

Subject	Idaho Commission on Aging Policy for Governance		No.	24.30.PO
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Acronyms:

AAA – Area Agency on Aging

ICOA – Idaho Commission on Aging

PSA – Planning and Service Area

Purpose:

To promote the appropriate level of oversight and accountability, communication and transparency, good business decisions, and efficient and effective operations. Thus, maximizing return on dollars invested in the improvement of older and disabled Idahoan's wellbeing, preventing institutionalization, and enabling the ability to serve a quickly growing older population.

Scope:

Describes best practice recommendations related to the parent organization housing the Area Agency on Aging (AAA), the relationships and process between the Parent organization and the AAA, and organization of the AAA governance.

Definitions:

- **AAA** – The AAA is a separate organizational unit within the Agency which functions only for the purpose of serving as the AAA that plans, develops, and implements services for older persons within the Planning and Service Area (PSA) as defined in IDAPA 15.01.20.010.03.
- **Governance** - Establishment of policies, and continuous monitoring of their proper implementation, by the members of the governing body of an organization. It includes the mechanisms required to balance the powers of the members and their primary duty of enhancing the prosperity and viability of the organization.
- **Parent Organization** - – Unit of government or organization that houses, governs, and supports the AAA.

- **Support** - Includes but not limited to indirect support such as leading, coaching, mentoring, relationship building, and direct support for functions such as HR, IT, Finance, Physical plant, Risk management.

Procedures:

Organization and Governance:

1. ICOA will execute a performance-based contract with the parent organization.
2. The governing board of the parent organization or designee is responsible for hiring the AAA director in accordance with the organization's rules and regulations.
 - a. ICOA may participate as a non-voting member of the interview and selection panel upon request by the organization.
3. The AAA will be maintained as a distinct agency within the parent organization.
4. The AAA director works at the pleasure of the Board or designee.
 - a. ICOA may participate in evaluation of Director performance through data sharing or survey upon request.
5. A member of the parent board is a de-facto member of the AAA advisory council. This Board member will provide periodic/quarterly reports to the parent board on AAA performance and progress toward identified outcomes.
6. The AAA director will also provide an end of year report to the parent organization board including:
 - a. Outcome of area plan goals.
 - b. End of year budget/financial report.
 - c. Outcome of identified performance improvement projects.
 - d. Plan outlining new performance improvement projects and any changes to the current Area plan.
7. The AAA will maintain an advisory council that meets periodically or at least twice annually.
 - a. Best practice membership includes:
 - i. A recipient of services or consumer member.
 - ii. A provider of services.
 - iii. A meal site director.
 - iv. An elected official or civic leader.
 - v. Community agency members with aligned missions.
 - vi. The local Governor appointed Commissioner.
 - vii. Assigned/elected parent board member.

- viii. In addition to the above roles, members should additionally include/represent minorities, rural residents, and veterans, and meet OOA requirements.
- b. Best practice agenda items include:
 - i. Progress toward goals identified in the Area Plan.
 - ii. Progress toward goals in any identified performance improvement plan.
 - iii. Financial/outcome data.
 - iv. Opportunity for feedback from the members.
- c. It is advisable for the appropriate AAA staff members to periodically report on their assigned responsibilities.
- d. Upon invitation, ICOA will attend an advisory or parent board meetings.

Communication:

1. Issues relating to normal planning, evaluation and operations will be from ICOA to the AAA.
2. Strategic or innovative ideas may be first discussed with the parent organization's leadership either singly or as a group.
3. Issues related to compliance or legal matters will be from ICOA to the parent organization.
4. Issues related to ongoing noncompliance that has reached critical juncture, as determined by the ICOA, will be from ICOA to the chair of the parent board.

Transparency:

1. ICOA believes all parties benefit from a high level of transparency and open communication.
2. The parent organization, AAA staff, vendors, consumers, and community members are allies in advancing the mission of the AAA. There should be quality and routine investment in increasing participation and knowledge of the AAA's goals and outcomes.

Exceptions:

Nothing in this guidance shall construe that ICOA has anything other than a contractual relationship with the parent organization.