

Attachment 1: February Minutes

Area 3 Senior Services Agency

701 S. Allen, Ste. 100, Meridian, Idaho 83642

Teleconference: +1 (208) 789-0851 Access Code: 91364581

Wednesday, February 21, 2018 1:30 - 4:00 p. m

MINUTES

- 1. Call to Order (1:37pm)**
 - a. **Attendance:** Marc Shigeta, Bill Willey, Kelly Aberasturi and Tom Dale.
 - b. **A3SSA Staff:** Raul Enriquez and Debbie Leigh.
- 2. Approval of Minutes (Attachment 2)**
 - a. Tom motions; Kelly seconds, all ayes.
- 3. PERSI Update (Attachment 3)**
 - a. PERSI determined that A3SSA does not have the required Sovereign Power (For Example: Police and Taxation).
 - b. The Sovereign rule was implemented in Jan or Feb 2017.
 - c. The committee discussed an alternative to PERSI and will look at Nationwide.
 - d. Raul stated that they will revisit an application with PERSI possibly at a later date.
 - e. Raul asked if a special meeting will need to be held to approve the retirement plan. It was discussed that it would be up to the Director to find a plan that works best.
 - f. Raul stated he will keep everyone informed on what plan he decides on.
 - g. Suggested that a person will be vested at their six-month probationary period.
- 4. A3SSA Budget Quarterly Review (Attachment 4)**
 - a. It is estimated that by June 30 we will have nearly \$400K that will carry over to the next Fiscal Year.
 - b. This is a result of the significant carryover from the prior Fiscal Year.
 - c. Currently we do not have a waitlist for Home Delivered Meals and Homemaker.
 - d. A couple of services have been implemented that will go toward these unspent funds.
 - o An Outreach position was added in December.
 - o The Diabetes Self-Management Program was launched

- e. Raul provided a budget explanation on ICOA's required minimum and maximum.
- f. Examples of a program that has a minimum budget requirement is Nutrition.
- g. Funding formula was discussed. ICOA is looking at the funding formula.
- h. A request was made for Raul to give Commissioners a breakdown by County of services and consumers served.

5. Financial Audit (Attachment 5)

- a. We now have a contract with Harris & Co, CPA's, to conduct a financial audit.

6. Directors Update:

a. Employee State Salary Review (Attachment 6):

- o Raul visited with the Director of Twin Falls Area and she shared her review of salary structure.
- o Raul proposes to bring staff up to the minimum of what the State pays for similar positions.
- o Turnover has been high. Tom feels that moving salaries is justifiable but a timeline/roadmap should be in place sooner rather than later.
- o Seniority, evaluations and certifications would be markers to move salaries.
- o Tom recommends that we obtain legal and HR advice in constructing a wage structure and compensation for all levels in the organization. Weaver & Associates, or a similar company, was suggested.
- o Motion made by Tom, Seconded by Kelly, all ayes:
 - To authorize movement of these positions identified today.
 - That we identify and contract with an HR Specialist that can help
 - Raul design a compensation package.
- o The Board asked for information on an HR Specialist as it becomes available via electronic communication.

a. Ada Court Judgement (Attachment 7):

- o Discussion involved lawsuit by Cherie Phillips.
- o A judgement was decided against A3SSA to release Adult Protection records.
- o Records were sent to daughter in Hawaii.

b. Update on Request for Qualifications:

- RFP has been extended, as Raul intends to make the qualifications more competitive.
- Homemaker (\$205,000 budget) and Respite are included in proposal. The RFP for nutrition will be released next year.
- c. Capacity:
 - There was discussion of looking at adding additional office space in the current building, with negotiations to include getting a lower price per square foot.
 - A3SSA is currently at max capacity. A3SSA is considering adding more staff due to upcoming grants.
 - Kelly asked for lease options and updated lease information by next meeting.
- 7. Other business -
 - a. Discussion of using personal cell phones for business use could carry the potential of open records requests.
 - b. Discussion of Advisory Council, legislation and changes with a new Governor.
- 8. Next meeting - June date proposed
- 9. Adjourn – 2:40pm