Idaho Commission On Aging
Teleconference
Board of Commissioners Meeting Minutes
Thursday, August 20, 2026 Boise, Idaho

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

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

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

Open and Welcome Quorum – Chair Ohrtman

- Chair Ohrtman called Board of Commissioners meeting to order at 9:05AM.
- Opening remarks and all attendees introduction

* Motion was made and carried to approve August 21st, 2026 agenda.
* Motion was made and carried to approve May 21st, 2026 minutes.

Director's Report – Judy Taylor

- Federal Update
    - OOA Update
    - ACL move
    - Continuing resolution for funding
    - Tightening monitoring expectations
- State Update
    - Looking toward session
        - Sunsetting rules
            - Ombudsman legislation
            - Many will be moved to operations manual to allow for more flexibility with amount of content
        - Maintenance budget

        - Believe will be allowed to ask for an enhancement to be directed at nutrition funds
- Judy will be retiring 01/01/2027
    - November meeting will be the last in attendance
    - Faith in future of leadership of ICOA – employment certifications
        - Birgit Luebeck 15 years of state employment
        - Vicki Yanzuk 25 years of state employment
        - Bettina Briscoe 30 years of state employment
- Planning time
    - Local Plans were due 07/10/26 form Southwest and Central for 4 year local plans
        - Central's final draft has been accepted
        - Southwest has yet to submit
        - North & East: will submit next year for a 3 year plan
    - ICOA is entering their early planning cycle for the 2028-2032 state plan
        - Workgroups with recommendations
            - Likely just the IFF
        - Assessment & Outreach
        - Drafting and ACL acceptance by 10/01/2028
- Looking Forward
    - We have been strategically preparing for a future with flat funding and increased need for many years
        - Waitlist will continue to grow
    - This was impetus for consumer direction
    - Time has come for future strategic work
- Current State
    - For registered services we serve all eligible clients on a first in – first served approach
    - Waitlists have operated on
    - Future goal
        - Eligible clients will be assessed into 3 priority categories
            - Low, mid, high risk
        - Based on funding each AAA Director will purpose in their annual spending plans what categories they plan to service in the fiscal year
        - Waitlist management will take priority scores into account
        - Our imperative is to serve those most at risk for early institutionalization
    - ICOA Planning Process – Complex Program Improvement for Case Management and building out new assessments
        - Survey Findings n=42
        - 50% perform assessments
        - Lots of functionality suggestions that will inform our RFP

        - Support for an algorithm of weighted scores
        - 3 categories of function/support
        - No more than 30 minutes
        - Support for more training and standardization
    - Timeline
        - February 26 – Survey of AAA staff and Directors
        - Current – ICOA creates new Comprehensive Assessment
            - Feedback on prototype and edits accomplished
            - Presented to the Commission at the November meeting
            - Fall 26 – RFP for CM system finalized
        - May 27 – RFP awarded
        - October 27 – Go live
            - Contractual edits and customization
            - Ongoing training
        - AAA Directors include service levels in SFY 29 budgets
- Future funding will dictate the capacity of ICOA with a growing population
    - Will take a proactive not a reactive approach

Project Manager Report – Vicki Yanzuk

- Transition to Implementation
    - Went smoothly from the ICOA perspective
    - 8 years in the making
- State Plan Development Process
    - ICOA is the Workgroup stage
        - Intrastate Funding Formula (IFF) Workgroup
            - Will be chaired by Vicki Yanzuk, Supported by Greg Floyd
            - Include 3 Commissioners, 1 AAA Director, 1 Parent Org Rep
            - Charged with:
                - 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
            - Request made to the floor for volunteer for workgroup members
                - Chair Ohrtman asked for discussion amongst Commissioners – open dialogue
                - Motion made by Commissioner Bartoo and second made by Commissioner Morely. Approved.

        - Commissioner Marquette, Commissioner Milliken, Chair Ohrtman
    - David Thompson as I4A Chair made a recommendation to appoint
        - Chair Milliken 1st and Commissioner Morely 2nd to accept Director Thompson recommendations
            - Director Kaminsky and College of Southern Idaho Representative Devon Jenk
    - IFF Workgroup will be made of
        - ICOA: Vicki Yanzuk and Greg Floyd
        - AAA Director Kaminsky (AAA Southwest)
        - Commissioners: Commissioner Marquette, Commissioner Milliken, Chair Ohrtman
        - Parent Organization Representative: College of Southern Idaho Devon Jenk
- Commission 2027 Budget
    - All State & Federal $16.8 Million – decreased
        - Grants & Contracts 84%
        - Personnel 10%
        - Operating 5%
    - State Funds roughly $5.6 million
        - OAA State Match 45%
        - State Nutrition Program 12%
            - Budget SFY28 for funds to be recovered has to be asked for
        - Community Care Program 14%
        - Adult Protective Services 29%
- State Database
    - Contract expires fall 2026 – Extension
    - Procurement process has started
        - Technology and cost has drastically changed since last process 10 years ago
    - Idaho Information Technology Services assisting with specifications
    - Idaho Division of Purchasing will conduct Request for Proposal
- Senior Employment (SCSEP)
    - RFP completed
        - Set US Dept of Labor goals
        - Contractor: Easter Seals Goodwill for the next 5 years
        - New Participant Service Area

- Policy Tracker
    - 15 of 36 complete
    - Impact ICOA, AAA, and the communications between the two
        - Drafts are posted on the website and I4A
            - Comments are allowed and considered then go to final
            - Will cause changes to operations and programs manuals
    - Policies cover a variety of topics
        - Contractual relationships
        - Finance and data
        - Conflict of Interest
        - Emergency Response
        - Elder Abuse and Legal Assistance
        - Family Caregiver
- New Competitive Grant Application – Through ACL
    - Partnering with Faith Based Organization
        - Create and sustain a statewide network of dementia capable group respite sites that strengthen caregiver well-being and expand Title III-E Access
    - Will know if we are awarded in September
    - Area Southwest and ICOA Program Specialist Lynn Fyanes partnered to apply based on current pilot program with Cathedral of Rockies
- New Grant Application
    - MIPPA: AAA Receive funding total award $147,529

Ombudsman - Fanny Rodriguez-Melnikovsky

- Ombudsman Program Variability
    - Objective: Decrease variability across the state in the delivery of Ombudsman Services
    - Outcome Measure: In person or desk top review
    - Target: Items monitored during in-person or desk reviews are compliant with ICOA standards by September 30, 2028
- Toolkit Review
    - Very comprehensive
    - Includes Federal and Manual Updates
    - Had some calculation errors that had to be manually corrected
- Ombudsman Program Standardization
    - Objective: Increase consistency in documentation across the State

    - Outcome Measure: Desk top review of RTZ Get-Care
    - Target: 75% of records reviewed will meet standards by September 30, 2028
    - Documentation Review:
        - AAA 1 – 82% AAA 2 – 86% AAA III 85% AAA IV 87% AAA V 85% AAA VI 86%
- Ombudsman Program Virtual Family Council
    - Objective: Create and implement a Statewide infrastructure to support & promote LTC family councils
    - Outcome Measure: Agendas and minutes or other supporting documentation submitted in quarterly Commissioner meetings
    - Target: The Ombudsman Program Virtual Family Council will average 25 participants by September 30, 2028
        - Is hoping to offer this as a podcast
- Ombudsman Program Support Expansion
    - Objective: Expand Ombudsman support to new settings and projects
    - Outcome Measure: Calendar documentation of meetings and project progress and completion in quarterly Commissioners Reports
    - Target: Five projects to be completed by September 30, 2028
        - Strategic Planning, Outreach, and Legislation
- Systems Advocacy
    - Senator Wintrow visited an assisted living facility and a nursing home to discuss current needs and address questions

Information & Assistance – Rachel Kessinger

- Regionalization
    - Collecting data and feedback from I & A staff
- Case Management – In Process
    - Objective: Use the complex improvement process to implement case management and benefits counseling as an I&A service.
        - Strategies:
            - Identity best practices used in other Aging Networks
            - AAA pilots developed and implemented
- Education
    - Objective: To promote equity across the state, decrease variability in the delivery of I & A Services.
        - Strategies:
            - Creation of workgroup with AAA I&A Supervisors and ICOA Program Specialist to develop best practices for onboarding, training, and evaluation procedures

        - Utilization of national organizations resources (Inform USA)
- ADRC Objectives
    - Objective: To maximize the reach of the aging network to those who need our service and support, increase quality of leadership and oversight of the ADRC program Outcome.
    - Objective: Integrate new partners into the ADRC to increase visibility and reach of ICOA programs.
- Outreach to Tracking & Documentation
    - Objective: Identify and educate new partners regarding programs and services available in their communities.
    - Objective: Promote awareness and use of l & A and ADRC services to consumers, caregivers, and community organizations serving at-risk and under-served populations.
    - Objective: Increase positive relationships and uncover actionable common needs of Idaho's native tribes.

Working Lunch: Disaster Preparedness and Emergency Operations Plan for Senior Centers – Scott Carpenter and Birgit Luebeck

- Planning and preparation are the basic first step
    - Create a plan
- Be ready for any event
- Senior Center Emergency Operations Plan Handout reviewed

Quality of Life: Essential Oils and Movement – Janet Miller

- Handout on essential oils and how the scents impact
- 20 min Standing Movement Routine – Handout included

AAA North and East Updates: Directors Stoddard and Director Arnold

- AAA North
    - Consolidation complete
    - All the preparations from staff and leadership were key to success
    - Phone system is still giving some issues
    - Satellite office is going well
        - Staff appreciate having their office as a AAA, not inside a parent organization
    - RFP for Nutrition is complete
        - Old Area two operated sharing documents through SharePoint, which Area North will start piloting with their other nutrition providers

    - Outreach has been difficult as services are waitlisted so trying to balance creating need for capacity
    - Having an all staff bonding event next month
- AAA East
    - Consolidation complete
    - All the preparations from staff and leadership were key to success
    - Billing cycles and paperwork has been cumbersome
    - Staff from Area 5 only 1 person moved on with AAA East
    - All positions, except for part-time Ombudsman have been filled
    - Running Staff remotely has been difficult, they are looking to maybe find space in Pocatello
    - Doing site visits
    - I & A and APS came over months ago through an MOU
        - APS caseload has shown an increase in Pocatello area
    - Overall, a positive experience
        - Yearlong transition was a good amount of time would not recommend less than 9 months
    - Outreach starting to have an impact with Community Partners
    - Looking forward to a new technology system to standardize data collection

Commissioner Reports

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

AAA Dialogue – AAA Directors/I4A Chair

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

Closing Business/Meeting Adjourns – Chair Ohrtman and Director Taylor

- Chair Ohrtman asked for Commissioners to examine the ICOA website
- Meeting adjourned 2:53pm