



**Approved Minutes of the  
Virtual Collaborative Meeting  
of the  
PSA 2 Area Agency on Aging  
EXECUTIVE BOARD and ADVISORY COUNCIL**

**June 21, 2021**

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

Executive Board Chairman, Supervisor Valenzuela, called the meeting to order at 10:30 a.m. followed by the flag salute.

**2. Roll Call – Executive Board and Advisory Council**

Executive Board Members Present:

Supervisor Jeff Hemphill, Supervisor Ned Coe, Roberta Hohman, Supervisor Les Baugh, Supervisor Patrick Jones, Supervisor Ed Valenzuela, Marie Ingram, Supervisor Nancy Ogren (alt.), Supervisor Jill Cox, and David Albiez (alt.). A quorum was established.

Executive Board Members Absent:

Supervisor Tom Hammond (alt., EX.), Supervisor Elizabeth Cavasso, (alt. EX.), Ann Morningstar (alt., EX.), and Supervisor Liam Gogan (EX.).

Advisory Council Members Present:

Tina Kennemore, Clinton Davis, Staci Wadley, Nancy Quirus, Maggie McNamara, Frances Cole-Boyd, Heather Solus, Lydia Gil, and Michael Cottone.

Advisory Council Members Absent:

Rebecca Terwilliger, Kay White, Debbie Mason, Marcia Anderson, and John Dell'Amico.

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Analyst; Cheryl Rushton, PSA 2 Administrative Clerk; Julie Sessions, PSA 2 LTC Ombudsman Program Manager; and Noor Nijjar, Shasta County Public Health.

3. **Approval of Agenda\***

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

4. **Approval of Consent Agenda\***

**MSP:** Supervisor Baugh motioned for the approval of the consent agenda, seconded by Supervisor Valenzuela, all aye, motion carried. Supervisor Coe abstained.

5. **Approval of Advisory Council Virtual Meeting Minutes** - (June 4, 2021)

**MSP:** Mike Cottone motioned for the approval of the Advisory Council Virtual Meeting Minutes for June 4, 2021, seconded by Maggie McNamara, all aye, motion carried.

6. **Open Session**

No comments.

7. **Executive Board's Report**

Supervisor Valenzuela inquired on the Governor's budget and its impact on PSA 2 services. Director Gabriel stated she had information to report later in the meeting.

8. **Advisory Council Report**

Advisory Council Chairman, Clinton Davis, reported that the council has a vacancy in Lassen, Modoc, Siskiyou and three in Trinity Counties. Mr. Davis also reported that despite the pandemic, the Advisory Council was able to conduct business in an altered manner to move activities forward. More to be discussed later in the meeting with the Advisory Council Year End Activity Report.

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

a. **Update on Program Services and Emergency Funding - COVID-19 pandemic**

Director Gabriel provided an update on the guidance related to reopening dining centers for nutrition service providers. Although reopening guidance was shared by the California Department of Aging (CDA), concerns remain with the nutrition service providers in reopening their programs. Those concerns are being addressed by the CA Association of Area Agencies on Aging (C4A) Nutrition Workgroup which is also working to develop a reopening protocol to address concerns. More information to come as it becomes available. The Ombudsman Program continues to conduct on-site long-term care facility monitoring and the HICAP program is preparing to reopen their office to provide in-person counseling.

b. **Update on CARES Act Funding**

Director Gabriel reported that PSA 2 received Coronavirus Aid, Relief, and Economic Security Act funding last year. Funding is available to support C-2 Home Delivered Meal, III B Supportive Services, III E Family Caregiver Support Program, and the Ombudsman Program. Due to the challenge in spending down the CARES Act funding during the

pandemic, CDA has extended the use of the funding until September 30, 2022. This deadline extension will allow PSA 2 to focus on spending down CARES Act funding to expand program services.

Director Gabriel also reported that since the state remains in a Major Disaster Declaration status, nutrition service providers have the opportunity to use CARES Act funding to purchase shelf-stable meals for their Home Delivered Meal program participants.

c. Update on Trinity County Request for Proposal (RFP) Process

Director Gabriel reported that the RFP process in Trinity Co. concluded with a deadline of June 7<sup>th</sup> to apply for C-1 Congregate, C-2 Home Delivered Meal and III B Transportation services funded for the 2021-2024 funding period. Only one letter of interest was received late in the RFP process for transportation services. Unfortunately, no applications were received by the established deadline. Director Gabriel is in communication with the Trinity Co. Executive Board Supervisors to plan a discussion with community partners to develop a plan to creatively restore PSA 2 funded nutrition and transportation program services in the community. Other PSAs have offered insight on similar situations following unsuccessful RFP processes.

d. Update on Lassen Senior Services Inventory Recovery Process

Director Gabriel reported that efforts continue in recovering property assigned to Lassen Senior Services, Inc. (LSS) following the termination of their contract with PSA 2 in April 2021. PSA 2 staff visited LSS on May 6, 2021 to recover transportable property; however, larger equipment remained on site which could not be transported. In a letter to LSS dated May 14, 2021, LSS was offered the opportunity to purchase the unrecovered property and equipment. A public notice dated May 21, 2021 was also released to LSS program participants regarding a potential security incident related to the disposal of a PSA 2 computer prior to verifying that the hard drive had been cleaned of any confidential participant information. On June 1, 2021, PSA 2 received a letter from LSS indicating their plan to purchase some outstanding inventory. On June 11, 2021, PSA 2 responded to LSS's letter with next steps in addressing unrecoverable property and included an invoice for the property LSS requested to purchase. Director Gabriel also reported that a Cashier's Check for the equipment to be purchased and a check for the reimbursement of unspent Families First Coronavirus Relief Act (FFCRA) funding was received from LSS last Friday [June 18, 2021]. The funds from the equipment purchase will go directly to CDA and the FFCRA funding will be redistributed to existing PSA 2 service providers at a later date since that funding must be expended by September 30, 2021.

Director Gabriel reported that a timeline for the Lassen County RFP process has been developed and public notice will be released in the coming weeks.

e. Other

Director Gabriel reported that notice from CDA regarding the Governor's budget includes increased funding to support Area Agencies on Aging and program services. Additional funding is also available to AAAs for vaccination and education efforts. CDA will use a portion of the federal vaccine funding for media ads to encourage older adults to become vaccinated and to seek resources. The AAAs will use allocated funding at the local level for outreach on vaccination resources.

Director Gabriel further reported that significant investments are included in the Governor's budget to advance the goals of the Master Plan for Aging, as well as a plan to increase the baseline Administrative funding for AAAs. The Administrative funding has not been increased since the original development of the AAAs and is greatly needed to help meet administrative requirements of the AAAs, especially with the increase in program funding.

Additional AAA funding is available from CDA through the 2021 Consolidated Appropriations Act (HR 133) and the 2021 American Rescue Plan (HR 1319). This funding supports the HICAP program, Senior Nutrition Programs, Supportive Services and Family Caregiver Support Programs. The Fall Prevention Program deadline to expend funding has been extended into 2022, although the amount of funding available to AAAs has not increased at this time. The Ombudsman Program is also included in the program funding increase plan. More information will be provided as it becomes available.

Supervisor Baugh inquired on the legal ramifications of PSA 2 and the nutrition service providers to become vaccine police upon reopening and the concerns related to HIPAA violations should programs inquire if a participant has been vaccinated. Director Gabriel stated this matter is a shared concern with service providers and amongst other AAAs which has led to the reopening protocol being developed by the C4A Nutrition Workgroup. The protocol will not demand that participants be vaccinated and will use the honor system for those participants disclosing their vaccination status. There is much to consider in the reopening process which has slowed the reopening of dining centers across the state.

**10. Acknowledge Proclamation for June 2021 as Elder Abuse Awareness Month\***

Director Gabriel read from the C4A Elder Abuse Awareness Campaign materials to address PSA 2's partnership in raising awareness on elder abuse through the **KNOW ABUSE, REPORT ABUSE** campaign in the 5-county region. The purpose of the campaign is to educate the public on the various types of elder abuse and how to recognize and report abuse to local adult protective services agencies and the Long-Term Care Ombudsman Program.

Director Gabriel referenced the Proclamation enclosed in the board packet acknowledging June 2021 as Elder Abuse Awareness Month. Supervisor Valenzuela suggested presenting the Elder Abuse Awareness Month Proclamations to the Board of Supervisors to help raise awareness at the county level.

**11. Elder Abuse Report from PSA 2 Programs – PSA 2 Ombudsman Program Manager, Julie Sessions**

Julie Sessions, PSA 2 Ombudsman Program Manager, provided a presentation on the definition of elder abuse and the various types of abuse which can be inflicted on an older and dependent adult – physical, sexual, financial exploitation, emotional, abandonment and self-neglect. Financial exploitation continues to be the most common form of abuse, with physical abuse being second and self-neglect being third. Dependent abuse is also of great concern as dependent adults rely on others for their care and safety. As individuals age, they become isolated which makes for greater targets for abuse. Older adults from every level of income can become victims of abuse as well as those in long-term care facilities.

Women, those aged 80 and older, and individuals with dementia are more likely to become victims of elder abuse. Those with mental health disorders and those suffering from substance abuse are also targets of elder abuse. The number one perpetrator is a middle-aged son with substance abuse issues who is living with his mother. Many times, reports of abuse go unreported because the parent does not want to report their loved one. One in 24 cases is not being reported and the number of cases continues to rise. Americans lose over \$26 Billion dollars in financial abuse annually which leads to the loss of funding for older adults to meet their basic needs. Expanding elder abuse education in schools will help raise awareness for all ages and increased funding for elder abuse prevention will help to decrease elder abuse statewide. Be a sentinel - watch out for older adults and involve more public and legislators in advocating for older adults. Check in on parents and older neighbors more frequently. Ask questions when the situation becomes questionable and follow through with reporting concerns even when you do not have all the information at hand. The video prepared by the Ombudsman Program Manager for KIXE advertising on elder abuse awareness was shared with the meeting participants.

Director Gabriel continued by sharing the number of cases of elder abuse reported to Adult Protective Services (APS) and to the Ombudsman Program in each of the 5-counties last year: Lassen = 240, Modoc = 95, Shasta = 2,237, Siskiyou = 321 and Trinity = 203. Additionally, according to the Health Insurance Counseling and Advocacy Program (HICAP) Program Manager, scams related to the COVID-19 vaccine, social security and telephone scams have greatly accelerated targeting the older adult population.

Deputy Director of Trinity Co. Health and Human Services, and Advisory Council member, Mike Cottone, expanded on the importance of reporting incidents of elder abuse. Although the acceptance of the assistance offered to the victim is voluntary, the more reports submitted to APS will increase the times a Social Worker will respond to the victim. Eventually, a relationship will develop, and the Social Worker earns more trust with the victim. The victim then becomes more open to share experiences and accept services from APS. For online reporting, refer to [www.reporttoaps.org](http://www.reporttoaps.org) for contact information for every county's APS agency.

Ms. Sessions addressed questions from the meeting participants.

#### **12. Approval to Redistribute Unspent Area Plan Funds for FY 2020/2021\***

Director Gabriel explained that due to the timing in determining if a contractual agreement would be offered to Lassen Senior Services, Inc., and due to the lack of nutrition and transportation services fully funded in Trinity Co. for FY 2020/2021, there remains an opportunity to spend-down Area Plan funds for Title III B Transportation, C-1 Congregate Meals and C-2 Home Delivered Meal services. Based on the Closeout process which occurs annually by July 31<sup>st</sup>, PSA 2 has the opportunity to redistribute the unspent funding. The amount available for reallocation is \$256,980. There are contracted service providers which have indicated via monthly reporting that their programs are currently overspent in FY 2020/2021 meaning they have contributed more than the required match. This makes them eligible to receive more PSA 2 funding. Redistributing the unspent funds will ensure the program dollars are used in the most efficient manner to avoid the return of the entire \$256,980 to CDA. There is a possibility of applying \$200,000 to overspent programs with a deadline to demonstrate expenses by June 30, 2021.

**MSP: Supervisor Coe motioned to approve the Redistribution of Unspent Area Plan Funds for FY 2021/2022, seconded by Marie Ingram, all aye, motion carried.**

**13. Advisory Council FY 2020/2021 Year End Activity Report**

Advisory Council Chairman, Clinton Davis, referred to the Advisory Council year-end report included in the meeting packet. Nancy Quirus addressed the role of the Advisory Council members to educate and advocate for older adults. Ms. Quirus summarized the efforts related to nutrition education for older adults shared with the PSA 2 Advisory Council. Indirect education is provided to older adults through the CalFresh Healthy Living program which provides labels attached to every senior meal served in the 5-county area with messages on nutrition education. Virtual education lessons were offered through Chico State University with participation in Siskiyou and Trinity Co. residents and was revised to be offered at the recent Trinity Co. Virtual Health Fair. The 5-day health fair reached 340 participants with the most participant interest in learning about drug, alcohol and tobacco use issues. Additional participation through Facebook Live added 286 participants with interest in mental health, dental health and nutrition. The updated Dietary Guidelines for Americans with specific guidelines for older adults was released and is posted on the PSA 2 website and will be presented to the Advisory Council for further discussion and exploration. Individual highlights in the guidelines are featured in the monthly nutrition inserts distributed in the senior brown box programs in all 5 counties. The CalFresh application access link is in the process of being added to the PSA 2 website to connect seniors to a program to improve their health and nutrition wellness. A CalFresh Healthy Living Dietician was hired to serve Lassen and Modoc Counties bringing the total of 3 dieticians to help promote senior nutrition education in the 5-county area. Food insecurity increased significantly during the pandemic. Local support and national partnerships with Feeding America have lessened the threat of food insecurity. Fliers are distributed to Shasta and Trinity Co. seniors for those in need of meals or groceries and information on Disaster SNAP benefits is also shared with seniors. Nancy also serves on the PSA 2 RFP review committee in support of nutrition programs in the current unfunded areas.

Advisory Council Chairman, Clinton Davis, address the ad hoc committee which was formed to address food access and assistance. Staci Wadley, with Dignity Health Connected Living (DHCL) in Shasta Co., stated that the committee was formed in an effort to reach regions like the Bieber area with food assistance. DHCL's connection with Feeding America allows them to identify and distribute food from local retailers to unserved areas with no other means of food assistance. DHCL has requested a waiver to be able to serve Bieber since the location is outside of Shasta Co. but remains an unserved area for food bank services. Mr. Davis added that the committee is looking at other areas of the PSA to become more aware and to determine if a similar need exists in the more food access challenged areas.

Another Advisory Council ad hoc committee is the Outreach Committee which provided input on the PSA 2 website. Efforts continue in improving social media contact to raise the level of awareness on PSA 2 services within the general older adult population.

Clinton addressed efforts related to the Master Plan for Aging and his involvement with the Triple A Council of CA (TACC). The needs of seniors in our region are shared at the TACC level in the hopes of the development of services to address older adult needs. He encouraged meeting participants to review the goals of the Master Plan for Aging at:

[www.aging.ca.gov](http://www.aging.ca.gov) and review the Equity on Aging efforts being made in CA. The plan is encouraging with significant funding for programs serving older adults. The last TACC meeting addressed the major concern of senior housing in CA and nationwide. With the cost of living on the rise, many seniors find themselves unprepared and facing homelessness. The Advisory Council will also be focusing on fall prevention awareness and education as falls have become a great risk to older adults which may lead to terminal injuries. End of life planning will also be addressed by the Advisory Council to present information to the public on how best to plan for end of life matters.

Supervisor Valenzuela expressed his appreciation toward the Advisory Council for their efforts in addressing their activities. Supervisor Baugh thanked the Advisory Council and their amazing team, the information they presented, and for the phenomenal work the group has been doing. Supervisor Valenzuela continued by stating that during the number of years he and Supervisor Baugh have served on the PSA 2 Executive Board, they have not seen a more active group in a long time.

- 14. Advisory Council Member Appreciation** – Ed Valenzuela, Executive Board Chairman  
Director Gabriel acknowledged and praised the work of the Advisory Council. Even through the pandemic, the Advisory Council remained dedicated to their work in a creative manner to keep the process moving forward. The council remained focused in addressing the nutritional needs of the seniors and disseminating information to keep older adults informed. The development of additional objectives to address fall prevention awareness and supporting PSA 2 outreach overall is greatly appreciated. Director Gabriel agreed that this is the most engaged and active Advisory Council that PSA 2 has had the pleasure to work with in some time. Their dedication and passion in addressing the matters brought to the table are greatly appreciated.

Chairman Valenzuela added his appreciation for the group's accomplishments despite the vacancies on the council. He values the group immensely and his efforts to recruit members are in consideration of the best fit for the council. Marie Ingram concurred and expressed her appreciation for the energy the group has to provide information the older adults we serve.

- 15. New Business:**  
The next virtual meeting of the Executive Board is scheduled for Monday, July 19, 2021 and the next virtual meeting of the Advisory Council is Friday, July 30, 2021.

- 16. Old Business:**  
Director Gabriel noted that the next Executive Board meeting will address the redistribution of the Families First Coronavirus Relief Act Funding. Additionally, agency staff is researching the possibility of reconvening for in-person meetings in the future.

- 17. Correspondence:**  
Incoming – Letter from Lassen Senior Services dated June 1, 2021  
Outgoing – Letter to Lassen Senior Services, Inc. dated May 14, 2021  
– Notice of Security Incident to Lassen Senior Services Participants  
- Letter to Lassen Senior Services dated June 11, 2021

**18. Adjournment**

The Virtual Collaborative Meeting of the PSA 2 Executive Board and Advisory Council was adjourned at 11:48 a.m.

Respectfully submitted,

Teri Gabriel,  
Executive Director