



**Approved Minutes of the
Virtual Collaborative Meeting
of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD and ADVISORY COUNCIL**

September 18, 2023

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 Nancy Ogren, Supervisor Ed Valenzuela (alt.), Supervisor Jill Cox, and Supervisor Ric Leutwyler, from the Weaverville Public Library. A quorum was established.

Executive Board Members Absent:

Kay White, Supervisor Tom Neely (Alt.) Supervisor Elizabeth Cavasso (Alt.), Ann Morningstar, Supervisor Patrick Jones (Alt.), Marie Ingram (Ex.), and David Albiez (Alt.).

Guests Present:

Cheryl Rushton, PSA 2 Program Coordinator; Andrea Sutton, PSA 2 Fiscal Manager; Pam Smith-Jimison, PSA 2 HICAP Program Manager; and Nancy Quirus, Advisory Council Chairman.

3. Approval of Agenda*

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

4. Approval of Consent Agenda*

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

5. Open Session

No comments.

6. Executive Board's Report

No comments.

7. Advisory Council Report – Nancy Quirus, Advisory Council Chairman

Nancy Quirus reported that new Advisory Council members were appointed in Lassen Co. – Sharon Howard and Justin Cadilli. Nancy expressed her appreciation for the efforts made to fill the Lassen Co. vacancies. One vacancy remains in Lassen and Modoc Counties. Nancy reported on areas of interest and activity addressed by the Advisory Council – Transportation; CA Senior Legislature; CalFresh Expansion Pre-Application Project; Expansion of Food Banks in Shasta Co.; Collaboration with the HICAP's Newsletter for the Advisory Council News Brief; and the expansion of the PSA 2 Direct Nutrition Service Programs.

Pam Smith-Jimison added that the HICAP Newsletters are being mailed to 175 of the Dine Around Town Senior Nutrition Program participants. Presentations are also being scheduled at Lumberjacks Restaurant for program participants and the public.

8. Executive Director's Report – Andrea Sutton, Fiscal Manager for Teri Gabriel, Executive Director

a) PSA 2 FY 2023/2024 Area Plan Update Approval

Andrea reported that the Area Plan Update for FY 2023/2024 was approved by the CA Department of Aging. The Area Plan Update has been loaded on the PSA 2 website for public view. PSA 2 is pleased to receive approval of its Area Plan Update this early in the fiscal year.

b) Update on Direct Nutrition Program Services and Future Planning

Andrea reported that the AAA is moving closer to initiating the home delivered meal program for the Lassen Co. Dine Around Town program. Meetings continue to finalize the home delivered meal program's next steps with recruited volunteers.

The Trinity Senior Nutrition Program also continues to plan for the Congregate Meal dining program for Trinity Co. seniors. Flyers are being prepared to inform the public about the program and to determine the number of interested seniors. There is possibility the program could start in early October.

c) Update on Master Plan for Aging CA 2030 Initiatives

Andrea announced that webinar links are available on the Master Plan for Aging initiatives. Preparations are being made by the state to meet the needs of the aging adult population.

d) CalAIM AAA Business Acumen

Andrea reported that PSA 2 remains uncertain on how it will approach the CalAIM services. AAAs are being instructed to conduct CalAIM services like a business to gain profit from the service. Many AAAs are not structured to earn money on their services or to raise funds to gain revenue. Developing a business acumen for PSA 2 is unreasonable. PSA 2 staff will continue to listen in on monthly meetings which address a AAA plan to fit these criteria; however, PSA 2's potential to fully participate in CalAIM services is currently unknown.

e) Other Agency Activity

No report.

9. Approval of Agreement with Hiep Pham, CPA Inc. to Perform Contract Resolution Process with Sub-Recipients for Year Ending June 30, 2021.*

Andrea explained that PSA 2 is currently under audit with the CA Dept. of Aging for two years – FY 2020/2021 and 2021/2022. CDA is reviewing the AAA contract resolution process in much greater depth. Efforts made by PSA 2 in the past for the contract resolution process [for its contracted service providers] are now unacceptable and PSA 2 is being required to work with an outside CPA to conduct the process more extensively. CPAs were contacted to consider working with PSA 2 to conduct the Contract Resolution Process and Hiep Pham, CPA Inc. in Fremont agreed to work with PSA 2. This CPA has experience in conducting audits and contract resolution processes with several PSAs in the state. He is ready to begin working with PSA 2 as the deadline to complete the contract resolution process is October 31st. The challenge with missing this deadline is that CDA could request that the funding for those fiscal years be recovered from PSA 2.

MSP: Supervisor Valenzuela moved to approve of Agreement with Hiep Pham, CPA Inc. to Perform Contract Resolution Process with Sub-Recipients for Year Ending June 30, 2021, seconded by Supervisor Rickert, all aye, motion carried.

10. Approval of Agreement with Hiep Pham, CPA Inc. to Perform Contract Resolution with Sub-Recipients for Year Ending June 30, 2022.*

MSP: Supervisor Starr moved to approve of Agreement with Hiep Pham, CPA Inc. to Perform Contract Resolution with Sub-Recipients for Year Ending June 30, 2022, seconded by Supervisor Ogren, all aye, motion carried.

11. New Business:

The next scheduled Executive Board virtual meeting will be Monday, October 16, 2023.

12. Old Business:

None.

13. Correspondence:

Incoming – None

Outgoing – None

14. Adjournment

The virtual Collaborative Meeting of the PSA 2 Executive Board was adjourned at 10:24 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director