



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

March 21, 2022

1. Call to Order & Flag Salute

Executive Board Chairman, Supervisor Valenzuela, called the meeting to order at 10:31 a.m. followed by the flag salute.

2. Roll Call

Executive Board Members Present:

Supervisor Gary Bridges, Supervisor Ned Coe, Roberta Hohman, Supervisor Patrick Jones, Ann Morningstar, 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 Jeff Hemphill (alt., EX.), Kay White, Supervisor Elizabeth Cavasso (alt., EX.), Supervisor Les Baugh (alt., EX.), and Supervisor Liam Gogan (EX).

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Manager; Cheryl Rushton, PSA 2 Program Coordinator; Pam Smith-Jimison, HICAP Program Manager; Jerry Kirouac, Ombudsman Program Manager; Maggie McNamara, Passages Caregiver Resource Center; Danielle Sanchez, Assistant Director, Lassen Co. Health and Human Services; Nancy Quirus, PSA 2 Advisory Council Vice-Chairman; and Everett Harvey, Guest.

3. Election of Officers*

Director Gabriel addressed the historical tracking of the PSA 2 AAA Chairman and Vice-Chairman over the past several years. At the beginning of each calendar year, the Executive Board Chairman and Vice-Chairman are elected. Director Valenzuela noted that the

Executive Board is not required to follow a schedule of Chairman rotations. He also reported that he is the President of the State Association of Counties and, with a full schedule, he is willing to step down as Chairman to allow another board member to Chair the Executive Board. Supervisor Cox offered to Chair the Executive Board.

MSP: Supervisor Valenzuela motioned to appoint Supervisor Cox as Chairman and he agreed to fill the Vice-Chairman position for the PSA 2 AAA Executive Board, seconded by Supervisor Coe, all aye, motion carried.

4. Approval of Agenda*

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

5. Approval of Consent Agenda*

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

6. Open Session

None.

7. Executive Board's Report

Director Gabriel reported that Supervisor Bridges has been appointed as a primary member of the Executive Board for Lassen Co. with Supervisor Hemphill taking the alternate position. Kay White remains a primary member. In Shasta Co., Supvr. Jones replaces Supervisor Baugh as a primary member of the Executive Board and Ann Morningstar takes the second seat while Supvr. Baugh becomes an alternate. In Trinity Co., Liam Gogan takes the primary seat and Supvr. Cox takes the second seat. David Albiez remains the alternate.

8. Advisory Council Report

Advisory Council Vice-Chairman, Nancy Quirus, provided a report from the Advisory Council. Activities of the council include the distribution of Fall Prevention materials and equipment in all 5-counties. Elder Abuse Community Education is on-going with outreach to Tribal organizations in Modoc Co., and Distance Caregiving. Advisory Council member, Marcia Anderson, has attended the Triple A Council of CA (TACC) virtual meetings and reports back to the council on Master Plan for Aging activities. Senior nutrition continues to be a priority with senior protein boxes available in Siskiyou Co. In Trinity Co., CalFresh helped to restore food loss due to power outages during the winter storms. Nutrition education is being promoted through Bingocize which is a virtual, interactive game. Brain health activities are on-going and being shared with all counties through the Advisory Council. Director Gabriel also shares information with the Advisory Council on workshops available such as Healthy Living for the Brain and Body. Food access is also discussed at the Advisory Council with Dignity Health Connected Living's report on local food bank expansion and meal delivery to the homeless through the Project Room Key program. Food access for seniors is available through the PSA 2 website and Facebook page. The Trinity Co. and Lassen Co. nutrition services are also being discussed by PSA 2 AAA. The Advisory Council members offered

to re-write Area Plan Objectives regarding senior service information and outreach on Alzheimer's and Dementia – a goal the Advisory Council will continue to stress.

Nancy reported there remain vacancies on the Advisory Council in Modoc Co., which also leaves a vacancy with TACC representation, Siskiyou Co. and Trinity Co. with 3 vacancies. Director Gabriel added that display ads are being shared in local newspapers and on the PSA 2 Facebook page which has led to some interest in the Advisory Council in Trinity Co. Ads will continue to run until vacancies are filled.

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

a. Update on Program Services due to COVID-19 Pandemic & Related Funding

Director Gabriel reported that, with the reduction in the number of COVID-19 cases being reported in our region, some nutrition service providers are discussing re-opening plans to serve meals indoors. The reopening plan developed by the CA Association of Area Agencies on Aging (C4A) has been shared with the nutrition service providers for guidance in the re-opening process.

The Health Insurance Counseling and Advocacy Program (HICAP) continues to provide telephone counseling for program clients. Months of recruiting for a Volunteer Coordinator position has led to the hiring of an individual who is scheduled to start on April 4th. Once HICAP counselor training is completed, the Volunteer Coordinator will focus on recruiting volunteers for the program to increase counseling opportunities for the program. HICAP counselors guide Medicare beneficiaries through the complexities of Medicare to achieve the best coverage for their clients' needs.

Director Gabriel introduced the new Ombudsman Program Manager, Jerry Kirouac, who has been working as an Ombudsman II for the program for more than a year. While Jerry continues to train for the Ombudsman Program Manager position, the program is currently recruiting to fill the vacant Ombudsman II position covering Shasta Co. Director Gabriel reported that she and Jerry worked together with Community Care Licensing, the licensing agency for long-term care facilities, to distribute COVID-19 test kits to our region's facilities as it is required for visitors to be COVID tested before entering facilities if they are unvaccinated. Jerry Kirouac introduced himself and offered his assistance with any questions regarding the Ombudsman Program.

Director Gabriel reported that efforts continue to allocate Coronavirus Aid, Relief and Economic Security (CARES) Act funding to contracted service providers to expand services. Nutrition service providers are looking to expand meal delivery routes to currently unserved areas and the AAA is working with the California Department of Aging to seek approval for the purchase of vehicles to support the expansion. CARES Act funding to cover the cost of the increase in meal delivery overall is also being provided. Title III B funding will also be used on activities to address isolation and loneliness for older adults due to the pandemic. CARES Act funding is available until September 2022. Consolidated Appropriations Act funding is also available through September 2022 for Home Delivered Meal and Ombudsman Program services. American Rescue Plan Act (ARPA) funding will also become available through the California Department of Aging (CDA). The AAA is awaiting contract execution with CDA. This funding will be available for Title III B Supportive Services, Title C-1 Congregate Meals, C-2 Home Delivered

Meals, Title III D Health Promotion, Title III E Family Caregiver Support Program and the Ombudsman Program. ARPA funding will be available until September 2024 to further support Older Americans Act programs and older individuals whose health has been affected by social isolation.

b. Update on Dignity at Home Fall Prevention Program

Director Gabriel reported that the Dignity at Home Fall Prevention Program allowed for the expansion of PSA 2 AAA awareness in our communities. This program provides fall prevention equipment in the homes of eligible program participants. With the assistance of a Shasta Co. marketing firm, advertising for the program included radio and television ads throughout the service region. TV ads ran on CBS, ABC, NBC and PBS. The increase in advertising led to an 80% increase in serving eligible program participants with fall prevention equipment in their home to avoid the risk of falling. The PSA 2 website visits also increased substantially due to the program advertising. CDA will continue funding the Dignity at Home Fall Prevention program in FY 2022/2023 under the Area Plan funding contract for Older Americans Act services due to the success of the program. Doing so will eliminate the current income eligibility criteria for the program.

c. Update on Trinity Senior Nutrition Program

Director Gabriel reported that efforts continue with the Trinity Senior Nutrition Program to provide catered meals to eligible participants in the Trinity Co. area. The nutrition program is a partnership with Dignity Health Connected Living (DHCL) and Church of the Nazarene. A Program Coordinator has been hired and is currently being trained to oversee the meal distribution process. Volunteers are currently being recruited to help distribute and deliver meals to the homebound program participants. The agreement with DHCL has been approved by their legal department with the plan to execute the agreement in the coming days. Once the agreement is executed, the Program Coordinator will begin contacting participants for the program beginning with those previously served by PSA 2. The program plans to serve 20 eligible individuals with a combination of 2 hot and 3 frozen meals. The meals will be prepared and delivered to the site by DHCL twice per week which will allow for more hot meals per week.

d. Update on Master Plan for Aging Initiatives

Director Gabriel reported that efforts continue with the Master Plan for Aging initiatives. Discussions continue related to CalAIM, California Advancing and Innovating MediCal, programs which focus on enhanced care management for MediCal recipients. CalAIM services would include housing transition, housing deposits, short-term housing, nursing facility transition, personal care and many more services. It is in the early stages in discussion on how the AAAs would play a part in providing the services to MediCal participants. Funding is available to serve the 5-county region. Director Gabriel will attend meetings hosted by C4A and CDA to learn more on the programs offered. The goal is to take a whole person approach to assist persons in need of these services which are far beyond the services currently available through Area Agencies on Aging in California. PSA 2 also continues to work with the Disability Action Center to collaborate and address the needs of aging and disabled adults in our communities.

In response to the Master Plan for Aging Hubs & Spokes initiative on the structure of Area Agencies on Aging in California, CDA is offering a virtual network for aging and disabilities

results briefing on April 20, 2022 on the outcome of the Town Hall meetings and online surveys that addressed the structure of the AAAs in California. No decision has been made by CDA. This is a presentation on the analyzed data from the meetings and surveys and next steps will be developed by CDA based on the results.

e. Other Agency Activity

Director Gabriel reported that the California Senior Legislature (CSL) elections are currently underway. Two individuals aged 55 and over are being recruited for a Senior Senator and Senior Assemblyman positions to represent PSA 2 at the state level on legislation impacting older adults. Election applications are available until March 31, 2022. The Advisory Council will elect the CSL candidates to their positions in an upcoming meeting. There has been interest in the CSL positions; however, no applications have yet been submitted to PSA 2 AAA. Applications received by the AAA will be provided to the Commission on Aging for evaluation prior to the election by the Advisory Council. Display ads in local newspapers and via Facebook have helped in advertising the CSL elections.

Additionally, Title III E Family Caregiver Support Program funding has allowed PSA 2 to distribute caregiver handbooks to the region's caregivers caring for a loved one with Alzheimer's or Dementia. The caregiver resource books are available to the public and community organizations such as the Veteran's Administration and senior housing facilities with interest in sharing the books with their program's participants. Books can be shipped directly to the interested party and advertising for the program has also been shared via local newspapers, word-of-mouth and via Facebook. Display signs have also been shared with local libraries to help distribute the books to those in need of resources on caregiving.

Director Gabriel reported that a routine virtual Audit was conducted by CDA in February for FY 2018/2019 and 2019/2020. The audit remains open and inconclusive at this time.

David Albiez inquired on the Trinity Senior Nutrition Program timeline. It was his understanding that the program was to commence from the first of November to the first of March as a trial period. Mr. Albiez was wondering if the Executive Board needed to vote again to extend the trial period. Director Gabriel responded that there is no contract in place yet for the program as the time needed to initiate the program has taken longer than originally planned. Being that it is not an action item for the board to consider at this meeting, the action could certainly be brought back to the board for consideration. Discussion ensued on next steps. In response to Chairman Cox's inquiry on the timing of the Program Coordinator's training, Director Gabriel stated that the training should be completed by the end of the week and DHCL should have the contract executed soon as it is already approved by their legal department. Since the Executive Board approved to move forward with the program, Chairman Cox recommended the plan continue to move forward, the Program Coordinator complete his training, and an action item be brought back to the Executive Board next month to address the timeline of the trial period. Vice-Chairman Valenzuela concurred with Chairman Cox's recommendation which would allow Mr. Albiez's concern to be addressed.

10. Approval to Accept PSA 2 AAA Basic Financial Statements and Single Audit Report for Year Ended June 30, 2021 by Charles Pillon, CPA*

Director Gabriel addressed the Basic Financial Statement and Single Audit Report for Year Ended June 30, 2021. Director Gabriel noted page 33 of the single audit which indicated that there were no findings and no significant deficiencies or material weaknesses were identified within the agency's internal controls. Director Gabriel acknowledged and thanked the AAA Fiscal Manager for her efforts to smoothly transition the accounting records away from a highly inefficient financial software to a program that allows for consistent reporting and compliance with the financial closeout process for the agency. Charles Pillon, CPA also provided positive feedback on the audit and credits the Fiscal Manager's performance to help the agency reach a No Findings status with the audit. Director Gabriel added that the agency still does not qualify as a low-risk auditee which is due to findings identified in prior years' audits within this audit period.

MSP: Supervisor Valenzuela motioned to Accept the PSA 2 AAA Basic Financial Statements and Single Audit Report for Year Ended June 30, 2021 by Charles Pillon, CPA, seconded by Marie Ingram, all aye, motion carried.

11. Approval of Notice of Audit Determination for Audit Period July 1, 2016 through June 30, 2018 by the California Department of Aging*

Director Gabriel addressed the audit conducted by CDA for the period of July 1, 2016 through June 30, 2018. The findings indicated in the audit are due to unspent funding advanced by CDA. Director Gabriel briefly explained the funding release process with CDA for which the final request for funding concludes in April each year. While the actual expenses between April – June are unknown, the AAA is allowed to request the remaining amount of contract funding available that fiscal year. The CDA audit identified that advanced funding for this audit period was due back to CDA based on the actual expenses reported to them in the closeout process for the years audited. The unspent funding includes Title III D Health Promotion program in the amount of \$1,078 and Title III E Family Caregiver Support Program in the amount of \$20,219 for a total of \$21,297 which is recoverable by CDA. The second finding is related to PSA 2's forensic review of Lassen Senior Services for this period. Once it was determined that Lassen Senior Services had disallowed expenses reported to PSA 2 in the forensic review for the 2016//2017 and 2017/2018 audit period. That finding becomes a finding for PSA 2 in the contract resolution process although the finding was self-identified. Moving forward, the PSA 2 Fiscal Manager will be developing a contract resolution process for contracted service providers with the PSA 2 Auditor to better determine how PSA 2 funding has been utilized for the programs. If contracted service providers already have an audit conducted, that audit will be analyzed as an audit determination process. A contract resolution process will be used for those service providers which do not currently have an annual audit performed.

Upon inquiry by Supvr. Coe, the PSA 2 Fiscal Manager verified that the \$21,297 was paid back to CDA in January 2022.

MSP: Supervisor Coe motioned for the Approval of the Notice of Audit Determination for Audit Period July 1, 2016 through June 30, 2018 by the California Department of Aging, seconded by Marie Ingram, all aye, motion carried.

12. Approval of Lassen Co. Dine Around Town Senior Nutrition Program Management Plan*

Director Gabriel explained that the Dine Around Town (DAT) Senior Nutrition Program was developed in response to the unsuccessful Request for Proposal (RFP) process to serve Lassen Co. seniors with nutrition services. The DAT program was adapted from PSA 4 which uses local restaurants in rural counties to prepare meals for program participants to dine-in, take out or to be delivered to the home. Director Gabriel has been working with the Director of Lassen Co. Health and Human Services to plan the program. Lassen Co. will be assisting with the program by providing vehicles and staff for the meal delivery process. Director Gabriel stated that Supervisor Bridges has expressed an urgent need to initiate the program as seniors currently being served by Lassen Senior Services are being asked to pay for their meals. This causes a great concern for some program participants who are unable to pay for a meal.

The Lassen Co. HHS Director has identified restaurants in the community interested in participating in the DAT program knowing that select menu items would need to be modified to meet the Dietary Guidelines for Americans. The PSA 2 Registered Dietician is also in support of the program and will work to modify the restaurant menu items for program participants. CDA has been consulted on the DAT plan for Lassen Co. and, due to the emergent need to initiate the program as well as the unsuccessful RFP process to provide nutrition services to the Susanville area, has gained their support in moving forward with the program via a noncompetitive award process. Interested restaurants will be required to complete a Request for Qualification application which will verify the restaurants' ability to meet the requirements of the program.

Supervisor Bridges expressed gratitude and support of Director Gabriel's efforts to develop the DAT program plan and verified the urgent need to serve Lassen Co. seniors with the DAT program.

MSP: Supervisor Bridges motioned for the Approval of the Lassen Co. Dine Around Town Senior Nutrition Program Management Plan, seconded by Supervisor Coe, all aye, motion carried.

13. Approval of Administrative Budget and Budget Narrative to Include Dine Around Town Program Coordinator*

Director Gabriel explained that, as with the Trinity Senior Nutrition Program, a Program Coordinator will need to be hired to carry out the oversight and reporting for the Dine Around Town Program.

MSP: Supervisor Bridges motioned for the Approval of the Administrative Budget and Budget Narrative to Include Dine Around Town Program Coordinator, seconded by David Albiez, all aye, motion carried.

14. Approval to Establish a US Bank Account for Lassen Co. Dine Around Town Senior Nutrition Program*

Director Gabriel addressed the need to establish an account with US Bank for the Dine Around Town (DAT) Program being that there is no Banner Bank in Susanville. The PSA 2 AAA checking account is with Banner Bank and deposits such as donations and voluntary contributions for the DAT program can be made by the Program Coordinator to the US Bank account. Once deposited in US Bank, the funds would be used in support of the DAT program with Director Gabriel transferring the funds to Banner Bank and expenses paid by the PSA 2 AAA checking account. As with the Trinity Senior Nutrition Program, the current Siskiyou County Executive Board members would also be added to the US Bank account.

Upon inquiry from Supervisor Valenzuela on why a local board member would not be assigned to the account, Director Gabriel explained that the account would only be a depository account and no checks would be generated from the account. Check signing would only occur in Siskiyou County through the agency's Banner Bank account.

MSP: Supervisor Bridges motioned for the Approval of a US Bank Account for the Lassen Co. Dine Around Town Senior Nutrition Program, seconded by Supervisor Jones, all aye, motion carried.

15. Approval of Proposed Vehicle Purchase with FY 2020/2021 Unspent Ombudsman Program Funding Augmentation*

Director Gabriel explained that unspent Ombudsman Program funding for FY 2020/2021 in the amount of \$58,000 has been made available to the AAA by CDA rather than pooling unspent funding and returning it to CA AAAs as One-Time-Only funding. PSA 2 hopes to purchase a vehicle in the amount of \$40,000 to support the Ombudsman Program with the long-distance travel. The Ombudsman Program is required to visit long-term care facilities at least quarterly in all 5-counties to monitor the facilities as well as respond to complaints by the residents and their families. The remainder of the funding would help to support the maintenance of the vehicle.

Jerry Kirouac, Ombudsman Program Manager, read a prepared statement in support of the purchase of the vehicle explaining that over 70 facilities are visited in the 5-county region. The vehicle would allow Ombudsman Program staff to use a new, reliable vehicle to advocate on behalf of the residents throughout the region regardless of inclement weather. The presence of the Ombudsman in the facilities is crucial to defend the rights of the residents and facility monitoring can be restricted in winter weather conditions. To achieve this goal, the Ombudsman need to be able to reach the facilities regardless of the season.

Being that this is the first vehicle purchased by PSA 2 AAA, Supervisor Valenzuela inquired on the plan to cover maintenance and expenses for the vehicle and the process being taken to acquire the vehicle through a bid process. Director Gabriel explained that the program funding can support the maintenance and insurance costs for the vehicle. She further explained that PSA 2 is following CDA requirements to purchase a vehicle which requires at least 3 quotes from vehicle dealerships. CDA will review the quotes for approval. The mid-range vehicle presented to CDA is a Honda CRV from a local dealership at a cost of approximately \$40,000. If the vehicle became inoperable, or if the AAA were unable to maintain the vehicle, it would be offered to other AAAs in the pool of state-owned vehicles, it would not be sold.

Chairman Cox inquired on how the remaining \$18,000 would be spent to support the vehicle and how long it might last. Director Gabriel explained that, although the total maintenance costs have not been determined, the FY 2020/2021 funding is only available until June 30, 2022. Other program expenses may be applied to that funding to spend it down. Maintenance and insurance expenses moving forward after June 30th will be applied to on-going program funding.

MSP: Marie Ingram motioned for the Approval of the Proposed Vehicle Purchase with FY 2020/2021 Unspent Ombudsman Program Funding Augmentation, seconded by Roberta Hohman, all aye, motion carried.

16. Approval of Proposed FY 2021/2022 Ombudsman Program Budget and Budget Narrative*

The Ombudsman Program funding for FY 2021/2022 allows for the purchase of an additional vehicle to support the program. Director Gabriel explained that due to the transition in Program Managers, the current Program Manager beginning at a lower salary range, as well as the vacancy with the Ombudsman II position, funding remains available to the Ombudsman Program to purchase a second vehicle. Operations and maintenance expenses are included in the budget for the current fiscal year.

Supervisor Valenzuela inquired on an employee policy for the use of the vehicle to which Director Gabriel responded that a policy would be developed and presented to the Executive Board.

MSP: Supervisor Bridges motioned for the Approval of the Proposed FY 2021/2022 Ombudsman Program Budget and Budget Narrative, seconded by Supervisor Jones, all aye, motion carried.

17. New Business:

- The next virtual meeting of the PSA 2 Executive Board is scheduled for Monday, April 18, 2022 at which time the Area Plan Update will be presented for approval. The objectives in the Area Plan for the agency have been condensed to simply Community Education and Coordination activities of the agency. The Advisory Council members will also be making adjustments to their related objectives to simplify and generalize their efforts. The Public Hearing related to the Area Plan Update will be held virtually on March 23rd.

18. Old Business:

None

19. Correspondence:

Incoming - None

Outgoing – None

20. Adjournment

The virtual meeting of the PSA 2 Executive Board was adjourned at 11:40 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director

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