



**Approved Minutes of the  
Virtual Meeting  
of the  
PSA 2 Area Agency on Aging  
EXECUTIVE BOARD**

**November 15, 2021**

**1. Call to Order & Flag Salute**

Executive Board Chairman, Supervisor Valenzuela, called the meeting to order at 10:30 a.m. followed by the flag salute.

**2. Roll Call**

Executive Board Members Present:

Supervisor Jeff Hemphill, Kay White, Supervisor Ned Coe, Roberta Hohman, Supervisor Les Baugh, Supervisor Ed Valenzuela, Supervisor Nancy Ogren (alt.), Supervisor Jill Cox and David Albiez (alt.). A quorum was established.

Executive Board Members Absent:

Supervisor Tom Hammond (alt., EX.), Supervisor Elizabeth Cavasso (alt., EX.), Supervisor Patrick Jones, Ann Morningstar, Marie Ingram, and Supervisor Liam Gogan (EX).

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Manager; Cheryl Rushton, PSA 2 Program Coordinator; and Supvr. Gary Bridges, Lassen Co. District 2.

**3. Approval of Agenda\***

**MSP:** Supervisor Valenzuela motioned for the approval of the agenda, seconded by Supervisor Hemphill, all aye, motion carried.

4. **Approval of Consent Agenda\***

**MSP:** Supervisor Hemphill motioned for the approval of the consent agenda, seconded by Supervisor Baugh, all aye, motion carried.

5. **Open Session**

Supvr. Bridges expressed interest in hearing what is moving forward with nutrition services in Lassen Co. and his concern with seniors going hungry. He is present today out of his own interest as a former Board member of Lassen Senior Services.

6. **Executive Board's Report**

No report.

7. **Advisory Council Report**

Director Gabriel provided a report from the Advisory Council. The council last met on October 29<sup>th</sup>. Guests at the meeting included Siskiyou Co. Adult Protective Services members who may be interested in filling the vacancy on the Advisory Council. Vacancies continue in Lassen, Modoc, Siskiyou and Trinity Counties.

In the absence of the Advisory Council Chairman, council member Marcia Anderson will be attending the AAA Council of California (TACC) virtual meeting which is the association of Advisory Councils in CA on December 14<sup>th</sup>.

There remain two vacancies for the California Senior Legislature for Senior Senator and Assemblyman. Elections to fill the positions will begin in January 2022. Candidates must be 55 or older with an interest in representing PSA 2 at the state level. While Advisory Council members may apply for the positions, candidates may be elected from outside the membership.

CalFresh expansion in FYs 2023-2025 will include AAAs services to assist in the participant application process. Also addressing food insecurity, Modoc Co. has established a food hub where food can be ordered over the phone or online and paid with cash or EBT cards.

Advisory Council members have also shown interest in attending Mental Health Services Act stakeholders' meetings to support services to older adults. Shasta Co. continues its plan for an intergenerational program joining older adults and youth to engage in support of needs such as assistance with homework. PSA 2 will support the Hope Project program by assisting in recruiting older adults for the program.

The Advisory Council also continues their interest in supporting non-emergency transportation services for older adults in the region. PSA 2 will continue seeking opportunities to support non-emergency transportation services in the region.

The Advisory Council have also addressed the Area Plan Update for FY 2022/2023. The council continues to refine the process by which member activity is captured and reported. Objectives in the Area Plan include Advisory Council activity which may be updated to enrich activities in the areas of transportation, nutrition, food access, and Alzheimer's Disease and

Dementia.

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

a. Update on Program Services due to COVID-19 Pandemic

Director Gabriel reported that efforts continue with Vaccine funding from the California Department of Aging (CDA) to raise awareness of the vaccines available. Each of the county Public Health departments have been contacted in support of the use of the vaccine funding. Siskiyou County responded with interest in partnering with PSA 2 on a vaccine hesitancy survey which was made available via US Mail in addition to the county's online survey. Of the 7,000 surveys which were mailed out to the most rural parts of the county, 1,622 surveys were returned to Siskiyou Co. Public Health. Of those surveys returned, 129 indicated they had not been vaccinated and had no plans to vaccinate. This result was similar to the county's online survey. Also based on survey results, 90% of the respondents were vaccinated, over 87% did not delay in becoming vaccinated, those unvaccinated were hesitant due to the lack of enough information, 76% of those unvaccinated did not plan to become vaccinated, 50% of those unvaccinated were concerned about side effects, and over 64% of those unvaccinated did not think the vaccine was safe. Over 73% of the survey respondents stated they receive vaccine information via the news media and of all respondents, 80% were of the age of 65 and older. The majority responding to the survey were Caucasian and 76% were retired. A link to the survey will be provided to the Executive Board members following the meeting.

Per notification from (CDA), the Vaccine funding may now be used for incentives to support vaccinations among older adults. Incentives can include gifts, giveaways, vouchers, prizes and gift cards. PSA 2 will reach out the remaining county Public Health Departments to determine interest in the vaccine incentives effort.

Director Gabriel reported that American Rescue Plan Act funding will also be available to AAAs statewide to be utilized until 2024. Funding available statewide is \$146,056,791. The planning estimate provided by CDA indicates that \$1,360,169 for III B Supportive Services, C-1 Congregate Meals, C-2 Home Delivered Meals, III D Health Promotion, III E Family Caregiver Support, and the Ombudsman Program will be allocated to PSA 2. Further guidance is forthcoming from CDA on how those funds can be spent.

Director Gabriel announced that the Health Insurance Counseling and Advocacy Program (HICAP) is in full swing with counseling appointments during the Medicare Annual Open Enrollment Period. HICAP staff will continue to do most of their work via telephone. Efforts continue to fill the Volunteer Coordinator position with interviews scheduled this week. This position is required by CDA and is specifically funded to provide volunteer recruitment and support.

Director Gabriel reported that following the departure of the former Ombudsman Program Manager, Julie Sessions, the recruitment process has been initiated for filling that vacancy. Candidate interviews are currently being scheduled with the plan to fill the position soon based on the number of eligible candidates.

Director Gabriel summarized the outcome of the recent nutrition service provider annual virtual meeting. Discussions included the availability of COVID relief funds to support

expanded program services due to the pandemic. A nutrition site reopening plan was also shared which was developed by the CA Association of Area Agencies on Aging (C4A) Nutrition Committee and approved by both CDA and the CA Department of Public Health. The C4A reopening plan is a template which can be used as a guide in developing individual program reopening plans at the local level. Information on the Communication, Health, Aging and Technology (CHAT) project was also shared with the nutrition service providers. The CHAT project provides AT&T issued iPad tablets to eligible individuals to address isolation and loneliness. New menu guidance from CDA was also shared with the nutrition providers which fortunately did not vary much from current guidelines. COVID data was also addressed as it is tracked differently that Area Plan funded nutrition services due to the non-traditional manner in which the meal is provided. One-on-one meetings will take place with nutrition service providers to provide guidance on the use of COVID relief funding to enhance and enrich their programs. Any remaining unallocated CARES Act funding will continue to be used to support services in the 5-county area.

b. Update on Trinity Nutrition Services Program

Director Gabriel reported that plans continue to initiate the Trinity Nutrition Services Program. Recruitment for a Program Coordinator for that program is in its final stages. Work to approve the agreement with the Church of the Nazarene continues. The catered meal agreement with Dignity Health Connected Living is also under review which allows DHCL to prepare and deliver the meals to the church in Weaverville for distribution. Establishing an account with Tri-Counties Bank account is also in its final phase. This account is necessary to deposit voluntary contributions and donated dollars in support of the program. Policies and Procedures for the program are nearly concluded with reference to the Elderly Nutrition Program Policies and Procedures Manual developed by PSA 2. PSA 2 staff will be meeting with the Pastor and volunteers for the program onsite later this week. The purpose of the visit is to finalize the equipment the Program Coordinator will need to carry out the operations of the program.

c. Update on Lassen County Nutrition Services Plan

Director Gabriel reported that the appeals process for the Request for Proposal process in Lassen Co. concluded on November 5<sup>th</sup>. The next step is to release an announcement of award to the public. The announcement will indicate the \$21,000 of the C-2 Home Delivered Meal program funding was awarded to Big Valley 50 Plus to further support their current C-2 program funded by PSA 2. Discussions will now take place on next steps to provide nutrition and transportation services in Lassen Co. A meeting has been scheduled with the Director of Lassen Co. Health and Human Services to address the nutrition and transportation programs as the county expressed interest in providing the programs during the recent RFP process. The Lassen Co. Administrative Officer has also expressed concern with senior services in the area should Lassen Senior Services, formerly funded by PSA 2, be unable to continue providing nutrition services. Director Gabriel also noted that PSA 4 in the Sacramento area offers an alternate method of providing nutrition services via a restaurant voucher program in their rural counties. A meeting with PSA 4 has been scheduled later this week to gain more information on their restaurant voucher program. The program can provide breakfast, lunch, or dinner for eligible program participants. If a plan can be developed prior to the next scheduled board meeting, a special meeting will be held since the Executive Board does not usually meet in December, January and February due to Holidays.

d. Other Agency Activity

Director Gabriel reported that its partnership with KIXE PBS continues to enhance the visibility of PSA 2 program services as well as other community services in support of older adult well-being such as the Friendship Line. KIXE hopes to work with the Institute on Aging to reach the older adult population in rural communities with a series known as, "A Race to End Suicide" in a partnership with PSA 2.

Director Gabriel reported that CDA has announced a Continuing Resolution at the federal level will continue to delay the release in funding for Older Americans Act funded programs. PSA 2 remains on CDA's priority funding list so funds may be released to PSA 2 as soon as it becomes available. In the interim, AAAs were encouraged to use the COVID relief funding until the OAA Area Plan funding is available. No interruption of services is anticipated due the delay in receiving Area Plan funding.

Director Gabriel reported that a draft Notice of Audit Determination for the audit period of July 1, 2016 – June 30, 2018 has been received from CDA. Two findings have been identified leading to the recovery of \$21,297 which includes funding recovered from Lassen Senior Services in the amount of \$5,262 that was identified during the forensic review that was conducted by Charles Pillon, CPA for that period last fiscal year. Recovered funds were also identified for unspent III D Health Promotion funding in the amount of \$1,078 and unspent III E Family Caregiver Support Funding in the amount of \$20,219. Once this Notice of Audit Determination has been confirmed, PSA 2 will receive an invoice from CDA to return the unspent funds to them.

**9. Approval of FY 2020/2021 Area Plan Financial Closeout\***

Director Gabriel addressed the FY 2020/2021 Area Plan Financial Closeout which reflects funding for Title III B Supportive Services, C-1 Congregate Meals, C-2 Home Delivered Meals, the Ombudsman Program, III E Family Caregiver Support Program, III D Health Promotion and Title VII Elder Abuse. This funding was advanced by CDA for the period of July 1, 2020 to June 30, 2021. Following the analysis of the funding by CDA and PSA 2's Fiscal Manager, the Closeout indicates that unspent funding is due to CDA in the amount of \$68,889 for III B Supportive Services as a result of the lack of contracted Transportation services in Trinity and Lassen Co. Due to the inability to swiftly fill the Ombudsman II position, Ombudsman Program funding in the amount of \$58,323 is also due back to the state. Funds due back to PSA 2 from CDA have been identified as Administrative funding in the amount of \$108,000, C-1 Congregate Meals in the amount of \$10,343, C-2 Home Delivered Meals in the amount of \$106,884 which is a combination of state and federal funds, III D Health Promotion in the amount of \$9,978, III D Family Caregiver Support Program \$1,857 and VII B Elder Abuse in the amount of \$4,046 and Nutrition Supplemental Income Program (NSIP) in the amount of \$129,130 and Ombudsman Citation Penalty funding \$333. The total amount due to CDA is \$127,212 and the total due back to PSA 2 from CDA is \$371,321 for a net due back to PSA 2 in the amount of \$244,109. Note that the reimbursement of funding from CDA is not due to overspending, rather it is due to the timing of the final request for funds from CDA which occurs in April each fiscal year. The determination of funding spent in the fiscal year is addressed during the Closeout process which considers for program and administrative expenses incurred by the AAA for the latter months of the fiscal year.

**MSP: Supervisor Cox motioned to approve the FY 2021/2021 Area Plan Financial Closeout report reflecting a net due back from CDA to PSA 2 in the amount of \$244,109, seconded by Supvr. Ogren, all aye, motion carried.**

**10. Update on CDA's Aging Hubs and Spokes Initiative**

Director Gabriel addressed the CDA Hubs and Spokes initiative to restructure CA's AAAs. At the last virtual meeting of the CA Association of Area Agencies on Aging, CDA announced that the results of the Hubs and Spokes Initiative, based on feedback from the public survey and town hall meetings, will be shared by CDA in December and will not include decisions made based on that outcome. Following analysis of the public response, next steps on the Hubs and Spokes Initiative will be determined by CDA. Director Gabriel addressed letters from the CA State Association of Counties, the CA Welfare Directors Association, and the CA Foundation for Independent Living Centers in reference to the Hubs and Spokes Initiative. Overall, no specific plan was endorsed, and stakeholder engagement was encouraged along with more communication from CDA. The letters Director Gabriel referenced will be shared with the Executive Board. Upon inquiry from the Board Chairman, Director Gabriel stated that although CDA's online survey is no longer available, an address to mail feedback remains available for public feedback.

**11. New Business:**

- The next meeting will be determined based on the need for a special meeting regarding an alternative meal service plan in Lassen Co. Otherwise, the next scheduled meeting is in March.

**12. Old Business:**

None

**13. Correspondence:**

Incoming - None

Outgoing – Letter of Appreciation to Clinton Davis, former Advisory Council Chairman

**14. Adjournment**

The virtual meeting of the PSA 2 Executive Board was adjourned at 11:13 a.m.

Respectfully submitted,

Teri Gabriel,  
Executive Director

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