



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

May 15, 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, Supervisor Nancy Ogren, Supervisor Ric Leutwyler, and Supervisor Jill Cox from the Weaverville Public Library. A quorum was established.

Executive Board Members Absent:

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

Guests Present:

Teri Gabriel, PSA 2 Executive Director from the PSA 2 Administrative Office in Yreka; Andrea Sutton, PSA 2 Fiscal Manager; Jerry Kirouac, PSA 2 LTC Ombudsman Program Manager from the PSA 2 Conference Room in Redding; Cheryl Rushton, PSA 2 Program Coordinator; Barbara Longo, Lassen Co. Health and Human Services Agency Director from the Alexander Conference Room at HHSA in Susanville; and Nancy Quirus, Advisory Council Chairman.

3. Approval of Agenda*

MSP: Supervisor Starr motioned for the approval of the agenda as presented, seconded by Supervisor Rickert, all aye, motion carried.

4. Approval of Consent Agenda*

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

5. Open Session

No comments.

6. Executive Board's Report

No comments.

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

Nancy Quirus reported there remain 3 vacancies on the Advisory Council. Director Gabriel reported applications have been released to interested parties and Supvr. Bridges announced that interviews are being conducted to fill the vacancies in Lassen Co. with the support of Supvr. Neely. Nancy also addressed the vacancy that remains in Modoc Co. Nancy reported on the comments made during Open Session at the last Advisory Council meeting. The Power to Seniors program in Shasta Co. was addressed and the opportunity to donate to help seniors in Shasta Co. pay their power bills through Dignity Health Connected Living. Transportation services offered by Southern Cascades in eastern Shasta and Modoc Counties was also discussed. Food access information is being more inclusive of indigenous populations. The Food Distribution Program on Indian Reservations (FDPIR) is now actively being included in the food assistance flyers in Lassen Co. as a pilot project. The Hmong population is also being reached by the Trinity Co. food bank in conjunction with the CalFresh program. Dignity Health Connected Living (DHCL) has extended their meal service to the Cottonwood area. Medically tailored meals are also being considered by DHCL through the CalAIM programs. Mental Health was also addressed by the Advisory Council and the Minds Matter Resource Fair in Redding is scheduled on Saturday. Trinity Co. Food Bank has expanded their food capacity and DHCL is also working to expand their Food Bank capacity. With the loss of food access allotments through CalFresh, more seniors are using Food Bank services. The Health Insurance Counseling and Advocacy Program (HICAP) is supporting the Advisory Council's outreach efforts by including an Advisory Council News Brief flyer in their quarterly newsletters. Director Gabriel explained the distribution process of the HICAP quarterly Newsletter. This quarter's News Brief addressed steps for disaster preparedness – a new objective for the Advisory Council.

Supervisor Starr commended Nancy Quirus for her passion to carry out and make a difference in her work with the Advisory Council. Nancy responded by thanking the remaining Advisory Council members who support the council's efforts.

Director Gabriel reported that the two CA Senior Legislature seats remain vacant in representation of PSA 2 AAA at the state level. CSL members will hear firsthand about the

bills being proposed in support of the aging and disabled population. CSL members are not required to be Advisory Council members, rather Advisory Council members appoint the CSL members. Director Gabriel reported that she and the Advisory Council Chair/Vice-Chair will be making a presentation to the Shasta Co. Commission on Aging to learn more and share with other counties. Upon inquiry, Director Gabriel suggested sharing virtually and word-of-mouth recruitment to fill the CSL vacancies since past efforts through newspaper advertising was unsuccessful. A flyer for CSL recruitment will be shared with the board following the meeting.

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

a) Update on Direct Nutrition Services

Director Gabriel reported that a new Program Coordinator for the Trinity Senior Nutrition Program has been hired. The Pastor of the Church of the Nazarene has been filling in during the absence of a Program Coordinator and expressed interest in running the program on a permanent basis. The Pastor is currently being trained on program operations and the onboarding process has been initiated. No conflict of interest has been identified as agreements with the church will be signed by other board members for the upcoming fiscal year. Director Gabriel reported that 53 individuals are being served by the Home Delivered Meal program through the Trinity Senior Nutrition Program. Dignity Health Connected Living remains dedicated to the program and continues to offer an opportunity to expand the meal count for the program with either an additional delivery day or an additional vehicle to deliver meals to the program site.

Efforts continue to launch the Lassen Co. Dine Around Town Home Delivered Meal program with recruited volunteers. Required certification was finally received from the volunteers on required trainings. Next steps will be to discuss the routes for the program and to consider delivery days for the HDM program. A list of additional potential volunteers for the program was received. Approximately 40 individuals are on the waiting list for the HDM program. New restaurants will be added to the program through an Invitation for Bid process following the launch of the Home Delivered Meal program. A Satisfaction Survey was distributed last month with the vouchers. Of the surveys returned, all were positive and grateful for the program. The most common suggestion for the program was adding more restaurants for meal variety. The requirement for restaurant meals will be for the menu to meet the Dietary Guidelines for Americans, secondary to the cost of the meal.

Director Gabriel added that the Modernizing Older Californians Act funding for Nutrition was recently received from the CA Dept. of Aging (CDA). The funding will continue to allow restaurant meal voucher programs which can be expanded into other counties in the PSA.

b) Master Plan for Aging Initiatives and C4A Allied Conference

Director Gabriel reported on the CA 2030 initiative which evaluated the structure of the state's Area Agencies on Aging to determine what is needed to design a future-ready structure of AAAs to serve a larger, older and more diverse population. Results of the evaluation will be presented to CDA as actionable recommendations to focus on aging network-wide advancement of services to the community. Director Gabriel thanked Nancy Qirus and Frances Cole-Boyd of the Advisory Council for their participation in

the CA 2030 interview process along with PSA 2 staff and Program Managers. Director Gabriel was also interviewed and will complete a follow-up survey on the interview process. The focus of the interview was on what CA will look like in the next 20 years as it pertains to services for older and disabled adults. Nancy Quirus shared her experience with the interview process and stated there were great ideas shared by others participating in the interview.

Director Gabriel also reported on the CA Assoc. of Area Agencies on Aging Annual Allied Conference – “Mapping the Future of Aging and Disability in CA” - which took place last week. Director Gabriel reported on the topics of several presentations at the conference including a presentation on the housing crisis for older adults and shared statistics from the session. Director Gabriel also shared her experience participating on panels for the Health Brain Initiative grants awarded to Shasta Co. and with the Local Master Plan for Aging in the north state which also includes Shasta Co. Director Gabriel announced that a second of PSA 2's counties – Siskiyou Co. – has been awarded the Health Brain Initiative grant to their Public Health division. The funding will be used to help develop a plan to bring Dementia and Alzheimer's Disease awareness and education to the community. A Senior Hunger Prevention Act of 2023 was also addressed at the conference pertaining to ending senior hunger. Director of CDA, Susan DeMarois, reported that 26 million senior meals were served through AAAs last year and by the year 2060, 46 million meals will be needed to serve the 27% increase in the older adult population. Director Gabriel also reported that AAAs, and other community-based organizations, are being invited to take part in the no-wrong-door system of care. This would require AAAs to be a partner in not only referring individuals to services, but rather to directly connect individuals to services they are seeking, including healthcare services. This concept, supported by the Administration on Community Living at the federal level, is also the purpose of the CA 2030 initiative – to help AAAs reach the goal of being prepared and ready to become a part of the no-wrong-door system of care. Planning meetings and discussions will continue as many of CA's AAAs are not currently prepared for this level of care.

c) Contracted Service Provider Fiscal and Program Monitoring Process

Director Gabriel reported that the contracted service provider fiscal and program monitoring process has been initiated for FY 22/23. Most monitoring will be conducted remotely and virtually as allowed by CDA. The Registered Dietician for PSA 2 will be visiting all nutrition centers in person this year for the required onsite kitchen review. The PSA 2 Fiscal and Data Reporting Monitoring process will also take place remotely. Program and Fiscal monitoring is required annually by CDA and the AAA audit process. All monitoring will be completed by June 30, 2023.

d) Other Agency Activity

Director Gabriel reported that the AAA will be hosting the Siskiyou Healthy Aging Fair in Yreka on May 17th. This senior resource fair had been paused due to the pandemic after over 20 years of being hosted by the AAA in partnership with Madrone Senior Services. Upon request by Supvr. Bridges, Director Gabriel will share the flyer with the board for consideration in hosting an event in other regions of the PSA.

Director Gabriel also announced the Purple City Campaign in Shasta Co. which partners

with Shining Care in Redding to bring awareness to Alzheimer's and Dementia in our communities. PSA 2 will participate in and sponsor the Health and Safety Resource Fair on June 8th and support the Purple City Festival & Sundial Bridge Lighting event on June 10th. This event will also recognize Elder Abuse Awareness Month.

Director Gabriel reported that the FY 21/22 Single Audit process is wrapping up with the AAA's contracted CPA. The full report will be presented to the Executive Board when it becomes available.

9. Acknowledge Proclamation for May 2023 as Older Americans Month – “Aging Unbound”

Director Gabriel provided a background on Older Americans Month which is led by the Administration of Community Living at the federal level. This year's theme is “Aging Abound” which offers the opportunity to explore a wide range of aging experiences and to promote the importance of enjoying independence and fulfillment by paving our own paths as we age. The Older Americans Month Proclamation was presented to the board. Each county's Clerk of the Board received a copy of the proclamation to add to the Board of Supervisor's meeting agenda in the month of May.

10. Approval of Board Resolution Authorizing the Executive Director to Sign California Department of Aging's (CDA) FY 2023/2024 Area Plan Contract and Related Amendments – AP-2324-02*

Director Gabriel explained that the planning estimate for FY 2023/2024 has been received from CDA. The Board Resolution indicates that the FY 2023/2024 estimated Area Plan funding from CDA will be in the amount of \$3,198,206. That funding will be applied to the existing funding formula for distribution to contracted service providers as well as support direct program services by the AAA and the AAA's administrative operations. The most significant variance from last fiscal year is with Home Delivered Meals funding which may be related to the additional Modernizing Older Californians Act Nutrition funding that will be available in the coming years to further support nutrition services. C-1 Congregate Meals has increased as participants are returning to dining centers for in-person dining. Director Gabriel continued by addressing minor increases and reductions to other program services. The board is asked to approve the Board Resolution provided which authorizes the Executive Director to sign the Area Plan contract and related amendments for FY 2023/2024.

MSP: Supervisor Bridges moved to approve the Board Resolution Authorizing the Executive Director to Sign California Department of Aging's (CDA) FY 2023/2024 Area Plan Contract and Related Amendments – AP-2324-02, seconded by Supervisor Ogren, all aye, motion carried.

11. Approval of FY 2023/2024 Provider and Direct Service Allocations [Including All Amendments and Notice of Grant Awards (NGA) Activity Summaries]*

Director Gabriel reviewed the provider allocation spreadsheets included in the packet and addressed the manner in which funding from the planning estimate is allocated to the AAA, direct service programs, and contracted service providers by county and by service provider in each county. She further explained that the funding formula also indicates the direct service programs provided by the AAA which includes the nutrition programs in Trinity and Lassen Co. AAA Administrative funding is also indicated which is used to administer and

carry out the operations of the AAA.

MSP: Supervisor Ogren moved to approve the FY 2023/2024 Provider and Direct Service Allocations [Including All Amendments and Notice of Grant Awards (NGA) Activity Summaries], seconded by Supervisor Leutwyler, all aye, motion carried.

12. Approval to Authorize Executive Director to Sign FY 2023/2024 Service Provider Contracts & Related Amendments*

Director Gabriel explained the request for the board's approval authorizing the Executive Director to sign service provider contracts and related amendments for the FY 2023/2024 contract period. Director Gabriel also explained that one-time-only funding, which is generally available after the close of the prior fiscal year, would be released to service providers as a contract amendment.

MSP: Supervisor Ogren moved to Authorize Executive Director to Sign FY 2023/2024 Service Provider Contracts & Related Amendments, seconded by Supervisor Bridges, all aye, motion carried.

13. Approval of FY 2023/2024 County Match*

Director Gabriel explained that the County Match is based on the amount of administrative funding available from CDA which fluctuates annually. Administrative funding supports the AAA's Administrative operations. Upon inquiry, Director Gabriel also explained the county overmatch granted by the counties in prior fiscal years is funding over and above the 25% minimum match to support the AAA operations. Chairman Cox addressed the challenges with the Trinity Co. budget as it relates to the increase in county match. The PSA 2 Fiscal Manager further explained the county match process as it relates to administrative funding from CDA to support the AAA.

MSP: Supervisor Leutwyler moved to approve the FY 2023/2024 County Match, seconded by Supervisor Rickert, all aye, motion carried.

14. Approval of FY 2023/2024 Staff Benefits*

Director Gabriel reviewed the staff benefits for AAA and Program employees as presented to the board. The display provided reference to the variance from last year's benefits. An increase in benefits costs is reflected due to the proposed additional staff being added to support the AAA while the HICAP and Ombudsman Programs each reflect a decrease in staff. Director Gabriel also addressed the rate increase for the CalPERS retirement benefit.

MSP: Supervisor Bridges moved to approve the FY 2023/2024 Staff Benefits, seconded by Supervisor Leutwyler, all aye, motion carried.

15. Approval of Proposed AAA Salary Schedule Reflecting Additional Staff Positions*

Director Gabriel explained that the salary schedule presented does not include salary increases as that was addressed at the March 2023 board meeting due to the minimum wage increase. Rather the display indicates the addition of an Administrative Clerk and Title III C Nutrition Coordinator. Director Gabriel further explained the previous split of administrative funding between the two Program Coordinators at the AAA. With the increase in program funding to support the Program Coordinators, the administrative funding can be shifted to

support an Administrative Clerk position to assist with contract and inventory management. The Title III C Coordinator would assist the Director in expanding nutrition program services throughout the region with the upcoming Modernizing Older Californians Act Nutrition funding. Upon inquiry, Director Gabriel explained the use of administrative funding and county match to support the AAA's administrative operations as proposed. PSA 2 Fiscal Manager added explanation of the county match as it is a percentage of funding reflective of the required match for the grant with CDA. The additional administrative funding from CDA allows for the support of the proposed administrative staff.

MSP: Supervisor Leutwyler moved to approve the Proposed AAA Salary Schedule Reflecting Additional Staff Positions, seconded by Supervisor Rickert, all aye, motion carried.

16. Approval of FY 2023/2024 Proposed AAA Administrative Budget and Budget Narrative*

Director Gabriel addressed the Proposed AAA Administrative Budget display and related Budget Narrative. The budget reflects actual operating expenses for the AAA and the addition of the Administrative Clerk and Title III C Coordinator positions. She noted that Area Plan, American Rescue Plan Act, Older Adult Recovery and Resilience Act, and the Modernizing Older Californians Act Nutrition funding would continue to support the direct service nutrition program staff in Lassen and Trinity Counties as well as the Title III C Coordinator.

MSP: Supervisor Bridges moved to approve the FY 2023/2024 Proposed AAA Administrative Budget and Budget Narrative, seconded by Kay White, all aye, motion carried.

17. Approval of FY 2023/2024 Proposed Ombudsman Program Budget and Budget Narrative*

Director Gabriel explained that the proposed Ombudsman Program Budget reflects actual operating expenses for the program. Travel expenses have been adjusted to reflect the use and maintenance of the program's vehicles. With the resignation of an Ombudsman II this year due to health reasons, the position will remain vacant so the funding may further support the program. Program volunteers are actively being recruited to support the program.

MSP: Supervisor Ogren moved to approve the FY 2023/2024 Proposed Ombudsman Program Budget and Budget Narrative, seconded by Supervisor Leutwyler, all aye, motion carried.

18. Approval of FY 2023/2024 Proposed Health Insurance Counseling and Advocacy Program (HICAP) Budget and Budget Narrative*

Director Gabriel explained that the proposed HICAP Budget reflects actual operating expenses for the program. She further explained that HICAP's contract with CDA is separate of the Area Plan budget for the AAA and the Ombudsman Program. HICAP is currently on a 3-year budget cycle. A reduction in staff earlier in the current fiscal year was necessary to correlate with the program's budget. A part-time counselor position could be supported in the next fiscal year; however, the HICAP Program Manager is seeking to recruit more volunteers in the next fiscal year to support the program. Increased advertising for the

program and the cost to produce the program's newsletter is added to next fiscal year's budget.

MSP: Kay White moved to approve the FY 2023/2024 Proposed Health Insurance Counseling and Advocacy Program (HICAP) Budget and Budget Narrative, seconded by Supervisor Bridges, all aye, motion carried.

Upon inquiry from Supvr. Leutwyler, Director Gabriel addressed the process for unused program funding. A minimal amount can be used to roll over into the next fiscal year. The PSA 2 Fiscal Manager added that state funding is unrecoverable and is reallocated to other state programs while federal funding is redistributed to the AAAs as One-Time-Only funding during the following fiscal year.

19. Approval of Board Resolution Authorizing the Executive Director to Sign CDA's Digital Connections Contract & Related Amendments– DC-2223-02*

Director Gabriel explained the opportunity to receive additional iPad tablets from CDA through the Digital Connections Project. The iPads are targeted to reach older adults aged 60 and older and disabled adults in the area who do not currently possess a mobile computing device. PSA 2 is scheduled to receive 14 iPad tablets. Service for the tablets is provided through AT&T within the I-5 corridor. No survey process will be required for the Digital Connections program as was required for the similar CHAT program. Broadband service support, digital literacy support, and program outreach are included in the budget for this project. Administrative costs for mailing and the distribution of the iPad tablets is also included in the budget. The board's approval of the Board Resolution presented is needed for the Executive Director to sign the Digital Connections budget in the amount of \$3,952. Upon inquiry from Supvr. Leutwyler, Director Gabriel confirmed the recipient of an iPad tablet would need to reside in the AT&T service region.

MSP: Supervisor Bridges moved to Authorize of Board Resolution Authorizing the Executive Director to Sign CDA's Digital Connections Contract & Related Amendments– DC-2223-02, seconded by Supervisor Rickert, all aye, motion carried.

20. Approval of Board Resolution Authorizing the Executive Director to Sign CDA's Public Health Workforce Contract & Related Amendments – PH-2223-02*

Director Gabriel explained that the Public Health Workforce funding is used to support local Public Health professionals in providing culturally affirmative and linguistically accessible information regarding Public Health services in response to the COVID-19 pandemic in the amount of \$117,915. Contact will be made with local Public Health agencies to determine how the funding can be used to support this effort.

MSP: Supervisor Leutwyler moved to approve the Board Resolution Authorizing the Executive Director to Sign CDA's Public Health Workforce Contract & Related Amendments – PH-2223-02, seconded by Supervisor Ogren, all aye, motion carried.

21. New Business:

The next meeting will be in collaboration with the Advisory Council on Monday, June 29, 2023. The Advisory Council will be presenting their year-end report to the Executive Board. This meeting will also recognize June as Elder Abuse Awareness Month.

22. Old Business:

None.

23. Correspondence:

Incoming – None

Outgoing – None

24. Adjournment

The virtual meeting of the PSA 2 Executive Board was adjourned at 11:26 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director