



**Approved Minutes of the
PSA 2 Area Agency on Aging
Executive Board Virtual Meeting**

August 19, 2024

1. Call to Order & Flag Salute

The Executive Board Virtual Meeting was called to order by Supervisor Jill Cox, Chairman, at 10:00 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Gary Bridges, Supervisor Shane Starr, Roberta Hohman, Supervisor Mary Rickert, Supervisor Tim Garman, Supervisor Nancy Ogren, Marie Ingram, Supervisor Ed Valenzuela (Alt), Supervisor Jill Cox, and Supervisor Ric Leutwyler. A quorum was established.

Executive Board Members Absent:

Kay White, Supervisor Tom Neely (Alt.), Supervisor Elizabeth Cavasso (Alt.), and Supervisor Patrick Jones (Alt.).

Guests Present:

Pam Smith-Jimison, PSA 2 HICAP Program Manager, Cheryl Rushton, PSA 2 Program Coordinator; Andrea Sutton, PSA 2 Fiscal Manager, Mike Cottone, Advisory Council Chairman, and Angela Reed, Advisory Council Member.

3. Approval of Agenda*

MSP: Supervisor Bridges motioned for the approval of the agenda, seconded by Supervisor Ricker, all aye, motion carried.

4. Approval of Consent Agenda*

MSP: Supervisor Starr motioned for approval of the Consent Agenda, seconded by Supervisor Bridges, all aye, motion carried.

5. Open Session

No comments.

6. Executive Board's Report

No report.

7. Advisory Council Report – Mike Cottone, Chairman

Director Gabriel provided a brief background on Mike Cottone's support of the Advisory Council since being appointed in 2017 and serving as Secretary for most of that time.

Mike reviewed the outcome of the recent Officer Election for the Advisory Council naming himself as elected Chairman, Staci Wadley as Vice-Chairman and Michelle Harris as Secretary. He further reviewed upcoming events throughout the PSA 2 region as reported by Advisory Council members at their last meeting. Mike also reported that appointed CA Senior Legislature representatives Nancy Quirus and Sharon Howard are scheduled to be sworn in at the October CSL meeting. The CA for All Ages and Abilities virtual event is scheduled for October 8th. An update was provided on CalFresh Healthy Living activity focusing on reaching veterans. Discussions also included Mental Health Services at programs in the region and an update was provided on the expansion of the Shasta Co. Food Bank. Hosting occasional hybrid meetings of the Advisory Council was discussed. The Advisory Council News Brief was also addressed, and the topics selected to include with the HICAP Newsletter. The Advisory Council Year End Report was also discussed and ways the report can be improved each year. The next Advisory Council Virtual Meeting is scheduled for Friday, August 30th.

Mike also reported that Advisory Council vacancies remain in Lassen, Modoc, Siskiyou, and Trinity Counties. Elaine Brown was recently appointed in Trinity County, and Joan Smith-Freeman was appointed in Siskiyou County. There is an interested party in Modoc County. Director Gabriel reported there was notice of an Advisory Council resignation from Sharon Howard in Lassen Co. Sharon was recently appointed to the Lassen Co. Grand Jury and plans to remain the CA Senior Legislature Senior Senator representing PSA 2. Director Gabriel also reported there is interest from a volunteer from the Lassen Co. nutrition program to join the Advisory Council.

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

a. Update on Medicare Improvements for Patients & Providers Act (MIPPA) Funding

Director Gabriel revisited the Memo of Understanding process with FY 2024/2025 funding from the CA Department of Aging, and there being no need for a Board Resolution from the Executive Board to receive the additional program funding. The MIPPA funding is available annually to support the Health Insurance Counseling and Advocacy Program (HICAP) from September 1st to August 31st. The total funding available to the HICAP

program for the 2024/2025 period is \$47,717 - an increase from last year. The HICAP Program Manager, Pam Smith-Jimison, shared how the MIPPA funding supports the HICAP by helping low-income Medicare beneficiaries with their Medicare costs. Pam further explained the three components encompassing the MIPPA benefits and the ways to apply for the benefits. HICAP is required through MIPPA funding to do outreach through presentations and health fairs, not just one-on-one client appointments, to reach Medicare beneficiaries and to educate & encourage them to take advantage Medicare services.

b. Update on American Rescue Plan Act Funding Timeline Extension

Director Gabriel reported that the deadline to spend American Rescue Plan Act (ARPA) funding has been extended to September 30, 2025. Other COVID relief funding available to the state's AAAs will expire on September 30, 2024. The ARPA funding was initially released to AAAs in FY 2021/2022. Being that the funding was originally included in the Area Plan funding for that fiscal year, no Board Resolution is required from the Executive Board to accept the funding extension – it is being considered a contract amendment. The additional timeline will make ARPA funding available to support Title III programs. This funding is flexible and can be transferred between programs if needed. There is no budget required by CDA for the ARPA funding as it is over and above Area Plan funding. Initially, the ARPA funding allocated to PSA 2 was \$1,360,169. At this point, approximately 20% of the ARPA funding has been spent due to the various other forms of COVID relief funding available to AAAs. Dignity Health Connected Living plans to use the ARPA funding to support the nutrition programs in Trinity and Lassen Counties. Dignity Health Connected Living also plans to use III B Transportation funding to acquire an additional vehicle. Madrone Senior Services will use ARPA funding to support expanded meal delivery services in Siskiyou Co. Redding Area Bus Authority (RABA) also plans to expand transportation services in Shasta Co. with ARPA funding. Caregiver Support Events can also take advantage of the III E Family Caregiver Support Program funding.

c. Update on Free Caregiver Support Events

Director Gabriel reported that Free Caregiver Support Events continue throughout the 5-county region. A report on the attendance was shared with the board from each location. Feedback on the events is very positive with the audience requesting more information on Dementia and more frequent communication with the presenters. The books being offered at the events are well received as they offer great information to support the caregiver. More information was requested on Long-Term Care. Pre-registration for the events is requested but not required. Director Gabriel shared how grateful the community is to receive this education and the support in knowing they are not alone in their role as a family caregiver. September caregiver events are being planned and alternate locations for the events are being considered.

d. Update on Master Plan for Aging Initiatives

Director Gabriel referred to the flyer on the upcoming CA for All Ages and Abilities Day

of Action in Sacramento on October 8th. Director Gabriel announced she will be attending a strategic planning meeting hosted by the CA Association of Area Agencies on Aging from September 11 – 13 in Sacramento. The meeting agenda includes a legislative overview of CA's initiatives, meetings with USAging from the federal level, and a CDA-led discussion on Senate Bill 1249 with Susan DeMarois, Director of the CA Department of Aging.

e. Other Agency Activity

Director Gabriel discussed AAA and state-wide efforts to address the Digital Divide which affects older adults who may not have the option to stay connected through technology. She thanked Supervisor Valenzuela for connecting AT&T Independent Consultants with PSA 2 to provide 40 free refurbished laptops to older adults in Siskiyou Co. The laptops will be provided with free technical support for one year. Other counties may be able to receive the free laptops in the future through this program. County department contacts and other local organizations helped to identify eligible older adults for the program. The laptop distribution date is set for September 18th in Mt. Shasta and Yreka.

Director Gabriel also reported that a program known as Cyber Seniors reached out the PSA 2 to help identify senior centers that may be interested in offering tech training and in-person classes to teach technology skills to the older adult community. The program is funded through the CA Public Utilities Commission.

Director Gabriel reported that the contractual agreement with Roderick/Hayfork Senior remains pending as the program has yet to complete the required audit process for FY 2022/2023. In the most recent communication with the program, the audit is near completion. July expenses cannot be considered for reimbursement due to the timing of submitting expense reports to the state with the lack of an existing contract with the program.

9. Approval of Proposed PSA 2 AAA Service Provider Appeal Policy and Procedures*

Director Gabriel explained that this policy is being presented to the board following the recent CDA program monitoring process. The existing Service Provider Appeal Policy is considerably outdated with language dating back to 1980. At CDA's suggestion, PSA 2 contacted PSA 14 to receive a copy of their CDA-approved service provider appeal process. The Service Provider Appeal Policy and Procedures presented to the board has been customized for PSA 2. Director Gabriel explained the appeal process for service providers which could elevate the appeal or grievance to the Executive Board and to the CA Department of Aging, if necessary. Once approved, the new policy will be made available to service providers through the PSA 2 website and referenced in the annual contractual agreement with the service providers.

MSP: Supervisor Ogren moved to Approve the Proposed PSA 2 AAA Service Provider Appeal Policy and Procedures, seconded by Supervisor Garman, all aye, motion carried.

10. Approval of FY 24/25 Provider Allocation [Including All Amendments and Notice of Grant Awards (NGA) Activity Summaries] for Dignity Health Connected Living to Provide C-1 Congregate Meals and C-2 Home Delivered Meals in Lassen Co.*

Director Gabriel reviewed the background leading to the need to identify an alternate method

of nutrition services in Lassen Co. In response to that need, Dignity Health Connected Living stepped forward offering to provide frozen C-1 Congregate Meals and C-2 Home Delivered Meals in the area during FY 2024/2025. The provider allocation spreadsheets presented to the board indicates the amount of Lassen Co. Area Plan funding allocated to Dignity Health Connected Living for this fiscal year. The last distribution of restaurant vouchers has been released to program participants with an expiration date of September 30th. The voucher mailout also included a letter explaining that the Dine Around Town Restaurant Voucher Program would be phasing out, as often customary with government funded pilot programs, and that PSA 2 AAA would be working with Dignity Health Connected Living to provide a frozen meal program that more closely met the Dietary Guidelines for Americans. It was also explained that the program would focus on a specified number of individuals of the most advanced age with the greatest unmet nutritional need. The letter also thanked Lumberjacks Restaurant for their support of the Dine Around Town Program which could not have been possible otherwise. Lassen Co. Supervisors were also acknowledged for their effort to help develop the next phase of the program. Supervisor Bridges addressed the efforts being made locally to identify a location for meal distribution as well as the number of program participants expected to drop off the program. Concerns remain that the most needy may remain unserved and with the older adult population in Lassen Co. growing exponentially every day. More work with Dignity Health Connected Living is needed to address the nutritional need in the community.

Director Gabriel also explained that CDA approval was necessary to move forward with Dignity Health Connected Living's partnership in the effort since they did not initially apply for Lassen Co. funding to provide nutrition services in the last Request for Proposal (RFP) process. CDA considered the situation an urgent need and allowed the arrangement for one year. An RFP process will be necessary to identify a service provider for the remaining 3 years of the 4-year funding cycle.

MSP: Supervisor Bridges moved to Approve the FY 24/25 Provider Allocation [Including All Amendments and Notice of Grant Awards (NGA) Activity Summaries] for Dignity Health Connected Living to Provide C-1 Congregate Meals and C-2 Home Delivered Meals in Lassen Co., seconded by Supervisor Rickert, all aye, motion carried.

11. New Business:

Next scheduled Executive Board Virtual Meeting – September 16, 2024.

Director Gabriel announced that the September meeting may be cancelled due to the lack of action items.

12. Old Business: None

13. Correspondence:

Incoming – None
Outgoing – None

14. Adjournment:

The PSA 2 Executive Board Virtual Meeting was adjourned at 10:55 a.m.

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Respectfully submitted,

Teri Gabriel,
Executive Director