



Age Wise  
Board of Directors  
Meeting  
July 10, 2023  
Time: 1:00pm

**Agenda**

- |       |  |   |
|-------|--|---|
| I.    | Call to Order  | Dr. Sandy Robinson  |
| II.   | Review of Minutes  | Dr. Sandy Robinson  |
| III.  | Special Discussion<br>Regarding Separating<br>of Companies   | Linda Levin   |
| IV.   | CEO Report   | Linda Levin   |
| V.    | Committee Reports<br>A. Finance Committee  | Stuart Gaines   |
| VI.   | Subsidiary Reports<br>A. Medicaid Management Services<br>Inc.<br>B. Wise Owl<br>C. ElderSource Institute<br>D. AAA | Stuart Gaines<br>Fran Pepis<br>Mike Jorgensen<br>Dr. Sandy Robinson |
| VII.  | Open Discussion  |   |
| VIII. | 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

### Age Wise

Board of Directors Conference Call

May 17, 2023 at 1:30 PM

Via Zoom

#### **PRESENT**

Melissa Gilreath  
Dr. Sandy Robinson  
Walette Stanford  
Fran Pepis  
Stuart Gaines  
Mike Jorgensen  
Brenda Ezell  
Catherine Whitworth

#### **ABSENT**

Grady Williams  
Ed Salek, Treasurer

#### **STAFF PRESENT:**

Linda Levin, Chief Executive Officer of ElderSource  
Trina Nullet, Chief Financial Officer of ElderSource  
Jessica Del Rio, Executive Expeditor  
Veronica Catoe, Executive Director of MMS  
Kyle Sanchez, Director of Operations of MMS

#### **CALL TO ORDER:**

Vice President Dr. Sandy Robinson called the meeting to order at 3:42 PM

#### **ROLL CALL:**

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

#### **REVIEW OF MINUTES:**

Fran Pepis moved to approve the minutes of March 15, 2022. The motion passed unanimously.

#### **CEO Report**

The written *Chief Executive Officer's Report* for May 2023 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](mailto:linda.levin@myeldersource.org).

Linda Levin, Chief Executive Officer, highlighted her CEO report and encouraged the Board to review the report. Linda highlighted the following:

- ElderSource

- Medicaid Management Services
- ElderSource Institute
- Wise owl

## **Committee Reports**

### **Parent Finance Committee**

Trina Nullet presented the Parent Finance report for month ending January 31, 2023.

Trina presented to the board the financial audit statement of work from CRI. We have used CRI the past few reviews. The quotes they gave us for the next two years has a large increase. The staff proposes that we approve this year's statement of work and conduct a bid for the next year's audit.

Motion: Fran Pepis moved to approve the Finance report ending January 31, 2023. Brenda Ezell seconded the motion. The motion passed without opposition.

Motion: Walette Stanford moved to approve the audit scope of work from CRI for this year only and finding a more affordable option for the upcoming years. Melissa Gilreath seconded the motion. The motion passed unanimously.

## **Subsidiary Reports**

### **ElderSource Institute**

Linda Levin presented the ElderSource Institute report. We have a total of 28 registered learners and 12 of those learners have completed the program.

At the meeting the VP of Communications stated that we are updating the shopping cart on the website. The updates will include the option for companies to buy a single course or the program for for one or multiple employees. We are creating a separate account through Stripe for all the transactions.

At the last meeting it was noted that marketing efforts will start in our seven counties and expand out from there. UNF will also market this program through their network.

### **Medicaid Management Services, Inc. (MMS)**

Stuart Gaines presented the MMS report. He stated that They've also been working on their rebranding, website development and on finding an IT platform. In the meantime, the Department of Elder Affairs' Secretary has instructed the other area agencies on aging to not enter into negotiating contracts with MMS while they do their review.

At least one plan is finalizing contract negotiations for a pilot in two regions for caregiver support services

AAA ElderSource

Dr. Sandy Robinson presented the AAA ElderSource report. She stated that ElderSource continues to work on staffing issues. While positions have been getting filled, we still have positions vacant in finance and other staff in positions are still new and learning.

We have been notified that the Department of Elder Affairs' Inspector General will be doing a review of the grant we received from ACL and the Department to develop MMS into the Network Lead Entity/Community Care Hub, including the hiring of the consultant for which the Department provided funding.

Wise Owl

Fran Pepis presented the Wise Owl Properties report. She stated that The Housing Task Force in the new Strategic Plan had its first meeting in April. Members have taken on responsibility to help gather information. The next meeting is being scheduled.

The Task Force agreed to meet monthly. We set six months as a goal for the Task Force to complete its research for staff to assess and formulate a recommendation present to the Board.

**OTHER BUSINESS**

**ADJOURNMENT:**

Having no further business, the meeting was adjourned at 2:35 PM.  
Jessica Del Rio, Executive Expediter, prepared the minutes.

Approved by: \_\_\_\_\_  
Melissa Gilreath, Secretary

Date: \_\_\_\_\_

Minutes

AgeWise (Parent) Board of Directors  
Finance Committee Meeting  
June 23, 2023, at 12:00 PM

Via Zoom

**PRESENT**

Ed Salek  
Melissa Gilreath

**ABSENT**

Stuart Gaines  
Fran Pepis

**STAFF PRESENT**

Linda Levin, Chief Executive Officer  
Trina Nullet, Chief Financial Officer  
Sherry Holmes, Administrative Assistant

**CALL TO ORDER**

Melissa Gilreath called the meeting to order at 12:05 PM

**ROLL CALL**

Sherry Holmes, Administrative Assistant, called the roll. A quorum was present.

**REVIEW OF MINUTES**

Melissa Gilreath moved to approve the minutes from the April 28, 2023 with one correct in Melissa's name. The motion for approval was unanimous.

**REVIEW OF FINANCIALS**

April 2023

Trina Nullet, CFO presented the financials for the date ending April 30, 2023. She introduced a new format for displaying the financials and cashflows. She noted that Personnel expenses include salaries from certain Executive staff and taxes and licenses is the registration with Sunbiz.

After the review of financials, Trina noted that the fiscal audit will start in July.

Motion

Ed Salek moved to approve the financials for April 2023. Melissa seconded the motion. The motion passed without opposition.

Open Discussion

Linda noted that there will be a separate call to present the salary study budget to the committee.

**ADJOURNMENT**

Having no further business, the meeting was adjourned at 12:27 PM.  
Jessica Del Rio, Executive Expeditor, prepared the minutes.

Northeast Florida Area Agency on Aging  
dba ElderSource  
Statement of Revenue and Expenses  
For the Month Ending April 30, 2023

	April Actual	April Budget	April Variance	Year to Date Actual	Year to Date Budget	Year to Date Variance	Annual Budget
<b>Revenue</b>							
DOEA Contracts	52,160.00	251,045.17	(198,885.17)	709,193.00	1,004,180.67	(294,987.67)	3,012,542.00
Program Revenue	0.00	19,014.17	(19,014.17)	45,498.00	76,056.67	(30,558.67)	228,170.00
Admin Revenue	0.00	141,454.00	(141,454.00)	340,544.00	565,816.00	(225,272.00)	1,697,448.00
Provider Requests	923,917.00	1,644,798.92	(720,881.92)	5,644,942.00	6,579,195.67	(934,253.67)	19,737,587.00
Veteran's Billing	0.00	64,310.00	(64,310.00)	0.00	257,240.00	(257,240.00)	771,720.00
Veteran's Admin	0.00	31,250.00	(31,250.00)	0.00	125,000.00	(125,000.00)	375,000.00
<b>Total Revenue</b>	<b>976,077.00</b>	<b>2,151,872.26</b>	<b>(1,175,795.26)</b>	<b>6,740,177.00</b>	<b>8,607,489.00</b>	<b>(1,867,312.00)</b>	<b>25,822,467.00</b>
<b>Other Income</b>							
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Direct Program Expenses</b>							
Program Expenses	(16,130.00)	0.00	(16,130.00)	(75,074.00)	0.00	(75,074.00)	0.00
Provider Payments	(971,032.00)	(1,644,798.92)	673,766.92	(5,667,676.00)	(6,579,195.67)	911,519.67	(19,737,587.00)
Veterans Payroll Processing Fees	(114.00)	0.00	(114.00)	1,570.00	0.00	1,570.00	0.00
<b>Total Direct Program Expenses</b>	<b>(987,276.00)</b>	<b>(1,644,798.92)</b>	<b>657,522.92</b>	<b>(5,741,180.00)</b>	<b>(6,579,195.67)</b>	<b>838,015.67</b>	<b>(19,737,587.00)</b>
<b>Operating Total Revenue</b>	<b>(11,199.00)</b>	<b>507,073.34</b>	<b>(518,272.34)</b>	<b>998,997.00</b>	<b>2,028,293.33</b>	<b>(1,029,296.33)</b>	<b>6,084,880.00</b>
<b>Operating Expenditures</b>							
Salaries	216,974.00	281,998.83	65,024.83	871,502.00	1,127,995.33	256,493.33	3,383,986.00
Bonuses	0.00	3,208.33	3,208.33	0.00	12,833.33	12,833.33	38,500.00
Retirement	14,381.00	20,886.17	6,505.17	51,651.00	83,544.67	31,893.67	250,634.00
Payroll Taxes	16,312.00	20,855.33	4,543.33	69,005.00	83,421.33	14,416.33	250,264.00
Workman's Comp	613.00	674.75	61.75	2,443.00	2,699.00	256.00	8,097.00
Health Insurance	25,328.00	25,611.00	283.00	102,177.00	102,444.00	267.00	307,332.00
Dental Insurance	1,503.00	1,113.58	(389.42)	6,013.00	4,454.33	(1,558.67)	13,363.00
Life Insurance	731.00	573.83	(157.17)	2,681.00	2,295.33	(385.67)	6,886.00
Payroll Processing	1,928.00	1,442.83	(485.17)	7,699.00	5,771.33	(1,927.67)	17,314.00
Employee Screenings	0.00	785.50	785.50	270.00	3,142.00	2,872.00	9,426.00
Travel & Conferences	1,934.00	4,231.08	2,297.08	7,076.00	16,924.33	9,848.33	50,773.00
Supplies	2,020.00	2,620.00	600.00	14,660.00	10,480.00	(4,180.00)	31,440.00
Telephone & Internet	1,860.00	3,781.67	1,921.67	9,515.00	15,126.67	5,611.67	45,380.00
Postage & Shipping	302.00	2,391.08	2,089.08	2,809.00	9,564.33	6,755.33	28,693.00
Occupancy	11,250.00	11,250.00	0.00	45,000.00	45,000.00	0.00	135,000.00
Maintenance & Repairs	0.00	83.33	83.33	1,123.00	333.33	(789.67)	1,000.00
Office Equipment & Software	4,217.00	8,300.08	4,083.08	18,603.00	33,200.33	14,597.33	99,601.00
Outreach & Advertising	20.00	6,123.92	6,103.92	38,651.00	24,495.67	(14,155.33)	73,487.00
Printing & Publications	3,333.00	3,765.25	432.25	21,190.00	15,061.00	(6,129.00)	45,183.00
Other Operating	0.00	193.17	193.17	0.00	772.67	772.67	2,318.00
Dues	0.00	1,707.33	1,707.33	9,205.00	6,829.33	(2,375.67)	20,488.00
Subscriptions	1,350.00	2,936.42	1,586.42	12,735.00	11,745.67	(989.33)	35,237.00
Professional Fees	5,341.00	29,451.75	24,110.75	151,333.00	117,807.00	(33,526.00)	353,421.00
Audit Fees	0.00	3,259.75	3,259.75	4,500.00	13,039.00	8,539.00	39,117.00
Legal Fees	0.00	125.00	125.00	0.00	500.00	500.00	1,500.00
Staff Training	0.00	2,800.00	2,800.00	3,658.00	11,200.00	7,542.00	33,600.00
Tuition Reimbursement	0.00	500.00	500.00	0.00	2,000.00	2,000.00	6,000.00
Taxes & Licenses	37.00	41.67	4.67	37.00	166.67	129.67	500.00
Volunteer Expenses	295.00	4,313.83	4,018.83	6,731.00	17,255.33	10,524.33	51,766.00
Uniforms	0.00	29.17	29.17	1,863.00	116.67	(1,746.33)	350.00
Property & Liability Insurance	577.00	1,595.67	1,018.67	3,769.00	6,382.67	2,613.67	19,148.00
Miscellaneous	11,186.00	705.83	(10,480.17)	17,399.00	2,823.33	(14,575.67)	8,470.00
Depreciation	0.00	0.00	0.00	338.00	0.00	(338.00)	0.00
<b>Total Operating Expenditures</b>	<b>321,492.00</b>	<b>447,356.15</b>	<b>125,864.15</b>	<b>1,483,636.00</b>	<b>1,789,424.67</b>	<b>305,788.67</b>	<b>5,368,274.00</b>
<b>Non DOEA Expenses</b>							
Board Expenses		250.00	(250.00)	0.00		0.00	3,000.00
CEO Discretionary	0.00	416.67	(416.67)	417.00	1,666.67	(1,249.67)	5,000.00
<b>Total Non DOEA Expenses</b>	<b>0.00</b>	<b>916.67</b>	<b>(666.67)</b>	<b>417.00</b>	<b>1,666.67</b>	<b>(1,249.67)</b>	<b>11,000.00</b>
<b>Net Revenue Over Expenditures</b>	<b>310,293.00</b>	<b>58,800.52</b>	<b>(643,469.82)</b>	<b>(485,056.00)</b>	<b>237,202.00</b>	<b>(1,333,835.33)</b>	<b>705,606.00</b>
<b>Net Total</b>	<b>310,293.00</b>	<b>58,800.52</b>	<b>(643,469.82)</b>	<b>(485,056.00)</b>	<b>237,202.00</b>	<b>(1,333,835.33)</b>	<b>705,606.00</b>

Temp scanning project