

Area 3 Senior Services Agency

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

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Thursday, December 6, 2018

1:30 - 4:00 p. m

MINUTES

1. Call to Order **1:32 pm**

- Attendance: Present members are Marc Shigeta, Bill Willey, Mark Rekow, Kelly Aberasturi, Tom Dale and Larry Meneely (for Rick Visser).

2. Approval of Minutes

- **Tom Dale motioned to approve the Sept. 2018 minutes; Larry Meneely seconded; All Ayes**

3. A3SSA Budget Modification

- We have \$800,000 in carry over funds that were allocated across all the federal programs. The budget was presented and approved by the AAA Advisory Council. ICOA also reviewed and approved the budget with the exception of Title III Caregiver Support Staff which was slightly over budget of approximately \$15,000.
- \$4,340,000 is the current budget.
- Raul proposed to reduce the Homemaker program budget by about \$47,000. Utilization of this program has been stagnant.
- Proposal to add staff a half (.5) Adult Protection staff; (1) Case Manager position (recommended by the Advisory Council); a (1) Special Projects staff member to help with Diabetes classes along with other needed projects; and finally a .3 Admin staff-Older Worker-to assume rosters for Metro Meals on Wheels.
 - **Kelly Aberasturi motioned to approve the amended Budget Modification; Mark Rekow seconded; All Ayes.**

4. Law Firm Interviews

- Raul spoke with Maren Ericson at Hamilton, Michaelson & Hilty, LLP and feels that they would represent us well. This firm offered a \$30 per hour less from another proposed law firm. Maren Ericson does bring HR experience to the table. They provided us with a proposal and a contract with no retainer fee. It will be a \$150 per hour cost. Hamilton, Michaelson & Hilty, LLP was also recommended by Dan Blocksom.

- Tom Dale inquired about the engagement of the attorney, will we continue using the HR services with the payroll company, ADP. Raul explained that ADP deals mainly with HR templates and training tools, and with the recently added enhanced feature has a cost of \$30 a month.
- Tom Dale recommended to have an in-depth meeting with the attorney to give an overview of our agency so they understand how we are structured.
 - **Tom Dale motioned to approve a legal contract with Hamilton, Michaelson & Hilty, LLP; Mark Rekow seconded; All Ayes.**

5. Veterans Directed Care (VDC) Advisory Job Description

- Raul proposes to add a half (.5) of a position. This position was doing both the Veteran's Directed Care and Information & Assistance. This addition would focus 100% on the VDC Program.
 - **Bill Willey motioned to approve the VDC Advisory Job Description; Tom Dale seconded; All Ayes.**

6. Strategic Planning: Establishing vision and work culture

- Raul would like to hire a consultant to develop and implement a "This Is Who We Are" Mission Statement.
- Raul would like to bring in a consulting company that would interview staff, find out how they feel about their jobs, their benefit packages and what they feel about the work that they do. Get feedback from the staff to assess for employee satisfaction.
- Tom Dale stated that he would like to see other options for a consultant and put this out for a request for proposal. Bill feels that strategic planning of this sort could be handled in-house.
- Marc Shigeta asks where this cost is in the budget. Raul states that it would go under Admin.
 - **The recommendation from the Board is to put this out for an RFP.**

7. Discussion:

- VDHCBS Financial Report
 - We are getting payments consistently. There is approximately \$3,000 left to out of the \$100,000 that was owed previously. Veterans Care Advisory staff has recouped a significant amount of funds.
- Request for Proposal Process

- Raul provided an overview of the RFP process. What is in the policy is that we put it out for bid, agencies submit their bids, we evaluate the bids and the winners are brought to the Board. The Board will then approve the contracts.
- The template is already in place that Raul will use. He will then have the lawyer review it and release it. The provider responses will be brought to the Board.
- In the event there is a conflict with WICAP and the members of the Board due to dual membership, those members will not be able to vote.
- Idaho State Plan Process- Funding Formula
 - ICOA is going through their State Plan Process and looking at boundaries. Area 3 has a 10 county region. They are considering consolidating some smaller AAAs because the amount of funds they get make it difficult for them to pay for their Administrative costs.
 - The funding formula is being looked at to be more performance based. The Centers will be heavily encouraged to get a higher percentage of registration forms completed.
- A3SSA Branding
 - Raul proposed the Southwest Idaho Area Agency on Aging.
 - **Raul will poll staff and come with 3 options at the next meeting.**
- A3SSA Board Joint Powers Agreement Membership Dues
 - Of the seven counties that are on our Board there are two that have not been collected. (At the time of the meeting - Ada and Canyon)
 - The Board would like to see the remaining 3 counties to become members of our Board and a letter of inquiry and an invoice.
 - **Raul will send a letter to the Board of County Commissioners to solicit membership of the remaining 3 counties.**
- Independent Audit Findings
 - We hired Harris CPA's to conduct an independent fiscal audit. The results should be in place by next board meeting.
 - The auditors did identify a couple of errors in QuickBooks. This was due to having several different bookkeepers entering in bills differently. We were given the corrections to make in the form of journal entries.

8. Executive Session

- The Board recommended to always have the option of an Executive Session listed on the Agenda.
- No Executive Session needed at this time.

9. Other business

- Raul gave an update on the computers that were taken to the Attorney General's office from the previous designated Area Agency on Aging.
- The Attorney General released back 42 computers to A3SSA. Our IT company assessed all the computers and determined 10 were salvageable.

10. Next meeting

- Quarterly meetings

11. Adjourn **3:02 pm**

- **Bill Willey motioned to adjourn the meeting; Tom Dale seconded.**

Thank you to Bill Willey for his service on the A3SSA Board!