

Area 3 Senior Services Agency
Nampa Civic Center, Union Pacific Room
311 3rd St S, Nampa, ID 83651
Teleconference: 1-208-789-0851 Access Code: 74380550
Thursday, June 13, 2019
1:00-4:00 p.m.

MINUTES

1. Roll Call

- Board Members present: Kelly Aberasturi, Marc Shigeta, Tom Dale, Lisa Collini, Viki Purdy
- A3SSA Staff present: Raul Enriquez and Jan Adams, Brandi Waselewski via phone

2. Call to Order – **1:03 p.m.**

3. Approval of Minutes

- Action: Approval of Minutes - **Tom Dale motioned for the Board to approve the May 10, 2019 minutes. Lisa Collini seconded. All Ayes. May 10, 2019 Minutes approved.**

4. A3SSA State Fiscal Year 2020 Budget

- In June the A3SSA will have a surplus of one million dollars. Those funds will go back to the State, then the State will in turn redistribute back to the six areas. Typically, approximately half of the one million will come back to Area III.
- Viki Purdy asked for background on the A3SSA budget. Marc Shigeta and Raul explained how the budget has historically operated.
- 4.2M includes surplus from the prior year.
- To utilize funds from the surplus, Tom Dale suggested for the AAA to redesign our brochure to a half or full page booklet, using a professional agency, and get them out into the communities and centers. Lisa Collini suggested a folder of our services showing each service individually. Raul is supportive of a marketing campaign.
- Tom Dale made a suggestion to create a grant program for senior centers to apply for grants to upgrade their facilities.
- Raul discussed the budget with the Board. Some highlights are:
 - Proposing to increase the rate of reimbursement to Homemaker Providers from \$16.67 per hour to \$17.00 per hour; Home Delivered Meals rate from \$4.25 to \$4.50; Transportation rate from \$3.25 to \$4.00 per boarding;

Congregate Meal rate increase from \$3.50 to \$4.00. The last rate increase was implemented in 2014.

- Action: Approve State Fiscal Year 2020 Budget – **Tom Dale motioned for the Board to approve the SFY 2020 as presented; Viki Purdy/Kelly Aberasturi seconded; All Ayes. SFY 2020 Budget approved.**
 - Discussion on AAAll equipment needs.
 - Raul proposed a request for a 3rd vehicle for Admin/Outreach/Health Promotion/VA use.
 - Raul proposed a request for cubicle walls for the Ombudsman program.
 - Raul proposed a 3% COLA for staff.
 - Action: Agenda Amendment – Fiscal Year End decision to include an Action Item for purchase of a vehicle and office cubicles from the 2019 budget. **Lisa Collini motioned to amend the agenda to make a purchase of a vehicle and office cubicles; Tom Dale seconded; All Ayes. Amended Agenda approved.**
 - Action: Authorize the Executive Director to research and purchase a Ford Escape for use by the agency under the State Contract. **Tom Dale motioned to give Raul the authorization to purchase a Ford Escape; Lisa Collini seconded; All Ayes. Vehicle purchase approved.**
 - Action: Authorize Executive Director to purchase cubicles for the Ombudsman program at a cost not to exceed \$12,000. **Viki Purdy motioned to approve the purchase of cubicles not to exceed \$12,000; Lisa Collini seconded; All Ayes. Cubicle purchase approved. Kelly Aberasturi stated if the cost goes over the amount listed that the Board be contacted for approval.**
5. A3SSA State Fiscal Year 2020 Contracts
- Brandi gave an overview of the process of the Nutrition and Transportation RFP. These are 4 year contracts.
 - Raul talked about the Transportation contract bidders. Valley Regional Transit (VRT) bid for Canyon Co, currently being service by Metro Community Services. Raul proposes giving the contract to VRT. VRT will reimburse Metro CS, Parma and Star from a pass-through standpoint with a Federal match.
 - Elder Opportunity Agency (EOA) bid for Transportation but does not plan to reimburse Payette. Raul proposes to give both EOA and Payette the award.
 - Action: Approve State Fiscal Year 2020 Contracts – **Viki Purdy motions to approve the 2020 Contracts as presented; Lisa Collini seconded; All Ayes. 2020 Contracts approved.**

6. A3SSA Policies

- Action: Approve Confidentiality Statement – **Kelly Aberasturi motioned to approve the Confidentiality Statement; Lisa Collini seconded; All Ayes. Confidentiality Statement approved.**
- Action: Approve Information System Use Policy – **Kelly Aberasturi motioned to approve the Information System Use Policy; Viki Purdy seconded; All Ayes. Information System Use Policy approved.**

7. Discussion

- Idaho Administrative Procedures Act
 - The IDAPA rules have expired. They still exist and are now under ICOA.
- Southwest Idaho Area Agency on Aging (SIA3)
 - We will work with our lawyer to file DBA paperwork.

8. Next meeting

9. Adjourn **2:47 p.m.**

SFY 2020 Scheduled Meetings:

Closing Period	Meeting Date
SFY Year Close and 1 st Quarter Review	Wed - October 30, 2019
2 nd Quarter	Wed - January 29, 2020
3 rd Quarter	Wed - April 29, 2020
End of Year Budget Changes & New SFY	Wed - June 24, 2020