



**Minutes of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD
Burney, CA
March 21, 2016**

1. Call to Order

Executive Board Chairman, Les Baugh, called the meeting to order at 10:33 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Jim Chapman; Supervisor Jeff Hemphill; Supervisor Pat Cullins; Supervisor Les Baugh (Chairman); Richard Kuhns, Psy.D; Supervisor Ed Valenzuela; Marie Ingram; and Sandy Bechtold. A quorum was established.

Executive Board Members Absent:

Kay White (EX); Roberta Hohman (EX); Supervisor David Allan (alt.); Supervisor Bill Schappell (alt.); Supervisor Grace Bennett (alt.); Supervisor John Fenley (Vice-Chairman) (EX); and Supervisor Judy Morris (alt.).

Guests Present:

PSA 2 AAA staff - Teri Gabriel, Executive Director, and Laurie Gripp, Fiscal Manager; Jennifer Powell, Assistant Director, Shasta Senior Nutrition Program; Tracy Barber, Program Manager, PSA 2 Ombudsman Services; and Debbie Weiland, Program Manager, PSA 2 HICAP Services.

3. Approval of Agenda

MSP: Supervisor Cullins motioned for the approval of the agenda, seconded by Sandy Bechtold, all aye, motion carried.

4. Approval of Consent Agenda (Topics in this category may be voted on in a

block as one item)

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

Abstentions: Executive Board members not present at the 01/25/16 meeting are acknowledged as abstaining from the approval of these minutes – Supervisor Jim Chapman; Supervisor Jeff Hemphill; Roberta Hohman; Supervisor David Allan; Supervisor Pam Giacomini; Supervisor Grace Bennett and Supervisor Judy Morris.

5. Open Session

Jennifer Powell extended an invitation to the Board for Debbie McClung's retirement party. Debbie is the outgoing Executive Director of Shasta Senior Nutrition Program.

6. Executive Board Report

Supervisor Baugh shared that he wished to present the former Chairman, Kay White, with an appreciation certificate, but she was not present. The presentation will be delayed until the next meeting.

7. Advisory Council Report

Advisory Council Chairman Vincent Johnson was not present. Director Gabriel announced that Debbie McClung resigned from the PSA 2 Advisory Council. She was actively involved in several transportation councils and brought much information to the Advisory Council. She will be missed.

Advisory Council did not meet last month. At the next meeting, the Council will prepare their report to the Board for the May Joint Meeting.

The Council has already adjusted their Goals and Objectives for FY 2016/17.

8. Executive Director's Report

a. AAA / Ombudsman Program Staffing Update- Director Gabriel

Director Gabriel introduced and welcomed the new Fiscal Manager, Laurie Gripp, and briefly shared her background.

Marva Lucido, former Administrative Clerk II has retired. She will continue to work with PSA 2 on a volunteer basis as support to the Information & Assistance Program.

A new Administrative Clerk II started recently. Priscilla Pittman has much administrative and clerical background as well as technical experience. She will be a great asset to the team.

An Ombudsman II has been hired for administrative support in the Ombudsman office. Tracy Thomason has joined the program and Tracy Barber commented that she has already been very helpful and she thanked the Board for their approval to add another position to Ombudsman staff.

- b. Update on Direct Information & Assistance (I&A) Program Development – Director Gabriel shared that she is continuing to recruit volunteers for the I&A program, develop procedures and update our resources. She shared that she has upcoming meetings with representatives in Trinity, Lassen and Modoc Counties to discuss resources and how we can continue to provide quality I&A services in their counties.

She further shared that all time being spent in Program Development is being tracked consistently by all administrative staff.

- c. Preliminary Needs Assessment Results – The Fiscal Manager analyzed the results of the Needs Assessment unmet needs and results were distributed to the Board. It was displayed as a whole and then broken down by county. Since the last Needs Assessment, not much has changed. Chore, Homemaker and Transportation services are still the top three unmet needs.

Director Gabriel addressed inquiries related to the results and explained that with the next Needs Assessment, PSA 2 will use a different survey template which may be more efficient in capturing the unmet needs of the seniors. She also shared that the results will provide a focus for the Request for Proposals (RFP) process.

- d. Update on Request for Proposals Process – PSA 2 is moving forward with the process now that staff is in place. Supervisor Cullins inquired on the timing of the process and Director Gabriel offered to discuss with her following the meeting as there was an applicant present. Discussion ensued regarding what would be required of an RFP committee member.

- e. Update on FY 2016-2020 Area Plan Process – Director Gabriel shared that PSA 2 will also move forward with the Area Plan process now that staffing is settled.

She briefly explained that the budget will provide for Community Education, which is a new service category as well as address the changes to the I&A program.

- f. HICAP / Ombudsman Program Volunteer Appreciation Event – Debbie Weiland invited the Board to attend the upcoming HICAP and Ombudsman Volunteer Appreciation event, noting that a Trinity County volunteer has been with the program for twenty-five years, since the inception of the program. A volunteer from Burney has been with the program for fifteen years. They will be recognized at the event.

Ms. Weiland distributed a report of HICAP activity since July 1, 2015. Director Gabriel shared that PSA 2 HICAP staff and volunteers had seen one thousand two hundred ninety-nine clients during Medicare Open Enrollment from October 1st to December 31st. They saved these clients two hundred thirty-six thousand eight hundred ninety-eight dollars in prescription and medical costs and assisted fifty-three clients with applying for extra help and prescription savings programs during those three months.

The Board applauded the HICAP program for their excellent work.

- g. Other

Director Gabriel mentioned that she and the Fiscal Manager will be scheduling program and fiscal provider monitoring through June 30.

She requested that Board members who have not submitted Form 700 please send those in to the office. The Board suggested contacting the County Clerks offices for copies.

The Older Americans Month will be observed in May. The Older Adult Policy Council in Shasta County will hold the Healthy Aging Event at the Shasta Senior Nutrition Program. PSA 2 will host its own senior fair in Yreka on May 11th. This will be the 19th annual event.

9. Approval of Revised AAA Administrative Budget & Budget Narrative for FY 15/16

Director Gabriel explained that the Administrative Budget has been revised with the Board's approval of taking Information & Assistance in-house for four of the five counties; the addition of Program Development and Community Education; and

continuation of Coordination as estimated for continuing activities. She provided a brief description of each.

She further elaborated on the revenues and expenses, noting the three percent increase from the HICAP and Ombudsman Programs; staffing changes; and an increase to the contract with PSA 2's Registered Dietician for additional requirements of the nutrition program monitoring.

Professional Services have been increased to meet the costs of hiring a Fiscal Consultant to perform fiscal duties in the absence of a Manager and to train the new Fiscal Manager.

Staff training was increased; travel was increased to fund travel to Community Education events and for I&A program development.

Director Gabriel shared that in consideration of the recent rise in crime in the Yreka area and the importance of office safety, all PSA 2 staff has been advised of safety procedures during an active shooter event. There is some concern that there is no escape route from any of the three offices. At this time, the HICAP and Ombudsman staff do not feel the need for increased security measures. However, the administrative office, having faced some issues of concern, has looked into the costs of installing additional security measures and budgeted accordingly, moving five thousand dollars into this category.

Costs of materials have been increased to expand outreach materials.

Due to the lack of paying a Fiscal Manager for several months and the new Fiscal Manager's salary being paid at the first step, the savings left may be moved into the Other Post-Employment Benefits (OPEB) account as directed by the Board last year. In addition, when the Board approved the FY 15/16 County Match, there was a slight increase, which if not used for COLAs, was to be paid into the retiree health benefit fund. The budgeted amount to be paid into the OPEB account is about eleven thousand dollars.

Supervisor Valenzuela commented that though he is in favor of office safety, moving the office to a more visible location may be something to consider.

Discussion ensued regarding accessible locations.

Director Gabriel agreed to look into possible options for a new location.

The Board agreed to wait on installing additional security until other options had been exhausted.

Supervisor Chapman suggested that while security measures are important, funding liabilities is equally important, knowing that they are growing at a fast rate. He further explained that PSA 2 would rely on the counties essentially to come up with the cash to fund liabilities should there ever come a time when the original fund was depleted. This could present a problem for the smaller counties with less resources to move.

Supervisor Baugh inquired whether this revised budget meets the State's requirements as presented during the monitoring and whether they have reviewed and approved the specifics. Director Gabriel replied that it does and she has begun to gather documentation from the State to be held by PSA 2 henceforth as proof of such requirements.

Supervisor Baugh then inquired whether the Board would agree to leave the five thousand dollars budgeted for security in the general fund for possible relocation, or to move it, if that could be done, knowing the State has approved it.

The Board agreed to leave the budget as is, holding off on installing additional office security measures, pending further discussion regarding office relocation or funding the OPEB account.

MSP: Supervisor Valenzuela motioned for the approval of revised AAA Administrative Budget & Budget Narrative for FY 15/16, seconded by Sandy Bechtold, all aye, motion carried.

10. Discussion and Directive from Each County Relative to the FY 16/17 Historical Transfer

Director Gabriel briefly explained the history which shows that the Historical Transfer moved funds from nutrition programs to transportation. Shasta County has been reversing the transfer to keep more funding in the nutrition programs.

Supervisor Chapman stated that Lassen County was the first county to reverse the transfer because Lassen County decided to put road funds into the transportation program so that more Older Americans Act (OAA) dollars could be put into the

nutrition programs. He said that the County contributes sixty to eighty thousand dollars for transportation and has historically transferred about seventy-five to eighty-five percent of the OAA transportation funds to nutrition.

Supervisor Chapman stated that he would like to speak with the nutrition program Director before confirming Lassen County's arrangement.

Supervisor Cullins stated she wished to speak with the Modoc County CAO prior to giving a directive for Modoc County.

Sandy Bechtold passed on giving a directive as neither one of the Supervisors was present.

Supervisor Valenzuela stated he wished to speak with the CAO also.

Supervisor Baugh stated Shasta County would continue with the reversal.

11. Approval of Audited Financial Statement – Year Ended June 30, 2015

Supervisor Chapman shared his concerns regarding OPEB liabilities and whether PSA 2 is well prepared. He related that since taking on seven new employees with the HICAP and Ombudsman programs, pulling funds from those revenue streams to cover the programs employees should be considered as regulations and rules are changing. He pointed out that this liability can waver from year to year and questioned whether PSA 2 could afford this cost in future years, noting that it may not be an issue for years to come, but preparation is necessary.

Supervisor Baugh commented that the Board should look more closely at this subject during the next budget approval process.

Discussion ensued regarding what liabilities PSA 2 would incur and the question of whether they would be incurred for periods prior to the merger of the HICAP and Ombudsman programs.

Sandy Bechtold inquired why the audit did not bring this question forward to which Supervisor Chapman replied that the auditors are being cautious about projecting future years, not yet knowing how seriously these liabilities will affect the budget.

Supervisor Baugh suggested that this topic be added to a future agenda to address such questions and concerns, noting that although the discussion has occurred

before, as rules are changing, it should be addressed again.

Supervisor Chapman asked that the auditors provide a presentation around the first of next year following the subsequent audit to give the Board opportunity to ask questions and discuss an approach to planning for the future and the following budget.

MSP: Supervisor Chapman motioned for the approval of audited financial statement, year ended June 30, 2015, with a note that he has expressed concerns regarding the OPEB liability, seconded by Supervisor Cullins, all aye, motion carried.

Discussion continued regarding a presentation from the auditors and Supervisor Chapman restated his main questions of concern, unfunded liabilities, changing actuarials and the long-term consequences of an expanding workforce.

Supervisor Cullins suggested that the Board receive the next audit, then schedule a presentation for the following meeting so members would have time to prepare questions.

The Board agree to leave the timing of scheduling the presentation and budget discussions with the Executive Director.

12. New Business:

Director Gabriel noted several items which are normally on the April agenda.

Next Meeting Location- Trinity County has not yet been visited. Director Gabriel will check with the Weaverville site about meeting there on the 18th.

Also on the April agenda will be approval of the revised Employee Policies and Procedures Manual. Sick leave laws have changed for part-time employees and the Manual will be revised accordingly.

13. Old Business:

Supervisor Baugh thanked PSA 2 for sending a representative to the Shasta County DA's office Senior and Veteran Fraud Prevention Fair.

14. Correspondence:

Director Gabriel noted that thank you letters which were sent to California

Department of Aging (CDA) had been included in the meeting packet.

Director Gabriel addressed inquiries related to CDAs response to the original letters asking for a more expeditious payment process.

15. Adjournment

The PSA 2 Area Agency on Aging Executive Board Meeting conference call was adjourned at 12:15 p.m.

Respectfully submitted,

Teri Gabriel,
Executive Director