

**IDAHO COMMISSION ON AGING**  
**Teleconference**  
**BOARD OF COMMISSIONERS MEETING MINUTES**  
**Friday, May 20, 2022**  
**BOISE, IDAHO**

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

**Excused:** Commissioner Elfering, Deedra Hunt, Erin Olsen

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

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

**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.

**Tiered Support/Stratified Service Pilot: APS/Care Management/Consumer Direction – Judy Taylor**

- Reviewed the Service Stratification Vision:
  - Crisis – APS services given high priority and dedicated State funding.
  - Targeted – Federal Title funds spent on those at highest risk of institutionalization.
  - Universal – Federal Title and ADRC funds spent to support older Idahoans and their families/caregivers through nutrition, socialization, education, information, support groups, and programs that rely on mostly volunteer labor.
- Reviewed the ICOA Planning Process – Phase 3 – Complex Program Improvement.
- Discussed multiple program pilots:
  - APS – Caregiver support, and direct goods and services.
  - Case Management – Caregiver assessment, personalized planning, home visitor, and caregiver education and training.
  - Consumer Direction – Home community-based services, and respite.
- Discussed pilot outcomes:
  - Test a telephonic case management program branded as Community Care Management.

- Test a home visitor program branded as Community Advocates.
- Test a caregiver assessment tool that stratifies caregivers based on risk.
- Test a AAA based home community-based services consumer direction program.
- Test a screening tool to identify ADRD clients and their caregivers in GetCare.
- Discussed the tiered support implementation: Past/Present/Future.
- The future will hold:
  - A fully realized system that supports those at higher risk with dedicated new personalized service.
  - Caregiver community care management including a home visitor service.
  - New preventative and stabilizing APS interventions including goods and services.
  - A consumer direction track for HCBS programs.
  - An ability to report how we serve clients with ADRD and their caregivers.
- Questions and discussion followed.

### **Consumer Direction: Past/Present/Future – Janet Miller**

- Reviewed Consumer Options Plus (COP) pilot program that was developed to provide access to individuals with limited or no other means for help.
- COP services include:
  - Homemaker services.
  - Chore services.
  - Transportation services.
- Reviewed budget allocations breakdown.
- Discussed program eligibility:
  - Must be an Idaho resident.
  - Age 60 years or older.
  - Individual residing in Garden Valley service area.
  - No additional services provided through another agency.
  - Score a 14 or more on the assessment.
- Reviewed organizations, responsibilities, and referral processes.
- Touched on important lessons:
  - Participants overspent their funds well before the 60-day distribution rate.
  - Participants paid themselves for work.
  - Not everyone could find a service provider, so the senior center provided names of possible service providers.
  - Individuals saw there was money to be made and started companies to provide the services.
  - There was no recourse if expense sheets were not turned in or completed incorrectly.
  - Regular communication needed with community partners.
  - Each party's responsibility should be outlined and signed.
  - Training should be provided by those who were trained by the AAA.

- Discussed long-term considerations:
  - Share of costs.
  - Consistency in education and collaterals.
  - Income declaration for homemaker and chore.
- Discussed the intake and training processes.
- Touched on the next steps:
  - Standardizing guidelines for all consumer directed services.
  - Statewide implementation of homemaker services.
  - Expanding to chore services statewide.
  - Transportation pilot prior to statewide implementation.
  - Video orientations.
  - Written definitions regarding taxes, employees, and independent contractors.
- Discussed the financial management service process.
- Questions and discussion followed.

### **Planning and Managing a AAA Budget – Raul Enriquez**

- Discussed budget planning:
  - Utilize the previous year’s performance to establish contracts.
  - Semi-annual budgets for congregate, Idaho Legal Aid services, and transportation.
  - No budgets for homemaker, home delivered meals, and respite.
  - Establish salaries and proposed increases in advance.
  - Utilize temporary staff for discretionary grants.
  - Operational expenses are allocated to programs as much as possible.
  - Bimonthly billing provides appropriate cash flow.
- What to do if you are overspent:
  - Establish a prioritization authorization.
  - Notify staff and providers on the issue.
  - Transfer funds request with other AAAs.
  - Transfer funds from other Titles.
  - Understand your attrition rates.
- What to do if you have projected surplus:
  - Increase hours in respite and homemaker.
  - Look for marketing opportunities.
  - Purchase needed equipment.
  - Move state funding into services.
  - Hire temporary staff.
- Questions and discussion followed.

### **Working Lunch Presentation: State Plan Work Groups – Judy Taylor**

- Discussed the State Plan development process:
  - Federal guidance provided to all states.
  - State needs assessment and outreach.
  - Stakeholders, committees, and work groups.
  - Public review and comment.
  - Approval with ACL and State.
- Reviewed sections 305 and 307 of OAA.
- PSA Distribution work group:
  - Chaired by Judy Taylor.
  - Supported by Scott Carpenter.
  - 3 Commissioners.
  - 1 AAA Director.
  - 1 Parent Organization representative.
- Intrastate Funding Formula work group:
  - Chair by Vicki Yanzuk.
  - Supported by Joe Zaher.
  - 3 Commissioners.
  - 1 AAA Director.
  - 1 Parent Organization representative.
- Cost Share work group:
  - Chaired by Judy Taylor.
  - Supported by Janet Miller.
  - 3 Commissioners.
  - 2 AAA Director.
- APS Funding Distribution work group:
  - Chair by Vicki Yanzuk.
  - Supported by Joe Zaher.
  - 3 Commissioners.
  - 1 AAA Director.
- ✓ Work group members will be appointed at the August 18, 2022 Board meeting.
- Questions and discussion followed.

**Environmental Scanning: Report Group Two – Area 1: Sage Stoddard, Area 2: Kristin Schmidt, Area 4: Cory Stokesberry, Area 5: Mike Hirschi, Area 6: Katie Atterton**

- Touched on gaps with programs and services in their Areas.
- Determined some of the gaps in their Areas by using needs assessments.
- Made suggestions for their Area Plans based on the gaps that they found in their Areas.

- Questions and discussion followed.

#### **Director's Closing Remarks – Judy Taylor**

- Expressed appreciation for State Employees during this State Employee Appreciation Month.
- Highlighted the projected future plans for ICOA over the next four and a half years before retirement.
- Encouraged Commissioners to partake in the six-module course educational opportunity “ICOA Planning Process” located on the ICOA website.
- Shared ICOA website to demonstrate where ICOA’s education modules are located.
- Questions and discussion followed.

#### **Other Business – Chair Morley**

- Meeting adjourned at 2:02PM.