**AREAWIDE COUNCIL ON AGING OF BROWARD COUNTY, INC.**

**Virtual BOARD OF DIRECTORS' MEETING**

**APRIL 8, 2021**

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| **PRESENT** | **EXCUSED ABSENCE** | **STAFF** |
| Arthur Birken | Representative Evan Jenne | Charlotte Mather-Taylor |
| Alan Brass | Deborah Rand | Cheryl Morrow |
| Anthony Brunson  Timothy Curtin | Senator Nan Rich  Manuel Synalovski |  |
| William Edelstein | Theodora Williams |  |
| Pauline Grant |  |  |
| David Lieberman  Malena Mendez-Dorn  Dr. Naushira Pandya  John Primeau |  |  |
| Hon. Ron Rothschild |  |  |
| Kenneth Rubin  Lisa Zucker |  |  |
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**CALL TO ORDER**

Due to the COVID-19 Pandemic, the Areawide Council on Aging Board of Directors held a Virtual Board Meeting on Thursday, April 8, 2021, utilizing Communications Media Technology (CMT), voted and approved by the Board at the May 14, 2020 Board Meeting through a Resolution.

The meetings are made available to the public, as noted in the Resolution Requirements, so the public has the opportunity to submit comments to the email address referenced.

**APPROVAL OF MINUTES**

A motion to approve the minutes for the March 11, 2021 Board Meeting was made by Ken Rubin and seconded by Judge Ron Rothschild. Cheryl Morrow called upon each Board member to vote individually. The motion was unanimously approved.

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director commented she had just concluded her presentation, prior to the Board Meeting, before the Broward Alliance Partnership Committee, comprised of representatives from the cities. Since we have a strong partnership with the cities through our fair share, it was discussed at the last Board meeting that it was important to do the presentation. The Committee responded positively, and it went well. Charlotte described the services offered through the Area Agency and the economic impact on the community.

Charlotte shared the honorees for the 2021 Senior Hall of Fame Luncheon have been selected by the Nominating Committee at their March 25 meeting. They include: John Corrado, Toby Feuer, Karen Patton Fortman, Larry, and Roberta Insel, Steve Klamm, Russell Korman, Alan and Marsha Levy, Olean Pridgen, Sidney Rosenblatt, Vera Sharitt, Laurie Suskind, John Venezia, Patricia Glasco West, and Lynn Wolfson. A couple of the Board Members have committed to being part of the award presentation, and Charlotte asked if anyone else is interested in presenting to a particular honoree to please let her know. Charlotte thanked both Judge Ron Rothschild and Malena Mendez-Dorn for participating on the committee and doing an excellent job and selecting a very commendable group of people. The invitations for the Hall of Fame should be going out shortly, along with the Press Release. Staff is also working on coordinating the virtual luncheon, which includes a lunch to be delivered to your home or business.

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**Areawide Council on Aging**

**Board of Directors Meeting Minutes**

**April 8, 2021**

**Page 2**

The Emergency meals program is continuing and is doing very well. We are currently up to $3.1 million meals already served. Charlotte shared we are currently on the County contract and will continue until new dollars come down from the Federal and/or State government. Last week alone, we delivered 65,254 meals in addition to Meals on Wheels, delivering 19,795. We also served 4,661 clients, with Meals on Wheels serving 2,107 clients showing we are serving the community well.

The Executive Director announced the Area Agency is participating in a vaccination program in partnership with the Department of Health and the County. We are doing the scheduling for a site located at Delevoe Park that provides the Pfizer vaccine. Appointments are available Tuesday through Saturday from 8 a.m. - 3:45 p.m. every 15 minutes. The staff has been calling clients from our waitlist, meal delivery program, and advertising the site's availability through social media, etc. People can schedule by calling our Agency.

Charlotte shared the Area Agency is also participating in a Vaccine Hesitancy Campaign chaired by Senator Nan Rich. The program's primary focus is to reach out to minority communities where there are a disproportionate number of people who are not getting vaccinated. The campaign titled “I Did It” will provide educational materials to help alleviate individuals’ concerns. A press conference to introduce this campaign will also be held within a couple of weeks.

The SHINE Program (Serving Health Insurance Needs of Elders) received 104 requests this past month for Medicare counseling. We currently have 25 active volunteers who have been working remotely.

Charlotte shared the Helpline received an estimated 225 calls during March, with the majority of calls relating to the meals program, Long Term Care Supportive Services, including ADI programs for dementia caregivers, and our EHEAP clearance program, helping with the payment of FPL utility bills. In addition, 276 clients have also been approved for Long Term Care from the Medicaid release list this past month.

The Executive Director reported as of April 1, the following Day Care Centers are presently open. They include Catholic Charities Wilton Manors, Northwest Federated Woman’s Club, Northwest Focal Point, Tender Loving Care, Noble McArtor, Lauderdale Lakes, and Southwest Focal Point.

Charlotte mentioned she would be presenting the evening of April 8 at 7:00 p.m. along with Darlene Ponder, Director of Tender Loving Care, on a program organized by Acts-2, which Florida State University administers. Acts-2 provides educational programs focused on African American caregivers. Charlotte will be focusing on the AAA network-available services, senior centers, and the technology programs we are now offering.

We are actively presenting our wellness classes through zoom and are assisting people with our SNAP Program, qualifying seniors for food stamps.

The Executive Director announced the Advisory Council is working on a few upcoming fundraisers: Christmas in July Online Auction; Shop For A Cause web page to begin in May; and additional Restaurant Give Back Days.

The Southwest Focal Point was recognized in the Department of Elder Affairs newsletter, and our AAA was recognized in the DOEA news clips. Charlotte forwarded them information on an innovative balcony dance SWFP put together for the seniors who live in the housing complex near the center.

Charlotte shared Hispanic Unity had reached out to her on a program to help obtain County IDs for those seniors who have no form of identification. The group is scheduled to go before the County Commission on the request. Charlotte advised she thought the IDS would be particularly helpful for new immigrants to help them navigate within the community.

**Areawide Council on Aging**

**Board of Directors Meeting Minutes**

**April 8, 2021**

**Page 3**

Charlotte then gave an updated report on Fair Share. The total received for 2021 as of this meeting is $1,377,445, including the full allocation just received from the City of Deerfield Beach.

The Executive Director stated all Board Members should have received a request, by email, from the Fiscal Department a Conflict of Interest Certification, which needs to be signed and emailed back. This is required every year for the solicitation of contributions which is filed with the State. Charlotte has asked everyone to please check their emails and return the signed forms as soon as possible.

Charlotte announced the Sun-Sentinel had invited Charlotte to participate in the South Florida 100. She has written two articles and will submit additional commentary in the future. Charlotte feels this can give more visibility to the Agency and the programs and services we offer.

Lastly, Charlotte shared she has been in communication with both President Grant and Alan Brass informing them our Finance Director, Mary Mills, who was hired to replace Natasha Elfarghali, decided it was too heavy of a workload and wanted a $45,000 increase. When discussed with both Pauline and Alan, it was agreed that amount was too much money. Mary was notified of the Board’s decision and has resigned with appropriate notification.

Charlotte provided an update on the Accounting Dept. She has been regularly updating and working with both Alan and Pauline separately. She noted Ms. Mills indicated Natasha had been reconciling accounts and keeping track of many transactions in excel, as opposed to the MIP accounting system, and had not trained or delegated the work to other staff. As a result, she focused on teaching and cross-training fiscal staff to enter all transactions into the MIP system, which will help the Department moving forward. In the future, they will be able to print financials from the MIP system, and everyone will have access to the information as opposed to having to look for it in the excel sheets.

Two of the other AAAs recommended an outside Accounting firm that helped them when looking for a new Director. We have hired the firm to continue the work Ms. Mills did, and they are currently working with staff to ensure all transactions are accurate and entered into the MIP system. They will also be working with one of the team members to ensure we are audit-ready. We also posted a position for an additional staff person per the recommendation of Ms. Mills and advised by the outside accounting firm. The new person will take over the payables and payroll. Regarding payroll, we are transitioning to using an outside firm, ADP, per the recommendation of Alan Brass. Currently, one staff person has been handling payroll, payables, and the VA program, and it is too much work for one person to stay current. Ms. Elfarghali was previously handling the VA herself and was behind in securing reimbursements from the VA going back to 2009. Mary Mills identified approximately $500,000 in billing which had not been submitted or was submitted incorrectly that needs to be resubmitted so we can be reimbursed. The team is working on addressing that backlog

Arthur Birken questioned, since we are so far behind with the VA Grant billing, is this something our auditor should have detected, and does it show up as receivables in the audit. Charlotte responded she has spoken to Natasha and other staff, who assure her these funds can still be collected. Charlotte will speak with the consulting firm as to the timeframe when a report can be generated that will show what is still outstanding and the total collected. This will be dependent on how fast the staff can address each unresolved claim. The report will then be presented to the Board when ready.

**Areawide Council on Aging**

**Board of Directors Meeting Minutes**

**April 8, 2021**

**Page 4**

President Grant commented that Charlotte has been keeping her informed on everything going on. Due to the circumstances, Charlotte has handled the situation very well and professionally and felt it was a good decision to hire an outside firm to assist us. Moving forward, President Grant feels we are in a good position.

**PRESIDENTS REPORT**

Excused Absences included: Representative Evan Jenne, in Tallahassee; Deborah Rand and Manuel Synalovski, business commitments; Senator Nan Rich attending a funeral; and Theodora Williams, ill.

There were no April birthdays.

**OTHER BUSINESS**

Dr. Pandya reported her Department had additional monies leftover from their Covid-19 Grant and has decided to give these remaining funds to the Area Agency to purchase additional PPE supplies for distribution. Charlotte was very appreciative and thanked Dr. Pandya.

Since there was no further business, Bill Edelstein made a motion that the meeting be adjourned

at 9:45 a.m.

Senator Nan Rich, Secretary

APPROVED \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_