IDAHO COMMISSION ON AGING
Teleconference
BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, May 19, 2022
BOISE, IDAHO

Commissioner Members: Chair Morley, Vice-Chair Magera, Commissioner Reiland, Commissioner Nielson, Commissioner Milliken

Excused: Commissioner Elfering, Deedra Hunt, Erin Olsen, Lynn Fyanes

ICOA Staff: Judy Taylor, Bettina Briscoe, Vicki Yanzuk, Admir Selimovic, Amanda Scott, Birgit Luebeck, Janet Miller, Jenny Hill, Joe Zaher, Scott Carpenter, Susan Bradley

I4A Members: Director Stoddard, Director Schmidt, Director Enriquez, Director Stokesberry, Director Hirschi, Director Atterton

ADRC Representative: Dr. Jennifer Palagi-IDHW

Guests: None

Open and Welcome Quorum – Chair Morley

• Chair Morley called Board of Commissioners meeting to order at 8:30AM.
• Attendance was taken and a quorum was established.
* Motion was made and carried to approve May 19 & 20, 2022 agenda.
* Motion was made and carried to approve February 17, 2022 minutes.
• Welcomed new At Large Commissioner Dixie Milliken and Area 6 Director Katie Atterton.

Director’s Report – Judy Taylor

• Expressed appreciation for State Employees during this State Employee Appreciation Month.
• Discussed the implementation of the Public Health Prevention Pyramid.
• Reviewed the ideas behind creating the buckets for the ICOA website and the continued improvements made to the site.
• Focused on strengthening the Aging Network:
  – Created a conceptual framework.
  – Empowered staff to become experts.
  – Create a highly dependable learning organization.
  – Modernized code with elimination of policy and procedure level rules.
Created education.
Made standards explicit.
Revitalized our ADRC focus.
Obtained discretionary grants to test and implement bold enhancements to our programs.

- Reviewed gaps that we are working towards closing:
  - Our current APS model is reactive and lacks robust interventions.
  - Our Caregiver support program has been a hodgepodge of grant projects.
  - Our HCBS programs mainly benefit urban dwellers.
  - We cannot track how many ADRD clients we are serving.
  - We can’t stratify risk within the targeted population.
  - Our No Wrong Door has been closed.
  - Our program and planning expectations and standards were not explicit.
  - We lack a robust score card system to monitor AAA progress to problem solve early.
  - We have service inequities based on zip code both between PSAs and within PSAs.

- Roundtable discussion on the changes that have made the greatest impact over the last five years.
- Discussed the next four and a half years:
  - Finalize and implement the optimal model for APS.
  - Establish a mature Caregiver program funded outside of ongoing grants, including case/care management.
  - Eliminate service variability across the state.
  - Establish a mature consumer direction service delivery across the state.
  - Continue succession planning.
  - Submit a State Plan.
- Discussed focusing on problem solving over setting goals.
- Susan will email out presentations and any additional materials.
- Questions and discussion followed.

2021 Session After Action Review (AAR) – Judy Taylor

- Discussed the four AAR questions and why implement an AAR:
  - What was expected to happen?
  - What occurred?
  - What went well and why?
  - What can be improved and how?
- Questions and discussion followed.

Project Manager Report – Vicki Yanzuk

- Touched on the Red Tape Reduction Act.
• Discussed Rule, Code, Statute, and Agency Guidance.
• Discussed Zero Based Regulation (ZBR).
• Held Public Hearing on March 31, 2022 regarding Adult Protective Services (APS) Rules.
• Discussed the redline with different stakeholder groups.
✓ Vicki will send out the APS – ZBR electronically.
• Reviewed High Level Budget Overview – OAA and APS Budget Processes:
  – Ongoing – The OAA provides guidance on priorities and funding distribution.
  – Every Four Years – Idaho must submit a State Plan for ACL approval meeting the guidance requirements.
  – Yearly – Distribution data is updated as required.
  – Yearly – ICOA issues budget workbooks with budget parameters to AAAs.
  – Yearly – AAA create a budget.
  – Monthly – AAA manage service units within budget. ICOA reimburses allowable expenses.
• Discussed yearly Title III OAA distribution and budget process:
  – ACL guidance.
  – State distribution.
  – AAA budget.
• Reviewed AAA OAA/APS SFY Process:
  – AAA budget workbook.
  – ICOA review/contract.
  – Approved budget/contract.
  – Quarterly updates.
• Joe Zaher touched on fiscal topics to keep in mind:
  – Reimbursement grants.
  – Personnel charges.
  – What ICOA is looking at.
  – ICOA does not have fiscal reserves.
• Questions and discussion followed.

Commissioners’ Reports – ICOA Commissioners
• Discussed and highlighted reports, events, and challenges in their areas.
• Questions and discussion followed.

Working Lunch Presentation: Local Planning Past/Present/Future – Judy Taylor
• Presented on the Area Plans section of the OAA.
• Discussed the ICOA and AAA responsibilities in Idaho Law:
ICOA – Commission designated by the Governor to plan, set priorities, coordinate, develop policy, and evaluate state activities relative to the objectives of the OAA.

AAAs – Separate organizational unit within a multipurpose agency which functions only for the purposes of serving as the are agency on aging that plans, develops, and implements services for older persons within a planning and service area.

- Reviewed the approved ICOA Strategic Planning Cycle.
- Discussed Local Plans:
  - Local plans due June 15, 2022.
  - Based on education provided.
  - Guided by the planning manual.
  - I4A cooperation is encouraged.
  - Failure to have a plan accepted strongly endangers the AAAs contractual status with ICOA.
- Questions and discussion followed.

**Environmental Scanning Report: Group One – Raul Enriquez**

- Presented on Area 3 Phase Two environmental Analysis:
  - External Scan.
  - Internal Scan.
  - SWOT (Strengths/Weaknesses/Opportunities/Threats) Analysis.
- Reviewed Area Plan Requirements:
  - Submit a 1-3 page analysis of the existing and anticipated trends that will affect your PSA in the duration of this plan.
  - Submit a 1-3 page analysis of your PSA’s ability to respond to the challenge using a SWOT format.
- Discussed highlights from the Needs Assessment results.
- Discussed strategies established in the Area Plan.
- Questions and discussion followed.

**Area Reports: Directors, I4A Chair – Raul Enriquez, and IDHW – Dr. Jennifer Palagi**

- Discussed and highlighted reports, Area Plans, events, and challenges in their areas.
- Dr. Jennifer Palagi presented on COVID case investigation data, testing volume, and school testing program summary March 13, 2020 – May 14, 2022.
- Questions and discussion followed.

**Other Business – Chair Morley**

- Meeting adjourned at 2:15PM.