



SWIA3 Board Meeting

Date: August 25, 2021 **Time:** 1:30 PM to 3:30 PM

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

Meeting ID: 858 4532 8777

Passcode: 784923

Dial In: +1 253 215 8782

MINUTES

1. Call to Order **1:30 pm**
2. Roll Call
 - Members present: Marc Shigeta, Kelly Aberasturi
 - Members on Teleconference: Nate Marvin, Mark Rekow, Kendra Kenyon
 - SWIA3 Staff present: Raul Enriquez, Brandi Waselewski, Jan Adams
3. Approval of Minutes
 - Action: Approve June 16, 2021 Meeting Minutes
 - **Kelly Aberasturi motioned to approve the June 16, 2021 Meeting Minutes as presented. Nate Marvin seconded. All Ayes. No further discussion. Minutes were approved.**
4. SFY 21 Budget Closeout
 - We closed our budget at 88% spent out. That is good considering the amount of funds we received from the FFCRA award. There are no carryover limits right now because of the disaster declaration.
 - We did have \$592,456 remaining. That money should be allowed to carryover for the following year.
 - We had \$57,150 left over in Administration cost.
 - \$902,198 in CARES funds (Coronavirus Aid, Relief, and Economic Security). Majority of those funds went to HDM (Home Delivered Meals).
 - Discretionary grant MIPPA and Lifespan are spent out and completed.
 - All of the State Funds were spent out.
5. SFY 22 Budget Adjustments
 - Significant correction from ICOA. ICOA released all three years at once, when it should have been divided up in three years.
 - We had to take out \$1,583,453 from the original budget that was presented in June.



- \$1,041,977 in ARPA funds. Fund utilization for projects in part are as follows:
 - Approximately half the funds go toward nutrition.
 - Funding to senior centers to purchase upgrades. A contract modification was sent out for each center with guidance.
 - We are also subsidizing another \$2.00 per meal for congregate meals.
 - Two temp positions in APS and OMB departments.
 - Most of these funds will go toward our in-home contracted services. Particularly transportation.
 - We have a Communication Access project that provides some nursing home residents with communication devices to keep in contact with family members.
- Action: Approve Budget Adjustments
 - **Kelly Aberasturi motioned to approve the Budget Adjustments as presented. Kendra Kenyon seconded. All Ayes. No further discussion. Budget Adjustments were approved.**

6. Contract Assistant Position

- We are asking for a full-time Contracts Assistant position. This employee has been in a temporary position for approximately 2 years, and we would like to make it a permanent full-time position.
 - We are still within the means of 10% administration.
 - Overview:
 - Brandi: Manages the fiscal and the contracts.
 - Maryanne Knutson: Invoicing, Receivables and Payables.
 - Jan Adams: Assist Executive Director, building vendors, on-boarding new staff, vehicles and maintenance, IT communication, assist with Board and Advisory Council meetings.
 - Michelle Sutton: Will help with contracts monitoring and provider training.
 - Action: Approve Contracts Assistant Position
 - **Kelly Aberasturi motioned to approve the Contracts Assistant Position from Temporary to Full-Time. Nate Marvin seconded. No further discussion. All Ayes. Position approved.**
- ❖ Additional Discussion: County membership dues invoices will go out next week.



7. Next Proposed Meetings: SFY22 Meeting dates:

Closing Period	Meeting Date
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
SFY23 Budget and Contracts Approval	Wed, June 15, 2022 1:30pm – 3:30pm

Marc Shigeta, Chair

Date



SWIA3 Board Meeting

Date: November 19, 2021 **Time:** 1:30 PM to 3:30 PM

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

Meeting ID: 896 2943 8023

Passcode: 884352

Dial In: +1 253 215 8782

MINUTES

1. Roll Call

- Members Present: Marc Shigeta, Kelly Aberasturi, Viki Purdy
- Members on Teleconference: Pam White, Mark Rekow, Kendra Kenyon
- Members Excused: Nate Marvin
- Guests: David Hegstrom (Harris CPA's) and Eric Fredriksen (Fredriksen Health Ins)
- SWIA3 Staff present: Raul Enriquez, Brandi Waselewski, Jan Adams

2. Call to Order **1:30 pm**

3. Approval of Minutes

- Action: Approve August 25, 2021 Meeting Minutes
 - **Kendra Kenyon motioned to approve the August 2021 minutes. Kelly Aberasturi seconded. No further discussion. All Ayes. August 2021 minutes were approved.**

4. Independent Audit – Harris CPA's

- David Hegstrom presented the SFY21 Audit. There were no findings
- Action: Approve Audit for Submission
 - **Kelly Aberasturi motioned to approve the SFY21 Audit as presented. Mark Rekow seconded. No further discussion. All Ayes. SFY21 Audit was approved.**

5. Health Benefits

- Eric Fredriksen presented the insurance options for the upcoming year. An additional benefit would be added for 2022. A direct primary care option would be added and provided by the Appleton Clinic.
- Action: Approve SFY 22 Health Benefits
 - **Viki Purdy motioned to continue with the current benefits package with the addition of Appleton Clinic option. Kelly Aberasturi seconded. Further discussion: Pam White asked if there is a Tele-Health option with the Appleton Clinic. Yes, there is. All Ayes. 2022 Benefits package was approved.**



6. Allied Solutions Proposal

- Raul presented a comparison of our current IT company, Northwind Computers, and a potential new company, Allied Business Solutions.
- The contract would be for one year.
- The new company will be more expensive but would provide better business solutions.
- Allied Business Solutions is an approved State vendor.
- Action: Approve Allied Solutions Proposal
 - **Viki Purdy motioned to accept a new one (1) year contract with Allied Business Solutions IT, adding that Raul will provide a report at the May 2022 meeting. Mark Rekow seconded. No further discussion. Allied Business Solutions contract passed.**

7. Borton-Lakey Letter of Engagement

- Attorney Maren Ericson has provided services to the agency for 2 years with her previous agency and has now offered to continue her services to us with Borton-Lakey.
- Action: Approve Letter of Engagement
 - **Kelly Aberasturi motioned to approve the Letter of Engagement with Attorney Maren Ericson at Borton-Lakey Law. Viki Purdy seconded. No further discussion. All Ayes. Motion passed.**

8. Vacation and Sick Leave Donation Policy

- The Agency would like to give staff, that have vacation carryover, the opportunity to donate those hours to other staff that are in need.
- Vacation hours given are based on time served on the job. Max accrual of sick leave is 240 hours.
- Board members shared the leave donation policies in effect at their employment.
- Concerns brought up on the additional cost to taxpayers.
- Action: Approve Vacation and Sick Leave Donation Policy
 - Raul will research other options, draft a new proposal, and present at our February 2022 meeting.



9. Kinship Care Idaho Woman’s and Children’s Foundation Grant Submission

- Raul and Julie are looking for Board support to apply for a grant under the Idaho Women’s Charity Foundation. The grant request would be a suggested \$20,000 to \$30,000 with a request deadline of December 15, 2021. The Board sounded favorable.

UPDATE: Raul and Julie will write the grant proposal and submit it by the deadline.

The grant will be presented at the next meeting.

10. Next Proposed Meetings: SFY22 Meeting dates:

Closing Period	Meeting Date
2 nd Quarter	Wed, Feb 16, 2022 1:30pm – 3:30pm
3 rd Quarter	Wed, May 18, 2022 1:30pm – 3:30pm
SFY23 Budget and Contracts Approval	Wed, June 15, 2022 1:30pm – 3:30pm

Meeting adjourned: **3:18 pm**



SWIA3 Board Meeting

Date: March 30, 2022 **Time:** 1:30 PM to 3:30 PM
Location: 1505 S Eagle Rd, Ste 120 Meridian ID 83642
Meeting ID: 861 1978 2163
Passcode: 861492
Dial In: +1 253 215 8782

MINUTES

1. Roll Call

- Members Present: Kelly Aberasturi, Viki Purdy
- Members on Teleconference: Mark Rekow, Kendra Kenyon, Nate Marvin
- Members Absent: Marc Shigeta, Pam White
- SWIA3 Staff Present: Raul Enriquez, Brandi Waselewski, Jan Adams

2. Call to Order **1:31 pm**

3. Approval of Minutes

- Action: Approve November 29, 2021 Meeting Minutes
 - **Kendra Kenyon motioned to approve the November 2021 minutes. Mark Rekow seconded. No further discussion. All Ayes. November 2021 minutes were approved.**

4. Budget Modification

- Raul presented the Budget Modification PowerPoint to the Board.
- Action: Approve 3rd Quarter Budget
 - **Kendra Kenyon motioned to approve the Budget Modification. Nate Marvin seconded. No further discussion. All Ayes. The Budget Modification was approved.**

5. Modernization, Enhancement, Accessibility and Effective Leveraging Funding (MEALS)

- We received some additional state funding from the Governor designated for Idaho's senior population.
- Each provider that delivers HDM and/or Congregate Meals will receive \$10,000 to use in modernization funds from Apr 1, 2022 – Mar 31, 2023. These funds will be distributed on a reimbursement basis. An additional \$500 grant will be given for sanitation and cleaning supplies to be used in the same timeframe.



- One caveat would be if a meal site cancels their contract with the AAA within 3 years of this funding distribution, the AAA could go back and revert ownership of anything valued over \$1,000 and transfer those items to support other nutrition sites.

6. SWIA3 Area Plan Review

- Raul presented a first draft of the Area Plan and will email it out to the Board after this meeting.
- Area Plan submission date is June 15, 2022.

7. Adult Protection Intervention Temp with Benefits

- Action: Approve Temp position with benefits
- Raul asked to table this item due to some changes with the Adult Protective Services grant.

8. Next Proposed Meetings: SFY22 Meeting dates:

Closing Period	Meeting Date
4 th Quarter Budget and SFY 23 Budget	Wed, May 18, 2022 1:30pm – 3:30pm
SFY23 Budget and Contracts Approval	Wed, June 15, 2022 1:30pm – 3:30pm

- Raul proposed to move the May 18, 2022 meeting to June 1, 2022.

Meeting adjourned: **2:27 pm**