



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

**July 18, 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, Supervisor Ned Coe, Supervisor Patrick Jones, Ann Morningstar, Supervisor Ed Valenzuela, Marie Ingram, Supervisor Nancy Ogren (alt.), and Supervisor Jill Cox. A quorum was established.

Executive Board Members Absent:

Supervisor Jeff Hemphill (alt.), Roberta Hohman (EX.), Supervisor Elizabeth Cavasso (alt., EX.), Supervisor Les Baugh (alt., EX.), Supervisor Liam Gogan (EX), and David Albiez (alt.).

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Manager; Cheryl Rushton, PSA 2 Program Coordinator; Pam Smith-Jimison, HICAP Program Manager; Jerry Kirouac, Ombudsman Program Manager; JoBeth Graber, Passages Caregiver Resource Center; Nancy Quirus, PSA 2 Advisory Council Chairman; Susan DeMarios, California Department of Aging Director; Marie-Jose Wells, Great Northern Services; Patrick Moriarty, Hill County Health & Wellness Center and Shasta Co. Older Adult Policy Council; Maggie McNamara, PSA 2 Advisory Council and Caregiver Advocate for Passages Caregiver Resource Center; JoAnne McCarley, Shining Care; Colleen Nelson, Shining Care; Rose Gandy, PSA 2 California Senior Assemblywoman; Kristina Devan, Director of Operations, Dignity Health Connected Living MSSP; Dwayne Green, Deputy

Director Shasta Co. Health & Human Services; and Jessica Melchor, Passages Caregiver Resource Center.

**3. Approval of Agenda\***

**MSP: Marie Ingram motioned for the approval of the agenda, seconded by Kay White, all aye, motion carried.**

**4. Presentation on CA's Master Plan for Aging** – Susan DeMarois, Director of the California Department of Aging (CDA)

Director Gabriel explained the relationship between PSA 2 and CDA and their joint efforts toward the CA's Master Plan for Aging. Director Gabriel noted that the need for CA to adopt a Master Plan for Aging (MPA) is due to the projected growth of the older adult population by the year 2030. Director DeMarois thanked the Executive Board for the invitation to speak on behalf of CDA. Susan addressed the initiatives the state has been addressing toward the 5 bold goals of the MPA. Core services such as nutrition, Medicare Counseling, and Behavioral Health have been areas of focus. A link to CDA's website for more information on the initiatives was noted. Director DeMarois explained that the MPA was a priority for the state prior to the Governor's election and with the state's funding surplus, a number of new initiatives have been developed to help support the aging population locally and statewide. The MPA consists of a three-pronged approach with a Master Plan for Aging Stakeholder Group; a group focusing on Long-Term Services and Supports; and a group addressing Alzheimer's Disease and Dementia. The state is 18 months in to the MPA with 5 bold goals, 32 initiatives and 132 strategies. [The 5 bold goals focus on Housing, Healthcare, Equity, Caregiving and Affordable Aging]. Director DeMarois addressed the programs and services that have been initiated due to the MPA and which are much more inclined to be supported by the Governor and legislators due to the MPA. Susan also addressed the work being done locally in Butte, Glenn and Shasta Counties to develop a local MPA playbook. A number of stakeholder Advisory Committees have been developed to help keep the work moving forward and to tie the program back to the communities and population it serves. New partners are being engaged to work toward the MPA such as non-profits, county governments and community-based organizations to work outside of CDA's traditional partners. Director DeMarois addressed the Day of Action scheduled in Sacramento on September 20<sup>th</sup> and the public is invited. While transportation to the event is not included, there is no fee to participate, and meals will be provided. Efforts are also being made by CDA to expand the aging and disability resource connections statewide. Upon inquiry, Director DeMarois provided further information on the Day of Action event in Sacramento. Director Gabriel will share registration information on the event with the meeting attendees. Upon inquiry regarding plan implementation, Director DeMarois addressed the initiative to provide funding to each of the state's counties addressing the Digital Divide for purchasing devices and expanding broadband and internet access. Nutrition infrastructure grants are also available for the purchase of equipment to support the program and help meet the

nutritional needs for the older adults in their communities. New initiatives for Adult Day Center for Alzheimer's Disease and Dementia patients are soon to be released. Director Gabriel added that the Fall Prevention Program, which was a pilot program through March 2022, will return as a program funded by CDA. In response to an inquiry on efforts focused to support rural areas, Director DeMarois acknowledged there are areas of the MPA specifically focused on rural areas as well as general state regions. Studies have shown that there is a lack of services, such as Adult Day Health Care programs, in many parts of the state and work is being done to identify those gaps and address where services are needed in preparation for serving a much larger older adult population.

**5. Approval of Consent Agenda\***

Director Gabriel thanked Mike Cottone, Secretary for the Advisory Council, for transcribing the minutes of last month's Virtual Collaborative Meeting. She also noted the year end Information & Assistance report within the Director's Report which indicated the greatest need identified through public requests for services. Transportation and Caregiver services remain at the top of the list of priority services in the region with Housing becoming a priority need. This information is utilized when determining programs and services in our communities.

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

**6. Open Session**

HICAP Program Manager, Pam Smith-Jimison, announced the hiring of the Volunteer Coordinator for the program. The program has been recruiting for the position for the past year. Pam has conducted 2 in-person presentations and 5 in-person health fairs recently. The program continues to recruit volunteers to become Medicare advocates for the region. Pam also shared news on the upcoming virtual Lunch and Learn event in collaboration with California Telephone Access Program on Thursday, July 21<sup>st</sup>. The flyer will be shared with a link for registration for the event.

**7. Executive Board's Report**

Supervisor Valenzuela stated that he had visited the senior center at the Mt. Shasta City Park where the seniors continue to take home their meals. In response to his inquiry on when in-person meals would resume, Director Gabriel stated that she was aware the Great Northern Services was working on their re-opening plan; however, no re-opening plan had been submitted to PSA 2 yet. She explained that while California remains under the Major Disaster Declaration in response to the pandemic, nutrition programs are allowed to serve Congregate Meals in a drive-up/pick-up method in lieu of congregate dining. Director Gabriel is hearing at the state level that older adults are in favor of the drive-up/pick-up meal option, so the CA Association of Area Agencies on Aging (C4A) has recommended to the Administration on Community Living (ACL) that flexibility be allowed in serving Congregate Meals via both in-person and drive-up method as (ACL) works to

update the Older Americans Act programs.

Chairman Jill Cox announced that she has recruited an Advisory Council member from Trinity Co. and the interested party's application has been submitted to Director Gabriel. The Advisory Council member appointment has been added to the Trinity Co. Board of Supervisors' agenda for its August 2<sup>nd</sup> meeting.

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

Nancy announced that the Advisory Council had not met since the Collaborative Meeting with the Executive Board last month, so there were no direct activities to report to the board. Director Gabriel added that the Advisory Council's next meeting would be on July 29<sup>th</sup> and a new Area Plan objective would be launched with the Advisory Council. Since fewer in-person events are occurring due to the pandemic, the Advisory Council will create a News Brief which is targeted to be included in the HICAP program's quarterly newsletters and mailed to hard-to-reach, isolated seniors. The Advisory Council is tasked with determining the content of the News Brief and will discuss next steps at their July 29<sup>th</sup> meeting. Nancy added that the focus of the News Briefs may coincide with the Master Plan for Aging's 5 bold goals.

Nancy reviewed the Advisory Council vacancies in each county and personally thanked Chairman Cox for her recruitment efforts to fill the Trinity Co. vacancies.

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

**a. Update on Program Services due to COVID-19 Pandemic & Related Funding:**

Director Gabriel reported that PSA 2 staff was able to complete the FY 2021/2022 monitoring process both virtually and in-person for those nutrition programs which have reopened. Nutrition programs continue to work on their re-opening plans.

Discussions continue with CDA and service providers on the use of COVID relief funding. Now that the fiscal year end activities have been completed, further discussions will take place with service providers to brainstorm on how their services can be expanded with the additional funding. The infrastructure funding available from CDA can be used to purchase vehicles to help expand the service areas. The infrastructure funding can also be used for building or equipment repairs needed to enhance and support the nutrition programs. Since most nutrition program contractors do not own the building they occupy, special attention will be needed to address how the infrastructure funding can be used for those programs.

Director Gabriel restated that a Volunteer Coordinator had been hired for the HICAP program after a year of recruiting. The Volunteer Coordinator will be trained to be a HICAP Counselor, then will be responsible for recruiting, training and retaining volunteers for the program. The Volunteer Coordinator is a required position by CDA in response to the pandemic when many program volunteers stepped away from their duties. With the anticipated increase in Medicare beneficiaries, the focus is to increase the volunteer pool for all HICAP programs in CA.

The Ombudsman Program continues to use the vehicles recently purchased which have proven helpful in their work. Director Gabriel thanked the Program Manager, Jerry Kirouac, for his response and efforts with Elder Abuse Awareness Month activities across all 5 counties.

b. Update on Direct Senior Nutrition Programs:

Director Gabriel reported that she had a productive meeting with the Lassen Co. Health and Human Services Director on the Dine Around Town Program. Efforts are being made to arrange a meeting with the PSA 2 Registered Dietician and the Lumber Jack restaurant owner to discuss the menu items offered to the program participants which are required to meet the Dietary Guidelines for Americans. The plan is to use one interested restaurant first, then develop a model to share with other interested restaurants for the program. The meeting date has yet to be scheduled and the restaurant is very interested in participating in the program. Sixteen meal vouchers will be offered in total per month for each participant which allows for 4 meals per week with 1 dessert ticket per month. Title III B transportation services was also addressed with the Lassen Co. HHS. A voucher system can be used for transportation services using the local transit service currently in place. The transportation voucher could also be used to transport eligible participants to the restaurant for in-person dining, shopping or doctor appointments. Supervisor Bridges commended Director Gabriel and thanked her for the selection of the restaurant for the program. The restaurant owner is dependable, professional and very committed. In response to the inquiry on a date the program would start, Director Gabriel stated that the restaurant will need time to customize their menus, so it would be difficult to set a start date at this point. Procedures for the program were also discussed with Lassen Co. HHS which are currently being developed. A trial plan is being discussed to launch the program with a small group of seniors to test the process and allow time to work out the trouble spots of the program. This process may help to start the program at an earlier date.

Director Gabriel reported that efforts continue with the Trinity Senior Nutrition Program Coordinator to train volunteers for the program. Trainings have been scheduled for next week. Director Gabriel will be meeting with the Program Coordinator soon for an update on the program. The Program Coordinator is working with the Church of the Nazarene to renew the agreement with them to host the senior nutrition program since the original agreement expired on June 30<sup>th</sup>. The agreement with Dignity Health Connected Living is also due to expire in September 2022, so efforts are being made to extend that agreement as well. Director Gabriel announced that an action item will be added to next month's meeting agenda to extend the date for the direct nutrition programs.

c. Update on CalAIM Discussions:

Director Gabriel addressed the CalAIM programs which are being developed for Medicare and MediCal recipients. Support programs such as housing and long-term care facility transitioning are being developed. The AAAs, as well as each county in the state, have been approached to offer the many services available through CalAIM. Director Gabriel and the PSA 2 Fiscal Manager met with C4A contacts to address the feasibility of offering CalAIM services through the AAA. PSA 2 staff also met with

Partnership Health Care representatives to determine if Title III E Caregiver Respite and Title III B Homemaker services could be offered since both programs are currently approved Older Americans Act (OAA) funded programs. Offering OAA funded programs would allow the programs to remain in place once the initial CalAIM program funding is exhausted. Director Gabriel is awaiting a response from Partnership Health Care to determine if contracted service providers could be utilized to provide the services of the CalAIM programs.

d. Other Agency Activity:

Director Gabriel reported that Senior Farmers Market Nutrition Program Coupon Booklets are once again available through the US Department of Agriculture. While the value of the coupon booklets has increased, fewer booklets are available this year. Coupon booklets were mailed to nutrition service providers last week for distribution to their eligible program participants. The coupons can only be redeemed at authorized Farmers Markets which includes locations in each of the 5 counties. Director Gabriel confirmed that Trinity Co. has completed the application process and is now on the list of authorized Farmers Markets.

Director Gabriel noted that, with the new fiscal year, the Dignity at Home Fall Prevention program is once again being offered by PSA 2 AAA through a contract with CDA. The program targets older adults aged 60 and over and disabled adults who are at risk of falling or institutionalization. There are no longer income eligibility criteria to qualify for the fall prevention program.

Director Gabriel reported that vaccine awareness funding will support a flyer mailout to hard-to-reach, isolated seniors with a simple message encouraging them to consider being vaccinated to protect themselves from COVID-19. The message also provides the phone number to each county's Public Health division should the public have questions regarding the vaccine or COVID-19. The vaccine funding is provided by CDA to help encourage vaccination in our communities. The deadline to spend the vaccine funding is rapidly approaching on September 30, 2022, and the mailout should be released in the next month.

**10. Discussion on Service Provider Contract Resolution Process FY 2019/2020**

In response to CDA's Financial Audit for FY 2016/2017 and 2017/2018, Director Gabriel readdressed the finding related to the contract resolution process which led to the Executive Board's approval of required audits from all contracted service providers due to discrepancies in the spending of PSA 2 funding. In response to the required contract resolution process, the PSA 2 Fiscal Manager has been working with the AAA's Auditor to review provider fiscal activity for FY 2019/2020. As previously reported to the board, in reviewing Roderick/Hayfork Senior Center's financial closeout reports, there are food item purchases which were not in line with the nutrition program. Those disallowed expenses will need to be recovered from the program. In addition, timesheets for the Program Coordinator were not completed for program activity due to a misunderstanding between the program's board and the Program Coordinator that their work hours needed to be documented. While it is evident through communication and reporting process that the Program Coordinator did perform their duties for the program, a timesheet procedure has been adopted by the program and adjustments will be necessary to reduce the salaried

expenses applied to the Program Coordinator due to misapplied Title III B services conducted by the program. Matters related to the salaried vs. hourly wages of the Program Coordinator will also need to be adjusted by the program. In addition, a finding will be documented as it was discovered that required insurance was paid twice in one fiscal year rather than applied to each fiscal year accordingly. It is anticipated that funding will need to be recovered from Roderick/Hayfork Senior Center in the approximate amount of \$3,000. PSA 2 staff will continue to work with the AAA's Auditor and Roderick/Hayfork Senior Center's Board, which has been very responsive, to complete the contract resolution process. Once the contract resolution process has been completed, an action item will be added to the Executive Board meeting agenda for authorization to recover the funding from Roderick/Hayfork Senior Center. Since the contract resolution process thus far has focused on Roderick/Hayfork Senior Center, the process will continue with the other contracted service providers to determine if additional funds will need to be recovered. Director Gabriel also announced that with the release of the FY 2022/2023 provider contracts, language now states that some form of audit shall be completed by all contracted service providers each fiscal year.

**11. New Business:**

The next virtual meeting of the PSA 2 Executive Board will be Monday, August 15<sup>th</sup> at 10:30 a.m.

**12. Old Business:**

None.

**13. Correspondence:**

Incoming – None

Outgoing – None

**14. Adjournment**

The virtual meeting of the PSA 2 Executive Board was adjourned at 11:37 a.m.

Respectfully submitted,

Teri Gabriel,  
Executive Director