



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

March 15, 2021

1. Call to Order & Flag Salute

Executive Board Chairman, Supervisor Cullins, called the meeting to order at 10:33 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 Ed Valenzuela, Marie Ingram, and Supervisor Nancy Ogren (alt.). A quorum was established.

Executive Board Members Absent:

Supervisor Tom Hammond (alt., EX.), Supervisor Ned Coe (alt. EX.), Supervisor Patrick Jones, Ann Morningstar (alt. EX.), Supervisor Liam Gogen (EX.), and Supervisor Jill Cox (EX).

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Analyst; Maggie McNamara, Resident Shasta Co. and Advisory Council Member; David Knaut, Transportation Planner, Lassen Transit Service Agency; Richard Egan, Lassen Co. Chief Administrative Officer; Dave Wallace, PSA 2 Forensic CPA; Julie Sessions, PSA 2 LTC Ombudsman Program Manager; Patty Gunderson, Resident Lassen Co.; Carol; Michelle Hunter; Charles Pillon, PSA 2 CPA; Pat Holly, Susanville Resident; Penny Artz, Lassen Senior Services Executive Director; Martha Horan, Board Chairman, Lassen Senior Services; Doug Donnahoo, Board Member, Lassen Senior Services; Cathy Maggard, Board Member, Lassen Senior Services; Lindsay Ritchie, Office Assistant, Lassen Senior Services;

Diane Hayes, Resident Lassen Co.; and Darlene Walsh, Resident Lassen Co. Susanville.

3. Election of Officers*

Director Gabriel explained that at the beginning of each calendar year, a new Chairman and Vice-Chairman are elected. The current Chairman may be re-elected if there is interest to continue serving in this capacity. Following the historical tracking of Officers, the Vice-Chairman may step into the Chairman role or the Chairmanship may rotate to the next county in line for the appointment. Supvr. Cullins announced that she will not be seeking re-election as Chairman.

MSP: Marie Ingram motioned to nominate Ed Valenzuela as Chairman of the Executive Board, seconded by Supervisor Baugh, all aye, motion carried.

MSP: Supervisor Baugh motioned to nominate Jeff Hemphill as Vice-Chairman of the Executive Board, seconded by Marie Ingram, all aye, motion carried.

4. Approval of Agenda*

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

5. Approval of Consent Agenda*

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

6. Open Session

Pat Holly expressed his support of Lassen Senior Services and his concern of the possible loss of funding to the program due to the withholding of the FY 2020/2021 contract. He further stated the beneficial services Lassen Senior Services brings to the vulnerable population in Lassen Co. and understood the complexities of working with government grant funding. Mr. Holly further requested that the PSA 2 staff and Lassen Senior Services work together to reach a resolution and that the Executive Board make decisions toward reestablishing services to 109 of the most vulnerable population in the county.

7. Executive Board Report

No report.

8. Advisory Council Report

In the Advisory Council Chairman's absence, Director Gabriel reported that the Advisory Council was not scheduled to meet in February. Efforts continue toward updating and adding Advisory Council objectives toward established goals for the FY 2021/2022 Area Plan Update. Director Gabriel reviewed the vacancies in membership for each county and reported that efforts continue to recruit members for those positions. Two applications have been submitted for the Lassen Co. vacancies.

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

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

Director Gabriel provided an update on program services during the pandemic. All nutrition programs continue to distribute meals via a home delivered or drive-up distribution process. While the state continues efforts to reopen dining services in a smaller setting, there is no rush for nutrition programs to reopen for congregate dining as they serve the most vulnerable population. It is expected that further conversation will occur in the near future. Nutrition service providers will be required to consult with the local Public Health officials prior to resuming normal services as well as seeking feedback from the program participants.

Director Gabriel shared a report from Pam Smith, Health Insurance Counseling and Advocacy (HICAP) Program Manager. While HICAP continues to conduct counseling appointments telephonically, advertising for the program has increased to include local magazines, monthly newsletter distribution by mail and through home delivered meal services. Seventy new clients have been introduced to the HICAP program due to increased advertising over the past few months. New counselors have joined the program from the Tulelake area in Siskiyou Co. and in the Hayfork area of Trinity Co.

The Ombudsman Program has a new staff member which has increased their presence in long-term care facilities as they respond to complaints and concerns by the residents or their families. The Ombudsman Program staff continue to use the highest level of personal protection equipment upon entering the facilities. Julie Sessions, Program Manager, reported that Ombudsman Program will be reestablishing their relationship and response to residential care facilities for the disabled this month since being in hiatus due to the pandemic.

Director Gabriel reported that service provider program and fiscal monitoring will resume this year and will be conducted remotely via desktop review since the centers have not reopened to the public at this time.

b. Update on Dignity at Home Fall Prevention Program

Director Gabriel reported that the Dignity at Home Fall Prevention Program has been launched. Fall prevention equipment will be available to eligible participants after an assessment process has been conducted. Health care professionals were targeted in the introduction of the program to reach those patients most at risk of falls as the program has income-based and age eligibility requirements. Fall prevention equipment will be offered from a local medical equipment supplier. County Adult Protective Service Agencies have also been approached to connect with program eligible participants who may not be directly connected to a general practitioner. The follow up evaluation process required for the program will offer the eligible participant with additional fall prevention equipment and educational materials to help reduce the risk of falls at home and outside.

c. Update on Trinity County RFP Process and Potential Service Provider

Director Gabriel reported that since the RFP process conducted in Trinity Co. last fall was unsuccessful in receiving applications from the one party expressing interest, another RFP process will be launched in an effort to restore nutrition and transportation services in the Weaverville area. Director Gabriel has been meeting with the newly elected Supervisors

assigned to the Executive Board for Trinity Co. Discussions with potential applicants and community stakeholders have taken place in the hopes of reestablishing services in the Weaverville area. No timeline for the RFP process has been established at this time.

d. Master Plan for Aging by California Department of Aging (CDA)

Director Gabriel announced that the state released the Master Plan for Aging (MPA) on January 6, 2021 since. As indicated in the plan, by the year 2030, one of every four Californians will be an older adult aged 60 and over. California Department of Aging partnered with many state stakeholder agencies to develop the plan. Director Gabriel addressed the five major goals which relate to Housing, Healthcare, Inclusion and Equity, Caregiving and Affording Aging. She further addressed the strategies and initiatives indicated in the MPA for the five goals. One of the six strategies in Goal three - Inclusion & Equity – focuses on reviewing and strengthening state and local government leadership and partnership structures, including the California Department of Aging and local Area Agencies on Aging. Director Gabriel shared that the Advisory Council is interested in reviewing the MPA Local Playbook which is included in the plan. The Local Playbook provides tools and resources which may be helpful in support of the five major goals on a local level.

e. Other Agency Activity

Director Gabriel reported that senior resource fair events have transitioned into drive-thru events due to the pandemic as a means to share resource materials with the older adult population. Staff and community partners continue to work together to bring those events to the communities in the region. She also reported that a new partnership was formed with the Parkinson's Association of No. California for Community Education services.

Orientations for newly appointed Executive Board and Advisory Council members are being conducted to introduce the new members to PSA 2 AAA and its function.

One-Time-Only funding is available for current contracted service providers through an Area Plan contract amendment process for Titles III D Health Promotion, III E Family Caregiver Support Program, C-1 Congregate Meals, C-2 Home Delivered Meals, and III B Supportive Services programs.

The Ombudsman Program and the AAA continue to work toward restructuring their websites to increase program information available to the public.

10. Approval of FY 2019/2020 Area Plan Financial Closeout Report*

Director Gabriel addressed the Area Plan Financial Closeout process with the Executive Board. The FY 2019/2020 Area Plan Financial Closeout Report reflects unspent funding due back to CDA which is related to the Lassen Senior Services monitoring process for FY 2019/2020 comprised of Title III B Transportation funds in the amount of \$13,197, and C-1 Congregate Meal funds in the amount of \$39,276 for a total of \$52,473.

MSP: Supervisor Hemphill motioned for the approval of the FY 2019/2020 Area Plan Financial Closeout Report, seconded by Marie Ingram, all aye, motion carried.

11. Approval to Accept PSA 2 AAA Basic Financial Statements and Single Audit Report for Year Ended June 30, 2020 by Charles Pillon, CPA*

Director Gabriel addressed the Single Audit Report for Year Ended June 30, 2020, which was conducted by Charles Pillon, CPA. The Summary of Auditor's Results located on page 32 indicates there were no findings nor material weaknesses identified in the audit process. On page 33 of the Summary of Audit Findings, the report indicates that the Agency has complied with the audit recommendations and eliminated the findings from the prior year's Single Audit process for FY 2018/2019. Charles Pillon, CPA, added that the delay with the Single Audit process was related to the final audit adjustments necessary following the conclusion of the Lassen Senior Services monitoring process. The report has been filed with the Single Audit Clearinghouse as required. Upon inquiry by Supervisor Cullins, Mr. Pillon further explained that the deficiencies noted on page 5 of Attachment #1 Internal Control Deficiencies do not rise to the level of audit findings listed on page 32. Some of the deficiencies were addressed and resolved toward the latter part of the fiscal year. All internal control deficiencies have been corrected going into FY 2020/2021. Supervisor Cullins commended the AAA staff and Mr. Pillon for their efforts to complete the audit.

MSP: Supervisor Cullins motioned for the approval of the PSA 2 AAA Basic Financial Statements and Single Audit Report for Year Ended June 30, 2020 by Charles Pillon, CPA, seconded by Marie Ingram, all eye, motion carried.

12. Approval to Accept Additional PSA 2 AAA Findings Related to the Lassen Senior Services, Inc.'s (LSS) FY 19/20 and FYs 16/17, 17/18 18/19 Monitorings* –

Director Gabriel recapped the need to monitor Lassen Seniors Services, Inc. (LSS) late in FY 2019/2020 due to unauthorized equipment purchases with PSA 2 funding for which LSS has since reimbursed PSA 2. This occurrence triggered a deeper review of FY 2019/2020 which led to additional findings and the recovery of \$34,000 from LSS. With that review, there remained serious concerns with the overall fiscal operations of LSS. With LSS's consent, a forensic review of LSS's fiscal operations was conducted. Through Charles Pillon, CPA, PSA 2 acquired the services of Dave Wallace, CPA to conduct the forensic review. The forensic review allowed for a level of inquiry far beyond that which is normally accessible in the monitoring process. The forensic review included a review of FY 2019/2020 as well as FY 2016/2017, 2017/18 and 2018/2019 which were necessary to close PSA 2's audit with CDA for FYs 2016/2017 & 2017/2018.

The forensic review report presented to the Executive Board outlines findings related to the review of the use of PSA 2 funding as well as other grant resources available to LSS. Overall accounting practices, supporting documentation for expenses and internal controls were reviewed. In that forensic review, it was determined that \$1,249 is due back to PSA 2 for FY 2019/2020 for C-1 Congregate Meal services. Director Gabriel further explained that the CPAs' approach to reviewing FYs 2016/2017, 2017/2018 and 2018/2019 included the application of a reasonable methodology to streamline the process for the sake of time and cost savings for all parties. This process of review was agreed upon with CDA. As a result of the streamlined forensic review process, it was determined that \$5,263 be recovered from LSS for unspent funds in FY 2017/2018 in the amount of \$2,660 for C-1 Congregate Meals and \$2,602 for III B Homemaker program services. Funding recovered from LSS for FY 2017/2018 is due to PSA 2 as soon as possible so CDA may close PSA 2 Audit for that period. Recovered funds in the amount of \$1,249 for C-1 Congregate Meals in FY 2019/2020

are due to PSA 2 shortly thereafter as this period will soon be audited by CDA.

To summarize the forensic audit report, Charles Pillon, CPA elaborated on the key findings noted. The overall cost pool could be substantiated by documentation. No concerns of fraud or abuse were noted; however, the cost allocations that LSS used to report costs against the various funding sources need to be revised to reflect a correct distribution of costs across all programs using an accurate direct cost allocation method. There were also reporting issues related to drawing down funds which did not match the general ledger. The findings related to the extensive review of FY 2019/2020 are included in the report; however, Mr. Pillon restated that a detailed forensic review of FYs 2016/2017, 2017/2018 & 2018/2019 was not conducted due to CDA's agreement to apply a reasonable methodology for the review of those periods. Only the period of July 1, 2019 to October 30, 2020 were reviewed in detail. He further reported that LSS does not have an approved cost allocation plan to distinguish between a direct and non-direct cost as required by the contract and RFP, as well as state and federal cost principles and for excluding fundraising expenses such as hosting Rotary lunches. Mr. Pillon explained the importance of a cost allocation plan to avoid non-compliance with the grant and to avoid the return of contracted funds which could affect the agency [PSA 2] as well as the subrecipient. If the subrecipient were unable to return the funds, then the agency would be liable for returning the funds to CDA.

Mr. Pillon addressed the concern related to the annual expenses reported to PSA 2 disagreeing with LSS's general ledger. Federal cost principles require that the general ledger accounting system must agree with all reporting related to the funding. In many cases, it did not, especially costs reported to PSA 2 in order to draw down funds. Even though expenses were substantiated by receipts, the overreporting of expenses remains in question.

Mr. Pillon also addressed the concern with the same invoices being billed to PSA 2 as that billed to LSS's other funding sources such as the Lassen Plumas Sierra Community Action Agency (LPSCAA). This was a major concern which led to the forensic review. There was inconsistency in noting the funding source on invoices indicating to which grant the expense would be applied. It was determined that LSS presented expenses to both PSA 2 and LPSCAA for the same service. Those expenses reimbursed by LPSCAA were not accurately reported by LSS. A mix of an accrual and cash basis system was used to account for the funds reimbursed to LSS which was difficult to determine prior to the forensic review. An accrual basis of accounting for the expenses must be followed to accurately account for the use of the funding from various sources. Mr. Pillon stated that the forensic review did not unveil a double billing situation; however, there was a problem with the method in which the reporting was being conducted. The advancement of PSA 2 funds is not allowed as it relates to the acquisition of LPSCAA funds.

Mr. Pillon further addressed concern with the manner in which the Lassen Transit Services Agency (LTSA) grant funds were used by LSS for home delivered meal services rather than non-food delivery meal services such as transportation. The administrators of the LTSA grant have been informed of this discovery. This further supports the need for a cost allocation plan for all supporting grants for LSS.

Personnel costs were also concerning as the costs were based on budget. Costs must be based on actual time spent reflected by a recent time study. This would bring the personnel

costs close to actual and time studies should be conducted on an annual basis.

Mr. Pillon also noted that many receipts were unable to be reviewed for the period of July 1, 2020 to October 30, 2020 as LSS would not release them to PSA 2 being that there was no contract executed for that period. In conclusion, Mr. Pillon referenced Attachments B, C & D of the report which indicates the profit and loss for each of the prior years and in which the reasonable methodology was applied. This indicates the amounts overfunded to LSS which needs to be returned to PSA 2 for those periods.

Dave Wallace, CPA added that the figures used to determine the amount of funding to be returned to PSA 2 were based on the information in the LSS general ledger. Whether the information is actually accurate or not remains in question and an open item. It cannot be concluded that this is all the funding that is due based on the method used in the forensic review process. It is difficult to determine without a cost allocation plan in place. Mr. Wallace further added that it is important to note that \$70,000 in meal transportation costs was expensed to the LTSA grant for non-transportation services. Those funds were used to support Home Delivered Meal services. If LTSA were to strictly enforce the use of transportation funds for transit purposes only, the need for PSA 2 funding to support LSS's C-2 Home Delivered Meal program would increase. The amount of LTSA funding to support LSS shall be determined by its administrators.

Director Gabriel noted that on page 3 of the forensic review report, the reference to the FFCRA funds should read April 21, 2020.

Supervisor Hemphill inquired on the accuracy of the amount of funding requested to be returned to PSA 2. Mr. Wallace stated that the costs for unauthorized equipment purchases was accurate; however, without a cost allocation plan and actual time sheets to determine personnel costs, it is difficult to determine the accurate amount of funding to be repaid to PSA 2.

Upon inquiry pertaining to LSS's cooperation during the forensic review, Mr. Wallace stated he received email responses from LSS stating they would not be providing documentation to PSA 2 for review of the FY 2020/2021 period as there was no contract currently in place with PSA 2.

Penny Artz, Executive Director for LSS, commented that through the guidance of LSS's accountant and the guidance from the PSA 2 Fiscal Analyst, the allocations have been changed so the accounting may be conducted in a more distinct manner.

Lassen Co. CAO, Richard Egan, inquired on the allocation of personnel costs noted by Mr. Wallace stating that the concern remains in question and asked if there was a plan in place to address that concern. Mr. Pillon stated that an extensive review of all time sheets was not possible during the forensic review for those periods of time due to the lack of sufficient documentation available. The information provided on the general ledger was used by PSA 2 to determine those costs and would be acceptable by CDA. However, going forward, program costs will need to be broken out specific to grant revenue. It was also asked that non-program costs be broken out from PSA 2 funding and that direct vs. indirect costs be identified.

Mr. Wallace added that the review of personnel costs was difficult as it was indicated by John Williams, CPA for LSS, that personnel costs was allocated by budget for the entire year and did not indicate the employee's actual time working toward a particular grant service. The time sheets that were reviewed only reflected the time an employee clocked in and out. It was understood by John Williams that this was an unacceptable method of allocating personnel expenses moving forward.

Upon inquiry, Director Gabriel confirmed that this action item would conclude the fiscal review of FY 2019/2020 and prior years to allow for the consideration of moving forward with LSS. Penny Artz with LSS indicated that they would be willing to develop time studies for the employee time cards to meet PSA 2 requirements.

In response to Supervisor Hemphill's inquiry on the risk in continuing to work with LSS in its current state, Director Gabriel explained that efforts must be made before considering contracting with LSS as the overall funding to PSA 2 for all county programs could be at risk with CDA. Further, cautionary measures will need to be made before proceeding with LSS as all county funding could be impacted if returned funds to CDA exceeded PSA 2 resources.

MSP: Supervisor Hemphill motioned for Approval to Accept Additional PSA 2 AAA Findings Related to the Lassen Senior Services, Inc.'s FY 19/20 and FYs 16/17, 17/18 18/19 Monitorings, seconded by Supervisor Baugh, all aye, motion carried.

13. Approval to Continue Withholding FY 2020/2021 Area Plan Contract with Lassen Senior Services, Inc.*

In consideration of the significant concerns which remain regarding the overall fiscal operations of LSS, Director Gabriel explained that, at this point, it prohibits PSA 2 from confidently recommending the execution of the FY 2020/2021 Area Plan contract with LSS. As the final months of the fiscal year rapidly approach, there is little time left to draw down funds for the program. The ability to access program funding will expire at the end of April. Director Gabriel noted the areas which must be addressed prior to consider moving forward with LSS which included the development a cost allocation plan and time studies, resolution to the conflict of interest on the Board of Directors, separation of duties, the addition of fiscal staff to support fiscal operations and ensure accuracy in the monthly reporting process, and improved coding of invoices to verify the appropriate grant source is being charged for the expense. Currently, only a fraction of the expenses documented should have been charged to PSA 2; however, PSA 2 and the other grant revenue sources were charged for the "whole pie" which demonstrates overreported expenses. It is also recommended that LSS reevaluate their services and funding levels for all resources. Addressing and rectifying these concerns would help to raise PSA 2's confidence and that of CDA in moving forward with LSS.

Further, LSS received \$20,295 in Families First Coronavirus Relief Act funding in April 2020 which remains unreported as being spent for Home Delivered Meal services. Additionally, should issues with LSS be resolved after the Area Plan funding access period expires, Coronavirus Aid, Relief, and Economic Security (CARES) Act funding could be accessed to support LSS programs. Access to this funding could only be addressed after the aforementioned concerns have been addressed.

Mr. Wallace addressed the risks and the procedures in place to minimize risk as it relates to subrecipients and PSA 2 as they are both recipients of state and federal funding. Requirements stated in the RFP coincide with the contractual agreements, so the subrecipient is aware of obligations and PSA 2 is aware of the level of risk for a subrecipient prior to the execution of the contractual agreement. Based on the policies in place, LSS is considered a high risk subrecipient. It is important for the PSA 2 board to be aware of the risk in working with LSS at this point as it places PSA 2 on the hook for the funds.

Upon inquiry, Supervisor Hemphill supported doing what was best pertaining to PSA 2's concerns. He expressed his concern with putting the other four counties at risk of losing program funding due to the issues with LSS. Supervisor Baugh inquired on the feasibility and timing for LSS to reach compliance with PSA 2 requirements. Director Gabriel explained that a conversation with the forensic CPA confirmed that the minimal requirements could be met within a 30-day period if LSS chose to fully cooperate and take immediate action. Past experience has demonstrated a delay in receiving requested information from LSS during the forensic review and with the overall recent fiscal monitoring process. The most important requirements could be addressed for this fiscal year, while the recommendations to reevaluate funding allocations and services could be addressed in the next fiscal year. Upon inquiry, Penny Artz responded that action is already being taken to meet PSA 2 requirements with the reallocation of expenses dating back to July 1 and she feels the appropriate corrective action can be accomplished as requested.

Director Gabriel confirmed the CPAs experienced a delay in receiving a response from LSS for documentation requested which in turn delayed the process of bringing the matter to the Executive Board for consideration. Supervisor Hemphill strongly encouraged LSS to fully cooperate with PSA 2 to avoid an interruption of funding for services to Lassen Co. Penny Artz responded that she has been working with PSA 2 as requested.

Marie Ingram expressed doubt that LSS could meet requirements for FY 2020/2021 and suggested they focus on preparing the next fiscal year. Supervisor Cullins supported efforts to mitigate the risk posed on PSA 2 and seeks a resolution to the issue as quickly as possible. Director Gabriel stated that a contract could be executed within 30 days if PSA 2 received full cooperation from LSS. The matter could then be addressed at the April meeting for the board to consider contracting with LSS. Director Gabriel also explained that the lack of receiving fiscal reports from LSS since November prohibited PSA 2 from drawing down funds to reimburse the program for services to this point as there lacked evidence of the expenses. As an act of good faith, PSA 2 drew down advanced funding for July through October 2020 in hopes that the matter could be resolved earlier; however, it has since been determined through the forensic review that not all of the funds can be released to LSS since most expenditures were reimbursed by other sources of revenue. There also remains no evidence that the FFCRA funds have been expended for nutrition services. Further, Director Gabriel explained that April is the last month in the fiscal year in which funds can be drawn down for the remainder of the fiscal year until the Closeout process is completed after year end. Dave Wallace, CPA added concern if LTSA were to withdraw support to LSS for meal delivery services in the next fiscal year and the impact it would have on the nutrition services currently being provided. Penny Artz added that discussions have taken place with LTSA to reflect their future support of LSS.

Pat Holly thanked Mr. Pillon for explaining the findings of the forensic review, specifically the double billing concern being the mistakenly cash vs. accrual accounting process and the labor allocation process.

Supervisor Valenzuela expressed his disappointment that the process has taken far too long to reach a resolution in consideration of the PSA 2 staff time taken to address the concern. While he wishes to see LSS succeed since the ultimate goal for everyone is to continue providing senior services to the Lassen Co. community, Supervisor Valenzuela cannot support the time it has taken for LSS to get on board with reaching compliance. The board is cognizant of the need to provide senior services in rural counties and PSA 2 is not the party that is holding up the process. The priority is to mitigate the risk before moving forward with LSS.

MSP: In an effort to resolve the matter and move forward, Supervisor Baugh motioned for Approval to Continue Withholding FY 2020/2021 Area Plan Contract with Lassen Senior Services, Inc., seconded by Supervisor Cullins, all aye, motion carried.

14. Approval to Authorize Executive Director to Sign Service Provider Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding Contracts and Related Amendments*

Director Gabriel addressed the CARES Act funding which has become available to PSA 2 in support of Title III B Supportive Services for \$154,820, C-2 Home Delivered Meal Services for \$371,552 and III E Family Caregiver Support Services for \$76,502 for a total of \$602,874 to bring services to the older adult population due to the pandemic. A few providers have expressed interest in the CARES Act funding and Director Gabriel seeks the Executive Board's approval to sign provider contracts. While efforts will be made to encourage service providers to utilize the CARES Act funding, once compliance has been reached by LSS, the CARES Act funding could also be used to support their program services where other funding resources have not already been applied.

MSP: Marie Ingram motioned to Authorize the Executive Director to Sign Service Provider Coronavirus Aid, Relief, and Economic Security (CARES) Act Funding Contracts and Related Amendments, seconded by Supervisor Cullins, all aye, motion carried.

15. Approval of Board Resolution to Update Authorized Signers for PSA 2 AAA's Line of Credit and Checking Accounts*

Director Gabriel explained the need to reauthorize signers for the agency's checking account and line-of-credit account due to the transition in Siskiyou Co. Executive Board members. Both accounts are held a Banner Bank in Yreka. Approved action would remove Lisa Nixon from the bank accounts and add Siskiyou Co Supervisor, Nancy Ogren.

MSP: Supervisor Hemphill motioned to Approve the Board Resolution to Update Authorized Signers for PSA 2 AAA's Line of Credit and Checking Accounts, seconded by Marie Ingram, all aye, motion carried.

16. Approval of Additional CalCard Statement Review Assignment*

Director Gabriel explained that while Supervisor Valenzuela was appointed to review the

CalCard Statement following the loss of Executive Board member Mae Sherman in Lassen Co., newly appointed Supervisor Nancy Ogren has agreed to review the CalCard statement to ensure the use of the credit card is in support of program services and not personal use.

MSP: Supervisor Cullins motioned to Approve the Additional CalCard Statement Review Assignment, seconded by Supervisor Baugh, all aye, motion carried.

17. New Business:

The next regular Executive Board meeting is scheduled for Monday, April 19, 2021.

18. Old Business:

The Executive Director's evaluation will continue to be postponed until in-person Executive Board meetings resume.

19. Correspondence:

Incoming – Letter of Approval from California Department of Aging – FY 2020-2024 Area Plan
Outgoing – None

20. Adjournment

The Virtual Meeting of the PSA 2 Executive Board adjourned at 12:40 p.m.

Respectfully submitted,

Teri Gabriel,
Executive Director