



## SWIA3 Board Meeting

**Date:** Thursday, November 2, 2023

**Time:** 1:30 – 4:00pm

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

### Join Zoom Meeting

**Link:** <https://us02web.zoom.us/j/88175446404?pwd=bTdIRGkxQk5YZFRrWEtSY1ZOcDYydz09>

**Phone Number:** 1 253 215 8782

**Meeting ID:** 881 7544 6404

**Passcode:** 499180

## MINUTES

1. Call to Order **1:30pm**
2. Roll Call
  - Members Present: Kelly Aberasturi, Tom Dayley
  - Members on Teleconference: Nate Marvin
  - SWIA3 Staff Present: Raul Enriquez, Brandi Waselewski, Jan Adams
3. Board Meeting Minutes
  - Action: Approve May 24, 2023 meeting minutes
    - **Nate Marvin motioned to approve the May 24, 2023 minutes; Kelly Aberasturi seconded. No further discussion. All Ayes. Minutes approved.**
4. Harris CPA's Independent Audit
  - Dallin Erickson presented the SWIA3 SFY23 Audit to the Board. Harris CPA's had no findings and stated it was a great audit. Mr. Erickson will send the final copy of the audit to the Clearing House and to the State on our behalf.
  - Action: Approve Audit for Submission
    - **Nate Marvin motioned to approve the SFY23 Audit as presented; Kelly Aberasturi seconded. No further discussion. All Ayes. Audit approved.**
5. Health Insurance for 2024
  - Eric Fredriksen presented the insurance recommendation for the upcoming 2024 Open Enrollment. The agency will be staying with SelectHealth, and it will have a 10% increase this year.
  - Action: Approve 2024 Health Insurance
    - **Nate Marvin motioned to approve the 2024 health insurance package as presented; Tom Dayley seconded. No further discussions. All Ayes. Insurance approved.**
6. Budget Projections and Modification
  - There are some modifications that need to be made to cover the shortfall in the IIIB programs.
  - A Waitlist will commence soon for the Home Delivered Meals program.
  
  - This is the last year for the distribution of ARPA funding.
  - Idaho Assistive Technology Project is a pilot grant that provides communication



devices to those folks in assisted living facilities and nursing homes. This program will conclude at the end of the year.

- Action: Approve Budget Modification
  - **Tom Dayley motioned to approve budget modifications presented. Nate Marvin seconded. No further discussion. All Ayes. Budget Modifications approved.**

7. Community Care Program Positions – Julie Torresani

- The Community Care Program launched in Area III, then added staff in the other AAA regions making the program statewide.
- The Public Health Worker (PHW) grant will end in 2024. However, the state funding will continue.
- Positions requested for this program are a Bilingual Community Health Advocate in Area III, and a Community Health Advocate in Area IV and in area V/VI.
- Kelly Aberasturi would like to know what ICOA’s vision is for the CCP Program. Julie Torresani will send the Scope of Work to Kelly Aberasturi.
- The Board would like to approve the Community Health Advocate in Area IV and would like to wait on the final position request.
- Action: Approve Additional Positions
  - **Nate Marvin motioned to approve the Bilingual Community Health Advocate at the salary of \$19-\$21 per hour. Tom Dayley seconded. No further discussion. All Ayes. Position approved.**

8. Area Plan Review

9. Executive Session: pursuant to Idaho Code 74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student;

- Action: Vote to authorize executive session (2/3 vote)
  - The Executive Session has been tabled at this time.

Next Proposed Meetings: SFY23 Meeting dates:

Closing Period	Meeting Date
2 <sup>nd</sup> Quarter	Wed, January 17, 2024; 1:30-4:00 PM
3 <sup>rd</sup> Quarter	Wed, April 10, 2024; 1:30-4:00 PM
4 <sup>th</sup> Quarter	Wed, July 10, 2024; 1:30-4:00 PM

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Kelly Aberasturi, Chair

\_\_\_\_\_  
Date



## SWIA3 Board Meeting

**Date:** Wednesday, January 17, 2024

**Time:** 1:30 – 4:00pm

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

### Join Zoom Meeting

**Link:** <https://us02web.zoom.us/j/83468330801?pwd=TmczM0gwZ0JOTVZHRVZyY1ZHU2E4UT09>

**Phone Number:** 1 253 215 8782

**Meeting ID:** 834 6833 0801

**Passcode:** 277153

## MINUTES

1. Call to Order **1:30pm**
2. Roll Call
  - Members Present: Kelly Aberasturi
  - Members on Teleconference: Mark Rekow and Viki Purdy
  - SWIA3 Staff Present: Raul Enriquez, Brandi Waselewski and Jan Adams (via Teleconference)
3. Board Meeting Minutes
  - Action: Approve Nov 2, 2023 meeting minutes
    - **Viki Purdy motioned to approve the Nov 2, 2023 meeting minutes; Mark Rekow seconded. No further discussion. All Ayes. Minutes approved.**
4. Budget Modification
  - We are on schedule to be spent out all Older Americans Act funding.
  - Waitlist for HDM started in November.
  - Homemaker hours have been reduced to 9 hours.
  - Transportation budgets was reduced by 8%.
  - There will be a potential surplus in Caregiver funding which will be moved to the HDM Program to cover a shortfall.
  - Each Senior Center was given Modernization, Food and Sanitation funding.
  - Action: Vote to approve Modification
    - **Viki Purdy motioned to approve the Modifications presented; Mark Rekow seconded. No further discussion. All Ayes. Motion carried.**
5. Maternity Leave
  - Action: Vote to approve new Maternity policy
    - **This item is tabled to do more research. It will be presented at the next meeting.**



6. New Vacation & Sick Policy

- Research was done on what other AAA's offer, as well as what is offered at the County level.
- We would like to adjust the Sick Leave hours to align more with the above agencies, accruing at double the rate of what is currently offered.
- Action: Vote to approve new vacation policy.
- **These items are being tabled until the next meeting.**

7. Executive Session: pursuant to Idaho Code 74-206(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public-school student;

- Action: Vote to authorize executive session (2/3 vote)
- **This item is tabled until the next meeting.**

Next Proposed Meetings: SFY24 Meeting dates:

Closing Period	Meeting Date
Rescheduled items from January meeting.	Thurs, Feb 15, 2024; 1:30 – 3:30 PM
3 <sup>rd</sup> Quarter	Wed, Apr 10, 2024; 1:30 – 3:30 PM
4 <sup>th</sup> Quarter	Wed, July 10, 2024; 1:30 – 3:30 PM

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Board Chair, Kelly Aberasturi

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Date:



## SWIA3 Board Meeting

**Date:** Wednesday, April 10, 2024

**Time:** 1:30 – 4:00pm

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

### Join Zoom Meeting

**Link:** <https://us02web.zoom.us/j/83501929360?pwd=RHVQRTY0eGFnTTlXck9scmFXUUUpRZz09>

**Phone Number:** 1 253 215 8782

**Meeting ID:** 835 0192 9360

**Passcode:** 421618

## MINUTES

1. Call to Order
2. Roll Call
  - Members Present: Kelly Aberasturi, Tom Dayley, Viki Purdy
  - Members on Teleconference: Nate Marvin
  - SWIA3 Staff Present: Raul Enriquez, Brandi Waselewski and Jan Adams
3. Board Meeting Minutes
  - **Action: Approve January 17, 2024 Minutes**
    - **Nate Marvin motioned to approve the January 2024 meeting minutes; Tom Dayley seconded. No further discussion. All Ayes. Minutes approved.**
4. Budget Modification
  - Modifications include moving funds to the Homemaker and Home Delivered Meals programs, in addition to funds moved to the Family Caregiver program.
  - **Action: Approve Budget Modification**
    - **Nate Marvin motioned to approve the Budget Modifications as presented; Viki Purdy seconded. No further discussion. All Ayes. Motion carried.**
5. Personnel Policy Revisions – based on information gathered from other AAA’s and counties in our service area.
  - Revised Vacation Leave Policy
    - 0-4 years of service would receive 80 annual hours, 32 hours allowed carryover
    - 4-7 years of service would receive 120 annual hours, 32 hours allowed carryover
    - 7+ years of service would receive 160 annual hours, 40 hours allowed carryover
  - Revised Sick Leave Policy
    - Proposed accumulation of 8 hours per month, equating to 96 hours per year, capped at 240 hours annually.



- Revised FMLA Policy and Add Parental Leave Policy
  - **Action: Approve Personnel Policy Revisions**
    - **Viki Purdy motioned to approve the FMLA Policy with the Parental Leave Policy; Nate Marvin seconded. No further discussion. All Ayes. Motion carried.**
    - **The Board requested more information on the budgetary impact for the Vacation and Sick Leave Policies in order to make an informed vote. This will be tabled until the next meeting.**
6. Request for Qualifications – Homemaker and Respite Providers
- The current providers will remain, and we will add on additional providers that are interested. This new process opens up to whomever wants to apply, and the number is not capped.
  - All applicants would be approved by the Board.
  - **Action: Approve Request for Qualifications**
    - **Tom Dayley motioned to approve the guidelines for the Request for Qualifications; Viki Purdy seconded. No further discussion. All Ayes. Motion carried.**
7. Vehicle Purchases Updated
- Auto request for north Idaho – Kerry Beckman. Funds for this vehicle are currently allocated in the Community Care Program budget.
  - **Action: Approve Budget for additional Vehicle Purchases**
    - **Viki Purdy motioned to approve the purchase of three vehicles for the CCP program; Tom Dayley seconded. No further discussion. All Ayes. Motion carried.**
8. Director Updates
- Veterans Directed Care – Change Healthcare had a data breach resulting in the AAA not being able to bill for the last several months. This issue has now been resolved. The VA is increasing the match amount for veteran’s to 26.
  - Succession planning – Raul Enriquez informed the Board that he will be looking for other employment in the next 6 months to a year that will better set him up for retirement. He will be transparent and will set up a transition plan for his replacement.



Next Proposed Meetings: SFY25 Meeting dates:

Closing Period	Meeting Date
Year End	Wed, Aug 14, 2024 1:30pm – 3:30pm
1 <sup>st</sup> Quarter	Wed, Nov 13, 2024 1:30pm – 3:30pm
2 <sup>nd</sup> Quarter	Wed, Feb 12, 2025 1:30pm – 3:30pm
3 <sup>rd</sup> quarter SFY25 Budget and Contracts Approval	Wed, May 14, 2025 1:30pm – 3:30pm

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Kelly Aberasturi, Board Chair

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Date:



## SWIA3 Board Meeting

**Date:** Thursday, June 13, 2024

**Time:** 2:00 – 3:30pm

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

### Join Zoom Meeting

**Link:** <https://us02web.zoom.us/j/81240180909?pwd=Q5AwGJrF8tQTVV2a9y611LQTFaFUWN.1>

**Phone Number:** 1 253 215 8782

**Meeting ID:** 812 4018 0909

**Passcode:** 426878

## MINUTES

1. Call to Order      **2:00PM**
2. Roll Call
  - Members Present: Kelly Aberasturi and Tom Dayley
  - Members on Teleconference: Nate Marvin
  - SWIA3 Staff Present: Raul Enriquez, Jan Bowders and Jan Adams
3. Board Meeting Minutes
  - **Action: Approve April 10, 2024 Minutes**
    - **Nate Marvin motioned to approve the April 2024 Minutes; Tom Dayley seconded. No further discussion. All Ayes. Minutes approved.**
4. ICOA SFY25 Budget
  - Raul presented an overview of last year's budget, in comparison to this year's budget (SFY25) and the differences.
  - Approximately \$300K requested by Gov. Little for Senior Meal Funding, approved by the State Legislature.
  - The State Funding Formula is more weighted towards our rural areas based on the demographic factors: Rural, Minority, Over 75, Poverty Level and Living alone.
  - **Action: Approve SFY25 Budget**
    - **Nate Marvin motioned to approve the ICOA SFY25 Budget; Tom Dayley seconded. No further discussion. All Ayes. Budget approved.**
5. Homemaker RFQ Applications
  - In years past we have used an RFP process that required providers to compete for contracts, but here moving forward SWIA3 will use the RFQ process. Meaning that if a provider is open and willing to provide services for us, providing paperwork management, then we will contract with those providers. This is a non-competitive process. We have four applications at this time.



- **Action: Approve Homemaker RFQ Applications**
  - **Nate Marvin motioned to approve the Homemaker RFQ Applications; Tom Dayley seconded. No further discussion. All Ayes. Budget approved.**

6. Provider Budget

- Funds were dispersed based on an average of meals distributed by each provider/center in SFY24.
- Providers and centers do fundraisers to fill the gap between our reimbursement and the cost of preparing meals.
- The Transportation budget is the same as SFY24.
- **Action: Approve Provider Budgets**
  - **Nate Marvin motioned to approve the Provider Budgets as presented; Tom Dayley seconded. No further discussion. All Ayes. Provider Budgets approved.**

7. ICOA Compliance Notice

- SWIA3 is only able to expense what we bill for the previous month. The payments vs invoicing ICOA timing has exasperated our obligation to the senior centers.
- A possible solution is to modify the contracts with the bigger providers to 60 days for reimbursement.
- Also, require centers to get their invoices to us no later than the 10<sup>th</sup> of each month, so we could in-turn invoice ICOA sooner, and invoice the state twice a month.
- Raul proposed to draft a letter to the State (ICOA), with the approval of the Board, asking for advance monies, within our contracted budget, to maintain the integrity of our continuity to our providers.

Next Proposed Meetings: SFY25 Meeting dates:

Closing Period	Meeting Date
Year End	Wed, Aug 14, 2024 1:30pm – 3:30pm
1 <sup>st</sup> Quarter	Wed, Nov 13, 2024 1:30pm – 3:30pm
2 <sup>nd</sup> Quarter	Wed, Feb 12, 2025 1:30pm – 3:30pm
3 <sup>rd</sup> quarter SFY25 Budget and Contracts Approval	Wed, May 14, 2025 1:30pm – 3:30pm

Adjourned 3:15PM

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 Kelly Aberasturi, Chair

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 Date: