



**Minutes of the  
PSA 2 Area Agency on Aging  
EXECUTIVE BOARD  
Burney, CA  
May 16, 2016**

**1. Call to Order**

Executive Board Chairman, Les Baugh, called the meeting to order at 10:30 a.m.

**2. Roll Call**

Executive Board Members Present:

Supervisor Jim Chapman; Kay White; Supervisor Jeff Hemphill (alt.); Supervisor Les Baugh (Chairman); Richard Kuhns, Psy.D; Supervisor Ed Valenzuela; Marie Ingram; Supervisor John Fenley (Vice-Chairman); and Sandy Bechtold. A quorum was established.

Executive Board Members Absent:

Supervisor Pat Cullins (EX); Roberta Hohman (EX); Supervisor David Allan (alt.); Supervisor Bill Schappell (alt.); Supervisor Grace Bennett (alt.); and Supervisor Judy Morris (alt.).

Advisory Council Members Present:

Penny Artz; Sharon Crabtree; Vickie Szutowicz; Marcia Anderson; Nancy Quirus; Murray Blake; Kenneth Ryan; Camy Rightmier; Ray Leadbetter; Martha Beymer.

Advisory Council Members Absent:

Peggy Wood (EX); Tina Kennemore (EX); Becky Brewster; Carol Cullins; Alan Masden (EX); Jennifer Powell (EX); Mike Rodriguez (EX); Kit Porritt (EX).

Guests Present:

PSA 2 AAA staff - Teri Gabriel, Executive Director, Laurie Gripp, Fiscal Manager,

Priscilla Pittman, Administrative Clerk II; Tracy Barber, PSA 2 Ombudsman Program Manager; Debbie Weiland, PSA 2 HICAP Program Manager.

**3. Approval of Agenda**

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

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

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

*Abstentions: Executive Board members not present at the 4/18/16 meeting are acknowledged as abstaining from the approval of these minutes – Jim Chapman; Kay White; Jeff Hemphill; Roberta Hohman; David Allan; Bill Schappell; Grace Bennett; Judy Morris.*

**5. Approval of Advisory Council Meeting Minutes**

Director Gabriel noted that Advisory Council meeting minutes for March 25, 2016 were presented at the April 29 meeting and there were corrections required so they are back on the agenda for approval with corrections.

Marcia Anderson motioned for the approval of the Advisory Council meeting minutes for the March 25, 2016 meeting and the April 29, 2016 meeting, seconded by Penny Artz, all aye, motion carried.

**6. Open Session**

Debbie Weiland thanked the Board members who attended the HICAP Program volunteer recognition event.

**7. Executive Board Report**

Supervisor Valenzuela reported that the Board has conducted meetings in each county at the local Service Providers locations. Discussion ensued regarding whether or not the Advisory Council should do the same. It has been discussed and dismissed in the past due travel distance and the time required for working members of the group. Director Gabriel noted that it can be brought back up for discussion.

**8. Advisory Council Report**

Sharon Crabtree verbally reported out on the Advisory Council Activity Report for FY 15/16, sharing that Advisory Council members have contributed over one hundred hours of time to meeting their goals and objectives.

Director Gabriel noted that the member activity report process has changed in an effort to make the compilation process more efficient and easier on the Secretary. She also shared that a new report form has been created to capture successes and challenges in meeting goals and objectives. Overall, the process of gathering member activity has improved.

Director Gabriel reported that a nominating committee has been formed to review interest in officer positions. When nominations have been selected, if there are no competing nominations, the vote will be held at the next meeting via conference call. If there are multiple nominations, the meeting and vote will be held in-person.

There is a new member in Lassen County.

The Advisory Council By-laws were recently revised and copies of were provided to Advisory Council members.

Director Gabriel shared materials provided by Alan Masden, from the Triple A Council of California (TACC). They cover several topics including the reauthorization of the Older Americans Act (OAA), Ombudsman program, guidance on serving Holocaust survivors and materials on Elder Abuse Awareness Day. She elaborated on Elder Abuse Awareness month and the toolkit disseminated Statewide in an awareness campaign. The toolkit includes the radio ads which PSA 2 is currently airing in its five counties as developed by the Older Adult Policy Council in Shasta County.

The Advisory Council sent a letter to State Legislators in support of the Senior Rally Day at the Capitol on May 11<sup>th</sup>. Director Gabriel commented on the chart which shows the impact of funding reductions on senior services in the State. She expects to hear a report on the Senior Rally Day at the next California Association of Area Agencies on Aging (C4A) meeting.

Additional nutrition funding from the State has been discussed, but not yet formally announced.

## **9. Executive Director's Report**

- a. RFP Process Update – PSA 2 is in the process of receiving proposals for its 2016-2020 funding cycle. Director Gabriel briefly restated the subsequent steps of the RFP process.
- b. Provider Monitoring Status – PSA 2 has been visiting providers to conduct monitoring and will continue through June 30<sup>th</sup> until each site due for monitoring has been visited.
- c. Area Plan Progress – A public hearing was held on May 5<sup>th</sup> to receive public comment on the Area Plan for 2016-2020. The attendees commented that they wished to know more about PSA 2 and outreach materials were sent to them.
- d. Senior Fairs and Outreach Events Update – The PSA 2 hosted Siskiyou County Senior Services Fair was held on the 11<sup>th</sup> at Madrone Senior Services and just under 90 seniors attended. Exhibitors are encouraged to bring raffle items and seniors who visit the PSA 2 booth are provided one free ticket to enter in the raffle. The Yreka Police Chief attended and visited each exhibitor and the seniors present.

PSA 2 attended the Healthy Aging Event in Redding on May 13<sup>th</sup> and is scheduled to attend the resource fair during the Armed Forces Day event on the 21<sup>st</sup>. PSA 2 will also plan to attend the Lassen Senior Services health fair in the fall.

- e. Other – PSA 2 continues to prepare for providing direct Information & Assistance services in August. Volunteers have been meeting routinely to discuss progress and procedures are being developed. An Access database has been created to store resources for I&A referrals.

**10. Acknowledge Proclamation for May, 2016 as Older American’s Month - “Blaze a Trail.”**

Supervisor Fenley read the Proclamation for Older Americans Month.

**MSP: Supervisor Chapman motioned for the approval to accept the Proclamation for May, 2016 as Older Americans Month, seconded by Sandy Bechtold, all aye, motion carried.**

**11. Volunteer Appreciation**

Supervisor Baugh acknowledged and thanked the Advisory Council for their many

hours of service through volunteering and noted that the success of local organizations can be largely attributed to the corp of volunteers who give their time and talents. The other Board members echoed this sentiment, sharing that they are very appreciative of their local volunteers.

Supervisor Chapman commended the Chairman of Big Valley 50 Plus for helping secure ambulance services in Bieber.

Break was announced at 11:38 a.m.

The meeting resumed at 12:12 p.m.

Supervisor Baugh thanked Kay White for her service as Chairman of the Executive Board and she was applauded.

## **12. Nutrition Survey Presentation**

Advisory Council member Nancy Quirus shared that Vince Johnson, during his time as Chairman of the Advisory Council, proposed a goal for the Advisory Council related to exercise and its health benefits. As a part of meeting that goal she is distributing pamphlets about health and nutrition. She hopes to develop an insert which will identify physical activity groups for seniors in their local communities and add the insert to the existing informational booklet designed by the Advisory Council.

At a recent Advisory Council meeting, the group decided to interview seniors to identify the kinds of physical activity in which they are currently involved. She shared a rough draft of the questionnaire which included questions about the types of group activities currently being utilized. The questions would also ask what seniors would like to add to their physical activity list.

She explained that she hopes to get Advisory Council participation in conducting surveys. Discussion ensued regarding the best approach to finding the seniors to interview.

Ms. Quirus shared that group exercise is the focus because it encourages social interaction as well as physical activity. She asked for everyone to get involved.

**13. Board Resolution Form – Authorization for the Executive Director to Sign CDA Area Plan Contract & Related Amendments – AP-1617-02**

**MSP:** Kay White motioned for the approval of the Board Resolution Form, Authorization for the Executive Director to Sign CDA Area Plan Contract & Related Amendments – AP-1617-02, seconded by Sandy Bechtold, all aye, motion carried.

**14. Board Resolution Form – Authorization for Executive Director to Sign CDA HICAP Contract & Related Amendments – HI-1617-02**

**MSP:** Marie Ingram motioned for the approval of the Board Resolution Form, Authorization for Executive Director to Sign CDA HICAP Contract & Related Amendments – HI-1617-02, seconded by Kay White, all aye, motion carried.

**15. New Business:**

Advisory Council meeting will be on Friday, June 24<sup>th</sup>. The Executive Board meeting will be on June 20<sup>th</sup>. RFP funding recommendations for the 2016-2020 cycle will be provided to the Board at that meeting.

**16. Old Business:**

None.

**17. Correspondence:**

**Incoming** – (none)

**Outgoing** – Advisory Council Letter of Support for Senior Rally Day

**18. Adjournment**

The PSA 2 Area Agency on Aging Executive Board Meeting was adjourned at 12:36 p.m.

Respectfully submitted,

Teri Gabriel,  
Executive Director