



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

July 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 Tom Neely (Alt.), Supervisor Shane Starr, Roberta Hohman, Supervisor Mary Rickert, Supervisor Tim Garman, Supervisor Nancy Ogren, Supervisor Jill Cox, and Supervisor Ric Leutwyler. A quorum was established.

Executive Board Members Absent:

Supervisor Gary Bridges (Ex.), Kay White, Supervisor Elizabeth Cavasso (Alt.), Supervisor Patrick Jones (Alt.), Marie Ingram (Ex.), and Supervisor Ed Valenzuela (Alt., Ex.).

Guests Present:

Cheryl Rushton, PSA 2 Program Coordinator; and Andrea Sutton, PSA 2 Fiscal Manager

3. Approval of Agenda*

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

4. Approval of Consent Agenda*

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

5. Open Session

No comments.

6. Executive Board's Report

No report.

7. Advisory Council Report – Teri Gabriel, Executive Director

In the absence of an Advisory Council Chairman, Director Gabriel reported on pending applications for the Advisory Council vacancies in Siskiyou and Trinity Counties. The Supervisors from those counties were thanked for their efforts to recruit applicants for the Advisory Council. Director Gabriel announced upcoming Advisory Council member term expirations later in the fiscal year for Lassen and Trinity Counties.

Director Gabriel revisited the Advisory Council Officer Elections process which took place during last month's Collaborative Meeting with the board. She further reported that the Chairman election would be held during the July Advisory Council meeting since there was a tie in the June meeting's election.

Director Gabriel reported that the next Advisory Council meeting will also include a discussion on occasional hybrid meetings with the Advisory Council. The Fiscal Year 2024/2025 Budget included travel costs to allow the Advisory Council to meet twice this year. A location to host the hybrid meetings will be considered and discussed further. Hybrid meetings are preferred to ensure a quorum will be reached, so a location with teleconferencing ability will be needed. In-person meetings will also allow for the distribution of resource materials to be circulated by Advisory Council members.

Mandated reporter training is also planned for the August Advisory Council meeting in response to the interest expressed by members during the Elder Abuse Awareness Month report at the Collaborative Meeting. Lassen County's Adult Protective Services Program Manager will lead the training.

Director Gabriel also reported that, based on a request by the Office of the State Long-Term Care Ombudsman's program evaluation process, the PSA 2 Ombudsman Program will be addressing the need for an Advisory Council Sub-Committee to focus on matters directly related to the local Ombudsman Program. Director Gabriel explained the conflict-of-interest matter related to an Advisory Council focused specifically on the Ombudsman Program. The PSA 2 Ombudsman Program Manager will be researching the structure of an Ombudsman Program Advisory Council among other California programs so next steps can be determined. In consideration of the challenges experienced with filling Advisory Council seats, Director Gabriel is open to considering a sub-committee from the existing Advisory Council membership to form the Ombudsman Advisory Council.

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

a. Update on Modernizing Older Californians Act (MOCA) Funding

Director Gabriel reported that the Modernizing Older Californians Act (MOCA)

Funding to support the C-1 Congregate Meals, C-2 Home Delivered Meals, Linkages, Alzheimer Day Care Resource Center, and the Aging in Place Fall Prevention Programs has been spared from state budget cuts. Dignity Health Connected Living was awarded the MOCA funding for all programs with the exception of the Aging in Place program, so the CA Department of Aging (CDA) has suggested that contracts for FY 2024/2025 now be released. With the potential of future program cuts, the contract with Dignity Health Connected Living will be for the current fiscal year although a portion of the MOCA funded programs will extend into 2028. In anticipation of the proposed budget cuts, the Aging in Place Fall Prevention program had been paused and a waiting list of interested participants created until a reconciliation of the program is completed.

Director Gabriel also reported that CDA approved additional funding for the Health Insurance Counseling and Advocacy Program (HICAP). A statewide \$2 Million dollar increase will be available to CA's HICAP programs in FY 2024/2025. Additionally, the Ombudsman Programs in CA were awarded \$4.2 Million in additional funding for FY 2024/2025. Director Gabriel explained the allocation of additional funding to PSA 2's HICAP and Ombudsman Programs will reach the Area Agencies on Aging (AAA) when One-Time-Only funding is released by CDA following the Closeout process which generally occurs in the fall each year.

b. Update on Lassen & Trinity County Nutrition Program Transitions

Director Gabriel reported that Dignity Health Connected Living has stepped forward to express interest in supporting nutrition services in Lassen Co. upon learning of the PSA 2 AAA award denied by Lumberjacks Restaurant for continuing to provide nutrition services in the Susanville area. The Lassen Co. Executive Board Supervisors, PSA 2 AAA staff, and Dignity Health Connected Living leadership staff met virtually to discuss the opportunity for DHCL to take the lead with the C-1 Congregate Meals and C-2 Home Delivered Meals programs in Susanville. The service would be conducted as a satellite location much like the service provided in Trinity Co. where meals are prepared in Redding and distributed at the satellite location via program volunteer drivers. Weather has been a consideration for the delivery of the meals from Redding. Lassen Co. Supervisors Bridges and Neely are assisting in identifying a location in Susanville for a meal distribution site which meets the requirements for the program. Director Gabriel also reported that she has reached out to CDA for guidance on next steps in allowing Dignity Health Connected Living to take the lead with the nutrition program. Following review by CDA's legal team, it has been determined that although Dignity Health Connected Living did not apply in the recent Request for Proposal (RFP) process to serve Lassen Co., and knowing that this is an urgent matter to avoid an interruption in service, they would approve Dignity Health Connected Living award to take the grant from PSA 2 AAA after September 30,

2024 and for the remainder of Fiscal Year 2024/2025. A Request for Proposal (RFP) process will need to be initiated for the remainder of the 4-year funding cycle. In the interim, PSA 2 AAA will continue the Dine Around Town Program with COVID -19 relief funding until September 30, 2024, and continue to communicate with Dignity Health Connected Living and Lassen Co. Executive Board Supervisors to identify a location for meal distribution in Susanville.

Director Gabriel reported that the Trinity Senior Nutrition Program in Weaverville officially transitioned to Dignity Health Connected Living's oversight beginning July 1st. Dignity Health Connected Living applied for the Area Plan and Modernizing Older Californians Act funding in the last RFP process to provide Congregate and Home Delivered Meals in Trinity Co. This program formerly had been provided by PSA 2 AAA as a direct service through a partnership with Church of the Nazarene and with the support of the church's Pastor as the Program Coordinator. Director Gabriel met with the Pastor on the last day of service to thank him and the church for their dedication to the program and to recover PSA 2 client records, program property and the vehicle assigned to the program. The program records, equipment and vehicle were transferred to Dignity Health Connected Living for program support. Most of the volunteers affiliated with the program have remained drivers with the program. No current program participants have been dropped from the service. Director Gabriel recognized Supervisor Cox's efforts to connect Dignity Health Connected Living with the Church of Latter-Day Saints in Weaverville as the new meal distribution site. Dignity Health Connected Living also plans for a Congregate Meal dining service in Weaverville in the future.

c. Master Plan for Aging Initiatives

Director Gabriel reported that the CA Association of Area Agencies on Aging has released a letter to the Director of the Assembly Committee on Aging and Long-Term Care supporting the passage of Senate Bill 1249 as amended. This is the bill allowing counties in CA the opportunity to apply for their own Area Agency on Aging designation. In the letter, C4A stated they look forward to supporting the effort to prepare for and serve the growing number of older adults in our communities as best as possible. C4A's letter further indicated their understanding that Area Agencies on Aging will be involved in conversations before decisions are finalized. C4A also recognized the fiscal impact on multi-county AAAs and the mandate for counties to perform core services. There is also concern of the negative impact on the revision of CA's Intrastate Funding Formula without having adequate funding to support additional area agencies on aging. Director Gabriel also noted that a multi-county AAA – PSA 13 in Santa Cruz/San Benito – wrote a letter to the Chair of the Senate Appropriations Committee acknowledging the lack of funding required to support administrative structures of the new AAAs with no funding in sight to support that effort. PSA 13 expressed concern that CDA will

redirect nutrition program funding [MOCA] to support the additional AAAs. PSA 13's letter further expressed concern with CA's Intrastate Funding Formula by stating it is a premature cavalier approach to re-doing this process as it previously took 10 years to develop the current funding formula. Director Gabriel reported that the legislative website indicated SB 1249 has reached the Assembly and has been read a second time and will be reviewed a third time.

d. Other Agency Activity

Director Gabriel reported she had an opportunity to meet with Susan DeMarois, Director of CDA. Susan hosts periodic short meetings with AAA Directors. This conversation focused primarily on the status of fires in our region and any potential disruptions of service due to the fires. The discussion also addressed the monsoon of activity the AAA experienced over the past several months including the Request for Proposal process, the 4-year Area Plan and the CDA Program Monitoring process. Director DeMarois was pleased to hear the favorable outcome of the program monitoring process with no significant findings and was sorry to hear the challenges in Lassen Co. with the declined award following the RFP process. Director DeMarois offered to address any further questions from PSA 2 and was open to scheduling an additional discussion, if necessary.

Director Gabriel reported that notification from Roderick Hayfork Senior Center arrived with an update on their audit process. The program is hoping to wrap up their audit next week. The PSA 2 contract for FY 2024/2025 is being held until the audit is complete and it is determined there are no significant findings identified or indication of a potential risk in moving forward in working with their program.

Director Gabriel reported that Caregiver Support books are once again available through the AAA. The books are offered to local caregivers. The books were recommended by the consultants contracted to provide Caregiver Support Events with Title III E Family Caregiver Support Program funding. Planning is underway for continue the Caregiver Support Events in the next few months. Director Gabriel shared feedback from the recent caregiver sessions which will be used to help develop the next series of events in all 5 counties.

9. Approval of PSA 2 AAA Notice of Audit Determination for Audit Period FY 2020/2021 through FY 2021/2022 by the California Department of Aging*

Director Gabriel addressed the Notice of Audit Determination for Audit Period FY 2020/2021 through FY 2021/2022 by the California Department of Aging (CDA) which was included in the meeting packet. The action item cover explains the findings and the corrective action taken by the AAA to rectify the matter. The first finding is related to unspent COVID-19 relief funding awarded to Karuk Tribe in Siskiyou Co. The funding has since been recovered by the service provider and forwarded to CDA. Additionally, unspent Medicare Improvements for Patients and Providers Act (MIPPA) funding was identified during the audit. MIPPA funding

supports the Health Insurance Counseling and Advocacy Program (HICAP) by providing additional assistance to low-income Medicare beneficiaries. The unspent MIPPA funds have since been returned to CDA. Area Plan Administrative funding was found to be overstated in the audit period reviewed. County match funding was recorded to support the administrative operations of the AAA when Area Plan Administrative funding was fully depleted. Director Gabriel explained that county match is routinely used to support AAA operations each year while awaiting the release of state Area Plan funding. The second finding was related to salary expenditures not being supported by a methodology. Information and Assistance (I & A) staff time sheets have been adjusted to clearly indicate the actual time spent on I & A services conducted and HICAP staff are now more clearly indicating the time spent on MIPPA services to eligible Medicare beneficiaries. A methodology will be developed henceforth to support salary program allocations. The third finding is related to inventory reconciliation and the need to remove obsolete items from PSA 2's state inventory list. Reports have been submitted to CDA to request removal of these items; however, no approval from CDA has been received to date. The final finding is related to the contract resolution process which supports the recent hiring of an experienced Certified Public Accountant to help reconcile AAA service provider contracts and closeouts. The contract resolution process has been completed and resolved to date. PSA 2's Fiscal Manager has begun working with the CPA to prepare for the next period's contract resolution process.

Supervisor Rickert thanked the AAA staff for their patience through the audit process to ensure compliance. Director Gabriel acknowledged the PSA 2 Fiscal Manager's efforts to work with the auditors to address routine audits.

MSP: Supervisor Rickert moved to Approval of PSA 2 AAA Notice of Audit Determination for Audit Period FY 2020/2021 through FY 2021/2022 by the California Department of Aging, seconded by Supervisor Starr, all aye, motion carried.

10. Approval of PSA 2 AAA Client/Participant Grievance Policy and Procedures*

Director Gabriel explained that during the recent Program Monitoring process conducted by CDA, the Client/Participant Grievance Policy and Procedures was not dated. The policy is in place and acceptable by CDA, it simply needs a date indicating the PSA 2 Executive Board's approval of the policy.

MSP: Supervisor Leutwyler moved to Approval of PSA 2 AAA Client/Participant Grievance Policy and Procedures, seconded by Supervisor Ogren, all aye, motion carried.

Director Gabriel explained that a grievance policy between the service providers and the AAA will also be presented to the Executive Board for approval in a future meeting.

11. New Business:

Next scheduled Executive Board Virtual Meeting – August 19, 2024.

12. Old Business:

Director Gabriel reported that she had spoken to the restaurant owner recently who stated he is not expecting any further action on this matter. He has closed his books for that period and reported the missing vouchers as a loss, so he feels no further discussion is necessary. He will speak to Supvr. Bridges to inform him the matter is closed. The discussion item will be

removed from future meeting agendas.

13. Correspondence:

Incoming – None

Outgoing – None

14. Adjournment:

The PSA 2 Executive Board Virtual Meeting was adjourned at 10:48 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director