



Age Wise Board of  
Directors Meeting  
September 29 2023  
Time: 1:00pm

## Agenda

- |      |                                     |                    |
|------|-------------------------------------|--------------------|
| I.   | Call to Order                       | Dr. Sandy Robinson |
| II.  | CEO Report                          | Linda Levin        |
| III. | Committee Reports                   | Stuart Gaines      |
|      | A. Finance Committee                |                    |
| IV.  | Subsidiary Reports                  |                    |
|      | A. Medicaid Mangement Services Inc. | Stuart Gaines      |
|      | B. AAA ElderSource                  | Dr. Sandy Robinson |
|      | C. Wise Owl                         | Fran Pepis         |
|      | D. ElderSource Institute            | Mike Jorgensen     |
| V.   | Open Discussion                     |                    |
| VI.  | 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 (Parent) Board of Directors  
Finance Committee Meeting  
August 25, 2023, at 12:00 PM

Via Zoom

### **PRESENT**

Ed Salek  
Melissa Gilreath  
Fran Pepis

### **ABSENT**

Stuart Gaines

### **STAFF PRESENT**

Linda Levin, Chief Executive Officer  
Trina Nullet, Chief Financial Officer  
Jessica Del Rio, Executive Expediter

### **CALL TO ORDER**

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

### **ROLL CALL**

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

### **REVIEW OF MINUTES**

Ed Salek moved to approve the minutes from the June 23, 2023. The motion was seconded by Melissa Gilreath. The motion was approved without opposition.

### **REVIEW OF FINANCIALS**

#### **June Financials**

Trina Nullet, CFO presented the financials for the date ending June 30, 2023. She stated that the reason we have -\$736 in the June actual is from a conference we received a refund for. June was under budget by \$11,000 and we are under budget for year to date by about \$31,000. We have had some staff vacancies that have caused the variance.

#### **Motion**

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

#### **Open Discussion**

Trina stated that the Fiscal department is short of four staff members. We recently hired Jamesha Douglas as one of our Fiscal Specialist. We have decided to contract with a company called YPTC (Your Part Time Controller) until we can get fully staffed. Which is a consulting firm that offers a person assigned to work a couple hours a week to develop robust operating procedures, grants, budgets, and other financials. The company offers a no long-term commitment program that we can cancel at any time. Trina encouraged the Committee to visit the website below:

[https://www.yptc.com/?utm\\_term=yptc&utm\\_campaign=Search+-+Accounting&utm\\_source=adwords&utm\\_medium=ppc&hsa\\_acc=4733363982&hsa\\_cam=13841487798&hsa\\_grp=139469002043&hsa\\_ad=615000509457&hsa\\_src=g&hsa\\_tgt=kwd-303531746332&hsa\\_kw=yptc&hsa\\_mt=b&hsa\\_net=adwords&hsa\\_ver=3&qad=1&qclid=EA1aIQobChMI0oTZ0sengQMV0jzUAR2iZQb5EAAYASAAEgLWG D BwE](https://www.yptc.com/?utm_term=yptc&utm_campaign=Search+-+Accounting&utm_source=adwords&utm_medium=ppc&hsa_acc=4733363982&hsa_cam=13841487798&hsa_grp=139469002043&hsa_ad=615000509457&hsa_src=g&hsa_tgt=kwd-303531746332&hsa_kw=yptc&hsa_mt=b&hsa_net=adwords&hsa_ver=3&qad=1&qclid=EA1aIQobChMI0oTZ0sengQMV0jzUAR2iZQb5EAAYASAAEgLWG D BwE)

Trina stated that the audit is going well, we have filed for an extension to help us submit the last few reports. All other necessary documents were submitted, and we are waiting to hear back from the auditors. Once the report is done the Committee will receive a review of the consolidated report.

### **ADJOURNMENT**

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

ElderSource, Inc. dba Age Wise  
Statement of Revenues and Expenditures  
From 6/1/2023 to 6/30/2023

	June Budget	June Actual	June Variance	Year to Date Budget	Year to Date Actual	Year to Date Variance	Annual Budget
Beginning Cash Balance				134,607.00	134,607.00	-	134,607.00
Revenue							
Contributions	3,041.67	-	(3,041.67)	18,250.00	10,231.00	(8,019.00)	36,500.00
Total Revenue	3,041.67	-	(3,041.67)	18,250.00	10,231.00	(8,019.00)	36,500.00
Operating Expenditures							
Personnel	22,636.58	17,175.00	5,461.58	135,819.50	105,478.00	30,341.50	271,639.00
Payroll Processing	59.25	83.00	(23.75)	355.50	509.00	(153.50)	711.00
Travel	-	(736.00)	736.00	-	(476.00)	476.00	-
Telephone & Internet	166.67	4.00	162.67	1,000.00	22.00	978.00	2,000.00
Printing & Supplies	250.00	-	250.00	1,500.00	33.00	1,467.00	3,000.00
Audit fees	125.00	-	125.00	750.00	1,350.00	(600.00)	1,500.00
Bank Fees	-	-	-	-	(38.00)	38.00	-
Rent	993.17	-	993.17	5,959.00	-	5,959.00	11,918.00
Consulting Fees & IT Support	3,225.00	-	3,225.00	19,350.00	30,330.00	(10,980.00)	38,700.00
Taxes & Licenses	8.33	-	8.33	50.00	76.00	(26.00)	100.00
Staff Training	-	-	-	-	1,040.00	(1,040.00)	-
Executive Director allocation	416.67	-	416.67	2,500.00	-	2,500.00	5,000.00
Board Expenses	250.00	-	250.00	1,500.00	-	1,500.00	3,000.00
Non DOEA Expenses	250.00	-	250.00	1,500.00	-	1,500.00	3,000.00
Total Operating Expenditures	28,380.67	16,526.00	11,854.67	170,284.00	138,324.00	31,960.00	340,568.00
Transfers							300,000.00
Net Increase/Decrease in Cash	(25,339.00)	(16,526.00)	8,813.00	(17,427.00)	6,514.00	23,941.00	130,539.00

## MINUTES

ElderSource  
Board of Directors Meeting  
10688 Old St Augustine Rd  
Jacksonville, FL 32257  
July 19, 2023  
12:00 PM  
Via Zoom

### **PRESENT:**

Dr. Sandy Robinson, President  
Brenda Ezell  
Dr. Cynthia Griffin  
Ed Salek, Treasurer  
Melissa Gilreath, Secretary  
Juliet Williams  
Amanda Smith  
Grady Williams, At Large  
Shelley Hirsch  
Vivile Dietrich  
Barbara Ann Greene

### **ABSENT:**

Catherine Whitworth, At Large-Exc  
Pamela Sanders-Exc  
Cheryl Jefferson, Advisory Council-Exc  
Walette Stanford, Vice President-Exc

### **STAFF PRESENT:**

Tameka G. Holly, Chief Operating Officer  
Trina Nullet, Chief Financial Officer  
Fred Richards, VP of Planning, Programs, Compliance, & Inclusion  
Renee Knight, VP of Community Services  
Andrea Spencer VP of Communications  
Jessica Del Rio, Executive Expediter  
Anita Thaxton, Care Coordinator

### **CALL TO ORDER:**

President Sandy Robinson called the meeting to order at 12:05 PM.

### **ROLL CALL:**

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

### **APPROVAL OF MINUTES:**

Dr. Cynthia Griffin moved to approve the minutes of the May 19, 2023, meeting with the ElderSource Board of Directors. Barbara Green seconded the motion. The motion was carried without opposition, and the minutes were approved as submitted.

### **MISSION MOMENTS:**

Anita Thaxton, Care Coordinator talked about the Telephone reassurance program with 55 participants and 50 Volunteers. Our program gives a friendly phone call a minimum of once a week to our participants. Our oldest volunteer is 90 years old and has been a volunteer with us for two years. Our youngest volunteer is 18 years old.

She spoke of a gentleman who recently passed away and who had no family left. Through the program the Volunteer was able to talk to this person weekly and get him connected and improved his mood and feel loved through his end of life.

Through the program we also have had to make Adult Protective Services reports. One case had an issue with her daughter-in-law who hit her. Since the report the participant has stated that the daughter-in-law relationship has changed and gotten better.

Anita noted that through the program we were able to gather up 70 inspirational cards from the volunteers to add to the disaster preparedness buckets that staff delivered to clients.

#### **PRESIDENT'S REPORT:**

Dr. Sandy Robinson presented the President's report. We are getting towards the end of our IG audit. We have provided everything they have requested.

We have not received our report back from the DOEA monitoring.

#### **CHIEF EXECUTIVE OFFICER'S REPORT:**

The written *Chief Executive Officer's Report* for July 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).

#### **BUDGET/FINANCE COMMITTEE:**

Ed Salek presented the Budget/Finance Committee report. Ed highlighted the financials for the month ending April 30, 2023.

Trina Nullet noted that the April financials are 1/12 of the budget. We are in the beginning of the OAA contract season and there is fluctuation in the revenues. Expenses are below budget due to vacant positions.

After reviewing financials, Ed stated that there are no areas of concern regarding the financials for April 2023

Ed noted that the financial audit is close to being underway. Once we have more details, we will update the Board.

Ed stated at the last meeting we reviewed the budget impact of the proposed new salary study. The study brought everyone above the minimum on the scale. The total net impact is \$76,041.50.

Trina noted that the net total can be absorbed without any financial strain.

#### **Motion:**

The Finance Committee recommends the approval of the financial reports for dates ending April 30, 2023. The motion passed by acclamation.

The Finance Committee recommends the approval of the budget impact of the proposed new salary structure effective July 17, 2023. The motion passed by acclamation.

**PROGRAM AND PLANNING COMMITTEE:**

Fred Richards presented the Programs and Planning Committee report. Fred highlighted the general programs report. He highlighted direct services programs like the Telephone Reassurance program.

He stated that at the last meeting they reviewed the surplus deficit report and received an area plan update from staff.

**GOVERNANCE, PERSONNEL, & BYLAWS COMMITTEE:**

Amanda Smith presented the Governance, Personnel, & Bylaws Committee report. She presented the staff salary scale. The scale brought staff up to the new minimum depending on the position. The changes were to make us more competitive, helping to both retain existing staff and attract new applicants..

The Committee will review recruitment and hiring data at the next meeting.

Amanda stated that at the last meeting we reviewed the bids for the Organizational Development Consultant. DCSI came in more competitive. We have worked with DCSI and we feel confident in their ability. Amanda noted that if we do less mapping, the price will be adjusted. The max we will pay is \$18,270 and the minimum we will pay is around \$15,000.

**Motion:**

The Governance, Personnel, & Bylaws Committee recommends approval of the salary scale as presented. The motion passed by acclamation.

The Governance, Personnel, & Bylaws Committee recommends the approval of using DCSI as our Organization Development Consultant for \$18,270. The motion passed by acclamation.

**ADVISORY COUNCIL REPORT:**

The Advisory Council report has been differed until the next meeting.

**NEW BUSINESS:**

Tameka G. Holly stated that Linda Levin recently sent out a new DOEA contract on Board Governance. We wanted to make sure the Board was aware of this. Linda is working with her colleagues and the Secretary. This will be further reviewed by the Governance Committee.

Tamke noted that she has been appointed as the chair of the Eldercare Transition subcommittee for Mayor Deggan. We have the chance to address the needs and challenges with senior services we will help to serve those needs.

Andrea Spencer noted that A Night with the Stars is coming up and once the website is done and we will send out a save the date. The tickets will be \$25. Nominations are open and coming in. All nominations are due by September 10. Sponsorship level pricing are still in process.

**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 20, 2023, at 12:00 PM in person.

Ms. Jessica Del Rio, Executive Expediter, prepared the minutes.

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

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

**Wise Owl Properties, Inc.**

Zoom Board Meeting

August 18, 2023 at Noon

**Present**

President, Fran Pepis

Secretary, Melissa Gilreath

Treasurer  
Bill Ternent

**Staff**

Linda Levin, CEO

Tameka G. Holly, COO

Sherry Holmes, Administrative Assistant

**Absent**

Brenda Ezell-Exc

**Meeting Called to Order**

Ms. Fran Pepis called the meeting to order at 12:03 PM and a quorum was present.

**Minutes Review**

The minutes for the March 15, 2023, meeting were approved by acclamation.

**Lawn Maintenance Quotes**

The Board reviewed the four lawn maintenance quotes provided to Board in the meeting packet.

After discussion of the lawn maintenance quotes, the Board agreed that we would not re-contract with our current lawn provider. References were requested from US Lawn and Smith Brothers.

*Motion:*

The Board approved the Smith Brothers as our Lawn maintenance company, contingent on references from US Lawn. The motion passed by acclamation.

**AC Maintenance Quotes**

The Board reviewed the three AC Maintenance Quotes. After discussion, the Board agreed that we need to stay on a maintenance plan at all times going forward including coil and electrical checks.

*Motion:*

The Board approved Bueller contingent with references from clients. The motion passed by acclamation

### **Office Space Rental**

Fran provided an update on the Office Space Rentals. She stated that we are looking to lease to a Non-profit or for-profit company. The rentals will offset maintenance, pest control, insurance, and possible staff costs.

Tameka noted that by mid-September the offices should be emptied out.

### **Board recruitment**

The Board discussed Board recruitment efforts. The Board agreed that we should focus our efforts on members who specialize in finance, property management, real estate, or contractors.

### **Housing Task Force Update**

Tameka provided an update on the task force. She stated that we are working on strategic planning. We have met three times and we have discussed the current housing assistance resources in our counties and the current needs in our counties.

### **Leasing agreement for all companies**

Linda stated that staff is recommending that we have a leasing agreement with the other Boards since they share the same address. This will ensure more of a firewall between the other companies. Linda will reach out to Brenda Ezell for information on the agreement.

**Meeting Adjourned at 12:53 PM.**

**Minutes prepared by Jessica Del Rio, Executive Expediter**