



SWIA3 Board Meeting

Date: 04/29/2020 **Time:** 1:30 PM to 3:30 PM

Dial in Number: [+12087890851](tel:+12087890851)

Conference ID: 444614941

Location: 701 S. Allen St. Ste 100
Meridian, Idaho 83642

MINUTES

1. Roll Call
 - Board Members present: Marc Shigeta, Kelly Aberasturi, Lisa Collini, Tom Dale, Viki Purdy, Mark Rekow (via phone)
 - SWIA3 Staff present: Raul Enriquez, Brandi Waselewski, Jan Adams
2. Call to Order - 1:38 p.m.
3. Approval of Minutes
 - Action: Approve Minutes – **Lisa Collini motioned for the Board to approve the January 29, 2020 minutes. Viki Purdy seconded. All Ayes. January 2020 minutes passed. No discussion.**
4. SWIA3 SFY 2020 Budget Report
 - Changes to the original budget made by ICOA
 - The budget should be at 75% spent
 - Trial Balance Presented - Shows where we have applied our expenses and the various payments from all of our grants
 - Unrestricted Net assets line discussed– carryover payment we received at the beginning of the year for the previous year was posted.
5. SWIA3 Response to COVID 19
 - Raul gave a PowerPoint Presentation on how the AAA has responded to and has been affected by COVID 19.
 - i. He presented a Timeline of Events and COVID 19 Response.
 - ii. Family First funding: Half of the funds were awarded as Pass Through Funds.
 - iii. The second half of the funds will be reimbursed to Nutrition Providers at double the normal rate to compensate for additional costs incurred related to the Coronavirus.
 - iv. Family First funding, no Admin expenses yet.
 - v. The SWIA3 office has remained open with 10 staff onsite, and the remaining 17 working from home.
 - vi. SWIA3 staff stay connected daily and weekly via Zoom meetings.



Cont.

- vii. SWIA3 has implemented a Friendly Calling Program to which 3 staff make calls to homebound seniors screening for Access to Food, Informal Supports, Transportation, and Mental Health. SWIA3 has collaborated with the Idaho Food Bank to give food boxes to seniors that have been identified as being food insecure during this time.
- viii. Home Community Based Services Unit Tracking
- 6. Additional debit account for staff that are on travel.
 - Separate account to issue p-cards for travel.
 - Action: Approve additional checking account - **SWIA3 Board suggests we look into getting a low limit credit card from our bank.**
- 7. Discuss Emergency Sick Leave for staff
 - USDOL released a requirement for businesses under 500 employees to provide sick leave if they are unable to work
 - 80 hours of sick leave
 - It will be a small pool of people that would need this. One person that has accessed this benefit.
 - Action: Emergency Paid Sick Leave Policy Approve Policy – **Lisa Collini motioned for the Board to approve the Emergency Paid Sick Leave for Staff. Tom Dale seconded. All Ayes. Policy passed. No further discussion.**
- 8. Discuss Extended Sick Leave for individuals that lose childcare
 - Offers 10 week of sick leave for those individuals that do not have childcare
 - Not at the full rate – a rate of at least two-thirds their regular rate of pay, up to a maximum of \$200 per day
 - Organizations under 50 to have a waiver
 - Action: Approve Public Health Emergency Policy – **Tom Dale motioned for the Board to approve the Extended Paid Sick Leave for individuals that lose childcare. Lisa Collini seconded. All Ayes. Policy passed. No further discussion.**
- 9. Company Vehicle Use Policy
 - Action: Approve Policy – **Kelly Aberasturi motioned for the Board to approve the Company Vehicle Use Policy as corrected. Tom Dale seconded. All Ayes. Policy passed. No further discussion.**
- 10. Company Cell Phone Use Policy
 - Action: Approve Policy – **Tom Dale motioned for the Board to approve the Company Cell Phone Use Policy. Lisa Collini seconded. All Ayes. Policy Passed. Nor further discussion.**



Cont.

11. Next meeting

- Discussion on the date for the next meeting. Date scheduled for Friday, June 19, 2020 at 12:30 p.m. Will have an Executive Session on that date.

12. Adjourn

Next Proposed Meetings

Closing Period	Meeting Date
End of Year Budget Changes & New SFY	Friday, June 19, 2020