



**Minutes of the  
PSA 2 Area Agency on Aging  
EXECUTIVE BOARD Meeting  
Alturas, CA  
October 19, 2015**

**1. Call to Order**

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

**2. Roll Call**

Executive Board Members Present:

Kay White (Chairman); Supervisor Jim Chapman; Supervisor Jeff Hemphill (alt.); Supervisor Pat Cullins; Roberta Hohman; Supervisor Les Baugh (Vice-Chairman); Richard Kuhns, Psy.D; Supervisor Ed Valenzuela; Marie Ingram and Supervisor John Fenley. A quorum was established.

Executive Board Members Absent:

Supervisor David Allan (alt.); Supervisor Pam Giacomini (alt.); Supervisor Grace Bennett (alt.); Sandy Bechtold (EX) and Supervisor Judy Morris (alt.).

Guests Present:

PSA 2 AAA staff - Teri Gabriel, Executive Director; Modoc County Senior Citizens Association (MCSC) Board Members - Tom Boxler, Nancy Rodgers and Jeri Martin; Cathy Williamson, Executive Director, MCSC; Rae Perkins; Tony Shaw, Deputy County Administrator, Lassen County.

**3. Approval of Agenda**

Supervisor Baugh inquired whether there would be information about the MCSC Center shared. Director Gabriel offered to discuss it during Open Session.

**MSP:** Supervisor Baugh 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)**

**MSP:** Supervisor Valenzuela motioned for the approval of the consent agenda, seconded

by Supervisor Cullins.

*Abstentions: Executive Board members not present at the 08/17/15 meeting are acknowledged as abstaining from the approval of these minutes – Supervisor Jeff Hemphill; Supervisor David Allan; Supervisor Pam Giacomini; Supervisor Grace Bennett and Supervisor Judy Morris.*

Director Gabriel addressed a question about the August check register.

Chairman White called for a vote, all aye, motion carried.

**5. Open Session**

Director Gabriel asked for a brief history on the location of the Center. Supervisor Chapman shared his memories of the conception of the program.

Discussion ensued regarding the activities provided to seniors at the Center, number of participants and fundraising activities.

**6. Executive Board Report**

Chairman Kay White reported that she had participated in a conference call with California Department of Aging (CDA) staff during their visit to PSA 2. The call went well.

**7. Advisory Council Report**

Director Gabriel shared that the Advisory Council Chair, Vincent Johnson, could not attend this meeting because of the travel distance to Alturas. The Advisory Council did not meet in September due to CDAs visit. The next meeting will be held in October with the intent to revise Goals and Objectives for the next fiscal year, make minor adjustments to Council By-laws and to discuss approach to activities and reporting on those activities.

Director Gabriel mentioned that Lassen County has a new representative. She is the Director of Lassen Senior Services. Director Gabriel recently attended a Senior Health Fair hosted by Lassen Senior Services.

A Memorandum to the California Transportation Commission, written by Advisory Council member and California Senior Legislature (CSL) Senior Senator, Ken Ryan, was provided in the current meeting packet. Discussion ensued regarding the efficiency of the letter.

**8. Executive Director's Report – Executive Director, Teri Gabriel**

**a. California Department of Aging (CDA) Program & Fiscal Monitoring Preliminary Outcome**

Director Gabriel reported that CDA reviewed the provider monitoring processes and found that more in-depth review needs to occur during monitoring visits.

The Advisory Council was reviewed and CDA found that the Council is lacking two required representative categories: a family caregiver and an elected official. She asked that the Board keep these in mind when reviewing applications for appointments to Advisory Council.

She shared that the Executive Board review had no findings. Supervisor Chapman noted that Chairman White had discussed the interview with him and said she felt comfortable with the questions she was asked due to the information shared between the Executive Director and the Board during the meetings. He commented on the positivity of this connection.

Director Gabriel continued her report with CDAs review of provider Centers. They found that the Providers' grievance policy was not posted at one Center, which has since been resolved; and one Providers' literature did not display the appropriate contribution request language, which was corrected immediately.

The information being shared today is contained in CDAs preliminary report, which gives PSA 2 time to correct these items so that they are not findings in the final monitoring report.

The Agency's RFP template does not contain the required regulatory language, which is why PSA 2 has been seeking a new template. This will be reviewed during the current meeting.

The Agency's current provider contract contains language which only pertains to the AAA. PSA 2 has decided to replace the template with a recommendation to be provided by CDA. This will eliminate several findings related to provider contracts.

Director Gabriel reported that relative to the Information & Assistance program (I&A), CDA suggested that PSA 2 was reporting activities which do not meet the requirements of direct I&A funding. PSA 2 refuted this idea and produced information provided by CDA representatives during a previous monitoring which recommended that PSA 2 operate its I&A program using the methods currently in place. She briefly explained the purpose of the I&A program. CDA agreed to discuss this finding further amongst themselves before declaring it a finding.

The Title III E program was reviewed and CDA found that certain required information was not being acquired by one III E provider. This was corrected immediately by providing the service provider with the correct intake form.

The review of Title III D programs produced no findings.

The HICAP program has not yet been monitored. CDA will review in December.

The Ombudsman program review was scheduled and cancelled. It has not been rescheduled.

Fiscal review was conducted and CDA found that provider budget templates needed slight adjustment; direct Title IIIB funding is currently under review; Program Development and Coordination (PD & C) funding is under review as not all C activities were accurately tracked and reported in FY 14/15. CDA will review and provide PSA 2 will more information on how to report in the future.

There were no findings related to required Data Reporting. Director Gabriel shared that she had been extensively training the Administrative Clerk III to take on the Agency reporting activities. She also created a service provider Data Reporting Procedures Manual which CDA applauded as very thorough and concise.

In review of the Title IIIC, nutrition programs, there were findings related to service provider Registered Dietician (RD) activities not being performed, as well as AAA RD activities not currently being performed. PSA 2 procedures will be adjusted accordingly.

CDAs review of Title IIIC also found that at one provider site file security should be enhanced. In addition, during monitoring, RDs should be accompanying drivers on a home delivered meal route.

Discussion ensued regarding the challenges of meeting program requirements in our very rural areas where there are limited resources.

**b. CDA Response to Delayed Funding Letter**

Director Gabriel reported that CDA funding came in the same day that the letter regarding delayed funding was scheduled to go out. She created a separate cover letter in response which explained the reason for the letter. When CDA program staff visited, they had been informed of the letter by executive staff and explained that the payment situation was under review at CDA, but could not offer an explanation for the delays.

Discussion ensued regarding payment disbursement at the State level.

**c. Elder Abuse Radio Ad Campaign Update**

Director Gabriel reported that PSA 2 will be arranging radio ads again this fiscal year in each county which provide the public with information on what elder abuse is and how to report it. In Siskiyou County, PSA 2 has been working with law enforcement through the Siskiyou Alliance Against Abuse of Aging and At-Risk Adults (SA6) to coordinate efforts. The Siskiyou County Sheriff as well as the Yreka Police Chief will each be voicing the ads to air on local stations.

d. **Other**

Director Gabriel reported that PSA 2 has been asked to host the SA6 meetings. Since taking the lead, group participation has increased and the group decided to meet monthly rather than quarterly. The Sheriff has asked for a training to be held to increase community awareness of elder abuse and how to respond to it appropriately.

9. **Discussion on Request for Proposal (RFP) Process and Review Committee Selection**

Director Gabriel reported that in preparation for the upcoming RFP process PSA 2 has reviewed a new RFP template. The new template, provided by another PSA, was recommended by CDA to replace the old template which was cumbersome and outdated and did not contain all of the required elements for an RFP template.

Director Gabriel outlined the RFP process for new Board members and discussion ensued.

Supervisor Chapman explained the process of pre-qualifying bidders, suggesting that PSA 2 might use that approach in a future RFP in order to weed out organizations from the application process which might not be able to meet contract requirements.

Richard Kuhns, Psy.D, mentioned a Request for Qualifications (RFQ) as an alternate option for the RFP application. PSA 2 staff would need to investigate whether this is a legal option.

The Board agreed to appoint Richard Kuhns, Psy.D, Supervisor Pat Cullins and Supervisor Jeff Hemphill to serve on the RFP Review Committee.

**MSP:** Supervisor Chapman motioned for the approval to appoint Richard Kuhns, Psy.D, Supervisor Pat Cullins and Supervisor Jeff Hemphill to the RFP Review Committee, seconded by Supervisor Baugh, all aye, motion carried.

10. **Discussion and Approval of Revised RFP Template**

Director Gabriel noted that the template under review had been borrowed from another PSA at the suggestion of CDA. She mentioned some of the major changes the new template would bring to the application.

Supervisor Chapman shared that it might be more detailed than necessary, yet it is a step in the right direction.

**MSP:** Supervisor Chapman motioned for the approval of the revised RFP template,

seconded by Supervisor Fenley, all aye, motion carried.

**11. Closed Session: Executive Director's Annual Performance Evaluation (Per Government Code §54957(b))**

Closed Session was announced at 11:54 a.m.

Open Session resumed at 12:24 p.m.

**12. Announcement of Executive Director's Annual Performance Evaluation**

Supervisor Baugh inquired on the frequency of eligibility for a step increase, which is annually. He also inquired whether the increase has been built into the current budget. Director Gabriel replied that it has.

When provided the option to start the increase with the next pay period or make it retroactive back to the anniversary date, the Board agreed to start at the next pay period.

**MSP:** Supervisor Baugh motioned for the approval of the Executive Directors' step increase, to begin on October 26, 2015, seconded by Supervisor Chapman, all aye, motion carried.

Supervisor Baugh commented additionally that Director Gabriel is doing a good job and has restored his confidence in the Agency as a whole. He further commented that agenda items should be consistently "decision-ready" when brought to the Board. He gave Director Gabriel great credit for a smooth transition to bring the HICAP and Ombudsman programs in-house.

Other comments were made in favor of the accomplishments and improvements made by Director Gabriel since taking the Directorship.

**13. New Business:**

Director Gabriel noted that at the next meeting, changes to the current years' budgets would be discussed, changes to the Advisory Council By-laws, updates on the RFP process and the outcome of the Needs Assessment.

Supervisor Baugh commented that on October 29<sup>th</sup>, Suzie Baugh, Vice-Mayor of Anderson, would be hosting a town hall meeting on senior scams.

**14. Old Business:**

None.

**15. Correspondence:**

**Incoming** – None

**Outgoing** – Letter to Lora Connolly, Director, California Department of Aging  
Memorandum to California Transportation Commission

**16. Adjournment**

The PSA 2 Area Agency on Aging Executive Board Meeting was adjourned at 12:38 p.m.

Respectfully submitted,

Teri Gabriel,  
Executive Director