

Medicaid Management Service, Inc.

May 26, 2022

5:00 PM


Agenda

- | | | |
|-------|------------------------------------|----------------------------------|
| I. | Welcome | Stuart Gaines, President |
| II. | Approval of Minutes
(4.24.2022) | Stuart Gaines, President |
| III. | Gap Analysis update | |
| IV. | IT RFI-Non-Disclosure
Agreement | |
| V. | Executive Director's Report | Mark Tellier, Executive Director |
| VI. | Financials Report | James Lee, CFO at ElderSource |
| VII. | Board Recruitment | Stuart Gaines, President |
| VIII. | Open Discussion | |
| IX. | 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.



Gap Analysis and Implementation Action Steps

May 6, 2022

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Gap Analysis Introduction

Goal of Gap Analysis
Empower MMS with a roadmap that develops the organization as a network lead entity through targeted action steps.

Proposed Worksteps

Review Gap Analysis


➔

Revise and/or Confirm Implementation Action Steps

➔

Develop Action Steps Sequencing and Implementation Plan

Note: This gap analysis is focused on network lead entity (NLE) operations for successful stand-up. The gap analysis for the entire community integrated health network (CIHN) will be conducted later in the engagement.




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Gap Analysis Introduction

Current State Description	Future State Design	Implementation Action Steps
Subtask		
<div style="border: 2px solid #00728f; border-radius: 50%; width: 80px; height: 80px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="border-left: 2px solid #00728f; width: 10px; height: 100%;"></div> <div style="text-align: center; padding: 10px;">Where we are</div> </div>	<div style="border: 2px solid #00728f; border-radius: 50%; width: 80px; height: 80px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="border-left: 2px solid #00728f; width: 10px; height: 100%;"></div> <div style="text-align: center; padding: 10px;">Where we are going</div> </div>	<div style="border: 2px solid #00728f; border-radius: 50%; width: 80px; height: 80px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> <div style="border-left: 2px solid #00728f; width: 10px; height: 100%;"></div> <div style="text-align: center; padding: 10px;">How we will get there</div> </div>

Definitions

Current State Description	Observations from document request and interview process
Future State Design	Characteristics of ideal state based on health care industry business practices and interview discussions
Implementation Action Steps	Proposed preliminary steps to take over the next six (6) months to reach ideal state. Steps that are bold and italicized indicate items that Guidehouse is committed to assisting with based on Phase 2 of Workplan.



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Gap Analysis Introduction

Guidehouse identified the following domains / sub-domains to organize its gap analysis

- Operations**
 - Governance
 - Staff Proficiency
 - Finance
- Data & Monitoring**
 - Network and Performance Management
 - Data System
- Sales**
 - Programs/Services and Market Dynamics
 - Partnerships and Outreach (Marketing)
 - Account Management and Contract Development



Operations

- Governance
- Staff Proficiency
- Finance

Governance

Current State Description	Future State Design	Implementation Action Steps
<p>Board of Directors</p> <ul style="list-style-type: none"> • The NLE has its own distinct Board of Directors (BoD) to preside over MMS. The MMS Board President has been identified, while the remaining BoD composition is still in development. • The MMS BoD operates independently of ElderSource BoD. 	<ul style="list-style-type: none"> • The MMS BoD will have diverse and in-depth industry expertise, especially in legal and private sector healthcare to provide support related to contracting with commercial payers (w/ Medicaid/Medicare lines of business), Special Needs Plans, VA and healthcare providers. • BoD can also play a key role in networking across the state. • Each MMS BoD member will develop a baseline understanding of community integrated health networks (CHN) and service delivery. • The BoD will have a structured succession planning program in place to improve sustainability and reduce the impact of transitions among board members. • AAs will not engage in NLE governance activities. 	<ol style="list-style-type: none"> 1. Recruit for MMS Board focusing on private sector/healthcare backgrounds. 2. Develop BoD educational strategy to assist in onboarding and training BoD with CHN knowledge (i.e., include specific training topics in BoD meetings, provide educational materials to BoD on regular basis). 3. Develop plan for creating BoD sub-committees (Compliance, Finance, Contracting, Quality Improvement, etc.) 4. Develop policy to assist in identifying BoD sites related to enhance succession planning. 5. In addition to BoD development, identify pool of go-to resources across FL for informal guidance (former government leaders, retired entrepreneurs, etc.). These leaders could also participate on Advisory Council.

MMS, Inc.

Board of Directors Report

Mark Tellier, Executive Director

May 26, 2022

I. Potential Partnerships

- a. Business Case detailing a statement of savings and benefits has been submitted to Sunshine Health Plans (WellCare / Centene). It shows significant economic benefits associated with ES providing caregiver support services.
- b. Awaiting response.

II. Upcoming Presentations:

- a. National Council on Aging (NCOA) Age+Action, 2022 Virtual Conference, June 7, 2022, *“Building a Network Lead Entity: Practical Lessons from Florida.”*
- b. Linda is presenting with Guidehouse at the 47th Annual Conference USAging Conference, July 10-13, 2022, in Austin, TX.
- c. 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.”*

III. Draft Network Membership Agreement:

- a. Draft copy to be placed in the Board Documents file of the Board Portal – as a follow-up to this meeting -- for *your information* only.
 - i. “Illustration” to be discussed at an upcoming Board Meeting.
 - ii. For “Illustrative Purposes” only.
 - iii. Actual contract to be drafted by the legal team.

IV. MMS Fact Sheet

- a. A one-page fact sheet entitled “Introducing MMS, Inc. – Who We Are and What We Do,” has also been posted in the Board Documents file, as requested by the Board Chair.

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MMS
Budget vs. Actual Monthly
For the Month Ending January 31, 2022

DESCRIPTION	BUDGET	ACTUAL	JE PENDING	Encumber	BALANCE	PROJECTED Actual YTD	IDEAL RATE 8%
Operating Revenue							
Income	\$117,000.00	\$13,325.00			\$103,675.00	\$159,900.00	11%
DOEA Revenue	\$239,072.73	\$25,509.09			\$213,563.64	\$239,072.73	11%
NLE Grant	\$119,268.21				\$119,268.21	\$0.00	0%
ACL Infrastructure	\$77,631.39	\$85,000.00			(\$7,368.61)	\$85,000.00	109%
Training	\$6,000.00				\$6,000.00	\$0.00	0%
					\$0.00	\$0.00	0%
Total Operating Revenue	\$558,972.33	\$123,834.09	\$0.00	\$0.00	\$435,138.24	\$483,972.73	#DIV/0!
Revenue Total	\$558,972.33	\$123,834.09	\$0.00	\$0.00	\$435,138.24	\$483,972.73	#DIV/0!
Operating Expense							
PERSONNEL							
Salaries	\$78,428.88	\$9,049.50			\$69,379.38	\$78,429.00	12%
Employee Benefits	\$22,061.10	\$149.00			\$21,912.10	\$1,291.33	1%
Payroll Taxes	\$6,551.09	\$798.00			\$5,753.09	\$6,916.00	12%
Payroll Fees	\$407.50	\$49.00			\$358.50	\$424.67	12%
TOTAL PERSONNEL COSTS	\$107,448.57	\$10,045.50	\$0.00	\$0.00	\$97,403.07	\$87,061.00	9%
OPERATIONS							
Subcontractors	\$45,000.00	\$5,125.00			\$39,875.00	\$61,500.00	11%
Phone	\$500.00				\$500.00	\$0.00	0%
Travel & Conferences	\$4,301.00				\$4,301.00	\$0.00	0%
Office Supplies	\$2,075.00				\$2,075.00	\$0.00	0%
Printing & Supplies	\$2,000.00				\$2,000.00	\$0.00	0%
Computer Equipment	\$1,500.00				\$1,500.00	\$0.00	0%
Consulting & Professional Fees	\$245,072.73	\$25,509.09			\$219,563.64	\$239,072.73	10%
Audit Fees	\$1,500.00				\$1,500.00	\$0.00	0%
Legal Fees	\$2,500.00				\$2,500.00	\$0.00	0%
Taxes & Licenses	\$122.50				\$122.50	\$0.00	0%
Property & Liability Insurance	\$646.00				\$646.00	\$0.00	0%
Indirect Cost	\$9,706.11				\$9,706.11	\$0.00	0%
TOTAL OPERATIONS	\$314,923.34	\$30,634.09	\$0.00	\$0.00	\$284,289.25	\$300,572.73	10%
Total Operating Exp	\$422,371.91	\$40,679.59	\$0.00	\$0.00	\$381,692.32	\$387,633.73	10%
NET SURPLUS/DEFICIT	\$136,600.42	\$83,154.50	\$0.00	\$0.00	\$53,445.92	\$96,339.00	
YTD Intercompany Transfers							
YTD Net Total		\$83,154.50				\$194,940.00	



MMS
Budget vs. Actual Monthly
For the Month Ending February 28, 2022

DESCRIPTION	BUDGET	ACTUAL	JE PENDING	Encumber	BALANCE	PROJECTED Actual YTD	IDEAL RATE 17%
Operating Revenue							
Income	\$117,000.00	\$29,120.00			\$87,880.00	\$174,720.00	25%
DOEA Revenue	\$239,072.73	\$51,018.18			\$188,054.55	\$239,072.73	21%
NLE Grant	\$119,268.21				\$119,268.21	\$0.00	0%
ACL Infrastructure	\$77,631.39	\$85,000.00			(\$7,368.61)	\$85,000.00	109%
Training	\$6,000.00				\$6,000.00	\$0.00	0%
					\$0.00	\$0.00	0%
Total Operating Revenue	\$558,972.33	\$165,138.18	\$0.00	\$0.00	\$393,834.15	\$498,792.73	#DIV/0!
Revenue Total	\$558,972.33	\$165,138.18	\$0.00	\$0.00	\$393,834.15	\$498,792.73	#DIV/0!
Operating Expense							
PERSONNEL							
Salaries	\$78,428.88	\$15,082.50			\$63,346.38	\$78,429.00	19%
Employee Benefits	\$22,061.10	\$132.00			\$21,929.10	\$686.40	1%
Payroll Taxes	\$6,551.09	\$1,287.00			\$5,264.09	\$6,692.40	20%
Payroll Fees	\$407.50	\$82.00			\$325.50	\$426.40	20%
TOTAL PERSONNEL COSTS	\$107,448.57	\$16,583.50	\$0.00	\$0.00	\$90,865.07	\$86,234.20	15%
OPERATIONS							
Subcontractors	\$45,000.00	\$11,200.00			\$33,800.00	\$67,200.00	25%
Phone	\$500.00				\$500.00	\$0.00	0%
Travel & Conferences	\$4,301.00				\$4,301.00	\$0.00	0%
Office Supplies	\$2,075.00				\$2,075.00	\$0.00	0%
Printing & Supplies	\$2,000.00				\$2,000.00	\$0.00	0%
Computer Equipment	\$1,500.00				\$1,500.00	\$0.00	0%
Consulting & Professional Fees	\$245,072.73	\$51,018.18			\$194,054.55	\$239,072.73	21%
Audit Fees	\$1,500.00				\$1,500.00	\$0.00	0%
Legal Fees	\$2,500.00				\$2,500.00	\$0.00	0%
Taxes & Licenses	\$122.50				\$122.50	\$0.00	0%
Property & Liability Insurance	\$646.00				\$646.00	\$0.00	0%
Indirect Cost	\$9,706.11				\$9,706.11	\$0.00	0%
TOTAL OPERATIONS	\$314,923.34	\$62,218.18	\$0.00	\$0.00	\$252,705.16	\$306,272.73	20%
Total Operating Exp	\$422,371.91	\$78,801.68	\$0.00	\$0.00	\$343,570.23	\$392,506.93	19%
NET SURPLUS/DEFICIT	\$136,600.42	\$86,336.50	\$0.00	\$0.00	\$50,263.92	\$106,285.80	
YTD Intercompany Transfers							
YTD Net Total		\$86,336.50					



MMS
Budget vs. Actual Monthly
For the Month Ending March 30, 2022

DESCRIPTION	BUDGET	ACTUAL	JE PENDING	Encumber	BALANCE	PROJECTED Actual YTD	IDEAL RATE 25%
Operating Revenue							
Income	\$117,000.00	\$44,785.00			\$72,215.00	\$179,140.00	38%
DOEA Revenue	\$239,072.73	\$76,527.27			\$162,545.46	\$239,072.73	32%
NLE Grant	\$119,268.21				\$119,268.21	\$0.00	0%
ACL Infrastructure	\$77,631.39	\$85,000.00			(\$7,368.61)	\$85,000.00	109%
Training	\$6,000.00				\$6,000.00	\$0.00	0%
					\$0.00	\$0.00	0%
Total Operating Revenue	\$558,972.33	\$206,312.27	\$0.00	\$0.00	\$352,660.06	\$503,212.73	#DIV/0!
Revenue Total	\$558,972.33	\$206,312.27	\$0.00	\$0.00	\$352,660.06	\$503,212.73	#DIV/0!
Operating Expense							
PERSONNEL							
Salaries	\$78,428.88	\$21,115.50			\$57,313.38	\$78,429.00	27%
Employee Benefits	\$22,061.10	\$166.00			\$21,895.10	\$616.57	1%
Payroll Taxes	\$6,551.09	\$1,777.00			\$4,774.09	\$6,600.29	27%
Payroll Fees	\$407.50	\$98.00			\$309.50	\$364.00	24%
TOTAL PERSONNEL COSTS	\$107,448.57	\$23,156.50	\$0.00	\$0.00	\$84,292.07	\$86,009.86	22%
OPERATIONS							
Subcontractors	\$45,000.00	\$17,225.00			\$27,775.00	\$68,900.00	38%
Phone	\$500.00				\$500.00	\$0.00	0%
Travel & Conferences	\$4,301.00				\$4,301.00	\$0.00	0%
Office Supplies	\$2,075.00				\$2,075.00	\$0.00	0%
Printing & Supplies	\$2,000.00				\$2,000.00	\$0.00	0%
Computer Equipment	\$1,500.00				\$1,500.00	\$0.00	0%
Consulting & Professional Fees	\$245,072.73	\$76,527.27			\$168,545.46	\$239,072.73	31%
Audit Fees	\$1,500.00				\$1,500.00	\$0.00	0%
Legal Fees	\$2,500.00				\$2,500.00	\$0.00	0%
Taxes & Licenses	\$122.50				\$122.50	\$0.00	0%
Property & Liability Insurance	\$646.00				\$646.00	\$0.00	0%
Indirect Cost	\$9,706.11				\$9,706.11	\$0.00	0%
TOTAL OPERATIONS	\$314,923.34	\$93,752.27	\$0.00	\$0.00	\$221,171.07	\$307,972.73	30%
Total Operating Exp	\$422,371.91	\$116,908.77	\$0.00	\$0.00	\$305,463.14	\$393,982.59	28%
NET SURPLUS/DEFICIT	\$136,600.42	\$89,403.50	\$0.00	\$0.00	\$47,196.92	\$109,230.14	
YTD Intercompany Transfers							
YTD Net Total		\$89,403.50					