



**Unapproved Minutes of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD MEETING
November 7, 2011**

1. Call to Order

Executive Board Chairman, Terry Williams, called the meeting to order at 10:00 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Jim Chapman, Supervisor Jack Hanson (alt.), Supervisor Shorty Crabtree, Terry Williams (Chairman), Supervisor Les Baugh, Virginia Webster, Supervisor Ed Valenzuela (Vice-Chairman), Marie Ingram, Supervisor Wendy Otto, and Supervisor Judy Morris. A quorum was established.

Executive Board Members Absent:

Kay White, Supervisor P.L. Cantrall (alt.), Supervisor Linda Hartman (alt.), Supervisor Grace Bennett (alt.) and Sandy Bechtold (alt.).

Guests Present:

Debbie McClung (Advisory Council Co-Chairman); Debbie Weiland (Advisory Council Co-Chairman); Sharon Crabtree (Advisory Council Member); Michelle Latimer (Executive Director, Lassen Senior Services) and Trina Hale (PSA 2 AAA Fiscal Manager).

3. Approval of Agenda (Changes, additions and /or deletions)*

MSP: Virginia Webster motioned for the approval of the Agenda, seconded by Supervisor Baugh, all aye, motion carried.

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

Marie Ingram noted a correction to the Minutes – page 2, Marie Smith should read Marie Ingram. Director Swanson addressed questions from the Executive Board.

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

Abstentions: The following Executive Board members were not present at the 6/6/11 Executive Board meeting, and are therefore acknowledged as abstaining from the approval of the minutes of 6/6/11: Kay White, Supervisor P.L. Cantrall (alt.), Supervisor Linda Hartman (alt.), Supervisor Grace Bennett (alt.) and Sandy Bechtold (alt.).

5. Open Session

None

6. Executive Board Report

None

7. Advisory Council Report

Advisory Council Chairmen Debbie McClung and Debbie Weiland stated that the Advisory Council is focusing on the current Goals & Objectives. In addition, the Advisory Council will address the results of the 2011 Needs Assessment, as well as review the Advisory Council By-Laws for possible updates. It was also announced that former Senior Assemblyman, Kenneth Ryan, will now serve as Senior Senator.

Supervisor Crabtree provided a status report on Modoc County's financial position.

8. Executive Director's Report

Director Swanson further addressed the status of Modoc County. It was confirmed that Modoc County will continue to provide matched funds in support of the Modoc senior center. The PSA 2 Fiscal Manager addressed concerns related to over-spending by the Modoc senior center following the retirement of their former Fiscal Manager and despite the provision of extensive technical assistance by the AAA. Director Swanson addressed Executive Board concerns regarding communication with the Modoc senior center's Board of Directors on the critical nature of their financial situation. Discussion ensued regarding the limited reliable workforce in rural areas.

Director Swanson announced that the California Department of Aging (CDA) recently performed an on-site program monitoring at the PSA 2 AAA office. The visit was a pleasant and beneficial experience as recommendations were provided by CDA to help improve program services. A written report by CDA on the outcome of the visit is forthcoming.

9. Lassen Senior Services Center

Director Swanson commended Michelle Latimer for the great job she and Lassen Senior Services' Executive Board President, Kerri Cobb, have done to restructure the program. Michelle shared the background and experience she brings to Lassen Senior Services and discussed the challenges faced by the program. Director Swanson announced that the AAA has entered into a contract with Lassen Senior Services for the remainder of FY 2011/2012. Supervisor Baugh expressed his confidence in the new direction of Lassen Senior Services.

10. FY 2012-2016 RFP Review Committee Recommendation*

Marie Ingram thanked Supervisor Baugh and Supervisor Otto for their participation on the RFP Review Committee. Director Swanson noted that Marcia Smith, Advisory Council member representing Siskiyou County, and Terri Kovach, a lay-person from Yreka also participated on the RFP Review Committee. Director Swanson reviewed the RFP Review Committee Recommendation presented in the Executive Board packet and addressed questions accordingly. Director Swanson noted that the Bieber nutrition and transportation services, formerly provided through Lassen Senior Services, are recommended by the RFP Review Committee to be provided by the Big Valley 50+ organization beginning in FY 2012/2013. Discussion ensued.

Due to the low number of applications received, Director Swanson announced that a Mini-RFP process for Title III D funds would be initiated as not all available funds were requested. In an effort to increase interest in Title III D funding, Director Swanson plans to expand Title III D services to include health promotion activities, such as group exercise programs, rather than exclusively focus services on fall prevention programs.

Due to the lack of acceptable proposals for the majority of the Title III E funding, a second RFP process will also be initiated for these funds.

Applicants whose proposals for Title III D and III E funding which meet the RFP requirements need not re-apply; however, they will be offered an opportunity to enhance their proposal at their own will.

MSP: Supervisor Chapman motioned for approval of the FY 2012-2016 RFP Review Committee Recommendation, seconded by Supervisor Otto, all aye, motion carried.

The Executive Board expressed its appreciation to the RFP Review Committee

members for their time and effort in evaluating the proposals.

Marie Ingram agreed to participate on the Appeals Review Committee, if deemed necessary.

11. 2011 Needs Assessment Results Summary

Director Swanson thanked and acknowledged the efforts of the PSA 2's Fiscal Manager for overseeing the recent Needs Assessment process. Director Swanson elaborated on the strategy involved in the process. Of the 6,800 surveys distributed both by mail and in person, the AAA received 1,700 completed surveys for evaluations (24%!!). PSA 2's Fiscal Manager provided details on the outcome of the survey including the top 7 Greatest Needs for the PSA 2 region. In order of priority, they are: Yard Work, Heavy Housework, Light Housework, Transportation, Preparing Meals, Walking and Shopping. Additionally, the top 10 Greatest Unmet Problems indicated in the survey include (in order of priority): Dental Care, Household Chores, Utility & Heating Costs, Money to live on, Prescription Costs, Loneliness, Transportation, Falling, Obtaining Information about Services, and Healthcare. The Needs Assessment Survey analysis also included survey results for each of the 5 counties. Discussion ensued.

12. Closed Session: Executive Director's Performance Evaluation FY 10/11 (Per Government Code §54957(b))*

13. Announcement of Executive Director's Performance Evaluation

Following an oral evaluation, the Executive Board announced that they unanimously appreciate the job Barbara Swanson is doing as Executive Director. The Executive Board further requested that a continuation of the evaluation take place at the February Executive Board Meeting.

14. New Business:

None.

15. Old Business:

None.

16. Correspondence:

Incoming – (none)

Outgoing – (none)

17. Adjournment

The PSA 2 Area Agency on Aging Executive Board Meeting was adjourned at 12:55 p.m.

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Respectfully submitted,

Barbara Swanson
Executive Director

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