



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

September 20, 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 Members Present:

Supervisor Jeff Hemphill, Kay White, Supervisor Ned Coe, Roberta Hohman, Supervisor Les Baugh, Supervisor Patrick Jones, Ann Morningstar (alt.), Supervisor Ed Valenzuela, Marie Ingram, Supervisor Nancy Ogren (alt.), Supervisor Liam Gogan, and David Albiez (alt.). A quorum was established.

Executive Board Members Absent:

Supervisor Tom Hammond (alt., EX.), Supervisor Elizabeth Cavasso (alt., EX.), and Supervisor Jill Cox (EX).

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Analyst; Cheryl Rushton, PSA 2 Administrative Clerk; Shannon Krikorian, Dignity Health Connected Living; Pam Smith-Jimison, PSA 2 HICAP Program Manager; and Julie Sessions, PSA 2 LTC Ombudsman Program Manager.

3. Approval of Agenda*

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

4. **Approval of Consent Agenda***

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

5. **Open Session**

Executive Board members welcomed Kay White back to the board in representation of Lassen County.

6. **Executive Board's Report**

No report.

7. **Advisory Council Report**

In the absence of the Advisory Council Chairman, Clinton Davis, Director Gabriel reported that a Triple A Council on Aging meeting was held this month which is the council of Advisory Council Chairman. This quarterly meeting addressed the Hubs & Spokes initiative from the Master Plan for Aging. Efforts will continue to fill vacancies in Lassen, Modoc, Siskiyou and Trinity Counties. Director Gabriel reported that an Advisory Council application has been forwarded to an interested party in Trinity Co. and there is interest in the council in Siskiyou County as well. While there was no meeting of the Advisory Council last month, there is a meeting scheduled later this week.

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

a. **Update on Program Services due to COVID-19 Pandemic**

Director Gabriel reported there has been no further discussion regarding the reopening of nutrition service programs due to increased COVID cases. PSA 2 learned that a Siskiyou County nutrition provider reverted to all home delivered meal services again vs. drive-up meal retrieval for the safety of all concerned.

Director Gabriel reported that the Health Insurance Counseling and Advocacy Program (HICAP) and the Ombudsman Program continue to provide program services via the safest mode to protect their clients, staff and the public. Pam Smith-Jimison, Program Manager for HICAP, added that the conference room in Redding will be set up for in-person counseling for those clients interested. Pam also shared that Medicare's Annual Enrollment Period is October 15th through December 7th. Julie Sessions, Program Manager for the Ombudsman Program, added that the program continues as usual with monthly visits to all facilities.

Director Gabriel provided an update on the use of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding which is being used to support Home Delivered Meal services, III E Family Caregiver Support Program and the Ombudsman Program. CARES Act funding has been utilized to provide shelf-stable meals to Home Delivered Meal participants, and III E Family Care Support Program funding was used to expand the distribution of Senior Resource Directories in Siskiyou County and the Ombudsman

Program expanded their technology resources for program staff. Efforts will continue to support programs the CARES Act funding which is available until September 30, 2022.

Efforts continue to prepare for the Connections, Health, Aging and Technology (CHAT) Program for the distribution of iPad tablets to eligible older adults available through a collaborative effort between the AT&T and the California Department of Aging (CDA). The tablets remain inactive which allows time to identify program participants and for the development of program procedures at the Area Agency on Aging (AAA) and CDA level. PSA 2 has reached out to Title III D Health Promotion programs to inquire on interest from their program participants since the work of these programs is currently being conducted virtually. Title III E programs are also working to identify eligible participants for their programs. Nutrition service providers will also be approached to inquire on eligible participants for the program. Eligible individuals must be affiliated with an Older Americans Act program and those experiencing isolation and loneliness due to the pandemic. A two-year data plan and free technical support is provided with the tablets.

Director Gabriel provided an update on the Vaccine funding which was provided to each AAA. The purpose of the funding is to assist in disseminating information about the COVID-19 pandemic and the importance to vaccinate. The AAA made a connection with each of the 5 county's Public Health Departments regarding the funding and its purpose. Siskiyou County Public Health Department responded, and the AAA will support their efforts by mailing a hardcopy survey to older adults in the most remote areas of the county. The purpose of the survey is to understand vaccine hesitancy in the county. The survey will be accompanied by an introductory memo on the project's partnership between PSA 2 AAA and the Public Health Department as well as educational materials on COVID-19 and the vaccine available. The survey included no more than 10 questions asking if the recipient was vaccinated and, if not, what was their hesitancy. The surveys will be returned directly to Siskiyou Co. Public Health and are due by October 29th. Efforts will continue to work with the remaining 4 counties with the Vaccine funding which is available for spending until September 30, 2022.

b. Updates on Area Plan Budget Amendment 1

Director Gabriel reported that Amendment 1 has been issued by CDA for the FY 2021/2022 Area Plan contract. The amendment includes additional funding to support AAA administrative operations in the amount of \$100,000; an increase in C-2 Home Delivered Meal funding; a decrease in C-1 Congregate Meal funding; and a slight increase for the Ombudsman Program. Director Gabriel stated that the next Board meeting will include an amendment to the AAA Administrative budget for the addition of administrative staff and to justly reflect the responsibilities of the fiscal position. The additional funding will now allow for restoring the position of the Fiscal Analyst to a Fiscal Manager position which coincides with the responsibilities of the position. With the increase in AAA Administrative funding, an increase in County Match will be required. That display will be available at the next meeting.

Director Gabriel also reported that CDA is working toward streamlining funding access for AAAs by developing an electronic funds transfer process which would allow AAAs to receive program funding more rapidly and to eliminate the paper check in the mail process. CDA is also working toward a process to advance program funds to the AAAs. With the

advanced funds from CDA for Area Plan programs, and in consideration of the advanced COVID-19 relief funding, the AAA will now be required to convert its non-interest bearing bank account to an interest bearing account so that any interest earned may be returned to the state.

Director Gabriel reported that there will be an Amendment 2 to the Area Plan contract with CDA coming in the next few months. The Closeout process has not been completed to date at the state level and it is anticipated that AAAs will be receiving One-Time-Only funding for funds unspent from the last fiscal year. Additional program funding from the federal level is also expected to be included in Amendment 2.

c. Other Agency Activity

Director Gabriel reported that drive through community resource distribution has replaced in-person resource fairs due to the safety precautions related to the pandemic. In partnership with members of the Siskiyou Alliance Against the Abuse of Aging and At-Risk Adults (SA6), PSA 2 has scheduled a Siskiyou Senior Ride Thru event on October 12th in Scott Valley where it is planned to reach 100 participants. In Shasta County, PSA 2 partners with Compass Shining Care to provide resource materials throughout many areas of Shasta County in their drive through events. PSA 2 will also participate in the county's Healthy Brain Initiative Symposium hosted by Compass Shining Care on brain health and dementia awareness. PSA 2 staff will address program services overall as well as provide a presentation on the Dignity at Home Fall Prevention Program. PSA 2 also participated in a health fair in Modoc County to provide resource materials to the older adults in the community.

Director Gabriel reported that the Dignity at Home Fall Prevention Program is in full swing. With staff available to fully focus on the program, more information is being released to the public on the program's services. The AAA is working with Everything Medical in Redding to distribute fall prevention equipment to eligible participants in the region. This is an income-based eligibility program funded by the state. Community partners referring program participants to PSA 2 include county Health & Human Services Agencies, and Adult Protective Services. Advertising can be found on Facebook and in local newspapers. Soon mail out postcards will be sent to hard to reach areas of the PSA. The fall prevention program allows for the AAA to provide equipment such as shower benches, transfer benches, shower wands, and toilet seat risers to older and disabled adults at risk of falling in their homes. Required assessments are being conducted onsite by Everything Medical or over the phone by AAA staff. Equipment installation is also available through Everything Medical. The deadline to spend down the Dignity at Home Fall Prevention Program is March 31, 2022. So far, the program has served Shasta, Siskiyou and Modoc Counties and very positive feedback has been received from the program participants.

9. **Approval of Board Resolution Authorizing the Executive Director to Sign FY 21/22 Medicare Improvements for Patients and Providers Act (MIPPA) Contract and Related Amendments - MI-2122-02***

Director Gabriel referenced the Board Resolution form included in the meeting packet which is required by CDA to verify the Executive Board's authorization for the AAA Executive Director to sign MIPPA contract and all related amendments for FY 21/22. The MIPPA

funding supports HICAP programs in providing enhanced outreach and education to eligible Medicare beneficiaries regarding limited income benefits and application assistance. The funding allows the PSA 2 HICAP program to reach eligible participants to inform them of available Medicare services and to assist them in the application process. The funding supports staffing expenses, program operation expenses and advertising to help promote the HICAP program in rural and remote locations. The MIPPA contract for FY 21/22 is \$38,883.

MSP: Marie Ingram motioned to approve the Board Resolution Authorizing the Executive Director to Sign FY 21/22 Medicare Improvements for Patients and Providers Act (MIPPA) Contract and Related Amendments - MI-2122-02, seconded by Kay White, all aye, motion carried.

10. Approval of Executive Board Member Assignment to FY 2021-2024 Lassen County RFP Review Committee – Supervisor Ogren*

Director Gabriel explained that as routine with every Request for Proposal (RFP) process, an Executive Board member is recruited to serve on the RFP Review Committee to evaluate incoming proposals requesting PSA 2 program funding. PSA 2 is currently conducting in RFP process in Lassen County for unallocated C-1 Congregate Meal, C-2 Home Delivered Meals and III B Supportive Services funding. The contractual period for this funding would carry on to FY 23/24 when the next 4-year RFP process is initiated. Supervisor Ogren in Siskiyou County has agreed to serve on the Lassen County RFP Review Committee in representation of the Executive Board.

MSP: Supervisor Valenzuela motioned to approve the assignment of Supervisor Ogren as the Executive Board Representative on the FY 2021-2024 Lassen County RFP Review Committee, seconded by Marie Ingram, all aye, motion carried.

11. Approval of Proposed FY 2021/2022 Trinity County Nutrition Services Program Management Plan*

Director Gabriel explained that in the last Executive Board meeting, the development of a direct nutrition service program in Trinity County would be presented to the board following two unsuccessful Request for Proposal processes in the area. Direct nutrition services are not uncommon in other California AAAs. The AAA has worked with community partners, as well as the Trinity County Supervisors on the Executive Board, to develop a plan to provide direct nutrition services in Trinity County. The Management Plan presented to the Executive Board addresses how nutrition services can be restored on a limited basis for the remainder of FY 2021/2022. This nutrition service would be offered as a trial this fiscal year and would be reevaluated in the spring 2022 for consideration to move forward into the subsequent two fiscal years. The purpose of developing this plan is to avoid returning unused nutrition funding to the state. Dignity Health Connected Living (DHCL) in Redding, the contracted nutrition service provider in Shasta County, and Church of the Nazarene in Weaverville have stepped up to offer their services in support of this effort. Director Gabriel briefly reviewed the plan which included program oversight, the addition of a hired Program Coordinator for the nutrition program, the use of volunteers to support the program, required training for staff & volunteers, the data and fiscal reporting process, and staff benefits. Through DHCL's nutrition program, 1 hot meal and 4 frozen meals would be delivered to the Church of the Nazarene once per

week. The Program Coordinator would receive the meals from DHCL and distribute the C-1 Congregate Meals to program participants. Volunteers would deliver the meals to the C-2 Home Delivered Meal program participants. The plan also addressed general operations of the program as well as the participant eligibility process. DHCL's Retired Senior Volunteer Program would also be used to recruit and train the nutrition program volunteers. Director Gabriel pointed out that DHCL already provides catered meal services to various locations throughout Shasta County. DHCL staff would also assist in the fundraising efforts for the Trinity County nutrition program. Steve Bonner with the Church of the Nazarene has already recruited interested volunteers to support the program and knows of an interested individual who plans to apply for the Program Coordinator position. Adjustments will be made to address hazardous road conditions should inclement weather pose a problem with meal delivery.

Marie Ingram inquired if the nutrition program was ready to start. Director Gabriel confirmed that all parties are prepared to start the program. Board Member David Albiez noted that the Golden Age Center (GAC) was currently providing meals to the seniors in the local area. Two boxes of nutritious food are being offered to seniors which include meat, fruits, vegetables and canned/dry goods. GAC also has a contract with local restaurants which allows for the delivery of 4 meals per week to the seniors in need who do not have the ability to prepare their own meals. GAC is currently serving approximately 60 seniors and providing them with food for the entire month. More would be served if they wanted the meals. Food has also been given through the local Tribal Health and the Tribal system. He further stated that the seniors in Weaverville have so much food they are turning it back in and they are giving it to their relatives. For another program to do the same thing, although funds are available, he questions the need at this time. Mr. Albiez further stated that Golden Age Center would love to get the PSA 2 contract back. It was tried in the past, but previous administrations were weak. They have since solved many of those issues. Food is being delivered currently and everyone is happy with it. There is more than an abundance of food and his concern is starting another program that would serve more food delivered to people who aren't in need of it. The additional concern he has is when we let another contract in their small community, funds are split between organizations and GAC, which provides many more services to the community, would suffer in the interim because the funds are being split within the community. While DHCL would provide 4 meals per week, GAC provides food for an entire month. Their seniors do not have to go shopping if they don't want. That is a concern since GAC was unable to be allowed the contract with PSA 2. GAC services continue with community partners. He wished consulting would have been done first.

Director Gabriel responded that research had been done in the community as the PSA 2 nutrition plan was developed and reminded the board that the focus of the program is to provide a well-balanced meal to the seniors as required by the state. Meals are approved by the program's Registered Dietician and PSA 2 Registered Dietician. The meals provided by PSA 2 are required to meet the dietary guidelines for older adults. Director Gabriel reported she had heard that GAC has been serving restaurant food to the seniors which may not always meet the nutrition guidelines. She further stated that with the funding available, the PSA 2 nutrition program would only be reaching 10 – 20 Congregate and Home Delivered meal participants and this would help to spend down the PSA 2 funding that is available. PSA 2 has the client intake records from GAC since it is PSA 2 property and the state requires client data be gathered for input into a data system. PSA 2 will review those files and if the senior approached is currently being served by GAC and is happy with the services, they are

welcome to remain with the service. PSA 2 would then extend its reach to identify seniors who are not currently served by GAC. Director Gabriel also stated that other sources of meal services are available in the community including Mountain Chapel which once expressed interest in the PSA 2 contract. Food access is the number one need in every community and PSA 2 will keep that in mind as they move forward with the program to avoid food waste.

Mr. Albiez added that GAC uses a nutritional nurse that helps put the meals together in an effort to provide nutritious meals. He further expressed concerns with a competing nutrition service in the community. Director Gabriel restated that reevaluation of the program would take place in the spring to address any concerns with duplicated services.

Supervisor Gogan joined the meeting and requested a recap of the conversation as he joined mid-discussion. David Albiez explained his contribution to the discussion stating the community support is already stretched thin in supporting GAC as is. In addition to the use of PSA 2 funding to support the nutrition program, Director Gabriel explained that PSA 2 program services require participants an opportunity to make voluntary contributions in support of the program. Community support is always welcome to support PSA 2 programs. Mr. Albiez continued that competing projects will basically hurt both programs once the pandemic ends and seniors can return to GAC.

Supervisor Gogan added that he, Supervisor Cox and Director Gabriel have been conversing for some time on the matter with other interested parties; however, no positive results developed.

MSP: Supervisor Coe motioned to Approval of Proposed FY 2021/2022 Trinity County Nutrition Services Program Management Plan, seconded by Supervisor Hemphill. At the request of Chairman Valenzuela, roll call concluded all aye with Kay White and Liam Gogan abstaining and David Albiez voting Nay, motion passes.

Supervisor Valenzuela restated that this is a temporary arrangement and requested an update in a future meeting on the status of the program. Director Gabriel added that the California Department of Aging (CDA) has allowed for the use of CARES Act funding to initiate the direct services nutrition program since there currently are no PSA 2 funded services in the area. PSA 2 has CDA's full support of the project and has approved PSA 2's FY 2021/2022 Area Plan to include direct nutrition services by the AAA and will reevaluate the direct service in subsequent fiscal years through 2023/2024.

12. Approval of Proposed FY 2021/2022 AAA Salary Schedule*

Director Gabriel explained that the proposed AAA salary schedule is presented to the Executive Board for approval of the Program Coordinator position for the nutrition program. The starting salary for the position will be \$15.00/hr. which will be the minimum wage effective January 1, 2022 and for no more than 6 hours per week.

MSP: Supervisor Valenzuela motioned to approve the Proposed FY 2021/2022 AAA Salary Schedule, seconded by Kay White, all aye, motion carried.

13. Approval of Proposed FY 2021/2022 AAA Administrative Budget and Budget Narrative*

Director Gabriel explained that the budget revision presented includes the addition of the Program Coordinator – Nutrition as well as program operational costs. Salaries for the AAA staff were not impacted as it is anticipated that once the Program Coordinator for the nutrition program is trained, there will be minimal oversight necessary other than routine communication in support of the program’s function. Recruitment and training will be initiated as soon as possible to get the program going. The budget narrative addresses other fiscal adjustments in support of the direct nutrition service.

MSP: Kay White motioned to approve the Proposed FY 2021/2022 AAA Administrative Budget and Budget Narrative, seconded by Supervisor Jones, all aye, motion carried.

14. Discussion of CDA Aging HUB Initiative and Town Hall Meetings:

Director Gabriel revisited California’s Master Plan for Aging and the Hubs and Spokes initiative to review the structure of Area Agencies on Aging in the state. A Hubs & Spokes Townhall meeting for Rural and Remote California is scheduled for September 28th from 2:00 to 3:30 p.m. CDA has hosted previous Townhall meetings in the state on this matter. Director Gabriel referenced the link on CDA’s website to register for the Townhall meeting. There has been much discussion amongst the rural AAAs on how the Hubs & Spokes design would work in rural areas, so attendance in the meeting should be reflective of that concern. Letters of opposition from rural AAAs have been submitted to CDA. Also located on CDA’s web page is a link to the online Hubs & Spokes survey which is available until October 15, 2021. CDA expects to report on the outcome of the survey results and the Townhall meetings in December 2021. The link to CDA’s website has been forwarded to PSA 2 service providers, the Advisory Council and community partners for their feedback and will be resent to the Executive Board after the meeting. Director Gabriel also reported that the CDA Director, Kim McCoy-Wade, will be making a presentation at next week’s California State Association of Counties (CSAC) meeting. Director Gabriel asked the board to consider their county’s ability to take on the responsibilities of the Area Agency on Aging in their response to the Hubs & Spokes survey as some counties in the state have declined to accept the concept.

Upon request and in support of circulating the Hubs & Spokes survey amongst the older adults served by Golden Age Center, Director Gabriel offered to send the link to the hardcopy surveys that are available on CDA’s website to Board Member David Albiez. Supervisor Valenzuela referred to an email he forwarded to Director Gabriel this morning from CSAC’s Senior Legislative Representative, Justin Garrett, regarding the CDA Director’s presentation with an overview of the Hubs & Spokes initiative at their upcoming meeting on Monday, September 27th. Supervisor Valenzuela asked that the information on the CSAC meeting be forwarded to fellow board members if they have thoughts and concerns. While the concept is not set in stone that anything will happen, it is an opportunity to give input and direction. Supervisor Valenzuela stated that he was not overly concerned since, by and large, rural counties are not looking to change. While urban Sacramento County may want to go it alone, he does not foresee that Siskiyou County would go it alone. There were no further comments from the remaining Board Members.

15. New Business:

Director Gabriel reported that the next virtual meeting of the Executive Board is Monday, October 18, 2021. The board can expect to see the Administrative Budget reviewed due to

funding changes with Amendment 1. The recommendation from the RFP Review Committee for the Lassen County RFP process will also be presented for the Executive Board's consideration. An update on the Trinity County nutrition program will also be provided at the next meeting.

16. Old Business:

None

17. Correspondence:

None

18. Adjournment

The Virtual Meeting of the PSA 2 Executive Board was adjourned at 11:26 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director