



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

May 16, 2022

1. Call to Order & Flag Salute

Executive Board Chairman, Supervisor Jill Cox, called the meeting to order at 10:30 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Gary Bridges, Kay White, Supervisor Jeff Hemphill (alt.), Supervisor Ned Coe, Roberta Hohman, Supervisor Patrick Jones, Ann Morningstar, Supervisor Nancy Ogren (alt.), Supervisor Jill Cox and David Albiez (alt.). A quorum was established.

Executive Board Members Absent:

Supervisor Elizabeth Cavasso (alt., EX.), Supervisor Les Baugh (alt., EX.), Supervisor Ed Valenzuela (EX), Marie Ingram, (EX) and Supervisor Liam Gogan (EX).

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Cheryl Rushton, PSA 2 Program Coordinator; Pam Smith-Jimison, HICAP Program Manager; Jerry Kirouac, Ombudsman Program Manager; and Vonnie Westbrook, Resident of Trinity Co.

3. Approval of Agenda*

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

4. Approval of Consent Agenda*

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

5. Open Session

No comments.

6. Executive Board's Report

No comments.

7. Advisory Council Report – Teri Gabriel, Executive Director

In the absence of the Advisory Council Vice-Chairman, Director Gabriel reported on the council's virtual meeting on April 29, 2022. The Advisory Council discussed nutrition security vs. food security at length. The Advisory Council also elected a Nominating Committee for their upcoming Officers Election at the June meeting for Chairman, Vice-Chairman and Secretary. The council also continues to finalize their Year End Report which will be presented to the Executive Board at the Collaborative Virtual Meeting in June. Recruitment for Advisory Council vacancies continues.

Director Gabriel reported that the California Senior Legislature (CSL) election was conducted at the April Advisory Council Meeting. Rose Gandy from Shasta Co. was elected as CSL Senior Assemblyperson. The newly elected CSL Assemblyperson will become active in recruiting a candidate for the vacant CSL Senior Senator seat.

Director Gabriel also reported that the Advisory Council agreed to continue meeting virtually due to the time related to travelling to the meeting location and the convenience of meeting virtually.

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

a. Update on Program Services due to COVID-19 Pandemic & Related Funding:

Director Gabriel reported that nutrition service providers continue to develop their reopening plans. The only senior nutrition programs which have reopened thus far are: TEACH, Inc. in Modoc Co., Karuk Tribe in Siskiyou Co. and Roderick/Hayfork Senior Nutrition program in Trinity Co.

Director Gabriel reported that the HICAP program will reinstate the recruitment process for the Volunteer Coordinator position as the plan fell through in hiring an interested candidate in the last recruitment process. HICAP counseling remains over the phone or virtual. In-person counseling is also an option. The HICAP Program Manager, Pam Smith-Jimison, added that opening the office to the public is being considered and she will follow Public Health guidance in doing so.

Director Gabriel reported that the Ombudsman Program continues to prepare for Elder Abuse Awareness Month in June. The Program Manager, Jerry Kirouac, has been meeting with Director Gabriel to plan for the KNOW ABUSE, REPORT ABUSE

campaign in each of the 5 counties. Plans are being made with other community partners and with each county's Adult Protective Services departments to promote the campaign. Director Gabriel also reported that the Ombudsman Program has filled the Ombudsman II position which became vacant upon Jerry's promotion to Program Manager. The Program Manager is also working with Director Gabriel to develop a Vehicle Use Policy in preparation for acquiring 2 vehicles for the program. The Ombudsman Program Manager also added that TV and Radio Ads are also being planned for Elder Abuse Awareness Month.

Director Gabriel also reported that communication has been initiated with contracted service providers for American Rescue Plan Act funding available to help support the expansion of program services.

b. Update on Direct Senior Nutrition Programs:

Director Gabriel reported that she continues to meet with Dignity Health Connected Living to finalize the agreement to provide meals for the Trinity Senior Nutrition Program. Director Gabriel explained the importance of the language pertaining to reimbursement for the meals from PSA 2 AAA as the agency funds Older Americans Act programs. Director Gabriel also continues to meet with the Program Coordinator for the Trinity Senior Nutrition Program and efforts continue to recruit volunteers for the program as well as provide the equipment needed for the program. Upon inquiry from Chairman Cox, Director Gabriel explained the delay in signing the agreement with Dignity Health Connected Living being that they are a large organization with specific protocols in approving the agreement. Director Gabriel affirmed that after a meeting with the Executive Director of Dignity Health Connected Living, the program is on board with partnering in the program to bring nutrition services to Trinity Co.

Director Gabriel reported that she met with PSA 2's Registered Dietician (RD) to review restaurant menus for the Dine Around Town (DAT) program in Lassen Co. The PSA 2 RD's responsibility is to review every nutrition program's menus to assure compliance with the Dietary Guidelines for Older Adults. The PSA 2 RD is also responsible for conducting on-site evaluations of the nutrition programs annually. Knowing there is an urgent need to initiate the Dine Around Town program, the PSA 2 RD identified meals from the various restaurant menus that most closely met the dietary guideline requirements. She then made suggestions to add a side dish to the meals to help reach meal compliance. The suggestions were provided to the Lassen Co. Health and Human Services Agency (HHSA) Director to address with the restaurants along with inquiring if the restaurants were willing to consider other menu items from existing nutrition program menus to add variety to the meals offered. Discussions with the restaurants to participate in the DAT program would take place once it is determined which restaurants were willing and able to meet the meal requirements. The Program Coordinator position for the DAT program is also being addressed with Lassen HHSA as there could be a way of combining the position with existing staff with the county. Upon inquiry from Supvr. Bridges, Director Gabriel stated she is hopeful the program could make progress within the month.

c. Update on Master Plan for Aging Initiatives:

Director Gabriel addressed the Hubs and Spokes survey outcome meeting hosted by

the California Department of Aging (CDA) on April 20, 2022. This virtual meeting addressed the survey process which occurred at the end of last year. The survey addressed the Hubs and Spokes concept and the public's response to the structure of aging and disabled adult services through the Area Agencies on Aging (AAA). Ultimately, the Hubs and Spokes concept was found to be confusing for the public as well as stakeholders. CDA announced that it will be dropping the Hubs and Spokes concept henceforth due to the unclear direction of the process. In addition, the 3 scenarios previously presented by CDA on AAA structure in the state are also off the table as that concept was premature before consulting with the AAAs and aging & disabilities stakeholders. CDA's next step is to begin regional discussions with stakeholder partners including the AAA network, the disability advocacy network, the California Welfare Director's Association and the California State Association of Counties.

Director Gabriel also announced that efforts are being made for the CDA Director, Susan DeMarois, to join the July Executive Board virtual meeting.

d. Other Agency Activity:

Director Gabriel reported that the Activity Box project is underway via the Home Delivered Meal programs. Activity Boxes were delivered to nutrition service providers for distribution which include a craft, a brain-teaser activity and other materials to help engage the minds of the program participants. The Activity Box project was introduced in response to the loneliness and isolation experienced by home bound seniors due to the pandemic. A participant survey is planned to ensure the Activity Box project meets the expectations of the program participants.

Efforts are being made to prepare for the Elder Abuse Awareness Month campaign in June. Banners and signs with the **KNOW ABUSE, REPORT ABUSE** logo will be displayed throughout the PSA 2 region and statewide. Additional materials are being added to promote the campaign this year. The Ombudsman Program Manager has been working with a local marketing firm to run TV and Radio ads in the area to promote the campaign. Bus signs and bus stops signs are also arranged with the campaign logo. Elder Abuse Awareness Month Proclamations will be provided to each county's Clerk of the Board for adoption at the local level. Elder Abuse Awareness Month is also the theme of the Collaborative Meeting with the Advisory Council next month.

Director Gabriel reported that efforts continue to develop a resource directory for Modoc County. Shasta and Siskiyou Counties already have senior resource directories provided through partnering agencies. Resource directories are also planned for Lassen and Trinity Counties to help provide resources for older adult services in the communities.

9. Acknowledge Proclamation for May 2022 as Older Americans Month – “Age My Way”*

Director Gabriel read an excerpt from an announcement by CDA Director, Susan DeMarois, related to Older Americans Month which expressed appreciation for the older adult community. Older Americans Month Proclamations will also be provided to each

county's Clerk of the Board for adoption by the Board of Supervisors. Director Gabriel continued by reading the Older Americans Month proclamation for adoption by the PSA 2 Executive Board.

MSP: Supervisor Cox motioned to Acknowledge Proclamation for May 2022 as Older Americans Month – “Age My Way”, seconded by Supervisor Bridges, all aye, motion carried.

10. Approval of Board Resolution Authorizing the Executive Director to Sign California Department of Aging (CDA) Area Plan Contract and Related Amendments – AP-2223-02*

Director Gabriel explained that the planning estimate for FY 2022/2023 has been received from CDA. That funding will then be applied to the existing funding formula for distribution to contracted service providers as well as support direct program services and the AAA administrative operations. To receive the funding from CDA, the board is asked to approve the Board Resolution provided which allows the Executive Director the authority to sign the Area Plan contract with CDA for Administrative and Program funding. The Board Resolution indicates that the FY 2022/2023 estimated Area Plan funding from CDA is in the amount of \$3,167,784.

MSP: Kay White motioned for the Approval of Board Resolution Authorizing the Executive Director to Sign California Department of Aging (CDA) Area Plan Contract and Related Amendments – AP-2223-02, seconded by Supervisor Jones, all aye.

11. Approval of FY 2022/2023 Provider Allocations [Including All Amendments and Notice of Grant Awards (NGA) Activity Summaries]*

Director Gabriel reviewed the provider allocation spreadsheets included in the packet and addressed the manner in which funding from the planning estimate is allocated to the AAA, direct service programs and contracted service providers by county and by service provider in each county. She further explained that the funding formula by county is reviewed periodically for any changes in population and that Shasta Co. receives the greatest program allocation due to its population.

MSP: Kay White motioned for the Approval of FY 2022/2023 Provider Allocations [Including All Amendments and Notice of Grant Awards (NGA) Activity Summaries], seconded by Supervisor Bridges, all aye, motion carried.

12. Approval to Authorize Executive Director to Sign FY 2022/2023 Service Provider Contracts & Related Amendments*

Director Gabriel explained the request for the board's approval authorizing the Executive Director to sign service provider contracts and related amendments for the FY 2022/2023 contract period. Director Gabriel also explained the one-time-only funding process which occurs following the closeout of each fiscal year.

MSP: Supervisor Coe motioned for the Approval to Authorize Executive Director to Sign FY 2022/2023 Service Provider Contracts & Related Amendments, seconded by

Supervisor Ogren all aye, motion carried.

13. Approval of FY 2022/2023 County Match*

Director Gabriel explained the County Match process in support of the AAA's Administrative operations and that the County Match fluctuates based on the funding indicated in the Planning Estimate. Once approved, and following the start of the next fiscal year, County Match request letters will be forwarded to each county's Auditors office.

MSP: Supervisor Jones motioned for the Approval of FY 2022/2023 County Match, seconded by Supervisor Ogren all aye, motion carried.

14. Approval of FY 2022/2023 Staff Benefits*

Director Gabriel reviewed the staff benefits for AAA and Program employees. The display provided references the variance from last year's benefits. In increase in Benefits costs is reflected due to the additional staff being added to the direct service programs. The AAA Program Coordinator benefits will reflect full time status since her program responsibilities will be increasing in the next fiscal year.

MSP: Kay White motioned for the Approval of FY 2022/2023 Staff Benefits, seconded by Supervisor Bridges all aye, motion carried.

15. Approval of FY 2022/2023 Proposed AAA Administrative Budget and Budget Narrative*

Director Gabriel addressed the Proposed AAA Administrative Budget display and related Budget Narrative. An increase in salaries is reflected due to step increases for eligible employees. A column indicating the variance from the prior AAA Administrative Budget is also referenced.

MSP: Supervisor Cox motioned for the Approval of FY 2022/2023 Proposed AAA Administrative Budget and Budget Narrative, seconded by Kay White all aye, motion carried.

16. Approval of FY 2022/2023 Proposed Ombudsman Program Budget and Budget Narrative*

Director Gabriel addressed the Proposed Ombudsman Program Budget display and related Budget Narrative. The variance from the previous Ombudsman Program Budget is indicated which reflects a slight reduction in funding for the program which is manageable. The added expenses for next fiscal year includes costs related to the maintenance of the 2 vehicles soon to be acquired for the program.

MSP: Supervisor Bridges motioned for the Approval of FY 2022/2023 Proposed Ombudsman Program Budget and Budget Narrative, seconded by Supervisor Cox all aye, motion carried.

17. Approval of Proposed Ombudsman Program Vehicle Policy*

Director Gabriel addressed the Proposed Ombudsman Program Vehicle Policy which was

developed in collaboration with the Ombudsman Program Manager to manage the use of the program vehicles. The Vehicle Policy includes language on how the vehicles will be used and assigned, eligibility for use of the vehicles, driver obligations and restrictions, and PSA 2 Ombudsman Program obligations for the state-owned vehicles. Director Gabriel focused on the refueling policy which indicates that the Program Manager will be responsible for refueling the vehicles and the expense will be reimbursed to him from submitted receipts. This process will avoid the need to establish a credit card account to refuel the vehicles. If necessary, Ombudsman Program staff may refuel a vehicle at their own expense and the cost would be reimbursed based on the proper receipts provided. Director Gabriel further explained that secure parking has been arranged for the vehicles when not in use which is located at a mini RV storage area in close proximity to the Ombudsman Program office. Negligence and unsafe driving practices by an Ombudsman Program employee, as well as disciplinary practices, are also addressed in the Vehicle Policy. A signed Confirmation of Receipt form will be added to the Vehicle Policy and collected from each eligible driver to reflect their acceptance of the responsibilities to use the vehicle and agreement to the policy. Director Gabriel is currently working with the insurance agent to insure the vehicles and to acquire the driver's records for those employees eligible to drive the vehicles. Upon inquiry from Chairman Cox, Director Gabriel responded that driver records will be reviewed annually. Supvr. Bridges expressed his appreciation for acquiring a safe parking location for the vehicles due to the recent increase of vehicle theft and vandalism in the region.

MSP: Supervisor Cox motioned for the Approval of Proposed Ombudsman Program Vehicle Policy, seconded by Supervisor Bridges all aye, motion carried.

18. New Business:

Director Gabriel announced the Virtual Collaborative Meeting with Advisory Council, which is scheduled on Monday, June 20th at 10:30 a.m.

19. Old Business:

None.

20. Correspondence:

Incoming – None

Outgoing – None

Supvr. Cox expressed her appreciation for the streamlined presentation of the board packets which helps in ease of review. David Albiez also expressed his appreciation for the productive meeting he had with Director Gabriel and staff to receive guidance and support in his area of interest.

21. Adjournment

The virtual meeting of the PSA 2 Executive Board was adjourned at 11:35 a.m.

Executive Board Meeting
6/12/2022

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Respectfully submitted,

Teri Gabriel,
Executive Director

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