



**Approved Minutes of the
Virtual Meeting
of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD**

May 17, 2021

1. Call to Order & Flag Salute

Executive Board Chairman, Supervisor Valenzuela, called the meeting to order at 10:30 a.m. followed by the flag salute.

2. Roll Call

Executive Board Members Present:

Supervisor Jeff Hemphill, Supervisor Pat Cullins, Roberta Hohman, Supervisor Les Baugh, Supervisor Patrick Jones, Ann Morningstar, Supervisor Ed Valenzuela, Marie Ingram, Supervisor Nancy Ogren (alt.), Supervisor Liam Gogan, and Supervisor Jill Cox. A quorum was established.

Executive Board Members Absent:

Supervisor Tom Hammond (alt., EX.), Supervisor Ned Coe (alt., EX.), and David Albiez (alt., EX.).

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Analyst; Cheryl Rushton, PSA 2 Administrative Clerk; Julie Sessions, PSA 2 LTC Ombudsman Program Manager; Pam Smith, PSA 2 Health Insurance Counseling and Advocacy Program (HICAP) Program Manager, and Clinton Davis, PSA 2 Advisory Council Chairman.

3. Approval of Agenda*

MSP: Supervisor Cullins motioned for the approval of the agenda, seconded by Marie Ingram, all aye, motion carried.

4. **Approval of Consent Agenda***

MSP: Supervisor Baugh motioned for the approval of the consent agenda, seconded by Marie Ingram, all aye, motion carried.

5. **Open Session**

No comments.

6. **Executive Board's Report**

Supervisor Cullins announced that this would be her last meeting as she is moving out of her district and, therefore, must resign as County Supervisor. Alternate Executive Board member Ned Coe will be stepping in until a new member of the Executive Board is appointed. Along with many members of the Executive Board and PSA 2 staff, Chairman Valenzuela commended Supervisor Cullins for her work with PSA 2 AAA and wished her well.

7. **Advisory Council Report**

Advisory Council Chairman, Clinton Davis, reported that the council has taken a very serious look at the status of services during the pandemic and continues to actively recruit to fill Advisory Council vacancies. With the help of the new PSA 2 website, the council is working to promote and raise awareness of PSA 2 services in their communities.

Mr. Davis' participation in the Triple A Council of California (TACC) is also focusing on public awareness throughout the state. The updated Master Plan for Aging and homelessness of seniors are additional focus areas of TACC as the group increases public accessibility to TACC meetings.

Director Gabriel reported that, due several scheduling conflicts, the May 28th Advisory Council meeting will be moved to Friday, June 4, 2021. This is an important meeting as the Advisory Council prepares its annual report to be presented to the Executive Board at the Collaborative Meeting on June 21, 2021.

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

a. **Update on Program Services due to COVID-19 pandemic**

Director Gabriel reported that guidance has been received from the California Department of Aging (CDA) on resuming in-person services for Older Americans Act and HICAP program services. While the Governor announced the Blueprint for a Safer Economy will no longer be in place effective June 15, 2021, the state will need to meet the criteria established in relation to the number of vaccines administered and the rate of hospitalizations due to COVID-19 before resuming pre-pandemic services. Program services are to continue to be conducted in a socially distant manner until a plan is in place for each program to "Move beyond the Blueprint." Reopening plans will need to be in place for all Titles III B Supportive Services, C-1 Congregate Meals, C- 2 Home Delivered Meals, III E Family Caregiver Support Programs, III D Health Promotions and HICAP before resuming pre-COVID operations. Public Health guidance should be followed in the reopening plans and a readiness survey should be conducted with program staff and

program participants to determine the reopening status for services. The HICAP program continues offering telephone appointments for counseling during the pandemic.

b. Update on Lassen Senior Services Transition Plan

Director Gabriel reported that once it was determined at the April 19, 2021 Executive Board meeting that PSA 2 would discontinue its contract with Lassen Senior Services (LSS), PSA 2 staff met with CDA, the forensic CPA and WellSky Data Management Systems to address the recovery of state property and client confidential records per the required contract Transition Plan. The Transition Plan also requires the release of a public notice to program participants that LSS was no longer receiving PSA 2 funding to support their nutrition and transportation programs. PSA 2 staff visited the LSS program site on May 6, 2021 to recover transportable PSA 2 issued equipment, client program records and to reassign program vehicles to another service provider. Copies of the correspondence and a copy of the invoice to recover Families First Coronavirus Relief Act (FFCRA) funding was included in the board packet for reference. Director Gabriel also reported that she has responded to inquiries from the public on the matter of discontinued funding to LSS, including from Senator Dahle's office and a local news reporter. A timeline for the Lassen Co. RFP process will be addressed in the coming weeks, so PSA 2 funding may be redistributed to support the older adults in the Lassen Co. area. PSA 2 was also contacted by Lassen Transit Services Agency which is working to support LSS's home delivered meal services in the interim during the pandemic.

c. Update on Trinity County Request for Proposal (RFP) Process

Director Gabriel reported that the RFP process continues in Trinity Co. with a deadline of June 7th for C-1 Congregate, C-2 Home Delivered Meal and III B Transportation services funding available in the 2021-2024 funding period. To date, no letters of intent have been received by the PSA 2 Administrative office; therefore, no applications have been released. Should the Trinity Co. RFP process be deemed unsuccessful, Director Gabriel will initiate conversations with Trinity Co. Executive Board members to address other options to bring the program funding back to the community.

d. Update on PSA 2 AAA Website

Director Gabriel announced that the newly revised PSA 2 AAA website went live at the end of April. With the help of an experienced volunteer, the new site brings a wealth of information to the public on PSA 2 services. Director Gabriel welcomed the Executive Board's feedback and suggestions on the website. An on-screen view of the website was shared during the meeting and Director Gabriel pointed out pertinent pages of the website related to Executive Board and Advisory Council activity as well as program services, including a link to the newly released Ombudsman Program website and Elder Abuse Awareness resources. Resources for contracted service providers are available on the new website including updated and newly developed program and fiscal procedure manuals. The Contact Us page of the website offers various means by which to reach PSA 2 staff including a chat feature available to online inquirers. Positive feedback was offered by Executive Board members and a request to track website visits was suggested by Chairman Valenzuela. The technologically advanced chat feature to connect with PSA 2 staff and the availability of phone numbers was appreciated by the board members.

e. Other Agency Activity

Director Gabriel reported that community education efforts continue to educate the public on PSA 2 program services and to provide resources. A Siskiyou Senior Ride-Thru Event is planned for this month in McCloud. Ride thru events were developed in lieu of resource fairs in response to the pandemic requirements for social distancing. The Tulelake, Happy Camp and Dorris communities will receive resource information as well. PSA 2 also partnered with Dignity Health Connected Living to provide disaster Go Bags in these communities. The goal is to reach other areas of the PSA 2 region with the resource materials as well.

Director Gabriel also reported that the Information & Assistance program contact information has been advertised in the 5-county newspapers and online news sources. The number of contacts received by the communities has already increased. Plans to run the ads throughout the fiscal year will continue as funding allows.

Director Gabriel announced that the vacant Administrative Clerk position has been filled. Andrea (Andi) Ruiz joined PSA 2 staff in early May. She has been tasked with advancing the Dignity at Home Fall Prevention Program which is currently available in the PSA region. Andi has extensive experience with event planning and possesses excellent customer services skills, and the agency looks forward to having her on the PSA 2 team.

9. **Acknowledge Proclamation for May 2021 as Older Americans Month – “Communities of Strength”***

Director Gabriel announced that every May, the Administration on Community Living (ACL) leads our nation’s observance of Older Americans Month. The theme for 2021 is “Communities of Strength.” Director Gabriel read an excerpt from ACL’s Older Americans Month campaign material. Older Americans Month proclamations were provided to each county’s Clerk of the Board for adoption.

MSP: Supervisor Baugh motioned to Acknowledge the Proclamation for May 2021 as Older Americans Month, seconded by Supervisor Cullins, all aye, motion carried.

10. **Approval of Board Resolution Authorizing the Executive Director to Sign CDA Area Plan Contract and Related Amendments – AP-2122-02***

Director Gabriel explained that the planning estimate for FY 2021/2022 arrived from CDA with the budget display of next fiscal year’s funding. The first step is for the Executive Board to approve the Board Resolution authorizing the Executive Director to sign the contract and related amendments with CDA to receive program and administrative funding next fiscal year. Director Gabriel noted that the overall total on the Board Resolution should read \$2,482,304.

MSP: Roberta Hohman motioned to approve the Board Resolution Authorizing the Executive Director to Sign CDA Area Plan Contract and Related Amendments – AP-2122-02, seconded by Marie Ingram, all aye, motion carried.

11. **Approval for FY 2021/2022 Provider Allocations (including All Amendments and Notice of Grant Awards (NGA) Activity Summary)***

Director Gabriel explained that the series of spreadsheets provided in the board packet

displays the funding allocated to each contracted service provider by county based on CDA's budget display and the pre-established funding formula for each county. Titles III B Supportive Services, C-1 Congregate Meals, C-2 Home Delivered Meals, III E Family Caregiver Support and III D Health Promotion program services funding are displayed, including Administrative funding to support the AAA Administrative and Ombudsman program staff. A display for Nutrition Services Incentive Program (NSIP) funding is also displayed which is funding from the Secretary of the state's Department of Agriculture to support dietary guidelines requirements and food purchases for senior nutrition programs. NSIP is based on the prior year's number of meals served. Director Gabriel noted that the allocation of NSIP funding in Shasta Co. should read 48% of the total – not 100%, although 100% of Shasta Co.'s allocation goes to Dignity Health Connected Living.

MSP: Supervisor Jones motioned to approve the FY 2021/2022 Provider Allocations (including All Amendments and Notice of Grant Awards (NGA) Activity Summary), seconded by Supervisor Hemphill, all aye, motion carried.

12. Approval to Authorize Executive Director to Sign FY 2021/2022 Service Provider Contracts and Related Amendments*

Director Gabriel explained that the Executive Board's authorization is needed for the Executive Director to sign FY 2021/2022 service provider contracts and related amendments based on the allocations addressed in item 11.

MSP: Supervisor Cox motioned to authorize the Executive Director to Sign FY 2021/2022 Service Provider Contracts and Related Amendments, seconded by Supervisor Jones, all aye, motion carried.

13. Approval of FY 2021/2022 County Match*

Director Gabriel explained that the county match display reflects the contribution from each county to support the Area Agency on Aging administrative operations. The county match is based on the total amount of administrative dollars allocated to PSA 2 in CDA's FY 2021/2022 budget display. The county match allocation reflects the pre-established funding formula by county in addition to over-match funding previously approved by the Executive Board. A slight increase in overall administrative funding from CDA results in a \$1,785 increase in county match this fiscal year.

In response to an inquiry by Supervisor Valenzuela, Director Gabriel explained that the county match percentages were previously established by the Executive Board and could be reconsidered based on the results of the most recent census data. The matter could be brought back to the Executive Board to reevaluate the funding formula. The soonest the formula could be reconsidered would be following the release of the census data.

MSP: Supervisor Baugh motioned to approve the FY 2021/2022 County Match, seconded by Marie Ingram, all aye, motion carried.

14. Approval of FY 2021/2022 Staff Benefits*

Director Gabriel reported that the staff benefits display reflects an increase in active staff benefits due to an increase of eligible HICAP and Ombudsman program staff. The variance in the staff benefits is provided in the right column of the staff benefits display provided. In

response to an inquiry from Supervisor Baugh, Director Gabriel explained the variances in the health benefits due to the addition of eligible employees and stated there was a slight increase of approximately \$70 in the health benefits costs from last year. Further, in response to Supervisor Baugh's inquiry, Director Gabriel explained there is no cap on the health insurance coverage in PSA 2 policy and there has been no increase in the Medical Wellness benefit which is available to employees in the absence of vision and dental insurance.

MSP: Supervisor Baugh motioned to approve the FY 2021/2022 Staff Benefits, seconded by Supervisor Cullins, all aye, motion carried.

15. Approval of FY 2021/2022 Proposed AAA Administrative Staff Salary Schedule*

Director Gabriel reported that the FY 2021/2022 Proposed AAA Administrative Staff Salary Schedule reflects an increase to the Administrative Clerk position due to the upcoming minimum wage increase effective January 2022. The display reflects the current salary schedule in comparison to the upcoming increase to the minimum wage positions.

MSP: Supervisor Cullins motioned to approve the FY 2021/2022 Proposed AAA Administrative Staff Salary Schedule, seconded by Marie Ingram, all aye, motion carried.

16. Approval of FY 2021/2022 Proposed AAA Administrative Budget and Budget Narrative*

Director Gabriel referred to the budget narrative provided. Adjustments to the proposed FY 2021/2022 Administrative budget reflect increases due to employee step increases, health benefits based on actual expenses along with unemployment insurance, payroll taxes, office supplies, legal publications, staff training, and staff travel in anticipation of normal operations.

MSP: Supervisor Valenzuela motioned to approve the FY 2021/2022 Proposed AAA Administrative Budget and Budget Narrative, seconded by Supervisor Cox, all aye, motion carried.

17. Approval of Proposed FY2021/2022 Proposed Ombudsman Staff Salary Schedule*

Director Gabriel explained that the FY 2021/2022 Proposed Ombudsman staff salary schedule reflects an increase to the Receptionist position to meet the upcoming minimum wage increase. The display reflects the current salary schedule in comparison to the upcoming increase to the minimum wage positions. The Regional Coordinator position also reflects an increase to this supervisory position due to the increase of the minimum wage.

MSP: Supervisor Baugh motioned to approve the FY 2021/2022 Proposed Ombudsman Staff Salary Schedule, seconded by Supervisor Valenzuela, all aye, motion carried.

18. Approval of FY 2021/2022 Proposed Ombudsman Program Budget and Budget Narrative*

Director Gabriel stated that adjustments were made to the Ombudsman Program budget due to employee step increases, the minimum wage increase and actual costs related to health benefits due to employee eligibility. Equipment purchases and staff training decreased while staff travel remains in the budget in anticipation of normal operations.

MSP: Supervisor Hemphill motioned to approve the FY 2021/2022 Proposed Ombudsman Program Budget and Budget Narrative, seconded by Supervisor Valenzuela, all aye, motion carried.

19. Approval of Board Resolution Authorizing the Executive Director to Sign CDA Health Insurance Counseling and Advocacy Program (HICAP) Contract and Related Amendments – HI-2022-02*

MSP: Supervisor Baugh motioned to approve the Board Resolution Authorizing the Executive Director to Sign CDA Health Insurance Counseling and Advocacy Program (HICAP) Contract and Related Amendments – HI-2122-02, seconded by Supervisor Cox, all aye, motion carried.

20. Approval of FY 2021/2022 Proposed HICAP Staff Salary Schedule*

Director Gabriel explained that the FY 2021/2022 Proposed HICAP Staff Salary Schedule reflects an increase to the Receptionist and Counselor positions. It also includes the addition of a Volunteer Coordinator position which is now required by CDA. This position will focus on the recruitment of volunteers for the program and will ensure all volunteers remain up to date with program requirements.

MSP: Supervisor Hemphill motioned to approve the FY 2021/2022 Proposed HICAP Staff Salary Schedule, seconded by Marie Ingram, all aye, motion carried.

21. Approval of FY 2021/2022 Proposed HICAP Program Budget and Budget Narrative*

Director Gabriel explained that the FY 2021/2022 Proposed HICAP Budget and Budget Narrative reflects eligible employee step increases, the addition of the Volunteer Coordinator position and employment related expenses based on actual costs. Staff travel remains in the budget in anticipation of normal operations.

MSP: Roberta Hohman motioned to approve the FY 2021/2022 Proposed HICAP Program Budget and Budget Narrative, seconded by Supervisor Cox, all aye, motion carried.

22. New Business:

The next meeting will be a Virtual Collaborative Meeting with the Advisory Council on Monday June 21, 2021 in recognition of Elder Abuse Awareness Month. Banners & flags and lawn signs will be displayed in the 5-county communities in recognition of Elder Abuse Awareness Month.

23. Old Business:

An update on the Lassen Senior Services, Inc. business will be provided at the next meeting.

24. Correspondence:

Incoming – None

Outgoing – Letter to Lassen Senior Services, Inc. Chairman - April 26, 2021

– Public Notice to Lassen Senior Services, Inc. Program Participants – April 30, 2021

25. Adjournment

The Virtual Meeting of the PSA 2 Executive Board was adjourned at 11:30 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director