

**IDAHO COMMISSION ON AGING**  
**BOARD OF COMMISSIONERS MEETING MINUTES**  
**Thursday, February 15, 2018**  
**BOISE, IDAHO**

**Commissioner Members:** Chair Watson, Commissioner Magera, Commissioner Pankey, Commissioner Elfering, Commissioner Reiland, Commissioner Brown

**Excused:** Commissioner Maestas

**ICOA Staff:** Administrator Taylor, Kevin Bittner, Brian Warner, Pam Oliason, Vicki Yanzuk, Deedra Hunt, Bettina Briscoe, Jenny Hill, Birgit Luebeck, Cathy Hart, Susan Bradley, Erin Olsen, Tami Cirerol

**I4A Members:** Director English, Director Zorens, Director Enriquez, Director McCampbell, Director Hirschi, Director Nield

**Open and Welcome Quorum**

- Chair Watson called Board of Commissioners meeting to order at 9:02AM.
- Approved Agenda.
- Approved November 2017 minutes.
- Introductions for new Commissioner Debra Reiland.

**Administrator's Report – Administrator Judy Taylor**

- Discussed Strategic Plan progress.
- Touched on Administrator's Report.
- Briefly reviewed handout and legislative process.
- Reviewed Legislative Efforts to date.
- ✓ Administrator Taylor will ask Scott to speak about the Safety Audit process at the May meeting.
- Questions and discussion followed.

**Administrative Services Manager Report – Kevin Bittner**

- Reported on Program updates.
- Reviewed State Plan and Strategic Plan progress.
- Reviewed the defining characteristics of outreach.
- Presented Service Delivery Analysis.
- Discussed developing a team to work on changes to the funding formula.
- Questions and discussion followed.

### **Fiscal Report – Brian Warner**

- Reviewed year-to-date budget for ICOA.
- Reviewed year-to-date budgets for each AAA.
- Questions and discussion followed.

### **Overview Education Plan – Foundations in Dementia Capability – Administrator Judy Taylor**

- Presented on Dementia related topics focusing on: Fight, flight or freeze and adapting behaviors so as to help people with Dementia feel safe and secure.
- Questions and discussion followed.

### **Commissioners' Reports – Commissioners**

- Discussed reports and events in their areas.
- Questions and discussion followed each Commissioner report.

### **Area Reports – Directors**

- Discussed reports and events in their areas.
- Touched on efforts around Dementia in their areas.
- Discussed customer satisfaction/gap survey.
- Questions and discussion followed each Area report.

### **I4A & N4A Report – Susanne McCampbell**

- Highlighted topics for the February 16, 2018 I4A meeting.
- Questions and Discussion followed.

### **Officer Elections**

- Chair Watson opened the floor to entertain nominations for Commissioner Chair. Commissioner Elfering nominated Commissioner Pankey. No other nominations. By unanimous consent Commissioner Pankey is elected Commissioner Chair.
- Chair Watson opened the floor to entertain nominations for Vice Chair. Commissioner Brown nominated Commissioner Elfering. No other nominations. By unanimous consent Commissioner Elfering is elected Vice Chair.

### **Other Business**

- Meeting adjourned at 2:39PM.