



**Minutes of the
JOINT MEETING
of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD and ADVISORY COUNCIL
May 3, 2010**

1. Call to Order

Executive Board Vice-Chairman, Terry Williams, called the Joint Meeting to order at 10:10 a.m.

2. Roll Call

Executive Board Members Present:

Kay White, Supervisor Shorty Crabtree, Terry Williams (Vice-Chairman), Supervisor Les Baugh, Virginia Webster, Supervisor Ed Valenzuela, and Sandy Bechtold. A quorum was established.

Executive Board Members Absent:

Supervisor Jim Chapman (excused), Supervisor Jack Hanson (alt.), Supervisor P.L. Cantrall (alt.), Supervisor Linda Hartman (alt.), Marie Ingram (excused), Supervisor Grace Bennett (alt.), (excused), Supervisor Wendy Reiss (Chairman), (excused) and Supervisor Judy Morris.

Advisory Council Members Present:

Joleen Anderson, Arlene Friend, Jack Kessler, Marie Smith, Carol Callaghan, Alan Masden, Jim Livingston, Mike Rodriguez, Marcia Smith, Edie Broce, Kenneth Ryan, Rose Owens and Debbie Weiland.

Advisory Council Members Absent:

Donna Monchamp, Carla Conner, and J. D. Leitaker.

Guests Present:

Myrtle Crowell, Sandra Echols, Lynn McElroy, Jerry Hurlbert and Mana Davis.

3. Election of Officers (Chairman and Vice-Chair)

In the absence of Chairman Reiss, Vice-Chairman Terry Williams conducted the Election of Officers. Director Swanson referred to the Historical Tracking of the Executive Board Chairman provided in the Board packet noting that it is now Modoc County's term for Chairmanship and Siskiyou County for Vice-Chair. Terry Williams was nominated to serve as Chairman and Supervisor Ed Valenzuela was nominated to serve as Vice-Chair.

MSP: Supervisor Baugh motioned for the approval to elect Terry Williams (Modoc County) as Executive Board Chairman and Supervisor Ed Valenzuela (Siskiyou County) as Vice-Chairman, seconded by Sandy Bechtold, all aye, motion carried.

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

A revised Agenda was presented by PSA 2 Executive Director, Barbara Swanson.

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

Director Swanson addressed inquiries from the Executive Board regarding the attached Financial Package and Check Registers.

MSP: Kay White motioned for the approval of the Consent Agenda, seconded by Supervisor Baugh, all aye, motion carried.

6. Open Session

Supervisor Baugh introduced the newly appointed Shasta County Executive Board Member, Virginia Webster.

Sandra Echols of Golden Age Center (GAC) introduced the center's Board members present and provided an update on the financial stability of GAC. Ms. Echols also commented on the technical assistance provided by the AAA staff.

7. Executive Board Report

Chairman Williams presented a Certificate of Appreciation to out-going Executive Board member, Mana Davis, in recognition for her many years of service to the PSA 2 AAA. Supervisor Baugh, Director Swanson and Virginia Webster commended Ms. Davis for her many years of service to the older adult community in Shasta County.

8. Advisory Council Report

Alan Masden distributed the Advisory Council Year End Report which included the status of the PSA 2 Goals & Objectives for FY 09/10. He reviewed the accomplishments of the Advisory Council over the past year as well as addressed those items still in progress, including involvement with the Prop. 63 Mental Health Services Act as well as Virginia Webster's many hours of advocacy on behalf of Transportation issues.

Kenneth Ryan, CSL Assemblyman, provided a CSL report stating that he and J.D. Leitaker have been successful in representing rural regions in Northern California; however further coordination is needed to approach elected officials. Supervisor Baugh offered his support in advocating on behalf of rural areas. Alan was acknowledged and thanked by Director Swanson and the Executive Board for his outstanding work as Advisory Council Chairman.

Alan discussed the recommendation agreed upon by the Advisory Council to improve and enhance the Information & Assistance Program (I & A) per the request of California Department of Aging (CDA). Alan made reference to the Proposed 10/11 I & A budget included in the Board packet. He explained that Scenario 2 would be the most beneficial option presented (*Retain the localization of I & A services in each of the five counties; Obtain part-time AAA oversight of all I & A programs; and Centralize the I & A resource database to be hosted on the PSA 2 AAA website*). Director Swanson stated that further details of this recommendation would be addressed later in the meeting under Agenda item 16.

Alan presented Certificates of Appreciation to out-going Advisory Council Members, Rose Owens (Trinity County) and Joleen Anderson (Lassen County). Rose and Joleen were commended for their many years of service on behalf of the PSA 2 Advisory Council. Joleen served as Secretary to the Advisory Council and was thanked for volunteering to hold that position for many years.

With several positions open on the Advisory Council at this time, Supervisor Baugh and Director Swanson encouraged those present to seek replacements in those counties with Advisory Council vacancies.

9. Executive Director's Report

Director Swanson discussed the elimination of the Community Based Services Programs (CBSP) which had been funded by the state. These programs include the Alzheimer's Day Care Resource Centers (ADCRC), the Linkages Program, Respite Purchase of Service, the Brown Bag Program and the Senior Companion Program. These programs received only one quarter (1/4) of its normal funding during fiscal year 09/10. Elimination of these programs not only affects the most vulnerable, low-income, seniors in the state, it also devastates the infrastructure of these services. Alan Masden, Advisory Council Chair and Linkages Program Manager, elaborated

on the effects of the funding elimination to the Linkages and ADCRC programs. Virginia Webster, Executive Director of the Shasta Senior Nutrition Program, provided an update on the Brown Bag Program. Director Swanson urged county Supervisors to support the reinstatement of the CBSP programs whenever possible. She also provided copies of Letters of Support released by the AAA in support of reinstating CBSP program funding.

Director Swanson informed the Board that a Temporary Office Assistant has been hired to assist AAA staff with time consuming projects such as updating provider inventories, converting manual Monitoring Tools into electronic format and researching Home Delivered Meal client eligibility. Alan Masden expressed his appreciation for condensing Golden Umbrella's inventory by no longer recording items valued below \$500. PSA 2 Fiscal Manager was thanked and acknowledged for advocating in support of this change at the state level.

Director Swanson updated the Board on the status of the Stimulus Funding received under the American Recovery and Reinvestment Act (ARRA). The purpose of this funding is to increase the number of meals served at our local nutrition centers. Director Swanson stated that providers have yet to completely spend down their ARRA funds. AAA staff has offered technical assistance to nutrition providers by reviewing their performance analysis and suggesting methods to help exhaust their funds. Director Swanson elaborated on the methods of spending down ARRA funds as approved by CDA. Discussion ensued.

Director Swanson informed the Board that AAA staff has been working with nutrition providers to complete their client eligibility requirements. Providers funded for Registered Services, such as Home Delivered Meals and Homemaker services, are required to enter client specific demographic data into the service unit database (SAMS) which is then used to compile data reports for CDA. This required data includes Activities of Daily Living (ADLs) and Instrumental Activities of Daily Living (IADLs). Director Swanson stated that the Assistant Director has been working with providers to help them meet CDA's standards, so that program funding will not be lost due to incomplete data reporting.

Director Swanson distributed copies of the approved 2009/2012 Area Plan to those Executive Board members present.

Director Swanson also disseminated the Draft copy of the 2010/2011 Area Plan Update to the Advisory Council and Executive Board Members present. Director Swanson asked that this document be reviewed prior to the Executive Board Conference Call Meeting scheduled on June 7, 2010. Approval of the 2010/2011 Area Plan Update will be placed on this agenda.

Director Swanson announced that she was re-elected Vice-President of the Executive Committee for the California Association of Area Agencies on Aging (C4A).

Director Swanson also stated that PSA 2 received an \$80,000 cut in Congregate and Home Delivered Meals funding for FY 10/11. After addressing PSA 2's concerns with CDA Director, Lynn Daucher, the total funding reduction was decreased by \$25,000 *[reducing the total funding elimination to \$55,000]*.

Director Swanson informed those present that the AAA's website consultant offered to create a Splash Page on the internet for those providers who do not have their own websites. Splash Pages are available to PSA providers for a nominal fee.

10. Acknowledge Proclamation for May, 2010 as Older American's Month - "Age Strong! Live Long!"

Director Swanson thanked the Supervisors for their efforts in proclaiming May as Older American's Month in each of their counties. This Proclamation will help to increase community awareness of the importance of supporting our senior population.

11. Volunteer Appreciation – Executive Board Chair

Chairman Williams thanked everyone who donates their time and efforts in support of PSA 2 AAA. Their efforts are greatly appreciated. Director Swanson concurred stating that services could not be provided to seniors without the support of volunteers. The efforts of the PSA 2 Advisory Council were especially noted.

12. Approval of Board Resolution for the Executive Director to Sign CDA FY 10/11 Contracts: AP-1011-02; HI-1011-02; & MI-1011-02 and all Related Amendments*

Director Swanson explained the need to have Executive Board approval to sign all FY 10/11 contracts and amendments.

MSP: Supervisor Shorty Crabtree motioned for the approval of the Board Resolution for the Executive Director to Sign CDA FY 10/11 Contracts: AP-1011-02; HI-1011-02; & MI-1011-02 and all Related Amendments, seconded by Supervisor Baugh, all aye, motion carried.

13. Approval of FY 09/10 Provider Allocation (Amendments #1, 2 & 2A)

Director Swanson explained the process of receiving One-Time-Only (OTO) dollars from CDA. This year the OTO funding is not limited to purchasing equipment. The funding may now be used to enhance and/or maintain current services such as increasing the number of meals served. Discussion ensued.

MSP: Sandy Bechtold motioned for the approval of the FY 09/10 Provider Allocation (Amendments #1, 2 & 2A), seconded by Kay White, all aye, motion carried.

14. Approval of Additional FY 09/10 Administrative Minimum Match Requirement of \$2,002 for Amendments #1, 2, & 2A*

Director Swanson informed the Executive Board that additional Administrative Funding will be provided by CDA in the amount of \$8,009. Along with this additional funding, a 5-county minimum match is required in the amount of \$2,002. This additional Administrative funding would allow the Executive Director to travel to C4A meetings in Sacramento and would help cover costs associated with required provider monitoring. Discussion ensued regarding the affects of the required Minimum Match paid to the AAA by each county. Director Swanson announced that the additional funds must be returned to CDA if the county match is not paid. Director Swanson offered suggestions to help meet the County Match requirement: send County Match requests to each county's Auditor's Office as usual; combine this County Match with the County Match required for the next fiscal year; or lastly, return the additional funds to CDA. A lengthy discussion ensued including feedback from Advisory Council members and service providers present. Due to the lack of County Supervisors present to make a sound decision regarding the additional Administrative Minimum Match, this item was tabled for discussion during the Executive Board Conference Call in June.

MSP: Supervisor Baugh motioned to table this item for the June Executive Board Conference Call, seconded by Sandy Bechtold, all aye, motion carried.

15. Adoption of Executive Board By-Laws Change Relative to Administrative Minimum Match Requirement*

Director Swanson informed the Board that she and Executive Board member Jim Chapman developed revised language for the Joint Powers Agreement (JPA) as requested at the last meeting. This revised language incorporates an amendment to the County Match process. Supervisor Baugh expressed concerns regarding the context of the language. Discussion ensued regarding the amended language.

MSP: Supervisor Baugh motioned for the adoption of Executive Board By-Laws Change Relative to Administrative Minimum Match Requirement, seconded by Supervisor Valenzuela, all aye, motion carried.

16. Consideration of Change in Service Delivery for the Information and Assistance Program*

Director Swanson discussed the need to consider a change in the service delivery system of the Information and Assistance (I&A) Program. As the AAA continues to perform more in-depth monitoring of each of its 5 county I & A programs, the need has become more apparent to obtain conformity over all I & A programs. Director Swanson discussed the three scenarios (1, 2, 3) referenced in the Advisory Council report earlier in the meeting. She also addressed details of the findings unveiled

during program monitoring and service unit requirements for the program. Methods to enhance I & A services and address the funding overpayment of this program were also discussed. Director Swanson supported the Advisory Council's decision to train AAA staff on the standards of the I & A Program. This training would be provided through an annual conference hosted by the Alliance of Information and Referral Systems (AIRS) and/or the California Alliance of Information and Referral Systems (CAIRS). The intent of the training would not be for the AAA to become a direct I & A provider, rather the AAA would use this information to provide training, guidance and oversight to the contracted I & A providers. This training material may also be shared with other interested parties performing similar I & A roles. A lengthy discussion ensued regarding the funding effects on the local I & A Programs.

MSP: Supervisor Baugh motioned for the approval of "Scenario 2" as discussed with a one year evaluation, seconded by Supervisor Valenzuela, all aye, motion carried.

17. Approval of Assistant Director Salary Increase*

Director Swanson reported that a committee consisting of three Board members (Marie Ingram, Supervisor Les Baugh and Supervisor Wendy Reiss) was established to meet with the Executive Director to discuss the feasibility of approving a salary increase for the Assistant Director. Director Swanson announced that the committee was in support of a \$6000 increase. However, in review of a three year forecast and in consideration of an established funding reserve, it was determined that the increase be reduced to \$4,000 (in light of the Assistant Director's new responsibilities to provide I & A oversight). Supervisor Baugh stated that this agreement was based on the Board's obligation to fund this increase over two years ago and on the condition that no additional funds be requested from each of the five counties to cover the associated costs. Further discussion regarding COLAs for all staff members was postponed until FY 2012/2013 in consideration of the current economic situation.

MSP: Sandy Bechtold motioned for the approval of the Assistant Director's salary increase, seconded by Supervisor Baugh, all aye, motion carried.

18. Approval of FY 08/09 Audited Financial Statements*

Director Swanson addressed the Audited Financial Statements provided in the Board packet. She commended the AAA's Fiscal Manager for a great job in preparing financial statements for the PSA and for another year of No Findings. Director Swanson addressed inquiries from the Board.

MSP: Supervisor Valenzuela motioned for approval of the FY 08/09 Audited Financial Statements, seconded by Supervisor Baugh, all aye, motion carried.

19. Authorization of FY 10/11 Provider Allocation, including 1% Reduction of Legal Service Funding*

Director Swanson provided history on the Board's decision to annually reduce Legal Services funding by 1% until the funding allocation reached 10% of the total Title III B funding. The preliminary FY 10/11 Provider Allocation was distributed for review. Director Swanson recommended tabling this item for approval during the Executive Board Conference Call Meeting on June 7, 2010. This will allow AAA staff to provide accurate final funding allocations based upon the approval to reduce Legal Services funding by 1% and the approval to adjust I & A Program funding as discussed.

20. Approval of the Draft 2010-2011 Area Plan Update*

The Draft 2010-2011 Area Plan Update was distributed for review. The Executive Director recommended tabling this item for the Executive Board Conference Call on June 7, 2010.

21. CSL Election* (Advisory Council Vote)

Nominees for the CSL Election were introduced to the Executive Board by Advisory Council Chairman, Alan Masden. Kenneth Ryan (CSL Assemblyman) and J. D. Leitaker (CSL Senator) were nominated for reelection in these positions.

MSP: Advisory Council Member Debbie Weiland motioned to reelect Kenneth Ryan and J. D. Leitaker as CSL Representatives, seconded by Advisory Council Member Mike Rodriguez, all aye, motion carried.

5b. Advisory Council Meeting Minutes - 3/26/10

Advisory Council Meeting Minutes for 3/26/10 were presented for approval.

MSP: Advisory Council Member Kenneth Ryan motioned to approve the Advisory Council Minutes, seconded by Advisory Council Member Jim Livingston, all aye, motion carried.

22. New Business: (none)

23. Old Business: (none)

24. Correspondence:

Incoming –

Outgoing –

25. Adjournment

The PSA 2 Area Agency on Aging Executive Board meeting was adjourned at 2:25 p.m.

Respectfully submitted,

Barbara Swanson
Executive Director