



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

March 20, 2023

1. Call to Order & Flag Salute

The Executive Board Virtual Meeting was called to order by Supervisor Jill Cox, Chairman, at 10:30 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Gary Bridges, Supervisor Tom Neely (alt.), Supervisor Shane Starr, Roberta Hohman, Supervisor Mary Rickert, Ann Morningstar, Supervisor Ed Valenzuela (alt.), Supervisor Nancy Ogren, and Supervisor Ric Leutwyler, Supervisor Jill Cox, a quorum was established.

Executive Board Members Absent:

Kay White, Supervisor Elizabeth Cavasso (Alt.), Supervisor Patrick Jones (alt.), Marie Ingram and David Albiez.

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Manager; Pam Smith-Jimison, PSA 2 HICAP Program Manager; Jerry Kirouac, PSA 2 LTC Ombudsman Program Manager; Cheryl Rushton, PSA 2 Program Coordinator; Barbara Longo, Lassen Co. Health and Human Services Agency Director; and Nancy Quirus, Advisory Council Chairman; and Marie Wells, Executive Director, Great Northern Services.

3. Election of Officers* - (Chairman & Vice-Chairman)

Director Gabriel explained that Executive Board Officers are elected at the first regular meeting each the calendar year. The election of a Chairman and Vice-Chairman shall be the first order of

business at said meeting. Supvr. Valenzuela announced that Supvr. Ogren now holds the seat for the primary board member for Siskiyou Co. and he has taken the alternate position. Supvr. Cox stated that she would be interested in remaining the Chairman unless other members expressed an interest. Supvr. Starr nominated Supr. Cox for Chairman. Supvr. Ogren accepted the Vice-Chairman nomination.

MSP: Supervisor Starr nominated to elect Supr. Cox as Chairman of the PSA 2 Executive Board, seconded by Supervisor Bridges, all aye, motion carried.

MSP: Supervisor Ogren self-nominated for Vice-Chairman of the PSA 2 Executive Board, seconded by Supervisor Rickert, all aye, motion carried.

4. Approval of Agenda*

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

5. Approval of Consent Agenda*

Due to Supvr. Cox's absence from the November 21, 2022 virtual meeting, the minutes were pulled from the Consent Agenda.

MSP: Supvr. Bridges motioned for the approval of items b and c of the Consent Agenda, seconded by Supvr. Rickert, all aye, motion carried.

MSP: Supvr. Ogren motioned for the approval of November 21, 2022 virtual meeting minutes, seconded by Supvr. Starr, all aye, motion carried. Supvr. Cox and Supvr. Rickert abstained.

6. Open Session

No comments.

7. Executive Board's Report

No comments.

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

Nancy Quirus reported on three key activities of the Advisory Council. On December 8, 2022, Advisory Council Vice-Chairman, Frances Cole-Boyd, attended the Triple A Council of CA (TACC) virtual meeting. Frances shared with the Advisory Council the importance of recognizing Grand Families and related food insecurity. Disaster preparedness is also being addressed by the Advisory Council which has led to the addition of a new objective in the Area Plan Update toward supporting the AAA's efforts on disaster preparedness. TACC discussions also addressed the progress of the Master Plan for Aging (MPA) with speakers from the CA Dept. of Aging (CDA) and the Governor's Office. The state is focusing on the equitable delivery of services to all regions and all ages through the MPA, including the disabled population and those economically challenged. Nancy noted that 23 members of the Advisory Council attended their January Advisory Council Virtual Meeting. Vacancies remain on the Advisory Council and both seats on the CA Senior Legislature remain vacant

in representation of PSA 2. Nancy also reported that the Advisory Council discussed the looming hunger cliff due to the reduction of the emergency CalFresh food assistance benefits. CalFresh emergency allotment benefits which had been boosted by federal action during the pandemic are being eliminated effective March 31, 2023 which causes great concern for those dependent on the benefit. The recognition of food access locations is even more important to share in our communities. Director Gabriel has encouraged Advisory Members to participate in local listening sessions related to the Local MPA. Director Gabriel also announced to the council the first in-person Healthy Aging Fair in Siskiyou Co. in May. Advisory Council members also participate in the Older Adult Policy Council in Shasta Co. which is working to strengthen the referral system for service access. Supvr. Rickert, newly appointed Executive Board member in Shasta Co., joined the last Advisory Council virtual meeting and addressed the need for ambulance service in eastern Shasta Co.

Director Gabriel noted that there are three Advisory Council vacancies in Lassen Co. and one vacancy in Modoc Co. Flyers are being included with the Dine Around Town program vouchers in hopes of recruiting members in Lassen Co. Efforts continue in Modoc Co. to fill that vacancy. Director Gabriel added that efforts are being made to fill the Senior Senator and Senior Assemblyman position on the CA Senior Legislature. Upon inquiry, Director Gabriel explained the CSL members do not need to be a member of the Advisory Council. Candidates must be aged 55 and over with interest in services related to older and disabled adults. The flyer for circulation will be shared with the board after the meeting.

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

a) Update on Senior Nutrition Program Reopening Plans

Director Gabriel explained that, during the pandemic, senior nutrition program dining rooms had been closed to indoor dining. With the end of CA's state-of-emergency, CDA has asked that senior nutrition dining rooms reopen by July 1, 2023. There was a process nutrition programs were required to follow to develop their reopening plans which included guidance and approval from their contracted Registered Dietician (RD), a local Public Health official, and the PSA 2 RD. All PSA 2 contracted nutrition programs have submitted their reopening plans and all are reopening with the exception of Big Valley 50 Plus in Bieber which plans to reopen on July 1, 2023. Director Gabriel noted that participation for indoor dining varies with the gradual return of the program participants. To-Go meals remain the preferred method of receiving meals from the dining center. CDA has released guidance on how the To-Go meal option may remain available to nutrition programs participants moving forward. Details on how those meals will be funded and reported with PSA 2 funding will be addressed with contracted nutrition providers. Upon inquiry, Director Gabriel explained that To-Go meals may be considered Home Delivered Meals if they are not being consumed at the dining center.

b) Update on Lassen Dine Around Town Senior Nutrition Program

For the sake of the new Executive Board members, Director Gabriel revisited the need to develop the Dine Around Town (DAT) Senior Nutrition Program in Lassen Co. in response to the lack of a contracted nutrition service provider in the Susanville area. The Dine Around Town program was adopted from another AAA in CA challenged with contracting with a nutrition program in their rural communities. The program allows for indoor restaurant dining as well as To-Go meals for program participants. This emergency pilot program was initiated on November 28, 2022 with the approval of CDA.

The project was formed with the partnership and support of Supvr. Bridges, Lassen Co. Health and Human Services Director, Barbara Longo, and Lumberjacks Restaurant in Susanville which was able adjust menu items to meet the dietary guidelines for program meals. Since the DAT Senior Nutrition Program's inception, over 174 eligible individuals have been registered for the C-1 Congregate Meal program with approximately 100 individuals on the waiting list. The Home Delivered Meal (HDM) process continues to be developed. In the interim, HDM eligible participants may receive DAT meals if the meals are picked up on their behalf by a family member, friend, or neighbor. Volunteers are currently being recruited for the home delivered meal process. Efforts have been made to expand meal options to help meet the dietary needs of program participants. Voluntary contributions, local donations and thank you notes & calls are received regularly from program participants in support of the DAT program. Supvr. Bridges commended Director Gabriel and her staff for launching the DAT program and acknowledged the support of the Lassen Co. HHS Director for the efforts toward the program. Director Gabriel reported that she had been contacted by the Lassen Co. Grand Jury regarding a complaint about the DAT program. Concerns were diminished once Director Gabriel explained that the DAT program was an emergency response to the lack of a nutrition service provider in the area and there was no contract in place with a for-profit entity. Rather, the program is being conducted as a direct service of the AAA with an agreement with Lumberjacks Restaurant to provide the meals to the older adult community. Director Gabriel added that restaurant meals will continue to be allowed by CDA which was proven to be successful during the pandemic and have proven to be successful in rural areas. More guidance is forthcoming from CDA. Plans are being developed to continue the DAT program into FY 2023/2024. Lassen Co. HHS Director extended her gratitude toward the PSA 2 AAA staff and for the program in support of the older adults being served by HHS. Director commended the efforts of PSA 2's Program Coordinator whose dedication to the program has helped lead to its success.

c) Trinity Senior Nutrition Program Update

Director Gabriel provided a background on the Trinity Senior Nutrition Program in Weaverville which is also a direct service of the PSA 2 AAA. The effort is in partnership with Church of the Nazarene which offers their location as a drop-off point for meals prepared by Dignity Health Connected Living. One hot meal and one frozen meal are delivered on Tuesday to program participants and one hot meal, and two frozen meals are delivered on Thursday. This pilot program was also started due to the lack of a nutrition service provider in the Weaverville area and with the initial plan of serving 20 program participants. The program is currently reaching 50 program participants with Home Delivered Meals delivered by volunteers. The church has expressed interest in providing indoor dining at its Fellowship Hall to provide socialization. The program is currently in transition with its Program Coordinator. The Pastor and a trained volunteer will carry out the program operations until the position is filled. The church appreciates the connection and trust that is gained in supporting the community with this program.

d) Update on Dignity at Home Fall Prevention Program

Director Gabriel explained the operations of the Dignity at Home Fall Prevention (DHFP) Program funded by the CDA which provides fall prevention equipment to eligible participants through a partnership with Everything Medical in Redding - the only medical equipment supplier in the north state. Everything Medical conducts an assessment in

the home of the program participant to determine the fall prevention equipment needed to best support the older or disabled individual. Since October 2022, 97 program participants have been served throughout the 5-county region. The top equipment being offered are grab bars, shower treads, and hand-held shower heads. Surveys are distributed following equipment installation to evaluate the process and verify the participant feels safer in their home since the equipment was provided. Program announcements are shared through nutrition service providers' Home Delivered Meal programs and currently on radio ads. The top referrals are through physical therapy offices, county Adult Protective Services, the Dine Around Town program and word-of-mouth. Funding for the program is available until December 2023. Supvr. Leutwyler suggested communication with volunteer fire departments about the DHFP program as many calls are in response to older adults who have experienced a fall. Presentations to groups about fall prevention are also available from the AAA.

e) Update on Master Plan for Aging Initiatives

Director Gabriel re-introduced CA's Master Plan for Aging to the new board members and revisited the 5 bold goals and initiatives of the plan toward Housing, Healthcare, Inclusion/Equity, Caregiving and Affordable Aging. The plan encourages AAAs, Health and Human Services Agencies and Independent Living Centers to engage in planning for services to older and disabled adults in their communities. Director Gabriel referred to CDA's website which offers a tracking page to learn more on the status of Master Plan for Aging initiatives as well as all related activity at the state level. The link to CDA's MPA tracker will be provided after the meeting. A portion of the state's Mental Health Services Act funding will become available through a grant opportunity to offer mental health services to older adults in response to loneliness, isolation and related depression. An opportunity for counties and local entities to apply for the Local Aging and Disability Action Planning grant is available through CDA to develop a local plan to address the needs of older and disabled adults. The Healthy Brain Initiative grant to bring awareness of Dementia and Alzheimer's Disease is once again being offered to counties by CDA. Siskiyou Co. Public Health has applied for that grant. The Local Master Plan for Aging for Shasta, Butte and Glenn counties will soon be submitted to the SCAN Foundation which is the funding partner for this effort. The plan focuses on challenges with Healthcare, Transportation and Housing – areas which have been addressed in listening sessions conducted with the public and with partners in the aging network.

f) Update on Modernizing Older Californians Act Funding

Older Californians Act funding to support Linkages, Foster Grandparent Program, Senior Companion Program, Caregiver Respite and Alzheimer's Day Care Resource Center's has returned to the AAAs. The funding was once offered by AAAs until the state funding was pulled in 2009. The OCA funding will be available for 5 years. In the first 2 years, funding will be available to support the aforementioned supportive services in the amount of \$387,805. In years 2 through 5, additional funding will be focused on nutrition services in the amount of \$445,597 for each year. More program guidance is forthcoming from CDA which will include guidance on continuing to use restaurants to provide nutrition services.

Upon inquiry, Director Gabriel explained that the Local Master Plan for Aging is a project

funded by the SCAN Foundation (an organization focused on enhancing services to older adults) with a few selected counties, including Shasta. The Disability Action Center is the lead organization on the project. The Local Aging and Disability Action Planning grant mentioned earlier is available for other counties to apply for funding to develop their own Local Master Plan for Aging. She further explained that AAA's develop their own plan each year through the Area Plan and Area Plan Update process. CDA's grants offer an opportunity for other agencies and organizations to develop their own plans. While Director Gabriel is unaware if Trinity Co. HHSA applied for the Local Aging and Disability Action Planning grant, there is always an opportunity for counties to collaborate with PSA 2 to develop a plan of action to support older and disabled adult populations through the Area Plan process.

g). Other Agency Activity:

Director Gabriel reminded the board of the FY 2023/2024 Area Plan Update Public Hearing in Redding at 10:00 a.m. on March 21, 2023. This is a hybrid meeting. Director Gabriel explained the Area Plan, Area Plan Update and Public Hearing process. If there is an opportunity to make adjustments to the Area Plan Update based on feedback from the Public Hearing, the AAA will do so. The Advisory Council will approve their objectives of the Area Plan Update at their next virtual meeting. Director Gabriel noted that CDA will be conducting a statewide needs assessment this year which the AAAs can use to drive the focus of their next 4-year Area Plan. PSA 2's Area Plan Update was approved by CDA for this fiscal year 2022/2023 and is available on the PSA 2 website. Upon inquiry regarding emergency preparedness questions on the survey for rural older adults, Director Gabriel explained that the questions on CDA's needs assessment survey have not yet been made available to the AAAs for review. There may be an opportunity to add questions to the survey template later. In preparation for disasters, Director Gabriel added that each nutrition program is required to develop an emergency plan to provide services in advance, or in an altered manner, during an emergency.

Director Gabriel reported that CDA recently conducted a fiscal monitoring of fiscal operations of the AAA and provided tech support to fiscal staff. Since the pandemic, CDA is offering the fiscal monitoring every 2 years and in a virtual format. Two findings were identified during the monitoring. One was related to a discrepancy in monthly reporting for October 2022 which has since been resolved. The second finding was related to the Profit and Loss Statement being unavailable for CDA staff during the monitoring as AAA fiscal staff was still in the process of preparing for the audit for the period reviewed. The P&L has since been provided to CDA for review.

PSA 2 is also working with our contracted Certified Public Accountant (CPA) on the Single Audit process for FY 2021/2022. Due to the timing of other audits being conducted by the CPA, PSA 2 was asked to request an extension from CDA which was granted until April 30, 2023.

Director Gabriel noted the CA Association of Area Agencies on Aging (C4A) Annual Conference on May 9 – 11. A flyer on the conference will be provided. This event will be offered in-person only and will not be available virtually. This year's theme is: "Mapping the Future of Aging and Disability in CA – What's Now, What's New and

What's to Come.” Director Gabriel plans to participate in the conference and was invited to sit on a panel related to the Local Master Plan for Aging.

An in-person Healthy Aging Fair has been scheduled in Siskiyou Co. Drive thru events for materials distribution took place throughout the county during the pandemic. Exhibitors are currently being registered for the event. Madrone Senior Services and KIXE CBS will be partnering in the event.

Supvr. Cox added that Trinity Co. will be hosting an event focused on services for older adults. PSA 2 staff are planning to participate. Supvr. Bridges also added he has heard that the next wave of homeless populations will be seniors. He is pleased to know there is so much effort being made to focus on the older adult population.

10. Approval of Notice of Audit Determination for Audit Period July 1, 2018 through June 30, 2020*

Director Gabriel referred to the enclosed Audit Determination from CDA for Audit Period July 1, 2018 through June 30, 2020. It includes the Audit and Risk Management's conclusion of the review of financial closeout reports, internal controls, and compliance requirements for this audit period. The first finding was related to Inefficient Expenditures and Closeout Reporting – Noncompliance and Fiscal Impact. Director Gabriel explained that the agency was unable to provide supporting documentation for expenditures claimed with CDA funded awards resulting in recoverable overpayments to the agency as displayed on the tables on page 6. The funding referenced was basically unspent funds advanced by CDA in hopes of the AAA spending it down before year end. If the AAA is unable to do so, the funding becomes recoverable by CDA. The lack of supporting documentation referenced in the report pertains to the former accounting software which produced insufficient reports. Reports indicating revenue were inaccurate and did not match CDA's records. The software has since been replaced by QuickBooks beginning with FY 2020/2021. The repayment of program funds to CDA will occur upon receiving an invoice from CDA. Additionally, it was noted that a Schedule of COVID Diverted Funds was not accurate. This was due to the transfer between program funds which was initially allowed by CDA during the pandemic then later identified as inaccurately recorded in PSA 2 fiscal records.

Finding 2 was related to Subrecipient Contract Resolution – Noncompliance. This finding was related to the Contract Resolution process for contracted service providers. While the process was completed by PSA 2 fiscal staff, CDA's deadline was not met due to the delay in receiving information from some of the contracted service providers. Moving forward, the contract resolution process will begin as soon as required audits are received from the contracted service providers.

Upon inquiry of any ramifications related to the noted findings, Director Gabriel explained that only if there was no response from the AAA to rectify the noted findings would there be a problem with CDA. There would be no risk of losing funding from CDA if efforts were made to correct the findings. Working with a more efficient accounting software places the AAA in a better position to meet CDA requirements.

MSP: Supervisor Rickert moved to approval of Notice of Audit Determination for Audit Period July 1, 2018 through June 30, 2020, seconded by Supervisor Bridges, all aye,

motion carried.

11. Approval to Offer Unspent American Rescue Plan Act (ARPA) Title III E Family Caregiver Support Program Funding through a Request for Proposal (RFP) Process*

Director Gabriel reported that American Rescue Plan Act (ARPA) funding for Title III E Family Caregiver Support Program (FCSP) services remains unspent by the contracted III E service providers. The AAA has verified that Chico State Foundation and Madrone Senior Services are unable to utilize additional III E FCSP ARPA funding. The AAA requests the opportunity to offer the III E FCSP ARPA funding through a Request for Proposal process to enhance FCSP services in the PSA 2 region via other agencies or organizations in our communities. The III E FCSP ARPA funding is available until September 2024.

MSP: Supervisor Bridges moved to approve the Offer of Unspent American Rescue Plan Act (ARPA) Title III E Family Caregiver Support Program Funding through a Request for Proposal (RFP) Process, seconded by Supervisor Rickert, all aye, motion carried.

12. Approval of Proposed AAA Administrative Salary Schedule*

Director Gabriel explained that the AAA Administrative Salary Schedule presented reflects the minimum wage increase which became effective January 1, 2023. The minimum wage is now \$15.50, and a 3.3% increase is reflected across all salaries for active AAA positions impacted.

MSP: Supervisor Ogren moved to approve the Proposed AAA Administrative Salary Schedule, seconded by Supervisor Rickert, all aye, motion carried.

13. Approval of Revised FY 2022/2023 AAA Administrative Budget and Budget Narrative*

Director Gabriel addressed the AAA Administrative Budget and Budget Narrative which reflects the salary increases of active positions due to the minimum wage increase. The revenue available to support the Administrative Budget is sufficient to cover the salary increases. There was no need to adjust operating expenses to support the salary increases.

MSP: Supervisor Rickert moved to approve of Revised FY 2022/2023 AAA Administrative Budget and Budget Narrative, seconded by Supervisor Ogren, all aye, motion carried.

14. Approval of Proposed Health Insurance Counseling and Advocacy Program (HICAP) Salary Schedule*

Director Gabriel explained that the proposed HICAP salary schedule presented reflects the minimum wage increase of \$15.50 which became effective January 1, 2023.

MSP: Supervisor Cox moved to approve of Proposed Health Insurance Counseling and Advocacy Program (HICAP) Salary Schedule, seconded by Supervisor Leutwyler, all aye, motion carried.

15. Approval of Revised FY 2022/2023 Health Insurance Counseling and Advocacy Program (HICAP) Budget and Budget Narrative*

Director Gabriel explained that the revenue supporting the HICAP was able to support the 3.3% increases for all active positions. No operational expenses were in need of adjustment.

MSP: Supervisor Cox moved to approve of Revised FY 2022/2023 Health Insurance Counseling and Advocacy Program (HICAP) Budget and Budget Narrative, seconded by Supervisor Ogren, all aye, motion carried.

16. Approval of Proposed Ombudsman Program Salary Schedule*

Director Gabriel explained that the proposed Ombudsman Program salary schedule presented reflects the minimum wage increase of \$15.50 which became effective January 1, 2023.

MSP: Supervisor Rickert moved to approve of Proposed Ombudsman Program Salary Schedule, seconded by Supervisor Bridges, all aye, motion carried.

17. Approval of Revised FY 2022/2023 Ombudsman Program Budget and Budget Narrative*

Director Gabriel explained the Ombudsman Program's Budget is able to support the 3.3% salary increases for all active positions.

MSP: Supervisor Cox moved to approve of Revised FY 2022/2023 Ombudsman Program Budget and Budget Narrative, seconded by Supervisor Starr, all aye, motion carried.

18. Discussion on Executive Board Meeting Start Times*

Director Gabriel explained there was a request by Supvr. Valenzuela at the last Executive Board meeting for a discussion item to address the possibility of changing the meeting start time. She further stated that the 10:30 a.m. start time was set due to the travel time for board members to attend an in-person meeting in Burney. Upon inquiry for a recommendation, Director Gabriel suggested the meeting time be moved to 10:00 a.m. to remain consistent with the Advisory Council meetings. Supvr. Valenzuela added that the earlier start time would be more productive for the Supervisors.

MSP: Supervisor Valenzuela moved to approve the Earlier Executive Board Meeting Start Times to 10:00 a.m., seconded by Supervisor Bridges, all aye, motion carried.

19. New Business:

Next Virtual Meeting – Monday, April 17, 2023, at 10:00 a.m.

20. Old Business:

None.

21. Correspondence:

Incoming – None

Outgoing – None

22. Adjournment

The virtual meeting of the PSA 2 Executive Board was adjourned at 12:08 p.m.

Executive Board Meeting
03.20.2023

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Respectfully submitted,

Teri Gabriel,
Executive Director

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