



**Minutes of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD Meeting
Burney, CA
November 16, 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 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 (EX)(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; Debbie McClung, Executive Director, Shasta Senior Nutrition Program (SSNP); Jennifer Powell, Assistant Director, SSNP; Tracy Barber, Program Manager, PSA 2 Ombudsman Services.

3. Approval of Agenda

Kay White noted that a revised agenda was presented for approval. Director Gabriel noted that a discussion item had been added to the end of the agenda. Supervisor Baugh stated that if the Executive Board By-laws allowed for an emergency item, he would motion to approve. Director Gabriel stated that the By-laws allowed for emergency items.

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 Baugh, all aye, motion carried.

Abstentions: Executive Board members not present at the 10/19/15 meeting are acknowledged as abstaining from the approval of these minutes – Supervisor David Allan; Supervisor Pam Giacomini; Supervisor Grace Bennett; Sandy Bechtold and Supervisor Judy Morris.

5. Open Session

No comment.

6. Executive Board Report

No report.

7. Advisory Council Report

Director Gabriel noted that Vince Johnson, Advisory Council Chairman was not able to attend, but had sent her an email he wished her to share.

In his email Mr. Johnson explained that the Advisory Council is making progress toward creating more achievable and measurable goals.

Director Gabriel shared that members are engaging positively in this endeavor.

Advisory Council By-laws are still in the revision process and are not yet ready to be approved.

The California Senior Legislator (CSL) provides forms for the general public to complete with ideas on new senior legislation. CSL Senior Senator, Kenneth Ryan, asked Director Gabriel to distribute these forms to the Board.

Director Gabriel announced that Advisory Council members Murray Blake, Nancy Quirus and Kenneth Ryan had volunteered at the last meeting to be on the Request for Proposals (RFP) review committee.

In answer to one of the California Department of Aging (CDA) monitoring findings relating to incomplete representation on the Advisory Council, the demographic profile was recirculated and PSA 2 found that current Advisory Council members do in fact meet all of the required criteria for representation.

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

a. Resignation of AAA Fiscal Manager

Director Gabriel announced that the Fiscal Manager resigned her position, giving a two week notice. Ads are being run in all five counties of PSA 2s service area. The closing date to apply is December 18th.

Supervisor Fenley recommended advertising with The Smart Center in Shasta and Trinity Counties and the Siskiyou Training and Employment Program in Siskiyou County.

Director Gabriel briefly stated the qualifications required of the position.

b. Response to Siskiyou County Grand Jury Review

Director Gabriel noted that the response to the Siskiyou County Grand Jury Review was included in the meeting packet. She touched on the few findings and her responses.

c. Memo of Understanding with Golden Umbrella's Retired and Senior Volunteer Program (RSVP)

Director Gabriel shared that PSA 2 has signed a Memorandum of Understanding (MOU) with the RSVP to provide senior volunteers to the agency. This both meets the agency's need to have extra help in the office and addresses one of the findings of the Grand Jurys' review. The service is offered to the agency at no cost.

d. Other

Director Gabriel reported that PSA 2 had planned to host a nutrition provider meeting in early November, which had to be cancelled due to weather. This will be rescheduled for the near future.

The Health Insurance Counseling and Advocacy Program (HICAP) has been very busy helping seniors as open enrollment season for Medicare is in full swing. She shared that funding to the HICAP program is slated to be cut at the federal level and any advocacy that can be done to oppose the cut is encouraged.

Director Gabriel had hoped to have preliminary reports of the Needs Assessment survey outcome, but due to staff turnover, the reports have not yet been compiled.

9. Discussion on Outcome and Impact from California Department of Aging Fiscal Monitoring Findings

Director Gabriel reported that when the California Department of Aging (CDA) monitored PSA 2 in September, they found that the current operation of the I&A program does not meet regulations. In an effort to rectify the finding, refine the program to meet all of the regulatory requirements, and avoid having to pay back funds to the State, a plan was developed to bring the I&A program in-house as a direct service. The 800 number associated with the I&A program would be routed to PSA 2 and PSA 2 would provide services and report service units directly to the State.

Supervisor Baugh inquired how the planned approach would help to better serve clients and discussion ensued. Director Gabriel shared her idea to increase connectivity with the five counties by having the new I&A staff person become familiar with all of the senior services available and perform one hundred percent of follow up as is required with the I&A program.

Supervisor Baugh further inquired whether the service providers had given any feedback to PSA 2 on relinquishing the program. Director Gabriel replied that this discussion was the initial approach and the providers had not yet been informed.

Several Board members expressed concern over losing the local connection that the current I&A programs have in their communities and taking the funds away from the service providers.

Further discussion ensued regarding enforcement of contract requirements. The Board agreed that the service providers should be given an opportunity to comment on the planned approach.

Director Gabriel commented that the current approach of using the direct I&A funds which are retained by the agency to train providers and publish materials does not satisfy program requirements of a direct I&A service. The agency will lose the funds if it does not change its approach. The agency will further suffer the loss of Program Development and Coordination (PD&C) funds if they cannot be used to augment a direct I&A program.

Discussion ensued regarding holding a special Board meeting to receive provider feedback and reevaluate a final budget prior to the March deadline. The Board agreed to hold a special meeting conference call on December 14th, at 3:00 p.m.

10. Discussion and Possible Approval of Proposed FY 15/16 Management Plan to Rectify CDA Fiscal Monitoring Findings

No action following discussion of item 9.

11. Approval of Revised AAA Administrative and I&A Budget and Budget Narrative for FY 15/16

No action following discussion of item 9.

12. Approval of Proposed AAA and I & A Salary Schedule

No action following discussion of item 9.

13. Approval of Revised HICAP and Ombudsman Program Budget and Budget Narrative for 15/16

Director Gabriel reported that the Ombudsman Program received an additional \$40,000 for FY 15/16, of which \$11,000 is One Time Only (OTO). The HICAP Program gained additional funds for 15/16 from cash match and rollover from FY 14/15.

The revised Ombudsman budget proposes a salary increase for the current Program Manager who as Regional Coordinator with Legal Services of Northern California (LSNC), took on the duties and title of the Program Manager with no increase in salary when PSA 2 took on the Ombudsman Program as a direct service.

The proposed budget also includes adding the position of Regional Coordinator and retaining a part-time Ombudsman II position at minimum wage.

Travel and program training expenses have been increased as well as rent and phone expenses.

Director Gabriel addressed inquiries relating to sustainability of the new positions, which she replied is viable.

Tracy Barber briefly explained the logistics of having an extra person in the office and how it would be a benefit to the program.

MSP: Supervisor Baugh motioned for the approval of the revised HICAP and Ombudsman Program Budget Narrative for 15/16, seconded by Sandy Bechtold, all aye, motion carried.

14. Approval of Proposed HICAP and Ombudsman Salary Schedule

MSP: Supervisor Fenley motioned for the approval of proposed HICAP and Ombudsman Salary Schedule, seconded by Supervisor Cullins, all aye, motion carried.

15. Consideration and Possible Approval of Temporary Fiscal Consultant Contract for AAA

Director Gabriel presented a contract for approval to work with the former Fiscal Manager on a consultant basis until a new hire is trained.

Director Gabriel addressed inquiries related to recruitment and review of the contract.

Supervisor Baugh stated that he was not inclined to contract with the former Fiscal Manager, rather would only support it as a last resort. Others agreed.

Supervisor Baugh expressed his support of Director Gabriel's discretion at making

a final decision on with whom to contract for temporary help, noting that the agency could afford only two to three hours a day for a consultant to train a new hire. Discussion ensued and the Board agreed that the decision to contract out for temporary help and possible training remain with the Executive Director.

16. New Business:

Director Gabriel noted that normally the prior year closeout reports would be brought to the Board for approval in November, but PSA 2 was not able to provide them until December.

She also shared that she would be attending the annual California Association of Area Agencies on Aging (C4A) conference in Los Angeles following the meeting.

17. Old Business:

Director Gabriel mentioned that she had forwarded the Request for Qualifications (RFQ) template to CDA for feedback and had not yet received a response.

18. Correspondence:

Incoming – None

Outgoing – Response Letter to Siskiyou County Grand Jury

19. Adjournment

The PSA 2 Area Agency on Aging Executive Board Meeting was adjourned at 12:13 p.m.

Respectfully submitted,

Teri Gabriel,
Executive Director