



**Minutes of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD
Burney, CA
June 20, 2016**

1. Call to Order

Executive Board Vice-Chairman, Supervisor Fenley, called the meeting to order at 10:35 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Jim Chapman; Kay White; Supervisor Pat Cullins; Roberta Hohman; Marie Ingram; Supervisor Grace Bennett (alt.); Supervisor John Fenley (Vice-Chairman); and Sandy Bechtold. A quorum was established.

Executive Board Members Absent:

Supervisor Jeff Hemphill (alt.); Supervisor David Allan (alt.); Supervisor Les Baugh (Chairman) (EX); Richard Kuhns, Psy.D (EX); Supervisor Bill Schappell (alt.); Supervisor Ed Valenzuela (EX); and Supervisor Judy Morris (alt.).

Guests Present:

PSA 2 AAA staff - Teri Gabriel, Executive Director, Laurie Gripp, Fiscal Manager, Tabitha Ledford, Administrative Clerk III; Peggy Wood, PSA 2 Advisory Council Chair.

3. Approval of Agenda

MSP: Supervisor Cullins motioned for the approval of the agenda, seconded by Marie Ingram, 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 Bennett motioned for the approval of the consent agenda, seconded by Supervisor Chapman, all aye, motion carried.

Abstentions: Executive Board members not present at the 5/16/16 meeting are acknowledged as abstaining from the approval of these minutes – Pat Cullins; Roberta Hohman; David Allan; Bill Schappell; Grace Bennett; and Judy Morris.

5. Open Session

None.

6. Executive Board's Report

Director Gabriel congratulated Supervisor Cullins on her reelection. Supervisor Cullins commended PSA 2 staff on their hard work to coordinate the RFP review presentations and Committee's participation.

7. Advisory Council Report

Director Gabriel reported that officer elections will be held on June 24th via conference call since the nominations are unopposed.

Advisory Council members Attendance and Activity Report will be provided to the Board at a future meeting.

8. Executive Director's Report

a. Update on Request for Proposal Process – Director Gabriel reported that applicant presentations were held at the PSA 2 office last week and the Committee formed recommendations to present to the Board.

Supervisor Cullins shared that she appreciated the process as a new member learning about PSA 2 and that she would like to be on the committee again during the next RFP process.

Applicants will be notified of PSA 2s Intent to Award.

Contracts will be sent to current providers for July with FY 15/16 allocations and the contract for FY 16/17, with the new allocations, will begin on August 1st.

- b. Update on Service Provider Program & Fiscal Monitoring – The Service Provider monitoring process is almost complete.

There have been some concerns regarding the transportation program. Accidents occurred during one of the monitoring visits. Transportation programs will be under closer review next year.

PSA 2 will be visiting one of its sites, which is a satellite, more often as more oversight is needed to ensure program requirements are being followed.

Another program is not performing client reassessments as required and closer monitoring will be necessary to ensure compliance.

One program lost some key staff but has been maintaining services because other staff stepped up and filled in. The Supervisor position is now filled and PSA 2 will be scheduling training soon.

- c. Update on Direct Information & Assistance (I&A) Program Development – PSA 2 will be providing more training for I&A program volunteers, including Adult Protective Services training and Alliance of Information and Referral Systems (AIRS) materials.
- d. Update on FY 2016/2020 Area Plan Process – PSA 2 will be able to complete the Area Plan soon now that RFPs have been submitted and service units can be identified. A volunteer is assisting with gathering demographic information and the Advisory Council has finalized their Goals and Objectives for FY 16/17.
- e. Elder Abuse Awareness Month – Materials were distributed last week. The California Association of Area Agencies on Aging (C4A) collaborated with AAAs to put together a media campaign regarding Elder Abuse Awareness month. The local hospital in Siskiyou County printed a poster to display and other organizations distributed the materials.
- f. Other – State Health Insurance Programs (SHIP) funding has been slated for elimination in the federal FY 2017 budget to the sum of fifty-two million dollars. This would mean a cut to PSA 2 HICAP program funding of about one hundred one thousand dollars and HICAP admin funds to the AAA in the amount of approximately ten thousand dollars. This would eliminate the PSA 2 HICAP program. PSA 2 has requested its advocacy partners to reach out to legislators

in support of retaining SHIP funding.

In contrast, California may see an increase of two million dollars in nutrition program funding.

PSA 2 will host its annual SAMS Users Group Conference Call later this week.

9. Approval of RFP Review Committee's Funding Recommendations for Contract Period FY 2016-2020

Director Gabriel reported that during this RFP process, PSA 2 did not receive any proposals from new applicants. All bidders are currently contracted Service Providers. The proposal template was new. All of the bidders showed up for their presentations.

Supervisor Cullins talked briefly about some components of the application and evaluations. Some of the applications did not quite meet expectations, but the presentations filled in many of the gaps and some ratings were raised following their presentations. She shared that due to the lack of funding to meet the funding requests of the bidders, the committee decided to reduce program funding across the board so as not to favor one program over another.

She further shared that some of Modoc County's funding went to a Lassen County provider because they are right across the county border and are serving seniors in Modoc County. Director Gabriel said it did not appear to have been allocated this way during the last RFP process.

Supervisor Chapman shared a brief history of Big Valley 50 Plus separating from Lassen Senior Services to form their own program. Big Valley has done well on their own. Geographically, it seems appropriate to fund the Bieber program with Modoc funds to serve clients in the Adin area of the county because it would be much too far for the Alturas provider to reach.

Director Gabriel stated that Shasta Senior Nutrition Program was the only program which applied for Title III D funds due to the higher criteria now required to meet program regulations. As a result, there is some III D funding left to allocate. Michelle Harris, with the Center for Healthy Communities (CHC), has provided information about a III D diabetes education program she would like to implement in PSA 2. She proposed to provide this program in 2 counties as there are already staff in those counties to perform services. More information will be provided to the

Board for review and decision on whether or not to form a contract with CHC to provide this program.

Overall the presentations were helpful to the committee in learning of collaborations and partnerships being created by the service providers.

Supervisor Chapman commended the review committee for a job well done in considering all of the needs and requests presented.

MSP: Supervisor Chapman motioned for the approval of RFP Review Committee's Funding Recommendations for Contract Period FY 2016-2020, seconded by Marie Ingram, all aye, motion carried.

Supervisor Bennett commented that perhaps the State could be approached regarding reducing some program regulations, especially as they relate to the III D programs. She shared that if they are benefitting the seniors now and being well received, those programs should not have to go away. Discussion ensued about regulatory requirements and how they relate to our rural areas.

Supervisor Fenley suggested that PSA 2 staff, over the course of the next few months, look at regulations that could be "cleaned up" and share with the Supervisors who can advocate for change.

10. Approval of PSA 2 Service Provider Contract Template

Director Gabriel reported that when CDA visited PSA 2 was given a finding related to its Service Provider contract not meeting regulatory requirements. They suggested a template from another PSA, so PSA 2 "borrowed" it and created a new contract template which, though much smaller, meets requirements.

Supervisor Chapman suggested inserting a clause which ties in the Notice of Grant Summary and Summary of Grant Revenue Activities to the contract.

He also suggested that the signature lines for the provider and the AAA on the last page be consistent.

MSP: Kay White motioned for the approval of PSA 2 Service Provider Contract Template with suggested changes, seconded by Sandy Bechtold, all aye, motion carried.

11. Approval of FY 2016/2017 County Match

The County Match reflects an increase in an effort to prepare for the upcoming minimum wage increase.

Supervisor Chapman inquired how much of the County Match supports the HICAP and Ombudsman programs and Director Gabriel replied that it does not. It is strictly to be applied to administrative support.

MSP: Sandy Bechtold motioned for the approval of FY 2016/2017 County Match, seconded by Supervisor Cullins, all aye, motion carried.

Break was announced at 11:59 a.m.

The meeting resumed at 12:15 p.m.

12. Approval of FY 2016/2017 Staff Benefits

Director Gabriel noted that the staff benefits for FY 16/17 are the same except for the addition of sick time accrual for part-time employees and a slight increase to health coverage.

Supervisor Chapman began a discussion about the OPEB, noting that he would like to see a cap set on the agency contribution for active employee health coverage in an effort to minimize the payout of the OPEB fund to retirees in the long run.

Supervisor Fenley stated that Trinity County still covers employees at one hundred percent, but offers an opt-out cash option.

MSP: Kay White motioned for the approval of FY 2016/2017 Staff Benefits, seconded by Supervisor Cullins, all aye, motion carried.

Supervisor Chapman voted aye with strong reservations, asking for further discussion at a later meeting.

13. Approval of FY 2016/2017 Proposed AAA Management Plan

Director Gabriel shared that the proposed AAA Management Plan reflects the addition of taking on the I&A program and increased hours of the Administrative Clerk II. It also shows the addition of an Ombudsman Regional Coordinator position and the HICAP receptionist being fully supported by the HICAP program.

The increased hours for the Administrative Clerk II will support bringing payroll back in-house as that position will be cross-trained on the payroll function. The payroll services, currently contracted with an outside CPA, are not working out for PSA 2 as numerous mistakes have been made, causing many hours of staff time to be spent on repairing problems. This includes, but is not limited to, errors on staff W-2s.

Discussion ensued regarding whether or not bringing payroll in-house would be a savings. It was agreed that it would be a benefit overall.

Supervisor Chapman brought the budgets up for discussion saying that he needs more information to make a decision.

Director Gabriel and the Fiscal Manager addressed inquiries related to individual line items. The Fiscal Manager noted that any excess revenues were put into the OPEB liability. Supervisor Chapman does not believe the contribution is enough to cover the liability. He also stated that he thinks the liability should be funded month-to-month.

He further stated that he would like to see a budget with the old and current debt clearly defined as separate line items for each budget and that the HICAP and Ombudsman programs should be making their own contributions to the OPEB fund.

The PSA 2 Fiscal Manager shared that the PSA 2 auditor informed staff that there is a problem with using program dollars to fund a future obligation because it could create a situation where federal or state monies are recouped.

Supervisor Chapman stated that perhaps PSA 2 should not be covering those programs then. Discussion ensued.

MSP: Supervisor Chapman motioned to table the approval of FY 2016/2017 Proposed AAA Management Plan until a future meeting, seconded by Supervisor Cullins.

Director Gabriel addressed inquiries related to the minimum wage increase in the budget and the Fiscal Manager explained that she provided a salary schedule which shows the percentage of minimum wage increase being applied to all positions, but the budget only displays an increase to the lowest position.

Supervisor Chapman stated that the minimum wage increase should not necessarily affect the positions above it.

Supervisor Fenley agreed but said the issue of compaction still needed to be addressed.

Director Gabriel shared that this discussion was raised at the meeting in April and the Board had agreed that the option of increasing all positions should be considered.

Supervisor Fenley stated there was a motion and a second on the table and brought it back for a vote, all aye, motion carried.

14. Approval of FY 2016/2017 Proposed AAA Staff Salary Schedules

MSP: Supervisor Cullins motioned to table the approval of FY 2016/2017 Proposed AAA Staff Salary Schedules until a future meeting, seconded by Sandy Bechtold, all aye, motion carried.

Supervisor Chapman asked to see two salary schedules at the next meeting, one with across the board raises and one with just the lowest position.

15. Approval of FY 2016/2017 Proposed HICAP and Ombudsman Staff Salary Schedules

MSP: Sandy Bechtold motioned to table the approval of FY 2016/2017 Proposed HICAP and Ombudsman Staff Salary Schedules until a future meeting, seconded by Supervisor Chapman, all aye, motion carried.

16. Approval of FY 2016/2017 Proposed AAA Administrative Budget and Budget Narrative

Supervisor Chapman asked to see a budget with current and prior year obligations to OPEB.

MSP: Supervisor Cullins motioned to table the approval of FY 2016/2017 Proposed Administrative Budget and Budget Narrative; Approval of FY 2016/2017 Proposed HICAP Budget and Budget Narrative; and Approval of FY 2016/2017 Proposed Ombudsman Program Budget and Budget Narrative until a future meeting, seconded by Sandy Bechtold, all aye, motion carried.

17. Approval of FY 2016/2017 Proposed HICAP Budget and Budget Narrative

MSP: Supervisor Cullins motioned to table the approval of FY 2016/2017 Proposed Administrative Budget and Budget Narrative; Approval of FY 2016/2017 Proposed HICAP Budget and Budget Narrative; and Approval of FY 2016/2017 Proposed Ombudsman Program Budget and Budget Narrative until a future meeting, seconded by Sandy Bechtold, all aye, motion carried.

18. Approval of FY 2016/2017 Proposed Ombudsman Program Budget and Budget Narrative

MSP: Supervisor Cullins motioned to table the approval of FY 2016/2017 Proposed Administrative Budget and Budget Narrative; Approval of FY 2016/2017 Proposed HICAP Budget and Budget Narrative; and Approval of FY 2016/2017 Proposed Ombudsman Program Budget and Budget Narrative until a future meeting, seconded by Sandy Bechtold, all aye, motion carried.

19. New Business:

Director Gabriel recapped the items which will be on the agenda for the next meeting on July 18th.

Supervisor Chapman inquired whether an agenda item should be created for only OPEB discussion. Supervisor Fenley suggested that the Auditor stay for the meeting and be available to answer questions.

20. Old Business:

Supervisor Chapman announced that his successor was recently elected. He has been encouraging Supervisor Hemphill to take his place as a member and the new Supervisor to consider the alternate position.

Director Gabriel reported that the minimum wage increase is set to be on the agenda of the next C4A planning meeting because every AAA in the state will be affected by the increase.

21. Correspondence:

Incoming – (none)

Outgoing – (none)

22. Adjournment

The PSA 2 Area Agency on Aging Executive Board Meeting was adjourned at 1:18 p.m.

Respectfully submitted,

Teri Gabriel,
Executive Director