

# Medicaid Management Services, Inc.

November 17<sup>th</sup>, 2022

12:00 PM

## Agenda

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|-------|---|--|
| I.    | Welcome   | Stuart Gaines, President                       |
| II.   | Approval of September &<br>October 2022 Minutes   | Stuart Gaines, President                       |
| III.  | Financial Report  |  |
| IV.   | MMS Documents Update  | Linda Levin, ElderSource CEO<br>and Sam Prokop |
|       | <ul style="list-style-type: none"><li>• Business Associate Agreement with Centene</li><li>• Network Participant Agreement</li><li>• HIPAA Compliance Plan</li></ul> |  |
| V.    | Third Party Administrator Discussion  | Linda Levin and Sam Prokop                     |
| VI.   | Executive Director Recruitment  | Stuart Gaines, President                       |
| VII.  | Board Recruitment   | Stuart Gaines, President                       |
| VIII. | Open Discussion   |  |
| IX.   | Adjourn   | Stuart Gaines, President                       |

**Medicaid Management Services, Inc. (MMS)**  
**10688 Old St. Augustine Rd.**  
**September 15th, 2022, at 12:00pm**

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**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**

Linda Levin, CEO of ElderSource  
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 12:02 PM by Samantha Prokop.

**Approval of minutes:**

Samantha Prokop moved to approve the minutes from the August 2022 board meeting as submitted. Ross Berry seconded the motion. The motion passed without opposition.

**Financial Report**

James Lee presented financials from July 2022 to the Board and stated that under the Operating revenue, the projected Income YTD is \$167,000. The total Operating Revenue is projected for \$491,215.59, and there are no concerns with the MMS budget, and we are on target.

James stated that the DOEA Revenue has moved out of the MMS accounts and into the AAA. He noted that the NLE Grant would start on October 1<sup>st</sup>, and then the FFR Report would be completed.

After review of the financials, the Board had discussion and approved the financials as presented.

*Motion:* Samantha moved to approve the July 2022 financials. Stu seconded the motion. The motion passed without opposition.

## **Executive Director Recruitment**

Linda Levin informed the Board of Mark Tellier's resignation. She mentioned we are in the process of filling his position. There was discussion around the title of the position and a possible name change.

She highlighted the role and duties of the position and the qualities of an ideal candidate. The job description will be sent to the Board for them to help in the recruitment process.

Linda briefly discussed the services we provide and will be providing the Centene presentation to the Board.

## **Guidehouse Update**

Linda gave a Guidehouse update. She mentioned that their contract ends at the end of the month and may have an extension. Linda mentioned that she met with Guidehouse and discussed expectations and the work that is needed to still be completed regarding deliverables.

## **Board Member Approval**

Stu Gaines mentioned the two potential board members, Linda Simmons and Hanadi Hamadi. Linda Simmons and Hanadi Hamadi's information was previously sent out to the Board for their review. Stu will be meeting with Hanadi and a vote will be taken at the next board meeting for her approval.

*Motion:* Monica moved to approve Linda Simmons as an MMS Board member. Sam seconded the motion. The motion passed without opposition.

## **Open Discussion**

The Board had a discussion on changing the meeting frequency. After discussion, the Board agreed to meet bi-monthly after the next meeting in October. Updated calendar information will be sent out.

## **Adjournment**

The meeting was adjourned at 12:46 PM by Stuart Gaines.

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

**Medicaid Management Services, Inc. (MMS)**  
**10688 Old St. Augustine Rd.**  
**October 20<sup>th</sup>, 2022, at 12:00 PM**

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**Present**

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

**Absent**

Veronica Catoe- Secretary-Treasurer  
Monica Stynchula  
Linda Simmons

**Staff Present**

Linda Levin, CEO of ElderSource  
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 12:00 PM by Stuart Gaines.

**Approval of minutes:**

As there was no quorum present, a motion on the approval of the September 2022 minutes was tabled for the next meeting.

**Financial Report**

As there was no quorum present, a motion on the approval of the August 2022 financials was tabled for the next meeting.

**Executive Director Recruitment**

Resumes of potential candidates for the executive director position were sent out to the board for their review. The board discussed candidates and their next steps for the interview process. Everyone will be welcome to the interviews, and they will be held in person. Dates and times will be sent out to the board for scheduling.

**Board Member Approval**

Stuart Gaines discussed his meeting with the potential new board member, Hanadi Hamadi. He mentioned she would be a good addition to the board. A virtual vote to approve her will be sent out to board members.

## **MMS Documents**

Linda Levin highlighted the following updates on MMS legal documents that were sent out to the board for feedback and review.

- **Business Associate Agreement with Centene**
  - Our attorney recommended a few changes regarding the attachment related to IT. The board had no further changes. The document will be sent back to Centene to continue the process.
- **Network Participant Agreement**
  - This document is for the agencies that will be in the provider network and are being sent to those who have signed non-disclosure agreements.
- **HIPPA Compliance Plan**
  - Staff is working with our IT company to make sure we comply with everything technology-wise. It will be sent to the attorney for review.

Samantha Prokop mentioned that it is required as a business associate, that we have a Security Risk Assessment completed and a Risk Management Plan in place.

## **MMS Updates**

Linda highlighted the following updates:

- **Guidehouse.**
  - They are completing a crosswalk of deliverables and a document that will provide links to each. They have been given a 2-month no-cost extension to complete their work. Payments to them have been withheld in the meantime.
- **IT Systems**
  - Requests for information (RFIs) and demos are still being done with IT systems. A request for proposal (RFP) is being developed with the help of Guidehouse and will be presented to the Board in time for December.
- **Molina**
  - A mutual non-disclosure agreement was signed with Molina and there have been conversations about the possible scope of work.

## **Adjournment**

The meeting was adjourned at 12:43 PM by Stuart Gaines.

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



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

DESCRIPTION	BUDGET	ACTUAL	JE		BALANCE	PROJECTED	IDEAL RATE
			PENDING	Encumber		Actual YTD	67%
<b>Operating Revenue</b>							
Income	\$117,000.00	\$109,005.00			\$7,995.00	\$163,507.50	93%
DOEA Revenue	\$239,072.73	\$204,072.72			\$35,000.01	\$239,072.73	85%
NLE Grant	\$119,268.21			\$82,157.52	\$37,110.69	\$82,157.52	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%
<b>Total Operating Revenue</b>	<b>\$558,972.33</b>	<b>\$398,077.72</b>	<b>\$0.00</b>	<b>\$82,157.52</b>	<b>\$78,737.09</b>	<b>\$569,737.75</b>	<b>#DIV/0!</b>
<b>Revenue Total</b>	<b>\$558,972.33</b>	<b>\$398,077.72</b>	<b>\$0.00</b>	<b>\$82,157.52</b>	<b>\$78,737.09</b>	<b>\$569,737.75</b>	<b>#DIV/0!</b>
<b>Operating Expense</b>							
<b>PERSONNEL</b>							
Salaries	\$78,428.88	\$57,308.00			\$21,120.88	\$87,647.53	73%
Employee Benefits	\$22,061.10	\$265.00			\$21,796.10	\$405.29	1%
Payroll Taxes	\$6,551.09	\$4,744.00			\$1,807.09	\$7,255.53	72%
Payroll Fees	\$407.50	\$351.00			\$56.50	\$536.82	86%
<b>TOTAL PERSONNEL COSTS</b>	<b>\$107,448.57</b>	<b>\$62,668.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$44,780.57</b>	<b>\$95,845.18</b>	<b>58%</b>
<b>OPERATIONS</b>							
Subcontractors	\$45,000.00	\$42,825.00			\$2,175.00	\$64,237.50	95%
Phone	\$500.00				\$500.00	\$0.00	
Travel & Conferences	\$4,301.00	\$1,395.25			\$2,905.75	\$2,092.88	32%
Office Supplies	\$2,075.00	\$161.00			\$1,914.00	\$241.50	8%
Printing & Supplies	\$2,000.00	\$103.00			\$1,897.00	\$154.50	5%
Computer Equipment	\$1,500.00				\$1,500.00	\$0.00	0%
Consulting & Professional Fees	\$245,072.73	\$204,072.72			\$41,000.01	\$239,072.73	83%
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%
Outreach and Marketing	\$3,500.00				\$3,500.00	\$0.00	0%
Indirect Cost	\$9,706.11				\$9,706.11	\$0.00	0%
<b>TOTAL OPERATIONS</b>	<b>\$318,423.34</b>	<b>\$248,556.97</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$69,866.37</b>	<b>\$305,799.11</b>	<b>78%</b>
<b>Total Operating Exp</b>	<b>\$425,871.91</b>	<b>\$311,224.97</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$114,646.94</b>	<b>\$401,644.28</b>	<b>73%</b>
<b>NET SURPLUS/DEFICIT</b>	<b>\$133,100.42</b>	<b>\$86,852.75</b>	<b>\$0.00</b>	<b>\$82,157.52</b>	<b>\$128,405.19</b>	<b>\$168,093.47</b>	
YTD Intercompany Transfers							
<b>YTD Net Total</b>		<b>\$86,852.75</b>					