Exhibits Contents

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AREA PLAN ASSURANCES
Area Plan Assurances FY 2017

Area Plan Assurances and Required Activities

Requirements

1. AAA will give priority to legal assistance related to income, healthcare, long-term care, nutrition, housing, utilities, and protective services, defense of guardianship, abuse, neglect, and age discrimination. [Source: OAA, Sec. 307(a) (11) (E)]

2. AAA providing services for the prevention of abuse of older individuals will conduct a program consistent with relevant State law and coordinated with existing State adult protective service activities for—
   (A) public education to identify and prevent abuse of older individuals;
   (B) receipt of reports of abuse of older individuals;
   (C) active participation of older individuals participating in programs under this Act through outreach, conferences, and referral of such individuals to other social service agencies or sources of assistance where appropriate and consented to by the parties to be referred; and referral of complaints to law enforcement or public protective service agencies where appropriate. [Source: OAA, Sec. 307(a) (12)]
   (D) Report immediately any suspected abuse, neglect, and exploitation to the Department of Human Resources as a mandatory reporter as specified in Section 38-9-8. [Alabama Code, Act 2008-398, p.787]

3. AAA will conduct efforts to facilitate the coordination of community-based, long-term care services and options and benefits counseling, pursuant to section 306(a)(7), for older individuals who—
   (A) reside at home and are at risk of institutionalization because of limitations on their ability to function independently;
   (B) are patients in hospitals and are at risk of prolonged institutionalization; or
   (C) are patients in long-term care facilities, but who can return to their homes if community-based services are provided to them. [Source: OAA, Sec. 307(a) (18)]

4. AAA will provide, to the extent feasible, for the furnishing of services under this Act, consistent with self-directed care. [Source: OAA, Sec. 307(a) (27)]

5. AAA will provide an emergency phone tree and agency memorandum of agreement with the local Emergency Management Association before November 1, 2016 to coordinate activities in the event of a disaster or emergency. [Source: OAA, Sec. 306 (a) (17)]

6. AAA is responsible for maintaining compliance with all current ADSS Information Technology policies and procedures applicable to the Operating Agency. The ADSS Information Technology policies and procedures are available on the ADSS intranet.

7. AAA is responsible for monitoring and maintaining compliance with the current Alabama Elderly Nutrition Program Manual as well as Nutrition Policies and Procedures.
8. AAA is responsible for monitoring and maintaining compliance with the current SenioRx guidelines.

9. AAA is responsible for monitoring and maintaining compliance with the current Alabama Cares guidelines.

10. AAA is responsible for monitoring and maintaining compliance with the current State Health Insurance Assistance Program (SHIP) guidelines.

11. AAA is responsible for monitoring and maintaining compliance with the current Long Term Care Ombudsman Program Policies and Procedures.

12. AAA is responsible for monitoring and maintaining compliance with any other contractual agreements as well as program and fiscal guidance to include monitoring of any subcontractors.

13. AAA agrees to operate under the business model of Aging and Disability Resource Centers as a "No Wrong Door" to services and supports, following guidance and work agreements from ADSS and the Alabama Medicaid Agency (if applicable).

14. AAA is responsible for maintaining compliance with all current ADSS HIPAA training program policies and procedures available on the ADSS intranet. Additionally, each Operating Agency must assure each employee reviews the Operating Agency HIPAA training program annually and provides the executed receipt of HIPAA training form annually to their agency HIPAA officer for the retention in HIPAA and personnel files.

15. AAA is responsible for maintaining compliance with the following requirements concerning conflict of interest, administrative, and fiscal procedures:
   (A) The Area Plan, Assurances, and other Memorandums of Understanding serve as the contractual relationship with the State Unit to provide services to persons’ age 60 and over, persons with disabilities where appropriate, and their caregivers.
   (B) Conflict of Interest:
      (i) AAA will not contract with any individual, or member of the immediate family of an individual, subject to a conflict of interest; and ensure that no officer or employee or representative of any entity with which the Operating Agency contracts, or member of the immediate family of the officer, employee, or representative, is subject to a conflict of interest.
      (ii) If a conflict is found, it will be grounds for immediate termination of the contract between the AAA and the individual or entity and language to that effect must be included in the contract between the AAA and the vendor.
      (iii) Further, each AAA must institute and follow its own conflict of interest policies for its staff, board of directors, and contractors including appropriate procedures for disclosure.
      (iv) The Alabama Ethics Law will be followed by all parties. Alabama Code §36-25-1 et seq.
16. Administrative and Fiscal Procedures:
   (A) The AAA, sub-contractors, and providers will abide by the following financial and
       administrative procedures and guidance documents as applicable:
       (i) U.S. Department of Health and Human Services, Administration on Aging, Office
           of Management, Grants Management Division, AoA Fiscal Guide, OAA, Titles II
           and VII, 05/2004;
       (ii) Generally Accepted Accounting Principles, GAAP;
       (iii) Code of Alabama 1975- Chapter 16-Article 2- State Bid Laws; Title 41, Chapter
             16;
       (iv) 45 CFR, Part 1321 - Grants to State and Community Programs on Aging,
            Authority: 42 U.S.C. 3001 et seq.; Title III, Older Americans Act, as amended;
       (v) 45 CFR, Part 75- Uniform Administrative Requirements, Cost Principles, and
            Audit Requirements for HHS Awards;
       (vi) State of Alabama, Act. No. 40, Open Meetings Act; S36-25A-1-11, Code of
            Alabama 1975, as amended.
   Other Requirements (as Applicable)
   1. 29 CFR Part 93, Lobbying Certification
   2. 29 CFR Part 37, Non-discrimination and Equal Opportunity Requirements
   3. 29 CFR Part 98, Debarment and Suspension; Drug Free Workplace
   4. 20 CFR Part 652 et al., Workforce Investment Act
   5. Wagner-Peyser Act
   6. Section 106 (g) of the Trafficking Victims Protection, Act of 2000, as amended (22
      U.S.C. 7104)
   7. 48 CFR section 3.908, implementing section 828 entitled "Pilot Program for
      Enhancement of Contractor Whistleblower Protections, "of the National Defense
      Authorization Act (NDAA) for Fiscal Year (FY) 2013 (Pub. L. 112-239, enacted January
      2, 2013)
   8. All grantees are expected to recognize any same-sex marriage legally entered into in a
      U.S. jurisdiction that recognizes their marriage, including one of the 50 states, the District
      of Columbia, or a U.S. territory, or in a foreign country so long as that marriage would
      also be recognized by a U.S. jurisdiction. Any similar familial terminology references in
      HHS statutes, regulations, or policy transmittals will be interpreted to include same-sex
      spouses and marriages legally entered into as described herein.
   (B) The Operating Agency will have available for inspection the following documents that
       should be updated at a minimum every three years although they may be updated more
       frequently as needed:
       (I) Accounting and Administrative Procedures to include but not limited to:
           (i) Contract development and monitoring procedures
           (ii) Personnel policies and procedures
           (iii) Grievance procedure for sub-contractors and clients
       (C) Organizational charts should be updated annually with any changes. Any employee who
           is terminated should be reported to ADSS immediately. Employees who are leaving for
other employment, retirement, etc. or new employees or any other employee changes in
their positions should be reported to ADSS within 2 business days.

(D) If operating under a Board of Directors, the Operating Agency should have available for
inspection the following documents that should be updated at a minimum every three
years although they may be updated more frequently as needed:

(i) Board of Directors Training Manual
(ii) Board of Directors Conflict of Interest Policy
(iii) Minutes of all Board meetings
(iv) By-laws

The Operating Agency will comply with the provisions of any and all applicable amendments to
the Older Americans Act, its regulations, and other laws and regulations which may become
applicable in all its practices, policies, programs, and facilities during the period covered by this
Area Plan.

Title III Program Service Guidelines and Assurances

The OAA mandates that an AAA will, through a comprehensive and coordinated system,
provide for supportive services, nutrition services and the establishment, construction, and
maintenance of senior centers within the planning & service area(s) administered by the AAA.
The AAA will evaluate the effectiveness of the use of resources in meeting needs, including the
efforts of voluntary organizations in the community, and will enter into agreements with
providers of supportive services, nutrition services, and senior center services to meet identified
needs. The AAA will engage in efforts to improve its performance, and the performance of its
contractors, in measurable ways.

Americans with Disabilities Act:

Each AAA must comply with the Americans with Disabilities Act (ADA) in the development of
an area plan and in all planning efforts, including capital requests for renovation of the building
to meet ADA compliance and purchase of handicap accessible transportation vehicles.
Transportation services are to accommodate seniors with disabilities.

Procurement Procedures:

The Federal and State laws and regulations require competition in all procurement matters (small
purchase procedures, sealed bids, and request for proposals as appropriate). See 45CFR Part 92.

Waivers:

AAAs may request authority to provide direct services, reduction of operating days or to waive
cost share if they have met the conditions set forth in the OAA and when ADSS has approved
such a request. For a Direct Service Waiver an AAA must provide a request for the waiver and
all necessary supplemental documentation. Waivers are not required for Information and
Assistance or Case Management services, Disease Prevention and Health Promotion services,
Chore, Legal Assistance, Caregiver Access Information or Caregiver Education/Counseling. An ADSS provided Waiver Request form should be submitted annually, at a minimum 60 days prior to the first day of the fiscal year to the Commissioner for approval.

**Cost Sharing and Sliding Fee Scales:**

Proposed cost sharing and sliding fee scales related to OAA services must meet the requirements of the Act. The OAA includes a provision for cost sharing, such as implementation of a sliding fee scale, with regard to certain services provided with federal funds. In making application to apply cost sharing to services, AAAs and programs must consider the intent of the OAA to serve targeted populations and must ensure that the application of cost sharing does not prevent the provision of services to the following targeted population groups: low-income, minority, socially isolated, rural, limited English proficiency, and at-risk of institutionalization. Additionally, AAAs shall solicit the views of older individuals, providers, and other stakeholders prior to implementation of cost sharing in each planning and service area of the state.

For services where a sliding fee is charged; such a fee must be based on the recipient’s income and the cost of delivering services. Services contracted for in this manner may include, and, if OAA funds are used, are limited to:

- Transportation/Assisted Transportation
- Homemaker/Housekeeping/Shopping Assistance
- Adult Day Care
- Personal Care
- Home Health
- Respite Care
- Home Repair
- Chore

A fee is defined as a charge allowed by law for a service. A sliding fee scale is a graduated series of fees to be paid based upon the income of the recipient of a service. If a sliding fee scale is implemented, AAAs and providers must protect the privacy and confidentiality of older individuals. The individuals to be served must be informed that the service is provided on a fee-for-service basis and be notified of the sliding fee scale.

With regard to any fees charged for OAA services, determination of a recipient’s fee for a service shall be based on the recipient’s self-declaration of income, and spouse’s income (if applicable), without verification. OAA services may not be denied due to the income of an individual or an individual’s failure to make a cost sharing payment.

If a sliding fee scale is to be used, the scale must be posted in high visibility areas. Such postings must include a statement that no services will be denied for failure to pay any fee. Assets, savings, or other property owned may not be considered in determining the fee for a service. Revenues generated by fees for OAA services must be spent to enhance the service that generates such fees.
The basis for a sliding fee scale is to be the U.S. Administration on Aging’s annual issuance of “Estimated Poverty and Near Poverty Thresholds”, revised annually in the month of February. Near-poverty is defined as 125% of poverty. Individuals and families whose income is at or below the near-poverty threshold may not be charged for services. Each and every specific sliding fee scale must be annually reviewed and approved by the ADSS Programs and Planning Division.

Proposed sliding fee scale must meet the following requirements:

- Be reviewed in a public hearing prior to implementation
- Be fully described by an AAA in its area plan
- Be approved by ADSS prior to implementation
- Be implemented based on established policies and procedures. (These policies and procedures must address the circumstances that allow a provider to waive the fee and also address the use of net income vs. gross income when determining fees)
- Be administered according to uniform procedures

Fees are to be based on the actual cost of providing a service and cannot exceed the actual cost, as determined by a provider, submitted to an AAA and approved by ADSS.

**Voluntary Contributions:**

Proposed voluntary contributions must meet the requirements of the OAA. AAAs and programs shall be allowed to, and may, solicit voluntary contributions for all services for which funds are received, provided that the method of solicitation is non-coercive. AAAs and providers shall not means test for any service for which contributions are accepted or deny services to any individual who does not contribute. AAAs shall:

- Establish and maintain appropriate policies and procedures for soliciting and accounting for contributions, and ensure that their contract providers establish and maintain such policies and procedures.
- Fully describe contribution policies and procedures in the area plan.
- Ensure all contributions must be spent to expand the service that generates the donation.

**NAPIS Reporting:**

Area Agencies on Aging are expected to be familiar with all the reporting requirements, service and unit definitions which are provided at the beginning of each Fiscal Year by ADSS. It is important that all fiscal and program reports the AAA submits for Title III and Title VII funds match for NAPIS. Therefore, it is critical to coordinate both the NAPIS program reporting in AIMS and the financial report. Any variances above or below 5% in any NAPIS reporting category for program, demographics, or fiscal reporting must be documented for explanation.
FINANCIAL

I. Funding

While this section includes fiscal requirements that pertain to each of the programs, what is detailed here is not meant to represent all fiscal requirements.

All organizations receiving Federal financial awards (i.e. grant, cooperative agreement, contract) or sub-awards must have a DUNS (Data Universal Numbering System) and be registered with the CCR (Central Contractor Registration) as outlined in 2 CFR Part 25, Financial Assistance use of Universal Identifier and Central Contractor Registration.

A. Title III of the Older Americans Act (OAA)

a. Obligations and Liquidations
   i. Title III funds are required to be allocated to AAA based on the state’s Intrastate Funding Formula (IFF). The IFF is described in ADSS’ State Plan on Aging.
   ii. The AAA must obligate Title III funds within two years after the year in which the funds were awarded by the state (e.g., funds awarded in federal fiscal year 2017 must be obligated by September 30, 2019).

b. Match Requirements
   i. Area Plan Administration- The non-federal share for area plan administration shall not be less than 25% of the funds expended. Title III expenditures for area plan administration includes the administration of programs, which are consistent with the Older Americans Act.
   ii. Title III Services- The AAA will be required to fund services under Title III B, C, D, and E with no less than a 10% non-federal matching requirement. ADSS will contribute 5% state match to the required non-federal match of no less than 15%.
   iii. Non-federal match requirements may be provided in the form of either cash from local resources or in-kind contributions or a combination of both. In-kind contributions may include volunteers, supplies, donated office space, etc.

c. Participant Contributions
   i. Anyone receiving services shall be given an opportunity to make a voluntary contribution (Program Income). A service provider may not deny a service because the eligible person could or did not contribute to the cost of the service.
   ii. Service contributions collected must be used to expand the services for which the contributions were given.
   iii. Program income cannot be included as match.

d. Transfers Between Title III Parts B and C Subparts 1 and 2:
i. Title III Parts B and C, Subparts 1 and 2, are the only parts between which transfers may be made. The AAA may elect to transfer not more than 40% of its part C funds between subpart 1 and 2. A request for a waiver to transfer amounts over the 40% limitation must be approved by ADSS.

ii. The AAA may elect to transfer not more than 30% between part B and part C. A request for a waiver to transfer amounts over the 30% limitation must be approved by ADSS.

e. Title III Part B Services-Priority Services

i. Per requirements of the Older Americans Act, AAAs must spend those designated percentages unless the state agency grants a waiver based on a demonstration by the AAA that services being furnished are sufficient to meet the need for such services (Sec. 306(b)).

ii. Title III-B Social Services expenditures for Priority Services (access, in-home, and legal) must meet or exceed the minimum spending levels established by ADSS as follows:
   1. Access: 29.1% of FY 2017 Title III-B award (plus 10% match)
   2. In-Home: 2.5% of FY 2017 Title III-B award (plus 10% match)
   3. Legal: 6.7% of FY 2017 Title III-B award (plus 10% match)

iii. Access services are reported in the Assisted Transportation, Transportation, Information and Assistance, Outreach, and Case Management expenditure categories. In-home services are reported in the Personal Care, Homemaker, and Chore expenditure categories. Legal services are reported in the Legal Assistance expenditure category.

f. Title III-E Family Caregiver Program

i. Title III-E Family Caregiver program budgeted expenditures should not exceed 10% of the federal funding (plus non-federal match) for support services to grandparents and older individuals who are relative caregivers as defined in the law.

ii. In addition, budgeted expenditures should not exceed 20% of the federal funding (plus non-federal match) for the Supplemental services expenditure category.

g. Part D Prevention Health – Disease Prevention and Health Promotion

i. Funding amounts for Title III Part D may only be used for programs and activities which have been demonstrated through rigorous evaluation to be evidence-based and effective. Further guidance may be found on AoA website: http://www.aoa.acl.gov/AoA_Programs/HPW/Title_IIIID/index.aspx.

h. Nutrition Services Incentive Program (NSIP) - The Administration on Aging (AoA) provides funding to states for OAA Title III eligible meals provided to eligible aged participants through Section 311 of the OAA NSIP. Funds are distributed per eligible meal served throughout the state.
B. Title VII of the Older Americans Act (OAA)

a. Obligations and Liquidations
   i. Title VII funds are allocated to AAA based on the state’s Intrastate Funding Formula (IFF). The IFF is described in ADSS’ State Plan on Aging.
   ii. The AAA must obligate Title VII funds within two years after the year in which the funds were awarded by the state (e.g., funds awarded in federal fiscal year 2017 must be obligated by September 30, 2019).

b. Match Requirements
   i. Title VII - The AAA will be required to fund services under Title VII Elder Abuse and Ombudsman with no less than a 10% non-federal matching requirement. ADSS will contribute 5% state match to the required non-federal match of no less than 15%.
   ii. Non-federal match requirements may be provided in the form of either cash from local resources or in-kind contributions or a combination of both. In-kind contributions may include volunteers, supplies, donated office space, etc.

c. Maintenance of Effort
   i. Title III-B Supportive services, Title VII-Elder Abuse, and Title VII- Ombudsman expenditures for Ombudsman (Complaint Resolution/Ombudsman expenditure category) must meet or exceed FY 2000 expenditure levels.

C. Other ACL Programs

SHIP and MIPPA Grant programs:

a. Obligations and Liquidations
   i. The AAA must obligate funds during the period identified on grant agreement awarded specifically for these programs.
   ii. Grant agreements are typically awarded for a one-year budget period but there could be exceptions.

b. Match Requirements
   i. There is no required match for these programs.

D. Other State Funded Programs

ADRC, Ombudsman, and SenioRx programs

a. Obligations and Liquidations
   i. The AAA must obligate funds during the period identified on grant agreement awarded specifically for these programs.
   ii. Grant agreements are typically awarded for a one-year budget period but there could be exceptions.
b. Match Requirements
   i. There is no required match for these programs.

II. Payment and Financial Reporting
   a. Payment: Funds will be used for the purpose of the program only and shall be paid upon submission of a cash draw down form.
   b. Reporting: AAA shall comply with all program reporting requirements. AAA will assume responsibility for the accuracy and completeness of the information contained in all documents and reports. A financial report shall be required in accordance with ADSS policies and procedures. Financial reports will be submitted by the 21st of the month following the end of the program quarter. Reporting will be accurate and true. Reports will cover the funds and activities of the program only.

Title III E Caregiver Assurances and Program Requirements

Caregiver Support Program:
Per the OAA, Title III-E federal funds must be directed towards building a multifaceted system of caregiver support services. No more than 10% of Title III-E funding can be used for the Grandparent program and no more than 20% of funding can be used for supplemental services. AAAs must ensure the development and implementation of a diversified system of services for caregivers that shall include at a minimum:

- information to caregivers about available services
- assistance to caregivers in gaining access to services
- individual counseling, organization of support groups, and caregiver training
- respite care to enable caregivers to be temporarily relieved from their caregiving responsibilities
- Supplemental services, on a limited basis, to complement the care provided by the caregiver

Title III-E Program may serve the following populations:

- Primary caregiver of frail, older adults age 60+.
- Family caregivers of a person with Alzheimer’s disease or a related dementia may be served regardless of the age of the person with dementia. Priority is given to these caregivers.
- Grandparents/Relative caregiver (55+) caring for children age 18 & younger.
- Grandparents/Relative caregiver (55+) caring for children with a severe disability any age. Priority is given to caregivers providing care for an adult child with severe disabilities.

Legal Services Assurances and Program Requirements

1. The AAA shall provide at no cost to client’s access to attorneys with the capacity to provide advice and representation in the areas outlined in the Older Americans Act of 1965, as amended.
2. All sub-contractors must be licensed to practice law in Alabama and carry malpractice insurance.
3. The AAA shall use Title IIIB funds or other funds to maintain or increase, to the extent practicable, the level of legal assistance furnished to eligible individuals, and not to supplant funds from other federal or non-federal sources.
4. The provider shall give clients a voluntary opportunity to contribute to the cost of the services they receive and ensure privacy with respect to the clients and contributions.
5. The provider shall have the capacity to provide legal assistance in the principal language spoken by the clients in the areas where a significant number of clients do not speak English as their principal language in accordance with the OAA.
6. The provider and AAA shall provide complete, accurate AIMS programmatic and fiscal reports and other required program data in a timely manner and provide additional information requested while maintaining client confidentiality.
7. The provider shall provide advice and representation to clients of the Long-Term Care Ombudsman program who are 60 years of age or older.
8. The provider shall coordinate with Long-Term Care Ombudsman while maintaining client confidentiality with both programs.
9. In cooperation with the Legal Services developer, the provider shall develop and follow a protocol and a program policy for referral of fee generating cases pursuant to the OAA. Pursuant to 45 CFR 1321.71(g), a fee generating case may not be accepted by a Legal Assistance provider.

Title III—Assurances For Part C-1—Congregate Meals and Part C-2—Home Delivered Meals

ELDERLY NUTRITION PROGRAM

Purpose: To assist in the provision of nutrition of the elderly population to remain independent in the community. The meals provided are in congregate and homebound settings.

Target Population Under OAA for Services and Programs: Age 60+ with greatest social and economic need, especially low-income older people, those residing in rural areas, older people with limited English proficiency, and older people at greatest risk for institutional care (i.e. has at least two activity of daily living impairments).

Services Provided: The client services provided include congregate meals, home-delivered meals, nutrition education, and nutrition counseling. Active senior centers are the central focus for meals, services, and socialization with the participants.

Eligible Participants:

- Age 60 and over
- Spouses of individuals age 60 and over (C-1 congregate meals)
- Person with disability residing with eligible participant
- Person with disability at senior centers located in housing facilities primarily occupied by older individuals (can serve individuals with disabilities under age 60)
- Volunteer assisting at mealtime (C-1 congregate meals)
**Program Income:** Gross income received by the AAA and all sub-grantees such as voluntary contributions or income earned only as a result of the grant project during the grant period.

**State Level Program Administration:** A team of three Registered Dieticians work with menu production, monitoring of statewide meals contract, monitoring AAAs Nutrition program, and senior centers. The nutrition team also provides technical assistance to the AAA Nutrition Coordinator. The AAA Nutrition Coordinator should be a FTE.

Currently, the AAA provides meals in a congregate setting (C-1) and to homebound participants (C-2). ADSS has a statewide contract with Valley Foods to prepare and deliver the meals to each senior center daily and to some homebound participants if they receive frozen meals instead of hot homebound meals served from the center.

**Service Definitions:** The Contractor shall adhere to the Older Americans Act Nutrition Service definitions. As part of the contract, the Contractor agrees to ensure only participants eligible for nutrition services receive these services and that the units are recorded.

**Ineligible Meals:** Title III C-1 and C-2 funds can only pay for meals served to eligible participants. In the event that a meal is not served to an eligible participant, it becomes ineligible and the meal cost must be remitted to ADSS in order to pay the meal provider. The AAA is responsible for ensuring all ineligible meals are correctly marked weekly on the meal certification prior to reconciling and transmitting to the meal provider. The AAA must remit payment to ADSS by the 20th of the following month for any ineligible meals from the prior month based on the final Meal Certifications received from ADSS (example: payment due December 20th based on all final ADSS Meal Certifications received in November – whether the Meal Certification was for September, October, or November ineligible meals).

**Alabama Elderly Nutrition Program Manual (ENP):** The Contractor will adhere to all program guidelines, policies, and procedures for operation, administration and management of all nutrition services as stated in the current Alabama Elderly Nutrition Program Manual (ENP) provided by ADSS, as well as any updates and revisions made during the contract period.

**Senior Center Hours of Operation/Holidays:** Senior Centers must be open for normal operations no less than four (4) hours per day, five (5) days per week (Monday – Friday). If operating less than five (5) days a week, Contractor must submit a request for waiver to ADSS for approval sixty (60) days in advance of any change in hours of operation. This waiver must be updated annually no less than 60 days before the start of the next contract year and the final decision will come from the ADSS Commissioner. There are 245 serving days in FY17. The AAA has an option to close 5 of those days countywide.

**Senior Centers:** Senior Centers are located as close as possible to concentrations of elderly with the greatest social and economic need, as well as those eligible older persons and handicapped or disabled persons living in housing facilities occupied primarily by the elderly. Senior Centers are in buildings that are clean, pleasant, and accessible to kitchen, restrooms, and telephones, as well as meet all applicable health, fire, safety, and sanitation regulations and inspections.
ADSS Participant Enrollment Forms: A Participant enrollment form is to be completed for any eligible participant who is to receive a service which requires the participant to be a registered participant. These services are identified in the service definitions under the Unit column as a “Registered Participant.” All senior centers must retain the participant enrollment forms at the center on all participants who receive registered, Title III services. This information must be entered into AIMS by the AAA and/or contractors.

Meal Orders: The contractor must receive and serve a minimum of 25 meals per day, five days per week for each senior center. The contractor may shift the number of meals allotted between centers and meal type but must adhere to no less than 25 hot meals per day out of each respective nutrition center.

Voluntary Contributions: See Older Americans Act, Section 315(b)

(b) VOLUNTARY CONTRIBUTIONS.—

(1) IN GENERAL.—Voluntary contributions shall be allowed and may be solicited for all services for which funds are received under this Act if the method of solicitation is non-coercive.

(2) LOCAL DECISION.—The area agency on aging shall consult with the relevant service providers and older individuals in agency’s planning and service area in a State to determine the best method for accepting voluntary contributions under this subsection.

(3) PROHIBITED ACTS.—The area agency on aging and service providers shall not means test for any service for which contributions are accepted or deny services to any individual who does not contribute to the cost of the service.

(4) REQUIRED ACTS.—The area agency on aging shall ensure that each service provider will—

(A) provide each recipient with an opportunity to voluntarily contribute to the cost of the service;

(B) clearly inform each recipient that there is no obligation to contribute and that the contribution is purely voluntary;

(C) protect the privacy and confidentiality of each recipient with respect to the recipient’s contribution or lack of contribution;

(D) establish appropriate procedures to safeguard and account for all contributions; and

(E) use all collected contributions to expand the service for which the contributions were given and to supplement (not supplant) funds received under this Act.

Additional Assurances (Apply To All Programs)

Referral and Coordination: Each program shall establish working relationships with other community agencies for referrals and resource coordination to ensure that participants have the maximum possible choice. Each program must establish, at a minimum, written referral protocols with local Mental Health centers, 3-10 boards, the Department of Rehabilitation, and Home and Community Based Medicaid programs, operating in the region.
**Disaster Response:** AAA and any subcontractor must have established written emergency protocols for weather emergencies, both responding to disaster and undertaking appropriate activities to assist victims to recover from disaster, depending upon the resources and structures available.

**Insurance Coverage:** AAA and any subcontractor shall have sufficient insurance to indemnify loss of federal, state and local resources, due to casualty, fraud, or employee theft. All buildings equipment, supplies, and other property purchased in whole or in part with funds awarded are to be covered with sufficient insurance to reimburse the program for the fair market value of the asset at the time of loss. The following types of insurance are required:

- Worker’s compensation
- Unemployment
- Property and theft coverage (including employee theft)
- Fidelity bonding (for persons handling cash)
- No-fault vehicle insurance (for applicant owned vehicles)
- General liability and hazard insurance (including facilities coverage)

The following types of insurance are recommended for additional protection:

- Insurance to protect the programs from claims against program drivers and/or passengers
- Professional liability (individual and corporate)
- Umbrella liability
- Errors and Omissions insurance for Board Members
- Special multi-peril

**Volunteers:** Each program that utilizes volunteers shall have a written procedure governing the recruiting, training, supervising, and management of volunteers consistent with the procedure utilized for paid staff. Volunteers shall receive written position description, orientation training, and a yearly performance evaluation, as appropriate.

**Staffing:** Each AAA and any subcontractor shall employ competent and qualified personnel sufficient to provide services. Each program shall be able to demonstrate an organizational structure including established lines of authority. Prior to employment or engagement, all potential employees must be subjected to a statewide criminal background check. No person with a felony conviction may be hired. The safety and security of program clients must be paramount in such considerations to employ those working with any program described in this agreement.

**Orientation and Training Participations:** All incoming program staff from the AAA and any subcontractor must receive orientation training that includes, at a minimum, introduction to the program, the aging network, maintenance of records and HIPAA compliance, the aging process, ethics, and emergency procedures. Issues addressed under the aging process may include though are not limited to, cultural diversity, dementia, cognitive impairment, mental illness, abuse and exploitation.
Program staff and subcontractor staff are encouraged, and in some cases required, to participate in relevant ADSS sponsored training workshops, as well as any training done by the AAA, as appropriate. Records that detail dates of training, attendance, and topics covered are to be maintained, as well as noted in employee and volunteer files. Some training expenses may be allowable costs against grant funds per grant agreements.

**Contingency Clause:** It is expressly understood by both parties and mutually agreed that any commitment of funds herein shall be contingent upon receipt and availability of funds under the program. In the event of the proration of the fund from which payment is to be made, the program will be subject to termination.

**Not To Constitute A Debt of the State:** Under no circumstances shall any commitments by ADSS constitute a debt of the State of Alabama as prohibited by Article XI, Section 213, Constitution of Alabama of 1901, as amended by Amendment 26. It is further agreed that if any provision of this grant shall contravene any statute or Constitutional provision or amendment, whether now in effect or which may, during the course of this grant, be enacted, then that conflicting provision in the grant shall be deemed null and void. The Applicant’s/Grantee’s sole remedy for the settlement of any and all disputes arising under the terms of this agreement shall be limited to the filing of a claim against ADSS with the Board of Adjustment for the State of Alabama.

**Access To Records and Monitoring:** At any time during normal business hours, and as often as ADSS may deem necessary for purposes of monitoring and evaluation, the AAA and any subcontractor shall make available to ADSS the Alabama Department of Examiners of Public Accounts, the Comptroller General or any other authorized designee all records with respect to matters covered by this grant agreement and will permit ADSS or those authorized designees to audit, examine, investigate, or extract excerpts from invoices, materials, documents, papers, records, or other data relating to matters covered by a grant agreement.

**HIPPA Compliance:** AAA and any subcontractor shall comply with the provisions of the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and any implementing regulations as adopted. Therefore, all parties agree that this section satisfies HIPAA’s requirement for a “business associate agreement” between a covered entity and business associate and applies to PHI provided to or received from the Contractor in electronic, handwritten, typed or digital formats, stored in either magnetic or optical media that is used or disclosed as agreed upon. The AAA acknowledges that the AAA has a federally legislated obligation for compliance with applicable provisions of the HIPAA Privacy and Security regulations regardless of whether or not those provisions are expressly contained within any future agreement.

**Trafficking Victims Protection Act:** This award is subject to the requirements of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (72 U.S.C. 7104). This grant is subject to the requirements set forth in 45 CFR Part 75 (for non-profit organizations and educational institutions) or 45 CFR Part 75 (for state, local, and federally recognized tribal governments).
Copyright: As a term and condition of a grant award under 45 CFR 75, the grant awarding agency will retain a royalty-free, nonexclusive, irrevocable license to reproduce, publish or otherwise use and authorize others to use, for Federal government purposes, the copyright in any work developed under the grant, or a sub grant or subcontract, and in any rights to a copyright purchased with grant support.

Mandatory Disclosures: The AAA and any subcontractor is required to notify ADSS in writing of all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting this federal award.

Debarment: The AAA certifies it is not barred from bidding for or entering into this agreement and the AAA acknowledges that ADSS may declare the agreement void if the certification completed is false.

Registration: All organizations receiving Federal financial awards or sub awards must have a DUNS (Data Universal Numbering System) and be registered with the CCR (Central Contractor Registration) as outlined in 2 CFR Part 25, Financial Assistance Use of Universal Identifier and Central Contractor Registration.

Whistleblower: AAA is hereby given notice that the 48 CFR §3.908 implementing section 828, entitled “Pilot Program for Enhancement of Contractor Whistleblower Protections,” of the National Defense Authorization Act applies to this award.

Immigration Law Compliance: By signing this agreement, the AAA affirms for the duration of the agreement that they will not violate federal immigration law or knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama. Furthermore, if AAA is found to be in violation of this provision it shall be deemed in breach of the agreement and shall be responsible for all damages resulting therefrom. The Applicant hereby certifies compliance with the requirements of §31-13-9(a) and (b), Code of Alabama 1975, as amended, and has provided proper documentation to ADSS. This shall apply to any subcontractor hired by AAA, as well.

Confidentiality: AAA and any subcontractor shall treat all information, and in particular information relating to individuals that is obtained by or through its performance under the agreement, as confidential information to the extent confidential treatment is provided under State and Federal laws and regulations. AAA shall not use any information so obtained in any manner except as necessary for the proper discharge of its obligations and rights under this grant agreement.

The undersigned hereby accepts and agrees to comply with the foregoing Agreement, Assurances and all applicable state and federal laws, regulations and policies.
Neal G. Morrison, Commissioner

Emily T. Marsal
(for Legal Compliance/Form)

Executive Director

AAA Director
SOUTH ALABAMA REGIONAL PLANNING COMMISSION
BOARD OF DIRECTORS
2017-2018
(Updated 4/10/17)

Honorable Bradley Byrne
State U.S. Congressman
11 N. Water Street Suite 15290
Mobile, Alabama 36602
251-690-2811

Honorable Jacquelyn Zeigler (Jackie)
Alabama State Board of Education District 1
3071 Teal Ct.
Mobile, Alabama 36695

Baldwin County

Commissioner Chris Elliott
Chairman, Baldwin County Commission
Baldwin County (Fairhope) Satellite Courthouse
1100 Fairhope Avenue
Fairhope, Alabama 36532
251 990-4606
celliott@baldwincountyal.gov

Mayor Dane Haygood
City of Daphne
P.O. Box 400
Daphne, AL 36526
251-621-9000

Mayor Karin Wilson
City of Fairhope
P.O. Drawer 429
Fairhope, AL 36533
251-928-2136

Mayor John Koniar
City of Foley
P.O. Box 1750
Foley, Alabama 36536-1750
251-943-1545
Vice-Chairman-Mayor Charles Murphy
City of Robertsdale
P.O. Drawer 429
Robertsdale, AL 36567
251-947-8905
charles.murphy@gulftel.com

Mr. Stanley Raye (Lee) Lawson Jr
Baldwin County Economic Development Alliance
Post Office Box 1340
Robertsdale, Alabama 36567
251-970-4081
llawson@baldwineda.com

Mr. Troy Strunk
WAS Design
411 Rothley Avenue
Fairhope, Alabama 36532
251-948-7181

ESCAMBIA COUNTY

Secretary-Treasurer-Commissioner Larry White
Escambia County Commission
Post Office Drawer 1913
Flomaton, Alabama 36441
251-296-2471/cell phone 251-538-0472
commissionerwhite@hotmail.com

Mayor Jim Staff
City of Atmore
Post Office Box 1297
Atmore, Alabama 36504
251 368-2253

Mayor Terry Clark
City of East Brewton
Post Office Box 2010
Easy Brewton, Alabama 36427
251-867-6092
Mr. Will Ruzic  
Assistant Director for Existing Industry & Project Management  
Coastal Gateway Economic Development Alliance  
1500 Belleville Avenue  
Brewton, Alabama 36426  
251-363-2961 cell phone

Mr. David Adams  
EMA Director, Escambia County  
Post Office Box 848  
Brewton, Alabama 36427  
251-867-0232

**MOBILE COUNTY**

**Chairman-Mayor Sandy Stimpson**  
City of Mobile  
Post Office Box 1827  
Mobile, Alabama 36633  
251-208-7800 cellphone 251 709 3606  
mayorstimpson@cityofmobile.org

Commissioner Merceria Ludgood  
President, Mobile County Commission  
Post Office Box 1443  
Mobile, Alabama 36633  
251-574-1000

Mayor Jimmie Gardner  
City of Prichard  
P.O. Box 10427  
Prichard, AL 36610  
251-452-7800

Mayor Howard Rubenstein  
City of Saraland  
716 Highway 43  
Saraland, AL 36571  
251-675-5103

Mayor Tom Williams  
City of Satsuma  
P.O. Box 517  
Satsuma, Al. 36572  
251-675-1440
Mr. John Murphy, Jr., PE  
Senior Engineer Manager, Neel Schaffer  
5717 Long Meadow Drive  
Mobile, Alabama 36609  
251-666-2503 home  
251-605-6400 cell  
john.murphy@neel-schaffer.com

Mr. David Rodgers, Project Manager Economic Development  
Mobile Area Chamber of Commerce  
Post Office Box 2187  
Mobile, Alabama 36652-2187  
251-431-8657

Mr. James K. Lyons  
CEO/Executive Director  
Alabama State Port Authority  
Post Office Box 1588  
Mobile, Alabama 36633  
251-441-7200

Mr. James T. Martin  
President & CEO  
Creek Indian Enterprises  
100 Brookwood Road  
Atmore, Alabama 36502  
251-368-0819

Mr. Norman Walton, Jr.  
J.S. Walton & Co., Inc.  
Post Office Box 1324  
Orange Beach, Alabama 36561  
251-533-0486 cell phone

Dr. Raoul Richardson, Senior V.P. Research & Development  
Buheth Research & Development Lab LTD.  
USA Technology & Research Park  
650 Clinic Drive Bldg. 3 Suite 2300  
Mobile, Alabama 36608  
251 345-1060 cell 251-508-6828

*RED LETTERING DENOTES EXECUTIVE COMMITTEE MEMBERS*
ADVISORY COUNCIL - MEMBERSHIP
OAA 306(a)(6)(D)
The Area Agency on Aging will establish an advisory council consisting of older individuals (including minority individuals and older individuals residing in rural areas) who are participants or who are eligible to participate in programs assisted under this Act, representatives of older individuals, local elected officials, providers of veterans' health care (if appropriate), and the general public, to advise continuously the area agency on aging on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan.

AAA: 8
Area Plan FY: 2015-2017

<table>
<thead>
<tr>
<th>NAME</th>
<th>MINORITY</th>
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<th>REP. OF OLDER INDIVIDUAL</th>
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<th>PROVIDER OF VETERANS' HEALTH CARE (if appropriate)</th>
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<td>Ingram, Jean <em>Chairperson</em></td>
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6-17
OAA 306(a)(6)(D)
The Area Agency on Aging will establish an advisory council consisting of older individuals (including minority individuals and older individuals residing in rural areas) who are participants or who are eligible to participate in programs assisted under this Act, representatives of older individuals, local elected officials, providers of veterans' health care (if appropriate), and the general public, to advise continuously the area agency on aging on all matters relating to the development of the area plan, the administration of the plan and operations conducted under the plan.

AAA: 8 Area Plan FY: 2015-2017

<table>
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<th>NAME</th>
<th>OLDER INDIVIDUAL</th>
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<td>Smith, Gwendolyn</td>
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</tbody>
</table>
| Boudreaux, Aleta | Coordinator             | Citizens for a Better Grand Bay     | 11610 Hwy 90  
Grand Bay, AL 36541                       | (251) 865-4010 |
| Boyles, Charlotte| Volunteer               | Alabama Silver Haired Legislator    | PO Box 801  
Atmore, AL 36504                          | (251)368-1058 |
| Brown, Sheila    | Director                | Escambia County Council on Aging    | PO Box 668  
Atmore, AL 36504                          | (251) 368-1032 |
| Childress, Kelly | Director                | Baldwin County Council on Aging     | 22251 Palmer St  
PO Box 1070  
Robertsdale, AL 36567                      | (251) 972-8506 |
| Davis, Linda     | Director                | Senior Companion Program            | 1150 Government Blvd. Room 103  
Mobile, AL 36604                           | (251) 574-3232 |
| Duncan, Sarah    | Director                | Thames Senior Center                | 22651 E Chicago St  
PO Box 429  
Robertsdale, AL 36567                      | (251) 747-0944 |
| Ellis, Jane      | Senior Citizens Coordinator | City of Daphne                      | PO Box 400  
Daphne, AL 36526                           | (251) 621-3703 |
| Flora, Jim       |                         | Independent Living Ctr              | 5310 Moffett Rd  
Ste 110  
X: 102  
Mobile, AL                                  | (251) 460-0301 |
| Gonzalez, Emilia | Volunteer               |                                      | PO Box 161386  
Mobile, AL 36616                           | (251) 455-1950 |
| Hanks, Roma      | Director of Gerontology | University of South Alabama         | Dept of Sociology – HUMB #34  
307 University Blvd. N.  
Mobile, AL 36688                           | (251) 460-6020 |
| Harrington, Laura|                         | EA Roberts Alzheimer’s Center       | 169 Mobile Infirmary Blvd  
Mobile, AL 36607                           | (251) 435-6950 |
| Ingram, Jean     | Alabama Silver Haired Legislator | Alabama Silver Haired Legislator | 2520 Robin Hood Drive  
Mobile, AL 36605                           | (251) 478-0938 |
| Killingsworth, Stacey | Coordinator             | RSVP Mobile                          | 1150 Government St  
Ste 209  
Mobile, AL 36604                           | (251) 574-7787 |
<table>
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<tr>
<th>Member</th>
<th>Title</th>
<th>Group</th>
<th>Address</th>
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</table>
| Montgomery, Betty | Manager                  | AHEPA 310 I&II | 6441 Cedar Bend Ct #B  
Mobile, AL 36608       | (251) 533-7435 |
| Parker, Laura   | Veterans Administration   |                  | 28563 Canterbury Rd  
Daphne, AL 36526        | (251) 219-3956 |
| Reinert, Beth   | Volunteer                 |                  | 2164 Venetia Rd  
Mobile, AL 36605        | (251) 209-1555 |
| Smith, Gwendolyn | Volunteer                |                  | 2613 St Stephens Rd  
Mobile, AL 36617        | (251) 605-0803 |
| Vines, Carolyn  | Senior Services Coordinator | City of Orange Beach  | P.O. Box 458  
Orange Beach, AL 36561  | (251) 981-3440 |
ADVISORY COUNCIL
SOUTH ALABAMA REGIONAL PLANNING COMMISSION
AREA AGENCY ON AGING
TITLE III

BY-LAWS

Article I. Name

The name of this organization shall be the Advisory Council hereinafter called the Council, to the South Alabama Regional Planning Commission – Area Agency on Aging, hereafter called the Agency.

Article II. Purpose of the Area Agency on Aging

It shall be the purpose of the Agency, funded through Title III of the Older Americans Act 1965, amended 1987, to promote and advance the welfare of this region's elderly citizen 60 years and older; and to serve as the central advocate for these elderly persons.

Article III. Purpose and Functions of the Advisory Council to the Area Agency on Aging

It shall be the purpose of the Advisory Council to advise the Area Agency on Aging on all matters relating to the purpose of the Agency funded through Title III of the Older Americans Act. Such advice shall include, but not be limited to the following:

To provide advice to the Agency for becoming a focal point for leadership in the field of aging for the area.

To provide advice to the Agency in the continuous process of planning in order to define or redefine objectives and to establish priorities and to develop a system designed to improve the delivery of services.

To provide advice to the Agency in the design of and procedure for conducting Public hearings so as to involve all aspects of aging planning and activities.

To provide advice to the Agency in making provision for an active program designed to coordinate the delivery of existing services for the elderly.

To provide advice to the Agency in making provision for an active program designed to pool available resources from both public and private sectors in order to strengthen existing or to inaugurate new services.

To provide advice to the Agency for taking steps designed to achieve the establishment and maintenance of information and referral sources in sufficient numbers to assure that all elderly persons within the area will have reasonable, convenient access to such sources.
To provide advice to the Agency concerning contracts or grants for inaugurating of strengthening supporting and gap filling services for elderly persons.

To provide the Agency with advice on monitoring, assessing and conducting periodic evaluations of activities carried out under its auspices.

Article IV  Membership

A. Membership in this organization shall be open to persons duly appointed which conscientiously subscribe to its declared purposes.

1. More than 50 percent of the Council membership shall be composed of older persons, including minority individuals who are participants or who are eligible to participate in programs funded by the Area Agency on Aging. *

2. Minority representatives shall be at least in proportion to the percent of elderly minority to the total elderly population.

3. The remainder of the Council members must be broadly representative of each of the three counties directly in proportion to their population and representatives of health care provider organizations, including providers of veterans’ health care; representatives of supportive services organizations; and persons with leadership experience in the private and voluntary sectors.

4. Members of the Advisory Council shall be selected and appointed to the Council by the South Alabama Regional Planning Commission.

5. Term of office for members of the Advisory Council will be a two year term. At the end of the term, the member may be reappointed to the Council for another term. If a person does not complete his term, someone else may be appointed in his place.

6. The Council shall consist of not more than 35 members.

Article V.  Meetings

A. Meetings of the Council shall be held at such times and places as shall be designated by the membership. At least ten (10) days prior notice of regular meetings either written or oral, shall be given to the membership. Similar notice will be given of Special Meetings; provided however, that if, in the opinion of the Chairman, the matters to be taken up at the Special Meetings are of such urgency as not to permit a ten (10) day delay in holding the meeting, such Special Meetings may be held on as little as two (2) days notice.

B. One-third of the membership shall constitute a quorum for the transaction of business at any regular or special meeting.
C. Robert’s Rule of Order, Revised, shall govern the parliamentary procedure in all meetings of the organization, except as provided otherwise in these By-Laws.

D. Meetings shall be held at least quarterly according to Title III regulations.

* Revised April, 1991

Article VI. Officers

A. The officers of this organization shall be a Chairman, a Vice-Chairman, and a Secretary. Officers shall serve for a term of one year. Officers may be re-elected at the end of their term but shall not serve more than two consecutive terms.

B. Election of the initial officers shall be held at the organizational meeting of the Council or at such other time as the membership shall decide. Thereafter, officers shall be elected at the annual meeting of the Council, which shall be held at the end of each fiscal year. Officers shall be nominated by as Nominating Committee, appointed by the Chairman, but additional nominations may be made from the floor at the meeting at which the election is held. Special elections may be held from time to time as may be needed to fill vacancies which may occur in any office before the end of the term of that office. Those elected to fill such vacancy shall serve until the end of that term, and until their successors are duly elected and qualified. Such special elections may be held at any regular or special meeting, at the discretion of the Chairman. It shall be in the discretion of the Chairman whether or not to appoint a Nominating Committee to nominate as successor to fill a vacancy in a special election, and he may, if he so decides, simply ask for nominations form the floor to fill such vacancy.

C. In the case of vacancy in the office of Chairman, the First Vice-Chairman shall assume the duties of the Chairman as Acting Chairman until an election can be held to fill such vacancy.

D. In case of vacancy of the Chairman, and the Vice-Chairman, the Secretary shall assume the duties of the Chairman until an election can be held to fill such vacancy.

Article VII. Duties of Officers

A. Chairman. The Chairman shall be the chief administrative officer of the Council, and shall preside at all business meetings, enforce the provisions of the By-Laws, appoint all committees not otherwise provided for in these By-Laws and, between meeting of the organization, shall exercise general administrative control and direction over its officers and affairs. He shall be an ex-officio member of all committees.

B. Vice Chairman. The Vice-Chairman shall assist the Chairman in the discharge of his duties and shall perform such other duties as the Chairman may from time to time assign. In the absence of the Chairman, or if the Chairman should be otherwise unable to perform the duties of his office, the Vice-Chairman will undertake those duties.
C. Secretary. The Secretary shall keep all records of the Council, and be responsible for the recording and preservation of the minutes of all proceedings of the Council and report to the officers and members of the Council on any correspondence upon which action should or must be taken. The Secretary will perform such other duties as the Chairman, or Vice-Chairman, may from time to time assign.

Article VIII. Committees

A. The Chairman, with the approval of the membership, shall determine the standing committees which shall be established for the purpose of fulfilling the objectives and goals of the Council. The Chairman may, in his own discretion, establish such Special Committees as he may from time to time deem appropriate. Members of all committees, whether standing of special, shall be appointed by the Chairman. Members of standing committees shall serve during the term of office of the Chairman who appointed them, and their term of office on such committees shall expire with the term of office of the Chairman who appointed them. However, members of all Special Committees shall continue on the committee to which they are appointed until the function and purpose of that committee has been completed and its final report has been submitted to the Council, regardless of whether this shall require their membership to continue into the term of office of a newly elected Chairman.

B. All standing committee Chairman shall be appointed by the Chairman, subject to the approval of the membership.

Article IX. Plans and Activities

It shall be the duty of the Council to recommend, and approve where appropriate, plan and activities for the Area Agency on Aging in consultation with the Area Agency on Aging Director and staff.

Article X. Amendments

These By-Laws may be amended by a two-thirds (2/3) endorse vote of the members present and voting at any regular or special meeting of the organization, provided at least two weeks prior written notice by mail be given each member and the context of the proposed amendment is included with the meeting notice.

Article XI. Voting

A. All voting requires a majority of the members present at any regular or special meeting of the organization for passage.

B. No contractor of the Agency can vote on affairs that directly affect, in any way, the contracts of his organization.

Article XII. Staff Assistance

The Agency will provide support staff and assistance to the Council.
South Alabama Regional Planning Commission

William S. Stimpson, Chairman • Timothy M. Kant, Vice-Chairman
Larry W. White, Secretary - Treasurer • John F. Rhodes, Executive Director

Area Agency on Aging Advisory Council Meeting

South Alabama Regional Planning Commission

Wednesday July 26, 2017

Advisory Council Meeting Noon to 1:30

Public Hearing 1:30 to 2:30 PM

AGENDA

Welcome and Introductions

Jean Ingram, Chair

Approval of December 14, 2016 Minutes

Jean Ingram

September 8, 2016 Ombudsman Advisory Committee-Organizational meeting

Stacey Killingsworth, Chair BC

By-Laws Committee

Beth Reinert, Chair NC

Nominating Committee

AAA Report and Updates

Julie McGee, AAA Director

Legislative Advocacy

Announcements

Julie McGee

Sept. meeting date & Adjourn

Jean Ingram

Public Hearing Begins

Jean Ingram

Julie McGee
Minutes from July 26, 2017 AAA Advisory Council meeting.

- Welcome and introductions were completed by Jean Ingram, Chair.
- Minutes of December 8, 2016 Advisory Council meeting and the LTC Ombudsman Advisory Council meeting minutes of September 8, 2016 meeting were distributed and approved.
- New AAA Advisory Council By-Laws were distributed, discussed and approved. Changes in term limits; FY to CY change; Annual meeting to be held in December every year as one of the bi-annual meetings; Secretary officer position will be absorbed into the Vice-Chairman; now Vice-Chairman/Secretary position; officer position vacancy hierarchy of filling open positions adjusted to reflect Vice-Chairman/Secretary and calendar year election at annual meeting; Vice-Chairman/Secretary’s duties to assist the Chairman; AAA staff person to record minutes at all council proceedings and submit to Vice-Chairman/Secretary for presentation to full Council.
- Discussion of new maximum/minimum number of members on the AAA Advisory Council; will be considered and revisited.
- AAA Director’s report to Council is attached.
- Area Plan for October 1, 2017 – September 30, 2019 will be brought before the Council on September 14 2017 meeting for approval.
- Beth Reinert discussed the Dementia Friendly Alabama mini-grant (running April-Sept 2017). Bringing Dementia informational presentations to churches and other community groups.
- Julie McGee reported that the Area Agency on Aging is working towards accreditation; CMS requires at least one “Gold Star” group in each ICN – AAA would be the “Gold Star” in Alabama.
- Roma Hanks discussed upcoming event: 5th Annual Generational Resiliency Conference.
- Date set for next meeting: September 14, 2017.
- Meeting adjourned.
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<th>Name</th>
<th>Phone - Cell/Work</th>
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<th>Mailing Address</th>
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<tbody>
<tr>
<td>Jean Longene</td>
<td>478-0938</td>
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<td>2520 Radeon Road 2053, Mobile, AL 36605</td>
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<td>Sheila Brown</td>
<td>561-4935</td>
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<td>3010 Old Fowble Rd, Bremen, AL 36425</td>
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<td>Charlotte Boyle</td>
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<td>eby <a href="mailto:Boyle@hotmail.com">Boyle@hotmail.com</a></td>
<td>P.O. Box 301 ATmore, AL 36504</td>
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<td>Beth Rentt</td>
<td>209-1565</td>
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<td>2164 Venetia Rd, Mobile, AL 36605</td>
</tr>
<tr>
<td>Linda Davis</td>
<td>251-574-2332</td>
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<td>1150 Government St, Room 103, Mobile, AL 36604</td>
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<td>Ada Boudreau</td>
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<td>514-7787</td>
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<td>PO Box 4429 Robertsdale, AR 73567</td>
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Memo

To: Area Agency on Aging Advisory Council
From: Julie McGee, Area Agency on Aging Director
cc: Jean Ingram, Chair
Date: September 19, 2017
Re: Advisory Council meeting September 19 at 1:00 PM

There has been a change in date and time for the special call Area Agency on Aging Advisory Council meeting from September 14 to Tuesday September 19th. This change is necessary due to the timeline of a new agenda item, appointments for the Alabama Silver Haired Legislature.

There will only be two items on the agenda, approval of the draft of the Area Plan on Aging for Fiscal Years 2018-2021; and appointments for Districts 95, 96 and 102 of the Alabama Silver Haired Legislature. The meeting will be from 1:00 to 2:00 PM at the Area Agency on Aging, GM&O building, 110 Beauregard St, Mobile.

Please email me regarding your attendance, or call 706-4623. I apologize for the change in dates and thank you in advance for your attention to this matter.
AAA Advisory Council Meeting
Public Meeting
9/19/17

Julie McGee: Welcome; Introductions – everyone introduced themselves and where they work/what they do there;

Beth Reinert: Motions for Council Members to be Chair/Vice Chair.
Motion: Chair: Jean Ingram – voted / approved; by group
Motion: Vice Chair: Roma Hanks – voted / approved; by group

Julie McGee: Explained that the AL Silver Haired Legislature needed approval of 3 new appointees for open positions:
District 95: Robert Webb
District 96: McKay Neihl
District 102: Jim Landers
All brought in motions by Kelly Childress to approve and all approved; by group.

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Julie McGee: Overview of Area Plan / Current situation / AAA / AL in general. Topics:
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- 2 plans needed to start ICN
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- Seed money instead of program funding thru AAA
- Meal costs – any extra funds go towards meals if possible to keep meals going out to persons in need
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- VA in South Mobile County (Aleta Boudreaux asked about it) – plan w/AAA
- Mtg with VA – Biloxi soon to work out contract for HCBS – VA contract w/AAA to hire own workers for clients
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<td>Peggy Gomez</td>
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Area Agency on Aging  
SWOT Analysis  
7-11-17  

STRENGTHS  

- Stable staff  
- Serve the underserved population  
- Strong community partner  
- Cost effective services for clients/public  
- Knowledgeable – coordinators/staff – staff knows multiple programs  
- Good leader – easy to get in to talk to (open door policy)  
- We have more support than other AAAs  
- Part of the Commission & get support/local dues  
- Not micro-managed  
- National and state partnerships: ex: NCOA; AARP  
- Ability to apply for grants  
- Staff multitasking  
- More visible in community recently  
- Stability in government funding streams  
- Varied programs available for clients/public  
- Location - central in region / side by side w/FL & MS

WEAKNESSES  

- Demand outweighs resources  
- Funding/budgets  
- Not knowing budget @ staff level  
- Paperwork – not as “high tech” as other businesses  
- Litigious society  
- Don’t have Brand recognition  
- Lots of parts under one place – ph#/place (confusing ~ SARPC/AAA/ARDC/etc)  
- Not much advertising budget/marketing  
- Mission identity – SARPC vs AAA : during branding/outreach/logo  
  o AAA seems “hidden” under SARPC  
  o Board needs voting member w/’Aging’ vision  
- Political pressure  
- Location of building/access  
- Administrative: HR dept lacking in size; AAA needs own HR dept?  
- Division of SARPC/AAA/Depts  
- Internal communication issues: SARPC / AAA – staff/departments not knowing what the others are doing  
  o Programs  
  o Outreach  
  o Activities  
- Board not really/only partially hearing how AAA & the AAA funds are working in the community  
  o Not active in AAA function  
  o Not interested in AAA
OPPORTUNITIES

- Branding AAA separately / new logo
- New HR dept with upcoming Accreditation standards
- AAA retreat
  - Increase communication
  - Increase teamwork
  - Rita to find funds
  - New website - Consistently updating
- Collage of logos for Fb home page
- New PR person
  - Resource directory
  - Facebook
  - Website
  - Live coverage/events
  - Twitter
  - Meal donations
  - Fundraisers
  - Raffles?
- Seniors = largest growing population – Baby Boomers
- Teach board that we serve other than the ‘bottom of the barrel’ clients
  - Dispel the ‘welfare mom/grandparent’ stereotype
- Start advocacy for Seniors / groups on Fb
- Send emails out to senior groups about events, etc. ex: Caregivers
  - To do advocacy when needed in the community
- Enter email contact info into Peer Place when talking @ ARDC level
- Expand partnerships ie: AARP  NCOA
- Fundraisers / find sponsorships
  - Put a fundraiser along WITH expo
- Rotate throughout the year on Fb/website as “cause de jour” for donations
  - Respite – November
  - OAM – May
  - Rx
  - Meals for person for month
  - Volunteering / Vol Guardian
- Raffle/ Fundraising/ Walks
  - Fundraising Board?
  - Have donations for ineligible meals – instead of using Spec funds/Expo $
- Find a ‘Sponsor’ that knows what AAA does/our services and takes over new fundraiser activities
- Chamber of Commerce advertising / attend meetings / network
- More tv spots / frequency
- Private pay options
- Veterans Community Directed Services (?) w/funds/services to veterans
- VA program to connect w/ADRC
- Diverse staff – reach diverse communities
- Training / conferences/ continuing education for staff
THREATS

- Political pressure
- Programs / funding going away
- Political appointments / changes
- Board not understanding value of AAA services/$/costs put into community
- Politicians control funding
- Lack of funding
- Competition with private company/entities ie: Medicare plans/brokers
- May have to take on more regions
Area Agency on Aging Advisory Council Meeting
South Alabama Regional Planning Commission

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Advisory Council Meeting Noon to 1:30
Public Hearing 1:30 to 2:30 PM

AGENDA

Welcome and Introductions Jean Ingram, Chair
Approval of December 14, 2016 Minutes Jean Ingram
September 8, 2016 Ombudsman Advisory Committee-Organizational meeting
By-Laws Committee Stacey Killingsworth, Chair BC
N nominating Committee Beth Reinert, Chair NC
AAA Report and Updates Julie McGee, AAA Director
Legislative Advocacy Julie McGee
Announcements Jean Ingram
Sept. meeting date & Adjourn Jean Ingram
Public Hearing Begins Julie McGee
Top needs for region (Title III funding)

1. Adult Daycare / Respite
   - Need more volunteers (in Mobile Co – hard to get Vols to go out into west Mobile county area/not close to home area) (Linda Davis, Senior Companion)
   - More demand than Volunteers can fill (Linda Davis, Senior Companion)
   - Stipend/mileage funds not enough to have very many/enough volunteers to go do the work (Linda Davis, Senior Companion)
   - Need something like a Senior Companion program in Baldwin/Escambia Co (Kelly Childress, Baldwin Council on Aging), Charlotte Boyle (AL Silver Haired Legislature/Senior Citizen Escambia Co), (Sheila Brown, Escambia Council on Aging)

2. Transportation Services
   - Need more low cost services (Julie McGee, AAA Director) (Betty Montgomery, AHEPA)
   - Need more availability and access (Betty Montgomery, AHEPA)
   - No rural access in Mobile Co (Julie McGee, AAA Director)

3. Housekeeping for seniors unable to do the work
   - Need low cost light housework services (Betty Montgomery, AHEPA)
   - Little access to housekeeping services outside City of Mobile (Betty Montgomery, AHEPA)
   - Possibly a cost-share program to start locally (Julie McGee, AAA Director)

4. SNAP / Food
   - Not enough benefits per month – example: some only getting $16/mo benefit (Kelly Childress, Baldwin Council on Aging)
   - Even after standard deductions/medical deductions (Kelly Childress, Baldwin Council on Aging)
   - Frozen meals 7 meals a week instead of 5 (Kelly Childress, Baldwin Council on Aging)
   - Fresh food available? with SNAP? Farmers markets? (Roma Hanks, USA Gerontology Dept.)

5. Free Legal
   - Need ease of finding services (Stacey Killingsworth, RSVP Mobile Co)
   - Need more attorneys to go out into community (Kelly Childress, Baldwin Council on Aging)
   - Long wait times to see attorneys (Kelly Childress, Baldwin Council on Aging)
   - Needs more funding for free legal services
   - Seniors need to be made aware of the free services in community (Linda Davis, Senior Companion) (Julie McGee, AAA Director)

6. Financial Counseling
   - Access to financial planning (Stacey Killingsworth, RSVP Mobile)
   - Fraud prevention for seniors (Stacey Killingsworth, RSVP Mobile)

7. Importance of Health Insurance Counseling
   - Locally available to area seniors (Gwen Smith, Senior Citizen/Volunteer)
APPROVAL OF AREA PLAN DOCUMENTATION
BOARD OF DIRECTORS / ADVISORY COUNCIL
Verification of Intent

The Area Plan on Aging is hereby submitted by the South Alabama Regional Planning Commission covering Baldwin, Escambia and Mobile Counties for the period of October 1, 2017 through September 30, 2021. It includes all assurances and plans to be followed by the Area Agency on Aging.

Under provisions of the Older Americans Act, as amended during the period identified, the AAA identified and its Executive/Governing Board will assume full authority to develop and administer the Area Plan on Aging in accordance with all requirements of the Act and related state policy. In accepting this authority, the AAA assumes major responsibility to develop and administer the Area Plan for a comprehensive and coordinated system of services and to serve as the advocate and focal point for older people in the planning and service area.

This Area Plan was developed in accordance with all rules, regulations, and requirements as specified under the OAA and the Alabama Department of Senior Services Policies and Procedures and multi-grant Notice of Grant Awards (NGAs) Terms and Conditions. The AAA agrees to comply with all standard assurances and general conditions submitted in the Area Plan throughout the four (4) year period covered by the plan.

The AAA certifies it is responsible for overseeing the provision of Aging Services throughout Region 8. This responsibility includes, but is not limited to, the following functions:

1. Contract management
2. Programmatic and fiscal reporting activities
3. Oversight of contracted services delivery
4. Coordination of services and planning with the ADSS, Service contractors, and other entities involved in the servicing and planning for the older population in the planning and services areas
5. Provision of technical assistance and training staff, providers/contractors and other interested parties
6. Provision of public information and advocacy related to aging and disability program activities and issues

This Area Plan is hereby submitted to the Alabama Department of Senior Services for Approval.

Signature of Executive Director
John F. Rhodes

Date
9/19/2017
South Alabama Regional Planning Commission
Board of Directors Meeting
Draft Agenda
September 21, 2017
10:00 A.M.
1st Floor GM&O Building
SARPC Conference Room

1) Call Meeting to Order
2) Invocation/Pledge of Allegiance
3) Roll Call/Determination of Quorum
4) Approval of Minutes from June 28, 2017 Board of Directors Meeting
5) Proposed SARPC Budget for FY2018
6) Resolution 2017-05 Resolution Approving SARPC To Come Under the Provisions of Act
   2017-367 of the Regular Session of the Alabama Legislature
7) Resolution 2017-06 Resolution Approving RLF Certification
8) Resolution 2017-07 Resolution (Title 6)
9) Resolution 2017-08 Resolution Approving HCFTP
10) Resolution 2017-09 Resolution Approving the Area Plan
11) AAA Department Report
12) EEDS Department Report
13) Community Development Department Report
14) Transportation Department Report
15) Finance/Administration Department Report
16) Executive Director’s Report
17) Board Members Comments
18) Chairman’s Report
19) Next Board of Directors Meeting
20) Miscellaneous/Other
21) Adjourn
22) Miscellaneous/Other
23) Schedule Next Board of Directors Meeting
24) Adjourn
AAA Advisory Council Meeting
Public Meeting
9/19/17

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Cost Sharing System for Older Americans Act Services
(Based on 2017 DHHS Poverty Guidelines)

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<th>Percent of Federal Poverty Level</th>
<th>Gross Annual Income</th>
<th>Percent per $100 Cost of Service</th>
<th>Cost/Fee per $100 Cost of Service</th>
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<td>400% - 499%</td>
<td>$48,241 - $60,179</td>
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<td>500% and over</td>
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Individuals who have an income at or below $1,015.00 per month or $12,180.00 gross annual income may not be asked to cost share; however, they may be provided an opportunity to voluntarily contribute to the cost of the service.
COST SHARING SYSTEMS FOR OLDER AMERICANS ACT SERVICES
(BASE ON 2017 DHHS POVERTY GUIDELINES)

Table -1 updated 2017

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Older American Act (OAA) services may not be denied due to the income of an individual or an individual’s failure to make a cost sharing payment.

I/we have been informed of the ADSS/SARPC/AAA Cost Share and donation option.

__________________________ Primary Caregiver/Client
__________________________ AL Cares Coordinator
__________________________ Date

SARPC/Area Agency on Aging
AL Cares Support for Caregivers 110 Beauregard St. Mobile, AL 36633

July/2017
Title III - Nutrition Participant Contributions

Voluntary contributions shall be allowed and may be solicited if the method of solicitation is non-coercive. A fair contribution system, which is clearly communicated, allows older adults to maintain their dignity and to have ownership of their local program.

The AAA shall ensure that each local service provider will:

a) provide each recipient with an opportunity to voluntarily contribute to the cost of the meal;
b) protect the privacy and confidentiality of each recipient with respect to the recipient’s contribution or lack of contribution;
c) establish appropriate procedures to safeguard and account for all contributions;

Through direction from the AAA, the center manager is responsible for explaining the contribution program to all congregate and homebound participants. Participants are to be periodically reminded of the important role that contributions play in the ENP.

The AAA will develop a suggested contribution amount.

Contributions and any other funds received for meals will be counted daily. This will be done by two persons and the count verified by the center manager. The amount will be recorded on the form supplied by the AAA. Daily collection records shall reflect both the amount of funds collected from contributions and amount of funds collected from individuals not eligible to receive meals under the ENP guidelines.

At the end of each day, the center manager will secure all funds as directed by the AAA. On a locally determined schedule, the center manager will be responsible for taking the money to the designated collection point (may be a local official or a bank account deposit).

SARPC Meal Donation Policies:

1) Drivers are supplied with special “Donation” envelopes to give to all homebound clients periodically. This allows the client to donate confidentially by sealing their donation and giving it to the delivery person. The driver then can leave them a small supply of envelopes for future donations.

2) Center managers are updated at our training meetings on their level of donations as compared to other centers and the state averages.

3) Periodically, center managers are given letters to pass to the C-2 clients explaining the need and use of donation money.

4) Also, center managers educate C-1 clients 1 or 2 times a week as to the need and use of donation money.

6) Periodically, SARPC will send our FD2D clients donation envelopes for mailing in donations.

7) Occasionally, SARPC Nutrition Coordinator will speak directly to the C-1 clients emphasizing the importance and use of donation money.
REQUEST FOR WAIVERS
Alabama Department of Senior Services  
FY 2018 WAIVER REQUEST FORM

Area Agency on Aging: ___SARPC_____________ FY: ___18___

Date Submitted: ___11/7/17_____________

Service/Activity: ___Bayou La Batre Nutrition center closing on Fridays____ (only one service/activity per waiver request)

Part A: Reason for Request:
1. The Area Agency on Aging requests a waiver to deliver services directly for the following reason (please check at least one):
   □ a. The direct provision of such services is necessary to assure an adequate supply of such services.
   □ b. Services of comparable quality can be provided more economically by the area agency.

2. Request for reduction in Senior Center Operating Days.  ___X___

3. Request for non-participation in Cost Share.  [ ]

Part B: Description of reason for waiver request: (Include geographical area to be served and period of time waiver will be in effect.)
City of Bayou La Batre Senior Nutrition Center requests to close on Fridays. The building in which it operates (the Bayou La Batre Community Center) will be closing on Fridays to reduce utilities and other operating costs. The closing would start as soon as possible; and run an undetermined time. Letter attached.

Part C (for Reason 1): Describe Lack of Adequate Supply of Service (Required if number 1 in Part A) 1 is checked. Documentation of the AAA’s program development and procurement process is required.)

Part D: Cost-Benefit Analysis (Required if a in Part A) 1 is checked. Documentation that services of comparable quality can be provided more economically by the area agency is required.)

ADSS 8/11/2015
Alabama Department of Senior Services
FY 2018 WAIVER REQUEST FORM

Area Agency on Aging: __SARPC_________________ FY: __18__

Date Submitted: __11/7/17____________________

Service/Activity: __Bayou La Batre Nutrition center closing on Fridays___ (only one service/activity per waiver request)

Part A: Reason for Request:
1. The Area Agency on Aging requests a waiver to deliver services directly for the following reason (please check at least one):

☐ a. The direct provision of such services is necessary to assure an adequate supply of such services.
☐ b. Services of comparable quality can be provided more economically by the area agency.

2. Request for reduction in Senior Center Operating Days. [x]

3. Request for non-participation in Cost Share. [ ]

Part B: Description of reason for waiver request: (Include geographical area to be served and period of time waiver will be in effect.)
City of Bayou La Batre Senior Nutrition Center requests to close on Fridays. The building in which it operates (the Bayou La Batre Community Center) will be closing on Fridays to reduce utilities and other operating costs. The closing would start as soon as possible; and run an undetermined time. Letter attached.

Part C (for Reason 1): Describe Lack of Adequate Supply of Service (Required if number 1 in Part A) is checked. Documentation of the AAA's program development and procurement process is required.

Part D: Cost-Benefit Analysis (Required if a in Part A) is checked. Documentation that services of comparable quality can be provided more economically by the area agency is required.

ADSS 8/11/2015

Reg mailed 11/15/17
Part E: If request is for reduction in days served (less than 5 days a week), explain how high risk participants and C-2 clients will be served 5 days a week:

Explanations: Bayou La Batre Senior Center will provide picnic meals to congregate and homebound seniors on Thursday, with regular meal, to be consumed on Fridays.

Part F: If request is for cost share waiver, Part A) check box a or b, and explain.

☐ a. Is a significant portion of the persons receiving the services under the Act and subject to cost sharing under the state threshold of $981.00 per month income? Yes or No (provide documentation)

Explanations: 

☐ b. Explain how and why cost sharing would be an unreasonable administrative or financial burden on the AAA.

Explanations: 

Part G: Signature

[Signature]
Signature of Area Agency on Aging Director

[Signature]
Signature of Executive Director

11/7/2017
Date

11/7/2017
Date

ADSS 8/11/2015
November 7, 2017

Mr. Todd Cotton, Acting Commissioner
Alabama Department of Senior Services
P.O. Box 301851
Montgomery, Alabama 36130-1851

Dear Commissioner Cotton:

I am writing to request approval for the Bayou La Batre senior nutrition center to operate 4 days a week instead of the normal 5 days. SARPC’s Nutrition Coordinator, Susan Broadhead, has discussed this with Mary Ann Oystre, and Ms. Oystre is aware of this request.

This request is being made at the request of the Mayor and City Council of Bayou La Batre. The City has had a downturn in their economy and a decrease in revenue from the local seafood industry and seafood processing plants. The City has instituted a number of cost cutting measures over the past year, but they have not been enough. The City has moved most of their employees to a four day work week, with the exception of the fire and police departments, to save utility and other operating costs, and now have made a decision to close the Bayou La Batre Community Center on Fridays. It is a large multipurpose building and the Senior Nutrition Center occupies a room at the Community Center. This is being done to reduce utilities and other operating expenses.

The City of Bayou la Batre purposes to provide the homebound and congregate participants a picnic meal along with their hot meal on Thursdays that can be consumed on Fridays. Therefore the Center would still provide five meals a week to the seniors.

Due to the current state of the City’s finances, they request an answer to this request as early as possible. Please have Mary Ann Oystre contact Susan Broadhead of my office for any other clarifications that may be needed.

Thank you for your thoughtful consideration of this request. I look forward to hearing from you at your earliest convenience.

Sincerely,

[Signature]

Joan McGee
Area Agency on Aging Director

C: Mary Ann Oystre, Nutrition Services Administrator, ADSS
CONTRACTORS / SERVICE PROVIDERS
Direct Service Providers: SARPC/AAA FY 2017

A.D. Dale Service, INC. - E&D
Mr. Antonio Dale (Owner)
Ms. Kim Reed & Hazel Thomas (Staffing)
880 Martin Luther King Ave, Ste-E
Mobile, AL. 36603
(preferred) P.O. 10217
Prichard, AL 36610
Phone: (251) 441-7744 (463-0196)
Fax: (251) 441-7745
antonioddale@yahoo.com

Services: HM, PC, C, UR
Hours: 8:30 - 4:30, M-F
Counties: Mobile and Baldwin

ADDUS Health Care -E&D/ACT
Ms. Marsha Herrin, Agency Director
Ms. Tammy Richardson (Q/A)
Ms. Danielle Wright (Billing)
Ms. Deborah Dykes (Staffing)
808 Downtowne Blvd.
Suite B
Mobile, AL. 36609
Phone: (251) 414-5855
Fax: 1-877-512-3264
jhradin@addus.com
trichardson@addus.com

Services: HM, PC, C, UR, SR, SN
Hours: 8:00 - 4:30, M-F
Counties: Mobile, Baldwin and Escambia

ATC Around the Clock - E&D
Ms. Connie Salva, LPN (Staffing)
c-251-432-0242
Ms. Leslie Kelley (Staffing)
c-251-622-5826
3977 Burma Road, Suite B
Mobile, AL. 36693
Phone: (251) 660-8574
Fax: (251) 665-3772
CSalva@atchealthcare.com
LKelly@atchealthcare.com
Services: HM, PC, C, UR, SR, SN
Hours: 9:00 - 4:30, M-F
Counties: Mobile, Baldwin and Escambia

Bay Nursing, Inc. - E&D
Mr. Tim Mattox (Owner)
Mrs. India Mattox, Director of Nursing
Cole Mattox (Staffing)
Jaquese McCants (Staffing)
62 Midtown Park East
Mobile, AL. 36606
Phone: (251) 471-3343
Fax: (251) 471-3370
timmattox@baynursing.com

Services: HM, PC, C, UR, SR, SN
Hours: 8:00 - 5:00, M-F
Counties: Mobile, Baldwin and Escambia

Oxford Healthcare - E&D, ACT & TA
Ms. Eve O’Neal (Manager)
Ms. Kamilla (Staffing)
709 Azalea Road, Suite B
Mobile, AL. 36609
Phone: (251) 661-9414
Fax: (251) 661-9408
mobile@helpathome.com

Services: HM, PC, C, UR, SR, SN
Hours: 8:00 - 5:00, M-F (12-1 lunch)
Counties: Mobile, Baldwin & Escambia

Oxford Healthcare - E&D ESCAMBIA COUNTY (Evergreen)
Stacie Godwin – (Manager)
Samantha Johnson (Staffing)
104 Rural Street
Evergreen, Alabama. 36401
Phone: (251) 578-7222
Fax: (251) 578-7225
evergreen@helpathome.com

Services: HM, PC, C, UR, SR, SN
Hours: 8:00 – 5:00, M-F (12-1 lunch)
County: Escambia

** Client files are in Mobile office, but documents for Escambia County—workers are sent from Evergreen to Mobile.
Saad Healthcare - E&D
Staffing/Supervisor
1515 University Blvd.
Mobile, AL 36609
Phone: (251) 343-9600
Fax: (251) 287-8949

Services: HM, PC, C, UR, SR, SN
Hours: 8:00 – 5:00, M-F
Counties: Mobile, Baldwin and Escambia

Adult Day Health

U. J. Robinson Memorial Center
Ms. Pat Roland
Mr. Lawrence Carroll, Director
266 Mobile Street
Mobile, AL 36607
Phone: (251) 479-8593
Fax: (251) 479-7793
UJROBINSON@COMCAST.NET

Services: ADH
Hours: 7:30 – 4:30, M-F
Counties: Mobile, Baldwin and Escambia

Valley Meals
Mobile, Baldwin & Escambia
Valley Services, Inc.
Help Desk 1-800-748-9985 - ext. 4
Joe Duralde 679-9007 – Satsuma
Benny Anderson 601-644-3132
Cathy Edwards 601-664-3170
SatsumaVcomm@valleyservices.com

Valley Services, Inc. CORPORATE
Cynthia Chambliss 601-664-3126
General Counsel
P.O. Box 5454
Jackson, Ms. 39288-9921

ADSS Nurses
Main - 1-877-425-2243

Fax – 1-334-242-5594
Kelly Waters, RN 334-242-5795
Rachel Bell, RN 334-353-1613
NOTICE OF ACTION
Deemings/530/HIV-AIDS
Informal Conferences & Fair Hearings
Annette Tutt, RN 334-353-2813
A-K, Assists with training
Kay Hassock, RN 334-353-2153
L, M, N, assist with projects
Kathy Nichols, RN 334-353-1973
O-Z, Critical Incident (IRS), Backup QA, Personal Choices
Stephanie Estes, RN 334-353-1856
ACT
Jessie Burris, RN 334-242-5760
ACT & TA, Training/Billing
Lynn Davenport, RN ACT

E-MAIL FOR ADSS NURSES
Kelly.Waters@adss.alabama.gov
Kay.Hassett@adss.alabama.gov
Rachel.Bell@adss.alabama.gov
Annette.Tutt@adss.alabama.gov
Kathy.Nichols@adss.alabama.gov
Jessie.burris@adss.alabama.gov
Stephanie.estes@adss.alabama.gov
Lynne.davenport@adss.alabama.gov

ADSS INTRA NET
http://10.140.9.23/

ADSS Help Desk
IT@ADSS.ALABAMA.GOV

http://10.137.65.19/

Critical Incident (IRS)
https://gclportal.medicaid.alabama.gov/

ADSS ADDRESS:
Alabama Department of Senior Services
P.O. Box 301851
Montgomery, Alabama 36130-1851
OR
Alabama Department of Senior Services
201 Monroe Street
RSA Tower Suite 350
Montgomery, Alabama 36130-1851

Alabama Medicaid Agency
P.O. Box 5624
Montgomery, Alabama 36103-5624

FYI
Medicaid Alabama 1-800-362-1504
Medicaid District Office – Mobile
2800 Dauphine Street (Mobile)
General Numbers: 472-4360*472-4361
Ms. Shawn Ingram:
472-4363 (Waiver)
AHEPA 310 Apartments
Danielle Stokely, Manager
2550 Hillcrest Road
Mobile, AL 36695
251-660-1783
Provides transportation services

Alabama Pecan Festival
Billy Bolton, Exec. Director
296 Brandy Run Road
Mobile, AL 36608
251-401-5555
Operates a senior nutrition center, providing congregate meals, outreach, I&R, recreation and other services

City of Atmore
Jim Staff, Mayor
P.O. Box 1297
Atmore, AL 36504
251-368-2253
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation and other services

Baldwin County Commission
ATTN: Ronald J. Cink
312 Courthouse Sq., Ste. 12
Bay Minette, AL 36507
251-937-0264
Operates multiple senior nutrition centers, county aging center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

City of Bay Minette
Robert Wills, Mayor
301 D'Olives Street
Bay Minette, AL 36507
251-580-1619
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

City of Bayou La Batre
Annette Johnson, Mayor
13785 South Wintzell Avenue
Bayou La Batre, AL 36509
251-824-2171
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services
Boat People SOS, Inc.
Daniel Le, Director
13835 S. Wintzell Avenue
Bayou La Batre, AL 36509
251-767-9272
Provides peer support, I&R, outreach, one-on-one counseling and assistance, recreation, and other services

City of Chickasaw
Byron Pittman, Mayor
224 N. Craft Hwy.
Chickasaw, AL 36611
251-452-6450
Provides transportation services

Citizens For A Better Grand Bay
ATTN: Aleta Boudreaux
P.O. Box 274
Grand Bay, AL 36541
251-656-4576
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

City of Citronelle
J. Albert McDonald, Mayor
19135 S. Main Street
Citronelle, AL 36522
251-7973
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

City of Creola
Don E. Nelson, Mayor
P.O. Box 490
Creola, AL 36525
251-675-8142
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, and other services

City of Daphne
Dane Haywood, Mayor
P.O. Box 400
Daphne, AL 36526
251-621-9000
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services
Davis & Associates
Clayton Davis, Partner
325 North Oates St, Ste 7
Dothan, AL 36303
334-671-3990
Provides legal services

Dearborn YMCA
Colette M. Huff, Director
321 N. Warren Street
Mobile, AL 36603
251-432-4768
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

Dumas Wesley Community Center
Kate Carver, Director
126 Mobile Street
Mobile, AL 36607
251-479-0649
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

City of East Brewton
Terry Clark, Mayor
P.O. Box 2010
East Brewton, AL 36427
251-867-6092
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

Escambia County Commission
Tony Sanks, Administrator
P.O. Box 848
Brewton, AL 36427
251-867-0231
Operates multiple senior nutrition centers, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

Town of Flomaton
Dewey Bondurant, Mayor
P.O. Box 632
Flomaton, AL 36441
251-296-2431
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services
Mamie’s Chapel Cemetery Assoc  
Darlene Cumble, President  
17880 Sawmill Road  
Little River, AL 36550  
251-862-9313  
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

City of Mobile  
Sandy Stimpson, Mayor  
P.O. Box 1827  
Mobile, AL 36633-1827  
251-208-7395  
Operates multiple senior nutrition centers, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

Town of Mount Vernon  
James Adams, Mayor  
1565 Boyles Avenue  
Mt. Vernon, AL 36560  
251-829-6632  
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

City of Prichard  
Troy Ephriam, Mayor  
P.O. Box 10427  
Prichard, AL 36610  
251-452-7857  
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

Poarch Band of Creek Indians  
Rita Hall, Accounting Director  
5811 Jack Springs Road  
Atmore, AL 36502  
251-368-9136  
Provides transportation services to a nutrition center for home-delivered meals

Providence Hospital Outreach Services  
Lynn Tate, Director  
P.O. Box 850428  
Mobile, AL 36685  
251-633-1600  
Provides meals only
City of Saraland  
Dr. Howard Rubenstein, Mayor  
716 Highway 43  
Saraland, AL 36571  
251-675-5309  
Operates a senior nutrition center, providing congregate and home-delivered meals, outreach, I&R, recreation, transportation, and other services

U.J. Robinson Memorial Center  
Lawrence Carroll, Director  
266 Mobile Street  
Mobile, AL 36607  
251-479-8593  
Provides transportation services

Vial Senior Citizens Services, Inc.  
ATTN: Dorothy C. Dorton, Director  
1717 Dauphin Street  
Mobile, AL 36604  
251-478-3311  
Operates a multi-purpose center; provides outreach, health screenings, education services, recreation, special events, respite/caregivers day out, in-home services, transportation, and other services

Town of Summerdale  
David Wilson, Mayor  
P.O. Box 148  
Summerdale, AL 36580  
251-989-6202  
Operates a senior nutrition center, providing congregate meals, outreach, I&R, recreation and other services
Alabama Cares
A.D. Dale Service, Inc. *
Antonio Dale, Owner
P.O. Box 10217
Prichard, AL 36603
251-441-7744
Provides respite services

ADDUS Health Care *
Ms. Donna Kennedy, Director
808 Downtowne Blvd., Suite B
Mobile, AL 36609
251-414-5855
Provides respite services

ADT LLC
John Sharpe, Sales Coordinator
321 U.S. Hwy. 19 North
Palm Harbor, FL 34684
877-456-1787, ext. 4636
Provides emergency response systems

ATC Around The Clock *
Cheryl Stein, Director of Contracting
3977 Burma Road, Suite B
Mobile, AL 36693
251-660-8574
Provides respite services

Bay Nursing, Inc. *
Mr. Tim Mattox, Owner
62 Midtown Park East
Mobile, AL 36606
251-471-3343
Provides respite services

Franklins Enterprises dba
Comfort Keepers #691
Debbie Colebrook, Manager
28119 North Main Street
Suite C
Daphne, AL 36526
251-621-5555
Provides respite services

Divine Order Care Services, LLC
DBA Affinity Life Care Center
Tina Kleimisch, Director of Operations
12440 Magnolia Ave., Ste. 300/400
Magnolia Springs, AL 36555
251-202-3971
Provides adult day health

Infirmary Health System, Inc. dba
E.A. Roberts Alzheimer’s Center
D. Mark Nix, President
169 Mobile Infirmary Boulevard
Mobile, AL 36607
251-435-6950
Provides adult day health

First Light Home Care
Danny Feldman
1203 US Hwy 98, Suite B #6&7
Daphne, AL 36526
251-281-2004
Provides respite services

Myer Companion Care, LLC
Dbq Comfort Keepers—Mobile
Terri Myer, Manager
4626 Jamestown Avenue, Suite 2
Baton Rouge, LA 70808
225-925-1303
Provides respite services

Oxford Healthcare *
Ms. Eve O’Neal, Manager
709 Azalea Road, Suite B
Mobile, AL 36609
251-661-9414
Provides respite services

Saad Healthcare *
Henry B. Fulgham, CEO
1515 University Blvd.
Mobile, AL 36609
251-287-8891
Provides respite services
Touching Hearts Senior Care, Inc.
3263 Demetropolis Rd., Suite 10
Gina Germany, Owner
Mobile, AL 36693
251-445-4204
Provides respite services

UCP of Huntsville & Tennessee Valley, Inc.
Java Bennett, Manager
1856 Keats Drive
Huntsville, AL 35810
256-859-4900
Provides respite services

U.J. Robinson Memorial Center *
Lawrence Carroll, Director
266 Mobile Street
Mobile, AL 36607
251-479-8593
Provides adult day health

Via Health, Fitness and Enrichment Center
Senior Citizens Services
Dorothy C. Dorton, Director
1717 Dauphin Street
Mobile, AL 36604
251-478-3311
Provides adult day health

*Also MW Direct Service Provider
PROFIT-MAKING ORGANIZAION TITLE III CONTRACT APPROVALS
Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC FY: 2018

Date Submitted: October 1, 2017

Name of Provider: Touching Hearts Senior Care, Inc.

Attachments:

Signed Contract

Signature

[Signature]
Signature of Area Agency on Aging Director

[Signature]
Signature of Executive Director

10/1/2017 Date

Approval sent to AAA: yes no

Date:

Initial:
Alabama Department of Senior Services
Profit-Making Organization
Title III Contract Approval

Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC           FY: 2018

Date Submitted: October 1, 2017

Name of Provider: SAAD Healthcare

Attachments:

Signed Contract

Signature

Signature of Area Agency on Aging Director               10/1/2017

Signature of Executive Director                10/1/2017

Approval sent to AAA: yes  no

Date:

Initial:
Alabama Department of Senior Services
Profit-Making Organization
Title III Contract Approval

Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC
FY: 2018

Date Submitted: October 1, 2017

Name of Provider: Oxford Healthcare

Attachments:

Signed Contract

Signature

[Signature]

Signature of Area Agency on Aging Director

Date: 10/1/2017

[Signature]

Signature of Executive Director

Date: 10/1/2017

Approval sent to AAA: yes  no

Date:

Initial:
Alabama Department of Senior Services
Profit-Making Organization
Title III Contract Approval

Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC
FY: 2018

Date Submitted: October 1, 2017

Name of Provider: ATC Around The Clock

Attachments:
Signed Contract

Signature

[Signature of Area Agency on Aging Director] 10/1/2017

Date

[Signature of Executive Director] 10/1/2017

Date

Approval sent to AAA: yes no

Date:

Initial:

ADSS 7/29/15
Alabama Department of Senior Services
Profit-Making Organization
Title III Contract Approval

Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC  FY: 2018
Date Submitted: October 1, 2017
Name of Provider: Affinity Life Care Center

Attachments:

Signed Contract

Signature

[Signature]
Signature of Area Agency on Aging Director  10/1/2017  Date

[Signature]
Signature of Executive Director  10/1/2017  Date

Approval sent to AAA: yes  no
Date:
Initial:
Alabama Department of Senior Services
Profit-Making Organization
Title III Contract Approval

Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC                      FY: 2018

Date Submitted: October 1, 2017

Name of Provider: ADT LLC

Attachments:

Signed Contract

Signature

[Signature]
Signature of Area Agency on Aging Director

[Signature]
Signature of Executive Director

10/1/2017         Date

Approval sent to AAA: yes  no

Date:

Initial:
Alabama Department of Senior Services
Profit-Making Organization
Title III Contract Approval

Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC FY: 2018
Date Submitted: October 1, 2017
Name of Provider: First Light Home Care

Attachments:

Signed Contract

Signature

[Signature]
Signature of Area Agency on Aging Director
10/1/2017
Date

[Signature]
Signature of Executive Director
10/1/2017
Date

Approval sent to AAA: yes no
Date:
Initial:

ADSS 7/29/15
Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC FY: 2018

Date Submitted: October 1, 2017

Name of Provider: Davis and Associates, Attorney-at-Law

Attachments:

Signed Contract

Signature

[Signature]
Signature of Area Agency on Aging Director

[Signature]
Signature of Executive Director

11/17/2017 Date

Approval sent to AAA: yes no

Date:

Initial:

ADSS 7/29/15
Alabama Department of Senior Services
Profit-Making Organization
Title III Contract Approval

Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC FY: 2018

Date Submitted: October 1, 2017

Name of Provider: Bay Nursing, Inc.

Attachments:

Signed Contract

Signature

Signature of Area Agency on Aging Director 10/1/2017

Signature of Executive Director 10/1/2017

Approval sent to AAA: yes no

Date:

Initial:
Alabama Department of Senior Services
Profit-Making Organization
Title III Contract Approval

Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC FY: 2018

Date Submitted: October 1, 2017

Name of Provider: Franklin Enterprises LLC dba Comfort Keepers

Attachments:
Signed Contract

Signature

Signature of Area Agency on Aging Director 10/1/2017 Date

Signature of Executive Director 10/1/2017 Date

Approval sent to AAA: yes no

Date:

Initial:

ADSS 7/29/15
Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC FY: 2018

Date Submitted: October 1, 2017

Name of Provider: ADDUS HomeCare

Attachments:

Signed Contract

Signature

Signature of Area Agency on Aging Director 10/1/2017 Date

Signature of Executive Director 10/1/2017 Date

Approval sent to AAA: yes no

Date:

Initial:

ADSS 7/29/15
Alabama Department of Senior Services
Profit-Making Organization
Title III Contract Approval

Policy: If the AAA intends to subcontract with a profit-making organization, approval is required by the Commissioner of the State Unit on Aging.

Area Agency on Aging: SARPC       FY: 2018

Date Submitted: October 1, 2017

Name of Provider: A.D. Dale Service, Inc.

Attachments:

Signed Contract

Signature

Signature of Area Agency on Aging Director                    10/1/2017
Date

Signature of Executive Director                                10/1/2017
Date

Approval sent to AAA: yes  no

Date:

Initial:

ADSS 7/29/15
GRIEVANCE PROCEDURES
Client Grievance and Appeals Procedure

The following procedures are designed to aid you in resolving problems if you believe your rights have been violated, if you wish to appeal an agency decision (for non-acceptance for services or discharge for agency services), or if you have a complaint about services received from the South Alabama Regional Planning Commission / Area Agency on Aging. These procedures are for your convenience and are not designed to define for limit any legal remedies you may have. If you do have problems with South Alabama Regional Planning Commission / Area Agency on Aging services; however, you may wish to complete the following process:

First, define the problem. Writing it down may help you clarify your concerns. Ask yourself: When did the problem occur? (Include names, times and dates, if possible.) Who else has observed the problem? Ask questions of others who may be aware of the same situation.

Second, when you feel it is appropriate, attempt to resolve the problem informally with the Area Agency on Aging’s Regional Program Coordinator at (251) 433-6541 / 1-800-243-5463.

Third, if your complaint has not been resolved within a reasonable period of time, but not later than 10 business days after you informally approach the staff member most involved, then you should submit a written complaint to the Area Agency on Aging Program Coordinator at 110 Beauregard Street Suite 207, Mobile, AL 36633. Please date all correspondence.

Fourth, if the Program Coordinator fails to respond to your concern, or if you are not satisfied with the Program Coordinator’s response, then, within 10 working days (after you receive the Coordinator’s response), submit a written statement outlining your concern to the Area Agency on Aging Director. The Area Agency on Aging Director will then review your concern and respond within 10 working days of receipt of your written concern.

Fifth, if you are not satisfied with the Area Agency on Aging Director’s response, then you may appeal in writing to the State Coordinator at the Alabama Department of Senior Services. Submit your complaint to:

Client Appeals
Department of Senior Services
P.O. Box 301851
Montgomery, AL 36130

The State Coordinator will review and respond to your appeal in writing within 30 days of receipt of your written concern.

________________________________________
I have read and understand the Area Agency on Aging’s appeals process.

Client Signature: ___________________________ Date: ________________

Responsible party signature (if appropriate): ____________________________
request form and obtain the Executive Director's written approval before seeking or engaging in secondary employment. An employee may be disciplined, up to and including discharge, for seeking or engaging in unauthorized secondary employment. An employee also may be disciplined, up to and including discharge, for engaging in authorized secondary employment that interferes with the employee's employment with the Commission, such as tardiness, absences, conflicts of interest, and the sharing of confidential information, conflicts with or limits the Commission's expectation that an employee's employment is first priority to personal performance on the job, or which would reflect adversely on the Commission.

Conflicts of Interest. The Commission expects and requires all employees to avoid activities that are consistent with high standards of public service or that can undermine the public's trust, and thus are contrary to the best interest of the Commission. As a general rule, no Commission member or employee shall acquire personal interest, either direct or indirect, which is incompatible or in conflict with his or her discharging function, duty or responsibilities to the Commission and the projects thereof. Employees must avoid the following conflicts-of-interest situations or actions: (i) investments which might appear to be speculative in real property business in the immediate vicinity of a Member Government project site; (ii) ownership exceeding one percent (1%) in a company holding or seeking a contract with a Member Government or the Commission; (iii) the use of one's position and influence to promote business with any company in which the employee has a financial interest; or (iv) the use of one's position or influence to contract, or influence contracting, with businesses for personal gain to benefit friends, relatives, or associates.

Political Activities.
Overview. As citizens, employees may individually exercise the right to vote, may privately express any political opinions and views, and may become a candidate for public office. But employees must refrain from engaging in political activities during an employee's working time. Working time is for work and should be spent performing job assignments and duties. The Executive Director is available to answer any questions regarding employee political activity. This policy does not authorize an employee to engage in political activity in violation of federal or state law.

Prohibited Conduct. The Commission prohibits employees from using or purporting to use official authority or influence for the purpose of interfering with an election or nomination for office, or affecting the results thereof. The Commission further prohibits employees from directly or indirectly coercing, commanding, or advising any other official or employee to pay, lend, or contribute any part of the salary or compensation or anything of value to any party, committee, organization, agency, or persons for political purposes. The Commission further prohibits employees from soliciting financial contributions, distributing political literature, wearing political buttons or similar insignia during an employee's working time. Employees are also prohibited from using the Commission's electronic media and equipment (such as, electronic Internet, voice-mail, telephones, computers, or other related equipment) for the purpose of soliciting other political activities or for preparing, duplicating, or distributing political literature or materials to other employees or non-employees. The Commission also prohibits employees from distributing political literature or materials in working areas at any time or in non-working areas while the employee distributing the literature or material is not in the employee's working area.

Election to Political Office. An employee of the Commission, who opts to run for any local, state or federal political office, must take a leave of absence from the date the employee qualifies to run for office on the date on which the election results are certified or the employee is no longer a candidate or there are no candidates on the ballot. This leave of absence is unpaid, except the employee may use available unused vacation. Violation of this subsection by the employee shall be considered a "voluntary quit" and/or grounds for immediate discharge. An employee elected to a political office shall immediately submit a notice of resign from employment with the Commission.

Employment References Policy.
The Commission generally does not give employment references. Only the Executive Director is authorize
to provide an employment reference on behalf of the Commission for any current or former employee. To obtain
employment reference, the individual first make a request to the Executive Director in writing, signed,
specifically consenting to the disclosure of information and the making of an employment reference to a speci
person or business. No other manager, supervisor or other Commission representative is authorized to give
employment reference on behalf of the Commission or to release any other information about an employe
anyone.

PROCUREMENT, EXPENDITURE & FISCAL POLICIES
Receipt of Funds.
Designated personnel will make a duplicate copy of daily receipts of checks delivered by mail or other me
The person designated by the Fiscal Officer will prepare deposit slips. Receipts should be deposited on the sa
day as received, but shall be deposited no later than the end of the next banking day after receipt of funds. A
validated deposit slip will be reconciled immediately after deposit is made.

Purchases.
Any purchase of supplies, equipment or service less than the current state bid shall be accomplished by purc
order. Purchases or commitments for supplies and equipment necessary for the Commission's operation shall
made only by purchase order on a form completed by the designated program assistant. Purchases applicable
to the Commission's operation or for reimbursement to employees for expenses incurred relative to th
Commission's operation shall be made only after having received permission from the Executive Direct
Assistant Executive Director, or Director of Administrative Services, and after presentation of proper
documentation of said expense. All purchase orders are to be initialed by the Executive Director, the Assis
Executive Director or the Accountant. The designated program assistant will maintain the purchase orders a

Contracts and Bids.
Any singular item, contract, or piece of equipment which costs more than the current State Bid Law limit sh
require the approval of the Executive Committee of the Commission after the Executive Director has receiv
proposals from at least two (2) contractors. Cost estimates for the contract shall be required when deemed nece
sary by the Executive Director, but the contract will be awarded on the basis of experience and qualificatio
and not necessarily on the basis of lowest estimated cost. All such proposals will be reviewed by th
Executive Director or, in some cases, by a special Review Committee which shall make a recommendation to th
Executive Committee before any contract is awarded. Exceptions to this procedure may be allowed in instanc
where it is impracticable or unfeasible to use formal advertising - for example, if the contract is for personnel
professional service or for services to be rendered by a university, college, or other higher educational institut

Computer Report Listing.
Vouchers shall be required for all checks appearing on the computer report listing. The computer report listing a
checks to be drawn must be reviewed and signed by one of the Commission officers. All checks, except payroll
checks require two signatures. These shall be any two of the authorized Commission officials on the blank
signature cards; or one shall be the signature of the Executive Director, the Assistant Director or anyone of th
commission's officers except the Treasurer; the other shall be the Commission Treasurer imprinted by the chec
signing machine. Payroll checks require only the signature of the Commission Treasurer imprinted by the chec
signing machine.
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<tr>
<th>Center Information</th>
<th>Congregate Meals</th>
<th>Homebound Meals</th>
<th>Transport</th>
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**NUTRITION COORDINATOR**

Susan R. Broadhead
Office # 251-706-4657
Work Cell # 251-509-1690

Valley Services
Satsuma Commissary
251-679-9007
Joe Duralde
Michael Windham
Gwen.

*Valley Help Desk
1-800-748-9985 ext 4
Corporate Cynthia
Chambliss 601-664-3126

General Counsel
PO Box 5454
Jackson, MS
39288-9921

Revised 11/29/2017
# SENIOR NUTRITION CENTER LOCATIONS

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<th>Center Information</th>
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**Area Agency on Aging**

110 Beauregard Street, Suite 207
Mobile, AL 36602
(251) 706-4680 or toll free at (800) 243-5463
[www.agingsouthalabama.org](http://www.agingsouthalabama.org) or [www.sarpe.org](http://www.sarpe.org)

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