



SWIA3 Board Meeting

Date: 08/19/2020 Time: 1:30 PM to 3:30 PM

Dial in Number: [+12087890851](tel:+12087890851)

Conference ID: 262 982 841#

**Location: 701 S. Allen St. Ste 100
Meridian, Idaho 83642**

MINUTES

1. Roll Call
 - Board Members present: Marc Shigeta, Kelly Aberasturi, Lisa Collini; Tom Dale, Kendra Kenyon and Viki Purdy via phone.
 - SWIA3 Staff present: Raul Enriquez and Jan Adams
2. Call to Order - 1:41 p.m.
3. Approval of Minutes
 - Action: Approve Minutes - **Tom Dale motioned for the Board to approve the June 19, 2020 minutes. Lisa Collini seconded. All Ayes. April 2020 minutes passed. No further discussion.**
4. 2020 Year End Close
 - Raul presented a power point on the budget and close out.
5. 2021 Budget Modification
 - Raul presented the 2021 Budget Modification.
 - AAIII is not allowed to carry over more than 10%, but this year we received an influx of Federal funds for the CARES ACT and FFCRA (Family First CoronaVirus Response Act Funds). This year we are allowed to carry over all of the surplus funds.
 - Raul plans to hire a temporary staff member to help develop a COVID plan for Senior Centers and Nursing Homes.
 - With the new budget there are three programs Raul would like to develop and implement.
 - Chore
 - Case Management
 - Friendly Calling
 - To continue to assist the Senior Centers through the pandemic the State has given Raul the flexibility to extend the double reimbursement rate for an additional month, through the end of September 2020.



CONT.

- Action: Approve 2021 Budget Modification - **Tom Dale motioned for the Board to approve the amended 2021 Budget Modification, to include the surplus and transfer. Lisa Collini seconded. All Ayes. Amended 2021 Budget Modification passed. Further discussion:**
 - **Kelly Aberasturi asked what the overall difference is between the budget that was approved in June 2020 and this one. The difference is the \$1.19M that was added to the original budget due to the addition of the CARES Funding.**
- 6. AAIII 4 Year Area Plan Schedule
 - Our Area Plan/Strategic Plan is due on June 30, 2021.
 - Raul has developed a schedule for the next 10 months for the six phases of the Area Plan. Four phases will be done this year with two final phases, which consist of monitoring and adjusting after the Area Plan is submitted.
- 7. HDM Service Authorization Policy
 - Raul presented this policy and the criteria for determining eligibility and prioritization of services.
 - Kendra Kenyon brought to the Board that we should offer translation services to limited English speakers should they be denied services and initiate an appeal.
- Action: Approve HDM Service Authorization Policy - **Kendra Kenyon motioned for the Board to approve the HDM Service Authorization Policy with the modification of adding a translator if needed upon request. Lisa Collini seconded. All Ayes. HDM Service Authorization Policy passed.**
- 8. 2021 Meeting Dates

Next Proposed Meetings:

Closing Period	Meeting Date
1 st Quarter	Wed, Oct 28, 2020 1:30pm – 3:30pm
2 nd Quarter	Wed, Jan 27, 2021 1:30pm – 3:30pm
3 rd Quarter	Wed, Apr 28, 2021 1:30pm – 3:30pm

Meeting adjourned: 2:56 p.m.



AAIII Board Meeting

Date: 10/28/2020 Time: 1:30 PM to 3:30 PM

Dial in Number: [12087890851](tel:12087890851)

Conference ID: 255 887 647#

**Location: 701 S. Allen St. Ste 100
Meridian, Idaho 83642**

MINUTES

1. Roll Call
2. Call to Order
3. Approval of Minutes
 - Action: Approve Minutes – **Commissioner Kenyon motioned for the Board to approve the August 2020 minutes. Lisa Collini seconded. All Ayes. August 2020 minutes passed. No further discussion.**
4. 2021 1st Quarter Budget Review
 - SWIA3 goal is to be at 25% spent; we are currently sitting at 29% spent.
 - Legal assistance is overspent due to an adjustment from the previous year.
 - Both Home Delivered Meals and Congregate Meals expenditures are high mainly due to paying the double rate. That should balance out at the end of the year.
 - We have not implemented a Chore or a Case Management program as of yet.
 - Our plan is to incorporate a Case Management role into the Information and Assistance program. One position, however, was added in the Information & Assistance department due to the increase in calls for Adult Protective Services.
 - Services:
 - Home Delivered Meals trends are increasing. 18,000 meals delivered around this time last year. We were billed 20,000 meals last month.
 - Congregate meals are at a decline. That is due to the number of seniors staying home and isolating.
 - Participation in HMKR and Respite has been down. Low participation due to reluctance of having a stranger in homes. We do have another grant that also subsidizes respite called Consumer Direct Program.
 - Transportation has gone down but is on an incline recently.
 - We have been getting more phone calls through Information & Assistance. In particular, a significant amount of calls going to Adult Protective Services.
 - Online workgroups are being provided. We have workshops for caregivers, DSMP and also Kinship support groups.

- We launched a Friendly Calling Program
 - We have a contract in place with Idaho Assistive Technology Project (IATP) to provide communication access to people in facilities.
 - Food Box Partnership with LINC and IFB.
 - Action: Approve 2021 1st Quarter Budget Review – **Raul stated that since there were no changes to the Budget there was no need to put an approval before the Board.**
5. Staff Benefit Package
- Select Heath and Pacific Source options.
 - Premium costs would be slightly lower if moving to Pacific Source.
 - Proposing that we offer all three options; with the option of putting the cost savings toward staff retirement accounts. Not all staff currently participate in our insurance benefit package.
 - Action: Approve 2021 Benefit Package – **Commissioners Aberasturi and Kenyon suggests polling staff in a survey format, sharing the findings with the Board to vote on. Our insurance broker will send out a survey to staff for input. They will be available for a Q&A during a call-in meeting tentatively scheduled for Thursday, Nov 12, 2020. If no changes are made to the Benefit Package, then no meeting will take place. Raul will let the Board know.**
6. Staff Incentives Policy
- Allows supervisors to acknowledge good employees by giving them a gift card. For example, a \$15 card to Starbucks.
 - Raul will check with ICOA due to monies used would be taxpayer dollars.
 - Commissioner Kenyon suggested, as an option for staff recognition, that it would come from the Board.
 - A suggestion was made that monies from the Board Annual Membership Fee be used towards these incentives for staff.
 - Action: Approve Staff Incentives Policy – **Raul will clarify in the policy that only those Membership funds can be used, and what can or cannot be purchased with the funds.**
7. AAIII 4 Year Area Plan Schedule
- ICOA Program Achievements and Review
 - Establishing sub committees for the development of the area plan. Sub-committees are Universal, Targeted and Crises Services.
 - Advisory Council Area Plan Approval: June 2021
 - SWIA3 Board Approval: June 2021
 - Area Plan Submission: June 30, 2021
 - ICOA Area Plan Approval: October 15, 2021
 - Plan Covers: October 2021-September 2025
8. Building Move Update
- We were moved to a month-to-month lease with 120 days’ notice to vacate should we be asked. The owner of Hubble Homes stated that there was no urgency for us to move.
 - Commissioner Aberasturi suggested that Raul continue seeking out an alternative building for a possible purchase.
9. 2021 Meeting Dates

Next Proposed Meetings

Closing Period	Meeting Date
2 nd Quarter	Wed, Jan 27, 2021 1:30pm – 3:30pm
3 rd Quarter	Wed, Apr 28, 2021 1:30pm – 3:30pm



SWIA3 Board Meeting
Date: November 12, 2020
Time: 11:00 AM to 12:00 PM

MINUTES

1. Call to Order **11:07am**
2. Roll Call:
 - Members Present: Kelly Aberasturi, Marc Shigeta, Viki Purdy, Lisa Collini
 - Members on Teleconference: Kendra Kenyon, Tom Dale, Tom Rekow
 - AAA Staff: Raul Enriquez; via phone Brandi Waselewski and Jan Adams
 - Guests: Tim Little and Eric Fredriksen
3. Staff Benefit Package
 - Executive Director reviewed the results of the staff survey and the new benefits package.
 - Raul reminded the Board that employee premiums are covered by the agency at 100%.
 - A majority of the staff voted to keep the benefits the same, participating in the Select Health Gold Plan.
 - Some of the staff would like to explore options within either the Select Health Plan or the Pacific Source Plan.
 - Most of the staff expressed that share of cost and deductible was a high priority.
 - Fredriksen Insurance Staff, Tim Little and Eric Fredriksen, provided an overview of the market comps and tiers of insurance packages.
 - Premium for Select Health will increase slightly.
 - Staff have been provided with a three tiered option. Gold, Silver and Bronze.
 - Staff will be provided the option to elect a lower rate package (Silver or Bronze) and contribute their cost savings to premiums for spouse and/or children if dependents are added.
 - Action: Approve Benefit Package – **Viki Purdy makes the motion to stay with Select Health and offer a cafeteria plan within that option. Tom Dale proposes an amendment to the motion that extends the option to employees to move cost savings gained to an HSA account to help pay pre-tax medical claims. Lisa Collini seconded. No further discussion. All Ayes. 2021 Benefit Package passed.**

Next Proposed Meetings

Closing Period	Meeting Date
2 nd Quarter	Wed, Jan 27, 2021 1:30pm – 3:30pm
3 rd Quarter	Wed, Apr 28, 2021 1:30pm – 3:30pm



AAIII Board Meeting

Date: January 6, 2021

Time: 1:30 PM to 2:30 PM

Dial in Number: 1-253-215-8782

Conference ID: 832 3932 2796

Passcode: 410319

Location: 701 S. Allen St. Ste 100
Meridian, Idaho 83642

MINUTES

1. Call to Order
2. Roll Call:
 - Members Present: Marc Shigeta, Lisa Collini, Mark Rekow, Tom Dale
 - Members on Teleconference: Viki Purdy and Kelly Aberasturi
 - SWIA3 Staff Present: Raul Enriquez, Brandi Waselewski, Jan Adams
3. Approval of Minutes
 - Action: Approve October and November Minutes
 - Tom Dale motioned for an amendment to be made to the November 2020 minutes regarding Members Present to include Marc Shigeta and Viki Purdy.
 - **Tom Dale motioned for the Board to approve the November 2020 minutes with changes. Lisa Collini seconded. All Ayes. November 2020 minutes passed. No further discussion.**
 - **October 2020 minutes will be presented for approval at our next meeting.**
4. Grandview Marketplace New Site
 - Raul explained to the Board the process we used to find a new location.
 - The realtor, Nick Schuitemaker, was recommended by Hubble.
 - We started out with a list of 85 sites, narrowed it to 10 and visited 6 locations.
 - The property was listed at \$13.00 + NNN per sq. ft. We responded with a Letter of Intent at \$12.00 + NNN per sq. ft. With the Tenant Improvements we asked for the lease was drawn up for \$13.50 + NNN per sq. ft. with 2.5% annual increases over the next 5 years. Landlord pays 3% commission of the total lease up front to TOK.
 - Action: Approve Lease Signing
 - Action: Approve Lease Signing – **Tom Dale makes the motion for the Board to authorize the Chair and Executive Director, subsequent to the attorney’s review, to sign the lease. Lisa Collini seconded. Further discussion: regarding where the funds would come from for the moving costs. All Ayes.**

Next Proposed Meetings

Closing Period	Meeting Date
2 nd Quarter	Wed, Jan 27, 2021 1:30pm – 3:30pm
3 rd Quarter	Wed, Apr 28, 2021 1:30pm – 3:30pm

Marc Shigeta, Chair

Date



SWIA3 Board Meeting

Date: January 27, 2021

Time: 1:30 PM to 3:00 PM

Dial in Number: +1 669 900 9128

Conference ID: 847 5112 1962

Passcode: 273462

Location: 701 S. Allen St. Ste 100
Meridian, Idaho 83642

MINUTES

1. Roll Call:
 - Members Present: March Shigeta, Kelly Aberasturi, Viki Purdy
 - Members on Teleconference: Pam White, Nate Marvin, Kendra Kenyon, Mark Rekow
 - SWIA3 Staff Present: Raul Enriquez, Brandi Waselewski, Jan Adams
2. Call to Order: 1:32pm
3. New Board Member Introductions
 - Pam White – Canyon County
 - Nate Marvin – Washington County
4. Board Vice chair
 - Joint Powers Agreement requires an election of a Vice Chair.
 - Chair Shigeta opened the floor for nominations for Vice Chair.
 - Action: Elect new Vice Chair
 - **Commissioner Kenyon nominated Kelly Aberasturi to fill the Vice Chair seat. Pam White seconded. No further discussion. All Ayes. Our new Vice Chair is Kelly Aberasturi.**
5. Approval of Minutes
 - Action: Approve October 28th and January 6th Meeting Minutes
 - **Kelly Aberasturi motioned to approve the October 28, 2020 minutes as written. Viki Purdy seconded. All Ayes. No further discussion. October 2020 Minutes were approved.**
 - Action: Approve January 6th Meeting Minutes
 - **Viki Purdy motioned to approve the January 6, 2020 minutes as written. Kendra Kenyon seconded. No further discussion. All Ayes. January 2020 Minutes were approved.**

6. Budget Report

- There are three reasons for the budget modification:
 - 1) Ensure we spend out State and CARES funds first
 - 2) Balance the Budget
 - 3) Accommodate the needs of seniors
- Budget changes suggestions:
 - To spend out State funds Raul is proposing to move \$40,000 from the Adult Protective Services program to Home Delivered Meals.
 - We have had some turnover in Adult Protective Services but plan to add another APS staff to respond to the increase in referrals.
 - To spend out CARES funds in the Friendly Calling program Raul would recommend moving the full excess of \$46,411 to Home Delivered Meals. We have another grant that is funding this program therefore the CARES funds have not been utilized.
 - There is also a surplus in the Homemaker program. Raul proposes to move \$40,000 from that program to Home Delivered Meals.
 - The combined move to Home Delivered Meals would be \$126,411. This will support the growth of the program since the pandemic. Home Delivered Meals has grown significantly since the pandemic from 180,000 meals to 228,000 meals.
 - To balance the budget, Raul would propose to move \$51,978 budgeted for Case Management to Information and Assistance, and move \$25,950 from Chore to Legal Services. Both services have grown significantly.
- Action: Approve Budget Adjustments
 - **Viki Purdy motions to approve the Budget Adjustments. Kelly Aberasturi seconded. No further discussion. All Ayes. The Budget Adjustments passed.**

7. New Site Update

- We signed a 7-year lease on the new location at 1505 S Eagle Rd, Ste 120 in Meridian.
- We are to be moved out of our current location by March 31, 2021.

Next Proposed Meetings

Closing Period	Meeting Date
2 nd Quarter	Wed, Jan 27, 2021 1:30pm – 3:30pm
3 rd Quarter	Wed, Apr 28, 2021 1:30pm – 3:30pm
4 th Quarter (Proposed)	Wed, June 9, 2021 1:30pm--3:30pm



SWIA3 Board Meeting Board Meeting

Date: March 10, 2021

Time: 1:30 PM to 2:30 PM

Dial in Number: +1 669 900 6833

Meeting ID: 886 4287 8740

Passcode: 187848

Location: 701 S Allen St Ste100, Meridian
and Teleconference

MINUTES

1. Roll Call:
 - Members Present: Viki Purdy, Nate Marvin
 - Members on Teleconference: Marc Shigeta, Kelly Aberasturi, Kendra Kenyon
 - SWIA3 Staff Present: Raul Enriquez, Brandi Waselewski, Jan Adams
2. Call to Order: **1:33 pm**
3. Approval of Minutes
 - Action: Approve January 27, 2021 Minutes
 - **Nate Marvin motioned to approve the January 27, 2021 minutes with the change of the spelling correction of Marc Shigeta's first name. Viki Purdy seconded. No further discussion. All Ayes. January 2021 Minutes were approved.**
4. Harris CPAs Independent Audit Presentation
 - Introduction of David Hegstrom, CPA– He commended Raul and Brandi for a very clean and efficient audit.
 - Action: Approve Independent Audit
 - **Viki Purdy motioned to accept the Audit Report. Nate Marvin seconded. No further discussion. All Ayes. The Audit Report for SFY20 was approved.**
5. Request for Bids Homemaker and Respite
 - Contracts for these services end June 30, 2021
 - Deadline to submit an application for these contracts is May 7, 2021 @ 5:00pm
 - Announcement will be made June 9, 2021
 - RFP would be for a one-year contract; next year will be a RFQ-Request for Qualifications
 - Action: Approve Homemaker and Respite RFP
 - **Viki Purdy motioned to support a reimbursement rate of \$22 per hour and send out the RFP. Nate Marvin seconded. No further discussion. All Ayes.**
6. New Site Update
 - Our move will begin Monday, March 23, 2021. Raul went over the move budget with the Board.

Next Proposed Meetings

Closing Period	Meeting Date
Independent Audit Submission	Wed, March 10, 2021 1:30pm – 3:30pm
3 rd Quarter	Wed, April 28, 2021 1:30pm – 3:30pm
4 th Quarter (Proposed)	Wed, June 9, 2021 1:30pm – 3:30pm



SWIA3 Board Meeting

Date: April 28, 2021

Time: 1:30 PM to 3:00 PM

Dial in: +1 253 215 8782 US

Meeting ID: 876 9421 7445

Passcode: 954475

Location: 1505 South Eagle Road, Suite 120
Meridian, Idaho 83642

MINUTES

1. New Facility Tour
2. Roll Call
 - Members Present: Marc Shigeta, Kelly Aberasturi, Viki Purdy
 - Members on Teleconference: Kendra Kenyon, Nate Marvin
 - SWIA3 Staff Present: Raul Enriquez, Brandi Waselewski, Jan Adams
3. Call to Order: **1:32 pm**
4. Approval of Minutes
 - Action: Approve January 27 Meeting Minutes
 - **Kelly Aberasturi motioned to approve the March 10, 2021 minutes. Kendra Kenyon seconded. No further discussion. All Ayes. March 2021 minutes were approved.**
5. Budget Report
 - We are at 60% spent in the current budget and are expecting a surplus of \$481,272. The surplus is mainly due to CARES Act dollars that came in last fiscal year.
 - Our concentration now is on spending down the State dollars, specifically Homemaker and Adult Protective Services funds. We are proposing to move monies from both programs to Home Delivered Meals.
 - We have received an additional \$912,322 in COVID funding which should be spent out in the coming months.
 - Action: Approve Budget Adjustments – Move APS and Homemaker to HDM \$86,564.00
 - **Kelly Aberasturi motioned to approve the Budget Adjustments by the movement of funds from APS and Homemaker to HDM for a total of \$86,564.00. Viki Purdy seconded. No further discussion. All Ayes. Budget Adjustments were approved.**



6. Family Caregiver Navigator Job Position (Temporary)

- ICOA and Boise State University approached us to pilot a project to work with Caregivers, specifically Hispanic caregivers and caregivers of people with dementia. This role will be funded by ICOA and BSU.
- This role will utilize an evidence based assessment tool to identify needs and the risk of caregiver burnout.
- Action: Approve Job Position with Benefits
 - **Viki Purdy motioned to approve the temporary Navigator position with benefits. Kendra Kenyon seconded. No further discussion. All Ayes. Position approved.**

7. Area Plan Update

After a discussion among the Board Members the 4th Quarter meeting was moved from June 9, 2021 to June 16, 2021.

Next Proposed Meetings

Closing Period	Meeting Date
4 th Quarter (Proposed)	Wed, June 16, 2021 1:30pm - 3:30pm



SWIA3 Board Meeting

Date: June 16, 2021

Time: 1:30 PM to 3:00 PM

Location: 1505 S Eagle Rd, Ste 120 Meridian ID 83642

Meeting ID: 845 1819 3184

Passcode: 613563

Dial In: +1 253 215 8782

MINUTES

1. Roll Call

- Members present: Marc Shigeta, Kelly Aberasturi, Mark Rekow
- Members on Teleconference: Nate Marvin, Viki Purdy
- SWIA3 Staff present: Raul Enriquez, Brandi Waselewski, Jan Adams

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

3. Approval of Minutes

- Action: Approve April 28 Meeting Minutes
 - **Kelly Aberasturi motioned to approve the April 28, 2021 minutes. Nate Marvin seconded. No further discussion. All Ayes. April 2021 minutes were approved.**

4. Staff Salary Review

- During our last meeting we had discussed doing a salary review of the adult protection staff. We have had significant turnover in the Adult Protection department over the past several years. There is only one staff that is past their 6-month probation.
- What we are finding is staff are leaving the job for other opportunities.
- Idaho is growing and providing more opportunities for employment. The average salary has increased by 7% last year. Average salary is \$51,000 a year. Significant increase in salaries in southwest Idaho.
- We conducted a salary review of two positions, Adult Protection and Information and Assistance. We added I&A to our review because we added a degree requirement to the job. Both jobs were compared to what would be paid by the state.
- Information and Assistance starts out at \$17 an hour, roughly \$1.50 less than the State rate. Adult Protection starts out at \$18.82, roughly \$2.00 an hour less than the state rate.

- We propose the following in this budget.
 - Bump up Adult Protection wage \$2 an hour and I&A Options Counselor wage \$1.50 an hour. They would get the new rate starting July 1, 2021, minus the 3% merit increase.
- The impact to these changes would be a \$491,000 increase in spending. The total impact includes six temporary staff that could be discontinued once the additional ARPA funds expire. An additional Adult Protection Staff would be added as referrals have increased significantly.

5. SFY22 Budget Approval

- We received ARPA (American Rescue Plan Act) funds this year in the amount of \$2.6M. These funds will be available for 3 years with a distribution schedule of 40% in year one, 40% in year two and 20% in year three.
- The overall increase to the SFY22 Budget is \$1,402,330.00
- Action: Approve SFY22 Budget
 - **Mark Rekow motioned to accept the SFY22 Budget as presented. Nate Marvin seconded. No further discussion. All Ayes. SFY22 Budget was approved.**

6. Temp Ombudsman and Information and Assistance positions

- Raul would like to offer benefits to two of the six temporary positions we have, those two positions we would like to retain in the next 3 three years.
 - **Mark Rekow motioned to approve the funding of benefits for two temp positions. Nate Marvin seconded. No further discussion. All Ayes. Motioned passed.**

7. SFY22 Contracts Approval

- We are in the final stages of wrapping up our Respite and Homemaker RFP. Brandi showed the scores that were compiled from the application process.
- Nine providers applied during this RFP. We could utilize the services of all nine applicants.
- The RFP process includes the announcement in respective newspapers, provider conference, open the sealed Proposals and check for accuracy, score the Proposals and send to the Board for approval.
- Action: Approve SFY22 Contracts Approval
 - **Kelly Aberasturi motioned to approve the SFY22 Contracts (and the RFP for Homemaker and Respite included). Mark Rekow seconded. SFY22 Contracts were approved.**

8. Area Plan Update

- Raul will provide a timeline for the phases of the Area Plan at the next meeting.

Next Proposed Meetings: SFY22 Meeting dates:

Closing Period	Meeting Date
End of Year Budget Changes & New SFY	Wed, Aug 18, 2021 1:30pm – 3:30pm
1 st Quarter	Wed, Nov 17, 2021 1:30pm – 3:30pm
2 nd Quarter	Wed, Feb 16, 2022 1:30pm – 3:30pm
3 rd Quarter	Wed, May 18, 2022 1:30pm – 3:30pm