



**Minutes of the  
PSA 2 Area Agency on Aging  
EXECUTIVE BOARD  
Burney, CA  
January 25, 2016**

**1. Call to Order**

Executive Board Chairman, Kay White, called the meeting to order at 10:37 a.m.

**2. Roll Call**

Executive Board Members Present:

Kay White (Chairman); Supervisor Pat Cullins; Supervisor Les Baugh (Vice-Chairman); Richard Kuhns, Psy.D; Supervisor Ed Valenzuela; Marie Ingram; Sandy Bechtold and Supervisor John Fenley. A quorum was established.

Executive Board Members Absent:

Supervisor Jim Chapman (EX); Supervisor Jeff Hemphill (alt.); Roberta Hohman (EX); Supervisor David Allan (alt.); Supervisor Pam Giacomini (alt.); Supervisor Grace Bennett (alt.) and Supervisor Judy Morris (alt.).

Guests Present:

PSA 2 AAA staff - Teri Gabriel, Executive Director; Vincent Johnson, PSA 2 Advisory Council Chairman.

**3. Election of Officers**

Director Gabriel reported that per the historical tracking of officers, Shasta County is in line for Chairmanship and Trinity County for Vice-Chairmanship. Supervisor Baugh was nominated for Chairmanship and Supervisor Fenley for Vice-Chairmanship.

**MSP: Supervisor Baugh motioned for the approval of the officer nominations, seconded by Supervisor Cullins, all aye, motion carried.**

Supervisor Baugh took his position as Chairman and Director Gabriel thanked Kay

White for her leadership and service.

**4. Approval of Agenda**

Director Gabriel noted a correction to the agenda, number 5c should read October, 2015 financial package.

**MSP: Supervisor Valenzuela motioned for the approval of the agenda, seconded by Supervisor Fenley, all aye, motion carried.**

**5. Approval of Consent Agenda (Topics in this category may be voted on in a block as one item)**

Supervisor Baugh inquired whether a correction was needed to the October statement as it read “for the four periods ending October 31.” Director Gabriel noted that it was incorrect and should only be for the first period. Supervisor Baugh asked for a correction on the next financial package.

Director Gabriel stated that only October’s statement was provided because it was the last month that our former Fiscal Manager completed. She said that the new Fiscal Manager was in the process of catching up and she would provide statements for the subsequent months at the next meeting.

**MSP: Supervisor Cullins motioned for the approval of the consent agenda, seconded by Supervisor Valenzuela, all aye, motion carried.**

*Abstentions: Executive Board members not present at the 12/14/15 meeting are acknowledged as abstaining from the approval of these minutes – Kay White; Supervisor Jim Chapman; Supervisor Jeff Hemphill; Roberta Hohman; Supervisor David Allan; Supervisor Pam Giacomini; Marie Ingram and Supervisor Judy Morris.*

**6. Open Session**

No comment.

**7. Executive Board Report**

No comment.

**8. Advisory Council Report**

Advisory Council Chairman Vincent Johnson shared his experience with his own health challenges and credited the benefits of a healthy diet and exercise to avoid taking medication. He thanked the Board for all of their support and shared that at the last Advisory Council meeting, the Council added a goal to increase education and awareness about the benefits of regular exercise and physical activity for seniors.

Director Gabriel reported that the Council also added an agenda item for a nutrition report. A member on the Council who performs education for the SNAP-Ed grant

brings information and knowledge to the Council.

Furthermore, the Advisory Council By-laws have been updated to correct the timing of regular business. The Council has also added more in-person meetings and reduced the number of conference calls.

The Board thanked Mr. Johnson for his service as Chairman as elections for a new Chairman will be held in June.

## **9. Executive Director's Report**

a. AAA Staffing Update- Director Gabriel announced that a new Fiscal Manager has been hired. She has years of experience managing multiple grants with Siskiyou County Public Works in the Roads Department and before that, in the County Auditor's Office. She is currently in training with the PSA 2 fiscal consultant.

The PSA 2 Administrative Clerk II is retiring and the recruitment process has begun to fill her position. She plans to continue with the agency as a volunteer.

b. Interim Fiscal Coverage- Director Gabriel explained that during the time without a Fiscal Manager, remaining staff stepped in to fulfill fiscal obligations. She thanked the Administrative Clerk II and III for their assistance with payables and State reporting.

Director Gabriel shared that PSA 2 has been fortunate to have the help of a retired Fiscal Officer from another PSA. She was referred to PSA 2 by CDA and has been very helpful, both in catching up on fiscal duties and in training with the new Fiscal Manager.

c. Response Letter from California Department of Aging re: Delayed Funding- CDA, as explained in their response letter, recognizes the difficult situation the PSA and its providers are being put in when funding is delayed. Director Gabriel addressed CDA staff members and the California Association of Area Agencies on Aging (C4A) during the November conference, sharing the difficulties with them. The C4A fully supported PSA 2 efforts to work with CDA on a solution.

Since receiving CDA's letter, funding has been flowing much more quickly. CDA has also been very supportive of the AAA in the absence of a Fiscal Manager.

The Board was pleased with the turnaround of events and Director Gabriel offered to write a thank you letter to CDA.

d. HICAP CDA Monitoring Outcome- The HICAP Program Monitoring was completed on December 17<sup>th</sup>. The Program Manager, Debbie Weiland did a great job and was on top of her reporting requirements for Open Enrollment,

which had just closed. Director Gabriel acknowledged the HICAP staff for their dedication to the program and volunteers for their support and hard work.

In addition, the almost fifty percent reduction in HICAP funding slated for the 2016 federal budget, fortunately, will not occur.

- e. Other- Director Gabriel shared that PSA 2 will be getting back on track with the RFP process as it was delayed until a Fiscal Manager was hired.

She thanked Supervisor Baugh for sharing a powerpoint presentation put together by the Shasta County DA's office for preventing elder financial abuse and fraud.

PSA 2 will be participating in a Senior and Veteran Fraud Prevention Fair in Redding, in March. HICAP will also be there to offer a presentation on Medicare Fraud.

Supervisor Baugh acknowledged the Shasta County DA's office for a job well done on dealing with the issue of fraud. Director Gabriel mentioned that the Siskiyou Alliance Against the Abuse of Aging and At-Risk Adults (SA6) group was very interested in the topic of fraud prevention and wants to put together some materials for seniors.

**10. Discussion on Outcome from California Department of Aging Fiscal Audit for FY 2008/09 – 2012/13**

Director Gabriel briefly recapped for the Board, the outcome of CDA's findings regarding the use of PD&C funding, noting that prior CDA staff had approved the use of PD&C funds to cover administrative costs. Since these costs have been disallowed, the total amount which PSA 2 owes back to CDA is one hundred nine thousand dollars. CDA took many factors into account when deciding how to approach this, knowing that asking the AAA to pay this money back would be detrimental to the agency. In consideration of the fact that PSA 2 has developed a realistic plan to remedy the problem henceforth, as a one-time-only solution, they agreed to forgive the debt and use excess match to offset it. Director Gabriel responded to inquiries regarding the overmatch.

CDA also informed PSA 2 to be aware that during the next audit of the subsequent years, PSA 2 may be asked to pay back any disallowed PD&C costs in those years.

Supervisor Fenley suggested that a letter be addressed to CDA from the Board, restating what CDA has promised and thanking them for their support of PSA 2 in regards to the forgiveness of the disallowed costs.

**11. Discussion/Update on AAA Plans for Program Development & Coordination Funding and I & A Direct Service for 4-county Region**

Director Gabriel explained that in conjunction with the plan to use Program Development funds appropriately, in fiscal year 15/16, PSA 2 will develop an I&A program for implementation in Lassen, Modoc, Siskiyou and Trinity counties in an effort to use I&A funds toward a direct service, beginning in 16/17 as recommended by CDA. PSA 2 will utilize volunteers in the local communities to assist with service delivery and follow up on referrals. Director Gabriel shared that based on her discussion with other AAAs, she feels confident that PSA 2 can implement a successful I&A program.

Director Gabriel addressed inquiries related to how follow up would be overseen, noting that the retiring Administrative Clerk II offered to become the lead volunteer and work closely with the I&A program. She further shared that PSA 2 will maintain a resource directory for all four counties which will be updated regularly as PSA 2 learns of new resources.

Director Gabriel explained that she will continue to coordinate with outside agencies and attend senior network meetings in an effort to learn of resources and stay connected to the local communities.

Director Gabriel also shared that PSA 2 will be developing additional funding categories for implementation in 16/17. Community Education and Outreach will be added to the budget and performed as usual, though they have been funded incorrectly under Coordination. These categories are for events such as presentations to groups and senior fairs.

Director Gabriel continued to explain how programs would be funded in 16/17 sharing that she would like to also implement Disaster Preparedness Materials distribution.

**12. Board Resolution Form – Authorization for Approval for Executive Director to Sign MIPPA Contract and Related Amendments - MI 1517-02**

Director Gabriel briefly explained the MIPPA grant and addressed inquiries from the Board related to its purpose.

**MSP: Supervisor Valenzuela motioned for the approval for the Executive Director to sign MIPPA contract and related amendments, seconded by Supervisor**

**Fenley, all aye, motion carried.**

**13. Approval of Proposed Changes to PSA 2 Advisory Council By-Laws**

Director Gabriel outlined the changes to the Advisory Council By-laws noting that there were minor changes to the meeting timeline. Discussion ensued regarding member participation at meetings.

**MSP: Kay White motioned for the approval for the approval of proposed changes to PSA 2 Advisory Council By-laws, seconded by Sandy Bechtold, all aye, motion carried.**

**14. New Business**

Director Gabriel shared that she hopes to provide an amended budget for 15/16 to the Board at the meeting in March as the Board agreed not to meet in February since the third Monday is a holiday.

**15. Old Business**

None.

**16. Correspondence**

**Incoming** – Letter from California Department of Aging  
**Outgoing** – None

**17. Adjournment**

The PSA 2 Area Agency on Aging Executive Board Meeting conference call was adjourned at 11:48 a.m.

Respectfully submitted,

Teri Gabriel,  
Executive Director