



**Unapproved Minutes of the
PSA 2 Area Agency on Aging
Executive Board Virtual Meeting**

April 15, 2024

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.), Roberta Hohman, Supervisor Tim Garman, Supervisor Patrick Jones (Alt.), Supervisor Nancy Ogren, Supervisor Ed Valenzuela (alt.), Supervisor Jill Cox, and Supervisor Ric Leutwyler. A quorum was established.

Executive Board Members Absent:

Supervisor Shane Starr, Supervisor Elizabeth Cavasso (Alt.), Supervisor Mary Rickert, and Marie Ingram.

Guests Present:

Cheryl Rushton, PSA 2 Program Coordinator; Andrea Sutton, PSA 2 Fiscal Manager; Nancy Quirus, Advisory Council Chairman; Jerry Kirouac, LTC Ombudsman Program Manager; and Pam Smith-Jimison, HICAP Program Manager.

3. Approval of Agenda*

MSP: Supervisor Bridges motioned for the approval of the agenda, seconded by Kay White, all aye, motion carried.

4. Approval of Consent Agenda*

MSP: Supervisor Ogren 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 report.

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

Nancy Quirus reported on the robust discussion at the last Advisory Council meeting. The council welcomed new members representing Lassen Co. – Angela Reed and representing Shasta Co. - Marianne Seifert. Vacancies remain for members in Modoc, Siskiyou, and Trinity Co. Nancy expressed her appreciation for the Executive Board's support in recruiting Advisory Council members. Nancy also reported on a new senior brunch and social event being offered in Tulelake beginning in April. Two applications have been received from Advisory Council members to fill the long-standing vacancies with the California Senior Legislature (CSL) for Senior Senator and Senior Assemblyperson. After Certification is received from CSL for these candidates, we may soon be filling these vacancies. Nancy's nutrition report to the Advisory Council included fresh healthy living activities at local farmer's markets. Senior Farmer's Market benefits will once again be available at local farmer's markets. Discussion regarding Mental Health Services Act (MHSA) programs was minimal which may be due to the passing of Proposition 1 that will shift some MHSA funding from local services to housing. Elder Abuse Awareness month in June was discussed and the involvement of all 5 counties to raise awareness. Nancy shared information on the activities in Shasta Co. planned for Elder Abuse Awareness Month. The Advisory Council News Brief was addressed. The theme for this quarter focuses on the Advisory Council's function and served as a recruitment announcement. The election of Advisory Council Officers is upcoming, and this may be the last time Nancy reports Advisory Council matters to the Executive Board. Nancy expressed her gratitude for the support the Advisory Council receives from the AAA Administrative office as well as the Executive Board. Nancy announced the Collaborative Virtual Meeting of the Executive Board and Advisory Council on June 17, 2024. Advisory Council representatives from Siskiyou, Shasta, and Lassen Co.'s will provide a report on progress made over the past year by the Advisory Council. Chairman Cox expressed her gratitude for Nancy's service to the Advisory Council over the past 8 years as Chairman. Director Gabriel added that the nomination process for Advisory Council members has been initiated.

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

a) Update on CDA Program Monitoring Process

Director Gabriel reported that the AAA continues to work with the CA Department of Aging (CDA) on the program monitoring process. Materials are being provided to CDA Analysts in advance of the virtual meetings scheduled with CDA the week of April 22 – 24, 2024. The meetings will include the evaluation of program regulations, provide tech support and discuss areas of improvement to help reach compliance. The monitoring process also provides an opportunity for the Executive Board Chairman and Advisory Council Chairman to be interviewed by CDA to ensure compliance is met through their communication with

the AAA staff. The outcome of that monitoring process will be shared with the Executive Board as it becomes available.

b) Update on Master Plan for Aging Initiatives

Director Gabriel readdressed Senate Bill 1249 authored by Senator Roth which is related to the counties in CA having an option to take control of their AAA responsibilities. Links about the bill were provided to Executive Board members. Since then, the California Association of Area Agencies on Aging (C4A) board recently took a position to support SB 1249 with the exception of amendments needed to ensure that a county remaining after other counties left the multi-county agreement would be held harmless should the loss of administrative funding impact the county's ability to remain successful as an independent AAA. Director Gabriel will share with the board information pertaining to SB 1249 as it is received from C4A. An SB 1249 Fact vs. Fiction flyer will also be shared with the board which was developed by C4A Board members from PSA 4 in Sacramento.

Chairman Cox reported that she brought SB 1249 to the attention of Rural County Representative of CA (RCRC) and a representative from RCRC has an appointment with the author of the bill that afternoon. An amendment request from RCRC will be presented to the author.

c) Other Agency Activity

Director Gabriel announced that Senior Rally Day is schedule on May 8, 2024. This virtual annual event is hosted by the CA Senior Legislature. The event will feature presentations by Kim McCoy-Wade, Senior Advisor on Aging, Disabilities and Alzheimer's of the Governor's Office and Susan DeMarois, Director of the CA Department of Aging on the state budget and the Master Plan for Aging. Elected officials are also invited to speak on the state's budget and the impact on services to older adults. The flyer with a registration link for the event will be sent to the board following the meeting.

Director Gabriel reported that the Siskiyou Healthy Aging Fair will be hosted in Yreka on May 15th from 9:00 – 12:30 at the Yreka Community Center. This location also hosts the senior nutrition program through Madrone Senior Services. Siskiyou Co. Public Health is also a supporting partner in this event. A flyer will be shared following the meeting.

A fall prevention event on April 17th will also be hosted in Yreka by the Siskiyou Family YMCA. The Siskiyou Co. Fall Prevention Coalition is also working with Madrone Senior Services to host this fall prevention event to bring education and resources to the community. There is no cost to attend the event. Partner agencies supporting this event include a local fire department, a local ambulance service, Fairchild Medical Center, and the Center for Healthy Communities. The AAA will seek opportunities to bring fall prevention education to the remaining counties in the PSA.

9. Approval of PSA 2 AAA Basic Financial Statements and Single Audit Reports for Year Ended June 30, 2023*

Director Gabriel addressed the Basic Financial Statements and Single Audit Reports for FY 22/23 which was addressed at the last board meeting. A copy of this formal report from the contracted CPA, Charles Pillon, was provided to the board. On page 37 of the report, the findings from that audit period are noted related to audit adjustments made during the audit

process. One deposit tested listed the wrong date of the deposit. American Rescue Plan Act and Dignity at Home Fall Prevention funding overlapped into the next fiscal year since the funding did not follow the state fiscal year. That confusion was clarified with the auditor. The incorrect Capital outlay expenditures was related to vehicles purchased with Infrastructure funding that were reported as a capital expense for the service provider; however, the auditor felt it should be reflected as a capital purchase for the AAA since ultimately the vehicle is a part of the AAA's property. The auditor also requested that year end accrual adjustments be made. Once the Fiscal Manager provided clarity on the matter in question, the accrual adjustments were reversed which still resulted in the finding. Corrective action by the AAA to address these findings is in the works which includes other AAA staff working with the Fiscal Manager to review fiscal reports and make adjustments prior to the audit process for subsequent years. No questioned costs were identified in the audit meaning there was no concern with how the funding was spent during this audit period.

MSP: Supervisor Ogren moved to Approve the PSA 2 AAA Basic Financial Statements and Single Audit Reports for Year Ended June 30, 2023, seconded by Supervisor Leutwyler, all aye, motion carried.

10. Approval of the Request for Proposal (RFP) Review Committee's Area Plan Funding Recommendations for Contract Period FY 2024 – 2028*

Director Gabriel explained that this action item is in response to the Request for Proposal (RFP) process for Older Americans Act (OAA) and Modernizing Older CA's Act (MOCA) funding (MOCA). The RFP process is required to determine the level of funding offered for contracted program services in the next 4-year funding cycle. The OAA funding is offered for FY 2024 – 2028 while the MOCA funding is on a different time schedule. Members of the RFP Review Committee included Supervisor Nancy Ogren & Kay White of the Executive Board and Nancy Quirus & Staci Wadley of the Advisory Council. The PSA 2 Registered Dietician was also included in the RFP review process. Supervisor Ogren shared her experience with the process. A minimum of 14 hours by each RFP Review Committee member was spent reviewing over a foot of documentation from the RFP's that were submitted. She thanked the AAA Administrative staff for guiding the committee through the process. After much communication between the committee and AAA staff, interviews with the applicants, and application evaluations, the committee determined how and for which applicant funding would be considered. Supervisor Ogren highly recommended other board members consider participating in the next 4-year RFP process which offers a deep-dive into the programs and what they represent to the older adults in our communities. The impact in the community and the financial aspect of the proposals were important to consider in the RFP application evaluation process as well as the unique background of the individual applicants. That is how the RFP Review Committee determined which organization would be considered and at what percentage of funding the organization would receive. Director Gabriel further explained that the percentage of funding per applicant is the most important outcome from the RFP review process. While the funding from CDA is likely to fluctuate, the percentage of funding between competitive bids in each county remains unchanged over the 4-year funding cycle. Director Gabriel explained the funding allocation process as she reviewed with the board the RFP Recommendations from the Review Committee. Director Gabriel noted that the Planning Estimate for next year's funding has been received from CDA and there are funding adjustments reflected. Director Gabriel walked through each county's funding allocation recommendation as well as those allocations for multi-county services.

She noted that it will be required for PSA 2 AAA to receive CDA's approval to execute a contract with a for-profit agency. Efforts will be made to provide CDA with any materials requested to gain approval for the AAA to contract with Lumberjacks Restaurant in Lassen County. CDA's Nutrition Specialist is awaiting the Executive Board's approval of the RFP recommendations before moving forward with their approval process. CDA will have 15 days to respond to PSA 2's request to work with a for-profit organization. Allocations for Title C-1 Congregate Meals, C-2 Home Delivered Meals, and III B Transportation funding for each of the 5-counties was presented to the board. Supervisor Bridges noted the funding level for Lassen Co. nutrition services in comparison to the COVID funding that has been available to support nutrition programs. Director Gabriel explained there are ways to focus services on the targeted population (those 85 years of age & older and those with the highest nutritional risk) for nutrition services. With competitive bids in each county this RFP period, it was difficult for the RFP Review Committee to determine the levels of funding to be allocated to the applicants. Dignity Health Connected Living has applied for funding to provide nutrition services in Weaverville which are currently being offered as a direct nutrition service of the AAA known as the Trinity Senior Nutrition Program. Director Gabriel also noted that some form of audit of FY 2022/2023 must be completed by Roderick Hayfork Senior Center before the AAA can execute a contractual agreement with that organization for FY 2024/2025. This requirement has been included in the contractual agreement for all services providers. With reasonable corrective action, if needed, PSA 2 can move forward with working with this organization otherwise, the OAA funding would be allocated to Dignity Health Connected Living to serve Trinity Co. Director Gabriel responded to Nancy Quirus' inquiry on the timing of the start of the Congregate Meal program in Weaverville. Director Gabriel explained that the delay has been with the clearance and on-boarding of the volunteer assigned to oversee that program. With everything else in place to start the program, it is hopeful the C-1 service could start in 2 weeks. The plan is to serve Congregate meals one day per week with that program. Supervisor Leutwyler revisited the program eligibility criteria for C-1 Congregate Meals to which Director Gabriel explained the program intake process which identifies the age of the program participant as well as the participant's nutritional risk. She shared that adjustments were necessary with the Dine Around Town voucher distribution process so that those with the greatest need received more meal vouchers. Upon explaining the reason behind the adjustment to the program participants, there was no problem with reducing the number of vouchers to support those with greater need. Upon inquiry from Chairman Cox, Director Gabriel explained the percentage allocation is based on the application's presentation of the services proposed as well as the need [for funding]. The interviews with the applicants are also important to shed light on the program's plans for the funding. In response to Supervisor Bridges' question about reducing the number of program participants for the Dine Around Town Program with less funding moving forward, Director Gabriel stated that there are ways to reduce the cost per meal that she encourages the restaurant to consider going forward. Gratitude was expressed for all who took part in determining the funding percentages.

Director Gabriel continued reviewing the recommended funding allocation for Title III E Family Caregiver Support Program (FCSP). She explained that the funding has 5 categories: Caregiver Access, Caregiver Information Services, Respite, Caregiver Supplemental and Caregiver Support. With the recent change to the subcategories for these services, the change caused a delay in finalizing the Area Plan for FY 2024 – 2028 until the RFP process was completed. There was no application received for Caregiver Access, therefore the AAA

plans to provide direct Caregiver Information & Assistance (I & A) services which are already provided through the AAA's III B I & A Program. Notification to the state that direct III E services through the AAA will be included in the Area Plan. The funding amount allocated to this service will be that which is unallocated to the other III E applicants. There normally is difficulty in spending III E FCSP funding each year. Director Gabriel continued by explaining each RFP applicants' planned services per category with III E FCSP funding, including the Grandparents Raising Grandparents Program offered as legal services with III E funding. Caregiver Information Services is also a service the AAA could offer to spend down III E funding. The service would be to continue offering caregiver training and education events throughout the 5 counties which fall in line with the presentations offered by professionals recently contracting with PSA 2.

Director Gabriel explained the Title III D Health Promotion proposal as well as the Title III B Legal Services proposed by each applicant.

MSP: Supervisor Leutwyler moved to Approve of the Request for Proposal (RFP) Review Committee's Area Plan Funding Recommendations for Contract Period FY 2024 – 2028, seconded by Supervisor Cox, all aye, motion carried.

11. Approval of the Request for Proposal (RFP) Review Committee's Modernizing Older Californian's Act Funding Recommendations for Contract Period FY 2024 – 2029*

Director Gabriel explained that Modernizing Older Californians Act (MOCA) funding is on a completely different timeline than the Older Americans Act funding, so there was no way the funding could be offered as an amendment to OAA funding. The funding runs longer than OAA funding for as long as the funding is available through 2029. The funding was offered in the RFP process as C-1 Congregate Meals, C-2 Home Delivered Meals, Linkages, and Alzheimer's Day Care Resource Center. Director Gabriel explained the services that the Linkages and Alzheimer's Day Care Resource Center provides. She further explained that expanded C-1 Congregate Meals To-Go meal services are planned in Shasta Co. with the MOCA funding. The C-2 Home Delivered Meal funding is planned to support the nutrition program which will be formally known as Trinity Senior Nutrition Program. Director Gabriel also explained that an application for MOCA C-1 & C-2 funding was denied since the plan for the funding was to recover program losses which is not the intent of the funding.

MSP: Roberta Hohman moved to Approve the Request for Proposal (RFP) Review Committee's Modernizing Older Californian's Act Funding Recommendations for Contract Period FY 2024 – 2029, seconded by Supervisor Valenzuela, all aye, motion carried.

RFP Review Committee member, Nancy Quirus, commented that she felt not all of the applicants understood that the Modernizing Older Californians Act funding was to be used to expand services despite the support offered in the Bidder's Conference and contact with AAA staff. She wanted to apologize for Trinity Co. She was not apt to clarify, she wasn't involved in the application process. She does know that it was an opportunity missed that when additional funding is offered, the service providers should be offered a separate Bidder's Conference to discuss the different funding available and a different application be offered to clarify the funding available. To help clarify, Chairman Cox stated that the MOCA funding

was offered to modernize nutrition services, not to recover losses. Generally, the applicant did not understand the purpose of the funding to which Nancy Quirus stated she too was unclear about the MOCA funding. Director Gabriel added that the separate MOCA funding was addressed in the Bidder's Conference as well as the annual Nutrition Service Provider meeting held in October 2023. She further explained that there were two separate OAA and MOCA public notices announcing the funding was available for bid. Upon releasing applications following the receipt of Letters of Intent, two separate emails were released - one for OAA funding and the other for MOCA funding along with separate program service definitions for OAA and MOCA services. The similarity with C-1 & C-2 services offered with MOCA funding was that the nutrition programs were required to follow OAA nutrition program regulations with the MOCA funding. PSA 2's Fiscal Manager added that there is a question and answer period during each RFP process which follows with all questions and answers being shared with all applicants. Even with a perfect application, if an applicant states they plan to make up their shortfall with the funding, that is not an appropriate response for the use of the funding. Nancy added that this applicant has not been working in this field, in this county and with this program very long. Perhaps there is something that can be done in the future. Upon Nancy's inquiry if the MOCA funding was available in future fiscal years, Director Gabriel explained that the MOCA funding is state funding which means there is always the possibility that the funding could be pulled back all together. That further supports to need to keep the MOCA state funding separate of the OAA funding. With the state's budget deficient, there is always a possibility that the funding could be cut. For now, AAAs are told that the funding is available from 2024 – 2029. The MOCA funding has a completely different timeline than OAA funding, so it had to be offered as a separate application. Once MOCA funding is depleted, there is no word if the funding will be extended. Director Gabriel further explained that the MOCA funding was offered in the RFP process from 2024 – 2029. The 2024-2025 budgets requested in the application was to provide a snapshot of one fiscal year. The PSA 2 Fiscal Manager stated that there was not a great amount of funding offered through the MOCA grant. What was offered in the RFP process would likely be spent in one fiscal year. Unspent funds can be rolled into the next fiscal year; however, once it is exhausted, it's gone. The \$42,000 offered in MOCA funding could easily be spend within the fiscal year by either applicant. Supervisor Cox suggested a conversation with Roderick/Hayfork Senior Center could be helpful to better understand their situation. No information was left unavailable to any applicant about the funding. There could be ways to improve communication in the future. Nancy stated it was the correct decision to make – she was part of the evaluation process. Supervisor Cox appreciated the tough decision that had to be made based on the information available at the time.

12. New Business:

- Next Scheduled Executive Board Virtual Meeting – Monday, May 20, 2024.

13. Old Business:

- None

Supervisor Bridges requested a monthly report on the missing vouchers for the Dine Around Town Program. Director Gabriel stated that she has no new information on the matter – the restaurant owner had been keeping her informed of any progress with the missing vouchers. Supervisor Bridges will get in touch with the restaurant owner. The missing vouchers are valued at \$12,000. Director Gabriel will add the topic of the missing vouchers to Old

Business to help keep the board informed on the matter.

14. Correspondence:

Incoming – Amy King, Tulelake Resident

Outgoing – Response to Amy King

Email Response from Chairman Jill Cox to Amy King

Director Gabriel stated that she has only been in communication with Amy King on a different matter since the communication provided in the board packet.

Director Gabriel also added that May is Older Americans Month. Proclamations will be forwarded to each county's Clerk of the Board to be adopted in a [Board of Supervisors] meeting during the month of May. She further added that now that the program percentages have been determined for the next 4-year funding cycle, the funding percentages will be applied to CDA's Planning Estimate for all programs in each county for the next fiscal year. Director Gabriel will also provide an update on the outcome of Roderick/Hayfork Senior Center's audit and the outcome of the state's approval of Lumberjacks Restaurant as a contracted service provider as information becomes available.

15. Adjournment

The PSA 2 Executive Board Virtual Meeting was adjourned at 11:23 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director