

Area 3 Senior Services Agency

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

Teleconference: +1 (208) 789-0851 Access Code: 80912395

Thursday, April 12

2:00-3:00 PM

AGENDA

1. Call to Order 2:02 pm

- Present: Marc Shigeta, Bill Willey, Kelly Aberasturi, Mark Rekow, Rick Visser
- A3SSA Staff: Raul Enriquez, Debbie Leigh, Jan Adams
- Guest: Attorney Dan Blocksom

2. Approval of Minutes (Attachment 1)

- Bill Willey motions; Kelly Aberasturi 2nd; No discussion; All Ayes

3. Renew Joint Powers Agreement (Attachment 2)

- Discussion regarding the expiration of our current Joint Powers Agreement (exp. Sept. 30, 2017).
- Amendments to two Articles (XI and II) were discussed. Attorney Dan Blocksom and Raul will draft these changes and send them back out to the Board.

4. Request for Proposals (Attachment 3) - Significant changes have been made to the RFP process that was approved last meeting, and a purchase policy was drafted to comply with Federal Rules.

- Guide and Application
 - The following date changes were made on page 4-Contracting Process and Schedule.
 - A3SSA Board of Commissioners Votes on Winning Bids – June 13, 2018
 - Contract Signing Date – June 21, 2018;
 - Newspaper Announcements – Week of April 16 and Week of April 23, 2018.
 - Discussion was had that current board members of WICAP cannot vote on RFP guide and application. Mark Rekow and Bill Willey removed themselves from the vote.

- Approval includes Marc, Kelly and Rick: Motion made to approve RFP as amended-Rick Visser motions; Bill Willey 2nd; Discussion included confirmation of a quorum, date to vote on winning bids and date of deadline to submit written objections; All Ayes.
- Conflict of Interest Policy
 - The policy was established as required in the Idaho Code and Idaho Attorney General Ethics, Criminal and Civil Requirements.
 - This policy pertains to both members of the Board and A3SSA Staff (Senior Staff and Interested Employees).
 - Both Board Members and A3SSA Staff will be required to complete the Conflict of Interest Disclosure Statement.
 - Motion made to approve Conflict of Interest Policy-Bill Willey motions; Mark Rekow 2nd; No Discussion; All Ayes.
- Procurement Policy
 - Purchasing Policy – Idaho code requires an RFP starting at \$50K and up. Federal procurement requirements are from \$10K to \$50K are treated the same.
 - Rick requested clarification dollar figures in section E. Policy should read “Purchases from \$200.01 to \$4,000.00, etc.” Dan will make the necessary changes and send to Raul.
 - Dan brought to the Board’s attention that the law requires that we publish the RFP in a newspaper of highest circulation. Our current policy would have us publish in the county newspaper in each county we serve.
 - The decision was made to publish in the newspaper of each county we serve.
 - Motion made to approve the Procurement Policy as amended-Kelly Aberasturi motions; Bill Willey 2nd; No discussion; All Ayes.

5. New Grant Opportunity (**Attachment 4**) – Raul explained to the Board that ICOA released an RFP for new grants for serving caregivers of those that are taking care of people with dementia. This would be a training for those individuals.
- We will have a staff member that would lead the project and work with our current provider, Jannus, to coordinate the classes.
 - This is a 3 year grant opportunity. Raul is concerned with the amount of match this grant will receive, however, we can count In-Kind match (volunteer hours) towards this grant.
 - The contract would launch a caregiver program and call for coordination with many rural areas in our service region.

- Motion made to approve the New Grant Opportunity-Mark Rekow motions; Bill Willey 2nd; No Discussion; All Ayes.

6. Fiscal Year 2017 Audit (Attachment 5) – Because we receive Federal and State funds we are required to go through an external audit. This audit is for July 1, 2016 to June 2017. Federal fiscal audit was due March 30, 2018.

- In our audit there were no material weaknesses.
- We were found to have one significant deficiency in that we do not have a written policy for internal controls in place.
- We have the process to approve payments but it is not written down on paper.
- Federal Government put out a Guidance on Internal Controls-Uniform Guidance Requirements

- Motion made to approve the Audit-Mark Rekow motions; Rick Visser 2nd; No Discussion; All Ayes.

7. Other business – No other business

8. Next meeting – June 13, 2018

9. Adjourn –

- Motion made to adjourn meeting-Rick Visser motions; Bill Willey 2nd; All Ayes. Meeting adjourned at 3:14 pm.