



**Minutes of the
EXECUTIVE BOARD MEETING
of the
PSA 2 Executive Board
November 2, 2009**

1. Call to Order

Executive Board Chairman, Wendy Reiss, called the Executive Board meeting to order at 10:10 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Jim Chapman, Kay White, Supervisor Shorty Crabtree, Terry Williams (Vice-Chairman), Supervisor Les Baugh, Marie Ingram, Supervisor Wendy Reiss (Chairman), and Sandy Bechtold. A quorum was established.

Executive Board Members Absent:

Supervisor Jack Hanson (alt.), Supervisor P.L. Cantrall (alt.), Mana Davis (*excused*), Supervisor Linda Hartman (alt.), Supervisor Ed Valenzuela, Supervisor Grace Bennett (alt.), and Supervisor Judy Morris.

Guests Present:

Alan Masden - Advisory Council Chair; Sheila Conner, Patricia Burger, Jolene Kildow, Greta Rodriguez, Lillian Arnold – on behalf of Bieber/Big Valley Nutrition Site

3. Approval of Agenda (Changes, additions and /or deletions)*

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

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

Approval of items B (Director's Administrative Report) and C (Financial Package & Related Check Registers) of the agenda were addressed separately.

MSP: Sandy Bechtold motioned for the approval of items B and C of the agenda, seconded by Terry Williams, all aye, motion carried.

The contents of Item A (Executive Board Meeting Minutes) were addressed individually:

February 2, 2009

MSP: Kay White motioned for the approval of the February 2, 2009 minutes, seconded by Marie Ingram, all aye, motion carried. (Supervisor Baugh abstained from the vote).

May 4, 2009

MSP: Supervisor Baugh motioned for the approval of the May 4, 2009 minutes, seconded by Sandy Bechtold, all aye, motion carried. (Supervisor Chapman and Terry Williams abstained from the vote).

June 1, 2009

MSP: Supervisor Baugh motioned for the approval of the June 1, 2009 minutes, seconded by Marie Ingram, all aye, motion carried. (Supervisor Chapman abstained from the vote).

5. Open Session

Lillian Arnold asked if PSA 2 AAA has a Grievance Process. Director Swanson responded that the PSA 2 AAA does have a Grievance Process and stated that the document could be provided to her upon written request (letter or email).

6. Executive Board Report

Supervisor Baugh announced the resignation of Executive Board member, Mana Davis, representing Shasta County. The Executive Board plans to recognize Mana's many years of service at their next meeting.

7. Advisory Council Report

Alan Masden revisited the topic of centralizing the Information & Assistance Program (I & A) as per the request of California Department of Aging (CDA) during PSA 2's last monitoring. Alan discussed the recommendation established by the Advisory Council which would retain the localization of the I & A services in each of the five counties while centralizing access of the I & A resource database hosted on the PSA 2 AAA website.

Director Swanson interjected with the findings unveiled following a service unit analysis of the I & A programs in each of the five counties. The outcome of the analysis determined that service unit projections of I & A providers gravely fell short of their contracted units of service. Director Swanson noted that I & A providers are being overpaid to provide I & A services. She further suggested that limited Title III B funds be redirected toward other III B programs which would better assist the senior population in our communities. The Homemaker and Transportation programs would greatly benefit from further expansion with these additional funds. Director Swanson reviewed the three scenarios established by the Advisory Council in response to the CDA's centralization request: 1) Retain localization of the I & A program in each of the five counties while centralizing the resource database on the PSA website; 2) Hire a part-time oversight staff member in the AAA office who would coordinate I & A services in all five counties; and 3) Retain all I & A funding at the AAA level and hire a staff member who would perform duties relative to the I & A programs for all five counties. She further recommended that the Executive Board consider redirecting I & A funds to other programs during the next Request for Proposal (RFP) period to make better use of the funds. The use of the resource database on the PSA 2 website would be retained. Chairman Reiss recommended the subject be added as an action item on the agenda for the next Executive Board meeting. She further requested that Alan obtain feedback from the Advisory Council on the consideration to locally redirect Title III B I & A funding for better utilization in each county. Supervisor Baugh recommended that each Executive Board member be prepared to discuss the plan to redirect Title III B I & A funding at the next meeting following their discussion with local providers.

Alan discussed Advisory Council Member Virginia Webster's efforts to improve transportation in the north state. Supervisor Baugh elaborated on Virginia's influence to utilize the Google Transit Project to enhance transportation programs in Shasta County. Virginia was commended for her many years of dedication and advocacy in support of transportation programs throughout the north state.

Alan informed the Executive Board of the efforts of the California Senior Legislature (CSL) members on behalf of medical care. Director Swanson commended the current CSL members for their activity on behalf of the rural north state - J.D. Leitaker, CSL Senator (Shasta Co.) and Kenneth Ryan, CSL Assemblyman (Siskiyou Co.). She further stated that this is the most active CSL membership PSA 2 has elected in many years.

At the recommendation of Director Swanson, Alan announced that the Advisory Council has adjusted their meeting schedule to include alternating on-site meetings with conference calls meetings in an effort to reduce costs associated with travel expenses.

Alan was thanked and commended by the Executive Board for his thorough reports

and his leadership role with the Advisory Council.

8. Executive Director's Report

Director Swanson reviewed the meeting cancellation procedures and the Holiday schedule with the Executive Board.

Chairman Reiss inquired on the statement in the previous meeting's minutes which stated that a committee would be established among Executive Board members to review PSA 2 AAA employee benefit packages and salaries. Chairman Reiss, Supervisor Les Baugh and Marie Ingram volunteered to participate in that committee.

Director Swanson addressed the Community Based Service Program funding which was eliminated for the remainder of fiscal year 09/10 and for the entire fiscal year 10/11. The programs affected are: Linkages, Respite Purchase of Service, Senior Companion Program, Brown Bag Program, and the Alzheimer's Day Care Resource Center. She further explained that one quarter of the funding was available to these programs this fiscal year and all CBSP providers have expended those funds to date. The AAA staff has been working closely with these providers through the final phases for their programs. She added that some programs will be able to continue functioning for the remainder of the fiscal year with the help of other funding sources. Discussion ensued addressing the ramifications of the program funding eliminations.

Director Swanson reviewed the FY 2009/10 & 2010/11 Administrative Budget and addressed related questions and concerns from the Board. She pointed out that the Administrative budget has approximately \$55,000 in reserve which can be drawn upon to balance the administrative budget as approved by the Executive Board; the CDA Administrative funding is expected to be reduced in upcoming years. Further discussion ensued, resulting in the Executive Board's agreement with Director Swanson's approach. She further addressed the ramifications of the CBSP funding reductions and as well as the affects of the American Recovery Reinvestment Act (ARRA) funding for enhancing nutrition services. Director Swanson stated that the Executive Board packets will be emailed to members whenever possible and has discontinued hardcopy mailings to all but 2 interested parties on the general public mailing list. She also restated that, in an effort to reduce travel reimbursement costs, the Advisory Council has scheduled their meetings so that conference call meetings would alternate with on-site meetings throughout the year.

Director Swanson reviewed the FY 08/09 CDA Closeout Report. She stated that one provider was unable to spend down their entire funding for FY 08/09. Golden Umbrella was unable to spend down \$973 of its Title III D Fall Prevention/Minor Home Modification Program funding and \$5,145 of its Linkages Program funding,

possibly due to the restructuring of their accounting department. These funds have been returned to the state. Director Swanson stated that PSA 2 has and will continue to redistribute program funds to other appropriate services whenever possible.

Director Swanson reported that the board for Lassen Senior Services (LSS) was considering the possibility of closing the Bieber satellite located in Lassen County. Concerns of the viability of the Bieber satellite were discussed by the LSS board and funding of another site was being considered for better use of the funds. The option of closing the site caused much disparity between the residents of Bieber and the LSS board. The matter of low participation in the meal program had been a major issue; however, LSS now reports an improvement in the number of clients served by the Bieber satellite. To that end, Director Swanson reported that LSS has decided to continue working with the Bieber satellite at this point. Transportation services, nevertheless, still remain a concern.

Before hearing the statements of those present on behalf of the Bieber Nutrition Site, Chairman Reiss and Supervisor Baugh reminded the guests of the public comments protocol.

Lillian Arnold, Executive Director of the Big Valley Community Alliance (BVCA), stated that a Senior Advisory Committee had been established to work in their community to improve communication and address issues and concerns posed by their seniors regarding the meal and transportation services operated by LSS. Lillian briefly mentioned concerns and recommendations the BVCA addressed relative to the Bieber satellite. In an effort to increase participation and to support the continuation of meal services provided by LSS, Lillian further stated that the BVCA was helping to promote and support the program in their community. At the request of the area Supervisors, Lillian announced that the BVCA would be working in a positive direction to address issues of concern and to reduce the rumors circulating regarding the Bieber satellite.

Other Bieber community members present assured the Executive Board that they are trying to work with their seniors to support the meal program and to clear up the confusion their seniors have experienced.

Supervisor Chapman commended Lillian Arnold's efforts to reestablish the stability of the partnership between Lassen Senior Services and the Bieber nutrition site. He concluded by providing the board with a brief history behind this joint venture. Director Swanson thanked Lillian Arnold for stepping forward on behalf of the seniors in the Big Valley area to act as Liaison for the Bieber nutrition site.

Director Swanson distributed Elder Abuse prevention bookmarks developed to promote Elder Abuse identification and awareness.

Director Swanson announced that the election of officers for the Executive Board will be on the agenda for the next Executive Board meeting. Discussion ensued regarding the history and rotation of the Chair and Vice-Chair positions.

9. Approval of Additional FY 09/10 Administrative Minimum Match Requirement Required of \$1,798 for the ARRA Federal Nutrition Stimulus Funding*

Supervisor Chapman provided a history of the 5-county Joint Powers Agreement (JPA) for the PSA 2 AAA. The Executive Board discussed the adoption of an administrative process relative to any new future funding. A lengthy discussion ensued regarding the manner in which County Match funds are currently requested from each county according to the JPA procedures. The Executive Board agreed to change the dates in which the County Match is due to the PSA 2 AAA and agreed to add an additional paragraph in the JPA which addresses required match. Executive Director Swanson, with the assistance of Supervisor Chapman, will compose a draft of the revised verbiage which captures these revisions. The approval of this change in language will be addressed by the Executive Board at its next meeting.

The Executive Board further agreed that if any county is unable to meet the County Match requirements for the current ARRA Federal Nutrition Stimulus Funding, or any other future funding, the funding for that county would NOT be released to its providers. In this case, any unassigned funding would then be provided to the other counties accordingly.

10. Approval of Board Resolution for Executive Director to Sign CDA FY 09/10 Contract: MI-0910-02 and All Related Amendments, AND Authorization of Funding Allocation to Legal Services of Northern California, HICAP Program*

Director Swanson explained that CDA requires a Board Resolution which would allow the Executive Director to sign the contract for MIPPA funding. This funding has been granted to the PSA to expand Health Insurance Counseling and Advocacy Program (HICAP) services into rural/isolated areas.

MSP: Kay White motioned for the approval of the Board Resolution, seconded by Sandy Bechtold, all aye, motion carried.

11. Approval of FY 2008/2009 PSA 2 AAA Area Plan Annual Report*

Director Swanson addressed the FY 2008/09 PSA 2 AAA Area Plan Annual Report. She pointed out that page 10 of the report captures significant items accomplished by the AAA over the past fiscal year which were above and beyond the goals and objectives established for the current funding cycle.

MSP: Terry Williams motioned for the approval of the agenda, seconded by Supervisor Baugh, all aye, motion carried.

12. Closed Session: Executive Director's Performance Evaluation FY 08/09 (Per Government Code §54957 (b))*

The board entered a closed session at 1:47 p.m. to discuss the evaluation of the Executive Director. The Executive Board Meeting resumed at 2:30p.m.

13. New Business: (none)

14. Old Business: (none)

15. Correspondence:

Incoming – 8/17/09 Letter from Big Valley Nutrition Site Advisory Committee

Outgoing – 8/21/09 PSA 2 Response to Above

16. Adjournment

The PSA 2 Area Agency on Aging Executive Board meeting was adjourned at 2:30 p.m.

Respectfully submitted,

Barbara Swanson
Executive Director