

**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 Fyans

**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.
  - Quarterly – ICOA issues budget updates/guidance.
  - 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.