



**Approved Minutes of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD
Conference Call Meeting
April 20, 2020**

1. Call to Order & Flag Salute

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

2. Roll Call

Executive Board Members Present:

Supervisor David Teeter, Mae Sherman, Supervisor Pat Cullins, Roberta Hohman, Supervisor Les Baugh, Supervisor Steve Morgan, Supervisor Ed Valenzuela, Marie Ingram, Sandy Bechtold, and Supervisor John Fenley. A quorum was established.

Executive Board Members Absent:

Supervisor Jeff Hemphill (alt., EX.), Supervisor Ned Coe (alt. EX.), Ann Morningstar (alt. EX.), Supervisor Lisa Nixon (alt. EX.), and Supervisor Judy Morris (alt. EX.).

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Analyst; Julie Sessions, Ombudsman Program Manager; and Marcia Anderson, Advisory Council Member.

3. Election of Officers*

Director Gabriel addressed the Executive Board Officer tracking form provided in the packet for historical reference of the Chairman and Vice-Chairmanship for PSA 2.

MSP: Marie Ingram nominated Supervisor Pat Cullins as Executive Board Chairman, seconded by Supervisor Baugh, all aye, motion carried.

MSP: Marie Ingram nominated Supervisor Ed Valenzuela as Executive Board Vice-

Chairman, seconded by Sandy Bechtold, all aye, motion carried.

4. Approval of Agenda*

Director Gabriel requested that agenda item 16 be moved to follow items 17 & 18 so all fiscal discussions may be addressed before the Fiscal Analyst must leave the meeting. Also, Director Gabriel requested that her report on Golden Age Center in agenda item 9e be included in item 17.

MSP: Sandy Bechtold motioned for the approval of the agenda with changes, seconded by Marie Ingram, all aye, motion carried.

5. Approval of Consent Agenda*

Supervisor Cullins noted a punctuation correction needed in attachment B.

MSP: Supervisor Fenley motioned for the approval of the consent agenda with corrections to item B, seconded by Supervisor Morgan, all aye, motion carried.

Abstentions: Executive Board members not present at the meeting noted are acknowledged as abstaining from the approval of these minutes.

6. Open Session

No comments.

7. Executive Board's Report

Director Gabriel recognized and welcomed Mae Sherman as a new member of the Executive Board representing Lassen County.

Supervisor Fenley announced that matters related to Golden Age Center in Weaverville are uncertain at this time. There is hope that concerns will be straightened out in a few months.

Supervisor Cullins reported that congregate dining has discontinued at the Alturas senior center [due to COVID-19 concerns] and things are going well with seniors now receiving home delivered meals in consideration of the challenging times. She continues to hear positive remarks from the community.

8. Advisory Council Report – Clinton Davis, Chairman

In Advisory Council Chairman Clinton Davis's absence, Director Gabriel reported that due to the COVID-19 pandemic and the shelter-in-place order, Advisory Council Meetings have been cancelled. While meetings could be conducted via conference call in response to the shelter-in-place order, many of the members are essential workers who are focused on serving the older adults in their communities. The Advisory Council Chairman and Vice-Chairman agreed it would be in the best interest of the members to cancel the past 2 meetings; they will decide later if a May meeting will be held.

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

a. Update on AAA and Program Services during COVID-19 Crisis:

Director Gabriel reported on the status of AAA and program services due to the COVID-19 shelter-in-place order. Yreka and Redding offices are currently closed to the public; however, services continue telephonically, and staff is working remotely whenever possible. The HICAP program continues to provide telephone counseling services and presentations/educational events have been postponed or cancelled through the end of the fiscal year. The Ombudsman Program is restricted from conducting routine visits to LTC facilities due to the pandemic. Communication with the State Ombudsman is occurring frequently for up-to-the-minute news on concerns of the residents. Julie Sessions, the Ombudsman Program Manager, reported that investigations cannot currently be conducted on site and it has been challenging navigating through the new process; however, the Ombudsman staff continues to support the facilities, residents and their families telephonically. While, we are grateful the number of coronavirus cases in our region is low; the program responded to 200 calls this month.

Director Gabriel reported that the AAA staff has been working closely with California Department of Aging (CDA) to adjust nutrition program services in response to COVID-19. Nutrition programs are no longer offering Congregate Meals in the traditional manner and are now offering those meals in a drive up/pick up environment or via home delivery. The Home Delivered Meal programs continue to deliver meals to the participants' home; however, the meal is now left at the participants' door. There has been a significant increase in the number of older adults seeking meals due to the shelter-in-place order. Guidance is provided frequently from CDA on any changes to program procedures. Legal Services and Family Caregiver Support Programs services continue remotely as appropriate in their communities. Director Gabriel also reported that all monitoring has been suspended by CDA, the AAA and the PSA 2 Registered Dietician. Since it has become difficult due to social distancing to carry out Title III B Transportation services, this funding may now be transferred to other III B programs such as Homemaker to provide grocery pick-up / delivery services. Due to the state of emergency, Title III E and Title III D funding may also be used to support nutrition services should the those contracted service providers anticipate unspent funds prior to the close of the fiscal year. Director Gabriel reported that CDA has re-designed the 1-800 senior information line to include connection to the state's COVID-19 hotline as well as the local Information & Assistance line. CDA has also partnered with the Institute on Aging's Friendship Line to bring telephonic emotional support services due to isolation and depression to the older adults in all counties of the state. Meetings continue weekly with CDA and the California Association of Area Agencies on Aging (C4A) to discuss successes and challenges due to the rapidly changing services offered as well as funding available to support program services.

b. Nutrition Augmentation and Emergency Nutrition Funding Update:

Director Gabriel reported that Nutrition Augmentation Funding is being provided by the state to support the overwhelming demand for nutrition program services. 4An additional \$134,004 will be available to the Congregate Meal programs and \$272,069 will be available to support the Home Delivered Meal program. The goal of this additional nutrition funding is to serve more meals to more people by expanding service areas, opening the centers an additional day or serving multiple meals per day.

Director Gabriel continued by stating the funding under the original contract through CDA

for all program funding will be advanced through the month of June. CDA realizes this funding is desperately needed to meet the demand for services in CA's communities.

Director Gabriel also reported that additional emergency program funding will be available to the nutrition programs through to the Families First Coronavirus Response Act (HR 6201) which will provide approximately \$260,000 for Congregate and Home Delivered Meal services. Since this funding is available outside of the original CDA contract, there will be no match required by nutrition programs and may be used into the 2020/2021 fiscal year. If this emergency funding is declined by a nutrition service provider, the AAA has the flexibility to seek other means by which to provide nutrition services, such as through restaurants. Although available, Administrative funding from the HR 6201 dollars were not retained by the AAA in support of the services offered by the contracted nutrition providers.

Director Gabriel also announced that CDA will be seeking FEMA funding to support senior nutrition services in California. She further commended the senior nutrition programs for stepping up to meet the needs of their communities under the coronavirus crisis.

c. FY 2020/2021 Area Plan and Needs Assessment Process Update:

Director Gabriel reported that due to the COVID-19 pandemic, the deadline for the FY 2020/2021 Area Plan, which is normally May 1st, has been postponed. Once the due date is announced, the Area Plan Public Hearing will be rescheduled. While the Needs Assessment data is currently being analyzed by a volunteer, the preliminary outcome demonstrates that older adult priority needs remain Transportation, Homemaker and Chore services. Advisory Council member, Marcia Anderson, will update the demographic profiles for each county for the 4-year Area Plan. Efforts will continue to prepare the FY 2020-2024 Area Plan in wake of CDA's newly determined deadline.

d. FY 2020-2024 Request for Proposal Process Update:

Director Gabriel reported that the FY 2020-2024 RFP Process continued with the RFP Applicant Presentations before the RFP Review Committee members last week. Adjustments were made to accommodate the shelter-on-place order by conducting the presentations via conference call rather than in person. Due to the high demand for the applicants' program services during the COVID-19 pandemic, all applicants were offered an opportunity to waive their presentation to the RFP Review Committee. Only two applicants waived their presentations while one applicant did not respond. The RFP process remains on track and will continue electronically whenever necessary. The RFP Review Committee's funding recommendation is on the agenda today for the Executive Board's consideration and approval.

e. Golden Age Center Services Update:

The Golden Age Center update was moved to item 17.

f. Ombudsman Program Staffing Update:

Director Gabriel introduced Julie Sessions as the new Ombudsman Program Manager. The former Program Manager, Tracy Barber, has moved from the area; however, she remained available for a limited time for training. Julie joins the program after several

years with Shasta County Adult Protective Services and is very familiar with our work to protect elders. The State Ombudsman completed its process to certify Julie for the Ombudsman Program Manager position and we all feel she is a great fit for the program.

g. Outcome of CDA 2019 Area Plan Program Monitoring:

Director Gabriel reported the outcome of CDA's Program Monitoring visit in May 2019 disclosed only two minor findings which were easily rectified. The fiscal monitoring process was a bit more challenging since the Fiscal Analyst was new to her position at the time of the visit. The Corrective Action Plan from CDA for the fiscal monitoring is forthcoming.

h. Dignity at Home Fall Prevention Program:

Director Gabriel addressed the \$144,000 funding available to each AAA for fall prevention services. The Dignity at Home Fall Prevention Program is available through SB 1026 for community education and services for fall prevention in the home. The AAA is working toward a plan to carry out these services in all 5 counties.

i. Other Agency Activity – Community Education Events Cancelled:

Director Gabriel reported that PSA 2 was able to participate in Shasta County District Attorney's Senior Fraud Prevention Fair in early March; however, due to the COVID-19 restrictions, all other known community education events have been cancelled. For the first time in 24 years, the Siskiyou Senior Services & Fraud Prevention Fair in Yreka has been cancelled. It is hopeful that Elder Abuse Awareness activities in the form of banners/flags and lawn signs can be carried out in recognition of Elder Abuse Awareness Month in June.

10. Approval of FY 2018/2019 Area Plan Closeout*

Director Gabriel addressed the FY 2018/2019 Area Plan Closeout which reflected the outcome of funding for Area Plan services in Title III B, C-1, C-2, III E, IIID, and VII Ombudsman. Unspent program funds advanced to PSA 2 reflected reimbursements due to CDA in Title III B, Ombudsman Program funds and C-1 funds totaling \$41,247. Fully expended program funds which exceeded funds advanced to PSA 2 for Title III D, Title III E and Title VII Ombudsman funding reached \$66,330 which resulted in a reimbursement from CDA to PSA 2 in the amount of \$25,083.

MSP: Supervisor Morgan motioned for approval of the FY 2018/2019 Area Plan Closeout, seconded by Sandy Bechtold, all aye, motion carried.

11. Approval of Board Resolution Authorizing the Executive Director to Sign CDA CalFresh Outreach Expansion Contract and Related Amendments – CF-1920-02*

Director Gabriel explained that CDA has partnered with other state agencies to expand outreach efforts to reach seniors for CalFresh benefits who may not be aware of their eligibility for the program. PSA 2 plans to target the outlying rural and remote areas of the counties with the program. A local printer and mail out service will be used to distribute materials provided by the California Dept. of Social Services and will include contact

information to their local Health & Human Services Agency. PSA 2's portion of the funding is \$11,897 and is a one-time funding opportunity.

MSP: Supervisor Morgan motioned for the approval of the Board Resolution Authorizing the Executive Director to Sign CDA CalFresh Outreach Expansion Contract and Related Amendments – CF-1920-02, seconded by Marie Ingram, all aye, motion carried.

12. Approval of Proposed Ombudsman Staff Salary Schedule*

Director Gabriel addressed the need to make adjustments to the Program Manager salary schedule due to the hiring of the new Program Manager and the impact of the minimum wage increase. Additionally, with the departure of the former Program Manager, the program now has the ability to fund an Ombudsman II position which will be a full-time position to help cover the Shasta County region.

MSP: Roberta Hohman motioned for approval of the Proposed Ombudsman Staff Salary Schedule, seconded by Sandy Bechtold, all aye, motion carried.

13. Approval of FY 2019/2020 Amended Ombudsman Program Budget and Budget Narrative*

Director Gabriel addressed the need to amend the Ombudsman Program Budget to reflect the adjusted Program Manager salary and the addition of a full-time non-rural Ombudsman II position with benefits.

MSP: Marie Ingram motioned for the approval of the FY 2019/2020 Amended Ombudsman Program Budget and Budget Narrative, seconded by John Fenley, all aye, motion carried.

14. Approval of Proposed HICAP Staff Salary Schedule*

Director Gabriel addressed the need to adjust the HICAP Program Manager's salary schedule due to the impact of the minimum wage increase.

MSP: Supervisor Teeter motioned for approval of the Proposed HICAP Staff Salary Schedule, seconded by Supervisor Morgan, all aye, motion carried.

15. Approval of Proposed FY 2019/2020 HICAP Revised Budget and Budget Narrative*

Director Gabriel explained the HICAP Revised Budget reflects the adjustment of the Program Manager's salary schedule due to the minimum wage increase.

MSP: Roberta Hohman motioned for the approval of the Proposed FY 2019/2020 HICAP Revised Budget and Budget Narrative, seconded by Supervisor Morgan, all aye, motion carried.

18. Approval of PSA 2 AAA Basic Financial Statements and Single Audit Report for Year Ended June 30, 2019*

Director Gabriel announced that the FY 2018/2019 Single Audit was completed by Charles Pillon, CPA, and all deadlines were met related to the submission of the audit report. The findings noted were related to challenges involving the use of the accounting software; most specifically during the transition period following the departure of the former Fiscal Manager. Director Gabriel commended the current Fiscal Analyst and the CPA for the time spent rectifying challenging areas due to the accounting software. The accounting software is inefficient and costly to receive technical support. Transition to a more user-friendly accounting software was recommended by the CPA. Director Gabriel addressed questions from the board including plans to conduct a search in the near future for a more suitable and cost-efficient software. Director Gabriel also addressed the payroll incident that occurred in February 2019 which caused the need to replace a payroll payment to one employee. The CPA found the loss to be immaterial and did not include it in the audit report. Director Gabriel reported that a Funds Transfer Fraud policy has now been added to protect PSA 2 in the future with electronic fund transfers.

MSP: Mae Sherman motioned for the approval of the PSA 2 AAA Basic Financial Statements and Single Audit Report for Year Ended June 30, 2019, seconded by Marie Ingram, all aye, motion carried.

17. Approval of RFP Review Committee's Funding Recommendation for Contract Period FY 2020-2024*

Director Gabriel called on Supervisor David Teeter of the RFP Review Committee to address the committee's recommendation for the next 4-year funding cycle. Supervisor Teeter briefly discussed the RFP review process and commended the Advisory Council for their participation with the application review and funding determination which is a difficult decision. Supervisor Teeter further noted there were excellent presentations from excellent programs serving our seniors in our region. Supervisor Teeter explained that it was difficult for the review committee to support continued services with Golden Age Center without their participation in the RFP presentation process and without knowing how the programs plans to carry out the remainder of the contract year. Supervisor Fenley stated the future of GAC's program remains unclear and recommends PSA 2 step back from its partnership with the program until matters are settled. Supervisor Judy Morris is investigating concerns surrounding the program. Sandy Bechtold supported the decision and will address required Board training for contracted service providers later in the meeting regarding.

MSP: Supervisor Fenley motioned for the approval of the RFP Review Committee's Funding Recommendation for Contract Period FY 2020-2024, seconded by Sandy Bechtold Ingram, all aye, motion carried.

16. Approval of CalCard Statement Review Assignment*

Director Gabriel explained the process for the Executive Board to approve a member to

review the AAA's CalCard VISA statement to ensure its appropriate use. Supervisor Cullins reviewed the CalCard statements over the past two years. Historically, Siskiyou County members are exempt from this review process as all are check signers for the AAA. Supervisor Fenley nominated Mae Sherman from Lassen County to review the CalCard statement.

MSP: Supervisor Fenley motioned for the approval of Mae Sherman as the CalCard Statement Review Assignment for the next 2 years, seconded by Supervisor Teeter, all aye, motion carried.

19. Approval of Single Check Signer Option during COVID-19 Pandemic*

Director Gabriel explained that the authorized check signers for PSA 2 are herself and the Executive Board members from Siskiyou County. Currently, PSA 2's policy requires two check signers. Currently, due to the COVID-19 pandemic, Marie Ingram and Supervisor Lisa Nixon are unavailable for check signing; however, Supervisor Ed Valenzuela is available to sign checks. In the event either the PSA 2 Executive Director or Supervisor Ed Valenzuela become unable to sign checks due to issues related to the coronavirus, the Executive Director requests the Executive Board's consideration of a check signing policy which would require only a single check signer since PSA 2's bank only requires one check signer to process a check. Discussion ensued. In an effort to retain checks and balances, it was determined that an emergency meeting of the Executive Board would be scheduled if it became necessary to authorize a single check signer for PSA 2's bank account due to COVID-19 circumstances.

MSP: Supervisor Morgan motioned to deny the request for a single check signer policy option during the COVID-19 pandemic, seconded by Roberta Hohman, all aye, motion carried.

20. Discussion on Required Non-Profit Service Provider Board Training – Sandy Bechtold

Sandy expressed concern that challenges with Golden Age Center and possibly other contracted service providers may be due to unqualified Boards of Directors. She recommends PSA 2 require at least 2 trainings per year on matters related to the conduct of the board. Sandy recommended online training for the program board members on micro-managing, the hiring process, and operating a service program in general. Director Gabriel added that, during the annual monitoring process, the organization is reviewed a whole and board training is addressed; however, not in great detail. A more in-depth review of contracted service provider board training could certainly be expanded and referral to training resources could be provided by PSA 2. Director Gabriel agreed to research how or if other AAAs are addressing required trainings or qualified Board membership on their boards of contracted service providers.

21. New Business:

The next Executive Board Meeting is scheduled for Monday, May 18, 2020 at 10:30.

22. Old Business:

None.

23. Correspondence:

Incoming – None

Outgoing – None

24. Adjournment

MSP: Supervisor Morgan motioned to adjourn the meeting, seconded by Marie Ingram, all aye, motion carried.

The PSA 2 Area Agency on Aging Executive Board Meeting was adjourned at 12:03 p.m.

Respectfully submitted,

Teri Gabriel,
Executive Director