

Area 3 Senior Services Agency

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

Teleconference: +1 (208) 789-0851 Access Code: 14257557

Tuesday, September 18, 2018

1:30 - 4:00 p. m

MINUTES

1. Call to Order **1:32 pm**
 - Attendance: Present members are Marc Shigeta, Bill Willey and Kelly Aberasturi, Tom Dale, Larry Meneely (for Rick Visser).
2. Approval of Minutes
 - **Bill Willey motioned to approve the minutes; Larry Meneely seconded; All Ayes**
3. A3SSA State Fiscal Year 2018 Financial Report
 - We have a carryover of just over \$614K. This carryover is allowed for 3 years; if it is not spent A3SSA will not lose the budget award amount.
 - Raul explained that in SFY17 ICOA over paid us by \$115, 925.31. ICOA may take this overpayment amount from the carryover. Raul stated that the carryover has not been awarded yet, though it is expected.
 - A3SSA is underspent in Caregiver funds; this is an underutilized program.
 - Raul will propose at the next meeting that we look into and invest funds towards a program called Grandparents Raising Grandchildren.
4. Office Move and new office tour
 - Raul presented the Board the new proposed floor plan. He explained that we will be gaining space for the same amount of rent. All were in favor.
 - **Tom Dale motioned to approve the move; Larry Meneely seconded; All Ayes**
5. A3SSA JPA Revisions
 - The following changes were made to address the concerns from the Ada County Deputy Prosecuting Attorney.
 - Automatic renewals were removed. The agreement is based as a subscription and contingent on paid annual dues.
 - Parties are defined as participating counties.
 - Added, "No director shall be personally liable for any action taken or omitted by any other director."
 - "Indemnification of Area 3-SSA by the parties" was removed
 - "each party" (Counties) removed from obtaining insurance for A3SSA.
 - "Waiver of Jury Trial" removed
 - Ada County Deputy Prosecuting Attorney also recommended removing the following contradicting statement from Article XVI, item 7 of the JPA.

- This duty shall extend only to the extent that there are no allegations of wrongful acts, omissions or negligence of the COUNTY or its employees. In such event, Area 3-SSA and its insurer shall retain the right to appoint counsel and pay for the costs of defense.
 - **Bill motioned to approve the JPA Revisions with the recommended deletion; Kelly seconded; All Ayes**
6. Nationwide Staff Retirement Benefits
- Nationwide representative, Greg Greive, presented two retirement products, 401a Match Plan and 457 Deferred Compensation Plan.
 - Raul has built a 3% merit increase and, for those that participate, an up to 3% retirement match into the SFY19 budget.
 - The Board made the decision to accept the 457 Retirement plan.
 - **Bill motioned to approve the addition of retirement benefits; Kelly and Tom co-seconded; All Ayes**
7. Health Insurance Benefits
- The Board discussed staying with Select Health or moving to Blue Cross of Idaho.
 - With Select Health there would be a slight increase for the remainder of 2018 but we would move our renewal to January 1, 2019 and take advantage of the new plan design, and rates would be similar to the September rates, showing little or no increase.
 - The Board discussed the possibilities of giving employees that do not participate in the health/dental insurance a \$100 per month contribution to their retirement account. This discussion was tabled for the next meeting.
 - **Kelly motioned; Larry seconded; All Ayes**
8. Ombudsman Volunteer Position
- Kelly asked Raul if the A3SSA could afford to add this position. Raul stated that there are funds in the budget to add the position.
 - Bill asked if the facilities are required to make residents and their families aware of the Ombudsman service. Raul will talk with the Ombudsman staff and get back to the Board.
 - There was discussion on what title to give to the position. It was decided to title the position an Ombudsman/Volunteer Coordinator with a possible hire date of November 1, 2018.
 - **Tom motions to approve the addition of the position; Kelly seconds; All Ayes**
9. A3SSA Policies
- Public Records Request Policy Mirrors State Law.
 - **Bill motions to approve the Public Records Request Policy; Tom seconds; All Ayes**
 - Adult Protection and Ombudsman Agreement Policy
 - **Tom motions to approve the Adult Protection and Ombudsman Agreement Policy; Larry seconds; All Ayes**

- Appeals Policy
 - The Board discussed the content of letter “E” and determined that the order of appeals should be 1) A3SSA Executive Director 2) A3SSA Board 3) ICOA
 - The Board discussed removing the last sentence of letter “E”.
 - **As Amended-Tom motions to approve the Appeals Policy; Bill seconds; All Ayes**

10. Garden Valley Senior Center

- Raul was approached by the Garden Valley Senior Center to contract with the A3SSA to provide Congregate and HDM, subcontracting with Metro Meals on Wheels.
- ICOA approved the contract due to the center being the sole source of these services in their area, serving Garden Valley, Lowman and Crouch.
- Raul and Grant Jones visited the center and reported that the center has a dynamic board.
- Budget for Garden Valley is \$10,556K
 - **Kelly motions to approve the Garden Valley Senior Center Contract; Larry seconds; All Ayes**

11. VDHCB Report

- Raul reported that payments are coming in. We have received \$182K.
- Next week Raul and Michelle will be meeting with representatives from the VA and are hoping to add more Vets to the program.

12. County Service Reports

- Raul presented the service report to the Board, reiterating that the Respite Program is underutilized.
- Raul will continue to update the Board on a quarterly basis.

13. Other business

- The Board went into Executive Session.

14. Next meeting

- The next meeting date is to be determined.

15. Adjourn

- Meeting adjourned at 4:12 p.m.

Area 3 Senior Services Agency

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

Teleconference: +1 (208) 789-0851 Access Code: 51418871

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!

Area 3 Senior Services Agency

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

Teleconference: +1 (208) 789-0851 Access Code: 83149476

Wednesday, February 27, 2019

1:30 - 4:00 p. m

MINUTES

1. New Building Tour
2. Call to Order **1:39 pm**
 - Board Members present were Marc Shigeta, Mark Rekow, Kelly Aberasturi, and Kendra Kenyon
 - A3SSA Staff present were Raul Enriquez, Brandi Waselewski and Jan Adams
3. Introductions of new Commissioners. Ada County, Kendra Kenyon; Washington County, Lisa Collini.
 - A stipend was discussed for those members outside of Ada County. Full-time Commissioners do not receive a stipend and some Commissioners turn in their mileage to their County Clerks.
4. Approval of Minutes
 - Marc Shigeta suggested to add A3SSA staff present to the meeting minutes.
 - **Mark Rekow motioned for the Board to approve the December 2018 minutes; Kelly Aberasturi seconded; All Ayes.**
5. A3SSA Budget Modification
 - Raul provided a power point on the reason there is carryover and presented a plan to spend down a significant portion by June 30, 2020; A few strategies include.
 - Increase of hours for Homemaker and Respite
 - Adding I&A and Adult Protection Staff
 - New cubicle spaces are being purchased
 - Transfer funds to other Area Agencies on Aging
 - Rates will go up for Nutrition and Transportation providers.
 - Discussion was held regarding legislation proposed by ICOA. ICOA changed the name of the Adult Protection program to Adult Protective Services. As well new legislation proposed to allow ICOA

to contract outside of Area Agency on Aging for Adult Protective Services

- **Raul will send out a copy of the Budget and the Power Point presentation.**
- Action: Approve Budget Modification– **No action needed**

6. Provider Budget Modifications

- Brandi presented the current budget, projected difference and new budgets for the Congregate and Transportation programs.
 - **Kendra Kenyon motioned to accept the Transportation Provider Budget Modifications; Mark Rekow seconded; All Ayes.**
 - **Kendra Kenyon motioned to accept the Congregate Provider Budget; Kelly Aberasturi seconded; All Ayes.**

7. New Employee Policies

- Action: Approval of New Employee Policies
 - Staff Complaint Policy
 1. The proposed process would be: a written complaint submitted by a staff member would go to the Supervisor of the department, if not resolved, then to the Program Manager, if not resolved, then to the Executive Director.
 - Raul was asked to send out to the Board an electronic copy of our current handbook before the next meeting.
- **The Board requested to see the current personnel policies before adding new ones. Further discussion was tabled on the HR Policies until the next meeting.**

8. Special Projects Job Description

- This position would have the oversight of the Health Promotions program, in addition, to develop other programs.
 - **Kendra Kenyon motioned for the Board to create a new job description titled Special Projects Manager; Kelly Aberasturi seconded; All Ayes.**

9. Purchase of Office Equipment

- Proposal to purchase new cubicle combinations for our Information & Assistance department. Our current cubicles are too large and this would enable us to add one more position utilizing the same space.
- OEC gave us State rate pricing making it unnecessary to obtain 3 bids.
 - **Kendra Kenyon motioned for the Board to approve the OEC quote for cubicles; Kelly Aberasturi seconded; All Ayes.**

10. Discussion:

- Harris CPA's Independent Audit
 - No findings
- Idaho Commission on Aging State Plan Development
 - Kevin Bittner gave a power point presentation with a handout
- Area Agency on Aging DBA
 - Kendra Kenyon encouraged us to incorporate the word "Aging" in our name search.

11. Executive Session

- No Executive Session needed

12. Other business

- Further discussion on a possible transfer of funds to other AAA's. Members of the Board were in agreement if it followed a Budget-Year by Budget-Year.

13. Next meeting

14. Adjourn **4:17 p.m.**

Area 3 Senior Services Agency
701 S. Allen, Ste. 100, Meridian, Idaho 83642
Teleconference: 1-208-789-0851 Access Code: 64636365

Friday, May 10, 2019

2:00-3:00 p.m.

MINUTES

- Roll Call
 - Board Members present Tom Dale, Lisa Collini, Marc Shigeta
 - Kelly Aberasturi and Mark Rekow conferenced call
 - A3SSA Staff present Raul Enriquez, Brandi Waselewski and Julie Torresani
- Call to Order **2:06 PM**
- Approval of Minutes
 - **Marc Rekow motioned for the Board to approve the February 27, 2019 minutes. Kelly Aberasturi seconded. All Ayes.**
- A3SSA Budget Review and Modification
 - Discussion about the difference between State and Federal funds. State allows carryover, Federal does not. Funding will need to be moved in state to ensure all of the state funds get utilized.
 - Proposed the following transfer of funds:
 - i. \$22,952.60 transfer from Homemaker to Transportation
 - ii. \$132,616.27 transfer from Adult Protection to Home Delivered Meals
 - iii. \$44,669.04 transfer from Respite to Congregate Meals
 - iv. These changes will spend out the state funding for June 2019.
Discussed the projected surplus and whether or not to inform the providers that the surplus funds will not be there every year. Director stated the goal will be to have quarterly meetings to discuss surplus funds with senior centers.
 - **Tom Dale motioned to approve the modified budget. Seconded by Lisa Collini. All Ayes.**
- Idaho Commission on Aging Carryover Policy
 - Area II and Area IV are requesting a transfer of funds to help support their programs.
 - Director stated transferring these funds does not affect Area III awards in the future.

- Area IV is requesting \$15,000 for National Caregiver Support Program. Remaining budget will be \$495,352.26 for Area III.
- **Tom Dale motioned to approve the transfer of \$15,000 to Area IV for National Caregiver Support Program. Seconded Marc Shigeta. All Ayes.**
- Area II is requesting \$74,500 in funds to support their Nutrition Program.
- **Tom Dale motioned to approve the transfer of \$74,500 to Area II for Meals on Wheels. Seconded Marc Shigeta. All Ayes.**
- Add an Additional Signer to Bank Account
 - Director is requesting to approve Roberta Bischel, Program Manager, as a 2nd cardholder for the agency. If the current Director is unavailable to use the card no one else is approved.
 - **Lisa Collini motioned to approve a second cardholder for program Manager. Marc Shigeta seconded. All ayes.**
- Next meeting:
 - Proposed date of June 13th from 1:30 to 3:30PM. Board Members will be finishing a conference on this date and should all be together. Board Meeting will be at the Nampa Civic Center. Director will request Union Pacific Room.
 - **Motion to adjourn Marc Shigeta. Seconded Tom Dale.**

Closing Period	Meeting Date
End of Year Budget Changes & New SFY	Thur - June 13, 2019
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

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