

July 26, 2017

Area 3 Senior Services Agency

701 S. Allen, Ste. 100

Meridian, Idaho 83642

Re: Board Minutes

Monthly Board of Directors meeting of the A3SSA, held at the Meridian Office.

Present for the meeting: Kelly Aberasturi, Owyhee County Commissioner; Bill Willey, Valley County Commissioner; Chair, Marc Shigeta, Payette County Commissioner; and Executive Director Raul Enriquez.

With the absence of a quorum the minutes of June 14th and other action items will have to be postponed for the next meeting. The Chairman called the meeting to order at 1:39 pm.

The Executive Director gave an update of current condition of the Agency. Attached to these minutes is the Director Report outline.

The Board discussed the need to continue to pursue qualification with the PERSI retirement program. We will be send a copy of the communication between IAC Executive Director Dan Chadwick and Director Don Drum with PERSI. We will develop JPA amendment language that we hope will satisfy PERSI.

Raul explained that some of our Senior Centers had overspent their Home Delivery Meal lines. We had some carryover funds and ICOA allowed him to credit those Senior Centers who had over spent.

The meeting adjourned at 2:45.

Respectfully,

Marc Shigeta

September 13, 2017

Area 3 Senior Services Agency

701 S. Allen, Ste. 100

Meridian, Idaho 83642

Re: Board Minutes

Board of Directors meeting of the A3SSA, held at the Meridian Office.

Present for the meeting: Vice Chair Tom Dale, Canyon County Commissioner; Mark Rekow, Gem County Commissioner; Kelly Aberasturi, Owyhee County Commissioner; Chair Marc Shigeta, Payette County Commissioner; and Executive Director Raul Enriquez.

The minutes of June 14th and July 26th were reviewed and unanimously approved by the Board.

The Executive Director began the meeting with a discussion on an attempt to get a court order for the release of records from the Adult Protection unit. The Director will send out a copy of the claim for the Board to review. Basically, Adult Protection information is confidential, and is released upon a court order.

The Director then asked for a review and approval of the Advisory Council By-Laws. Commissioner Rekow moved to approve the By-Laws, with a second by Commissioner Dale. The motion passed unanimously.

The Executive Director gave a general update of the Agency activities. An action item is the formal approval of the July 1 2017 budget. Commissioner Aberasturi moved to approved the 2017 budget. Commissioner Dale seconded the motion which was passed unanimously.

The Board discussed an attached communication from IAC Executive Director Dan Chadwick concerning his discussion with the PERSI Director Dan Drum on retirement coverage for the A3SSA employees. Based on the communication, a proposed amendment to the JPA was presented to the Board for review. It is hopeful that the amendments will satisfy the PERSI organization to include our employees. We will discuss the amendments at a subsequent meeting.

The Executive Director presented a job description for a new bookkeeper, as our current bookkeeper is only temporary.

The Executive Director then discussed the need to approve a renewal of our health insurance coverage for employees. The current plan will increase by 13%. Commissioner Dale moved to

approve the current plan with the increase. The motion was seconded by Commissioner Rekow and the motion passed unanimously.

Being no further business, the meeting was adjourned at 4:23 pm.

Respectfully,

Marc Shigeta

October 11, 2017

Area 3 Senior Services Agency

701 S. Allen, Ste. 100

Meridian, Idaho 83642

Re: Board Minutes

Board of Directors meeting of the A3SSA, held at the Meridian office.

Present for the meeting: Vice Chair Tom Dale, Canyon County Commissioner; Mark Rekow, Gem County Commissioner; Kelly Aberasturi, Owyhee County Commissioner; Bill Willey, Valley County Commissioner; Chair Marc Shigeta, Payette County Commissioner; and Executive Director Raul Enriquez.

A quorum was present and the meeting was called to order at 4:05 pm.

The Executive Director provided a copy of the final draft of the Area Plan. The Area Plan had been signed by the Advisory Council. Commissioner Tom Dale moved to approve the Area Plan. Commissioner Mark Rekow seconded the motion which was passed unanimously.

Being no further business, the meeting adjourned at 5:14 pm.

Respectfully,

Marc Shigeta

Attachment 1: February Minutes

Area 3 Senior Services Agency

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

Teleconference: +1 (208) 789-0851 Access Code: 91364581

Wednesday, February 21, 2018 1:30 - 4:00 p. m

MINUTES

1. Call to Order **(1:37pm)**
 - a. **Attendance:** Marc Shigeta, Bill Willey, Kelly Aberasturi and Tom Dale.
 - b. **A3SSA Staff:** Raul Enriquez and Debbie Leigh.
2. Approval of Minutes **(Attachment 2)**
 - a. Tom motions; Kelly seconds, all ayes.
3. PERSI Update **(Attachment 3)**
 - a. PERSI determined that A3SSA does not have the required Sovereign Power (For Example: Police and Taxation).
 - b. The Sovereign rule was implemented in Jan or Feb 2017.
 - c. The committee discussed an alternative to PERSI and will look at Nationwide.
 - d. Raul stated that they will revisit an application with PERSI possibly at a later date.
 - e. Raul asked if a special meeting will need to be held to approve the retirement plan. It was discussed that it would be up to the Director to find a plan that works best.
 - f. Raul stated he will keep everyone informed on what plan he decides on.
 - g. Suggested that a person will be vested at their six-month probationary period.
4. A3SSA Budget Quarterly Review **(Attachment 4)**
 - a. It is estimated that by June 30 we will have nearly \$400K that will carry over to the next Fiscal Year.
 - b. This is a result of the significant carryover from the prior Fiscal Year.
 - c. Currently we do not have a waitlist for Home Delivered Meals and Homemaker.
 - d. A couple of services have been implemented that will go toward these unspent funds.
 - o An Outreach position was added in December.
 - o The Diabetes Self-Management Program was launched

- e. Raul provided a budget explanation on ICOA's required minimum and maximum.
- f. Examples of a program that has a minimum budget requirement is Nutrition.
- g. Funding formula was discussed. ICOA is looking at the funding formula.
- h. A request was made for Raul to give Commissioners a breakdown by County of services and consumers served.

5. Financial Audit (Attachment 5)

- a. We now have a contract with Harris & Co, CPA's, to conduct a financial audit.

6. Directors Update:

a. Employee State Salary Review (Attachment 6):

- o Raul visited with the Director of Twin Falls Area and she shared her review of salary structure.
- o Raul proposes to bring staff up to the minimum of what the State pays for similar positions.
- o Turnover has been high. Tom feels that moving salaries is justifiable but a timeline/roadmap should be in place sooner rather than later.
- o Seniority, evaluations and certifications would be markers to move salaries.
- o Tom recommends that we obtain legal and HR advice in constructing a wage structure and compensation for all levels in the organization. Weaver & Associates, or a similar company, was suggested.
- o Motion made by Tom, Seconded by Kelly, all ayes:
 - To authorize movement of these positions identified today.
 - That we identify and contract with an HR Specialist that can help
 - Raul design a compensation package.
- o The Board asked for information on an HR Specialist as it becomes available via electronic communication.

a. Ada Court Judgement (Attachment 7):

- o Discussion involved lawsuit by Cherie Phillips.
- o A judgement was decided against A3SSA to release Adult Protection records.
- o Records were sent to daughter in Hawaii.

b. Update on Request for Qualifications:

- RFP has been extended, as Raul intends to make the qualifications more competitive.
- Homemaker (\$205,000 budget) and Respite are included in proposal. The RFP for nutrition will be released next year.
- c. Capacity:
 - There was discussion of looking at adding additional office space in the current building, with negotiations to include getting a lower price per square foot.
 - A3SSA is currently at max capacity. A3SSA is considering adding more staff due to upcoming grants.
 - Kelly asked for lease options and updated lease information by next meeting.
- 7. Other business -
 - a. Discussion of using personal cell phones for business use could carry the potential of open records requests.
 - b. Discussion of Advisory Council, legislation and changes with a new Governor.
- 8. Next meeting - June date proposed
- 9. Adjourn – 2:40pm

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.

Area 3 Senior Services Agency

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

Teleconference: +1 (208) 789-0851 Access Code: 45058848

Wednesday, June 13, 2018

1:30 - 4:00 p.m.

MINUTES

1. Call to Order **1:34 p.m.**

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

2. Approval of Minutes (**Attachment 1**)

- **Bill Willey motions; Kelly Aberasturi seconds; All Ayes**

3. A3SSA 3rd Quarter Report (**Attachment 2**)

- As of March 31st, 2018 we are under budget \$547,986.98
- State Funds need to be spent during the State Fiscal Year or those dollars are forfeited. There is a projected amount of carry over dollars after June 30th. Raul proposes to move Federal Expenses to State Expenses, then move funds from other programs to get all funds spent.
- Authorization to move state funds
 - **Kelly Aberasturi motions; Larry Meneely seconds; All Ayes**
- Bill Willey asked if the Board needed to approve to move no more than 5% without Board approval. Kelly suggested to wait to make a decision until SFY18 is complete. A specific policy would need to be created to give the authority.

4. A3SSA PY 2019 Budget Approval (**Attachment 3**)

- Raul is proposing to budget less, most notably, for Congregate and HDM, due to a significant carry over. Congregate budget SFY19 is based on a SFY18 monthly average expenditure multiplied by 12.
- Raul presented that our award portion is over 1/3 of the total budget for all AAAs.
- Last year budget was \$3.2M; this year \$3.5M. All of the increase was Federal dollars.
- Raul is proposing to add an Ombudsman position who will serve as an Ombudsman Volunteer Coordinator.

- Raul had initially proposed to add a Caregiver Outreach position and is now asking to remove the position and put the \$40,000.00 back into the Respite Program. We have a staff member now that can incorporate those duties into her current job.
 - **Motion to amend budget and remove Caregiver position: Kelly Aberasturi motions/Bill Willey seconds; All Ayes.**
 - **Motion to approve budget as amended: Bill Willey motions; Kelly Aberasturi seconds; All Ayes.**
- Raul explained that some staff charge their time to both Federal and State programs. Raul added additional funds to the budget for retirement; and a merit increase based on staff individual performance.
- Marc inquired about status of getting Nationwide Insurance regarding retirement benefits. Larry Maneely gave Debbie a local contact number.
- \$50,000 in State Admin still needed to allocate. Some ideas to spend this:
 - May is Older Americans Act month and is nationally recognized. We could hold an event to build awareness for senior's i.e. education, volunteer recruitment and fundraising.
 - Strategic Planning (Staff, Board and Advisory Board) was proposed. Kelly suggests to spend dollars towards continued training and retention of staff.
 - Recommendation was made to place funds in marketing of services.

5. A3SSA PY 2019 Contracts Approval (**Attachment 4**)

- Raul explained that under the Transportation program there are centers that fall under contracts with EOA and Metro Community Services rather than the individual centers, as well as contracts with other providers listed in Attachment 4.
- Results of the RFP for Homemaker and Respite contracts were provided. A3SSA asked for 15 applications but ended up with 8. All providers returned with the exception of 24/7 Homecare, and the addition of two new providers, ResCare and Homewatch.
- Reimbursement rate was originally set at \$16.64 but Raul would like to increase it to \$16.67. The reason is that if a consumer was required to pay 40% of the cost they would receive a bill with a rate of \$6.66. Raul recommended to add the three cents to consider the negative impact of sending invoices with that rate.
- Approval of RFP winners and reimbursement increase and adjustment.
 - **Marc Shigeta motions; Larry Meneely seconds; All Ayes.**

6. A3SSA JPA Revisions (**Attachment 5**)

- Ada County Prosecuting Attorney's office brought the following concerns regarding the proposed revisions.

Article II(2) Even though the Area 3-SSA is created separate and apart from any member political subdivision, it is most likely still governed by Article 8 Section 3 of the Constitution which limits indebtedness to one year. Automatic renewals appear to implicate extending indebtedness over time.

Article XVI (6). Parties is never defined in the Agreement but based on the signatures, it appears that the parties to the agreement are the 10 counties who would sign. If the Area 3-SSA is separate and distinct from the counties, it is unclear why the 10 counties would agree to indemnify each other. Each board of county commissioners would have to agree to indemnify other counties.

Article XVI (8). Again the issue is with Parties. This provision has the 10 counties indemnifying a separate entity, the Area 3-SSA. It is unclear why each individual county would agree to indemnify a separate agency when each county lacks total control over the entity. Again each board of county commissioners would have to agree to indemnify the Area 3-SSA.

Article XVI (9). Again the issue is with Parties. This provision has the 10 counties obtaining insurance as well as the Area 3-SSA obtaining insurance. The Area 3-SSA is a separate entity and should obtain its own insurance coverage. County insurance coverage has nothing to do with the Area 3-SSA and should not be governed by this agreement.

Article XVI (10). Again the issue is with Parties. This provision has the 10 counties agreeing to waive their rights to a jury trial. The Area 3-SSA may want to waive its rights but this Agreement to establish the Area 3-SSA does not govern what a board of county commissioners decides to do regarding litigation. The chair of each county cannot waive this right for a county by signing this agreement without the approval of the entire board of county commissioners.

- Attorney Dan Blocksom was asked to call in during this agenda item and made the following recommendation to address the prosecuting attorney's concerns:
 - Modify to read Area 3 is required by the Joint Powers Agreement to carry insurance, not to require all counties to carry insurance.
 - Some provisions are what you would find in a Subscription Agreement rather than a Joint Powers Agreement.
 - Dan will remove verbiage regarding Jury Trial. (ARTICLE XVI, Section 13)
 - Discussion regarding having Commissioners from each county sign the agreement rather than solely the Chair's signature. Bill stated "After a vote is

taken, even if one of the county's disagrees with the vote, the Chair's signature signifies the vote of the commission."

- Dan will confer with Carl Ericson (Risk Management Legal Counsel) to resolve the differences in the Joint Powers Agreement. Specifically the issue of the counties indemnifying A3SSA.

7. A3SSA Conflict of Interest Policy Changes (**Attachment 6**)

- Raul brought to the Board an updated version, from the previously signed Conflict of Interest Policy with changes regarding language related to the Adult Protection and Ombudsman programs.
- **Approval of the Conflict of Interest Policy**
 - Bill Willey motions; Kelly Aberasturi approves; All Ayes.

8. VDHCBS Report (**Attachment 7**)

- Raul identified the challenges with invoicing and getting reimbursed by the Veterans Administration Medical Center.
- To ensure our payments are being received and to follow the status of each invoice A3SSA purchased a new software program (Change Healthcare for \$100 per month) to submit and track invoices to the VA. We can see in real time if our invoices are approved and paid.
- Kelly plans to contact Mike Crapo's staff to advocate a better payment plan to us from the VA for the benefit of the Treasure Valley's veteran senior population.
- Plans to revisit the months of April, May and June with regards to getting payment from the VA at the next Board meeting.

9. County Service Reports (**Attachment 8**)

- Raul will send out an email to the Board showing the breakdown of the services delivered for each county.

10. Other business:

- Approve Contract with ICOA
 - Action: Bill Willey motions to approve and have the Chair sign; Larry Meneely approves; All Ayes.
- Discussion regarding one staff that is considered full-time (over 30 hours) but has waived benefits. Raul proposes to pro-rate the amount of vacation, sick leave and holiday pay based on hours worked.

- The Board recommends that Raul speak with Dan Blocksom or ICRMP for a decision on this matter.

11. Next meeting: **September 2018**

12. Adjourn: **3:30 p.m.**

Marc Shigeta, Chair

Date