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**

• Expresseda 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.