



## SWIA3 Board Meeting

**Date:** August 25, 2021 **Time:** 1:30 PM to 3:30 PM

**Location:** 1505 S Eagle Rd, Ste 120 Meridian ID 83642

**Meeting ID:** 858 4532 8777

**Passcode:** 784923

**Dial In:** +1 253 215 8782

## MINUTES

1. Call to Order **1:30 pm**
2. Roll Call
  - Members present: Marc Shigeta, Kelly Aberasturi
  - Members on Teleconference: Nate Marvin, Mark Rekow, Kendra Kenyon
  - SWIA3 Staff present: Raul Enriquez, Brandi Waselewski, Jan Adams
3. Approval of Minutes
  - Action: Approve June 16, 2021 Meeting Minutes
    - **Kelly Aberasturi motioned to approve the June 16, 2021 Meeting Minutes as presented. Nate Marvin seconded. All Ayes. No further discussion. Minutes were approved.**
4. SFY 21 Budget Closeout
  - We closed our budget at 88% spent out. That is good considering the amount of funds we received from the FFCRA award. There are no carryover limits right now because of the disaster declaration.
  - We did have \$592,456 remaining. That money should be allowed to carryover for the following year.
  - We had \$57,150 left over in Administration cost.
  - \$902,198 in CARES funds (Coronavirus Aid, Relief, and Economic Security). Majority of those funds went to HDM (Home Delivered Meals).
  - Discretionary grant MIPPA and Lifespan are spent out and completed.
  - All of the State Funds were spent out.
5. SFY 22 Budget Adjustments
  - Significant correction from ICOA. ICOA released all three years at once, when it should have been divided up in three years.
  - We had to take out \$1,583,453 from the original budget that was presented in June.



- \$1,041,977 in ARPA funds. Fund utilization for projects in part are as follows:
  - Approximately half the funds go toward nutrition.
  - Funding to senior centers to purchase upgrades. A contract modification was sent out for each center with guidance.
  - We are also subsidizing another \$2.00 per meal for congregate meals.
  - Two temp positions in APS and OMB departments.
  - Most of these funds will go toward our in-home contracted services. Particularly transportation.
  - We have a Communication Access project that provides some nursing home residents with communication devices to keep in contact with family members.
- Action: Approve Budget Adjustments
  - **Kelly Aberasturi motioned to approve the Budget Adjustments as presented. Kendra Kenyon seconded. All Ayes. No further discussion. Budget Adjustments were approved.**

#### 6. Contract Assistant Position

- We are asking for a full-time Contracts Assistant position. This employee has been in a temporary position for approximately 2 years, and we would like to make it a permanent full-time position.
  - We are still within the means of 10% administration.
  - Overview:
    - Brandi: Manages the fiscal and the contracts.
    - Maryanne Knutson: Invoicing, Receivables and Payables.
    - Jan Adams: Assist Executive Director, building vendors, on-boarding new staff, vehicles and maintenance, IT communication, assist with Board and Advisory Council meetings.
    - Michelle Sutton: Will help with contracts monitoring and provider training.
  - Action: Approve Contracts Assistant Position
    - **Kelly Aberasturi motioned to approve the Contracts Assistant Position from Temporary to Full-Time. Nate Marvin seconded. No further discussion. All Ayes. Position approved.**
- ❖ Additional Discussion: County membership dues invoices will go out next week.



7. Next Proposed Meetings: SFY22 Meeting dates:

Closing Period	Meeting Date
1 <sup>st</sup> Quarter	Wed, Nov 17, 2021 1:30pm – 3:30pm
2 <sup>nd</sup> Quarter	Wed, Feb 16, 2022 1:30pm – 3:30pm
3 <sup>rd</sup> Quarter	Wed, May 18, 2022 1:30pm – 3:30pm
SFY23 Budget and Contracts Approval	Wed, June 15, 2022 1:30pm – 3:30pm

\_\_\_\_\_  
Marc Shigeta, Chair

\_\_\_\_\_  
Date