

IDAHO COMMISSION ON AGING
Teleconference
BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, November 17, 2022
BOISE, IDAHO

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

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

I4A Members: Director Stoddard, Director Schmidt, Director Enriquez, Interim-Director Underwood, Director Hirschi, Interim-Director Ballard

ADRC Representative: Dr. Jennifer Palagi – IDHW

Excused: N/A

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 November 17 & 18, 2022 agenda.
- * Motion was made and carried to approve August 25, 2022 minutes.
- * Motion was made and carried to approve the following 2023 meeting dates:
 - February 16, 2023
 - May 4, 2022 & May 5, 2023
 - August 17, 2023
 - November 16, 2023 & November 17, 2023

Director’s Report – Judy Taylor

- Discussed the continued effort to stay on track with the Strategic and State plan goals.
- Touched on the preparations taking place for the upcoming Legislative Session.
- Discussed State Plan preparations:
 - Active workgroups.
 - Purchased additional outreach supplies.

- Environmental scan.
- Operations Manual is now published.
- Shared the progress made on the Annual Report.
- Clarified the one pilot that weaves together three different programs and the goals for the pilot.
 - Prevent or delay institutionalization of older or vulnerable adults.
 - Creation of risk stratified caregiver support program including case management.
 - Creation of a consumer directed model for our HCBS programs.
- Discussed Admir Selimovic’s new additional classification as the Adult Maltreatment Prevention Specialist.
- Reviewed the accepted State Plans for Area 1, Areas 2, Area 3, Area 5, and Area 6. Area 4 did not submit a local plan in substantial compliance with published standards. College of Southern Idaho has been notified that we are initiating the contract cure process.
- Touched on what to expect for the February meeting:
 - Presentation by David Brandt on his outreach and education plan.
 - Presentation by Admir Selimovic on his maltreatment prevention plan.
 - Presentation by the Cost Share workgroup with an action item.
 - A possible presentation by the APS IFF workgroup with an action item.
- ✓ Susan will email out presentations and any additional materials.
- Questions and discussion followed.

Project Manager Report – Vicki Yanzuk and Joe Zaher

- Presented workgroup updates:
 - Cost share.
 - Adult Protective Services.
 - Intrastate Funding Formula (IFF).
- Discussed how the Aging Network is funded:
 - Federal Older American’s Act.
 - State Older American’s Act.
 - State Funds (Adult Protective Services, ADRD, MEAL).
 - Discretionary Grants state allocated or competitive federal awards.
- Touched on how the IFF is determined:
 - Older American’s Act Statute.
 - ACL guidance.
 - State Plan Process:
 - Older American’s Act Statute.
 - ACL guidance.
 - Required data and statistics.
 - AAAs, Commissioners, ICOA workgroups.
 - Recommendation.

- Public Input.
- Highlighted the Older American's Act requirements.
- Highlighted the ACL guidance requirements.
- Discussed how the IFF funding gets to the AAAs:
 - Yearly – Award is received and IFF distribution data is updated.
 - Yearly – ICOA issues budget workbooks with budget parameters to AAAs.
 - Yearly – AAA creates a budget spending plan.
 - Quarterly – ICOA issues budget updates and guidance.
 - Monthly – AAA manage service units within budget and ICOA reimburses allowable expenses.
- Discussed the AAA OAA/APS SFY process.
- Discussed OOA and APS budget management overview.
- Presented on a full year review of the budget.
- Touched on things to keep in mind going forward.
- Questions and discussion followed.

Disease Prevention Health Promotion, ADRC, and I & A – Erin Olsen

- Presented on Disease Prevention Health Promotion, ADRC, and I & A.
- Discussed Idaho evidence-based programs:
 - Care Transitions, Honoring Choices, Chronic Disease Self-Management, Diabetes Self-Management, Fit and Fall Proof, Over 60 and Getting Fit, Powerful Tools for Caregivers, and Mind Over Matter.
- Presented objectives, strategies, and outcomes of Disease Prevention Health Promotion.
- Touched on program costs for each AAA.
- Reviewed lessons learned:
 - Fully utilize funding.
 - Build capacity.
 - Leverage community resources.
- Touched on staffing challenges.
- Discussed the new hybrid centralized-distributed model:
 - Reduce redundant efforts.
 - Improve inefficiencies.
 - Present consistent brand.
 - Provided and promote statewide consumer opportunities.
 - Establish centralized point of data entry and storage.
- Talked about Workshop Wizard implementation.
- ✓ Erin will send out Vet services information.
- Questions and discussion followed.

Congregate Meals, Home Delivered Meals, Nutrition Services Incentive Program, and Commodity Supplemental Food Program – Birgit Luebeck

- Presented on Congregate Meals, Home Delivered Meals, Nutrition Services Incentive Program, and Commodity Supplemental Food Program.
- Shared breakdown analysis of the Congregate Meals program.
- Shared breakdown analysis of the Home Delivered Meals program (HDM).
- Discussed ideas and guidance provided to AAAs in SFY 22 for HDM:
 - Consider dropping current enrolled clients to five to six meals per week, instead of seven days per week.
 - Take advantage of the freedoms provided under the Major Disaster Declaration to move money from other underutilized programs into HDM budget if applicable.
 - Prioritize services to add eligibility requirements to the ones that are already in place.
 - Examine eligibility of all currently enrolled clients, maybe some of the clients only need a HDM three days per week, are already on Medicaid, need temporary HDM etc.
 - Offer private pay.
 - Utilize ARPA Title III E funds for qualified HDM under the caregiver program for SFY23.
 - Reach out to parent organizations, fellow AAA Directors, ICOA for mentoring around budgeting procedures.
 - Start a wish-list.
 - Explain to each meal provider that they cannot serve more meals than budgeted.
 - Investigate other funding sources.
 - Educate meal providers on fund raising opportunities.
 - Consider giving meal providers a six-month budget for better prognosis and projections.
 - Share financial stats and facts with meal providers.
 - Inform and share these ideas with your advisory council.
- Shared breakdown analysis of the Nutrition Incentive Program (NSIP).
- Reviewed Nutrition Program outcomes.
- Announced that Governor Brad Little signing House Bill 687 into law signaling the importance of investing in Idaho's growing senior population.
- Shared breakdown analysis of the Commodity Supplemental Food Program (CSFP).
- Questions and discussion followed.

Caregiver Support/Respite and Dementia Capable Services – Lynn Fyanes

- Presented an overview of Family Caregiver Programs for each Area Agency's Title III E services, supports, budgets, and demographics.
- Shared on SFY22 Expenditures for Title III E. Expenditures were broken down for each of the AAAs.

- Presented on Consumer-Directed Lifespan Respite discretionary grant.
 - Shared the goal of the Consumer-Directed Lifespan Respite program:
 - To establish a Lifespan Respite program that expands, enhances, and improves access to respite services throughout the State of Idaho for family caregivers of all ages.
- Discussed the Community Care Project Pilot that kicked-off in August 2022.
 - Area 3 promoted Julie Torresani to Community Care Supervisor.
 - Hired Community Care manager for Area 3 and Area 4.
 - Hired Community Health Advocate to cover Gem, Payette, Washington, Valley, and Adams counties.
 - On-boarding process in progress.
 - Caregiver assessment tools are being fielded and tested.
 - Posted a job announcement for bi-lingual Community Health Advocates.
 - Looking to hire a Community Health Advocate for Area 4.
- Questions and discussion followed.

Other Business – Chair Morley

- Meeting adjourned at 2:43PM until tomorrow November 18, 2022 at 8:30AM.