



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

October 16, 2023

1. Call to Order & Flag Salute

The Executive Board Virtual Meeting was called to order by Supervisor Jill Cox, Chairman, at 10:00 a.m.

2. Roll Call

Executive Board Members Present:

Supervisor Gary Bridges, Kay White, Supervisor Tom Neely (Alt.), Supervisor Shane Starr, Roberta Hohman, Supervisor Mary Rickert, Ann Morningstar, Supervisor Nancy Ogren, Marie Ingram, Supervisor Jill Cox, and Supervisor Ric Leutwyler, from the Weaverville Public Library. A quorum was established.

Executive Board Members Absent:

Supervisor Elizabeth Cavasso (Alt.), Supervisor Patrick Jones (Alt.), (Ex.), Supervisor Ed Valenzuela (alt.), and David Albiez (Alt.).

Guests Present:

Marie Jose-Wells, Executive Director/CEO, Great Northern Services; Cheryl Rushton, PSA 2 Program Coordinator; Andrea Sutton, PSA 2 Fiscal Manager; and Cindy Lane, Deputy Director, Shasta Co. HHSA.

3. Approval of Agenda*

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

4. Approval of Consent Agenda*

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

5. Open Session

No comments.

6. Executive Board's Report

Supervisor Bridges thanked Director Gabriel for her recent visit to Lumberjacks Restaurant for a productive meeting with the restaurant owner and himself on plans for the program.

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

In the absence of Nancy Quirus, Director Gabriel announced a quorum could not be reached for the last Advisory Council meeting; therefore, there was no report. Efforts were made by the Chairman to reach out to routinely absent Advisory Council members in hopes of regaining their participation. One vacancy remains in Lassen, Modoc and Siskiyou Counties.

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

a) Direct Nutrition Program Services and Future

Director Gabriel reported that 63 eligible older adults are being served through the Trinity Senior Nutrition Program in Weaverville with the help of 5 volunteer drivers. Drivers from outside the Weaverville area allow for meal delivery in outlying areas. Dignity Health Connected Living (DHCL) continues to deliver meals on Tuesdays and Thursdays. Preparations have been made to provide C-1 Congregate Meals at Church of the Nazarene with hot meals being delivered on Wednesdays by DHCL. Meals will be available to eligible participants on a reservation basis. The number of meals delivered will be determined by community interest in the program. This program expansion awaits confirmation of a start date with DHCL.

Director Gabriel visited Lumberjacks Restaurant to meet with Supvr. Bridges and Lumberjacks Restaurant to discuss the expansion of the Dine Around Town (DAT) program by offering C-2 Home Delivered Meal deliveries to Susanville seniors. With the support of volunteer drivers, this program expansion could be initiated as early as this week. Thirteen eligible individuals have expressed interest in the program. Participants will select meals from a rotating pre-approved program menu. Lumberjacks Restaurant has offered a driver and a vehicle at their own expense to support the home delivered meal service, if needed. The DAT dine-in voucher program continues to be successful in providing approximately 159 program participants with meal vouchers through C-1 Congregate Meal funding. The number of vouchers offered per program participant is based on nutritional risk. Both programs will continue to provide nutrition services as program funding allows. Periodic Community Education events will take place at the restaurant as PSA 2 service providers are available. Passages Caregiver Resource Center will make a presentation at the restaurant this month.

b) Request for Proposal Process 2024-2028

Director Gabriel explained the Request for Proposal (RFP) process which is conducted every 4 years to identify the sub-recipients to receive PSA 2 Older Americans Act (OAA) program funding in 2024-2028. All current sub-recipients are required to reapply for PSA 2 funding. Based on the outcome of the recent CDA needs assessment, the III-B Social Services funding offered in the RFP will target areas of service needed most in our communities. The RFP process is scheduled to be launched in January 2024 and the level of OAA funding offered will be based on current funding levels as the next fiscal year's funding estimate will not be available until spring 2024. Director Gabriel explained the need for 1 to 2 Executive Board and Advisory Council members to participate on the RFP Review Committee to review incoming applications, help determine if an applicant will be funded and determine the level of funding the applicant will receive. Director Gabriel will add the action item to the next meeting agenda.

Director Gabriel explained that both the Dine Around Town (DAT) and Trinity Senior Nutrition Programs (TSNP) were developed in response to the absence of a contracted nutrition services provider in Lassen and Trinity Counties [Weaverville]. The funding supporting both programs will be offered in the 2024-2028 RFP process to allow the opportunity for local organizations to apply for the program funding. If there are no successful bidders for nutrition services in these counties, discussions can be scheduled to determine if PSA 2 will continue the DAT and TSNP direct nutrition services. Director Gabriel explained that the available American Rescue Plan Act (ARPA) funding has been helpful in covering expenses for both programs; however, the ARPA funding will expire in September 2024. The capacity of service for both programs would need to be reduced if PSA 2 continues to offer direct nutrition program services.

c) CDA Audit and Contract Resolution Process

Director Gabriel acknowledged the Executive Board's approval of the agreement to work with Heip Pham, CPA to conduct the contract resolution process for the PSA 2 sub-recipients. The PSA 2 Fiscal Manager and the CPA immediately requested required financials and supporting materials from all contract service providers for the contract resolution process. The contract resolution process verifies that PSA 2 funding was expended appropriately and in its entirety, as reported by the sub-recipient. Most sub-recipients responded promptly to the request with the exception of a few stragglers. The CPA predicts that the contract resolution process could be completed as soon as next week. The deadline to provide the outcome of the contract resolution report to the CA Department of Aging (CDA) is October 31st. Once the contract resolution report is accepted by CDA, PSA 2's audit with CDA for FYs 2020/2021 & 2021/2022 can be completed with a formal report forthcoming to the AAA on the outcome. Preliminarily, a positive outcome of the CDA audit with a few areas of improvement has been discussed with the CDA auditor. It is anticipated that nutrition funding will need to be returned to CDA which was unspent by contracted senior nutrition programs.

d) Continuing Resolution Process

Director Gabriel reviewed an announcement from CDA regarding the delay in the release of October Area Plan funding to the AAAs due to the Continuing Resolution process at the federal level for FY 2024. AAAs and contacted service providers are asked to continue reporting monthly expenses as normal and CDA will work internally to fund reimbursements as funding becomes available. CDA has prioritized funding payments to

those AAAs with the most urgent cash-flow issues of which PSA 2 is included. The receipt of the first quarter's state funding advance from CDA is forthcoming to help avoid service interruptions due to the delay in federal funding. Service providers will be notified immediately should the 2024 federal funding cause a reduction in PSA 2 funding for their programs. Other programs unaffected by the funding delay at the federal level include HICAP, MIPPA, Digital Connections, Dignity at Home Fall Prevention Program and Infrastructure funding which continue to receive expense reimbursements from CDA.

e) Local Master Plan for Aging Update

Director Gabriel announced the upcoming Local Master Plan for Aging (LMPA) Community Awareness event in Red Bluff on October 20th. She further explained the work of the LMPA to raise awareness of the greatest needs of older and disabled adults in Shasta, Glenn and Butte Counties. The LMPA project is funded by the SCAN Foundation in partnership with the Disability Action Center and the LMPA Advisory Committee. The keynote speaker for the event is Susan DeMarois, Director of CDA. PSA 2 will host a resource table at the event and Director Gabriel will participate on a panel to wrap up any questions related to the event and the work of the Advisory Committee.

f) Other Agency Activity

Director Gabriel reported that a PSA 2 Nutrition Service Provider Annual meeting will be hosted by the AAA this afternoon. The meeting will address many areas related to nutrition services and available funding. Discussions will include the transition away from To-Go Meal services post-pandemic and back to congregate dining; the upcoming 2024-2028 RFP process; the Continuing Resolution process; Infrastructure funding available for pre-approved equipment purchases; available ARPA funding for nutrition services; Modernizing Older CA Act Nutrition funding available; Nutrition funding adjustments by CDA; and One-Time-Only (OTO) funding available from CDA which is based on unspent funding from the prior fiscal year. Director Gabriel explained the OTO funding process to the board.

9. New Business:

The next scheduled Executive Board virtual meeting will be Monday, November 20, 2023.

10. Old Business:

None.

11. Correspondence:

Incoming – None

Outgoing – None

12. Adjournment

The virtual Collaborative Meeting of the PSA 2 Executive Board was adjourned at 10:38 a.m.

Executive Board Meeting
10.16.2023

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Respectfully submitted,

Teri Gabriel,
Executive Director