

**IDAHO COMMISSION ON AGING**  
**Teleconference**  
**BOARD OF COMMISSIONERS MEETING MINUTES**  
**Thursday, August 25, 2022**  
**BOISE, IDAHO**

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

**Excused:** Director Stoddard, Joe Zaher

**ICOA Staff:** Judy Taylor, Bettina Briscoe, Vicki Yanzuk, Admir Selimovic, Amanda Scott, Birgit Luebeck, David Brandt, Deedra Hunt, Erin Olsen, Janet Miller, Jenny Hill, Lynn Fyanes, Rachel Kessinger, Scott Carpenter, Susan Bradley

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

**ADRC Representative:** Dr. Jennifer Palagi – IDHW

**Guests:** Destinie Triplett – IODP, Marianne King – IODP, Tiffany Robb – IDHW

**Open and Welcome Quorum – Chair Morley**

- Chair Morley called Board of Commissioners meeting to order at 9:00AM.
- Attendance was taken and a quorum was established.
- \* Motion was made and carried to approve August 25, 2022 agenda.
- \* Motion was made and carried to approve May 19 & 20, 2022 minutes after an amendment was made.
- Introductions were made.

**Director’s Report – Judy Taylor**

- Discussed the continued effort to stay on track with the Strategic and State plan goals.
- Touched on the improvements made to the foundations of Idaho’s Aging Network:
  - Spending Plan.
  - Planning Manual.
  - Operations Manual.
- Discussed ICOAs current philosophy:
  - All three levels supported by a mix of State and Federal funds, distributed through the IFF.

- Discussed ICOAs new vision:
  - Stratification of support based on risk, and firm boundaries between State and Federal dollars.
- Touched on the Public Health Prevention Pyramid.
- Reviewed complex improvements currently in process:
  - APS/prevention arm.
  - Consumer Direction /Respite.
  - Consumer Direction /homemaker, chore, transportation.
  - Legal risk detector.
  - Working on a project that weaves them all together.
- Discussed local Area plans submitted to ICOA from the AAAs.
- Discussed the upcoming 2023 legislative session.
- Touched on the visit to the Mountain Home Senior Center with Governor Brad Little.
- ✓ Susan will email out presentations, workgroup assignments, and any additional materials.
- Questions and discussion followed.

### **Project Manager Report – Vicki Yanzuk**

- Touched on the Red Tape Reduction Act.
- Reviewed the new APS Redline Rules.
- Discussed Zero Based Regulation (ZBR).
- ✓ Vicki will send out a notification when these become published on the ICOA website.
- Reviewed the Code of Federal Regulations website and Title 45 Subtitle B Chapter 13 Subchapter C Part 1321:
  - Title 45 = Public welfare.
  - Subtitle B = Regulations relating to public welfare.
  - Chapter 13 = Administration for children and families, Department of Health and Human Services.
  - Subchapter C = Administration for Community Living.
  - Part 1321 = Grants to State and community programs on aging.
- 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.
- Touched on the Budget Forms and budget overview.
- Discussed ARPA technical guidance revisions.
- Touched on fiscal updates:
  - Adjustments.
  - Bucketing.
  - LUMA State System is set to deploy.
- Discussed the new ADRD funding.
- Questions and discussion followed.

**APS / Community Care Project – Deedra Hunt, Lynn Fyanes, and Janet Miller**

- Lynn presented on APS/ Community project timeline:
  - 2018 - 2021 Alzheimer’s Disease and Related Dementia (ADSSP) grant was piloted to increase dementia capability across the state to include evidenced-based Powerful Tools for Caregivers workshops, locally developed dementia skills training, testing person-centered caregiver assessments and consumer-directed respite for caregivers.
  - 2020-present: The Lifespan grant allowed ICOA and AAAs to expand and evaluate the consumer-directed respite across the state.
  - 2022 Caregiver Community Care Project: Lessons learned demonstrated the need for a more cost-effective, comprehensive, far-reaching, No-Wrong Door approach for caregivers to include hiring and training Community Health Managers and Community Health Advocates to focus on expanding training and development of the number of CHA / public health professionals within the aging and disability networks to support the public health of older adults and people with disabilities.
- Janet Presented on:
  - CDR Homemaker, Chore, and transportation services.
  - Goals to expand, enhance, and improve access to CDR homemaker, chore, and transportation services throughout Idaho.
- Deedra presented on:
  - Area 3 APS Caregiver Care Coordination project will support the development and pilot of the Caregiver Community Care project until July 31, 2024.
  - When all is done, APS workers will have a new statewide resource available to help reduce risk to vulnerable adults.

- APS workers will make appropriate referrals of family caregivers of APS clients to the Caregiver Community Care service for caregiver relief.
- Overwhelmed caregivers will be identified through the normal line of APS work.
- Ultimately this work will be rolled up and recognized as the Caregiver Community Care service.
- Questions and discussion followed.

**Working Lunch Presentation: Opportunities for Collaboration with the Governor’s Opioid Task Force – Destinie Triplett**

- Presented on safe medication storage and disposal among older and vulnerable adults.
- Overview of the Idaho Office of Drug Policy.
- Opioid-related harms and risk factors among older and vulnerable adults.
- Prescription misuse prevention lock box kits:
  - Education materials.
  - Lock box.
  - Tamper-evident pill bottle.
  - Drug deactivation pouches.
  - Prescription drugs take back location card.
- Opportunities for collaboration.
- Questions and discussion followed.

**State Plan Workgroup Assignments – 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.
- \* Motion was made and carried to approve the following workgroups:
  - Cost Share work group.
  - APS Funding Distribution work group.
  - Intrastate Funding Formula work group.
  - PSA Distribution work group.
- ✓ Workgroup assignments will be attached to the August Meeting Minutes. See attachment at the end of these minutes.
- Questions and discussion followed.

**Commissioners’ Reports – ICOA Commissioners**

- Roundtable discussion of highlights from reports, events, and challenges in their areas.
- Questions and discussion followed.

**Area Reports: Directors**

- Roundtable discussion of highlights from reports, Area Plans, events, and challenges in their areas.
- Questions and discussion followed.

**Other Business – Chair Morley**

- Meeting adjourned at 2:58PM.

**State Plan Workgroups 2022 - 2023**

<b>Cost Share Work Group (September – January)</b>	
Chair	Vicki Yanzuk
Support Staff	Janet Miller
Support Staff	Scott Carpenter
Commissioner	Debra Reiland
Commissioner	Dean Nielson

Commissioner	Chris Magera
AAA Director	Raul Enriquez
AAA Director	Sage Stoddard
<b>APS Funding Distribution Work Group (October – January)</b>	
Chair	Vicki Yanzuk
Support Staff	Joe Zaher
Support Staff	Deedra Hunt
Commissioner	Roger Morley
Commissioner	Lennie Elfering
Commissioner	Debra Reiland
AAA Director	Katie Atterton
AAA Director	Mike Hirschi
<b>IFF Work Group (November – May)</b>	
Chair	Vicki Yanzuk
Support Staff	Joe Zaher
Commissioner	Roger Morley
Commissioner	Dennis Ohrtman
Commissioner	Dixie Milliken
AAA Director	Katie Atterton
Parent Organization Rep	Dave Doran
<b>PSA Distribution Work Group (December – May)</b>	
Chair	Judy Taylor
Support Staff	Scott Carpenter
Commissioner	Lennie Elfering
Commissioner	Dean Nielson
Commissioner	Chris Magera
Commissioner	Kristin Schmidt
AAA Director	Mike Hirschi
Parent Organization Rep	Jeff Harmon