



**Unapproved Minutes of the
PSA 2 Area Agency on Aging
Joint Meeting of the
EXECUTIVE BOARD and ADVISORY COUNCIL
May 2, 2011**

1. Call to Order

Executive Board Chairman, Terry Williams, called the meeting to order at 10:02 a.m.

2. Roll Call

Executive Board Members Present:

Kay White, Supervisor Shorty Crabtree, Terry Williams (Chairman), Supervisor Les Baugh, Virginia Webster, Marie Ingram, Supervisor Wendy Otto, Supervisor Judy Morris and Sandy Bechtold. A quorum was established.

Executive Board Members Absent:

Supervisor Jim Chapman, Supervisor Jack Hanson (alt.), Supervisor P.L. Cantrall (alt.), Supervisor Linda Hartman (alt.), Supervisor Ed Valenzuela (Vice-Chairman), and Supervisor Grace Bennett (alt.).

Advisory Council Members Present:

Arlene Friend, Jack Kessler (Lassen County); Marie Smith, Carol Callahan, Sharon Crabtree, Virginia Pierce (Modoc County); Alan Masden (Chairman), Corkey Harmon, Jim Livingston, Debbie McClung (Shasta County); Mike Rodriguez, Marcia Smith, Kenneth Ryan (Siskiyou County); and Debbie Weiland, Vincent Johnson (Trinity County). A quorum was established.

Advisory Council Member Absent:

Mandy Smith & Peggy Wood (Lassen County)

Guests Present:

Silvia Johnson

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

No changes, additions or deletions.

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

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

Executive Board and Advisory Council items within the Consent Agenda were addressed separately.

MSP: Supervisor Baugh motioned for the approval of the Executive Board Meeting Minutes for 3/7/11, seconded by Supervisor Otto, all aye, motion carried.

Abstentions: As discussed at the Executive Board Meeting, the following Executive Board members were not present at the 3/7/11 Executive Board meeting, and therefore are acknowledged as abstaining from the approval of this agenda item: Supervisor Shorty Crabtree, Supervisor P.L. Cantrall (alt.), Supervisor Linda Hartman (alt.), Supervisor Grace Bennett (alt.), and Supervisor Judy Morris.

MSP: Mike Rodriguez motioned for the approval of the Advisory Council Meeting Minutes for 3/25/11, seconded by Kenneth Ryan, all aye, motion carried.

Director Swanson addressed inquiries from the Board regarding the Check Registers.

MSP: Supervisor Otto motioned for the approval of the Director's Administrative Reports (Feb.'11, Mar.'11), and the Financial Package & Related Check Registers (Feb'11, Mar.'11), seconded by Supervisor Baugh, all aye, motion carried.

5. Open Session

No comments.

6. Executive Board Report

Supervisor Otto inquired on the impact of rising gas prices on PSA 2 services. Advisory Council members present, who are also service providers, offered an update on their services which included the reduction of service days and/or the elimination of meal delivery routes.

7. Advisory Council Report

Alan Masden presented the Advisory Council Year End Report to the Executive Board. The focus of the Advisory Council over the past year was the Goals & Objectives of the Area Plan: Educate & Advocate and Transportation. Alan further reported that the Advisory Council continues to circulate PSA 2 AAA service brochures at various venues throughout the PSA for outreach purposes. Alan also

addressed services the Health Insurance Counseling and Advocacy Program (HICAP) provides to all 5 counties. Director Swanson acknowledged the HICAP program's accomplishments and expressed her appreciation for their services which have gained state-wide recognition. Extensive discussion ensued regarding challenges in transportation in the Redding area and throughout the PSA.

Kenneth Ryan added that the Mt. Shasta Community Resource Center hosted a breakfast to solicit ideas for senior services in their area. At least 3 new senior services are being developed based on the feedback from the older adult population in Mt. Shasta. Numerous volunteers were also recruited to support the new projects.

Executive Board members Supervisor Baugh and Marie Ingram commended the Advisory Council for their on-going efforts and active participation.

Director Swanson invited Kenneth Ryan to elaborate on the role he played as a member of CSL. The CSL has initiated the passing of a resolution which addresses the challenges faced by seniors seeking medical transportation services over California's border into Oregon, Nevada and Arizona.

8. Executive Director's Report

Director Swanson informed the board that the agency has been working closely to provide technical support to two service providers which are experiencing troubled times – Golden Age Center in Trinity County and Lassen Senior Services in Lassen County. Director Swanson provided the Board with details addressing her concerns.

- Golden Age Center continues to struggle with the relationship between their Executive Director, current Board members, and past Board members. The result has affected services in the Weaverville area as the number of senior participants continues to significantly recede due to the unsettling environment. Director Swanson requested the support of the Trinity County Advisory Council and Executive Board members in aiding to address the problem. Discussion ensued.
- Director Swanson also addressed the concerns relative the Lassen Senior Services in Susanville. She discussed a meeting which had recently taken place with Lassen County Supervisors, an Executive Board member representing Lassen County, PSA 2 AAA staff and Lassen Senior Services' Executive Director and Board Chairman and other board member. Topics of concern included cash flow shortages, salaries and the overall viability of the program. A lengthy discussion ensued including the request for Lassen Senior Services to balance their budget both for the current fiscal year 2010-2011 and upcoming fiscal year 2011-2012. Upon inquiry from Supervisor Baugh, Director Swanson confirmed that she is not confident that the situation at

Lassen Senior Services can be resolved prior to fiscal year end. Per the direction of the Executive Board, Director Swanson will provide a status of the situation at the next Board meeting on June 6, 2011. Discussion continued regarding the options available to the Lassen Senior Services in an effort to improve their cash flow crisis. Supervisor Baugh requested that, following Director Swanson's re-evaluation of the situation, the subject of continued funding of Lassen Senior Services be added as a possible agenda item for the next Executive Board meeting.

Director Swanson updated the Executive Board on the Needs Assessment Survey process. Over 6,000 surveys were distributed by Advisory Council members, Executive Board members, service providers and via database mail out. To date, over 900 have been returned and the preliminary results of the surveys indicate a need for assistance with major household chores.

Director Swanson announced that a June Executive Board meeting would be required to discuss time sensitive issues such as the effects of GASB 45; the approval of the FY 2011/12 Area Plan Update; approval of the FY 2011/12 Administrative Budget; and the consideration of continued funding of Lassen Senior Services.

Director Swanson announced she would be unavailable for 2-3 weeks to address medical issues. The Assistant Director will be available in her absence.

9. Acknowledge Proclamation for May, 2011 as Older American's Month "Older Americans: Connecting the Community"

The Board acknowledged May as Older American's Month.

10. Volunteer Appreciation

The Executive Board acknowledged the volunteered efforts of the Advisory Council and those who volunteer their time for service providers within PSA 2. Director Swanson added that PSA 2 programs could not provide their services without the dedication of so many volunteers. She further stated that this is the intent of the Older Americans Act, and that she was very proud of the impact of volunteers.

11. Approval of FY 10/11 Provider Allocation (Amendments 1 & 2) and NGA Activity Summary*

Director Swanson provided a brief background on the Provider Allocation and NGA Activity Summary. She further stated that the funding formula utilized was consistent with prior formulas.

MSP: Supervisor Otto motioned for the approval of the FY 10/11 Provider Allocation (Amendments 1 & 2) and NGA Activity Summary, seconded by Kay White, all aye, motion carried.

12. Approval of Board Resolution for Executive Director to Sign CDA FY 11/12 Contracts: AP-1112-02 & HI-1112-02 and All Related Amendments*

Director Swanson provided explanation of the contracts to be signed for FY 11/12.

MSP: Supervisor Otto motioned for the approval of the Board Resolution which authorizes the Executive Director to sign CDA FY 11/12 Contracts: AP-1112-02 & HI-1112-02 and all Related Amendments, seconded by Supervisor Baugh, all aye, motion carried.

13. Authorization of FY 11/12 Provider Allocation Estimates*

Director Swanson stated that the actual CDA contract for FY 11/12 reflected no changes to the planning estimate issued. Indication by each county as to the intent to continue or reverse the Historical Transfer is necessary annually before the Provider Allocation can be approved. Director Swanson provided an explanation of the Historical Transfer and the effects. Following a brief break-out session, a representative from each county expressed their decision: Lassen, Modoc, Siskiyou and Trinity Counties will remain with the continued usage of the Historical Transfer and Shasta County will continue to reverse 100% of the Historical Transfer.

MSP: Supervisor Otto motioned to approve the FY 11/12 Provider Allocations, seconded by Kay White, all aye, motion carried.

14. Approval of FY 09/10 Audited Financial Statements*

Director Swanson announced there were no audit findings relative to the FY 09/10 Financial Statements. The Executive Board commended the PSA 2 staff for their efforts.

MSP: Supervisor Baugh motioned for the approval of the FY 09/10 Audited Financial Statements, seconded by Supervisor Otto, all aye, motion carried.

15. Discussion of CSL positions

Director Swanson announced that, with the passing of former CSL Senior Senator J.D. Leitaker, there is a vacancy in this position. Kenneth Ryan announced that he will remain in the position of Senior Assemblyman. Discussion ensued regarding the remaining CSL position. Carol Callahan was nominated as CSL Senior Senator.

MSP: Advisory Council member, Mike Rodriguez motioned for the approval of the nomination for Carol Callahan to serve as CSL Senior Senator, seconded by Debbie McClung, all aye, motion carried.

16. CSL Election:

The Advisory Council recommended that the Executive Board approve their election of Carol Callahan as CSL Senior Senator and the continuance of Kenneth

Ryan as CSL Senior Assemblyman.

MSP: Supervisor Baugh motioned for the approval of the CSL elected nominee: Carol Callahan as CSL Senior Senator, seconded by Marie Ingram, all aye, motion carried.

17. Request for Proposal (RFP) Training

Director Swanson provided a detailed explanation of the RFP process. Former RFP Review Committee members Jim Livingston and Marie Ingram offered additional feedback on the process. Director Swanson explained that she is not part of the RFP Review Committee. Her role is to provide the RFP Review Committee with leadership and direction including an analysis of each proposal. Following, she presents the RFP Review Committee's recommendation to the Executive Board. Discussion ensued. The Executive Board recommended that the Executive Director be a part of the Evaluation Committee for the purpose of making decisions regarding the RFP. Director Swanson will look into this possibility.

18. Consideration of Executive Director's Performance Evaluation Procedural Change*

Director Swanson discussed the optional performance evaluation methods researched at the direction of the Executive Board. The Board expressed their dissatisfaction with the current tool used to evaluate the Executive Director. The Executive Board made no decision on the evaluation method. This topic will continue to be discussed in closed session.

**THE EXECUTIVE BOARD MEETING ADJOURNED
FOR THE CLOSED SESSION**

19. Closed Session: Executive Director's Performance Evaluation FY 08/09 (Per Government Code §54957(b))*

The Executive Board met in closed session for the evaluation of the Executive Director and by unanimous count of the members present find that she is solidly above target in every aspect of her position.

20. New Business:

None.

21. Old Business:

None.

22. Correspondence:

Incoming – (none)

Outgoing – (none)

23. Adjournment

The PSA 2 Area Agency on Aging Joint Meeting of the Executive Board and Advisory Council was adjourned at 2:15 p.m.

Respectfully submitted,

Barbara Swanson
Executive Director