



**Minutes of the  
PSA 2 Area Agency on Aging  
EXECUTIVE BOARD  
Special Conference Call Meeting  
December 14, 2015**

**1. Call to Order**

Executive Board Vice-Chairman, Les Baugh, called the meeting to order at 3:06 p.m.

**2. Roll Call**

Executive Board Members Present:

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

Executive Board Members Absent:

Kay White (Chairman); Supervisor Jim Chapman (EX); Supervisor Jeff Hemphill (EX)(alt.); Roberta Hohman (EX); Supervisor David Allan (alt.); Supervisor Pam Giacomini (alt.); Marie Ingram (EX); Supervisor Grace Bennett (alt.) and Supervisor Judy Morris (alt.).

Guests Present:

PSA 2 AAA staff - Teri Gabriel, Executive Director and Tabitha Ledford, Administrative Clerk III; Alan Masden, Site Director, Golden Umbrella.

**3. Approval of Agenda**

**MSP:** Supervisor Cullins 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 Fenley, all aye, motion carried.

*Abstentions: Executive Board members not present at the 11/16/15 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**

No comment.

**6. Continued Discussion on Outcome and Impact from California Department of Aging Fiscal Monitoring Findings and FY 15/16 Management Plan to Rectify Findings (Direct Information & Assistance Services by the AAA)**

Director Gabriel briefly recapped the reason for the current discussion and explained that the Agency is at risk of losing Program Development & Coordination (PD&C) funding and Information & Assistance (I&A) funding if it does not correct the way the I&A program is being operated. She noted that previous CDA monitoring staff had recommended the current use of funding to the prior Executive Director.

Supervisor Baugh added that when they discussed it last, the Board was hesitant to approve of bringing the I&A program in-house.

Supervisor Bennett inquired whether the Agency would be required to pay back funds from previous years. Director Gabriel confirmed that during last audit performed by California Department of Aging (CDA), they questioned costs incurred to PD&C and the amounts had not yet been determined. It's possible that they will request funds back.

Supervisor Bennett further inquired what CDA had recommended be done, recognizing that previous CDA staff had recommended the current use of PD&C and I&A funds.

Supervisor Valenzuela inquired how much money was allocated to these funds. Director Gabriel replied that PD&C funding totals around thirty thousand dollars and I&A funding is thirteen thousand dollars.

Director Gabriel further explained that another option would be to request the counties to backfill the gap once CDA had recovered the disallowed costs.

Director Gabriel briefly shared what PD&C funds are used for.

Supervisor Baugh inquired what the finding was that disallowed the PD&C costs in question.

Director Gabriel replied that it was not to be used as a pool of money to fill administrative gaps. PD&C funds are protected funds and time spent on activities must be tracked carefully or the associated costs are disallowed.

Director Gabriel addressed inquiries related to whether staff could realistically

spend enough time on PD&C activities. She shared that there were plenty of connections with non-profit organizations which could be made, but finding the time to make and maintain them would be a challenge.

Supervisor Valenzuela asked to hear what the feedback from I&A providers was related to relinquishing I&A funding.

Director Gabriel reported that the Lassen County Service Provider, Lassen Senior Services (LSS), was in favor of not contracting for I&A services. They would not lose much funding and would be happy to give up the reporting responsibilities. Lassen County receives two thousand four hundred thirty dollars annually for I&A and reported one hundred eighty-five calls last fiscal year.

In Modoc County, the Service Provider, Modoc County Senior Citizens Association (MCSC), was also in support of not contracting for I&A services for much the same reasons as Lassen County. Modoc County receives one thousand seven hundred dollars annually for I&A and reported sixty-three calls last fiscal year.

In Shasta County, the Service Provider, Golden Umbrella, shared that it was important for the I&A program to remain in the County, noting that Golden Umbrella provides some services that people call for. Also, being a subsidiary of Dignity Health, Golden Umbrella would soon be collaborating on a Wellness Center which would incorporate the I&A program into its services. Shasta County reported five thousand five hundred seventy-six calls last fiscal year and receives twenty thousand four hundred seventeen dollars annually.

Director Gabriel shared that Golden Umbrella had been challenged to follow up on one hundred percent of referral calls, but Alan Masden had told her I&A staff would work toward meeting this requirement.

In Siskiyou County, the Service Provider, Madrone Senior Services was in favor of not contracting for I&A services. They receive Title III E program funds for Caregiver I&A which is enough to support I&A services. Siskiyou County receives one thousand five hundred dollars annually and reported one hundred eighty-four calls last fiscal year.

In Trinity County, the Service Provider, Golden Age Center receives only two hundred dollars of I&A funding annually and reported nineteen calls last fiscal year. The Director was in favor of working with PSA 2 to develop a resource directory and supported the idea of moving the I&A program to PSA 2.

Supervisor Baugh inquired about the thirteen thousand dollars which PSA 2 receives and Director Gabriel reported that it is for PSA 2 to perform direct I&A services through receiving training and providing training to the contracted providers. Current CDA staff has said that this does not meet the requirements of a direct I&A program, which is why the AAA must change its approach to providing

direct services.

Director Gabriel further addressed additional inquiries related to service delivery and whether direct service was the best approach. She explained that she had spoken with the PSA 3 Director and gained some insight into their delivery of direct I&A services. She commented that she's confident the AAA can provide effective and consistent service delivery.

Supervisor Valenzuela inquired whether Director Gabriel had a recommendation for the Board. She replied that if PSA 2 took on four counties programs, excluding Shasta County, the AAA would not be able to hire an additional staff member and would absorb the duties of the program. She further shared that staff had discussed this and had come to the conclusion that it could be done with the use of volunteers to provide additional support.

Supervisor Valenzuela inquired whether the Shasta County provider might be able to absorb the calls and take on the other four counties. Discussion ensued about whether Golden Umbrella would be willing and that the Agency would lose the thirteen thousand dollars.

Alan Masden, Site Director for Golden Umbrella, stated that Golden Umbrella would be willing to consider taking on the other four counties.

Supervisor Fenley inquired whether Golden Umbrella would be able to satisfy the follow up requirements of I&A and what this would mean for PSA 2 staffing levels. Director Gabriel shared that PSA 2 would be forced to lay off two staff members and be left with only the funding for the Executive Director and Fiscal Manager positions as not only would I&A funding be lost, but the PD&C funds as well which could be transferred into the I&A program to cover staff salaries for supporting I&A program requirements.

Board members agree that this would not be reasonable.

Alan Masden responded to the question about follow up by stating that Golden Umbrella has not been written up for not meeting follow up requirements and is not out of compliance.

Supervisor Baugh inquired whether the records showed Golden Umbrella as out of compliance to which Director Gabriel responded that following CDA's visit, she had a conversation with Alan Masden in which he verbally explained the one hundred percent follow up was out of the question. The 2014/15 monitoring write-up had not been revised to show this finding, though the documentation from the monitoring showed that only two percent of referral calls were being followed up on. Director Gabriel explained that this was an increase from the prior year which showed that improvement was being made. At the time of the monitoring, PSA 2 staff was unaware of the one hundred percent requirement and the finding was not written

up.

Discussion ensued regarding Shasta County retaining its I&A program and PSA 2 providing services for the other four counties.

Supervisor Baugh explained that he could agree with this plan, but with hesitation as he was unsure how the I&A program would be able to expend all of the program dollars that would need to be spent.

Director Gabriel agreed that it might be a challenge which is why the original plan had included taking Shasta County in-house as well, so that a dedicated I&A staff member could be hired to run the program. Discussion continued regarding the reality of whether or not the funds could be spent fully.

The Board agreed that with the viability of the agency in question if the funds went away, the best approach would be to leave the Shasta County I&A program with Golden Umbrella and bring the other four counties' programs to PSA 2.

**MSP:** Supervisor Fenley motioned for the approval to bring the Lassen, Modoc, Siskiyou and Trinity County I&A Programs in-house as a direct PSA 2 service, seconded by Supervisor Valenzuela. Supervisor Baugh called for a roll call vote. In Lassen County, no members present. In Modoc County, Supervisor Cullins, aye. In Shasta County, Supervisor Baugh, aye; and Richard Kuhns, Psy.D, aye. In Siskiyou County, Supervisor Valenzuela, aye; and Supervisor Bennett, aye. In Trinity County, Supervisor Fenley, aye; and Sandy Bechtold, aye, motion carried.

**7. New Business:**

Director Gabriel inquired whether the Board would be open to meeting in January. They agreed to meet on the 25<sup>th</sup>, in Burney. They asked to have an agenda item to address a detailed restructuring plan and a revised budget.

**8. Old Business:**

Director Gabriel addressed the RFP plan, noting that I&A funding for the four counties would not be put out to bid. She further shared that CDA had not approved of the RFQ template and PSA 2 would move forward with the RFP template recently adopted by the Board.

**9. Adjournment**

The PSA 2 Area Agency on Aging Executive Board Meeting conference call was adjourned at 4:15 p.m.

Executive Board Meeting  
1/5/16

Respectfully submitted,

Teri Gabriel,  
Executive Director