



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

**July 19, 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:

Kay White, Supervisor Ned Coe, Roberta Hohman, Supervisor Elizabeth Cavasso (alt.), Supervisor Les Baugh, Supervisor Patrick Jones, Ann Morningstar (alt.), Supervisor Ed Valenzuela, Marie Ingram, Supervisor Nancy Ogren (alt.), Supervisor Jill Cox, and David Albiez (alt.). A quorum was established.

Executive Board Members Absent:

Supervisor Jeff Hemphill, Supervisor Tom Hammond (alt., EX.), and Supervisor Liam Gogan (EX.).

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Analyst; Cheryl Rushton, PSA 2 Administrative Clerk; Pam Smith-Jimison, PSA 2 HICAP Program Manager, and Julie Sessions, PSA 2 LTC Ombudsman Program Manager.

**3. Approval of Agenda\***

**MSP:** Supervisor Valenzuela 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 Supervisor Valenzuela, all aye, motion carried.**

5. **Open Session**

No comments.

6. **Executive Board's Report**

Director Gabriel announced and welcomed the new and returning Executive Board members, Kay White from Lassen County and Supervisor Elizabeth Cavasso from Modoc County, which fills the Executive Board vacancies.

7. **Advisory Council Report**

In the absence of the Advisory Council Chairman, Clinton Davis, Director Gabriel reported that the Advisory Council has not held a meeting since the Collaborative Meeting with the Executive Board in June. The Advisory Council's next meeting is July 30<sup>th</sup>. Efforts will continue to fill vacancies in Lassen, Modoc, Siskiyou and Trinity Counties and the council will work toward the Goals & Objectives described in this year's Area Plan Update.

Supervisor Valenzuela reported that he continues to help recruit members from Siskiyou County. Director Gabriel added that hosting the meetings in a hybrid mode once in-person meetings resume will help to increase meeting participation for those traveling long distances.

Supervisor Coe requested a summary of requirements for Advisory Council members which would help new Executive Board members to recruit Advisory Council candidates.

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

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

Director Gabriel reported that there has been no change in the method of services provided at the nutrition dining centers. There is much to consider in planning for in-person dining and in consideration of the safety of the program participants as well as program staff. A Nutrition Workgroup with the CA Association of Area Agencies on Aging (C4A) has been developed and continues to work toward a re-opening plan for nutrition service providers. The re-opening plan is a template which highlights areas for consideration in the development of local re-opening plans. With the exception of one dining center on the eastern border of California, dining centers throughout the state remain closed to in-person dining and continue to distribute meals via a drive-through system.

Director Gabriel reported that the HICAP (Health Insurance Counseling and Advocacy Program) program continues to provide counseling services via telephone and is preparing for in-person counseling on a limited basis. Shields have been purchased to allow for safe and secure meetings with program participants. Staff will be monitoring CDC guidelines as we are hearing that COVID-19 cases may be on the rise. Director Gabriel reported that with the additional funding to support the HICAP program, billboard

advertising was positioned in a rural section of Siskiyou County on Highway 97 near the Dorris area. The cost for the billboard is approximately \$3,000 for 12 months.

Director Gabriel reported that with the additional requirements for the Ombudsman Program to monitor Residential Care Facilities for the Elderly (RCFE), the increase in program funding will allow for an additional staff member to support this monitoring requirement. Discussion later in the meeting will address the proposed Ombudsman Program budget reflecting the additional staff position.

b. AAA COVID Vaccine Funds

Director Gabriel reported that Area Agencies on Aging (AAA) are receiving COVID Vaccine funds. Federal funding has allowed for the funding to the aging network to ensure that vulnerable and underserved populations have access to the vaccine and for the dissemination of scientifically and medically supported information about the COVID-19 vaccines. Director Gabriel reported that PSA 2 will be working with the 5-county Public Health agencies to achieve the goals of the vaccine funding and to gain their input on the best use of the vaccine funding. PSA 2 will also be working with My Umbrella Marketing to help disseminate COVID-19 information to the public. PSA 2's allocated vaccine funding is \$48,203. A portion of the funding will be retained by the California Department of Aging (CDA) for statewide vaccine campaign efforts.

c. CDA Connections, Health, Aging, and Technology (CHAT) Tablet Project

Director Gabriel reported that CDA has arranged for the distribution of iPad tablets, courtesy of AT&T, to older adults and caregivers. The project, known as CHAT, is funded with Families First Coronavirus Act, CARES Act, American Rescue Plan and Older Americans Act funding. The purpose is to serve Older Americans Act program participants during the pandemic to address social isolation and well-being and to help bridge the digital divide. Upon inquiry, Director Gabriel explained that the target population to receive the tablets will be existing Older Americans Act program participants and access to the tablets will be through the contracted service providers. The initial programs to approach for interest in the CHAT project will be Family Caregiver Support Program participants and Title III D Health Promotion program participants since those services are currently only offered virtually. An eligibility survey process is required to qualify for a tablet and free training on the use of the tablets will also be available. Thirty-seven tablets have been allocated to PSA 2 and each tablet comes with a free data plan. If all thirty-seven tablets are not used by Family Caregiver Support Program and Title III D Health Promotion program participants, PSA 2 will look to disseminate the tablets amongst the nutrition program participants. PSA 2's CARES Act funding can be used to purchase additional tablets should the need arise as well as to support staff time on the distribution of the tablets and oversight of program operations. Priority will be to serve older adults aged 60 and over with the greatest economic and social needs.

d. Update on Lassen County Request for Proposal Process

Director Gabriel reported that notices announcing the Lassen County Request for Proposal (RFP) process were released on July 6<sup>th</sup>. The routine Bidder's Conference is scheduled in the coming weeks and the deadline for proposals is September 3<sup>rd</sup>. A Letter of Intent has already been received and an application has been released to the interested party. The recommendation of the RFP Review Committee to the Executive Board is

scheduled for the October board meeting. The contract start date is anticipated on December 1<sup>st</sup>, depending on the number of competitive bids.

e. Update on Trinity County Program Services Plan

Director Gabriel reported that, with the two unsuccessful RFP processes in Trinity Co., PSA 2 staff met with other AAAs on the manner in which nutrition program services are provided as a direct AAA service due to the lack of service provider options available in rural communities. In conversations with Supervisor Jill Cox in Trinity Co., a local restaurant expressed interest in supporting the effort to restore senior meals to the community; however, the restaurant was not interested in responding to the RFP to provide the service directly. Unallocated funding available to provide direct C-1 Congregate Meal services by the AAA is \$22,820, C-2 Home Delivered Meal funding available is \$23,094 and III B Transportation funding available is \$5,736. Volunteers have also been identified in the community to support the AAA direct service nutrition program which will also help to meet the program match requirement. In consulting with CDA's Nutrition Specialist, it was confirmed that direct nutrition program services by AAAs is not uncommon. A Management Plan will be developed describing the AAA's provision of direct nutrition program services for the Executive Board's consideration. CARES Act funding may also be used to initiate the nutrition program services in Trinity Co. Supervisor Cox thanked Director Gabriel for her creativity and tenacity in support of the project.

f. Recap on CDA Aging HUB Initiative Webinar

Director Gabriel revisited Governor Newsom's Master Plan for Aging and the initiative to revisit the structure Area Agencies on Aging. In a recent webinar, a Hubs and Spokes approach was described in the initiative to review and strengthen state and local government leadership and partnerships, including those related to CDA and local AAAs. A link to the webinar is available now on CDA's website and will be shared with the Executive Board after the meeting. A public survey will also be available online and via telephone by the end of July or early August for feedback on the Hubs and Spokes concept. Town Hall meetings will also be offered, and local leaders are invited to participate in the meetings for feedback on the restructuring of the AAAs. Three scenarios have been introduced by CDA. The first scenario reflects no change to the current structure of 33 AAAs comprised of a combination of county agencies, non-profit agencies and joint power agencies. The second scenario creates 58 AAAs by assigning each county the AAA's responsibilities. The third scenario would be a hybrid of the current structure with some AAAs remaining a service of the county, some AAA boundaries blending and some remaining multi-county AAAs, which would be the case for PSA 2's 5-county region. The purpose of restructuring AAAs is to create a one-door approach to access services; however, CDA is aware of the concern of insufficient services behind that door. CDA will seek the partnership of the CA State Association of Counties and the CA Welfare Directors Association in approaching the Hubs and Spokes initiative. CDA's goal is to receive feedback to report on by December when they expect to have greater clarity on the direction on the AAA structure. PSA 2 staff will continue to watch CDA's website for information on the Town Hall meetings and online survey related to the Hubs and Spokes initiative.

g. Other Agency Activity

Director Gabriel reported that with the additional program funding available through the state has allowed for additional advertising for PSA 2 funded programs. Advertising is planned through the local Public Broadcasting Station, KIXE, as has occurred with the HICAP and Ombudsman Programs. KIXE shares the target population of older adults aged 60 and over in the 5-county region and will run during prime-time scheduling. KIXE is planning a Health and Wellness series focusing on older adult issues and looks forward with collaborating with PSA 2 to reach this population with program information such as Bingocize, the Title III D Health Promotion program, and the Friendship Line, a warm line for emotional support of older adults during to the pandemic. KIXE will match PSA 2 advertising for further community support.

9. Authorization for Executive Director to Sign Engagement Letter with Charles W. Pillon, CPA for FY 2020/2021 through FY 2022/2023 Single Audits\*

Director Gabriel referenced the engagement letter included in the board packet pertaining to required single audits performed by Charles Pillon, CPA. Mr. Pillon conducted single audits for PSA 2 successfully in the previous 3 fiscal years 2017/2018 – 2019/2020. As the AAA prepares for the FY 2020/2021 audit, it is important to continue working with Mr. Pillon since he is familiar with events that occurred last fiscal year and was instrumental in the conversion to the new accounting software, Quick Books, last fiscal year. Mr. Pillon included the continued provision of technical support in the engagement letter being that this would be the first year audited with the new accounting system. The cost for the first audit year will remain the same as last year, and the cost for the subsequent two years will increase slightly. Supervisor Valenzuela supported the use of Charles Pillon, CPA as CPAs can be difficult to find in our region and he works the Mr. Pillon on other committees.

**MSP: Supervisor Coe motioned to authorize the Executive Director to Sign the Engagement Letter with Charles W. Pillon, CPA for FY 2020/2021 through FY 2022/2023 Single Audits, seconded by Marie Ingram, all aye, motion carried.**

10. Approval to Redistribute Unspent Families First Coronavirus Relief Act (FFCRA) Funding to Contracted Nutrition Service Providers\*

Director Gabriel explained that FFCRA funding remains unspent in the amount of \$33,932 due to the lack of contracted nutrition services providers in Lassen and Trinity Counties. With the redistribution of \$4,847 in FFCRA funding to the remaining contracted nutrition service providers, there is a potential to spend down all of the FFCRA funding allocated to PSA 2 in the most efficient manner by the September 30<sup>th</sup> deadline. Supervisor Coe inquired if the nutrition service providers were prepared to spend the funding in this manner by the deadline. Director Gabriel explained that the nutrition service providers can use the funding to stock up on supplies, such as meal trays, and in the interim to support the program until the CDA funding arrives in the fall.

**MSP: Marie Ingram motioned to approve the Redistribution of Unspent Families First Coronavirus Relief Act (FFCRA) Funding to Contracted Nutrition Service Providers, seconded by Kay White, all aye, motion carried.**

**11. Approval to Proposed FY 2021/2022 Ombudsman Program Budget and Budget Narrative\***

Director Gabriel explained that the Ombudsman Budget and Budget Narrative presented reflects the addition of a second full-time non-rural Ombudsman II position for the Ombudsman Program. With the requirement for Ombudsman Programs to now monitor Residential Care Facilities for the Elderly, and to address the increase in investigations reported to the program, the addition of the non-rural Ombudsman II position would allow for the program to achieve its required monitoring goals for the other facilities in Shasta County. Adjustments were made to the budget to accommodate the expenses related to the additional staff member as defined in the Budget Narrative.

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

**12. New Business:**

The next virtual meeting of the Executive Board is scheduled for Monday, August 16, 2021. Director Gabriel stated that the August Executive Board Meeting is historically cancelled due to the lack of agenda items. She asked the Board to watch for notice from the AAA if the August meeting will be cancelled.

**13. Old Business:**

None.

**14. Correspondence:**

Incoming - None  
Outgoing - None

**15. Adjournment**

The Virtual Meeting of the PSA 2 Executive Board was adjourned at 11:21 a.m.

Respectfully submitted,

Teri Gabriel,  
Executive Director