

AREA 3 SENIOR SERVICES AGENCY

Serving Ada, Adams, Boise, Canyon, Elmore, Gem, Owyhee, Payette, Valley & Washington Counties

A3SSA Advisory Council

07/28/2017

701 S. Allen St. Ste 100

Meridian, Idaho 83642

Introductions:

- **Attendees:** Debra Mueller, Jim Sola, Karin Hoffer, Tod Morris, Kathy Skogsberg, John O'Keefe, Kelly Aberasturi, Liz Mummey, Kathy Patrick, Grant Jones, Lana McCollough
- **AAA Staff:** Raul Enriquez, Tiffeny Stees

1:00-2:30 AAA Advisory Council Roles and Responsibilities:

- Review By-Laws
 - Presented Advisory Council By-Laws
 - Recommendations
 - Establish in by-laws that meeting will be quarterly.
 - Establish a Job Description and volunteer sign up
 - Establish non-voting criteria for members that have financial gain from decisions.
 - Providers will be excluded from the Executive Committee
 - Stagger membership term dates to ensure councils members are removed at different times.
 - By-Laws and Membership will need to be approved by the A3SSA Board
 - Informal Vote recommending Karin Hoffer Boles to be the Chair.
- Follow Up items
 - By Laws will be revised and sent to the group for comment.
 - Need to ensure the council membership demographic is made up of 50% individuals 60 or older.
 - Establish next Advisory Council Meeting in September
 - Formally appoint Executive Committee.

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2:30-4:00 AAA State Plan Development:

- Reviewed State Plan Process and Requirements
 - <https://aging.idaho.gov/Documents/Area%20Plan%20Oct%202017%20-%20Sept%202021%20Template%2020170330.zip>
- Reviewed ICOA Needs Assessment Recommendations (pg. 3-4)
 - [https://aging.idaho.gov/Documents/NeedsAssessmentOlderAdultsIdaho_FinalReport_1Apr2016%20\(2\).pdf](https://aging.idaho.gov/Documents/NeedsAssessmentOlderAdultsIdaho_FinalReport_1Apr2016%20(2).pdf) .
- Solicited Feedback from Advisory Council Members on Program Strategies.
 - Explained State Plan Feedback Form
 - State Plan Feedback Form will be sent out including service descriptions.
- Reviewed State Plan Development Timeline
 - May need to adjust due to aggressive deadlines.
- Follow Up Items:
 - Advisory Council initial feedback is due 08/04/2017
 - Incorporate council feedback into state plan. Send out State Plan draft for comment.