

**Idaho Commission on Aging
Teleconference
Board of Commissioners Meeting Minutes
Thursday, November 20, 2025, Boise, Idaho**

Commissioner Members: Vice-Chair Ohrtman, Commissioner Marquette, Commissioner Bundy, Commissioner Milliken, Commissioner Bartoo

ICOA Staff: Judy Taylor, Bettina Briscoe, Vicki Yanzuk, Birgit Luebeck, Deedra Hunt, Erin Olsen, Fanny Rodriguez-Melnikosky, Gregory Floyd, Janet Miller, Jenny Hill, Lynn Fyanes, Michelle Russell, Rachel Kessinger, Scott Carpenter, Susan Bradley

I4A Members: Director Stoddard, Director Holcomb, Director Kaminsky, Director Thompson, Director Hirschi, Director Arnold

Excuse: Chair Morley

Open and Welcome Quorum – Vice-Chair Ohrtman

- Vice-Chair Ohrtman called Board of Commissioners meeting to order at 8:30AM.
- Opening remarks
- * Motion was made and carried to approve November 20th, 2025, agenda
 - Changes made to the order of presentations.
 - Birgit Luebeck presenting all programs at 9:15am, agenda will continue as is after
- * Motion was made and carried to approve August 21st, 2025, minutes.
- * Motion was made and carried out for 2026 Commissioner Meeting Dates
 - February 19, May 21 & 22, August 20, November 19 & 20

Director’s Report – Judy Taylor

- November meetings are held to evaluate programs
 - Outcomes, successes, and areas for improvement
 - Area Directors presenting progress towards local plans, due diligence
 - COOP plans
- May meetings
 - Results and progress towards the four-year state plans
- Administrative Excellence – State
 - Leadership: Judy, Vicki Yanzuk, and Bettina Briscoe
 - Manual Updates in January
 - Budget submitted – 3% return to state

- Federal level – participation in National calls and committees to stay informed on OAA status
- ICOA assigned Vicki Yanzuk as an official number two, reclassified as the Operations Manager
- Administrative Excellence – Local AAA level
 - AAA III and AAA IV
- Approaching Session
 - Fit & Fall Proof and ADRD programs have been reassigned to ICOA from Health and Welfare
 - JFAC – maintenance budget submitted with no enhancements. The process is still unknown for testimonies in front of JFAC
 - One docket of rules
 - ICOA Administrative rules
 - Asked to sunset AAA administrative rules
 - All languages are represented in manuals and other formal procedural documents within ICOA

Congregate Meal Program and NSIP – Birgit Luebeck

- Review of Congregate Meal Expenditure in SFY25
 - Some are low due to a late budget dispersal
- Congregate Meals unit review
 - 6,654 less than SFY24
- Clients served in SFY25
 - 717 less than SFY24
- Reimbursement rates
 - Average increased by \$0.04 before pilot state funds increase of \$0.25
- Demographics
 - Most Aged 70-74
 - 57% Rural
 - Around one-third lives alone
- National Health Risk Survey
 - 87-96% success rate
- NSIP
 - Remaining small amounts still due to ICOA
 - Slowly declining funds as anticipated

Home Delivered Meal Program and CSFP – Birgit Luebeck

- Review of HDM expenditures
 - 80-99% expended by AAA
- Review of HDM served

- Statewide 2,908 less meals in SFY 25 compared to SFY 24
- Area II, IV, VI saw increases
- Area I, III, IV saw decreases
- Review of HDM clients
 - Statewide: 123 less in SFY 25 compared to SFY 24
- Review of reimbursement rates
 - \$3.98 in SFY24 to \$4.35 SFY25
- Review of reassessments
 - Room for improvement – new policies being developed to help with procedures of reassessments
- Client Demographic
 - Aged 85+ 34%
 - 53% Urban
 - Lives alone 37-53% statewide
- Nutritional Health Risk Survey Outcome Data
 - Success rate 98-99% return rate
- Waitlist
 - Started in October 2022
 - Changes daily – Area II, Area IV, Area VI typically carry a waitlist
- CSFP
 - 24,880 food boxes delivered in FFY25 slightly less from FFY24

Project Manager Report – Vicki Yanzuk

- SCEP
 - Older workers and AI: most see as positive, seeking training, workers do worry about being screened out
 - Adapting to AI: Data from Carewell shared
- Federal Updates
 - Shutdown and re-opening and access to funding
 - 52% of funding is from federal – ICOA loses access, transfer requests cannot be processed. Still have access to funds if award was issued before the shutdown.
 - Fiscal year 2026 normally awarded October 1st, still awaiting this award
 - ACL restructuring has slowed down assistance
 - Defend spending
 - Requires an extensive explanation and breakdown of costs
- Transition
 - Contracts completed
 - Initial Kick-off meeting has been held
 - Now having monthly check meetings

- Will finalize June 2026
- APS Workgroup
 - 1st session held
 - Research items
 - Less data more focus on how to operate the program
 - Presenting models at the next meeting
 - Requested additional information from Area Directors
 - Goal is to have a consensus and ready to put to a vote at the Feb 2026 commissioners meeting
- AAA Yearly Budget Process
 - In the Quarterly Updates
- Service Management Information System
 - Largest operating expense at ICOA
 - Modernization of assessments & workflows
 - Requesting an extension of current MIS so not to overlap with consolidation of AAA's
 - Will take the extra year to update the workflows and assessments
- SFY 25 Aggregate Grant/Program Expenditures
 - AAA spent 88% of their total funding
 - 64% of that directly to clients (\$5,914,965)
 - 17,488 clients in registered services
 - Does not include non-registered services
 - Age groups
 - 75-79 saw an increase, 85+ at 22%
 - Poverty level
 - 56% not in poverty, down 2% from SFY24
 - Rural 53%, up 2% from SFY24
 - 40% live alone
 - Minority
 - Declined to state rates are rising
- Reminder for February: AAAs ability to transfer between AAAs
 - CFR's have changed, may have to have a new policy and are unable to offer this year

Outreach and Public Information – Rachel Kessinger

- Review of Outreach expenditures and contact units by AAA
 - Statewide total \$14,994 and 3,511 Units
- Outreach definition
 - One-on-one contact
 - ICOA will redefine Outreach to capture AAA activities/event better

- Public Information Expenditures and units
 - Statewide total \$7,916 and 1,193 activities
- Public Information definition
 - Activity that reaches the “masses”
 - ICOA has marked this budget as “pre-authorized” required on SFY 26 budget

Title-D Disease Prevention and Health Promotion – Erin Olsen

- Review of Program offerings by AAA
 - Each AAA offers an evidence-based program
- Program Highlights
 - All active AAA
 - Building in-person and virtual delivery options
 - Relatively diverse programming
 - Utilizing some partnerships for management and delivery
 - Building awareness of programs with local communities
- Analysis – Meeting the needs
 - Programs for additional chronic conditions
 - Expanding falls prevention education
 - Delivery via different modalities
 - Scheduling varied days and times
 - Supporting broadband access and technology training
- ICOA Objectives
 - Maintaining a strong title-D program
- Funding, facilitation, and community needs
 - Many variables
 - Costs have increased
 - Trade-off between cost for staff vs managing volunteers
- Performance recommendations
 - Re-instate reviews
 - Utilize Vega
 - Train and utilize more volunteers
 - Build local community based in in-kind and financial partners
- SFY 2025
 - Statewide expenditure is \$138,584
 - Unexpended comparison SFY24-25 all saw an increase in spending
- Fiscal lessons learned
 - Utilize funding for outreach, promotion, additional training and certification, travel, and equipment
- Program Delivery
 - 44 workshops

- Participants enrolled: 2,035
- Certified Instructors: 29
- The other variable
 - Volunteers are needed
- Falls Prevention
 - Coalition 79
 - Seminars 6
 - Proclamations 5
 - TBI training 1
 - Falls Risk screening 3
 - Significant Partners statewide- includes health systems, LINC, first responders, and Idaho colleges

COOP Planning – David Thompson, AAA IV Director

- Review of an incident at the Gooding Senior Center that has left the center unusable for meals and service delivery
 - Immediate issues
 - Meal prep and delivery
 - Congregate meals
 - Community communication
 - Utilizing board members' expertise on insurance issues
 - Fundraising
 - Establishing long term partners to support community needs while under construction
 - After action review creating best practices for future events

I & A and ADRC – Rachel Kessinger

- ADRC overview of organizations that could be part of the NWD system
- State Plan objectives
 - Education – I & A roles
 - Options counseling
 - Case Management
 - Benefits Counseling
 - Training
 - Development of I & A Onboarding
 - Based on Inform USA standards
 - Not required to certify
 - Communication
 - I & A supervisors
 - Directors

- ICOA Program Specialists
- SFY25 Expenditures
 - Statewide total \$1,127,378
 - By AAA compared percent of expenditure and percent of “at risk” population
- SFY25 Contacts
 - Units defined as a “contact” and classified based on service referral
 - Combined Title IIIB, Title III E-FC, and Title III E-ORC
 - Statewide total 23,347
- SFY25 Expenditure vs Population vs Contacts analysis
- Contacts compared SFY24 to SFY25
- Full time employees by AAA
- Time Study Results discussed

Idaho Connects – Janet

- Loneliness Awareness month
- Work by AAA’s
 - Senior Companion, Roadmap to Aging Conference, Pen Pal program, Coffee Club, Caregiver Conference
- Janet participates in statewide events and National Organizations
- Friendly Caller Units
 - Statewide SFY25 707
 - Not always captured into Getcare, as part of all outreach AAAs do
 - Going forward
 - Technology, Senior Centers as hubs for loneliness reduction, AAA participation in nature-based socialization events

Title E Programs and Community Care Program – Lynn Fyanes

- Statewide SFY25 Expenditure total \$1,143,203
- Analysis of expenditure by AAA and service type
 - Respite and I & A highest service far as expenditures
 - Meals, Support groups, and caregiver trainings as services next 3 highest
 - Respite expenditures/cost per unit and units
 - Includes data on caregivers from agencies and consumer direct
 - CPU ranges statewide \$17.63 - \$31.78
 - Family caregiver Consumer Direct Respite
 - AAA I, III, and V
 - CPU \$15-\$17
- Title III-E Remaining balances
 - Each AAA had a remaining balance, ranging from \$2,295 - \$97,779
 - Caregivers are commonly 70+ and below the federal poverty and rural

- Females are more commonly the caregiver, but Male caregivers are increasing
- Caregiver Month campaign Highlights
- Community Care Program
 - SFY25 Expenditures: \$619,936 from the ADRD annual funds of \$720,000
 - Caregiver assessments 277 (up 30% from SFY24)
 - Active case management 168 (up 49% from SFY24)
 - Respite Service Delivery
 - 94 Caregivers
 - 3,964 hours of consumer direct
 - 2,000 hours from One site for seniors
 - Top 3 stress burdens: 63% caregivers report High Burden
 - Stressed between caring for relative and trying to meet other responsibilities
 - Not having enough time for yourself
 - Social life has suffered
 - Rural 43%
 - Female 64%
 - Top 4 referral sources
 - I & A/APS, Physician or Health system, Home Health/Hospice, Outreach Events
 - Dementia Capability
 - ICOA News and Events Calendar
 - Navigating Dementia – A Workbook for Family Caregivers- 4,347 English & 269 Spanish WBs distributed
 - Dementia Skills Training (ICOA website)
 - 717 Dementia Friends trained
 - 6 project ECHO Idaho sessions – 350 clinical participants
 - Neurocognitive Crisis Hold education-4 technical Assistance held; 4 in-person first responder trainings
 - ICCP SAVVY Caregiver (180 hrs)

AAA Local Plan Update (AAA I, AAA II, AAA III) – Directors Stoddard, Holcomb, and Kaminsky

- Area I
 - Year 3 after action review
 - Expectations
 - 26 objectives – 5 are still in progress
 - What went well
 - Self-directed numbers are steady
 - Self-directed transportation
 - 35 clients served, 2,449 hours served

- A high value service
 - Educating the region on services
 - 2nd Annual Caregiver Conference at NIC 150 attendees
 - 3rd Annual was at a local church 210 attendees
 - Dementia Capability – starting the dementia friendly community
 - Brain Health and Community Resource Class
- Area II
 - Lessons learned
 - I & A – all the things they do beyond the phone calls, emails, walk-ins
 - Appropriate Staffing
 - Transportation
 - Rural need and cost were overwhelming
 - How to increase availability
 - North Star Phoenix – a nonprofit that has started the process to begin transportation to areas with no service available
 - Senior Nutrition
 - Growth patterns of congregate meals
 - Annual gatherings - AAA with meal sites
 - Bigger vision – how to grow funding streams beyond the AAA
 - Caregiving – waitlists, agencies are experiencing high turnover difficult to keep service for respite and homemaker. Self-directed is a possible solution.
 - Respite
 - Homemaker
 - Crisis services
 - APS – new staff
 - Ombudsman – volunteers helping with need
 - Roadmap to Aging – has had 2 conferences
 - Helpful handout that describes the process of aging
 - 3rd event in May will be structured as in-depth classes for each stop in process
- Area III
 - Quantifiable Tasks
 - CDSMP Class
 - MIPPA – Increase website and social media activity
 - CWI interns will revamp website
 - Friendly Caller Expansion
 - Sending out questionnaires with a sign-up sheet
 - Partnered with Balsam Brands to provide volunteers
 - Promote transportation participation to seniors at risk

- Using Area I self-directed transportation as a template in Valley and Canyon County
- HDM participation
 - Reengage with senior centers that are not participating
 - Use Friendly Caller program to bring awareness
- Incorporate dementia training for AAA staff
 - Offer career enrichment classes and conferences
 - All staff meeting using guest speakers
- APS staff retain and train adequately
 - Work to address issues and offer additional training

Meeting Adjourns Until Friday November 21, 2025: Vice- Chair Ohrtman

- Meeting adjourned 3:10 pm

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I4A Members: Director Holcomb, Director Thompson, Director Arnold

Excused: Chair Morley, Director Stoddard, Director Hirschi, Deedra Hunt, Fanny Rodriguez-Melnikosky, Director Kaminsky

Open and Welcome Quorum – Vice-Chair Ohrtman

- Vice-Chair Ohrtman called the Board of Commissioners meeting to order at 8:30 AM.
- Opening remarks – change to the agenda
 - Deedra Hunt and Director Mike Hirschi are unavailable to present

Homemaker, Chore, Transportation – Janet Miller

- Homemaker
 - Total Units of service by AAA and service delivery type
 - AAA I 6,788
 - AAA II 2,376
 - AAA III 5,420
 - AAA IV 3,751
 - AAA V 5,963
 - AAA VI 5,016
 - Statewide Total – 29,314
 - Agency units 21,943
 - CD Units 7,041
 - Other 331
 - SFY 25 Expenditures
 - Statewide Total \$637,101
 - OAA Funds \$581,113
 - ARPA Funds \$55,988

- Contracted Hourly Rates
 - Range from \$19.46 - \$30
- Demographic Information
 - 30 % are 85+ years
 - 56% Urban; 43% Rural
 - 57% 3+ ADL deficits; 67% 3+ IADL deficits
 - 38% are below Federal Poverty Limit (FPL)
 - 68% Live Alone
- Cost Share over
- Chore
 - Only Area VI provided units of service
 - 14.5 hours
 - Going Forward
 - Each AAA will be required to have reported units of chore/home modifications by 2028
 - Use key Partnerships
- Transportation
 - Review of expenditures
 - Total
 - Review of total boardings
 - Statewide – 109,359
 - Includes Area I pilot of consumer direct
 - Contracted rates per boarding
 - Statewide average \$4.18
 - Consumer Direct Transportation
 - \$11.56 per boarding
 - This includes personalized door-to-door service
 - Assistance, companionship, drivers staying with clients
 - Drivers are paid by the hour, not by boarding
 - 35 clients served
 - Total expenditure \$35,978
 - Includes \$9,186 from United Healthcare Partnership
 - Title B funds \$26,792
 - Going forward
 - Area I is continuing the pilot with the goal of going statewide
 - Find additional collaborations

SMP and MIPPA – Janet Miller

- SMP
 - Review of national numbers for 2024-2025

- Idaho numbers
 - 25 active team members
 - 178 outreach & education events
 - 966 individual interactions
 - 7,394 people reached
- MIPPA
 - Expenditures \$151,770

Commissioners' Reports – ICOA Commissioners

- Introduction of new Area I Commissioner Amy Bartoo
- Roundtable discussion of highlights from reports, events, and challenges in their areas.
- Questions and discussion followed.

Legal Assistance Development–Cory Christensen, Staff Attorney & Legal Assistance Developer

- ILAS is a non-profit statewide organization dedicated to providing equal access to justice for low-income people through quality advocacy and education
- Approx 21 FTE attorneys statewide
- Seven offices throughout Idaho
- Total cases closed 2024 – 3,217 LSC eligible case closures. Must be below 125% poverty level
 - Domestic violence - 1,552
 - Veterans – 260
 - Seniors – 822
 - Total Cases closed by category
 - Family and Housing make up roughly 75%
- LAD
 - Older Americans Act requires that every state have a LAD
 - SFY25 Total Cases closed with clients 60+ = 1,045
 - Housing and eviction largest demand with 385 cases closed
 - Cases closed down from SFY24 due to staffing turnover and shortage as well as difficulties in federal funding
 - Clients served with ICOA Partner funding
 - SFY 25 – 728 Clients, 2,276 hours of direct legal services, 463 hours of grant management/community outreach/education/materials
 - LAD Affinity Group
 - Nationwide working group of LAD's
 - Nationwide challenges
 - Lack of funding, resources, training, staff, capacity of legal service providers, legal deserts (attorneys not moving into Elder Law)

AAA Local Plan Update (AAA IV and AAA VI) – Directors Thompson, Director Arnold

- Area IV
 - Focus Area 1: I & A and ADRC
 - Increase presentations and persons reached, on track in SFY26
 - Improvements identified – presentation skills, focused outreach, surveys, and shorter time frame for caregiver conference
 - Increasing partnerships and the effectiveness of current ones
 - Focus Area 2: Congregate Meals
 - Survey process working well
 - Meal Sites are familiar with AAA staff and leadership
 - Focus Area 7: Home delivered Meals
 - Sustainable level through prioritization
 - Current forecast tops 95,000 meals for 25-26SFY
 - Focus Area 8: CSFP
 - Improvements needed in training
 - Focus Area 3: Health Promotion
 - CSI relationship with Fit Forever
 - Participating in Aging Summit
 - Improvement on diversifying health education programs
 - Focus Area 4: Loneliness reduction
 - Multigenerational socialization and use of social media
 - Focus Area 5: Family Caregivers
 - Two support groups
 - CCP is now housed in the Twin Falls senior center
 - Increase consumer direct respite
 - Focus Area 6: Transportation
 - Partner with Interlink Volunteer Caregivers
 - Demand exceeds our resources
 - Focus Area 9: Homemaker
 - Consumer direct homemaker services are offered and currently serving 22 clients.
 - Need to establish quality assurance baselines by implementing a satisfaction survey
 - Focus Area 10: Dementia and Alzheimer's
 - Incorporate dementia training
 - In-house PAC trainer that works with staff and other organizations
 - Focus Area 11: Elder Rights and Legal Services
 - Promoting legal risk detectors on the website and social media
 - Focus care coordination is used when appropriate
 - Focus Area 12: Ombudsman
 - Success on outreach and presentations

- Re-established resident councils and highly attended
- Area VI
 - I & A
 - Distributes quarterly resource newsletters to senior centers and via social media
 - Conducted outreach presentations, providing resource bags and education to senior centers
 - Expanded language access by completing Spanish translation services
 - Nutrition services have steadily increased each year – both CM and HDM
 - HDM in higher demand
 - Trying to encourage more utilization of CM
 - Completed annual outreach surveys with positive feedback
 - 80% good food
 - 98% would recommend
 - Health Promotion
 - Delivered CDSMP workshops with 36 participants completing the course
 - Delivered two phone-based delivery options with 10 completing the course
 - Continuing to recruit for CDSMP and Powerful tools for caregivers’ leaders to expand program reach
 - Homemakers and respite services
 - Continuing a steady increase in demand for services over each year
 - Outreach activities
 - Partnering with senior centers on nutrition awareness
 - Focus for 2026
 - Steadier access to service
 - Increase coordination across the region
 - Concentrating on program that have the greatest impact on families
 - Waitlists are priority

Nature and Art: Loneliness Reduction Activity – Janet Miller

- Loneliness impacts overall health negatively
- Benefits of art
 - Reduces stress and anxiety – increased endorphins – decreased cortisol
- Art project example: creating a framed leaf project

Closing Business/Meeting Adjourns - Vice-Chair Ohrtman

- Closing remarks – Vicki Yanzuk and Vice-Chair
- Meeting adjourned – 12:45pm