



**Approved Minutes of the
Virtual Collaborative Meeting
of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD and ADVISORY COUNCIL**

July 17, 2023

1. Call to Order & Flag Salute

The Executive Board Virtual Meeting was called to order by Supervisor Jill Cox, Chairman, at 10:01 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Gary Bridges, Kay White, Supervisor Shane Starr, Roberta Hohman, Supervisor Mary Rickert, Ann Morningstar, Supervisor Nancy Ogren, Supervisor Ed Valenzuela (alt.), and Supervisor Jill Cox from the Weaverville Public Library. A quorum was established.

Executive Board Members Absent:

Supervisor Tom Neely (Alt.) Supervisor Elizabeth Cavasso (Alt.), Supervisor Patrick Jones (Alt.), Marie Ingram (Ex.), Supervisor Ric Leutwyler (Ex.), and David Albiez (Alt.).

Guests Present:

Teri Gabriel, PSA 2 Executive Director from the PSA 2 Administrative Office in Yreka; Jerry Kirouac, PSA 2 LTC Ombudsman Program Manager; Cheryl Rushton, PSA 2 Program Coordinator; Andrea Sutton, PSA 2 Fiscal Manager; and Benjamin Sarkisian, Advisory Council member.

3. Approval of Agenda*

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

4. Approval of Consent Agenda*

MSP: Supervisor Starr motioned for approval of the Consent Agenda, seconded by Supervisor Valenzuela, all aye, motion carried.

5. Open Session

No comments.

6. Executive Board's Report

No comments.

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

In Nancy Quirus' absence, Director Gabriel reported on behalf of the Advisory Council. The last meeting of the Advisory Council was in collaboration with the Executive Board for their annual joint meeting. The next meeting of the Advisory Council is scheduled for Friday, July 28th. Director Gabriel expressed her appreciation to Supvr. Bridges for his efforts to help fill two of the Advisory Council vacancies in Lassen Co. – Sharon Howard joins the council as a former volunteer and employee of the PSA 2 Ombudsman Program and has expressed an interest in the Calif. Senior Legislature. Additionally, Justin Cadilli joins the Advisory Council. Justin is the owner of Lumberjacks Restaurant which is supporting the Dine Around Town Senior Nutrition Program in Susanville. New member orientations are scheduled this month.

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

a) Update on Direct Senior Nutrition Program Services

Director Gabriel reported that nutrition program services in the Weaverville area continue to do well. Director Gabriel recently received a signed Agreement from Church of the Nazarene to expand services to include in-door C-1 Congregate Meals dining in the fellowship hall of the church. With Dignity Health Connected Living's (DHCL) support, at least one hot meal will be served on Wednesdays in addition to the Home Delivered Meals being served by the program on Tuesdays and Thursdays. Interest in the Congregate Meal service will be assessed by community response and will be offered on Wednesday to avoid conflict with other community meal services. With efforts made by the Program Coordinator, Pastor Jesse Ragan, data reporting for the program is up to date for state data reporting. The program is currently serving 57 individuals with its Home Delivered Meal program.

Director Gabriel reported that a full time Program Coordinator has been hired for the Lassen Dine Around Town (DAT) Program. The previous Program Coordinator left her position at the end of April and AAA staff has been covering the most critical operations of the program in the interim. This Program Coordinator, Shawn Buckmaster, will work to update the data reporting for the DAT program in preparation of year end, as well as work with the CalFresh Expansion Program and the Dignity at Home Fall Prevention Program.

Additionally, Director Gabriel reported that she and the PSA 2 Registered Dietician (RD) visited Lumberjacks Restaurant earlier this month to meet with the restaurant owner, the

home delivered meal volunteers and Supvr. Bridges. The program's success and next steps for the home delivered meal program were discussed at the meeting. In response to a recent program participant survey in which a majority indicated that To-Go Meals were frequently ordered at the restaurant, discussions also addressed the manner in which To-Go Meal services will be counted. The CA Department of Aging (CDA) now requests that To-Go Meals be counted and funded as C-2 Home Delivered Meals since most meals will be consumed alone at home by the program participant. It was observed that seniors are coming together in groups to dine at the restaurant. Plans are taking place to offer program presentations at Lumberjacks Restaurant for the DAT program participants as well as the public. The HICAP Program Manager is scheduled to make a presentation next month. Following the initiation of the Home Delivered Meal program, plans are in place to add more volunteers to deliver meals and add more restaurants to the DAT program to increase meal selection. Director Gabriel thanked Supvr. Bridges for his support of the program and noted there were only minor suggestions for the restaurant in response to the RD review of the restaurant's operations. Director Gabriel also expressed her appreciation for the restaurant's participation in the DAT program which is instrumental in the program's success. Supvr. Bridges added that he would like to help advertise the home delivered meal program on the radio once it is up and running in hopes of also recruiting volunteers for the program.

b) Update on Master Plan for Aging Initiatives

Director Gabriel reported on the status of CDA's Community Assessment Survey for Older Adults (CASOA) which will take the place of the needs assessment which is normally conducted every 4 years by the Area Agencies on Aging (AAA). CDA has hired a firm (Polco) to conduct the needs assessment survey and analyze the data. The outcome of the needs assessment surveys helps to drive the goals and objectives of the AAA's Area Plan as well as aid in determining the services offered during the next 4-year Request for Proposal contract process. Polco will randomly select members of the public to receive hardcopy surveys during the coming weeks. Director Gabriel explained the survey distribution process and the survey timeline. An online survey for the general public to participate will also be offered in the survey process. A draft survey outcome report is tentatively scheduled to be released to AAAs at the end of October 2023. The data will be offered online for ease of querying and navigating each county's data.

Additionally, Director Gabriel reported on the work of the Local Master Plan for Aging (LMPA) Advisory Committee of which she participates in representation of Shasta Co. With the Local Aging and Disability grant awarded to the group by CDA, efforts continue to identify the needs of the aging and disabled communities based on the results of the listening sessions which took place earlier this year. Based on that feedback, there is a list of recommendations which the LMPA Advisory Committee will advocate, support, and identify the needs related to healthcare, transportation and housing. The LMPA Advisory Committee will be hosting a community awareness event in Red Bluff on October 20, 2023, from 1 p.m. – 4 p.m. Resource tables will be available for event participants. The keynote speaker will be Susan DeMarois, the Director of the CA Department of Aging. An announcement on the event is forthcoming.

c) Other Agency Activity

Director Gabriel reported that with the addition of the new Program Coordinator at the

AAA, efforts will continue toward initiating the CalFresh Expansion program. This program is designed to help county Health and Human Services Agency's Eligibility Workers in our region to initiate the CalFresh application process for eligible older adults. The program will preliminarily help to enroll eligible seniors into the MediCal and CalFresh system for consideration. With the update to the criteria for CalFresh eligibility, more seniors will be eligible for CalFresh benefits. Determination of CalFresh eligibility will remain with each county's HHSA Eligibility Workforce. A connection with the Siskiyou Co. HHSA CalFresh Program Manager is planned to help expedite the necessary training for the Program Coordinator.

Director Gabriel also addressed efforts being made at the federal and state level to involve AAAs in the service access process rather than the referral process. Recent discussions include many community-based services on offering services [such as CalAIM services] which many counties in the state have already begun to offer. More information on how the process will impact PSA 2 will be shared with the board as information becomes available. Upon inquiry, Director Gabriel stated that serving populations under the age of 60 have not been addressed; however, AAA service to the disabled population of any age will continue to be discussed.

9. Approval to Accept PSA 2 AAA Basic Financial Statements and Single Audit Report for Year Ended June 30, 2022, by Charles Pillon, CPA*

Director Gabriel referenced the audit report provided by Mr. Pillon. The Summary of Auditor's Results on page 36 identifies the findings described on pages 37 & 38. The first finding addresses the Lack of Effective Internal Control over Financial Close and Reporting. The second finding addresses the Significant Deficiency and Noncompliance with Subrecipient Monitoring. Director Gabriel reviewed each finding in detail and provided background information on the findings. Finding #001 is related to the preparatory work to be completed prior to the single audit process. Necessary adjustments or journal entries to the level the auditor's request had not been made prior to the start of the audit. The use of an outside auditor/CPA was attempted to assist in the process; however, timing limitations of that auditor as well as the Fiscal Manager did not allow for the audit preparatory work to be completed as requested by the CPA. As recommended by Mr. Pillon, the necessary adjustments or journal entries shall be identified and posted prior to the start of the single audit process. Ample time and resources will be provided to the Fiscal Manager to ensure this process is completed prior to the financial close out and audit process to ensure the AAA's financial statements are not materially misstated. A checks and balances process will be put into place by the AAA staff to ensure the proper accounting dates are used for recording all expenses and bank statements will be used to clear any open transactions. No questioned costs were related to this finding nor is it a repeat finding. No funding needed to be returned or recovered by CDA. The addition of an Administrative Clerk to the agency staff will support the effort to help verify fiscal expenses throughout the fiscal year.

Finding #002 was related to non-compliance with subrecipient monitoring. The finding is not related to the fiscal monitoring process, rather it is related to the Contract Resolution Process which determines whether funds provided under the agreement with contracted service providers are expended in accordance with applicable laws, regulations and provisions of the contracts and agreements. The contract resolution process shall be completed within 15 months of the end of the financial closeout which is October 31st of the following fiscal year. Controls were not in place to verify the process would be completed by that timeline. Mr. Pillon recommends that policies and procedures be put into place to ensure the contract resolution process is completed

adequately and effectively. He further recommends that the agency consider working with a knowledgeable CPA firm to perform the contract resolution process or, at a minimum, review the completed process. Other CPA firms have been contacted through leads from other AAAs and one CPA has responded with interest in working with PSA 2. This is not a repeat finding nor are questioned costs related to this finding. The PSA 2 Fiscal Manager has used the current tools to complete the contract resolution process for the most recently completed fiscal year. CDA increased the frequency of AAA monitoring and audits due to the multiple new funding streams available to AAAs which has led to deeper review by other CPAs during an audit. Upon inquiry, Director Gabriel confirmed there were no findings in the last single audit process. As the upcoming CDA audit is currently being launched, the CARES Act funding will be reviewed which may lead to a finding as Title III D funding was transferred to support nutrition services mid-pandemic as allowed by CDA program staff. Upon inquiry from the board, Director Gabriel responded that the administrative funding from CDA, as well as County Match, will help to support the cost of an outside CPA to perform the Contract Resolution process. The PSA 2 Fiscal Manager added comments related to the single audit findings. Discussion ensued with the Fiscal Manager being commended for her work.

MSP: Supervisor Rickert moved to approve to Accept PSA 2 AAA Basic Financial Statements and Single Audit Report for Year Ended June 30, 2022, by Charles Pillon, CPA*, seconded by Supvr. Bridges, all aye, motion carried.

10. Approval of Board Resolution Authorizing the Executive Director to Sign FY 23/24 Medicare Improvements for Patients & Providers Act (MIPPA) Contract & Related Amendments – MI-2324-02*

Director Gabriel addressed the Board Resolution presented for the MIPPA Contract and related amendments for FY 2023/2024 and explained the services related to the MIPPA funding. Those services include enhanced outreach to eligible Medicare beneficiaries regarding their preventative, wellness, and limited income benefits; application assistance to individuals eligible for Low Income Subsidy (LIS) or Medicare Savings Program (MSP); and outreach activities aimed at preventing disease and promoting wellness. The budget display presented indicates the one-year period of funding for 2023/2024 to support the HICAP program. Director Gabriel reviewed the HICAP Program Manager's MIPPA Work Plan which includes the HICAP Newsletter for outreach, participation in regional health fairs and presentations, MSP and LIS services, enhanced counselor screening process, and supplemental trainings and enrollment events to enhance Medicare enrollment.

MSP: Kay White moved to approve of Board Resolution Authorizing the Executive Director to Sign FY 23/24 Medicare Improvements for Patients & Providers Act (MIPPA) Contract & Related Amendments – MI-2324-02*, seconded by Supvr. Starr, all aye, motion carried.

11. New Business:

The next scheduled Executive Board meeting will be on Monday, August 21, 2023. Director Gabriel noted that the August meeting has the potential of being cancelled due to the anticipated lack of action items requiring board approval and the historical trend of not reaching a quorum for the August meeting. Board members will be notified accordingly. Director Gabriel also informed the Board that she would be out of the office the following week.

12. Old Business:

None.

13. Correspondence:

Incoming – None

Outgoing – None

14. Adjournment

The virtual Collaborative Meeting of the PSA 2 Executive Board was adjourned at 10:58 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director