

**IDAHO COMMISSION ON AGING  
BOARD OF COMMISSIONERS MEETING MINUTES  
Thursday, February 21, 2019  
BOISE, IDAHO**

**Commissioner Members:** Vice-Chair Elfering, Commissioner Magera, Commissioner Reiland (Via Teleconference), Commissioner Nielson

**Excused:** Chair Pankey

**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, Vicki Yanzuk

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

**Open and Welcome Quorum – Vice-Chair Elfering**

- Vice-Chair Elfering called Board of Commissioners meeting to order and established quorum at 9:01AM.
- Commissioners, Directors, and ICOA staff introduced themselves to the new Area 2 Director, Zeke Ulrey.
- \* Motion was made and carried to approve November 15, 2018 minutes.
- \* Motion was made and carried to approve February 21, 2019 agenda.
- Questions and discussion followed.

**Administrators Report – Judy Taylor**

- Reviewed Strategic Plan Year 1 and mentioned that the May Board of Commissioners meeting will be the last Board meeting of FY19 and a detailed full accounting of the Strategic Plan will be presented during that meeting. On next year's Strategic Plan ICOA would like to make the availability of healthcare workers a strategic initiative.
- ✓ Chair Pankey will be sending two anonymous surveys in the next few weeks, an ICOA Board meeting survey and an ICOA Administrator's Performance Evaluation survey. The results for the ICOA Board meeting survey will be presented at May Board meeting.
- Visited 17 legislators this year and presented them with the ICOA annual report, shared about ICOA and the bill on Adult Protective Services. The bill is about redefining who can provide Adult Protective Services and replacing the term Adult Protection Services with Adult Protective Services.
- Discussed testifying at JFAC. The Budget Setting will be February 28, 2019.

- Announced that Victor Watson, Commissioner At-Large, resigned and acknowledged him for his service and dedication. Discussed Area 4 and At-Large Commissioner vacancies.
- Reviewed the two new Executive Orders:
  1. Red Tape Reduction Act
  2. Licensing Freedom Act of 2019
- ✓ Vicki will give a presentation during the May Board meeting on how ICOA plans to meet the Governor's Directive this coming legislative session around simplifying our rules.
- Announced that she was appointed to the Board of Nursing and was elected Chair of the Board of Nursing.
- Questions and discussion followed.

### **Administrative Services Manager Report – Kevin Bittner**

- Discussed updates on 3 Sub-committees:
  1. Funding Parameters Committee - Met on January 15, 2019 and all members were present. Discussed the new funding parameters. Want to implement this for the remainder of SFY19.
  2. Area Boundaries PSAs Committee – Met on Feb 14, 2019. Reviewed the process that it will take to accomplish the consolidation.
  3. Funding Formula Committee – Have not met yet. May meet in March of 2019. Talked about what may happen to the IFF (Interstate Funding Formula) after ICOA moves closer to the AAA consolidation.
- ✓ Commissioners and Directors have been asked to take the following surveys:
  1. Exploring the Advantages and Disadvantages of Consolidating the PSAs.
  2. SWOT analysis.
- ✓ Katie will send the Directors the charts on slide 6 of Kevin's PowerPoint presentation regarding the AAA Transfer Worksheet.
- \* Motion was made to support Implementing the Funding Parameter changes during remaining SFY19. Motion carried.
- \* Motion was made to support the creation of a proposal to consolidate six PSAs down to three and to include a notice of action in the June 2020 state plan submittal with a projected implementation date July 2021. Motion carried.
- \* Motion was made to support Transfer Policy to transfer funds between AAAs. Motion carried.
- Reviewed the 17-month State Plan Calendar and the 36-month State Plan Calendar. After June 30, 2020 ICOA has 36 months to fully implement everything.
- Reviewed updates to the Performance Based Agreement, Program Manual and Review Toolkit.
- Discussed Management Review of FY16, FY17, and FY18. The findings were published the day before JFAC. The Auditors will be back in 90 days to perform a smaller review to see if ICOA has implemented the requested changes.
- Discussed ICOA's FY18 financial and programmatic review currently being done by LSO. After we receive the findings the Auditors will be back in 90 days to perform a smaller review to see if ICOA has implemented the requested changes.

- ✓ Jenny will send Commissioner Reiland the PowerPoint presentations from the Board meeting.
- Questions and discussion followed.

### **Fiscal Report – Katie Bennett**

- Presented 2nd quarter AAA budget updates.
- ✓ Katie will send the Directors a detailed summary page of their budgets.
- ✓ Katie & Kevin will set up a meeting with Director Ulrey regarding finances.
- Presented 2nd quarter ICOA budget updates.
- Provided an overview of SFY20 budget worksheets.
- Questions and discussion followed.

### **Staff Report Questions – Staff Updates**

- Commissioners and Directors asked ICOA staff questions surrounding their reports.

### **Education – Introduction to Supported Decision Making – Judy Taylor**

- Presented Practical Tool for Lawyers: Steps in Supported Decision-Making.
- ✓ During the Education section of the May Board of Commissioners meeting there will be a guest speaker to present on the Supported Decision Making that will do a deep dive on the subject.
- Questions and discussion followed.

### **Idaho Legal Aid Presentation – Kim Stretch**

- Presented on the HUD grant and housing discrimination.
- ✓ Bettina will send out the presentation to the Commissioners and Directors.
- 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.

### **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**

- Thanked Raul for hosting the I4A meeting.
- Spoke about the issues surrounding the PSA boundaries changes.
- Discussed care transitions with Commissioner Magera and Commissioner Reiland who attended the I4A meeting.
- Discussed issues and suggestions regarding the intake process.
- Questions and discussion followed.

### **Other Business**

- Meeting adjourned at 2:47PM.