

IDAHO COMMISSION ON AGING
Teleconference
BOARD OF COMMISSIONERS MEETING MINUTES
Thursday, May 21, 2026 BOISE, IDAHO

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

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

Excused: Deedra Hunt

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

Open and Welcome Quorum – Chair Ohrtman

- Chair Ohrtman called Board of Commissioners meeting to order at 8:30 AM.
- Chair Ohrtman brief statement of support for ICOA and AAA work and introduction of new ICOA employee. Still waiting for Governor to approve new Commissioner.
- * Motion was made and carried to approve May 21, 2026 agenda.
 - Fanny Rodriguez-Melnikosky presentation has been pushed to August
 - Included an all attendees introduction
- * Motion was made and carried to approve February 19, 2026 minutes.

Director's Update – Judy Taylor

- May meeting review
 - Staff to update on goals
 - State Plan Goals, metrics, and activities are a culmination of work done through environmental scans, needs assessments, and public input.
- Legislative Update
 - Older American Act still awaiting reauthorization
 - Federal Budget still in flux as well
 - State Budgets – requested cuts were made
 - 2% cut made from Nutrition funds were restored for SFY27
 - Ongoing cuts will have to be addressed in the future
- Update toward State Plan Administrative Goals

- Target on Track: Idaho will have four recognized PSA's by 07-01-26
- Objective: To facilitate consistent service standards across the state, and provide explicit guidance to AAAs, implement AAA review toolkits & annual review calendar based on published standards in the operations manual.
 - Is behind on target but will be beginning in 2027
- Objective: Establish a process for AAAs to receive prior approval for contracts and commercial relationships
 - Was on hold due to Older American Act not being reauthorized
 - Policy has been written but not yet rolled out – will be soon
- Objective: Develop standards and procedures related to actual or perceived conflicts of interest
 - Achieved and available on our website
- Objective: To remove possible barriers to service, eliminate cost share from any program
 - Achieved – Cost share has been eliminated
- Objective: Promote excellence and prevent loss of institutional knowledge during turnover, through creation of education and training tracking sheets for ICOA and AAA staff, based on published ICOA mandatory education standards.
- Objective: Increase knowledge and skills of staff across the aging network with an emphasis on providing person-centered, trauma informed, and culturally appropriate services
 - Both Objectives are tied and are in process: Already has been achieved in APS, Ombudsman's, and management level supervisor. Work is now being done to expand these to all persons.
- Objective: Increase partnership and cooperation with the Department of Health and Welfare to serve joint clients better
 - Progress Projects:
 - Elimination of Dual Participation for HDM
 - ADRD Alliance partnership
 - EMS Dementia Skills training videos
 - Community Health Emergency Medical Services dissemination of resources
 - IDHW Bridging Systems – Kinship Families
 - Direct Care Workforce Strategy Development team
 - LTCOP:
 - Training and education
 - Consultations regarding facility operations Consultations regarding regulations

- Consultation regarding cases (with proper consent)
 - Participation in Informal Dispute Resolution (IDR)
 - Participation in facility survey process
 - Open lines of communication
 - Information sharing to systemically improve quality of care and quality of life for residents
 - MOU in place
- Objective: To use limited resources to the highest extent possible, identify the most effective model for service delivery and test across the state
 - In Process: regionalization will be tested as new model
- Objective: To ensure the most effective use of resources, and the ability to serve the most clients, identify and test the most effective model for service delivery across the state
 - SCSEP has been on the budget chopping block but is still fully funded
 - Redistributing the seats available
 - Will go out to RFP soon
- Thanks and farewell gratitude to out AAA Directors Todd Holcomb and Mike Hirschi, presented with certificates

Operations Manager Report – Vicki Yanzuk

- APS Workgroup Vote
 - Timeline: 1 year implementation, 1 year to re-evaluate
 - Personnel Standards: Staff <-> Lead <-> Supervisor
 - AAA Budget:
 - North \$282,480
 - Southwest \$505,495
 - Central \$247,480
 - East \$397,480
 - Recommendation: Distribute APS funding to AAA using this recommended personnel model
- Floor taken back by Chair Ohrtman for a discussion on the new funding model.
 - First from work group and Second from Commissioner Bundy
 - Discussion regarding staff education, additional funds in reserve, State funds being stagnant, redistribution of funds between AAA, legal ramifications if the need grows to a point that funding cannot support.
- *Motion brought to the floor and approved the recommended Personnel Standards Model*
- State Plan Development Process – looking to the next
 - Workgroups stage
 - IFF Workgroup – Chaired by Vicki Yanzuk, Supported by Greg Floyd, 3 Commissioners, 1 AAA Director, 1 Parent Organization Rep

- Committee Charge:
 - Understand statutory obligations
 - Understand the weighting of demographic measures
 - Set the base funding and variable funding
 - Report outcome of discussions and majority opinions
 - Make a formal recommendation
 - Base vs variable funding ratio
 - Weights of demographic characteristics
 - OAA Funding by Fiscal Year
 - Distribution of funding increased by 0.9%
 - Distribution by Category: 35 % Congregate Meals, 26% Supportive Services, 24% Home delivered meals, 13 % Caregiver Services, 2% Preventative Health
- 60+ Population and at-risk factors
 - Historically the total population has always been slightly more than those who need our services – this has changed. Indicating people are coming to access services
 - Review of national data from Advancing States
 - 60+ increased, annual appropriations decreased, average cost per unit service has increased
- OAA Budget Guidelines
 - Legal Services
 - 10% Federal Admin
 - Transfers
- ICOA Guidelines
 - 50% Max
 - In house services and costs: I & A, Ombudsman, Operating costs, umbrella overhead, supplies, travel, other
 - 50% Min
 - Contracted services: Home delivered meals, homemaker, respite, transportation.

Congregate Meals – Birgit Luebeck

- New baseline numbers for all AAA's after regionalization – should see an increase in CM and high risk participants
- Review of objectives
 - Objective 1: To prevent malnutrition and subsequent poor health, increase participation of Idahoans who are at risk or underserved. Target of 3% annual increase in high-risk clients not met.

- Objective 2: Senior Centers are supported through ongoing engagement and education to promote physical and mental wellness opportunities and healthy aging information utilizing recognized best practices. Target met.
- ICOA and Meal Providers
 - Statewide visits, quality assessment tool education, emergency operations plan, quality assurance calls, survey results reported in November
 - Congregate Meals Client Satisfaction
 - Objective 3: Maintain or increase client satisfaction with meals by adjusting for cultural preferences and medical needs using recognized best practices. Target met
 - Congregate Meals Malnutrition
 - Objective 4: Increase public awareness and understanding of the importance of prevention of malnutrition in older Idahoans. On Track.
 - Webinars included 3/26, 7/26 and 11/26
 - Updated SFY 2027 State Funding Guideline
 - Monthly Nutrition Meeting
 - Additional emergency funding request guideline
 - Created budget projection based on meals served the prior year
 - Only possible if funding allows
 - Smaller Improvement Projects
 - Attestation Forms: Change to the original form from 07/2025, in effect by now or latest July 1st
 - Smooth transition for AAAs
 - Best Practice: Create standardized onsite review toolkit for senior centers effective July 1st, 2027

Disease Prevention and Health Promotion – Erin Olsen

- Identify the most effective model for service delivery
 - Overarching objective for program improvement
 - Regionalize delivery model
 - 7/1/2026: AAAs all start on same page
 - SFY 2027 sets new baseline with 4 AAAs
 - SFY 2028 Adopt and use selected model
- Programming actions
 - Requirements, expectations and review standards set
 - Standardize program data collection
 - Expand program offerings
 - Implement web-based promotion and registration
 - Build community and media partnerships
 - Implement review toolkit and on-site reviews
- Improve structure/fidelity

- Required program resources in area plans
- Schedule, promote and deliver need-based programming
- Utilize trained, effective lay leaders and master trainers
- Maintain EVP program fidelity
- Evaluate and follow-up on program effectiveness
- Improve health outcomes by reducing falls in community-dwelling older Idahoans
 - Education
 - In-home safety audits
 - Falls Risk and TBI screenings
 - Increase awareness and partnerships with communities and their leaders
- FPC-ID strategic plan
 - A registered Idaho non-profit organization with an established structure that accomplishes the coalition mission.
 - 2Supports safety/ health through regular educational opportunities that enhance awareness/knowledge, build skills, and empower organizational enhancement of policies, operations and/or programs
 - Builds credibility/ sustainability by securing financial/ in-kind partners.
 - Maintains compendium of best practices, resources, and EVPs that support providers/ inform enhancement of prevention policies/operations/programs

Homemaker, Chore, Transportation – Janet Miller

- Transportation
 - Objective: Increase transportation options through new strategic partnerships, projects, or programs with a focus on rural and underserved areas.
 - Being met through partnerships, great interest in the consumer direct
 - Strategic Partners include: ITD Interagency Working Group, AAA I Consumer Directed Transportation, AAA III McCall Partnership, Partnership with United Healthcare (UHC), Exploring Options of Partnering with other Organizations
- Chore
 - Identify and implement new partnerships, resources, or programs that support client needs for home modification and heavy housework/yardwork.
 - Strategies include: Resource education at quarterly meetings at VA, USDA, Habitat For Humanity
 - Progress in SFY26 : Four of Six AAAs have documented units of Chore Service. One AAA has a documented unit of Home Modification.
 - Barriers: Expense and one-time service.
- Homemaker
 - Expand number of consumer directed clients with an emphasis on high risk and underserved populations.

- Strategies
 - Provide data that illustrates that the consumer direct model benefits high-risk clients
 - Facilitate peer learning between AAA's
 - Streamline Consumer Direct Processes
 - Offer Consumer Direct as an alternative to waitlist
- Progress
 - Every AAA has documented units of consumer directed homemaker
- Consumer Direct Services
 - Expands Services into rural areas where agency-based services may not be available
 - Supports individuals who prefer a caregiver or they know and trust due to cultural or religious preferences
 - May impact waitlists by offering services through an alternative delivery model

MIPPA , SMP – Janet Miller

- Objective: To maximize available financial resources for older Idahoans to age in place, expand the number of clients with an emphasis on high risk and underserved populations
 - Strategies:
 - Conduct outreach at community events in locations that correlate with high-risk groups
 - Provide literature in the preferred native language
 - Identify trusted insiders such as Community Health Workers to start the conversation
 - Progress
 - On Target.
 - Reaching high-risk populations
 - Marketing
 - Advertising
 - Outreach
 - Strategic Partnerships
 - Reporting/invoice approval
 - Invoices will no longer be paid without supportive documentation.
- SMP
 - Objective: To expand the ability of the current program to serve Idahoans across the state; plan, formalize, and implement a volunteer program that supports SMP

- Progress – 3 volunteers, 28 host sites
- Barriers – Training is extensive and program is complex
- Explore additional training options
 - Connect with successful SMP programs in other states to learn effective volunteer orientation and training models
 - Simplify the volunteer orientation and training program
 - Develop more effective volunteer retention program
- AAA Outreach, Counseling and Education
 - Libraries, Hospitals, Physician Offices, Support Groups, Attorneys, Community Events
- Carryover Funds
 - ICOA Statewide outreach plan (PSN)
 - Radio, tv ads, physician waiting rooms, movie screens
 - AAA Marketing, Advertising, and volunteer recruitment activities
- Medicare Fraud Prevention Week June 1-5
 - Social Media, PR/Media, Videos, Print Materials
- MIPPA
 - Objective: Establish Strategic Partnerships to enhance outreach efforts with an emphasis on high risk and underserved populations.
 - Strategies:
 - Enhance Outreach Efforts
 - Partnerships with organizations that serve people living in poverty such as free clinics and food banks
 - Partnerships with faith-based organizations that have a focus on serving high-risk groups
 - Conduct Outreach at community events
 - Identify trusted insiders such as Community Health Workers to start the conversation
 - Progress
 - Exceeded the goal, adding new partnerships monthly

Home Delivered Meals, CSFP/NSIP – Birgit Luebeck

- Objective 1: Increase ability to respond to the demand to serve more clients through elimination of dual participation clients receiving both OAA HDM and Medicaid HDM.
 - Dual Participation Elimination
 - MOU is written and waiting to be approved by the State Controllers Office
 - Bureau Chief Division of Medicaid IDHW and ICOA will work on this objective

- Objective 2: Decrease variability across the state in the implementation of the HDM program.
 - HDM Program Variability
 - Monthly meetings
 - Quarterly meetings
 - Monthly invoices
 - Prioritization
 - No Waitlist
 - State Funding Supports Efforts
 - Objective 3 : AAAs plan and facilitate uninterrupted service of home delivered meals during emergency situations
 - Senior Center Emergency Operations Plan (EOP)
 - This plan addresses emergency protocol during an incident to support life safety. This plan is for SENIOR CENTERS.
 - This Objective was finished on March 7th
 - Sent out to all meal providers
 - SC Mandatory Training in April and May
 - Back to all AAAs and ICOA on November 1st annually
 - Handout and detailed information will be given at the next meeting
 - Close the Gap
 - AAA's – Onsite Review
 - Senior Centers
 - Know bylaws, contracts, and the EOP
 - Board members are the leaders and decision makers ideal with the site director that is employed by the Board.
 - Objective 4: Maintain or increase client satisfaction with HDM including meal modification for medical or cultural considerations.
 - Will repeat next year as it is bi-annual
 - Commodity Supplemental Food Program (CSFP)
 - Objective1: Prevent malnutrition through sustaining or increasing the number of eligible clients served.
 - Budget decrease has made this unattainable

Family Caregiver, Dementia Capability, Community Care Program, and SCSEP – Lynn Fyanes

- Programs: Idaho Community Care Program (CCP) and Title III-E Caregiver Support Program
 - Objective: Develop Management Information System infrastructure and internal workflows to support person centered evidence-based assessments to uncover and respond to comprehensive Caregiver needs. Achieved.

- Program: Dementia Capability
 - Objective: Facilitate the successful implementation of the Idaho Alzheimer's and Related Dementia's (ADRD) State Plan, including initiatives related to brain health And TBI reduction and recognition.
 - On track
 - Objective: Establish coordination with the Idaho Dept of Health and Welfare (IDHW) Family and Community Services Grand and Kinship Families "Bridging Systems" initiative.
 - On track
 - Shared Vision with national partners
 - Objective: In partnership with Idaho Department Health and Welfare, Medicaid, and guidance from Advancing States Cross-State collaboration new strategies for the recruitment, retention or advancement of direct care workers will be developed and implemented.
 - On track
 - Working with United HealthCare, the technical support team at the, at the national level, Molina Healthcare, ISU
 - There are an extreme worker shortage and biggest factor is pay
 - Milestones
 - Inventory of Policies / Labor Categories / Qualifications / Competencies & Training Requirements.
 - Complete Resource Map & Develop Stakeholder Engagement Plan & Partnership Plan for Deploying State Cross-Systems Recruitment/Retention Strategies.
 - Roadmap for Building a Solid Career Pathway for DCWs (emphasis on PCAs/DSPs).
 - Objective: Align with RAISE Act goal to increase caregiver self-identification, to facilitate appropriate support.
 - Achieved with a 105% increase
 - Objective: Increase family caregiver recognition and support through new strategic partnerships and projects with an emphasis technology to increase access and reduce social isolation or loneliness.
 - On track will review in SFY28
 - Objective: Increase Dementia Capability across the aging network with an emphasis on competence in working with underserved and at-risk populations.
 - On track will review in SFY28
 - Strong foundation of partners
 - Objective: Strengthen the direct care workforce in Idaho through evidence-based, research informed, free Dementia Training.

- 95% of participants would recommend ICOA Dementia Skills Training (N=333)
- Objective: Increase confidence and ability of First Responders to serve older Idahoans appropriately through free education.
 - Available on ICOA website
- Objective: Plan, implement, and evaluate targeted education seminars for First Responders, Community Health Workers, and other professionals that are supportive of the aging community.
 - CCP is extremely active in meeting this objective
- Senior Community Service Employment Program (SCSEP)
 - Objective: To ensure the most effective use of resources, and the ability to serve the most clients, identify and test the most effective model for service delivery across the state.
 - Performance Year 24: Idaho SCSEP grantee, Easter-Seals Goodwill, has a 116% grant aggregate of goal achieved - according to DOL, exceeding the expected levels of performance

Transition Update Area I and Area VI – Sage Stoddard and Tyrell Arnold

- Area I – North
 - Two locations, additional stand-alone building
 - 5 staff – officially hired 3 as of today
 - Will be ready by July 1 – has IT, furniture, computers all on track
 - Lots of travel and outreach to senior centers, and developed new outreach material
 - Wrapping up Nutrition RFP
 - In process of transitioning respite and homemaker contracts
 - Did have to reduce reimbursement rate from \$32 to \$25
 - Using a survey provided by AAA 4 for senior centers as part of an environmental scan – Area 2 has already received
 - Near future will have to recruit for new advisory council
 - Attended a luncheon with all Area 2 nutrition providers
- Area VI – East
 - Staffing has been the biggest challenge
 - Area 5 phone calls have already begun to being routed
 - APS and I & A staff from Area 6 have taken over Area 5 clients
 - Contractors are through the RFP's
 - Outreach and site visits
 - Will not have an additional office, some staff will work remote.
 - Looking at having drop in opportunities hosted at senior centers or libraries

AAA Environmental Scan Update

- Area 3/Director Kaminsky
 - No new themes or gaps revealed
 - Wanted to focus on HDM over CM in surveys
 - They did not get a great return though
 - Looking for ways to spend unused funds
 - Lacking contractors especially for homemaker
 - High demand programs such as home delivery meals don't have sufficient funding to meet eligible needs without waitlists - extra congregate meal money and put it on home delivered.
 - Rural areas lacking transportation especially
 - Have helped with senior centers and busses where available
 - Staff challenges with low pay
 - Advisory board has seen 5 of the 10 have a representative
 - They are quickly diminishing members to have a functional board
- Area 4/Director Thompson
 - March 2025: visited every site with a needs assessment got almost 500 completed
 - Core services are still the most needed services
 - Large percent felt they were high risk and main concern was their health
 - HDM need rises, while CM declines
 - Homemaker and respite high demand
 - Will begin to implement consumer direct
 - Census data analysis: population growth continued and need to accommodate changing demographics like adding more Spanish translation materials.
 - Collaboration with community resources is critical
 - Archiving older documents to reduce confusion
 - Technology support from CSI has helped get more current

AAA Dialogue – AAA Directors/I4A

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

Commissioners' Reports – ICOA Commissioners

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

Closing Business/Meeting Adjourns – Chair Ohrtman

- Meeting adjourned 3:30pm