

**Idaho Commission On Aging  
Teleconference  
Board of Commissioners Meeting Minutes  
Thursday, August 15, 2024 Boise, Idaho**

**Commissioner Members:** Chair Magera, Vice-Chair Ohrtman, Commissioner Morley, Commissioner Marquette, Commissioner Nielson

**ICOA Staff:** Judy Taylor, Bettina Briscoe, Vicki Yanzuk, Birgit Luebeck, Brandi Waselewski, Deedra Hunt, Erin Olsen, Fanny Rodriguez-Melnikosky, Janet Miller, Jenny Hill, Lisa Johnson, Lynn Fyanes, Rachel Kessinger, Scott Carpenter, Susan Bradley

**I4A Members:** Director Stoddard, Director Holcomb, Director Enriquez, Director Thompson, Director Hirschi, Director Arnold

**Guests:** Representative Matthew Bundy, District 23  
Jennifer Palagi, IDHW Administrator Division of Welfare/Self-Reliance

**Excused:** Commissioner Milliken

**Open and Welcome Quorum – Chair Magera**

- Chair Magera called Board of Commissioners meeting to order at 9:00AM.
- \* Motion was made and carried to approve August 15th, 2024 agenda.
- \* Motion was made and carried to approve May 16<sup>th</sup> and 17<sup>th</sup>, 2024 minutes.

**Director’s Report – Judy Taylor**

- Introduced New Members
  - Lisa Johnson, Fiscal Officer
  - Jenny Hill, Financial
  - Rep Matt Bundy, preemptive Area 3 Commissioner – awaiting appointment
- State Plan is out to ACL awaiting feedback
- Site Review to Area 3 complete
- Fall Prevention Month
  - Cross promotion with the MOM program
- Judy attending ADvancing States Conference in Baltimore

- Allows for peer relationship strengthening, vendor relationships, Federal Administration attends
- Judy interim director at Vocational Rehab for 9 months
  - Will end March 2025
- New Local Plan Planning Phase
  - Area 3 & 4 due July 7, 2026
  - New PSA's will be a year behind and write 3-year plans
  - Rachel can provide localized Needs Assessment information
- Providing tool for references on Acronyms and Financial Information
- Big Umbrella Training will take place on August 16, 2024

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

- How does AI view Idaho Seniors
  - Image review
- Older American Act Funding by Federal Funding by Fiscal Year
  - 2025 FFY Up by 14%
    - NSIP rolled into the funding, something new
    - Population increases takes about 3 years to even out, may also be a reason
    - Required match will increase
  - FFY 2025 OAA Breakout
    - Congregate Meals 37%
    - Supportive Services 27%
    - Home Delivered Meals 23%
    - Caregiver Services 11%
    - Preventative Health 2%
- Grant Extensions
  - ARPA (set to expire 9/30/24) but filed an extension
    - Title 3
    - APS
    - Community Health Worker
- Transfer Process
  - Incorporates transfers into workbook
  - Future guidance on C to B transfers
    - More streamlined and reduce workload
    - Involve the Program Specialists more
- Updated Distributed
  - New Award – State Appropriation will allow match requirements
  - ARPA Carryover - Funds distributed in accordance with allocation, implementation in accordance with guidance

- 2023 OAA – Funds distributed in accordance with policy, AAA led redistribution, expenditure in accordance with guidance
- ICOA SFY 2025 Budget
  - 83% Grants and Contracts with AAA
  - 12% Personnel
  - 5% Operating
- Breakout of Grants & Grants with AAA's
  - OAA State Match 39%
  - APS 29%
  - Community Care Pilot 15%
  - New State Nutrition Program 17%
- Division of Purchasing Request for Information Process
  - Developing an RFP
  - There will be no further updates until a certain point in the process
- Luma and the Federal State Split
  - Fix coming soon anticipated by October 2024

**Communication, Outreach, I & A Report: Rachel Kessinger**

- Information & Assistance Time Study
  - Objective: Fully Capture I & A Staff Activities and Time Spent on Activities. Help inform ICOA Manual Updates
  - Timeline: September 9<sup>th</sup> – 20<sup>th</sup> (will repeat in May 2025)
  - Participation: Any Staff that is funded through I & A funds, includes Supervisors
  - Process: Document type of call or task by category and time spent. Excel sheets dropdown options
- Communication
  - ICOA Communication Manual
  - Expanding for AAA's
  - Creating Standards
  - Not stifling individual communities
  - Help to bridge the connection gap between: ICOA->AAA ->Senior Centers->Seniors
- Outreach Events
  - Focus on Promoting Events Statewide
  - Creating a Calendar on ICOA Website for each AAA
  - Partner with AAA Staff Member to Collaborate More
  - Feedback on What are Target Events
    - Senior Centers – Classes – Support Groups

## **Self-Directed Transportation AAA I: Director Sage Stoddard**

- 2024 3- Month Pilot
- Approved by ICOA and launched in March 2024
  - Participants served during last quarter of 2024
- Targeted rural communities and/or individuals with Alzheimer's
- Reimbursable, self-managed program
- Open to eligible, North Idaho seniors aged 60+
  - And unable to transport self-due to physical, mental or cognitive barriers and lack of resources
- Key Benefits
  - Participant chooses to pay friend or family member to drive them when and where they need
  - Fills the service gap when public transportation is not feasible
  - Not limited to strictly medical appointments
  - Available for errands, grocery shopping, personal appts, etc
  - Encouraged use for socialization activities and to reduce isolation
    - Attend faith-based activities, family gatherings, etc.
- Operational Guidelines
  - Liability Disclaimer/acknowledgement signed by Participants
  - Utilization with for-profit services such as Uber and Lyft must be pre-approved and allowed only under extenuating circumstances
  - Each situation carefully evaluated through Assessment Process when determining eligibility
  - Customers determine a reasonable rate of pay for their driver
  - Customers pay driver per Hour vs. per Mile
    - Allows for AAANI better understanding of individuals needs
    - A ride to an appointment often involves more than just a ride, this is where public transit or other services cannot meet need
    - Survey of participants will include request for approx. miles traveled
  - Reimbursement forms and direct communication have proven effective in identifying possible abuse of pilot
  - Customers are utilizing responsibly - grateful to have some level of support to offer a friend or family member for gas or time
- Pilot Details
  - Allowed total maximum reimbursement of \$500 per person during test period
  - 15 North Idaho seniors were served (Apr – June)
  - Participants reside in
    - St. Maries, Osburn, Dover, Spirit Lake, Athol, Blanchard, Pinehurst, Ponderay, Sagle, Sandpoint and Hayden.
  - Received positive customer comments and feedback

- Data Collected
  - 15 Seniors served
  - 447.75 Hours of travel /apt time covered
  - \$5,830 utilized
  - Average number of hours per person: 30
  - Average hourly wage paid to drivers: \$13.02
- Going Forward
  - AAANI received a grant from United Health Care to fund a small FY2025 program
  - Grant will allow AAANI to provide self-directed transportation services to 24 seniors in need from July 1, 2024 – June 30, 2025
  - Will offer \$1200.00 maximum available reimbursement to each eligible senior for the 12-month period.
  - Future funding uncertain at this time

### **Emergency Preparedness Training: Scott Carpenter**

- What is Emergency Preparedness
  - The process of considering the steps you will take before, during and after an emergency, or other dynamic event.
- Idaho Planning Documents
  - Continuity Of Operations Plan (COOP)
    - State-defined scenarios
    - Class 1 - Single Building/Agency
    - Class 2 - Catastrophic Event
    - Class 3 – Pandemic Influenza
  - Emergency Operations Plan (EOP)
    - Agency Identified Risks
    - Severe Weather
    - Cyber Disruption
    - Pandemic
- Preparedness Steps
  - Risk Assessment
    - What are the threats?
  - Mitigation
    - Done where appropriate and affordable
  - Planned Responses
    - Plan while things are calm
    - A few responses can work for many incidents
  - Communication
    - Communicate the plan and with others
- Reflection of past events that impacted ICOA Operations

- COVID Shutdown
- Earthquake
- IT System down
- Closing
  - Preparedness is a process
    - Doesn't have to be expensive
  - Communication is key
    - Know your communication vectors
  - Regularly update and review
    - Risks and mitigations can change

#### **AAA Dialogue – AAA Directors/14A Chair/**

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

#### **Closing Business/Meeting Adjourns – Chair Magera**

- Meeting adjourned 2:34 pm