

Area 3 Senior Services Agency

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

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Wednesday, February 27, 2019

1:30 - 4:00 p. m

MINUTES

1. New Building Tour
2. Call to Order **1:39 pm**
 - Board Members present were Marc Shigeta, Mark Rekow, Kelly Aberasturi, and Kendra Kenyon
 - A3SSA Staff present were Raul Enriquez, Brandi Waselewski and Jan Adams
3. Introductions of new Commissioners. Ada County, Kendra Kenyon; Washington County, Lisa Collini.
 - A stipend was discussed for those members outside of Ada County. Full-time Commissioners do not receive a stipend and some Commissioners turn in their mileage to their County Clerks.
4. Approval of Minutes
 - Marc Shigeta suggested to add A3SSA staff present to the meeting minutes.
 - **Mark Rekow motioned for the Board to approve the December 2018 minutes; Kelly Aberasturi seconded; All Ayes.**
5. A3SSA Budget Modification
 - Raul provided a power point on the reason there is carryover and presented a plan to spend down a significant portion by June 30, 2020; A few strategies include.
 - Increase of hours for Homemaker and Respite
 - Adding I&A and Adult Protection Staff
 - New cubicle spaces are being purchased
 - Transfer funds to other Area Agencies on Aging
 - Rates will go up for Nutrition and Transportation providers.
 - Discussion was held regarding legislation proposed by ICOA. ICOA changed the name of the Adult Protection program to Adult Protective Services. As well new legislation proposed to allow ICOA

to contract outside of Area Agency on Aging for Adult Protective Services

- **Raul will send out a copy of the Budget and the Power Point presentation.**
- Action: Approve Budget Modification– **No action needed**

6. Provider Budget Modifications

- Brandi presented the current budget, projected difference and new budgets for the Congregate and Transportation programs.
 - **Kendra Kenyon motioned to accept the Transportation Provider Budget Modifications; Mark Rekow seconded; All Ayes.**
 - **Kendra Kenyon motioned to accept the Congregate Provider Budget; Kelly Aberasturi seconded; All Ayes.**

7. New Employee Policies

- Action: Approval of New Employee Policies
 - Staff Complaint Policy
 1. The proposed process would be: a written complaint submitted by a staff member would go to the Supervisor of the department, if not resolved, then to the Program Manager, if not resolved, then to the Executive Director.
 - Raul was asked to send out to the Board an electronic copy of our current handbook before the next meeting.
- **The Board requested to see the current personnel policies before adding new ones. Further discussion was tabled on the HR Policies until the next meeting.**

8. Special Projects Job Description

- This position would have the oversight of the Health Promotions program, in addition, to develop other programs.
 - **Kendra Kenyon motioned for the Board to create a new job description titled Special Projects Manager; Kelly Aberasturi seconded; All Ayes.**

9. Purchase of Office Equipment

- Proposal to purchase new cubicle combinations for our Information & Assistance department. Our current cubicles are too large and this would enable us to add one more position utilizing the same space.
- OEC gave us State rate pricing making it unnecessary to obtain 3 bids.
 - **Kendra Kenyon motioned for the Board to approve the OEC quote for cubicles; Kelly Aberasturi seconded; All Ayes.**

10. Discussion:

- Harris CPA's Independent Audit
 - No findings
- Idaho Commission on Aging State Plan Development
 - Kevin Bittner gave a power point presentation with a handout
- Area Agency on Aging DBA
 - Kendra Kenyon encouraged us to incorporate the word "Aging" in our name search.

11. Executive Session

- No Executive Session needed

12. Other business

- Further discussion on a possible transfer of funds to other AAA's. Members of the Board were in agreement if it followed a Budget-Year by Budget-Year.

13. Next meeting

14. Adjourn **4:17 p.m.**