



ElderSource, Inc. (Parent)
Board Meeting
September 21, 2022
Time: 12:00pm

Agenda

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|------|---|----------------|
| I. | Call to Order | Elizabeth Gunn |
| II. | Review of Minutes (7.20.2022) Pg. 2 | Elizabeth Gunn |
| III. | CRI Audit Presentation | |
| IV. | CEO Report | Linda Levin |
| V. | Committee Reports | |
| | A. Parent Finance Committee Pg.4 | Stuart Gaines |
| VI. | Subsidiary Reports | |
| | A. ElderSource Insitute Pg.8 | Mike Jorgensen |
| | B. Medicaid Mangement Services Inc. Pg.10 | Stuart Gaines |
| | C. AAA ElderSource Pg.13 | Elizabeth Gun |
| | D. Wise Owl | Fran Pepis |
| 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
July 20, 2022, at 12:00 PM
Via Zoom

PRESENT

Elizabeth Gunn, President
Melissa Gilreath, Secretary
Dr. Sandy Robinson, Vice President
Ed Salek, Treasurer
Brenda Ezell
Fran Pepis, Wise Owl Properties
Stuart Gaines, Medicaid Management Services, Inc.
Mike Jorgensen, ElderSource Institute

ABSENT

Walette Stanford- Exc

STAFF PRESENT:

Linda Levin, Chief Executive Officer of ElderSource
Tameka G Holly, Chief Operations Officer of ElderSource
Mark Tellier, Executive Director of Medicaid Management Services Inc.
Jessica Del Rio, Executive Administrative Assistant

CALL TO ORDER:

President Elizabeth Gunn called the meeting to order at 12:07 PM

ROLL CALL:

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

REVIEW OF MINUTES:

Mike Jorgensen moved to approve the minutes of May 18, 2022. Fran Pepis seconded the motion. The motion passed without opposition.

CEO REPORT

The written *Chief Executive Officer's Report* for July 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:

- ElderSource Inc.
- ElderSource, The Area Agency on Aging and Aging and Disability Resource Center
- Medicaid Management Services (MMS)
- ElderSource Institute
- Wise Owl Properties

Linda encouraged the Board to review her full CEO report.

FINANCE COMMITTEE REPORT

Stuart Gaines presented the Finance Committee report. He highlighted the financial reports ending April 30, 2022. After review the Board agreed to approve report as presented.

Motion:

Mike Jorgensen moved to approved the Financial report ending April 30, 2022 as presented. Fran Pepis seconded the motion. The motion passed without opposition.

SUBSIDAIRY REPORTS

Medicaid Management Services, Inc. (MMS):

Stuart Gaines presented the MMS report. He stated that we are expanding our Board and we added Monica Stynchula. Stuart encouraged the Board to recruit other members for MMS.

Stuart noted that we are continuing to grow and expand as expected.

ElderSource Institute (EI):

Mike Jorgensen presented the ElderSource Institute report. He stated the courses for the certificate of completion in aging in partnership with UNF Center on Aging are complete and submitted for approval for CEUs.

Linda noted that the services that are being developed under the Area Agency on Aging that will eventually move to ElderSource Institute are underway, beginning with the caregiver support services (i.e. assessment, care coordination, training, and support group). Staff will also be developing the health navigator service.

Wise Owl:

Fran Pepis presented the Wise Owl Properties report. She stated that the building is prepped for hybrid work environment. Furnishing and cabinets will be moved to new spaces to allow two suites to be available for rent.

AAA:

The AAA report was deferred until the next meeting. Linda noted that the new general revenue contracts have started with increases in CCE and ADI as well as in LSP. The Needs Assessment is wrapping up and we submitted another Community Care Corps Grant to expand telephone reassurance to include virtual friendly visitor.

ADJOURNMENT:

Having no further business, the meeting was adjourned at 12:35 PM.

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

Approved by: _____
Melissa Gilreath, Secretary

Date: _____

MINUTES
ElderSource, Inc. (Parent) Board of Directors
Finance Committee Meeting
August 26, 2022, at 12:00 PM
Via Zoom

PRESENT

Stuart Gaines, Chair
Melissa Gilreath
Fran Pepis
Ed Salek

STAFF PRESENT:

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

CALL TO ORDER:

Stuart Gaines, chair called the meeting to order at 12:05 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 from the June 24, 2022, Committee meeting. Fran Pepis seconded the motion. The motion passed without opposition.

REVIEW OF FINANCIALS

Stuart Gaines presented the financial report ending June 30, 2022. He stated that under the total Operating Revenue, we are at \$119,019.34 and have budgeted \$262,138.67 for the year.

We expect a \$300,000 total in intercompany transfers projected by year-end 2022.

Stuart stated that overall we are on target, and we are projected a YTD Net Total of \$297,580.34

James Lee noted that there are no financial concerns with the Parent company.

Motion:

Fran Pepis moved to approve the financials ending June 30, 2022, as presented. Ed Salek seconded the motion. The motion passed without opposition.

ADJOURNMENT:

Having no further business, the meeting was adjourned at 12:30 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 June 30, 2022

DESCRIPTION	BUDGET	ACTUAL	JE PENDING	Encumber	BALANCE	PROJECTED Actual YTD
Operating Revenue						
Parent Income (Transfer from Operating)	\$225,638.67	\$112,819.34			\$112,819.34	\$225,638.67
Fundraising	\$30,000.00				\$30,000.00	\$0.00
Board Contributions	\$6,500.00	\$6,200.00			\$300.00	\$6,200.00
Total Operating Revenue	\$262,138.67	\$119,019.34	\$0.00	\$0.00	\$143,119.34	\$231,838.67
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Revenue Total	\$262,138.67	\$119,019.34	\$0.00	\$0.00	\$143,119.34	\$231,838.67
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Operating Expense						
PERSONNEL						
Salaries	\$160,142.91	\$89,851.00			\$70,291.91	\$179,702.00
Bonus Y/E	\$28,500.00				\$28,500.00	\$0.00
Employee Benefits	\$29,211.67	\$15,914.00			\$13,297.67	\$31,828.00
Payroll Taxes	\$13,321.88	\$7,038.00			\$6,283.88	\$14,076.00
Payroll Fees	\$1,210.00	\$554.00			\$656.00	\$1,108.00
TOTAL PERSONNEL COSTS	\$232,386.46	\$113,357.00	\$0.00	\$0.00	\$119,029.46	\$226,714.00
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OPERATIONS						
Rent	\$11,919.00				\$11,919.00	\$0.00
Telephone & Internet	\$2,000.00				\$2,000.00	\$0.00
Consulting & Professional Fees	\$40,200.00	\$7,301.00			\$32,899.00	\$7,301.00
Travel	\$1,000.00	\$234.00			\$766.00	\$234.00
Supplies	\$2,000.00	\$422.00			\$1,578.00	\$422.00
Printing & Supplies	\$1,000.00				\$1,000.00	\$0.00
Night With Stars	\$20,000.00				\$20,000.00	\$0.00
Taxes & Licenses	\$130.00	\$125.00			\$5.00	\$125.00
Executive Director Allocation	\$5,000.00				\$5,000.00	\$0.00
Board Expenses	\$3,000.00				\$3,000.00	\$0.00
Other Non-DOEA Expenses	\$3,000.00				\$3,000.00	\$0.00
TOTAL OPERATIONS	\$89,249.00	\$8,082.00	\$0.00	\$0.00	\$81,167.00	\$8,082.00
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Total Operating Exp	\$321,635.46	\$121,439.00	\$0.00	\$0.00	\$200,196.46	\$234,796.00
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NET SURPLUS/DEFICIT	(\$59,496.79)	(\$2,419.67)	\$0.00	\$0.00	\$57,077.13	(\$2,957.33)
Intercompany Transfers Projected Y/E 2022	\$300,000.00	\$300,000.00				\$300,000.00
YTD Net Total	\$240,503.21	\$297,580.34				\$297,042.67

IDEAL RATE

50%

50%

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0%

#DIV/0!

#DIV/0!

56%

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18%

23%

21%

0%

0%

96%

0%

0%

0%

9%

38%

ElderSource Institute (EI) Board Meeting
10688 Old St. Augustine Rd.
Thursday, June 16, at 4:00 PM
Via Zoom

Present

Mike Jorgensen, Chair
Stu Gaines
Bill Ternent

Absent

Dr. Ashley Jennings-Exc
Alan Frasier-Exc

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 4:05 PM by Mike Jorgensen.

Open Discussion

Linda conducted introductions of all the ElderSource Institute members. Linda explained the history of ElderSource Institute and MMS and how the majority of the members were shared. With the work of each company now growing and potentially having contracts between them, it became important to separate the two Boards.

Linda stated that ElderSource institute was formed to be the services arm to do services and to create a firewall between the Area Agency on Aging (AAA). We won't conduct services at the AAA; It'll be from a separate company ElderSource Institute.

We have focused on education and training and are partnering with UNF. We're launching our certificate of completion with the UNF center on aging. The courses are offered online to people working in the field who do not have a degree in aging but are working in aging and can use some extra education to make them better professionals.

Medicaid Mangement Services, Inc. (MMS) is becoming the Network Lead Entity (NLE) to contract with health plans so that health plans don't have to negotiate with multiple agencies around the state. Our one company will do that for them, and then our one company will build that provider network. We'll manage those contracts for the plans, and those members in the provider network will be area agencies on aging agencies are people with disabilities and agencies that serve older adults.

So the AAAs have been working on launching a direct service that can be available for payment from plans. We will be doing those services under Elder Source Institute, not as the AAA.

Linda noted that we're launching them under the AAA and developing them with the ARPA funds. ARPA funds sit at the AAA, and we have permission from the state to use it. As the NLE forms and ARPA funds start to run out of these services, we will move them over to EI, and then we'll be able to contract with EI to deliver those services to plans and their members.

Election of Officers

The Board reviewed and discussed all current Board members and Board position volunteers. After discussion, the Board approved the following slate of officers:

- Mike Jorgenson, President
- Dr. Ashley Jennings, Vice President
- Alan Frasier, Treasurer
- Bill Ternent, Secretary
- Stu Gaines, Past President

Motion:

Mike Jorgensen moved to approve the Board of Officers as follows:

- Mike Jorgenson, President
- Dr. Ashley Jennings, Vice President
- Alan Frasier, Treasurer
- Bill Ternent, Secretary
- Stu Gaines, Past President

Stuart Gaines seconded the motion. The motion passed without opposition.

Staff will schedule the Board orientations for the new members.

Meeting Frequency

The Board discussed meeting frequency. After discussion, the Board agreed to meet quarterly after 4:00 PM. Staff will send out scheduling information.

Meeting Adjourned at 10:42 AM

Minutes prepared by Jessica Del Rio, Executive Administrative Assistant.

Medicaid Management Services, Inc. (MMS)
10688 Old St. Augustine Rd.
August 25th, 2022, at 5:00 pm

Present

Stuart Gaines, President- Via Zoom
Samantha Prokop, Vice President- Via Zoom
Monica Stynchula- Via Zoom
Ross Berry- Via Zoom

Absent

Veronica Catoe, Secretary-Treasurer

Staff Present

Mark Tellier, Executive Director
James Lee, Chief Financial Officer at ElderSource
Jessica Del Rio, Executive Administrative Assistant
Abrianna (Bri) Schmidt, MMS, Inc. Administrative Assistant

Meeting Called to Order:

The meeting was called to order at 5:01 PM by Stuart Gaines.

Approval of minutes:

There was a revision made to the previously approved minutes from the June 2022 Board minutes.

Motion: Samantha moved to approve the revised June 2022 minutes and the July 2022 minutes as presented. Ross seconded the motion. The motion passed without opposition.

Amended Articles of Incorporation & Attorney-Client Communication:

Mark Tellier highlighted the following changes to the Articles of Incorporation that were given by attorney, Karen Ibach Bowden, from Abel Bean Law.

The following changes were presented to the Board for a motion:

- **Articles of Incorporation:** Our CPA advised that we amend the articles of incorporation to add language required by the IRS for 501(c)(3) corporations (these are not required under Florida law). Specifically, the articles must include provisions regarding distribution of the Corporation's assets in the event of a dissolution. According to our attorney, no corresponding amendment to the bylaws is required (4.13 already addresses this issue). The following are the proposed

additions (which are identical to the language recommended by the IRS) which will be added as new Articles IX and X:

- **Article IX:** No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its officers, directors, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article III. Notwithstanding any other provision of these articles, the Corporation shall not, except to an insubstantial degree, engage in any activities or exercise any powers that are not in furtherance of the purposes of the Corporation.
- **Article X:** Upon the dissolution of the Corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of the county in which the principal office of the Corporation is then located, exclusively for such purposes or to such organization or organizations, as said court shall determine, which are organized and operated exclusively for such purposes.

Motion: Monica moved to approve the changes to the articles of incorporation as presented. Ross seconded the motion. The motion was unanimously approved.

Executive Director's Report:

Mark Tellier highlighted the following items listed in his Director's Report as submitted.

- Managed Care Contracting
 - We have received a Business Associate Agreement from Sunshine Health. Mark would like it legally reviewed.
- Guidehouse Deliverables
 - Guidehouse has put together a marketing plan which contains risk management, network market assessment, cost-benefit analysis, financial modeling, and billing payment methodologies. Mark would like to take the deliverables and create a business plan for MMS.
- MMS Founding Network Membership Development
 - The membership agreement has been posted in the portal and it has been reviewed by Board members, AAA members, and consultants. He would like the membership agreement legally reviewed as well.
 - A Healthcare Law Attorney, Samantha Wood, was recommended by Samantha Prokop to review the documents.

- Mark asked the Board for permission for him to sign a letter of engagement and send a \$1,500.00 retainer check to the firm to get started. The Board had no opposition.
- Mark will present a final draft membership agreement to some of the AAA Executives at the SE4A Conference on September 13th.
- We have six requests from the Florida Centers for Independent Living (CIL) to sign the non-disclosure agreement to then review the membership agreement.
- IT Requests for Information (RFI)
 - Mark stated that IT development is moving slowly, mainly due to cost. We are continuing to have discussions with IT vendors.

Financial Report:

James Lee presented the financial report from June 2022 to the Board. James reviewed the operating revenue and operating expense line items.

He stated that there are no concerns with the MMS budget. The FCC (file reviews) are projected to net higher than last year with a total of \$166,530.00 if everything stays at the current pace. Numbers may decrease slightly close to November/December.

James mentioned the Department of Elder Affairs (DOEA) Revenue will be moved out in the July 2022 financial report and into AAA where the DOEA houses its funds.

Motion: Ross moved to approve the financial report from June 2022. Monica seconded the motion. The motion passed without opposition.

Board Recruitment:

Stu Gaines mentioned the potential new board member, Linda Simmons. Stu mentioned her background as being a former rocket scientist and her work with other non-profits in Nasua County. Linda Simmons' resume and information will be sent to the Board members for their review.

Open Discussion:

Stuart Gaines mentioned the time change for the Board meetings in the future to the third Thursday of the month at 12 PM and new calendar invites will be sent out. The next meeting is scheduled for Thursday, September 15th at 12 PM.

Adjournment:

The meeting was adjourned at 5:24 PM by Stuart Gaines.

The minutes were prepared by Abrianna (Bri) Schmidt, Administrative Assistant.

MINUTES

ElderSource
Board of Directors Meeting
10688 Old St Augustine Road
Jacksonville, FL 32257
July 20, 2022
1:00 PM

PRESENT:

Amanda Benigno
Brenda Ezell
Melissa Gilreath, Secretary
Barbara Ann Greene
Jenny Higginbotham-Barrett
Dr. Sue Krall
Juliet Williams
Ed Salek, Treasurer
Grady Williams
Vivile Dietrich
Joya Bond
Elizabeth Gunn, President

ABSENT:

Joseph Zimmerman-Exc
Daryl Banks-Exc
Dr. Vanessa Jones-Briscoe-Exc
Walette Stanford-Exc
Catherine Whitworth-Exc
Dr. Sandy Robinson -Exc
Cheryl Jefferson-Exc

STAFF PRESENT:

Linda Levin, Chief Executive Officer
James Lee, Chief Financial Officer
Tameka G. Holly, Chief Operations Officer
Andrea Spencer, Vice President of Communications
Janet Dickinson, Planner
Anita Thaxton, Volunteer Coordinator
Jessica Del Rio, Executive Administrative Assistant

GUEST:

Health Planning Council of Northeast Florida, Inc:

- Flora Davis
- Lillian Zeman
- Valerie Feinberg

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:

Grady Williams moved to approve the minutes of May 18, 2022, meeting with the ElderSource Board of Directors. Juliet Williams seconded the motion. The motion carried without opposition, and the minutes were approved as submitted.

NEEDS ASSESSMENT UPDATE:

Flora Davis from Northeast Florida, Health Planning Council, Inc, presented the Needs Assessment Update. She stated that the Elder Services Needs Assessment process consisted of the following:

- Design of the Data Collection Tools
- Selection of Secondary Data Indicators
- Data Collection (March-April)
- Data Analysis
- Report Development

Lillian Zeman stated that the Community Themes Assessment (CTA) represents the community's input or perspective on the health problem and needs of the community. She reviewed the CTA chart and noted that we had 57 questions from the survey, the focus groups had 46 questions, and the interviews had 46 questions.

Flora stated the Community Health Status Assessment was broken down into the following categories:

- Neighborhood and Built Environment
 - Affordable housing and housing stability
 - Clean air and water
 - Safe streets and parks
 - Transportations options.
- Social and Community Context
 - Community connectedness
 - Safe from crime and violence
 - Social equity and Civic Management
- Education Access and Quality
 - School Graduation
 - Higher education
 - Leadership skills
 - Early childhood and education development
- Healthcare Access and Quality
 - Access to healthcare and screening
 - Provider availability and health care coverage
 - Sufficient and healthy food
- Economic Stability
 - Steady employment and income security
 - Financial health and child care

Flora presented each of the key issues' primary and secondary data.

She reviewed the following key issues:

- Neighborhood and Built Environment
 - Home Maintenance (indoor and outdoor)
 - Technology and system navigation
- Social and Community Context
 - Mental health isolation/loneliness
 - Social interaction classes (cultural sensitivity and active shooter)
- Education Access and Quality
 - Marketing and outreach to those with disabilities
 - Technology and system navigation
- Healthcare Access and Quality
 - Increased services for adults with disabilities (24-64)

- Increased services for older adults (aged 65+)
- Economic Stability
 - Daily needs/healthcare cost affordability
 - Financial health

Lillian noted that the outcome of the priorities meeting set the “Economic Stability” and “Social and Community context” with the highest priority out of all the outcomes.

After the presentation, the Board asked questions and had a discussion.

PRESIDENT'S REPORT:

The President's report was deferred until the next Board meeting.

MISSION MOMENTS:

Anita Thaxton, the Volunteer Coordinator, presented the Mission Moments. Anita noted that we started with two volunteers and two participants when the Telephone Reassurance program was launched in December 2019. But as of today, we have a total of 52 volunteers and 80 participants.

Anita stated that we're not just a friendly phone call. We've changed some lives and saved some lives.

Anita spoke about our oldest volunteer, who is 90 years old. She is very good with computers and refused to be a participant. She only wanted to be a volunteer and makes calls.

Anita spoke of our volunteer Tony and participant Miss Leija who were matched together at the beginning of the pandemic. They were both suffering mentally and physically, and through their phone calls, they helped each other and motivated each other to get outside. They would walk together and talk on the phone simultaneously, and they truly helped each other to make it through that difficult time.

Anita spoke of Miss Fay, who started our program as a participant and struggled. Anita was able to talk to her about possibly being a volunteer as well, so she could talk to people as well as receive phone calls. Since then, she has called three people as a volunteer; she is also now volunteering with the humane society and got a part-time job. Because she was making those phone calls and receiving those calls, and it helped her get through that difficult time.

Anita spoke of participant Charles, who almost died as he was having difficulty breathing. The person who lived with him could not get him to the hospital. His volunteer called Anita, and Anita was able to call the client, and they called 911 immediately. The volunteer reached back out to the client's roommate a week later, and she said that he would have died if he had not gone to the hospital. By encouraging him and calling 911, we saved his life.

Anita spoke of participant Bob, who we also saved his life. He was home and not answering his call. The volunteers go through a process after we cannot reach someone after three phone calls within 24 hours. If we can't reach their emergency contact, we issue a wellness check, but in this case, we were able to get a hold of his sister. She went to his home, where he was in bed, could not get up and was disoriented. He had also forgotten to charge his phone, so he had no phone, no way to call.

We have also saved two different participants from physical and emotional abuse. Both situations were reported by their volunteers. Note that because we are mandated reporters in the State of Florida, they were able to report those situations, and both women are being taken care of now.

Anita encouraged the Board to refer any possible volunteers or participants to the program.

CHIEF EXECUTIVE OFFICER'S REPORT:

The written *Chief Executive Officer's Report* for July 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 her CEO report. Linda stated that Anita has done a fantastic job building this program. Anita is leaving us due to relocation, but she will remain as a volunteer. Linda noted that we are refilling that position

Linda noted that we applied for another Grant through the Community Care Corps to be able to provide tablets to seniors through the volunteers. The volunteers will help be able to use these tablets and will train them on the tablet. Tablets will be pre-programmed with apps and very easy to use and friendly. Their volunteer will be able to do virtual video calls(Virtual Friendly Visitors) with participants rather than just on the telephone.

BUDGET/FINANCE COMMITTEE:

Treasurer Ed Salek presented the Budget/Finance Committee report. Ed highlighted the financials for the month ending April 30, 2022.

He stated that personnel costs are under budget due to position vacancies. The personnel cost being under budget will change the flow of the costs and revenue.

Ed stated that there are no concerns regarding the financials, and we are in a healthy financial position.

Ed noted that the year-end of 2021 audit is underway, and we will have a presentation to the Committee and Board.

Motion:

The Finance Committee recommends the approval of the financial reports for dates ending April 30, 2022, as presented. Dr. Sandy Robinson seconded the motion. The motion passed by acclamation.

PROGRAM AND PLANNING COMMITTEE:

Vice President Dr. Sandy Robinson presented the Planning and Programs Committee report. She stated that the Committee has two separate meetings. The Committee talked about updating the RFP process with the providers at a future meeting to be more efficient.

At the last meeting, we had a surplus deficit update. There were no concerns, except that ADI, CCE, HCE, and LSP all have surpluses. Staff is strategizing with providers to help spend down the funds. We were able to increase rates in some cases, among other efforts.

GOVERNANCE COMMITTEE:

Linda presented the Governance Committee Report in the absence of the Governance chair. She stated that the Committee is focused on DEI metrics and Board recruitment. Recruitment efforts are in investing/finance, faith-based, and disabilities.

The Committee received a resignation from Janet Adkins. She is running for office and will not be able to participate on the Board.

Linda noted that Committee is also working on creating a 2023 slate of officers for the Board.

DEI COMMITTEE:

Dr. Sandy Robinson presented the DEI Committee report. She stated that we received updates on the Strategic Plan and Needs Assessment at the last meeting.

We updated policy and procedure on Diversity, Equity, and Inclusion. Note that we have updated our internal component of DEI to include belonging. The Committee agreed to continue the diversity training as voluntary but highly encouraged.

PERSONNEL COMMITTEE:

Jenny Higginbotham-Barrett presented the Personnel Committee Update. She stated that we received an update on the AAP Plan at the last meeting. The staff is waiting on DCSI for an update.

The Committee reviewed the turnover and exit interview data. As part of the exit interview process, we have created a short survey for staff to take to help us analyze the turn over reasons. Going forward, we will focus staff on employee development and professional growth.

The Committee reviewed and approved updates to the "Professional and Casual Dress Guidelines" under the "Hybrid Dress Code Policy" section in our employee handbook.

The Committee also talked about a potential contract for temporary HR assistance and a new salary study due to the market change.

Motion:

The Personnel Committee recommends approval to update the section Hybrid Dress Code Policy in the Employee handbook as presented. The motion passed by acclamation.

ADVISORY COUNCIL REPORT:

The Advisory Council report was deferred until the next meeting.

OTHER BUSINESS:

ADJOURNMENT:

Having no further business, the meeting was adjourned at 2:07 PM.

NEXT MEETING:

The next meeting of the ElderSource Board of Directors is scheduled for Wednesday, September 21, 2022, at 1:00 PM

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

Approved by: _____
Melissa Gilreath, Secretary

Date: _____