



**Approved Minutes of the
PSA 2 Area Agency on Aging
Executive Board Virtual Meeting**

May 20, 2024

1. Call to Order & Flag Salute

The Executive Board Virtual Meeting was called to order by Supervisor Jill Cox, Chairman, at 10:00 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Gary Bridges, Kay White, Supervisor Tom Neely (Alt.), Supervisor Shane Starr, Roberta Hohman, Supervisor Mary Rickert, Supervisor Tim Garman, Supervisor Nancy Ogren, Marie Ingram, Supervisor Ed Valenzuela (alt.), Supervisor Jill Cox, and Supervisor Ric Leutwyler. A quorum was established.

Executive Board Members Absent:

Supervisor Elizabeth Cavasso (Alt.), and Supervisor Patrick Jones (Alt.).

Guests Present:

Cheryl Rushton, PSA 2 Program Coordinator; Andrea Sutton, PSA 2 Fiscal Manager; Jerry Kirouac, PSA 2 Ombudsman Program Manager; and Pam Smith-Jimison, HICAP Program Manager.

3. Approval of Agenda*

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

4. Approval of Consent Agenda*

MSP: Supervisor Bridges motioned for approval of the Consent Agenda, seconded by

Supervisor Leutwyler, all aye, motion carried.

5. Open Session

No comments.

6. Executive Board's Report

Chairman Cox reported on her interview with the CA Department of Aging (CDA) during the recent PSA 2 monitoring process. The client/participant grievance policy & procedures, and the Executive Director's recruitment application were reviewed with CDA and Chairman Cox suggested other board members may want to familiarize themselves with the process.

Chairman Cox also reported that Trinity Co. has identified two willing participants to apply for the Advisory Council vacancies. Their applications are in the review and approval process.

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

In Nancy Quirus' absence, Director Gabriel reported that an Advisory Council application was also under review in Siskiyou Co. A guest from Modoc Co. attended the last Advisory Council meeting and expressed interest in applying. Director Gabriel briefly reported from the Advisory Council meeting minutes on the discussions from their last meeting which included news on a monthly social gathering in Tulelake supported by a local café and the Advisory Council Chairman's experience during her interview by the CDA in the PSA 2 monitoring process. A Lassen Co. Advisory Council member shared she will be working with a local group of older adults to share information gleaned from the Advisory Council meetings. The CA Senior Legislature elections took place during the last meeting – Nancy Quirus from Shasta Co. and Sharon Howard from Lassen Co. were elected as CSL members representing PSA 2. CalFresh Health Living program activity was shared by Advisory Council representatives including an announcement of a Diabetes Empowerment Education Program in Siskiyou Co. Local Fall Prevention education activities, as well as the Healthy Aging Fair hosted by PSA 2 in Siskiyou Co., were also presented to the Advisory Council. Senate Bill 1249 was also addressed with the council and a Nominating Committee was appointed for the Officer Elections being held during the June Collaborative Meeting. The Advisory Council will also be preparing their Year End Report to the Executive Board which will be presented at the June Collaborative Meeting.

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

a) Report on Outcome of CA Dept. of Aging Program Monitoring

Director Gabriel reported on the outcome of the recent CDA Program Monitoring of PSA 2. The areas reviewed with CDA related to the Executive Director's communication with the Executive Board included the Area Plan, Budgets, Service Provider Contracts, Advisory Council Recruitment, and the Grievance Policy. Director Gabriel explained the current Grievance Policy was acceptable by CDA; however, the policy will be returned to Executive Board in July 2024 for review and re-approval. There were no findings identified with the Executive Board. The Advisory Council also had no findings. CDA was pleased with the Advisory Council's activity in the Area Plan Goals & Objectives process. Participation in the Public Hearing and involvement with the Request for Proposal process by Advisory Council members was also addressed with CDA. The Request for Proposal

process was reviewed by CDA and there were no findings – the process is strong according to CDA. More specific language will be added in the future to program definitions related to Nutrition Education. The Service Provider Contract process and template are also strong – there were no findings. Director Gabriel explained how any new contractual changes between CDA and PSA 2 are reviewed and considered for inclusion in the service provider contract template. Director Gabriel addressed the Data Reporting process which also had no findings. The Health Insurance Counseling and Advocacy Program (HICAP) had no findings as it relates the counseling services and community outreach provided by the program. Director Gabriel explained the findings identified by CDA for the nutrition program tested (Dignity Health Connected Living - DHCL) and the Transportation Program tested (Madrone Senior Services). The sodium level with the nutrition program's menus will need adjustment, and the Nutrition Education & Training Plans will also need more oversight by DHCL. The voluntary contribution process and procedures language will need to be addressed by the nutrition program. The AAA's disaster response language from the Area Plan will need to be duplicated in the Information & Assistance policies and procedures and a non-AAA funded resource directory in Shasta Co. will be asked to add disclaimer language to be in compliance with CDA regulations. Director Gabriel explained to CDA that the AAA's Administrative monitoring tool included inquiries verifying that a grievance policy and voluntary contribution policy is used by the service provider. CDA has requested that each program have their own grievance policy and voluntary contribution policy; therefore, separate questions will be added to the AAA's service provider monitoring tools. This also applies to the Transportation program procedures reviewed by CDA. The Title III D Health Promotion program contracted to DHCL will also need to include voluntary contribution language in their program policies and procedures. Upon review of Staffing and Administration, CDA has requested that the service provider grievance policy language be updated to meet current regulations. Director Gabriel will bring the updated service provider grievance policy language to the board in the July meeting for review and approval. CDA has requested that the recruitment process for hiring staff and recruiting volunteers be added to the AAA's general policies & procedures, as well as the handling of voluntary contributions as they reach the AAA for direct services. More specific voluntary contribution language is being requested of the Title III B Legal Services provider. The Title III E monitoring tools used by the AAA shall include a prompt inquiring if the Alzheimer's Disease and Dementia populations are targeted by the program's services. The grievance policy for Passages Caregiver Resource Center shall also include PSA 2 AAA as the contact for grievances on services offered in the PSA 2 region. In the review of the management of service providers, there were no findings. CDA's formal monitoring report will be released to PSA 2 within 60 days of the monitoring visit to which PSA 2 will respond with planned corrective action. Overall, the monitoring outcome was not bad other than tightening up existing program policies & procedures. The virtual monitoring process by CDA was appreciated given the limited staff and meeting room available at the AAA administrative office.

b) Update on Aging in Place Fall Prevention Program

Director Gabriel reported that the Aging in Place Fall Prevention program is currently funded through the Modernizing Older Californian's Act (MOCA) funding from CDA. With the MOCA funding available for fall prevention services being much less than that offered through the Dignity at Home Fall Prevention Program, there is indication that the fall prevention program funding will be fully exhausted in the coming months. With the PSA

2 Fiscal Manager closely monitoring the program's expenditures, the AAA will be initiating a wait list for the fall prevention program. This will allow Everything Medical to catch up on open assessments which will then lead to producing estimates on the cost for fall prevention equipment recommended for currently approved program participants. Estimates on fall prevention equipment can range from \$150 to \$2,000 per participant. Efforts to better determine current expenditures for the program will help to avoid over-spending of MOCA funding. Data on the type of equipment offered to program participants and feedback from participants will be shared with the board following program completion.

c) Master Plan for Aging Initiatives

Director Gabriel reported that notice was received from the CA Association of Area Agencies on Aging (C4A) that the C-1 Congregate Meal and C-2 Home Delivered Meal funding offered through the Modernizing Older Californians Act (MOCA), which was recently awarded to Dignity Health Connected Living via the RFP process, is targeted to be cut in the Governor's May budget revision. C4A has indicated that the association will continue to oppose the cut to nutrition program services in hopes of retaining a portion of the nutrition funding which is an essential service. There is no indication that the supportive services programs funded through MOCA are threatened at this time for Linkages and Alzheimer's Day Care Resource Center services.

Director Gabriel noted that the only communication she is hearing from C4A related to Senate Bill 1249 is that communications continue with the author's office (Senator Roth) to address suggested amended language to the bill which offers each county the opportunity to apply for the designation of their own Area Agency on Aging services. Director Gabriel briefly addressed the amended language proposed by C4A.

d) Other Agency Activity

Director Gabriel reported that the Title III E presentations hosted by PSA 2 with the support of contracted professionals have been scheduled throughout the 5 counties. The flyer listing all locations will be shared with the board after the meeting. The title of the presentation is "It's NOT Just Memory Loss and Preventing Burnout."

Director Gabriel reported on the Siskiyou Healthy Aging Fair which was hosted in Yreka on May 15th. Over seventy older adults participated in the event. Great feedback was received by the participants as well as the exhibitors at the event. Comments from the public included how valuable they found the event that brought local information and resources to their community.

The Senior Farmer's Market Nutrition Program has returned this year. A total of 100 coupon booklets were allocated to the entire PSA 2 region meaning there are even fewer coupon booklets available to nutrition program participants with the greatest need. Distribution will again be through contracted nutrition service providers. In response to the difficulty that farmer's market vendors are having to redeem the Senior Farmer's Market coupon vouchers at their banks, the program will move to a swipe card system next year. Devices will be necessary for AAAs to add the value of the farmer's market dollars to the swipe card.

Chairman Cox commended Director Gabriel for her efforts in working with the Executive Board to keep them informed and the manner in which public grievances are addressed.

9. Approval of Proclamation for May 2024 as Older Americans Month – “Powered by Connection”**

Director Gabriel read from the proclamation presented to the Executive Board on Older Americans month and this year’s theme – “Powered by Connection.” The proclamation was also shared with each county’s Clerk of the Board for reflection and adoption.

MSP: Supervisor Garmin moved to Approve the Proclamation for May 2024 as Older Americans Month – “Powered by Connection,” seconded by Supervisor Rickert, all aye, motion carried.

10. Approval of Board Resolution Authorizing the Executive Director to Sign the FY 2024/2025 Memo of Understanding & All Subsequent Amendments between the California Department of Aging (CDA) and PSA 2 Area Agency on Aging for the Coordination of Older Americans Act Services to Residents of Planning and Service Area 2 – AAA-2425-02*

Director Gabriel explained that the Memo of Understanding (MOU) with CDA is a new approach to the annual contractual agreement and related amendment process formerly used by the state. The MOU will encompass the provision of services related to Area Plan, HICAP, and MIPPA programs. Area Plan services include the Ombudsman Program services. The MOU replaces the standard contract process although the MOU guidance includes all program required language that was included in the annual contract process. The MOU process is meant to relieve the AAAs of the administrative burden of annual contracts and amendments which will provide the AAAs with more timely access to program funding and programmatic changes. The MOU will cover the funding period of July 1, 2024, through June 30, 2029. The planning estimate from CDA with the anticipated funding expected for FY 2024/2025 was presented to the board along with reference of the program funding available to PSA 2 last fiscal year. Overall, there is a slight increase to all programs with the greatest increase being with C-1 Congregate Meals funding and a reduction to C-2 Home Delivered Meals funding now that congregate dining has been fully restored following the pandemic. The PSA 2 Fiscal Manager added that the funding available for raw food costs is more evenly split between C-1 and C-2 programs. The total fiscal impact related to the Board Resolution presented is \$3,505,484.

MSP: Supervisor Bridges moved to Approve the Board Resolution Authorizing the Executive Director to Sign the FY 2024/2025 Memo of Understanding & All Subsequent Amendments between the California Department of Aging (CDA) and PSA 2 Area Agency on Aging for the Coordination of Older Americans Act Services to Residents of Planning and Service Area 2 – AAA-2425-02, seconded by Supervisor Ogren, all aye, motion carried.

11. Approval FY 2024/2025 Provider and Direct Service Allocations [Including All Amendments and Notice of Grant Awards (NGA) Activity Summaries]*

Director Gabriel reported that while CDA is allowing an MOU with AAAs over the next several fiscal years, CDA is not permitting MOUs between the AAAs and their contracted service providers. Annual contracts will still be required. The spreadsheets presented to the board

displays the available program funding spread across all counties and each service provider based on a pre-established funding formula and the RFP funding allocations. The AAA's direct service of Title III B Supportive Services and III E Family Caregiver Support Services are reflected in the spreadsheet. The nutrition funding previously allocated to the AAA to provide direct nutrition services has been redirected to service providers awarded the funding contract in Lassen and Trinity Counties. Director Gabriel reported that CDA recently approved Lumberjacks Restaurant to be awarded nutrition program funding through a contract with PSA 2. State approval was required for this for-profit organization. Meetings are taking place with the owner of Lumberjacks Restaurant to be able to take on the nutrition services beginning July 1st. Director Gabriel will continue to work with the restaurant to meet the requirements of CDA in preparation for the contracted services.

Upon inquiry from Supvr. Bridges, Director Gabriel addressed proposed changes to the Lumberjacks Restaurant nutrition program which could streamline the meal distribution process including the elimination of the voucher process. The proposed use of a sign-in sheet would reduce costs related to the voucher distribution process. The process of focusing services to those participants with the greatest need will also be addressed with Lumberjacks Restaurant. Supvr. Bridges was thankful to hear of the proposed program changes and for the efforts made by the AAA. A notice to the program participants to inform them of the upcoming program changes is planned for the next voucher mailout. The goal is for a smooth transition from the AAA to Lumberjacks Restaurant to avoid an interruption in services.

Director Gabriel continued reviewing the funding allocation spreadsheets and pointed out the federal and state funding split as well as the Nutrition Services Incentive Program (NSIP) funding offered through US Dept. of Agriculture for raw food costs.

Upon inquiry from Chairman Cox, Director Gabriel explained that the potential program funding cuts mentioned earlier pertained to the Modernizing Older Californians Act funding. The Area Plan funding allocations presented here are both federal and state funded Older Americans Act programs and there is no indication from the state that Area Plan funding is threatened by the Governor's funding cuts. The request for Director Gabriel to sign the MOCA service provider contract will be presented to the board at the June meeting when hopefully more information will be available about the funding.

MSP: Kay White moved to Approve the FY 2024/2025 Provider and Direct Service Allocations [Including All Amendments and Notice of Grant Awards (NGA) Activity Summaries], seconded by Supervisor Starr, all ye, motion carried.

Director Gabriel added that while Roderick/Hayfork Senior Center has been approved to contract with PSA 2 AAA in the next funding cycle, their audit for FY 2022/2023 was due to PSA 2 by March 31, 2024. To date the audit has not been completed. Director Gabriel will be communicating with the program to request an update on the audit process. The audit will need to be completed before the FY 2024/2025 contract can be released. Future program funding from this point could also be withheld as the service provider is considered out of compliance with the current contract.

Director Gabriel also reported to the board that the MOCA funding reduction proposed by the

Governor could impact the level of funding available to Dignity Health Connected Living (DHCL) to support the Trinity Senior Nutrition Program. In addition, the Church of the Nazarene may be stepping away as the access point for the Trinity Senior Nutrition Program once DHCL takes over the contract for the program. The Program Coordinator with the nutrition program, who also serves as the Pastor of the church, will be meeting with the church's Board of Directors to reach a final decision. The volunteers supporting the meal delivery have the option to remain serving the nutrition program. DHCL staff will inherit the Program Coordinator's program responsibilities.

12. Approval to Authorize Executive Director to Sign FY 2024/2025 Service Provider Contracts & Related Amendments*

Director Gabriel explained the need for the Board's approval to allow the Executive Director to sign service provider contracts and amendments for FY 2024/2025 Area Plan contracts. Potential contract amendments could include the allocation of American Rescue Plan Act (ARPA) funding [which is available until September 30, 2024].

MSP: Supervisor Rickert moved to Authorize Executive Director to Sign FY 2024/2025 Service Provider Contracts & Related Amendments, seconded by Supervisor Garmin, all aye, motion carried.

13. Approval of FY 2024/2025 County Match*

Director Gabriel explained the requirement of county match to support the operations of the Area Agency on Aging. She further explained that the county match funding supports the AAA in the early months of the fiscal year until Area Plan funding is available and released by CDA. The county match is required in the Joint Powers Agreement and the amount of county match is based on the administrative funding determined in CDA's budget planning estimate for FY 2024/2025. A slight increase in county match funding is reflected in the schedule provided.

MSP: Supervisor Bridges moved to Approve the FY 2024/2025 County Match, seconded by Marie Ingram, all aye, motion carried.

14. Approval of FY 2024/2025 Staff Benefits*

Director Gabriel reviewed the staff benefits for FY 2024/2025 and addressed variances in expenses due to increased costs and the number of eligible employees. There are currently 3 vacant positions – one each with the AAA, the HICAP and Ombudsman Program. An annual Medical Wellness stipend is offered to eligible employees as there are no dental or vision benefits offered. Efforts to fill staff vacancies will be initiated after the start of the next fiscal year.

MSP: Kay White moved to Approval of the FY 2024/2025 Staff Benefits, seconded by Supervisor Bridges, all aye, motion carried.

15. Approval of FY 2024/2025 Proposed AAA Administrative Budget and Budget Narrative*

Director Gabriel explained that the proposed AAA Administrative Budget reflects the administrative funding based on the revenue indicated in CDA's Planning Estimate to support AAA operations. Adjustments were made to reflect the decrease in costs related to offering direct nutrition program services in Trinity and Lassen Counties. Adjustments were also made

to reflect actual operating costs for the AAA. Anticipated staff step increases and related payroll expenses are also reflected in the budget. Professional services and membership costs increased from last year. Travel expenses have increased to allow for occasional in-person meetings. Catered Meal costs and travel are reduced due to the discontinued direct nutrition services. In response to Chairman Cox's inquiry, Director Gabriel explained that the cost related to conferences and fairs decreased due to the support of local community partners for community events and to reflect actual expenses incurred over the past few years.

MSP: Supervisor Bridges moved to Approve the FY 2024/2025 Proposed AAA Administrative Budget and Budget Narrative, seconded by Kay White, all aye, motion carried.

16. Approval of FY 2024/2025 Proposed Ombudsman Program Budget and Budget Narrative*

Director Gabriel explained the only adjustments made to the budget are reflective of actual costs for program operations. An increase in payroll is due to employee step increases and related payroll expenses. Director Gabriel also noted the costs savings in using program vehicles for required program travel vs. reimbursing staff travel in personal vehicles at .67 cents per mile.

MSP: Marie Ingram moved to Approve the FY 2024/2025 Proposed Ombudsman Program Budget and Budget Narrative, seconded by Kay White, all aye, motion carried.

17. Approval of PSA 2 AAA Area Plan 2024 – 2028*

Director Gabriel thanked the PSA 2 Program Coordinator III B for taking the lead with the AAA's Area Plan process for 2024-2028. Only minor changes were made by CDA on the Area Plan template from past years. Director Gabriel walked through the Area Plan by section noting updates and enhanced efforts related to demographics, the planning process to establish priorities and determine community needs, needs assessment and targeting, goals and objectives involving the AAA as well the PSA 2 Advisory Council, proposed units of service in the next fiscal year based on services completed in the prior fiscal year and in consideration of proposed services indicated in the RFP process, Direct and Indirect services offered by PSA 2 including those services funded with Title III E Family Caregiver Support Program funding, Title III B Legal Assistance, and Disaster Preparedness Efforts. The Public Hearing to address the 2024-2028 is scheduled on June 12th.

MSP: Supervisor Bridges moved to Approve the PSA 2 AAA Area Plan 2024 – 2028, seconded by Marie Ingram, all aye, motion carried.

18. New Business:

- Next Scheduled Collaborative Virtual Meeting with Executive Board and Advisory Council - Monday, June 17, 2024 – Elder Abuse Awareness Month and Advisory Council Year End Report.

19. Old Business:

- Update on Dine Around Town Missing Vouchers

Director Gabriel reported that Lumberjacks Restaurant continues to work with Doug LaMalfa's office to locate the package of vouchers which was rerouted to a lost mail facility.

20. Correspondence:

Incoming – None
Outgoing – None

21. Adjournment

The PSA 2 Executive Board Virtual Meeting was adjourned at 12:08 p.m.

Respectfully submitted,

Teri Gabriel,
Executive Director