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

Commissioner Members: Chair Pankey, Commissioner Magera, Commissioner Elfering, Commissioner Reiland, Commissioner Nielson, Commissioner Watson

Excused:

ICOA Staff: Judy Taylor, Kevin Bittner, Bettina Briscoe, Birgit Luebeck, Cathy Hart, Deedra Hunt, Erin Olsen, Jenny Hill, Katie Bennett, Pam Oliason, Scott Carpenter, Susan Bradley, Tami Cirerol, Vicki Yanzuk

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

Open and Welcome Quorum – Chair Pankey

- Chair Pankey called Board of Commissioners meeting to order at 9:00AM.
- Motion was made and carried to approve August 16, 2018 minutes.
- Motion was made and carried to approve November 15, 2018 Agenda.
- Chair Pankey introduced, Dean Nielson, the new Commissioner for Area 6.
- Approved proposed 2019 Board of Commissioners meeting dates:
  - February 21, 2019 – Vice Chair Elfering will chair this meeting in Chair Pankey’s absence.
  - May 16, 2019
  - August 15, 2019
  - November 21, 2019
- Questions and discussion followed.

Administrators Report – Judy Taylor

-Acknowledged the ICOA staff, commissioners, and AAA Directors for the amazing work that is being done by all.
-Reviewed Strategic Plan Year 1 focusing on:
  - Concerns regarding the opioid crisis
  - Supporting self-determination through supportive decision making
-Thanked Chair Pankey for helping to facilitate the Regence Foundation Donation and shared on how the donation is being used.
  - Area 2 – 520 hours of in-home services
  - Area 5 – 1600 home delivered meals
➢ Area 6 – Created a loan closet for incontinence products

• Discussed early 2019 plans.
  ➢ Proposed legislation has advanced to the body that will give it a RS (routing slip)
  ➢ All Administrators were asked to reapply for their position through the Governor-elect’s interim website - govelet.idaho.gov

• Questions and discussion followed.

**Administrative Services Manager Report – Kevin Bittner**

• Reviewed the State Plan Implementation (2016 – 2020).
  ➢ Goals of Aging Services:
    - State Code: Legislative Intent
    - Cost of Institutionalization
    - State’s Medicaid Share of Costs
  ➢ Goal for the current year is to have each AAA register all clients for congregate meals
  ➢ Benchmarks for current State Plan
    - Increase service to “At Risk” clients

• Reviewed the State Plan Development (2020 – 2024).
  ➢ Intrastate Funding Formula Development
    - Methodology Change
    - Planning & Implementation Timeline
    - Sub-Committees Participation
  ➢ Planning & Service Area Boundaries
  ➢ Change to the current Funding Parameters

✓ Kevin will contact the Commissioners, Directors and ICOA staff about the finalized sub-committees and then set dates for meetings.

➢ **Funding Formula Committee**
  - Dave Pankey – Chair
  - Lorraine Elfering
  - Suzanne McCampbell
  - Raul Enriquez

➢ **Area Boundaries PSAs Committee**
  - Victor Watson – Chair
  - Chris Magera
  - Suzanne McCampbell
  - Dan English

➢ **Funding Parameters Committee**
  - Dean Nielson – Chair
  - Deb Reiland
  - Morgan Nield
  - Suzanne McCampbell
• Overviewed Case Management.
• Questions and discussion followed.

**Funding Parameter Recommendations – Directors**

• Discussed the following issues:
  ➢ Increasing carryforwards
  ➢ Assumption that the budget parameters have greatly increased the amount of services that are now provided
  ➢ Inability to address area needs identified locally
• I4A proposed the following changes:
  ➢ Keep the requirement that there should be a budget for each of the service areas
  ➢ Discontinue the maximum and minimum percentages for each of the services except for Administration and Legal Assistance which are a federal designation
  ➢ The AAAs should budget each of these services based on the needs of their local areas
  ➢ Set up a final review committee with one Commissioner, an ICOA representative and an I4A representative to review and report back in February

**Fiscal Report – Katie Bennett**

• Presented on AAA budget modification update.
  ➢ Carryover with 3 new ACL awards resulted in budget modifications
  ➢ There is a new spreadsheet to consolidate budget development and invoice templates
• Provided 1st quarter fiscal update.
  ➢ Updated where each AAA stands with their budget after the 1st quarter
• Questions and discussion followed.

**Education – Demonstration of ICOA’s New Website – Judy Taylor & Bettina Briscoe**

• Presented the new website and gave an overview of all the new features.
  ✓ Deedra will mail the mandatory reporting brochures regarding online reporting to the Area 5 Commissioner after they are printed with a target goal of January.
• Questions and discussion followed.

**Commissioners’ Reports – Commissioners**

• Discussed reports and events in their areas.
• Each Commissioner shared highlights from their areas.
• Questions and discussion followed each Commissioner’s report.
Powerful Tools for Caregivers Presentation – Raul Enriquez

- Highlighted A3SSA’s first year in utilizing the Powerful Tools for Caregivers Program (PTC).
- The future for the A3SSA PTC Project:
  - Certify two master trainers
  - Host a “Train the Trainer” workshop
  - Certify AAA staff as master trainers
  - Provide PTC classes to relatives as parents
  - Improve access to individuals with dementia
- Questions and discussion followed.

Area Reports – Directors

- Discussed reports and events in their areas.
- Each Director shared highlights from their areas.
- Questions and discussion followed each Area report.

I4A & N4A Report – Suzanne McCampbell

- Discussed the three sub-committees with Judy and Kevin.
- Touched on medication management issues.
- Discussed transitions from hospital to home to reduce readmissions to the hospital.

Other Business

- Meeting adjourned at 2:37PM.