board reviewed Board recruitment. Stuart noted the following professions for Board member recruitment:

- Finance/Banking
- Healthcare
- Legal

***Meeting Adjourned at 5:44 PM***

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

**MMS, Inc.**

**Board of Directors Report**

**Mark Tellier, Executive Director**

*April 28, 2022*

**I. Potential Partnerships**

- a. Submitted a formal proposal for the provision of caregiver support services to Sunshine Health Plans (WellCare / Centene). Follow up phone call is scheduled.
- b. Provided information to Florida Community Care

**II. Update on work with Guidehouse Consulting Group (GH): Summary of Activities through March 2022**

- a. GH participated in the first Advisory Committee meeting for the NLE; the second Advisory Committee is scheduled for May.
- b. Guidehouse completed stakeholder interviews as part of the readiness assessment gap analysis
- c. GH and ES-MMS team continue to research possible referral/billing/payables/QA systems available that would be suitable for a Network Lead Entity
- d. GH to develop and release a formal Request for Information to the leading vendor list
- e. Contract Completion: 35%

**III. Upcoming Presentations:**

- a. Mark Tellier, to co-present along with Hon. Lance Robertson, of Guidehouse Consulting Group at the National Council on Aging (NCOA) Age+Action, 2022 Virtual Conference, June 7, 2022, *“Building a Network Lead Entity: Practical Lessons from Florida.”* And the SE Association of Florida Area Agencies on Aging (SE4A) “Waves of Change” Conference, Sept. 13, 2022, *“Building a Community Integrated Health Network: Practical Lessons from Florida.”*
- b. Linda is presenting with Guidehouse at the 47th Annual Conference USAging Conference, July 10-13, 2022, in Austin, TX.

**IV. Survey of AAA Services offered in Florida: Exhibit “A”**

- a. See attached exhibit
- b. Sent to MMS Advisory Committee for feedback
- c. To be distributed to tentative network membership (AAAs)
- d. Included in our core Network Membership Agreement

**V. Other projects**

- a. Contracting policies and procedures, in research
- b. Contract template, in research
- c. Proposal template, early drafts




Notes / Comments:

CONFIDENTIAL

