



**Minutes of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD
Weaverville, CA
April 18, 2016**

1. Call to Order

Executive Board Chairman, Les Baugh, called the meeting to order at 10:30 a.m.

2. Roll Call

Executive Board Members Present:

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

Executive Board Members Absent:

Supervisor Jim Chapman (EX); Kay White (EX); Supervisor Jeff Hemphill (alt.); Roberta Hohman (EX); Supervisor David Allan (alt.); Supervisor Bill Schappell (alt.); Supervisor Grace Bennett (alt.); and Supervisor Judy Morris (alt.).

Guests Present:

PSA 2 AAA staff - Teri Gabriel, Executive Director, and Laurie Gripp, Fiscal Manager; Kit Porritt, Executive Director, Golden Age Center (GAC); Ellen Lewis, Vice President, GAC Board of Directors.

3. Approval of Agenda

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

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

Supervisor Cullins noted a correction was needed on the minutes as the last line said the meeting was conference call when it was an in-person meeting.

MSP: Supervisor Valenzuela motioned for the approval of the consent agenda, with correction to the minutes, seconded by Sandy Bechtold, all aye, motion carried.

Abstentions: Executive Board members not present at the 03/21/16 meeting are acknowledged as abstaining from the approval of these minutes – Kay White; Roberta Hohman; Supervisor David Allan; Supervisor Bill Schappell; Supervisor Grace Bennett; Supervisor John Fenley and Supervisor Judy Morris.

5. Open Session

Kit Porritt welcomed the Board and shared that GAC had held a fundraiser dance the previous weekend which was very successful. She gave a brief account of the outreach being done and how it has increased awareness of the programs and brought in some new groups to use the Center for their events.

She addressed inquiries from the Board regarding the number of participants who access their services and the number of days they are open. She reported that there are roughly sixty participants receiving nutrition services weekly and they remain closed on Fridays due to budget constraints.

The Board thanked her for hosting the meeting.

6. Executive Board Report

Director Gabriel thanked members of the Board for their presence at community events, noting that the HICAP volunteer who had been honored at the recent volunteer recognition, was very appreciative of receiving her certificate from Supervisor Fenley.

She also announced that the Siskiyou County Senior Services Fair is coming up on May 11th at the Yreka Community Center.

7. Advisory Council Report

Director Gabriel announced that Chairman Vincent Johnson resigned from Advisory Council. The Vice-Chairman, Peggy Wood, who is filling in until elections are held in June, was unable to attend the meeting due to the driving distance.

The next meeting is on April 29th, in Burney and the Council will be preparing for the annual report to the Board at the Joint Meeting in May. She stated there are vacancies in Lassen and Trinity counties and a new member in Shasta County.

Copies of amended Advisory Council By-laws were provided to the Board.

8. Executive Director's Report

- a. Update on Request for Proposal Process – Director Gabriel shared that the Public Notice Calling for Letters of Intent was released by mail and legal notice in the papers. She noted important dates from the Timeline and addressed matters that would be discussed at the Bidders Conference.

Due to the timing of the conclusion of the RFP process, The California Department of Aging (CDA) approved for PSA 2 to contract with current providers into the month of July. This means that the first contract year of the new RFP cycle, will be eleven months, August 1, 2016 to June 30, 2017. Supervisor Baugh inquired how this would impact the PSA 2 budget. Director Gabriel explained that funds paid to providers for July would come out of the 2016/17 budget, but with 2015/16 allocations in place. The remaining eleven months of the 2016/17 budget would be adjusted accordingly.

Finally, Director Gabriel told the Board that an RFP Appeals Committee would need to be appointed. Members should be comprised of those who were not on the original review committee. The Board nominated Jim Chapman and John Fenley.

- b. Update on Direct Information & Assistance (I&A) Program Development – Director Gabriel reported that PSA 2 staff continues to prepare for direct I&A services, building the resource database, meeting with volunteers, creating policies and procedures and working with the Retired and Senior Volunteer Program (RSVP) to recruit and manage volunteers in Siskiyou County.
- c. Update on FY 2016/2020 Area Plan Process – Director Gabriel announced that the Area Plan public hearing was scheduled for May 5th at the Shasta Senior Nutrition Program in Redding.
- d. Other – Director Gabriel reported that PSA 2 has partnered with the Siskiyou County Mental Health Services Act Program to host Mental Health First Aid trainings in Yreka to train laypersons on how to address people with mental

health issues. PSA 2 staff will be attending.

The Older Americans Act reauthorization has been approved by the House and the Senate and is on the President's desk for signature.

The California Association of Area Agencies on Aging (C4A) has asked the AAAs statewide to distribute a resolution for adoption by County Boards stating the importance of providing nutrition services to seniors.

There will be a Senior Rally Day at the Capitol, on Wednesday, May 11th, in support of fighting poverty and promoting independence.

9. Further Discussion on OPEB Liabilities

Director Gabriel reported that per the explanation of the PSA 2 CPA/auditor, which was provided in the Board packet, the number which is required for GASB 68 is a theoretical number, it settles obligations with CalPERS and the PSA 2 contribution has been paid. It does not have to continue to be funded. The number is produced in order to bring the accounting for pensions more in line with business sector accounting and to bring to the forefront the contractual obligations into which governments have entered. He further stated that the net pension asset in PSA 2s case is an actuarially determined amount by CalPERS and in its simplest terms represents what would be owed to CalPERS if PSA 2 would have ceased operations on June 30th, 2015. It includes both current and former employees and has no bearing on contribution requirements which are also determined annually.

Supervisor Baugh addressed further Supervisor Chapman's concerns from a previous meeting, noting that there was still not enough information to satisfy his concerns and questions.

The auditor offered to be available via conference call in May and June to discuss further.

The question of whether this was an auditors concern was raised. Sandy Bechtold clarified that the information needed from the auditor was whether or not the current structure is adequate to meet future obligations.

Director Gabriel shared that the auditor was not very concerned about funding the OPEB account further and even stated that it might not be beneficial to obligate extra monies to the account, rather to leave them in the general fund in case they

were needed elsewhere.

Sandy Bechtold stated her concern that funding the account might need to be addressed in order to avoid a major draw bankrupting the agency.

Further discussion ensued about what the Counties themselves are facing in reporting OPEB liabilities and whether or not PSA 2 would be impacted in the same manner.

Supervisor Baugh shared that the economic forecast for California over the next few years shows a downturn which could have the effect of decreasing earnings of CalPERS.

Several Board members agreed that PSA 2 should try to decrease the debt to this liability.

The Board agreed that a full board discussion, including Supervisor Chapman, at a later meeting would be required.

10. Discussion on Staff COLAs

Director Gabriel recapped the purpose of the Staff COLAs agenda item. She noted that COLAs have always gone hand-in-hand with increases in County Match as program funding fluctuates, but staff still has to meet requirements. Last year there was a County Match increase, but no COLAs were provided at that time. A statewide minimum wage increase was recently passed, so some information has been prepared to discuss that.

Supervisor Cullins inquired how many positions would be affected by the minimum wage increase. Director Gabriel replied that the law requires that exempt employees' salaries are two times the minimum wage at Step 1. She also stated that the law allowed for small companies such as PSA 2 to put off the increase for one year, not beginning until 2018.

Supervisor Baugh initiated discussion on simply moving forward with the wage increase, rather than supplying COLAs. He further posed the question whether PSA 2 should go ahead and move forward with the increase in 2017 or wait until 2018. Many agreed that it should begin in 2017. Discussion ensued on how it would impact PSA 2.

Supervisor Baugh asked that PSA 2 staff put together a three-year projection on the wage increases. He stated that he would not be in favor of approving COLAs now considering the wage increase. Further discussion ensued regarding whether the wage increase would leave PSA 2 financially unviable.

The Board agreed that COLAs should be taken off the agenda schedule for at least the next three years as the wage increase is addressed. They also agreed that optional funding revenue streams need to be explored.

11. Approval of Executive Board Meeting Schedule

Director Gabriel noted the changes she made to the Executive Board Meeting Schedule and there were no questions or comments.

MSP: Supervisor Cullins motioned for the approval of the Executive Board Meeting Schedule, seconded by Sandy Bechtold, all aye, motion carried.

12. Approval of Amended PSA 2 Policy on Part-Time Sick Leave

Director Gabriel explained that a new law requires California employers to offer sick leave to part-time employees and the PSA 2 Policy and Procedure manual has been updated accordingly. Discussion ensued regarding whether governmental agencies are exempt from this requirement.

MSP: Supervisor Cullins motioned for the approval to update the PSA 2 Policy and Procedure Manual to add part-time employee sick leave benefits, seconded by Supervisor Fenley, all aye, motion carried.

13. New Business:

Next Meeting –Joint Meeting of the Executive Board & Advisory Council. Director Gabriel explained what will be on the agenda for the May 16th meeting.

14. Old Business:

PSA 2 Office Security/Relocation Options. Director Gabriel gave a brief report on the properties which had been researched, noting that they were not suitable for PSA 2 needs. She shared that the Yreka Police Department Chief had provided a safety training to PSA 2 staff and had not recommended installing cameras, but had provided some safety tips and recommendations for the office staff.

15. Correspondence:

Outgoing – Letters of Support. Director Gabriel addressed the letters of support

which have been sent, including support for the California Senior Legislature, support for additional state nutrition dollars and support for increased Ombudsman program funding.

16. Adjournment

The PSA 2 Area Agency on Aging Executive Board Meeting was adjourned at 11:59 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director