



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

**September 19, 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, Roberta Hohman, Supervisor Elizabeth Cavasso, Supervisor Patrick Jones, Ann Morningstar, Supervisor Ed Valenzuela, Supervisor Nancy Ogren (alt.), and Supervisor Jill Cox. A quorum was established.

Executive Board Members Absent:

Supervisor Jeff Hemphill (alt.) Supervisor Shane Starr, (EX.), Supervisor Les Baugh (alt.), Marie Ingram, Supervisor Liam Gogan (EX) and David Albiez.

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Manager; Cheryl Rushton, PSA 2 Program Coordinator; Pam Smith-Jimison, PSA 2 Health Insurance Counseling and Advocacy Program (HICAP) Program Manager; Rick Dershon, Trinity Senior Nutrition Program Coordinator; Nancy Quirus, Advisory Council Chairman; Marie Jose-Wells, Great Northern Services Executive Director; and Barbara Longo, Lassen Co. Health and Human Services Director.

**3. Approval of Agenda\***

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

**4. Approval of Consent Agenda\***

**MSP: Supervisor Valenzuela motioned for the approval of the consent agenda, seconded by Supervisor Bridges, all aye, motion carried. Elizabeth Cavasso abstained.**

**5. Open Session**

Supervisor Bridges requested a report on the Dine Around Town program for the Board to be aware of the status of the program. Director Gabriel indicated that a report would be provided under item 8b of the agenda.

**6. Executive Board's Report**

No report.

**7. Advisory Council Report – Nancy Quirus, Advisory Council Chairman**

Nancy reported that the Vice-Chairman of the Advisory Council is representing PSA 2 AAA at the Triple A Council of CA, also known as TACC, and attended the first meeting last month. TACC discussions addressed the work being done at the state level on aging and disability services.

Additionally, the PSA 2 appointed CA Senior Legislature (CSL) member encouraged Advisory Council members to participate in the CA for All Ages virtual event on September 20<sup>th</sup>. The CSL member also shared the top 6 Legislative Priorities of CSL which include a training program for home help aids, oral health in skilled nursing facilities, designated surrogates for hospital patients and long-term care residents, requirements for alternate sources of power in long-term care facilities, and the personal needs allowance which has been established as a monthly maintenance incidental allowance for eligible individuals is being asked to increase from \$35 per month to \$50 per month.

Further, the Advisory Council Chairman announced that the food benefit for CalFresh recipients has been increased because the Thrifty Food plan from which CalFresh is based was updated in June. Unfortunately, there remains a shortfall in nutrition adequacy and food security for eligible individuals able to purchase with CalFresh benefits.

The Dignity Health Connected Living Food Bank has enlisted the support of a consultant to take a critical look at their nutrition operations and the Shasta Co. food bank is also expanding its capacity knowing that there is a great need for food resources in our communities. The outcome of the review will be shared with other regional food banks in our PSA 2 region.

Director Gabriel added that there are 2 new members on the Advisory Council for Trinity Co. with a 3<sup>rd</sup> member pending appointment which would fill the vacancies in Trinity Co. In Siskiyou Co., an application came forward to fill that vacancy and that appointment is forthcoming [by the Board of Supervisors]. In Modoc Co., an interested party has applied for an Advisory Council vacancy. This applicant is affiliated with TEACH, Inc., the contracted senior nutrition program in Alturas. In Lassen Co., there is an additional vacancy with a long-time Advisory Council member resigning her position which will create 3 vacancies in Lassen Co. Recruitment advertising for the vacancies in Lassen and Modoc Counties will continue.

The Advisory Council Chairman acknowledged and thanked the County Supervisors for assisting in the recruitment process and the PSA 2 Administrative staff for their efforts to help fill the vacancies.

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

a. Update on Services due to Local Fires:

Director Gabriel reported that once again Siskiyou Co. was impacted by a local fire, the Mill Fire, which devastated the town of Weed and Lake Shastina. Many homes were lost and the fire was a tragedy for those communities. Thankfully nutrition services were not interrupted as the fire started on a Friday afternoon; however, PSA 2 staff homes were threatened by this fire.

Director Gabriel reported that Dignity Health Connected Living (DHCL), the contracted service provider in Shasta Co. which provides nutrition, transportation, and other PSA 2 funded services, is looking to reopen their dining centers in Redding and possibly in Anderson. DHCL is currently working with their Registered Dietician and local Public Health official to review their reopening plan for indoor dining. Director Gabriel stated that as long as the Major Disaster Declaration remains in place in CA, nutrition service providers may continue to serve Congregate dining meals in a drive-up/pick-up setting which is how other nutrition services providers have conducted their meal service since the onset of the pandemic.

The PSA 2 Health Insurance Counseling and Advocacy Program (HICAP) continues to plan for reopening their Redding office to the public. HICAP counselors in Mt. Shasta and Anderson are currently providing HICAP serves in-person.

The Ombudsman Program was once again active in responding to the needs of facility residents during the recent wildfires in Siskiyou Co. The Ombudsman Program Manager ensured that the residents from 2 facilities had been evacuated and were safely placed in other local facilities. The residents impacted by the fires have now been returned to their respective facilities.

b. Update on Direct Senior Nutrition Programs:

Director Gabriel reported that efforts continue with the PSA 2 Registered Dietician (RD), the Lassen Co. Health and Human Services (HHSA) Director and the Lumber Jack Restaurant in Susanville for the Dine-Around-Town (DAT) Senior Nutrition Program. The restaurant developed a Breakfast and Lunch/Dinner menu with samples of meals for the PSA 2 RD to review. There is great potential with the sample menus provided by the restaurant and the minor adjustments needed to reach compliance with the Dietary Guidelines were discussed with the PSA 2 RD last week. Director Gabriel explained that the Director of Lassen HHSA is also a Registered Dietician which will be helpful in the on-going evaluation of the DAT Senior Nutrition Program. The next meeting with the DAT partners will be on September 26<sup>th</sup> when next steps for the program will be discussed including a meal ordering process, transportation to the restaurant, as well as the delivery of home delivered meals. Meals will be redeemed through a voucher system and at least 2 desserts will be offered with each month's vouchers. Barbara Longo, Director of Lassen Co. HHSA added that they are very excited in Lassen Co. to move forward with the program and have worked toward the effort for quite some time now. She further stated

that all parties involved agreed that the program will be launched on a smaller scale before expanding to work out the details of the program. The group has given much thought up front so the program will be successful. Once the program is launched, the program will not only support indoor dining for socialization, it will also support the homebound seniors with meals delivered to them as well. The program will be launch as soon as possible. Based on the information to be provided by HHSA Director Longo, the restaurant should be able to modify their sample menu to meet the dietary requirements. The Lassen Co. partners are looking forward to the September 26<sup>th</sup> meeting and bringing the program into fruition.

Supervisor Bridges expressed his anticipation to start the program knowing that meals are needed in the community. Upon inquiry by Supervisor Bridges, HHSA Director Longo responded that the group has been discussing the funding needed for the program and determining the cost per meal as well as the use of funding to transport seniors to the restaurants. Administrative costs on the Lassen Co. HHSA end need to be discussed for reaching out to program clients to gain interest in the program. The group will discuss this further on September 26<sup>th</sup>. Director Gabriel added that discussions on the details of the program will move forward now that it has been determined that the restaurant will be able to meet the dietary guidelines for the program. Further discussions will enable to group to determine a start date for the program.

Director Gabriel continued with an update on the Trinity Senior Nutrition Program. She announced that the program is underway! The nutrition program started providing meals to the Weaverville senior community on Tuesday, September 13<sup>th</sup>. Meals were delivered from Dignity Health Connected Living to Church of the Nazarene. The Program Coordinator and the program volunteers were ready and waiting to serve nine seniors on the first day of service. On Tuesday, one hot meal and one frozen meal was served to the seniors and on Thursday fifteen seniors were served by the program with one hot meal and two frozen meals for a total of five meals per week. The volunteers shared very positive comments from the seniors served by the program. The seniors were pleased to receive the meals and to see the driver come to their door to deliver the meals. The seniors appreciated the socialization with the drivers due to experienced isolation. The program will continue with Tuesday and Thursday meal delivery. Only a few minor hiccups were experienced on opening day which have already been addressed. Director Gabriel announced that the PSA 2 Registered Dietician will be visiting the site later this month to evaluate the program in meeting nutrition program requirements and offer recommendations. Director Gabriel thanked the partners involved with the nutrition program and expressed her gratitude for their partnership – Dignity Health Connected Living, Church of the Nazarene, Retired Senior Volunteer Program, and the program volunteers who are extremely passionate about working with the program. She further reported that the meals appeared very appetizing and were well received by the seniors. The Program Coordinator continues to make contact with additional seniors expressing interest in being served by the program. Later in the meeting, Director Gabriel has requested a vehicle to help expand nutrition services beyond the original 20 participants by allowing the Program Coordinator to pick up meals from Dignity Health Connected Living in Redding and returning to Weaverville for meal distribution to more seniors. The Church of the Nazarene is pleased to be a part of the program which helps to support their service to the community beyond PSA 2 nutrition services. The Program

Coordinator then thanked the board for their patience during the start-up process. He added on behalf of the seniors on the quality of food, the clients he has spoken with are very pleased with the quality and variety of the meals compared to the past meal service. Supervisor Cox added that she appreciated the patience and tenacity of Director Gabriel and the partners toward initiating the program. She further expressed words of encouragement to Supervisor Bridges in anticipation of the start up of Lassen Co.'s DAT program.

c. Update on Local Master Plan for Aging Efforts:

Director Gabriel reviewed the Local Master Plan for Aging project in Shasta, Butte, and Glenn counties. The project focuses on the needs of older adults in rural communities. To determine that need, a series of Listening Sessions are being scheduled in Shasta Co. focusing on the needs, challenges and recommendations related to housing, health care and transportation. Five older adults between the ages of 60 and 80 participated in the first Listening Session on August 30<sup>th</sup> hosted at Dignity Health Connected Living in Redding. Director Gabriel touched on the comments made on each topic based on the Shasta Co. participants' feedback. Long wait list for housing and the lack of housing were of great concern. Additionally, long wait lists to see local doctors, in the Emergency Room and at urgent care clinics were also a concern due to the lack of a sufficient number of doctors in the region. The lack of services for dental and vision were also a concern in rural communities. Transportation continues to be a challenge in rural communities including the lack of non-emergency medical transportation, long waits for emergency ambulance response, and the challenge with the inability to utilize services such as Lyft or Uber due to the lack of technical devices and knowledge to summon the service. More transportation pleasure was expressed by the participants. Isolation in rural Shasta Co. communities, such as Shingletown, was also addressed in the Listening Session. Director Gabriel shared with the participants that some of the concerns expressed have been or will be addressed with PSA 2 AAA and community-based organizations serving Shasta Co. In discussing the manner by which to best reach isolated seniors, Director Gabriel was pleased to report that advertising through TV, newspapers, radio ads and resource books are already being utilized by PSA 2 AAA. A second Listening Session in partnership with the Local Master Plan for Aging partners is being planned in Redding for In-Home Supportive Services recipients. Transportation and an incentive for participating is offered to the Listening Session participants. Director Gabriel is also working to schedule Listening Sessions in Burney, within the PSA 2 service provider network and AAA staff.

d. Other Agency Activity:

Director Gabriel reported that the CA for All Ages Day of Action presentation hosted by the CA Dept. of Aging is now being offered virtually. The event will be held tomorrow [September 20<sup>th</sup>] from 9 – 4. A link to the event has been forwarded to the Board members.

Director Gabriel also discussed the infrastructure funding available from CDA. This funding is available through the Home and Community Based Services – Senior Nutrition Program Capacity and Infrastructure grant program to support the infrastructure of AAA senior nutrition programs. The total funding allocation available to PSA 2 is \$720,831. Preliminary proposals were submitted to CDA based on the needs of the contracted senior nutrition programs to enhance and update their nutrition programs. The CDA Nutrition Program team has approved the proposal and it now awaits the Finance Dept's approval.

Enhancements requested by nutrition service providers included flooring replacements, refrigerators, freezers, ovens, dining furniture, meal delivery vehicles, and various other enhancement equipment. The infrastructure funding is available until December 31, 2024.

**9. Approval to Purchase Vehicle to Expand Trinity Senior Nutrition Program Services with Coronavirus Aid, Relief and Economic Security (CARES) Act Funding:**

Director Gabriel explained that this request is for the purchase of a 2022 Honda Pilot All Wheel Drive SE to support the Trinity Senior Nutrition Program by expanding nutrition services beyond the initial 20 seniors proposed. The Program Coordinator will drive to Dignity Health Connected Living in Redding to pick up additional meals on Tuesdays and Thursdays and return to Weaverville for distribution. The vehicle will be exclusively used for that purpose and parked at the Church of the Nazarene when not in use. Vehicle maintenance and insurance will be covered by Coronavirus Aid, Relief and Economic Security (CARES) Act, American Rescue Plan Act and Area Plan nutrition program funding for C-1 Congregate Meals and C-2 Home Delivered Meals. The vehicle use policy previously approved by the Executive Board for the Ombudsman Program vehicles will be customized to fit the needs of the Trinity Senior Nutrition Program, and CARES Act funding, which expires on September 30, 2022, will be used to purchase the vehicle. [Cost of the vehicle displayed is \$52,497.84].

In response to Supervisor Valenzuela's inquiry on the plan for on-going maintenance costs, Director Gabriel explained that vehicle related costs will be supported by a variety of nutrition program funding available through CARES Act, American Rescue Plan Act and on-going Area Plan funding.

Supervisor Cavasso inquired on when the vehicle policy tailored for the program would be developed. Director Gabriel explained that the vehicle use policy was developed and recently adopted by the Executive Board when the Ombudsman Program vehicles were purchased. The only changes to be addressed in the policy for the Trinity Senior Nutrition Program will be where the vehicle is parked when not in use and how refueling the vehicle will be managed.

PSA 2 Fiscal Manager, Andrea Sutton, explained that the American Rescue Plan Act and OARR funding allocated to PSA 2 is all about expanding services. They [CDA] is wanting AAAs to get as many meals out to as many seniors as possible. That is the focus of the funding and with Trinity Co. having minimal services for some time now, it's all about getting as many meals out as we can. The way to do that is my purchasing the vehicle. Director Gabriel added that if the Trinity Senior Nutrition Program would cease, the vehicle would become part of the existing pool of PSA 2 nutrition vehicles and reassigned to another program. The vehicle will be used strictly for nutrition purposes as that is the funding used to purchase the vehicle. Director Gabriel responded to Supervisor Cox's inquiry stating that the vehicle is new and verified it is the standard operating procedure of CDA to purchase new vehicles. Director Gabriel further added that CDA approved this vehicle's purchase within two days which verifies the state's desire to expand services.

**MSP: Supervisor Bridges motioned for the approval to Purchase Vehicle to Expand Trinity Senior Nutrition Program Services with Coronavirus Aid, Relief and Economic Security (CARES) Act Funding, seconded by Ann Morningstar, all aye, motion carried.**

**10. New Business:**

Next Meeting – Monday, October 17, 2022.

**11. Old Business:**

None.

**12. Correspondence:**

Incoming – None

Outgoing – None

**13. Adjournment**

The virtual meeting of the PSA 2 Executive Board was adjourned at 11:22 a.m.

Respectfully submitted,

Teri Gabriel,  
Executive Director

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