



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

**October 17, 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, Supervisor Jeff Hemphill (alt.), Supervisor Shane Starr, Roberta Hohman, Supervisor Patrick Jones, Supervisor Ed Valenzuela, Supervisor Nancy Ogren (alt.), Supervisor Liam Gogan, and Supervisor Jill Cox. A quorum was established.

Executive Board Members Absent:

Kay White, Supervisor Elizabeth Cavasso (Alt.), Ann Morningstar, Supervisor Les Baugh (alt.), Marie Ingram (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; Jerry Kirouac, LTC Ombudsman Program Manager; Barbara Longo, Lassen Co. Health and Human Services Director; and Frances Cole-Boyd, Advisory Council Vice-Chairman.

**3. Approval of Agenda\***

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

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

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

**5. Open Session**

Pam Smith-Jimison, Program Manager for HICAP, announced the open enrollment period for Medicare from October 15<sup>th</sup> through December 7<sup>th</sup>.

**6. Executive Board's Report**

No report.

**7. Advisory Council Report – Frances Cole-Boyd, Advisory Council Vice- Chairman**

Frances expressed the Advisory Council's appreciation for the Executive Director's efforts with the council. Frances continued by reporting on the Triple A Council of CA (TACC) meeting. TACC discussions focused on the Aging and Disability Resource Centers (ADRC) which is a no wrong door approach to minimize confusion and streamline services. The project aims to strengthen the partnership between Area Agencies on Aging and Independent Living Centers to enhance a person-centered, culturally competent approach to providing services. Due to rural challenges, the approach may take a little longer in our region to develop. Additionally, MediCal was discussed with changes coming to regions outside of PSA 2. At the last Advisory Council Virtual Meeting, Chairman Nancy Quirus reported on the White House Conference on Hunger, Nutrition and Health and the call to action by the current administration to address food insecurity as well as diseases such as diabetes and high blood pressure. Over 8 million dollars will be used to research the current rate of seniors participating in food assistance programs and to define the characteristics of eligible seniors not participating in nutrition programs. Studies have shown nationwide that students on college campuses are identified as food insecure. The Advisory Council also discussed Mental Health Services Act programs and the importance of the national 9-8-8 Suicide Prevention Hotline. There is also excitement about the Advisory Council News Brief which will include 3 - 4 important topics of interest for older adults as well as information on the Advisory Council. Food access, caregiver support and fall prevention information, etc. will be included. Advisory Council members continue to advocate for older adults, even outside of the Advisory Council, on important issues such as dry wells, etc.

Frances also addressed the Advisory Council vacancies which remain unfilled in Modoc and Lassen Counties. Director Gabriel added that orientations are being conducted for newly appointed Advisory Council members in Trinity, Modoc and Siskiyou Counties.

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

**a. Update on Nutrition Provider Re-Opening Plans:**

Director Gabriel reported that only 3 of the nutrition programs in the PSA 2 region have reopened for in-person dining. They are Roderick/Hayfork Senior Center in Trinity Co.; T.E.A.C.H., Inc. in Modoc Co.; and Karuk Tribe in Siskiyou Co. Dignity Health Connected Living (DHCL) reopened its doors today for in-door dining. As required, their reopening plan has been approved by the program's Registered Dietician and the local Public Health.

Director Gabriel also reported that the CA Dept. of Aging (CDA) has announced that all senior nutrition dining centers should be working toward a reopening plan by January 2023 so they can be fully reopened by July 1, 2023.

b. Update on Trinity Senior Nutrition Program:

Director Gabriel reported that she met with the PSA 2 Registered Dietician (RD) on September 29<sup>th</sup> at the Weaverville program site to review the operations of the Trinity Senior Nutrition Program. RD inspections for Older Americans Act funded nutrition program are normally conducted quarterly. RD's review nutrition program operations for compliance with the CA Code of Regulations, Title 22. The PSA 2 RD observed the meal distribution process with the Program Coordinator and volunteers after the meals were delivered from Dignity Health Connected Living (DHCL) in Redding to the Church of the Nazarene in Weaverville. She also accompanied a volunteer as he delivered meals to the homes of program participants and observed the warm interaction between the driver and the home-bound participant. Given the resources and the partnerships with DHCL and Church of the Nazarene, there were no significant findings noted by the RD during the visit.

The program has reached service of 20 program participants which was originally planned for the program. With the delivery of the Honda Pilot that was recently purchased for the program, additional program participants may be added to the list to receive meals from the program. The plan would be for the vehicle to pick up additional meals from the DHCL site in Redding and return the meals to Weaverville for distribution into the community. An additional volunteer has come forward to support the program bringing the volunteer pool to 4 in support of the Trinity Senior Nutrition Program. One of the existing volunteers was recently appointed to the Advisory Council for Trinity Co. The data reporting process is now being addressed with the Program Coordinator so required program data may be reported to the CDA.

c. Update on Lassen Co. Dine Around Town Restaurant Voucher Program:

Director Gabriel reported that work continues to prepare for the Dine Around Town Program in Lassen County which is a restaurant voucher program. On September 26<sup>th</sup>, PSA 2 staff met with the PSA 2 Registered Dietician, Supervisor Bridges, and Lassen Co. Health and Human Services Director, Barbara Longo. It was a very productive meeting where many of the details of the program were ironed out. The most important component of the project is restaurant compliance with the regulations of the program. Once it was confirmed the restaurant could meet the menu requirements, efforts can now move forward with the program. Minor menu adjustments will be addressed with the restaurant via the Health and Human Services Director to reach a final list of meals from which program participants may make their selection. The cost per meal has also been agreed upon with the restaurant and there is no reason the dine-in portion of the program could not be started by November 1<sup>st</sup>. PSA 2 staff will act as the Program Coordinator for the Dine Around Town Senior Nutrition Program and will be contacting seniors formerly served by Lassen Senior Services to gain their interest in the program. With the dining taking place at an existing dining establishment, the congregate meal portion of the program can start up faster than the home delivered meal process due to the higher criteria required for that program. Vouchers for the program are being developed and once interested participants have been identified, the vouchers will be mailed to the registered program

participants along with a final menu display. A follow-up meeting with Dine Around Town partners is scheduled for October 20<sup>th</sup> where further details on the program will be addressed such as the official start date for the program and the hours of program operation. An intake/assessment process is required for program participants. The initial number of routes for the home-delivered meals was discussed which would allow for reaching more program participants by alternating delivery areas. Being that the Dine Around Town Senior Nutrition Program is new to PSA 2, the program will start off small and work to reach more individuals. Home Delivered Meal drivers will need required training and volunteers will need to be recruited to support the drivers. Serve-safe food handler training, security awareness training and background checks will be necessary for all individuals working with the program as they will have access to confidential client information.

Supvr. Bridges thanked Director Gabriel for the progress with the program and he looks forward to feeding Lassen Co. seniors on a regular basis. He understands the biggest hurdle will be the home delivered meals program and he expressed his appreciation for the entire team, and everyone involved in the project. Director Gabriel expressed her appreciation for the partners without whom this new program could not be launched. She anticipates the program will be very successful. Supvr. Bridges added that the restaurant will not have limited hours for the program and also expressed his appreciation for the Lassen Co. Health and Human Services Director for her contribution to the program.

d. Update on Local Master Plan for Aging Efforts:

Director Gabriel reported on the progress of the Local Master Plan for Aging (LMPA) Advisory Committee and their efforts to host an additional Listening Session in Shasta County with older adults who are recipients of In-Home Supportive Services (IHSS). The date has yet to be announced and is targeted for early 2023 to allow for the recruitment of Shasta Co. IHSS participants. The LMPA Advisory Committee has also conducted Listening Sessions with the older adult LBGT population through NorCal Outreach in Redding, the Anderson Latin-X senior population and with formerly incarcerated older adults at the Day Reporting Center. Director Gabriel has requested an additional Listening Session to include PSA 2 service providers in Shasta Co. as well as PSA 2 staff.

Director Gabriel also reported on the CA for All Ages and Abilities Day of Action on September 20<sup>th</sup>. Speakers from the Advisory Committees for the 5-fold goals of the Master Plan for Aging (MPA) discussed the status of their work toward initiatives within the goals and shared their recommendations moving forward into the next two years of the MPA. Other speakers participated in the day of action and video links will be shared with the board for those who were unable to participate.

d. Other Agency Activity:

Director Gabriel reported that Modoc Senior Resource Directories have been released to the public and were included in the meeting packets for Modoc Co. board members. This directory conveniently provides resources on program and services available to Modoc Co. seniors who may not have access to online search engines. Similar resource directories are available in Siskiyou and Shasta Counties. The directories are very useful and well received in the communities. Annual updates and releases will be dependent upon available PSA 2 funding. The Program Coordinator with the Trinity Senior Nutrition

Program has initiated efforts to develop a senior resource directory for Trinity Co. and a senior resource directory will also be developed in Lassen Co.

The Nutrition Service Provider Virtual Meeting has been scheduled for October 25<sup>th</sup>. The meetings occur annually to address any changes to meal service guidance or reporting requirements for PSA 2 nutrition service providers. This year's meeting will address American Rescue Plan Act (ARPA) funding, the Intergenerational Meals funding, Infrastructure funding, which is on today's agenda for approval, as well as announcing the Dignity at Home Fall Prevention Program and addressing reopening plans. As a side note, Director Gabriel reported that CARES Act funding was fully spent by the established expiration date to support PSA 2 program services through September 30, 2022.

Director Gabriel reported that CDA announced the Older Adult Recovery and Resilience Act (OARR) funding now has an expiration date of December 31, 2023, rather than September 30, 2024. OARR funding includes the Infrastructure funding, Intergenerational Meals funding, Dignity at Home Fall Prevention Program, and Legal Services Funding. While the deadline to spend the OARR funding has changed, the amount of funding allocation to PSA 2 has not been altered. This matter will be discussed at the Nutrition Provider Virtual Meeting to plan for expending the funding by the newly established date. At this point, there has been no announcement from CDA that the American Rescue Plan Act (ARPA) funding deadline has changed from September 30, 2024. Service Providers will be notified accordingly should that deadline change.

Director Gabriel announced that the Single Audit process for FY 2021/2022 is currently underway. The PSA 2 Fiscal Manager is working with the contracted CPA, Charles Pillon, to initiate the pre-audit process. The audit report will be presented to the board following completion by the March 31, 2023 deadline.

The Communications, Health and Technologies (CHAT) Program is also in progress. AAAs have been working with CDA on this project for quite some time. The program offers Apple Ipad tablets to eligible older and disabled adults. With support from CDA, AAAs can now release the tablets to eligible participants. With 37 tablets available, 27 individuals have contacted PSA 2 with interest in the program. Interested older adults are referred to CDA to take part in a survey which determines their eligibility for the program, then PSA 2 is notified to release the tablet to eligible individuals. Training and one year of service is offered with the tablets. While the original internet service expires in March of 2023, CDA is looking to expand the service further. The challenge at CDA has been with the ownership of the tablet once it is released. News of the CHAT program is traveling through local news sources and there remain additional tablets available for distribution.

**9. Approval of Board Resolution Authorizing the Executive Director to Sign California Department of Aging's (CDA) Older Adults Recovery and Resilience Fund for Home and Community Based Services – Senior Nutrition Program Capacity and Infrastructure Contract and Related Amendments – NI2223-02\*:**

Director Gabriel explained that this funding is offered under the Older Adults Recovery and Resilience (OARR) funds which she previously mentioned as expiring on December 31, 2023. This funding is specific to Home and Community Based services to support senior nutrition program capacity and infrastructure. The total amount of funding available to PSA

2 nutrition providers is \$720,831. The funding is a result of an advocacy proposal submitted to the state Legislature by Meals on Wheels to support the capacity and infrastructure improvement grants for senior nutrition programs. The Home and Community based Services grant will provide \$38 million statewide to enhance, expand, and increase senior nutrition infrastructure in CA. The funding prioritizes purchasing, upgrading or refurbishing infrastructure for the production and distribution of congregate or home delivered meals. Purchases may include equipment such as ovens, stoves, refrigerators, freezers, steam tables, computing devices, and food delivery vehicles. Included in the packet is a copy of the Board Resolution, the Budget Display for the funding from CDA and a list of equipment requested by each nutrition provider. The list of equipment has been approved by CDA. Director Gabriel explained the requirements for nutrition providers to receive funding to replace their flooring. Two nutrition providers qualify – TEACH, Inc. in Alturas [Modoc Co.] and Roderick Senior Nutrition Program in Hayfork [Trinity Co.]. Director Gabriel explained that 10% of the total funding can be reserved for administrative funding. Knowing that the full 10% may not be needed for administrative expenses, the remaining amount will also support the actual cost of the equipment at the time of purchase due to inflation. Nutrition service providers will be required to purchase the equipment in advance of receiving reimbursement from PSA 2 for the purchase. Should a nutrition service provider be challenged with purchasing the equipment in advance, CDA is allowing ARPA funding to be used to support the equipment purchase. Upon inquiry from Chairman Cox, Director Gabriel verified that the final day to expend the infrastructure funding is December 31, 2023.

**MSP: Supervisor Valenzuela moved to approve the Board Resolution Authorizing the Executive Director to Sign California Department of Aging's (CDA) Older Adults Recovery and Resilience Fund for Home and Community Based Services – Senior Nutrition Program Capacity and Infrastructure Contract and Related Amendments – NI-2223-02, seconded by Supervisor Jones, all aye, motion carried.**

**10. New Business:**

- Next Meeting – Monday, November 21, 2022
- Banner Bank Line of Credit Renewal Process – The AAA has a line of credit which was established in approximately 2003 in the amount of \$30,000. Signatures are required with the current signers on the PSA 2 Banner Bank account. With the direct services of the HICAP and Ombudsman Programs, there is a need to increase the line of credit limit in the future. Documents will be presented to the board for consideration at a later date.
- The CalFresh Expansion contract with CDA will be added to the next meeting's agenda for approval by the Executive Board. Director Gabriel explained the arrangement for CalFresh services offered in the PSA 2 region via Chico State Enterprises (PSA 3). With the newly updated eligibility criteria for CalFresh benefits, AAAs will conduct outreach and assist older adults in applying for CalFresh benefits. Eligibility determination for CalFresh benefits will remain the responsibility of each county's Health and Human Services eligibility workers. The annual contract amount for CalFresh Expansion is approximately \$53,000 to PSA 2 for each of the next 3 years.

**11. Old Business:**

None.

**12. Correspondence:**

Incoming – None

Outgoing – None

**13. Adjournment**

The virtual meeting of the PSA 2 Executive Board was adjourned at 11:20 a.m.

Respectfully submitted,

Teri Gabriel,  
Executive Director