



**Approved Minutes of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD
Virtual Meeting
September 21, 2020**

1. Call to Order & Flag Salute

Executive Board Chairman, Supervisor Cullins, 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, Supervisor Pat Cullins, Roberta Hohman, Supervisor Les Baugh, Supervisor Steve Morgan, Ann Morningstar (alt.), Supervisor Ed Valenzuela, Marie Ingram, and Supervisor John Fenley. A quorum was established.

Executive Board Members Absent:

Mae Sherman (EX.), Supervisor Jeff Hemphill (alt., EX.), Supervisor Ned Coe (alt. EX.), Supervisor Lisa Nixon (alt. EX.), Sandy Bechtold, and Supervisor Judy Morris (alt. EX.).

Guests Present:

Teri Gabriel, PSA 2 Executive Director; Andrea Sutton, PSA 2 Fiscal Analyst; and Cheryl Rushton, PSA 2 Administrative Clerk III.

3. Approval of Agenda*

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

4. Approval of Consent Agenda*

MSP: Supervisor Baugh motioned for the approval of the consent agenda, 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 the minutes.

5. Open Session

No Comments.

6. Executive Board's Report

No report.

7. Advisory Council Report – Clinton Davis, Chairman

In the absence of Clinton Davis, Director Gabriel reported that PSA 2 received a resignation from Advisory Council members in Trinity County and Shasta County. An interested party in Trinity County received an application along with information about the position. Advisory Council member vacancies remain in Modoc and Lassen Counties. Recruitment efforts continue to fill vacancies.

Director Gabriel also noted that interested Advisory Council members assisted in the selection of Fall Prevention materials to be offered to participants of the Dignity at Home Fall Prevention Program.

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

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

Director Gabriel reported that program services continue to be conducted under altered service methods due to the COVID-19 pandemic. Nutrition service providers continue to distribute Congregate Meals via a drive through service. More guidance information to come from the California Department of Aging (CDA) on when centers might reopen. The status of reopening will likely rely on local pandemic conditions. Director Gabriel plans to share reopening guidance from CDA during the annual Nutrition Service Provider Meeting which will be held virtually next month.

The Health Insurance Counseling and Advocacy Program (HICAP) continues to conduct counseling over the phone with eligible beneficiaries. Open enrollment is approaching – October 15 – December 7th. Newsletters continue to be circulated to the public since local presentation events are unable to occur due to the pandemic.

The Ombudsman Program continues to work toward reentering Long-Term Care facilities. At this time, Ombudsman are only able to respond to residents under certain circumstances. The State Ombudsman is diligently working toward gaining access to facilities. Personal Protection Equipment such as masks and gowns will be used for reentry and weekly COVID-19 testing will be required for Ombudsman Program staff and volunteers.

b. Update on Accounting Software Transition:

Director Gabriel provided a final report on the transition of Accounting Software for the Area Agency on Aging. Transition to Quick Books for tracking PSA 2 fiscal transactions is complete for all accounting processes. Director Gabriel noted the financial statements for July and August included in the board meeting packet were generated from the new

accounting software. Renewal of the subscription for the previous accounting software will be necessary for audit purposes of the prior fiscal years.

c. Update on Lassen Senior Services FY 19/20 Closeout:

For those Executive Board members absent from last month's meeting, Director Gabriel provided a recap of the situation with Lassen Senior Services (LSS) and the unauthorized purchase of equipment with PSA 2 funds which occurred at the end of FY 19/20. The equipment purchase process is lengthy and requires justification and preapproval from PSA 2 as stated in the annual contractual agreement. Director Gabriel referred to the letter to LSS in the last Executive Board meeting packet which requested the return of funding for the unauthorized equipment and building improvement purchases. The letter also requested that supporting documentation be provided for the entire FY 19/20 and for subsequent fiscal years to substantiate expenses reported to PSA 2. The review of FY 19/20 expenses is currently taking place and PSA 2 received the return of \$17,865 from LSS for unauthorized equipment purchases. Although a great amount of documentation has been provided by LSS to support FY 19/20 expenses, much remains outstanding to fully support reported expenses for the fiscal year. While July 2020 fiscal reports have been received by LSS, many expenses remain unsubstantiated. PSA 2 continues to seek documentation from LSS that the Families First Coronavirus Relief Act (FFCRA HR 6201) funding is being used to meet the demand for additional meals due to the pandemic. This emergency funding in the amount of \$35,916 was advanced to LSS in April 2020. Charles Pillon, CPA will be visiting PSA 2 next week to conduct the FY 19/20 Single Audit of the AAA. The CPA will also address matters with LSS for FY 19/20 as his guidance was sought during the review process. CPA Pillon has reservations about PSA 2 entering into the FY 20/21 contractual agreement with LSS until all matters of concern have been resolved. Review of submitted documentation will continue and the Board will be updated accordingly. Supervisor Teeter from Lassen County continues to be informed on the situation with LSS. Supervisor Teeter restated his concern with LSS since the Executive Director is an experienced operator of PSA 2 funded programs. He joins PSA 2 in awaiting an explanation from LSS on the situation and supports PSA 2 staff in their efforts to seek a resolution to the problem.

d. Other Agency Activity:

Director Gabriel reported that the Happy Camp Nutrition Center managed by the Karuk Tribe has closed due to the Slater Fire which forced immediate evacuations in the area. The Karuk Tribe responded swiftly to ensure the safety of the older adults in the Happy Camp community. PSA 2 participated in a Local Assistance Center event hosted by Siskiyou County Health and Human Services in Yreka which helped to disseminate resources on legal assistance and housing rights for the victims of the Slater Fire. The center is expected to resume nutrition services next week.

Director Gabriel reported that PSA 2 is working in collaboration with Shasta County's Compass Shining Care to offer an interactive webinar featuring Dr. Patrick Arbore, founder of the Institute on Aging and the Friendship Line, on October 29 from noon to 1:30 p.m. In response to older adult self-isolation and loneliness during the pandemic, the webinar will address wellness and the importance of social and mental engagement for older adults.

PSA 2 is supporting a drive-through event in Shasta County to provide service resources to the older adult community. Drive-through methods are being used to provide community education in a socially distant manner. Plans are in place to work with Siskiyou 2-1-1 and the senior nutrition programs to conduct drive-through informational events in Siskiyou County.

Efforts continue in achieving eligibility to receive Coronavirus Aid, Relief and Economic Security (CARES) Act funding to support PSA 2 services during the pandemic. CDA requires that 25% of the FFCRA HR 6201 funding be spent prior to becoming eligible to receive CARES Act funding. PSA 2 will continue to track the use of the FFCRA HR 6201 funding by the nutrition service providers. The Ombudsman Program was not held to the requirement and has already received CARES Act funding to support expenses related to reentering Long-Term Care facilities.

Director Gabriel reported that the pre-COVID data collected from last year's Needs Assessment Survey process is now available by county and will be emailed to Executive Board members accordingly.

9. Approval of Trinity County FY 2020-2024 RFP Review Committee Member – Supervisor John Fenley*

Director Gabriel explained that the Trinity County RFP process was launched to allocate program funding available following the FY 2020-2024 RFP process. At the last Executive Board meeting, Supervisor Fenley agreed to participate on the Trinity County RFP Review Committee. The Advisory Council has already approved two members to participate on the RFP Review Committee.

MSP: Marie Ingram motioned to approve Supervisor John Fenley as the Executive Board representative for the Trinity County FY 2020-2024 RFP Review Committee Member, seconded by Supervisor Valenzuela, all aye, motion carried.

10. Approval of Proposed FY 2020/2021 Health Insurance Counseling and Advocacy Program (HICAP) Revised Budget and Budget Narrative*

Director Gabriel provided a recap on the history of the 3-year HICAP budget process and addressed the difficulty posed in tracking expenses over a 3-year period. The HICAP budget is now provided by CDA on an annual basis which clearly indicates the ability to use available funding the expand program staffing – the program's greatest need. The staffing hours increase will allow a part-time employee to become eligible for benefits and will allow the addition of a HICAP Counselor position for the program. The HICAP Program Manager plans to approach a long-time volunteer to fill the part-time Counselor position to avoid additional time in required training. This staff expansion is timely with the rapidly approaching Medicare open enrollment period.

MSP: Supervisor Morgan motioned to approve the Proposed FY 2020/2021 Health Insurance Counseling and Advocacy Program (HICAP) Revised Budget and Budget Narrative, seconded by Supervisor Valenzuela, all aye, motion carried.

11. Approval of Proposed FY 2020/2021 Health Insurance Counseling and Advocacy Program (HICAP) Staff Salary Schedule*:

Director Gabriel explained the proposed HICAP Staff Salary Schedule reflects the addition of the part-time HICAP Counselor as well as the Minimum Wage increase in January 2021.

MSP: Supervisor Valenzuela motioned for approval of the Proposed FY 2020/2021 Health Insurance Counseling and Advocacy Program (HICAP) Staff Salary Schedule, seconded by Supervisor Fenley, all aye, motion carried.

12. Approval of Proposed Title III D Health Promotion Services for FY 2020-2024 from Chico State Enterprises' Center for Healthy Communities*

Director Gabriel explained that in the recent RFP process for FY 2020-2024, Title III D Health Promotion funding was not fully allocated as only Dignity Health Connected Living applied to offer III D services in Shasta County. Title III D Health Promotion funding remains available in the amount of \$11,898 to serve Lassen, Modoc, Siskiyou and Trinity Counties. As in the past, Chico State Enterprises' Center for Healthy Communities (CHC) expressed interest in providing III D Health Promotion services in the PSA 2 region. During the last funding period, CHC provided a Diabetes Empowerment Education Program. In 2020-2024, CHC proposes to offer the Bingocize Program, which is less costly to conduct and, due the pandemic, may be provided virtually or in a socially distant manner. Bingocize encourages physical activity and reduces sedentary behavior in older adults.

MSP: Supervisor Morgan motioned for approval of the Proposed Title III D Health Promotion Services for FY 2020-2024 from Chico State Enterprises' Center for Health Communities, seconded by Supervisor Valenzuela, all aye, motion carried.

13. New Business:

The next virtual Meeting of the PSA 2 Executive Board will be Monday, October 19, 2020.

13. Old Business:

Service Provider Board of Directors Training Plan –

Director Gabriel explained that a Service Provider Board of Directors Training Plan was developed and presented to the Executive Board at the last meeting in response to Trinity County Executive Board Member Sandy Bechtold's concern with insufficient training of the governing board members for PSA 2 contracted service providers. The Executive Board did not take action at the last meeting in hopes of seeking Sandy Bechtold's feedback on the plan. Director Gabriel explained that she has been unable to reach Sandy Bechtold for comment on the plan. In the interim, Director Gabriel sought Dignity Health Connected Living's feedback on the plan as they are the largest organization contracted with PSA 2. Director Gabriel will also address the board training plan with service providers during the upcoming Annual Service Provider Meeting. Discussion ensued regarding the "requirement"

vs. “recommendation” for contracted service provider Board of Directors training. Training for new service providers was also addressed. The Executive Board agreed to table further discussion on the Service Provider Board of Directors Training Plan to allow Sandy Bechtold to comment.

MSP: Supervisor Morgan motioned to table the Service Provider Board of Directors Training Plan until the next Executive Board meeting, seconded by Roberta Hohman, all aye, motion carried.

14. Correspondence:

Incoming – None

Outgoing – None

15. Adjournment

Meeting adjourned at 11:12 a.m. by Chairman Cullins.

Respectfully submitted,

Teri Gabriel,
Executive Director