



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

**December 9, 2024**

**1. Call to Order & Flag Salute**

The Executive Board Virtual Meeting was called to order by Supervisor Nancy Ogren, Vice Chairman, at 10:02 a.m.

**2. Roll Call**

Executive Board Members Present:

Supervisor Gary Bridges, Kay White, Supervisor Shane Starr, Roberta Hohman, Supervisor Mary Rickert, Supervisor Tim Garman, Supervisor Nancy Ogren, Supervisor Ed Valenzuela (Alt). A quorum was established.

Executive Board Members Absent:

Supervisor Tom Neely (Alt.), Supervisor Elizabeth Cavasso (Alt.), Supervisor Patrick Jones (Alt.), Marie Ingram (Ex.), Supervisor Jill Cox (Ex.), and Supervisor Ric Leutwyler (Ex.).

Guests Present:

Cheryl Rushton, PSA 2 Program Coordinator; Andrea Sutton, PSA 2 Fiscal Manager; and Jerry Kirouac, Ombudsman Program Manager.

**3. Approval of Agenda\***

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

**4. Open Session**

No comment.

**5. Approval of Proposed AAA Administrative Salary Schedule\***

Director Gabriel addressed the proposed AAA Administrative Salary Schedule reflecting the 50-cent per hour minimum wage increase effective January 1, 2025. All active

positions are impacted by the minimum wage increase at a rate of 3.3%. The Nutrition Program Coordinator position was removed from the salary schedule since the AAA is no longer offering the Trinity Senior Nutrition Program as a direct service.

**MSP: Supervisor Garman motioned for the approval of the Proposed AAA Administrative Salary Schedule, seconded by Supervisor Bridges, all aye, motion carried.**

**6. Approval of Revised FY 2024/2025 AAA Administrative Budget and Budget Narrative\***

In reflection of the minimum wage increase effective January 1, 2025, there are minor adjustments to the FY 2024/2025 Administrative Budget as reflected in the budget narrative.

**MSP: Supervisor Starr motioned for the approval of the Revised FY 2024/2025 AAA Administrative Budget and Budget Narrative, seconded by Supervisor Garman, all aye, motion carried.**

**7. Approval of Proposed Health Insurance Counseling and Advocacy Program (HICAP) Salary Schedule\***

Director Gabriel addressed the proposed HICAP Salary Schedule reflecting the 50-cent per hour minimum wage increase effective January 1, 2025 impacting all active positions.

**MSP: Supervisor Bridges motioned for the approval of the Proposed HICAP Salary Schedule, seconded by Supervisor Rickert, all aye, motion carried.**

**8. Approval of Revised FY 2024/2025 Health Insurance Counseling and Advocacy Program (HICAP) Budget and Budget Narrative\***

Director Gabriel addressed the revised FY 2024/2025 HICAP Revised Budget and Budget Narrative which reflect the minimum wage increase adjustments. The budget also includes a one-time-only funding amendment of \$35,524 which will support recruitment for an additional part-time counselor and increase advertising for the program.

**MSP: Supervisor Garman motioned for the approval of the Revised FY 2024/2025 HICAP Budget and Budget Narrative, seconded by Supervisor Bridges, all aye, motion carried.**

**9. Approval of Proposed Ombudsman Program Salary Schedule\***

Director Gabriel addressed the proposed Ombudsman Program Salary Schedule reflecting the minimum wage increase impacting all active positions.

**MSP: Supervisor Bridges motioned for the approval of the proposed Ombudsman Program Salary Schedule, seconded by Supervisor Rickert, all aye, motion carried.**

**10. Approval of Revised FY 2024/2025 Ombudsman Program Budget and Budget Narrative\***

Director Gabriel explained the revised budget reflects adjustments for the minimum wage increase and related expenses. The revised budget also reflects one-time-only program funding in the amount of \$88,758 available to the program until June 30, 2026, unless fully spent prior to that date. The one-time-only funding will support vehicle operations, vehicle maintenance and other operating expenses for the program.

**MSP: Supervisor Starr motioned for the approval of the Revised FY 2024/2025 Ombudsman Program Budget and Budget Narrative, seconded by Supervisor Bridges, all aye, motion carried.**

**11. Adjournment:**

The PSA 2 Executive Board Virtual Meeting was adjourned at 10:15 a.m.

Respectfully submitted,

Teri Gabriel,  
Executive Director