



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

October 18, 2021

1. Call to Order & Flag Salute

Executive Board Chairman, Supervisor Valenzuela, called the meeting to order at 10:31 a.m. followed by the flag salute.

2. Roll Call

Executive Board Members Present:

Supervisor Jeff Hemphill, Supervisor Ned Coe, Roberta Hohman, Supervisor Les Baugh, Supervisor Ed Valenzuela, Marie Ingram, Supervisor Nancy Ogren (alt.), Supervisor Jill Cox and David Albiez (alt.). A quorum was established.

Executive Board Members Absent:

Kay White, Supervisor Tom Hammond (alt., EX.), Supervisor Elizabeth Cavasso (alt., EX.), Supervisor Patrick Jones, Ann Morningstar, and Supervisor Liam Gogan (EX).

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Analyst; Cheryl Rushton, PSA 2 Administrative Clerk; Pam Smith-Jimison, PSA 2 HICAP Program Manager; and Julie Sessions, PSA 2 LTC Ombudsman Program Manager.

3. Approval of Agenda*

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

4. **Approval of Consent Agenda***

MSP: Supervisor Baugh motioned for the approval of the consent agenda, seconded by Marie Ingram, all aye, motion carried.

5. **Open Session**

No comment.

6. **Executive Board's Report**

No report.

7. **Advisory Council Report**

Director Gabriel reported that Advisory Council Chairman, Clinton Davis, stated that he would be stepping down from his Chairman position as he currently has many time constraints which hinder his ability to attend meetings in representation of the Advisory Council. He asked to remain on the Advisory Council and expressed that he is pleased with the progress the council has made. Advisory Council Vice-Chairman, Nancy Quirus, will Chair the meetings until a new Chairman is elected in the spring. Advisory Council member, Marcia Anderson, will also attend meetings on behalf of PSA 2 Advisory Council until a permanent Chairman is named. In the interim, reports to the Executive Board will be presented by the Executive Director as submitted by the Advisory Council Secretary.

Director Gabriel reported that the Advisory Council last met on September 24th. The council continues to recruit members for the vacancies on the council, and efforts continue to seek members for the California Senior Legislature (CSL) in representation of PSA 2. CSL elections will take place in the spring as well. Food access and the impact of COVID-19 on the senior nutrition programs were also discussed. Advisory Council participation in the Request for Proposal process for Lassen County continues in addition to Fall Prevention efforts along with PSA 2's activity. Plans to review the Goals & Objectives for FY 2022/2023 are also being discussed in preparation for the Area Plan Update and members participated in the Hubs & Spokes Townhall meeting for the Master Plan for Aging. At their last meeting, there was a presentation by Shasta County's Healthy Brain Initiative related to Dementia and Alzheimer's Disease. The availability of CalFresh Disaster benefits was also addressed. Supervisor Valenzuela praised Mr. Davis' efforts as Chairman of the Advisory Council.

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

a. **Update on Program Services due to COVID-19 Pandemic**

Director Gabriel reported that the annual virtual Nutrition Service Provider Meeting has been scheduled for October 27th. COVID-19 related matters impacting nutrition program services will be addressed as well as funding available to support nutrition programs. The use of CARES Act funding will also be addressed which is available until September 2022. COVID service unit data reporting will be addressed as new direction is coming from California Department of Aging (CDA). A reopening template will be available to nutrition service providers which was developed by the California Association of Area Agencies on Aging. Additional funding available to the nutrition service providers in response the COVID-19 includes the Consolidated Appropriations Act and the American Rescue Plan

Act. New menu guidance will also be presented which is required by the CDA and is related to the Dietary Guidelines for Americans.

Vaccine funding allocated by CDA has been used in Siskiyou County to support the Department of Public Health's vaccine hesitancy survey. PSA 2's funding allows for 7,000 surveys to be mailed out to older adults in rural and remote areas of the county. Survey results will be shared with the board as it becomes available. The remaining funding will be used in the other 4 counties in support of COVID-19 vaccine awareness. More guidance is due from CDA on the manner in which the Vaccine funding can be utilized.

Director Gabriel reported that efforts continue with the CHAT Program (Communication, Health, Aging and Technology). This project provides iPad tablets issued by AT&T to eligible older adults. Each tablet will include a 2-year data plan and free technical support will be provided. Program policies continue to be developed by CDA and efforts continue to identify eligible participants who are required to partake in a series of surveys verifying their need for social connection due to loneliness and isolation related to the pandemic.

Director Gabriel announced Medicare Annual Open Enrollment Period which started October 15 and ends December 7. Counseling continues to be conducted via telephone with some in-person counseling is provided upon request. Efforts continue to fill the Volunteer Coordinator position which is required by the state with interviews scheduled this week.

Director Gabriel reported that the Ombudsman Program continues to use CARES Act funding to increase advertising for the program via billboards. Billboard locations are determined by availability in the PSA 2 region. The KNOW ABUSE, REPORT ABUSE campaign logo will be used on the billboard along with statewide phone numbers to report elder abuse to the Ombudsman Program and Adult Protective Services. The PSA 2 Ombudsman Program is also preparing for the recruitment of a Program Manager due to the resignation of Julie Sessions. Ms. Sessions announced that she has accepted a position as a Licensed Clinical Social Worker with the Veterans Administration and her last day with the Ombudsman Program is October 28th. The Ombudsman Regional Coordinator will oversee the program until the Program Manager position is filled. Ms. Session's expressed her support of the Ombudsman Program and the upcoming changes to the program due to the pandemic and was honored to advocate for older adults in northern California. Ms. Sessions added that the Elder Abuse billboard should be up in Dorris (Siskiyou County) in two weeks and will be facing southbound traffic on Hwy 97.

b. Update on Trinity Nutrition Services Program

Director Gabriel reported that plans continue to reestablish Congregate and Home Delivered Meal Services in the Weaverville area of Trinity County through the partnership of Church of the Nazarene and Dignity Health Connected Living. The AAA is in the process of recruiting for a Program Coordinator for the nutrition program and an interview has been scheduled for a promising candidate later in the week. Once the Program Coordinator is on board, training will be conducted as it relates to state funded nutrition programs, program participants will be identified, and a visit to the site will take place to prepare the location with appropriate documents, supplies and equipment necessary to support the Program Coordinator. A bank account will also be opened for depositing

donations and contributions in support of the program.

c. Update on Additional Funding from CDA

Director Gabriel reported that a contract Amendment 1 has been received from the state for FY 2021/2022 Area Plan funding. A decrease in funding to Congregate Meals is reflected and an increase to Home Delivered Meal and the Ombudsman Program funding is indicated. The contract amendment also includes the additional \$100,000 for the Administrative Budget in support of AAA operations.

In the coming weeks, contract Amendment 2 will be released to AAAs which includes Consolidated Appropriations Act funding. The funding will support Home Delivered Meal services in the amount of \$174,177 and the Ombudsman Program for Elder Abuse efforts in the amount of \$9,889 which will be used to expand bus stop signs in regions outside of Shasta County where bus stop signs are already in place.

Contract Amendment 3 is forthcoming from CDA which will include American Rescue Plan Act funding in the amount of \$47,733,534 statewide. Funding allocations to the AAAs are not currently available from the state. Funding will be available for COVID response to Title III B Supportive Services, C-1 Congregate Meals, C-2 Home Delivered Meals, III-D Health Promotion Services, III-E Family Caregiver Support Program and Title VII Elder Abuse efforts. This funding will be available for use until 2024. Amendment 3 will also include One-Time-Only funding which is available following the Close Out of the prior fiscal year.

Older Americans Recovery and Resiliency Act funding will also be released from CDA. No information is available from CDA on the allocation to AAAs. CDA will be consulting with the CA Association of Area Agencies on Aging for the use of this funding. Funding will be available in response to the pandemic. A portion of the funding will be available to permanently support nutrition services programs. One-time-only infrastructure funding will also be available in support of nutrition services programs by replacing vehicles, kitchen equipment and dining supplies. Fall prevention program funding will also be included with this funding.

d. Other Agency Activity

Director Gabriel reported that all 5 counties are being served by the Dignity at Home Fall Prevention Program. The funding to provide fall prevention equipment to eligible participants is available until March 2022. Increased advertising, word-of-mouth, referrals from community partners, county agencies and hospitals have all helped to link participants to this service. Shower benches, shower wands and toilet seat risers continue to be the most requested equipment distributed to program participants to help prevent falls in the home.

Director Gabriel provided an update to the proposed release of funding from CDA to the AAAs. A test process has been developed by CDA to eliminate the need to submit monthly requests for funding. This process will also streamline the release of funding to AAAs by initiating an electronic transfer of funds to AAAs. Also being considered is the advanced release of funding to AAAs. Per the Welfare and Institutions Code, up to 1/6 of the total fiscal year's contacted funding can be released to AAAs. This would eliminate the need

to wait for monthly expense reimbursements by both the AAA and contracted service providers.

Director Gabriel reported that a Senior Resource Directory is being developed in Modoc Co. with CARES Act funding. Shasta and Siskiyou Counties currently have a Senior Resource Directory available and directories will also be developed in Trinity and Lassen County. Hard copy resource directories have proven to be useful for older adults who may not have access to online resource services.

Director Gabriel reported that after the last meeting, PSA 2's bank account with Banner Bank was easily converted to an interest-bearing account which is required by the state. The current rate is .02%. Any interest accrued over the amount of \$500 will need to be returned to the state.

Upon inquiry from Supvr. Cox, Director Gabriel explained that the vaccine hesitancy surveys in Siskiyou Co. can be completed by family members of older adults as well, if the addressee is deceased. Additional surveys can be provided by PSA 2 or Siskiyou Co. Public Health upon request.

9. Approval of Request for Proposal (RFP) Review Committee's Funding Recommendation for Lassen County Contract Period FY 2021 – 2024*

Director Gabriel reported that the RFP Review Committee met virtually on October 7th to review one eligible application submitted by Big Valley 50 Plus. Although Lassen Senior Services applied for the funding, it was determined that their applications were ineligible for further review due to missing information. A current audit is required for organizations not currently contracted with PSA 2, Authorized Signatory Forms were lacking for all programs, emailed budget spreadsheets were not received by PSA 2 prior to the deadline, Budget Signature pages lacked authorized signatures, and numerous budget concerns existed including program budgets that did not balance and which displayed inconsistent demonstration of required match for each program. Dave Wallace, CPA, who worked closely with PSA 2 in the past regarding Lassen Senior Services, verified PSA's concerns with their RFP applications and agreed the applications could not be considered further in the process. Big Valley 50 Plus applied for \$21,000 in C-2 Home Delivered Meal Program funding. Due to the pandemic, Home Delivered Meal services have expanded for Big Valley 50 Plus, and current program participants are requesting additional meals as well.

Supervisor Ogren added that, after much discussion, the RFP Review Committee would accept this proposal to support Big Valley 50 Plus's expansion in services and even offered more funding to the program which they did not accept due to the required match. The RFP Review Committee was satisfied with the proposed services which they felt could be delivered well above required standards and at the level the program participants deserve. The committee feels Big Valley 50 Plus will do a fine job in delivering these services to their community. Director Gabriel added that this program routinely exceeds the number of meals served beyond that which is funded by PSA 2. The RFP Review Committee also learned of the challenges in providing nutrition program services in a remote and isolated region. The costs to deliver meals, as well as the cost to receive raw food to provide the meal service, were also considered. This program goes above and beyond to bring nutrition services to

their program participants and, during the routine monitoring process, has had no significant findings in the review of program requirements. Supervisor Hemphill agreed that Big Valley 50 Plus is doing a great job with what they have and in consideration of their remote location.

MSP: Supervisor Hemphill motioned to approve the RFP Review Committee’s Funding Recommendation for Lassen County Contract Period FY 2021-2024 to Big Valley 50 Plus in the amount of \$21,000 for Home Delivered Meal funding, seconded by Marie Ingram, all aye, motion carried.

Director Gabriel added that the Appeals Process is the next step in the RFP process. After that period, she would like to contact the Director of Lassen County Health and Human Services who expressed an interest in providing Congregate and Home Delivered Meals in the county. Their staff was unable to follow through with the application process due to the recent fires and related shelter activity in the region. With the concern that allocated Lassen County funding may not be spent this fiscal year, and the challenges posed by a late start of a second RFP process this year, Director Gabriel requested the Board’s support in speaking with Lassen County Health and Human Services (HHS) to consider a temporary arrangement in delivering nutrition services to help spend down the funding this fiscal year. Marie Ingram supported to idea to avoid returning unspent funding [to the state] when there could be an opportunity to provide program services. Director Gabriel will bring feedback to the board following the conversation with Lassen Co. HHS. Supervisor Hemphill supported the conversation as he is aware of the services needed in the communities. Supervisor Valenzuela supported developing a Plan B to provide services in these situations and agreed with fellow board members to support Direct Gabriel in initiating the conversation as proposed.

10. Approval of Revised FY 2021/2022 County Match*

Director Gabriel explained that the display provided in the board packet reflects each counties’ contribution for required County Match to support AAA operations and includes the increase of \$100,000 in Administrative funding from the CDA. The preestablished County Match formula has been applied to determine the level of additional County Match payable from each county due to the administrative funding increase. For reference, the attachment provided the level of County Match approved by the board in their May 2021 meeting and paid to date by each county. The right column demonstrates the balance due from each county.

Upon inquiry from Board Member Davis Albiez, Director Gabriel explained that each county Auditor’s Office makes a payment to the AAA in support of administrative operations as required in the contract with CDA.

MSP: Supervisor Valenzuela motioned to approve the Revised FY 2021/2022 County Match, seconded by Supervisor Hemphill, all aye, motion carried.

11. Approval of Proposed FY 2021/2022 AAA Administrative Salary Schedule*

Director Gabriel explained that with the additional Administrative funding, the AAA is able to meet the minimum wage increase requirements which affect the upper level staff salaries such as the Program Managers and the Executive Director. The salary schedule presented also

reflects the addition of an Administrative Supervisor position which will take on much of the administrative work which is currently being shared by the Administrative Clerk and the Executive Director. The proposed salary schedule also includes a change to the Administrative Clerk III's position to Program Coordinator III B / Clerk due to the level of III B program support required of the position. The Program Coordinator / Clerk is also proposed as the Administrative Clerk is currently administering program services for the Dignity at Home Fall Prevention Program. The reclassification of the Fiscal Analyst position to Fiscal Manager is also in the proposed Administrative Salary Schedule. This position was previously a management position; however, with the increase in minimum wage and the lack of available administrative funding at the time, the position was downgraded to an analyst position although the fiscal management and oversight responsibilities for the position did not change. The Fiscal Manager position better reflects the responsibilities of the position. The shift in the Manager positions impacts the Executive Director's salary which is based on a standard 3.5% above Step 5 of the Manager positions across the board. An effort is being made to consolidate salaries throughout the Administrative, HICAP and Ombudsman program salary schedules. With the departure of the Ombudsman Program Manager, the salary for the HICAP Program Manager will need to be adjusted as a new Ombudsman Program Manager is recruited.

MSP: Supervisor Cox motioned to Approval of Proposed FY 2021/2022 AAA Administrative Salary Schedule, seconded by Supervisor Baugh, all aye, motion carried.

12. Approval of Proposed FY 2021/2022 AAA Administrative Budget and Budget Narrative*

Director Gabriel explained that the proposed AAA Administrative Budget and Budget Narrative reflect all that was presented previously in the AAA salary schedule. Other related payroll expenses and health benefits are reflected in the budget presented.

MSP: Marie Ingram motioned to approve the Proposed FY 2021/2022 AAA Administrative Budget and Budget Narrative, seconded by Roberta Hohman, all aye, motion carried.

13. Approval of Proposed FY 2021/2022 HICAP Budget and Budget Narrative*

Director Gabriel explained that there were no salary schedule adjustments presented for the HICAP Program since the board approved that schedule in the previous meeting. The budget reflects the adjustment to the Program Manager's position as mentioned earlier and the Receptionist salary has been adjusted since this position includes some counseling responsibilities as well. These adjustments are also due to the minimum wage increase effective in January 2022. The proposed budget also reflects an increase in hours for the HICAP Counselor in Modoc County. Additional counseling hours are needed to fill the gap due to the recent retirement of a long-time volunteer counselor.

MSP: Supervisor Valenzuela motioned to approve the Proposed FY 2021/2022 HICAP Budget and Budget Narrative, seconded by Supervisor Cox, all aye, motioned carried.

14. Approval of Proposed FY 2021/2022 Ombudsman Program Salary Schedule*

Director Gabriel addressed the proposed Ombudsman Program Salary Schedule which reflects an increase to the Ombudsman Program Manager position due to the January 2022 Minimum Wage Increase.

MSP: Supervisor Coe motioned to approve the Proposed FY 2021/2022 Ombudsman Program Salary Schedule, seconded by Marie Ingram, all aye, motion carried.

15. Approval of Proposed FY 2021/2022 Ombudsman Program Budget and Budget Narrative *

Director Gabriel stated that the proposed Ombudsman Program Budget and Budget Narrative reflect the increase to the Program Manager's salary and the narrative reflects payroll and benefit adjustments related to that salary adjustment.

MSP: Supervisor Valenzuela motioned to approve the Proposed FY 2021/2022 Ombudsman Program Budget and Budget Narrative, seconded by Marie Ingram, all aye, motion carried.

16. Approval to Establish a Tri-Counties Bank Account in Support of the Trinity Nutrition Services Program*

Director Gabriel explained that as efforts continue to reestablish nutrition services in Trinity Co., a bank account with Tri-Counties Bank will be necessary for the Program Coordinator – Nutrition to regularly deposit donations, contributions, and fundraised dollars in support of the program. A Tri-Counties Bank is relocated near the meal distribution site in Weaverville and a branch is located adjacent to the PSA 2 Administrative Office in Yreka. The funds deposited are considered program income and shall be used to support the program. Funds will be collected by the Executive Director and deposited into PSA 2's Banner Bank account to help cover expenses for the nutrition program. As with the Banner Bank account, Siskiyou Co. Executive Board members and the Executive Director shall act as authorized account representatives for the Tri-Counties Bank. There is no Banner Bank in Weaverville.

MSP: Supervisor Cox motioned to approve a Tri-Counties Bank Account in Support of the Trinity Nutrition Services Program, seconded by Supervisor Baugh, all aye, motion carried.

17. Discussion on CDA Aging HUB Initiative and Town Hall Meetings

Director Gabriel revisited CDA's Hubs & Spokes Initiative as a follow up to the link to CDA's website which was provided to the board after their last meeting. The website provides a link to the Rural and Remote Townhall Meeting which was held on September 28th in which Director Gabriel was asked to represent PSA 2 and its rural and remote service area. PSA 2 was one of three rural AAAs presenting and it was noted that existing challenges are similar in relation to services provided to their communities. Director Gabriel addressed the structure of the AAA being formed under a Joint Powers Agreement comprised of 5 counties, contacted vs. direct program services, the opportunities to expand outreach efforts and hire additional program staff with increased program funding. Key challenges were also addressed in the presentation including the lack of sufficient program funding to provide adequate services for the growing unmet needs of older adults, insufficient housing due to the lack of affordable housing and due to displacement caused by the natural disasters suffered in our region. The short fall in caregiver services and the widening gap between those eligible for In Home Supportive Services vs. those able to afford paid caregiver services was also an expressed concern. Transportation remains one of the greatest unmet needs in our region for older adults in need of reaching specialized healthcare services which may only be available beyond county and state lines. The lack of Medicare Advantage Plans and limited Long-Term

Care facilities creates placement challenges. Increased costs to provide services in rural and remote areas was also addressed as well as isolation issues. An opportunity to provide Key Advice to CDA was also available during the presentation in which Director Gabriel focused on the disparities and inequities in program resources in rural areas as opposed to urban areas. Additional funding for limited to non-existent services was brought to the attention of CDA as well as the need to include AAAs in policy making decisions. For more details on the Key Advice presented to CDA, Director Gabriel's power point presentation is also located on CDA's website. Director Gabriel also announced that there will be a transition in leadership at CDA with Director Kim McCoy-Wade being appointed to Senior Advisor on Aging, Disability and Alzheimer's for the Governor's Office and Susan DeMarois being appointed as CDA Director.

18. New Business:

The next virtual meeting of the Executive Board will be Monday, November 15, 2021.

19. Old Business:

None

20. Correspondence:

Incoming - None

Outgoing – None

21. Adjournment

The virtual meeting of the PSA 2 Executive Board was adjourned at 11:41 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director