



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

September 15, 2025

1. Call to Order & Flag Salute

The Executive Board Virtual Meeting was called to order by Supervisor Nancy Ogren, Vice-Chairman, at 10:02 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Gary Bridges, Roberta Hohman, Supervisor Matt Plummer, Supervisor Chris Kelstrom (Alt.), Supervisor Nancy Ogren, Supervisor Ed Valenzuela (Alt), and Supervisor Ric Leutwyler. A quorum was established.

Executive Board Members Absent:

Kay White, Supervisor Tom Neely (Alt.), Supervisor Casey Cockrell (Ex.), Supervisor Shane Starr, (Alt.) (Ex.), Supervisor Kevin W. Crye, Supervisor Jill Cox (Ex.) and Marie Ingram (Ex.).

Guests Present:

Cheryl Rushton, PSA 2 Program Coordinator; Andrea Sutton, PSA 2 Fiscal Manager; Laurie Wayne, Advisory Council member & UC Cooperative Extension for Lassen, Modoc, Siskiyou Counties; Jerry Kirouac, PSA 2 LTC Ombudsman Program Manager; and Mike Cottone, Chairman of PSA 2 Advisory Council.

3. Approval of Agenda*

MSP: Supervisor Bridges motioned for the approval of the agenda, seconded by Supervisor Plummer, 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

Supervisor Valenzuela acknowledged the increase in scams impacting seniors on a daily basis and asked the group to keep this serious matter at the forefront of our advocacy.

Supervisor Ogren expressed her gratitude of the AAA and the information made available to those supporting the older adult population which helped her to direct others to the Area Agencies on Aging in their region.

7. Advisory Council Report – Mike Cottone, Chairman

Mike reported on the vacancies currently open on the Advisory Council: two in Lassen Co.; one in Modoc Co.; one in Shasta Co.; and two in Trinity Co. although an Advisory Council appointment is on the agenda for the Trinity Co. Board of Supervisor's upcoming meeting. There was no Triple A Council of CA (TACC) report. The next TACC meeting is scheduled for October. Director Gabriel added that an application for the Advisory Council is currently being processed in Shasta Co.

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

a) Update on Redding Area Bus Authority FY 2024/2025 Close Out:

Director Gabriel reported that after the Special Board Virtual Meeting on August 6, 2025, the AAA staff continued to work with the Redding Area Bus Authority (RABA) and Shasta Co. Supervisor Plummer to verify the number of rides carried out by the program. Intake forms were acquired from RABA which confirmed the number of unduplicated eligible riders for the program. AAA staff verified 400 eligible riders for the funding period, although only 12% indicated they received information on the grievance policy which is required of the program. Director Gabriel thanked Supervisor Plummer for his contribution as the moderator through the verification process between RABA and PSA 2 to help reach a conclusion. In review of the data available through RABA's data reporting software, PSA 2 satisfactorily verified and confirmed the number of one-way trips carried out by RABA during the contract period with PSA 2 funding. The verified number of rides carried out by RABA was 18,999. With the February 2025 rides already paid with American Rescue Plan Act (ARPA) funding of 1,040, the remaining verified number of rides to be reimbursed to RABA is 17,859 at one dollar per ride. In FY 2024/2025, RABA was granted a combination of Area Plan and ARPA funding totaling up to \$22,889 which leaves approximately \$5,000 of the contract unspent, although ultimately the \$17,859 will be paid with county match funding. Unspent Area Plan and ARPA Title III B Transportation funding will be returned to the CA Department of Aging. The reimbursement check to RABA has been prepared and Siskiyou County Counsel will provide the appropriate language to be included on the check and in a final settlement letter to RABA. Director Gabriel thanked the Executive

Board for their insight and support to help reach a conclusion with RABA. Supervisor Leutwyler thanked the PSA 2 staff and Supervisor Plummer for their perseverance and effort to reach a resolution with RABA.

b) Update on Master Plan for Aging Initiatives:

Director Gabriel reported on the webinars being offered to California's AAA network by the CA Department of Aging (CDA). Webinars focused on the CA 2030 initiatives to strengthen the Aging network across the state including the Intrastate Funding Formula, Core Programs offered by CA AAAs, and the AAA redesignation process. The final webinar with CDA on the CA 2030 initiatives announced an online data dashboard to track the timeliness of data reporting by the AAA as well as providing additional data collected by the AAA. The timeline for redesignation of the AAAs was also addressed by CDA. CDA will revisit the AAA designation process every four years. A letter of intent will be required of the AAA before an application will be released to the AAA. Being that PSA 2 was formed under a Joint Powers Agreement; it is not considered a government agency and would need to reapply to remain an AAA for the region. New AAA applications, once approved by CDA, would begin service on July 1, 2029. CDA would support the newly established AAA through the transition process during the prior fiscal year 2028/2029. The criteria to achieve success by the AAA applicant would include financial stability, organizational structure, resources available to the AAA, oversight policies in place for the operations of the AAA, governing board support, adequate facility, operational infrastructure, adequate staffing, assurances of program compliance, visibility and autonomy. CDA reported that the current funding formula has not been updated since 1995 and will continue to be reviewed more frequently to consider AAA compliance and service region demographic shifts. CDA is anticipating an additional \$100,000 dollars in Federal Funding to support the AAAs. Additionally, if program funding is not fully spent by the AAA over the 3-year span reviewed by CDA, that funding could be reallocated to another AAA which is fully spending down their funding. If the AAA spends up to 90% of the allocated program funding, the remaining 10% of program funding would remain available to the AAA to roll over into the next fiscal year. This funding redirection process poses great concerns for rural AAAs due to the challenges in fully spending program funding. Such was the case with Redding Area Bus Authority, and other service providers which may experience staffing changes or difficulty finding a qualified driver for their transportation programs, so the funding is not fully spent. CDA's new proposed funding formula, although potentially harmful to rural AAAs, would not go into effect until FY 2029/2030. The core programs recommended by CDA are Supportive Services, Legal Services, Information & Assistance, Nutrition Programs, and Transportation programs which are already offered by PSA 2. More information to come from CDA. The CA Association of Area Agencies on Aging is also addressing the CA 2030 initiatives in support of the AAA network.

c) Other Agency Activity:

Director Gabriel provided an update on III E Family Caregiver Support Program (FCSP) Events through September 30th which are being offered with ARPA funding. New resources and materials are being offered to the caregivers participating in the trainings. Moving into October and throughout the remainder of the fiscal year, III E FCSP Area Plan funding will support continued caregiver events as funding allows.

First Responder training on Alzheimer's and Dementia hosted by the Alzheimer's Association will also continue through September with PSA 2's ARPA funding. Zoom events and training will be offered from the Alzheimer's Association and the Family Caregiver Support events. Director Gabriel reported on an upcoming event in Redding, hosted by the CA Department of Aging in partnership with the McConnell Foundation, to provide disaster preparedness information to the older adult population. PSA 2 and PSA 3 AAAs were invited to participate in this event. The Ombudsman Program Manager, Jerry Kirouac, will participate in a panel for the disaster preparedness event to share his experience with evacuating residents from local long-term care facilities during a disaster. The PSA 2 Program Coordinator will also attend the Redding event to help distribute disaster preparedness materials purchased with ARPA funding which includes emergency whistles, water bottles, emergency thermal blankets and lanterns. Director Gabriel will be meeting with Supervisor Valenzuela in Mt. Shasta on that same day to release the AT&T laptops allocated to Siskiyou County seniors during a Digital Divide event co-hosted by AT&T. Director Gabriel addressed the Let's Talk About support event being hosted by the Local Master Plan for Aging Advisory Committee in Redding on October 17th at Dignity Health Connected Living. Keynote speakers will bring current information on the Aging & Disability Resource Connection between PSA 3 and the Disability Action Center. Additionally, Christina Mills, Director of the CA Association of Area Agencies on Aging has been invited to speak at the Redding event on Senate Bill 1249 which is included in the CA 2030 initiative to redesignate AAAs in CA. Lastly, Director Gabriel reported that the Older Americans Act is up for reauthorization at the federal level. USAging has reported that Older Americans Act (OAA) funding remains level with only minor increases, although anything can happen related to the reauthorization of the OAA. The HICAP program's funding appears to have been spared from reductions and the Ombudsman Program anticipates a slight increase in funding in federal fiscal year 2026.

9. Approval of Proposed AAA Administrative Salary Schedule*

Director Gabriel explained that the AAA Administrative Salary schedule is being presented to the board for consideration and approval due to the upcoming retirement of the Fiscal Manager at the end of March 2026. The salary schedule includes the temporary addition of a Fiscal Analyst who will train with the Fiscal Manager before she departs with the intention of promoting that individual into the Fiscal Manager position. The AAA Administrative Salary Schedule also reflects increases to the Executive Director and Fiscal Manager positions to bring both salaries to the level of twice the minimum wage as required. The increases presented, which will also impact the HICAP and Ombudsman Program Managers' salaries, range from .91 cents for step 1 to \$1.10 for step 5.

Director Gabriel addressed questions from the Executive Board related to current administrative positions vacant and related salary scales.

MSP: Supervisor Valenzuela motioned to Approve the Proposed AAA Administrative Salary Schedule with adjustments, seconded by Supervisor Plummer, all aye, motion carried.

10. Approval of Revised FY 2025/2026 AAA Administrative Budget and Budget Narrative*

Director Gabriel addressed the Administrative Budget and the updates necessary to accommodate the additional Fiscal Analyst position, the salary increases for the Executive Director and Fiscal Manager, and related expenses.

Director Gabriel addressed questions from the Executive Board including the process related to County Match.

MSP: Supervisor Plummer made a motion to Approve the Revised FY 2025/2026 AAA Administrative Budget and Budget Narrative, seconded by Supervisor Bridges, all aye, motion carried.

11. Approval of Proposed Health Insurance Counseling and Advocacy Program (HICAP) Salary Schedule*

Director Gabriel reported that the salary adjustment to the HICAP Salary Schedule only impacts the Program Manager position to reach twice the minimum wage requirement.

MSP: Supervisor Bridges motioned to Approve the Proposed Health Insurance Counseling and Advocacy Program (HICAP) Salary Schedule with adjustments, seconded by Supervisor Plummer, all aye, motion carried.

12. Approval of Revised FY 2025/2026 Health Insurance Counseling and Advocacy Program (HICAP) Budget and Budget Narrative*

Director Gabriel addressed the HICAP Budget which reflected updates necessary to accommodate the Program Manager's salary increase and related expenses. The budget also reflects a one-time-funding increase of \$68,811 which will be applied to staffing, advertising, professional services, and travel expenses. Director Gabriel reported on the challenges experienced with filling the Volunteer Coordinator position for the HICAP program.

Supervisor Leutwyler pointed out a one cent variance for steps 2 and 5 of the salary schedules which were likely due to a rounding error. The salary schedules will be approved with adjustments noted. Director Gabriel and the Fiscal Manager responded to Supervisor Plummer's inquiry on the funding available to support staffing if one-time-only funding is used.

MSP: Supervisor Valenzuela motioned to Approve the Revised FY 2025/2026 Health Insurance Counseling and Advocacy Program (HICAP) Budget and Budget Narrative with appropriate salary adjustments, seconded by Supervisor Leutwyler, all aye, motion carried.

13. Approval of Proposed Ombudsman Program Salary Schedule*

Director Gabriel reported that the salary adjustment to the Ombudsman Program Salary Schedule only impacts the Program Manager position to reach twice the minimum wage requirement.

MSP: Supervisor Plummer motioned to Approve the Proposed Ombudsman Program Salary Schedule with adjustments, seconded by Supervisor Bridges, all aye, motion carried.

14. Approval of Revised FY 2025/2026 Ombudsman Program Budget and Budget Narrative*

Director Gabriel addressed the Ombudsman Program Budget which reflected updates necessary to accommodate the Program Manager's salary increase and related expenses.

MSP: Supervisor Plummer motioned to Approve the Revised FY 2025/2026 Ombudsman Program Budget and Budget Narrative, seconded by Supervisor Bridges, all aye, motion carried.

15. New Business:

Next scheduled Executive Board Virtual Meeting – Monday, October 20, 2025.

Director Gabriel reported that PSA 2 has once again been awarded CalFresh Outreach funding which is currently allocated to Siskiyou Community Resource Collaborative to provide assistance to older adults in applying for CalFresh benefits. Authorization for the Executive Director to sign the contractual agreement for the 2025/2026 service period will need the Executive Board's approval.

The FY 2024/2025 Closeout on Area Plan funding will also be presented at the October meeting.

16. Old Business:

None

17. Correspondence:

Incoming – None

Outgoing – None

18. Adjournment:

The PSA 2 Executive Board Virtual Meeting was adjourned at 11:05 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director