



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

October 21, 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 Gary Bridges, Supervisor Tom Neely (Alt.), Supervisor Shane Starr, Roberta Hohman, Supervisor Mary Rickert, Supervisor Tim Garman, Supervisor Nancy Ogren, Supervisor Ed Valenzuela (Alt), Supervisor Jill Cox, and Supervisor Ric Leutwyler. A quorum was established.

Executive Board Members Absent:

Kay White, Supervisor Elizabeth Cavasso (Alt.), Marie Ingram and Supervisor Patrick Jones (Alt.).

Guests Present:

Cheryl Rushton, PSA 2 Program Coordinator; Andrea Sutton, PSA 2 Fiscal Manager; Mike Cottone, Advisory Council Chairman; and Jerry Kirouac, Ombudsman Program Manager.

3. Approval of Agenda*

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

4. Approval of Consent Agenda*

MSP: Supervisor Garman motioned for approval of the Consent Agenda, seconded by

Supervisor Bridges, all aye, motion carried.

5. Open Session

No comments.

6. Executive Board's Report

No report.

7. Advisory Council Report – Mike Cottone, Chairman

Mike reported that the Advisory Council in the August meeting included a mandated reporter training from Stephanie Bennett, Lassen Co. Adult Protective Services (APS) Supervisor. The process to make an elder abuse report was discussed as well as who should make a report to APS. New Advisory Council member Elaine Brown in Trinity Co. reported on in-home care service expansion efforts. Lydia Gil from Siskiyou Co. reported on efforts in Tulelake including a local fair and lunch & learn events in the area. Mike and Staci Wadley, Advisory Council Vice-Chairman, attended the Triple A Council of CA (TACC) virtual meeting in August which is comprised of AAA Advisory Council Chairmen around the state. The next TACC meeting is scheduled for November 22nd. Presentations included efforts toward the CA Village Movement which is focused on building communities around older adults; Claris Healthcare which offers tablets to seniors for telehealth services; and a mentor/mentee relationship program matching older with younger adults to address social isolation issues. CA Senior Legislature (CSL) Senior Assemblyperson Nancy Quirus, and Senior Senator Sharon Howard, also reported to the Advisory Council on the activities of CSL. CSL's focus is on legislative priorities for 2025. AAA staff assisted PSA 2 CSL members with an online survey seeking Advisory Council feedback on rating the top legislative priorities based on importance. Michelle Harris and Lydia Gil reported on senior nutrition services and CalFresh Healthy Living. Community gardens are being supported by CalFresh Healthy Living as well as Nutrition education classes in the region. The YMCA in Siskiyou Co. is hosting a senior fitness day at the end of September. Efforts in the 5-counties on Mental Health Services Act funding activities was addressed with Shasta Co. addressing suicide prevention and Mike has been attending the Trinity Co. Behavioral Health meetings throughout the county on their efforts to reach the older adult population there. A meeting in Weaverville is scheduled on November 7th to address the changes to MHSA services as impacted by Proposition 1. Staci Wadley, with Dignity Health Connected Living, addressed the expansion of their food bank. There is discussion about hosting an Advisory Council meeting at Dignity Health Connected Living in Redding and a tour of the food bank will be included. The last Advisory Council News Brief, which is included with the HICAP Newsletter, was on Nutrition. There will be a hiatus with the News Brief in the last quarter of the year due to Medicare Annual Open Enrollment.

Mike reported on current Advisory Council vacancies and the recent member appointments in Lassen, Modoc, Siskiyou and Trinity Counties. Director Gabriel added that there is word

of an upcoming Lassen Co. vacancy at the first of the year and thanked the Supervisors for promptly appointing Advisory Council members.

Upon inquiry, Mike reported that the Advisory Council is planning an in-person meeting in Redding at Dignity Health Connected Living. Director Gabriel added that due to a scheduling conflict with date of the next Advisory Council meeting, the Redding meeting will be postponed until spring of 2025. Upon inquiry, Mike responded to questions regarding the village movement and the other TACC presentations.

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

a. Update on Lassen Co. Nutrition Program Transition

Director Gabriel provided an update on the Lassen Co. Nutrition Program transition to Dignity Health Connected Living (DHCL). The frozen meal service started on October 2, 2024, with delivery from Redding on Mondays and Wednesdays. Pending a signed agreement with the Susanville Assembly of God Church, the meals are being distributed with catered meal funding from DHCL and distributed from the church parking lot. Director Gabriel has since received an update from DHCL that the agreement to work with the church has been approved by their legal team. DHCL now awaits a response from the Pastor at Susanville Assembly of God Church to move forward with their plan to distribute meals from the church. The maximum DHCL can deliver from their Redding site is for 38 individuals to pick up meals from the church and deliver over 15 meals to homebound seniors. DHCL continues to review the program participant active list and waiting lists with the Dine Around Town (DAT) Program provided by PSA 2 to help identify additional program participants. Letters have been mailed by DHCL to those DAT participants who have yet to be reached by phone to gain insight on their interest to participate in the program. Future plans for the program include using the church site for congregate meal dining. The last batch of vouchers was received by PSA 2 from the restaurant for service to the end of September. The final payment to Lumberjacks Restaurant has been released by PSA 2 for the Dine Around Town senior meals along with a thank you letter to the restaurant. Upon inquiry from Supervisor Bridges, Director Gabriel stated that the start date for the congregate dining program remains undetermined without DHCL's agreement in place with the church. The Lassen Co. Supervisors will help connect the Pastor with DHCL to initiate next steps with the program.

b. Update on FY 2024/2025 Program Funding

Director Gabriel reported the Nutrition Services Incentive Program (NSIP) funding has been reduced for FY 2024/2025. This funding is made available by the Secretary of Agriculture as cash assistance for Elderly Nutrition Programs. The funds are allocated to nutrition service providers through the Area Plan funding contract process. The funds are to be used by buy raw food for the nutrition programs. The funding reduction is based on the number of meals served by CA nutrition service providers in the prior 2 years. A total of \$58,188 was reduced from C-1 Congregate and C-2 Home Delivered Meal funding. American Rescue Plan Act (ARPA) remains available until September 30, 2025, to help support nutrition program expenses due to the loss of NSIP funding.

The PSA 2 Ombudsman Program received a one-time-only funding increase available for 2 years or until spent. Director Gabriel met with the Ombudsman Program Manager and Fiscal Manager to determine how the additional funding will be spent. Staff travel to support required facility visits, recruitment costs to fill an Ombudsman staff vacancy, support of volunteer mileage reimbursements, and vehicle maintenance were identified as areas of focus for the funding.

Public Health funding awarded to AAAs as part of the COVID relief funding also has a funding deadline extension to September 30, 2025. The funding is used to help circulate community education flyers on COVID-19 vaccinations which was provided by the local Public Health agency.

Infrastructure funding, which was available through the Older Americans Recovery and Resilience Act (OARR), expired on September 30, 2024. The infrastructure funding allowed nutrition service providers to update their program equipment in the kitchen and dining areas, and to replace program vehicles for their nutrition programs. Refrigerators, freezers, utensils, ovens, chairs, tables, and flooring were pre-approved for purchase as well as a list of items provided by the CA Department of Aging (CDA). The total amount of nutrition infrastructure funding available to PSA 2 was \$720,831. PSA 2 worked from a pre-approved list from nutrition service providers to spend down the funding. Of the total amount of available infrastructure funding, \$8,243 remained unspent largely due to a nutrition service provider which did not fully carry out the purchases from their pre-approved list. This may have been largely due to the nutrition program's inability to replace equipment in a building the program did not own. Purchases are also required to be made in advance by the nutrition service program and then reimbursed by PSA 2.

Director Gabriel also reported that closeouts are now being processed for other OARR funded programs such as the Dignity at Home Fall Prevention Program. That program funding was fully expended. The Digital Connections program, which provided tablets to older adults, was also closed out. This funding was available for distributing tablets to eligible older adults.

c. Update on FY 2024/2025 Service Provider Contract Status

Director Gabriel reported that all except one nutrition service provider contract has been executed for FY 2024/2025. Roderick/Hayfork Senior Nutrition Program's contract remains to be released by PSA 2. The program was required to conduct an audit on FY 2022/2023 funding and expenditures as indicated in the PSA 2 contract. Their audit process was significantly delayed which prohibited PSA 2 from releasing the FY 2024/2025 contract to the program. The audit has now been completed and is currently under review with the PSA 2 contracted CPA, Hiep Pham. The auditor has requested supporting documentation from the Roderick/Hayfork Senior Nutrition Program in hopes of clarifying discrepancies with their audit. Until then, the AAA cannot release a contract

to the program as it could be determined that funding would need to be recovered from prior fiscal years. The fiscal contact for the program is cooperating with the Auditor's request for information. At this point, the auditor is determining that there is likely funding to be returned to the PSA 2; however, the amount is yet to be determined. The funding the program received by PSA 2 is misstated in the audit. More federal funding was indicated in the audit, while less state funding was indicated. Until the matter is resolved, the auditor recommends that PSA 2 not initiate a contractual agreement with Roderick/Hayfork Senior Center at this time.

The contractual agreement with Redding Area Bus Authority (RABA) in Shasta Co. has yet to be executed. PSA 2 staff met with the Transit Manager for RABA, as well as their attorney, regarding the contract template. RABA has disputed the contract stating that they disagree with certain areas in the PSA 2 contract. A list of concerns was provided to PSA 2 staff indicating why a particular area in the contract language did not apply to RABA. Unfortunately, the contract is non-negotiable. The matters of concern were discussed with the Transit Manager and RABA's attorney and their list of concerns has been narrowed down to a few areas which were presented to the CA Dept. of Aging (CDA) legal team. Areas of concern were related to inventory in which RABA indicated there were no plans to purchase inventory with the PSA 2 funding; however, regulations require that the inventory language remain in the contract. Additionally, copyright requirements in the contract were a concern for RABA; however, the language needs to remain in the contract since any advertising for CDA funded programs remains the property of CDA. Insurance requirements were also a concern with the Transit Manager and attorney since RABA does not actually have employees – transportation services are contracted out to another entity. Evidence of insurance is still required to be on file with PSA 2 per the contract requirements. The CDA legal team confirmed the PSA 2 contract shall remain non-negotiable. The RABA Transit Manager was informed of CDA legal's response and a response from RABA is pending.

d. Update on Master Plan for Aging Initiatives

Director Gabriel reported that Senate Bill 1249 was signed by the Governor on September 23rd which increases local control of AAA services in CA counties and establishes new core programs and performance measures for the delivery of aging services in each county. The CA Association of Area Agencies on Aging (C4A) recently hosted a Strategic Planning Meeting to discuss the overall structure of C4A Association board. Leadership training as well as a discussion on policies and priorities for aging services at the federal level was also offered by USAging, the national association of area agencies on aging. There was also an opportunity to meet with the CDA Director, Susan DeMarois, and Collaborative Consulting which is working with CDA on the CA 2030 initiative that is linked to SB 1249's AAA redesignation efforts. Core services were also discussed based on the results of the recent CASOA survey conducted last year. The survey determined that there are core services the state would like to see all AAAs provide – Family Caregiver Support, Case Management type services, Information & Assistance, Legal Services, Nutrition Services, and Transportation Services – most of which PSA 2 provides. The AAA designation was discussed as well as the funding formula used by CDA to allocate funding to the AAAs to determine if the current funding allocations are appropriate to meet the needs in the AAA's respective communities. Most comments by AAAs were related to the current funding simply not being enough to serve

the needs of the aging community. Following the Strategic Planning Meeting, CDA followed with a survey developed by Collaborative Consulting for the AAA staff to complete on the three areas previously addressed in the meeting – AAA designation, core services and the funding formula. A stakeholder survey is to follow which will be shared with the board, Advisory Council, service providers and community partners. It is uncertain whether the same questions will be asked in the stakeholder survey. Director Gabriel also noted that a webinar was recently hosted by the CDA on a Future Ready Aging Network which addressed the state's progress with the CA 2030 initiative.

Director Gabriel also reported that a local event was held by the Local Master Plan for Aging (LMPA) Advisory Committee and hosted by the Disability Action Center which covers the 10 counties comprised of PSA 2 and PSA 3 regions. The LMPA includes Butte, Glenn and Shasta Counties and the effort is funded through the SCAN Foundation to bring awareness and collaboration in addressing the need of the aging and disabled populations in the north state. Presentations from those sharing their experiences with homelessness and the community services available to assist them was addressed at the event.

e. Other Agency Activity

Director Gabriel reported that the PSA 2-hosted III E Free Caregiver Support Events continue in October. This month's presentation is an open discussion with Maggie McNamara on issues related to caregiving for someone with dementia including bathing, sundowning, wandering and casual conversations on the subject of caregiving. The flyer included in the board packet indicates the location of the events in all 5 counties. Director Gabriel provided a brief recap of the focus of past events and the participation from the community. Director Gabriel thanked Jerry Kirouac, PSA 2 Ombudsman Program Manager, for participating in the presentations on Understanding Long-Term Care. The number of participants is increasing each month. Feedback from participants is being considered for the topic of future caregiver events as well as the resources being offered. More virtual events will take place as the winter months approach.

Director Gabriel reported that the Fiscal Manager is working with the auditor on the contract resolution process for FY 2022/2023. The process includes the review of each contracted service providers' audits for that year by the Auditor to verify that PSA 2 funding was fully and appropriately spent by the service provider, and to determine if funding will need to be recovered from the service provider then returned to the state.

The Fiscal Manager is also working with the auditor to initiate the annual AAA audit process for FY 2023/2024 program activity. The AAA also continues to work with service providers to respond to CDA's Corrective Action Plan following the program monitoring conducted by CDA in April 2024. Updated service provider policies are being provided to CDA to reach compliance with the findings identified in the monitoring process.

9. New Business:

Next scheduled Executive Board Virtual Meeting – November 18, 2024.

Director Gabriel explained that normally the Area Plan Closeout for the prior fiscal year would be presented to the board in October; however, with the new fiscal reporting process at CDA,

the closeout will be addressed in November. The closeout is still pending from the CA Dept. of Aging. Director Gabriel credited the PSA 2 Fiscal Manager, Andrea Sutton, for completing PSA 2's closeout so promptly largely due to her participation on a committee with CDA to test the completely new fiscal reporting module. Once all closeouts from all 33 Area Agencies are completed, CDA will release One-Time-Only funding based on unspent federal funding from the prior fiscal year. The final closeout will identify any funding due back to CDA or due to the AAA.

The AAA, HICAP and Ombudsman programs budget revisions will be on the next meeting agenda due to the upcoming minimum wage increase and funding amendments for the HICAP and Ombudsman programs. Any news on the outcome of the RABA contract will also be addressed should they decline the PSA 2 contract.

Additionally on the next meeting agenda, a Request for Proposal (RFP) process will be launched soon by PSA 2 AAA in Lassen Co. for nutrition services for fiscal years 2024 – 2028. Since Dignity Health Connected Living was only approved by CDA to serve Lassen Co. in FY 2024/2025, the Executive Board will need to appoint Executive Board members to serve on the RFP Review Committee to review applications to provide nutrition services in the remaining 3 years.

Supervisor Rickert inquired if it was a possibility that Dignity Health Connected Living could reopen the senior nutrition service through Tri-County Community Network in Burney. Director Gabriel shared that she was uncertain if Dignity Health Connected Living would be open to reestablishing the meal prep site in Burney as the delivery of pre-prepared meals from Redding allowed for more meals to be served as opposed to hiring kitchen staff to prepare the meals in Burney. Director Gabriel will reach out to Dignity Health Connected Living to confirm their plans for Burney meal services.

Chairman Cox acknowledged the thank you letter to Lumberjacks Restaurant and commended PSA 2 staff for the expression of gratitude toward the restaurant for their support of the Dine Around Town Program.

12. **Old Business:** None

13. **Correspondence:**
Incoming – None
Outgoing – None

14. **Adjournment:**

The PSA 2 Executive Board Virtual Meeting was adjourned at 10:59 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director

