



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

March 18th, 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, Supervisor Tom Neely (Alt.), Supervisor Shane Starr, Roberta Hohman, Supervisor Mary Rickert, Marie Ingram, Supervisor Ed Valenzuela (alt.), Supervisor Jill Cox, and Supervisor Ric Leutwyler. A quorum was established.

Executive Board Members Absent:

Kay White (Ex.), Supervisor Elizabeth Cavasso (Alt.), Supervisor Tim Garman, Supervisor Patrick Jones (Alt.), Supervisor Nancy Ogren (Ex.), and David Albiez (Alt.).

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; Pam Smith-Jimison, HICAP Program Manager; and Amy King, Tulelake Resident.

3. Election of Officers

Director Gabriel explained the annual process for electing the Chairman and Vice-Chairman for the PSA 2 Executive Board. She further reported that both the Chairman, Supervisor Jill Cox, and Vice-Chairman, Supervisor Nancy Ogren, have expressed interest in remaining in their respective seats for the calendar year 2024.

MSP: Supervisor Bridges motioned to nominate Supvr. Jill Cox as Chairman and Supvr. Nancy Ogren as Vice-Chairman for the year 2024, seconded by Marie Ingram, all aye,

motion carried.

4. Approval of Agenda*

Director Gabriel announced that the fiscal year reference in item 9c should read 2022/2023 as it relates to her report on the Single Audit.

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

5. Approval of Consent Agenda*

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

6. Open Session

Amy King from Tulelake expressed her concern related to the operations of the AAA pertaining to the City of Tulelake's Letter of Intent for the current Request for Proposal process for the next 4 years which was delivered on February 15, 2024. No application packet was provided until February 27th and received in Tulelake on March 6th which was 5 days after the deadline to obtain technical assistance from the Area Agency. This was a peculiar amount of timing and she believes there should have been an extension. She is uncertain how many other entities received their applications that late. The second issue is related to T.E.A.C.H., Inc. which currently has the contract for serving Tulelake and Modoc Co. The meals were recently reduced 26-27 to 3. She would like to know the criteria for the meal reduction. Thirdly, Ms. King sent a letter on December 27th addressed to the Executive Board, Advisory Council and Executive Director for which she has not received a response. In that letter, there were several issues raised by the community which included a lack of communication by T.E.A.C.H., the contractor, the lack of facilities for interaction with others, the quality and quantity of food delivered to homebound seniors. There were no notices for several months which was raised with the PSA 2 Executive Director in February last year which she discussed with T.E.A.C.H. in June and there was no response required until the end of December. There were also shortcomings with the flyer. Director Gabriel said there were going to be postings within the next 60 days. No flyers since June.

Despite the 3-minute mark for public comments, Supervisor Valenzuela suggested the Board grant Ms. King the flexibility to go to 5 minutes with her comments/criticism. Supervisor Valenzuela stated that this is not an agendized item. The Board could refer these matters to the Executive Director for additional comments, or agendize the matter for a future discussion.

Ms. King continued stating there are no facilities available for seniors to gather in Tulelake. Fortunately, a local entity allowed card playing at that location since T.E.A.C.H. would not allow card playing in its facility. The meals delivered to Tulelake are totally unsatisfactory. For example, in October and December meals delivered to Tulelake contained 2 – 3 slices of beets, and 1/3 – 1/2 cup of beans along with a casserole – a lot of carbs. Sometimes a piece of bread, sometimes not. Ms. King stated that Director Gabriel stated the meals sent to Tulelake are made up of leftovers – and they certainly look like it. There are only a few

months left [for T.E.A.C.H. to provide meals to Tulelake], but Ms. King thinks there should be answers to questions about the deadlines for submitting proposals, response about the criteria for reducing the number of homebounds eligible to receive meals, and there should be a reply to the December 27th letter to all of you. Chairman Cox stated the Ms. King should expect follow up to those 5 items forthcoming.

7. Executive Board's Report

No report.

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

Nancy Quirus expressed her interest being included in the communication sent to the Advisory Council from the Tulelake area. Nancy reported that the January Advisory Council meeting had representatives from all 5 counties. A new member from Siskiyou Co. was welcomed and an application in Lassen County is being processed. As of the January meeting, there remained one vacancy in Modoc Co., one vacancy in Trinity Co., and one remaining in Siskiyou Co. Nancy reported the Karol Schwartzlander, the Executive Director of the CA Commission on Aging made a presentation to the council at the January meeting. Ms. Schwartzlander gave a thorough and thought-provoking presentation which reflect a similar vision statement and mission of the Advisory Council as it relates to aging with dignity. Advocating for Californians and being a catalyst for change in our county and supporting and celebrating Californians as they age in place. The Advisory Council members were encouraged to follow the Commission on Aging on social media to stay in touch with activities of the commission through their Age Watch newsletter. Nancy also announced that the CA Senior Legislature (CSL) has had an open position for State Assemblyperson and State Senator for the PSA 2 region. Upon inquiry, Director Gabriel stated that one application for CSL has been submitted to the state CSL and another is in the mail to the AAA. Nancy credited PSA 3's CSL member, John Pereira, for the guidance he offered during the application process. A report from Nancy is forthcoming on the outcome of the CSL application process. Nancy further reported that food access from various venues is a major focus of the Advisory Council which aligns with the interest in food service mentioned earlier in the meeting. A Shasta Co. Advisory Council member also reported on the Ready-Set-Go Boxes that are available in various places in Shasta Co. These disaster response-type boxes with non-perishable food items that can be used in a disaster. A new objective of the Advisory Council has been proposed to promote and increase public awareness about family caregivers serving our adult population. The objective will increase awareness, connect with family caregivers with local support. A transportation objective has been omitted due to the reassignment of responsibilities by an Advisory Council member. With transportation remaining a significant unmet need, the Advisory Council is seeking a member to focus on transportation issues. Nancy expressed her appreciation to those Executive Board members who do take the time to listen in on Advisory Council meetings. Their interest and suggestions are taken very seriously. The Advisory Council meets next on March 29th at 10:00. Chairman Cox expressed her gratitude for the caregiving objective based on her knowledge and experience. Public education is greatly appreciated and she supports the Advisory Council's effort.

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

a) Update on Request for Proposal Process

Director Gabriel reported that the Request for Proposal (RFP) process is well underway for program funding in fiscal years 2024 – 2028 and Modernizing Older Californians Act funding for C-1 Congregate Meal, C-2 Home Delivered Meal nutrition services, Linkages and Alzheimer's Day Care Resource Center services which had formerly been funded through the AAAs back in 2009. Linkages is a Case Management service and Alzheimer's Day Care Resource Center is a day center with activities for Alzheimer's patients which allows respite for their caregivers. The deadline for RFP applications was Friday, March 15th. The next step will be to distribute applications to the RFP Review Committee which is comprised of Executive Board and Advisory Council members their evaluation and rating of the applications. All applicants will have the opportunity to present their proposals to the RFP Review Committee next month and prior to the April Executive Board meeting. This will also offer the RFP Review Committee to ask questions of the applicants about their proposals. The RFP Review Committee will have their program funding recommendations ready to present to the Executive Board prior to the April meeting. Once the recommendations are approved, the bidders will be notified of the Executive Board's decision based on those recommendations and a two-week appeal process begins for the bidders. Appeals may not be related to the amount of funding allocated to the entity, rather the appeal would be related to the fairness of the RFP process. Successful bidders will advance to the contract process for the first fiscal year 2024/2025 and subsequent fiscal year contracts will be renewed through FY 2027/2028 of the 4-year funding cycle. Service provider contracts are based on funding available through the CA Dept. of Aging throughout the funding cycle. The next RFP process begins again in FY 2028 through 2032 unless a contract is terminated during the current funding cycle. Director Gabriel explained the change to the sub-categories for the Title III E Family Caregiver Support Program which lead to the delay in starting the RFP process due to the lack of CA Dept of Aging guidance on the changes. This delay of III E information has also caused a delay in the Area Plan process for most AAAs for the 2024-2028 period. The funding which supported the Dine Around Town Program in Lassen Co. and the Trinity Senior Nutrition Program in Trinity Co. has been offered for bid in the RFP process since both programs were available as temporary pilot programs.

b) Update on FY 2020/2021-2021/2022 CDA Audit & Contract Resolution Process

Director Gabriel reported that the CA Dept. of Aging conducts periodic audits in addition to the annual single audits. CDA's review focuses on the closeout process conducted by the AAAs as well as the contract resolution process. Hiep Pham, CPA was hired by the AAA to evaluate the closeouts of contracted service providers essentially identifying if AAA funding was fully and appropriately spent for all contracted programs. According to the draft audit report, a finding was identified due to the delay in concluding the Contract Resolution Process since the Family First Coronavirus Recovery Act and Coronavirus Aid Relief and Economic Security Act (CARES) funding had not yet been included in the closeout process. Unspent funding and self-identified mis-spent funding due back from contracted service providers for the FY 2020/2021-2021/2022 contract period was identified. Employee time sheets were also noted to need adjustment in the time applied to the Health Insurance Counseling and Advocacy Program (HICAP) vs. Medicare Improvements for Patients & Providers Act (MIPPA) funding. The AAA's III B Program Coordinator's time had also been applied to Administration since the Administrative Clerk position had been vacant for some time. With the recent hiring of a part-time Administrative Clerk, the III B Program Coordinator's time may be applied as indicated in

the AAA's annual budget. A matter of equipment was also noted in the CDA Audit process due to old equipment remaining on the AAA's inventory list. Many of the items were noted as being purchased with "other" funding; however, it was never cleared from the AAA's inventory list since it had been purchased with non-AAA funding. Since the corrective action is taking place in FY 23/24, it can be expected that similar findings will be identified in the FY 22/23 CDA Audit process. A formal report from CDA on the Audit and Contract Resolution Process will be presented to the board as it becomes available. Director Gabriel commended the AAA Fiscal Manager and Hiep Pham, CPA for their efforts in the Contract Resolution Process.

c) Update on FY 2022/2023 Single Audit Process

Director Gabriel reviewed the Single Audit Process conducted annually by Charles Pillon, CPA. The Single Audit for FY 2022/2023 has been completed and submitted to CDA before the March 31, 2024, deadline. The final audit report will be presented to the Executive Board for approval at the April meeting. The overall process went smoothly based on the AAA Fiscal Manager's knowledge and experience in working with this CPA. Preliminarily, the only finding noted was related to checks & balances to oversee the work that the Fiscal Manager produces. With the hiring of an Administrative Clerk, the AAA shall ensure material adjustments are made before the audit process starts. One deposit date was mis-entered in the accounting system. The AAA shall ensure that all year end accruals of revenues and expenditures are recorded before the audit commences.

d) Update on CDA Program Monitoring Process

Director Gabriel provided a brief overview of the CDA Program Monitoring process. This is not an audit, rather it is a review of the AAA's Administrative, Program, and Data processes. The HICAP and Ombudsman Programs are also included in this CDA monitoring. The monitoring process evaluates the AAA's compliance with administrative, program and data requirements and identifies any areas of non-compliance with program and contract regulations. PSA 2 staff are currently completing questionnaires which are monitoring tools related to the performance of the AAA. AAA staff will meet remotely with CDA monitoring staff the week of April 22 – 26th.

e) Update on Master Plan for Aging Initiatives

Director Gabriel reported that CDA has released their year 3 report on the Master Plan for Aging (MPA) which includes the state's update on its work toward the MPA initiatives. Director Gabriel also addressed the CA 2030 Final Report which includes recommendations which were based on the Community Assessment Survey of Older Adults late last year. Based on the survey and the results evaluated by Collaborative Consulting, 9 areas with recommendations are included in the report including Strategic Planning, Funding, PSA Designations, Performance, Data and Technology. With regard to the reevaluation of PSA Designations which have been in place since 1978, and with the changing population and growing older adult population, there is a need to review PSA boundaries as it relates to the goals identified in the MPA. Director Gabriel addressed Senate Bill 1249 which relates to the redesignation of the AAAs which proposes effective January 1, 2025, that counties be given the option to petition the department (CDA) to assume control of the AAA that serves their local jurisdiction. The counties shall notify the department of its intent to petition to assume control of the AAA that serves its jurisdiction by June 30, 2025. Much conversation is being had within the aging network and Director

Gabriel is hopeful the county Supervisors and Health and Human Services Agencies are aware of this opportunity. Director Gabriel expressed the importance in addressing with the state the matter of splitting administrative funding amongst the 5-counties – will it be split evenly, will it be split by county population as it currently is within the AAA, or will the administrative funding be duplicated as a whole for each county? Supervisor Rickert stated that she was familiar with the bill and was not clear on how the funding would work. Often with the state, funding is discontinued when counties take on local responsibilities. Director Gabriel explained that AAAs are not at the table with the state to discuss the funding process with the AAA redesignation although it is important for the counties to be aware and to ask these questions especially if the funding is split 5 ways. Director Gabriel also reported that the CA Commission on Aging is supporting Senate Bill 1249 and they will be hosting a general meeting later today. Incentive funding from the state may be offered to the counties to encourage their support of their local AAA. Often times, that funding is a one-time offer and will not continue to support the effort. Director Gabriel will share pertinent information as it becomes available regarding SB 1249.

f) Other Agency Activity

Director Gabriel provided an update on the CalFresh Expansion program which assists older adults in applying for CalFresh benefits. Efforts are being made with local nutrition services providers to make presentations to their program participants encouraging them to apply for CalFresh benefits.

Director Gabriel reported that due to the delay in completing the Area Plan, the Public Hearing is being delayed this year.

The Aging in Place Fall Prevention Program funded through the Modernizing Older Californians Act is well underway by continuing to provide fall prevention equipment to older and disabled adults with the help of Everything Medical in Redding. Presentations on the Fall Prevention program have been added to the goal for the program which helps to identify eligible individuals for the program. Director Gabriel explained that the Siskiyou Co. Healthcare Coalition members which include first responders expressed a need for a quick reference card for fall prevention resources. PSA 2 has responded to that request by developing a fall prevention information card to be distributed to the fall victim during a lift assist response. The AAA contact information will be provided on the information card as well as Public Health, Adult Protective Services and HICAP for durable medical equipment through Medicare.

The CA Association of Area Agencies on Aging is hosting their annual conference in San Jose from May 1st – 3rd. The theme this year is: The Aging and Disability Network, the Best is Yet to Come.

Supervisor Bridges commended Director Gabriel and the AAA staff on the work they are doing. He further inquired if any further information has become available regarding the lost vouchers to which Director Gabriel stated that no new information has reached the AAA. The value of the lost vouchers is between \$10,000 – \$13,000. Supervisor Bridges stated that Senator Dahle's Office and Doug LaMalfa's Office have been contacted as it is a federal matter. Director Gabriel explained there was a shipment of vouchers that never reached the AAA for processing. Supervisor Bridges stated that the vouchers have

been located and they are sitting on a post office in Denver for about a month and a half. He also had the opportunity to speak with Justin Garrett at the CA State Association of Counties who expressed interest in advocating for senior nutrition funding. Supervisor Bridges also stated that the funding to support senior nutrition is being reduced while the need to feed seniors is increasing due to the population growth. His question with the funding reduction is: Are we going to feed seniors until we run out of funding or are we going to provide them with a sandwich? Director Gabriel explained that the funding used to support the Dine Around Town Senior Nutrition Program in Susanville, and the Trinity Senior Nutrition Program in Weaverville, has been the COVID relief funding which is due to expire on September 30, 2024. The baseline Area Plan funding and the Nutrition Augmentation funding that remains available is not at the level of the COVID relief funding to help provide nutrition services in our communities.

10. Authorization for Executive Director to Sign Independent Contractual Agreements with Kelsi Halvarson & Maggie McNamara for Title III E Family Caregiver Support Program Services*

Director Gabriel addressed the importance of offering Title III E Family Caregiver Support Program (FCSP) services in the region and its relation to one of the five bold goals of the Master Plan for Aging. Historically, III E FCSP funding allocated to contracted service providers – Passages Caregiver Resource Center and Madrone Senior Services – the funding has not been fully expended. Being aware of the desperate need to support family caregivers in our communities, PSA 2 staff consulted with a partnering AAA for suggestions in utilizing III E FCSP funding which leads to the use of consultants to bring education and awareness on Dementia and Alzheimer’s Disease related issues. Kelsi Halvarson and Margaret McNamara are both affiliated or have been affiliated with Passages Caregiver Resource Center and bring a wealth of experience to our region. Director Gabriel reflected on her experiences in working with both consultants including current classes being offered by Ms. Halvarson through Shasta County’s Healthy Brain Initiative. The goal is to bring III E caregiver education services to the most rural and hard to reach areas in the PSA. The plan is to continue working with the consultants in the subsequent fiscal years based on available funding. American Rescue Plan Act and Older Adults Recovery & Resilience Act funding is also available to support this effort until September 30, 2024. Caregiver education is key to avoiding caregiver stress and burnout.

MSP: Marie Ingram moved to Authorize the Executive Director to Sign Independent Contractual Agreements with Kelsi Halvarson & Maggie McNamara for Title III E Family Caregiver Program Services, seconded by Supervisor Starr, all aye, motion carried.

11. Authorization for Executive Director to Sign Engagement Letters with Hiep Pham, CPA for FY 2023/2024 Single Audit and FY 2022/2023 Sub-Recipient Contract Resolution Process*

Director Gabriel explained the Single Audit for FY 2023/2024 would be conducted by Hiep Pham, CPA as well as the Sub-Recipient Contract Resolution Process for FY 2022/2023. Upon seeking CPA services, it was important that the CPA provide Contract Resolution services as well. Mr. Pham has experience working with other AAAs in the state.

MSP: Supervisor Bridges moved to Authorize the Executive Director to Sign Engagement Letters with Hiep Pham, CPA for FY 2023/2024 Single Audit and FY 2022/2023 Sub-

Recipient Contract Resolution Process, seconded by Supervisor Rickert, all aye, motion carried.

12. Approval of Board Resolution Authorizing the Executive Director to Sign CDA Health Insurance Counseling and Advocacy Program (HICAP) Contract and Related Amendments – HI-2425-02*

Director Gabriel addressed the Health Insurance Counseling and Advocacy Program (HICAP) contract with the CA Department of Aging (CDA) noting that the contract formerly extended over a 3-year period. CDA is now releasing the HICAP contract annually which is reflected in the FY 2024/2025 contract presented for April 1, 2024 – March 31, 2025, for \$331,418. Director Gabriel provided the board with an overview of the services provided by HICAP and noted challenges experienced by Medicare beneficiaries including those related to knowledge of open enrollment periods and prescription drug plans, awareness that Medicare beneficiaries can also be supported by MediCal services, avoiding penalties and Medicare Advantage Plans. Three staff members support the HICAP program in the Redding office with 5 additional volunteers in outlying counties with the exception of Modoc Co. to provide counseling services in the region. Most counseling appointments are conducted over the phone. The HICAP Newsletter allows the opportunity for the Advisory Council to share its quarterly News Brief, HICAP staff participate in community resource fairs, health fairs, advertising through MediBags, Billboards and bus stop signage in Redding. HICAP staff also make presentations to community groups. Pam Smith-Jimison, Program Manager, addressed questions from the board including listing the current HICAP counselor in each county. Pam expressed the need to recruit more volunteers and addressed the training time required to become a registered counselor and the minimum 40 hours of counseling needed to remain a certified counselor.

MSP: Supervisor Rickert moved to Approve of Board Resolution Authorizing the Executive Director to Sign CDA Health Insurance Counseling and Advocacy Program (HICAP) Contract and Related Amendments – HI-2425-02, seconded by Supervisor Bridges, all aye, motion carried.

13. Approval of FY 2024/2025 Proposed Health Insurance Counseling and Advocacy Program (HICAP) Budget and Budget Narrative*

Director Gabriel addressed the FY 2024/2025 Proposed Health Insurance Counseling and Advocacy Program (HICAP) Budget and Budget Narrative which included a scheduled step increase for the Volunteer Coordinator position as well as adjustments to other operating costs.

MSP: Marie Ingram moved to Approve the FY 2024/2025 Proposed Health Insurance Counseling and Advocacy Program (HICAP) Budget and Budget Narrative, seconded by Supervisor Bridges, all aye, motion carried.

14. New Business:

- Next Scheduled Executive Board Virtual Meeting – Monday, April 15, 2024. Meetings will continue to be hosted virtually with local meeting access locations in each county. The Trinity Co. access point will be moved to an alternate location.

15. Old Business:

- None

16. Correspondence:

Incoming – None

Outgoing – None

17. Adjournment

11:31 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director