



**Approved Minutes of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD
Conference Call Meeting
May 18, 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, Supervisor Ed Valenzuela, Marie Ingram, Sandy Bechtold, 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.), 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, PSA 2 Ombudsman Program Manager; Marcia Anderson, PSA 2 Advisory Council Member; Pam Smith-Jimmison and Judi Lynch, PSA 2 HICAP Program; Jennifer Powell, Executive Director, Dignity Health Connected Living; and Maura Klopfer, Board Member, Roderick/Hayfork Senior Center.

3. Approval of Agenda*

Supervisor Fenley acknowledged Director Gabriel's request to add agenda item 9a to the agenda. Director Gabriel also requested to move item 8b to be included in item 9a.

MSP: Supervisor Fenley motioned for the approval of the agenda with changes, seconded

by **Sandy Bechtold, all aye, motion carried.**

4. Approval of Consent Agenda*

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

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

5. Open Session

Advisory Council member Marcia Anderson reported that she has been working on the PSA 2 Face Book page with assistance from the Jefferson Economic Development Institute (JEDI) in Mt. Shasta. Marcia further reported that she has been working with JEDI to update PSA 2's website. Marcia's work will continue with the Executive Director to gather information for the website.

6. Executive Board's Report

Supervisor Cullins inquired if the Executive Director had any news on the Great Plate Meal Program. Director Gabriel stated that she would discuss the program in her report later in the meeting.

7. 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 not been held. She further stated that there will be conversation with the Chairman and Vice-Chairman about reinstating meetings since May is scheduled as a conference call meeting.

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

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

Director Gabriel provided an update on program services due to the COVID-19 shelter-in-place order. Nutrition service providers continue to do amazing work to bring their services to their communities, especially when more older adults are remaining sheltered at home. More older adults are taking advantage of the meal programs. Federal emergency funding has been granted to the nutrition services and with that, more frequent data reporting is necessary. In the month of April alone, nutrition centers are providing over 1,000 additional meals per week. Director Gabriel acknowledged the enormous efforts of all the centers to step up to the challenge in meeting the needs of their communities. Overall statewide there has been a 40% increase in senior meals being provided with PSA 2 serving more than 472 new participants.

Director Gabriel also reported that additional emergency funding through the Coronavirus Aid, Relief, and Economic Security Act (CARES) H.R. 748 will bring additional federal funds to support individuals, businesses and programs serving older adults and persons with disabilities. PSA 2's allocation of the funding will be \$843,452. CARES emergency funding will support: Supportive Services (Title III B Transportation,

Information & Assistance), Home Delivered Meals, Family Caregiver Support, and the Ombudsman Program. Guidance and funding for the CARES Act emergency funding is forthcoming from California Department of Aging. Funding distribution will follow the existing program funding formula.

Director Gabriel also announced that FY 2020/2021 contracted funding may experience reductions at the state level as the Governor's budget proposes reductions for Nutrition Services, the Ombudsman Program, Supportive Services and Family Caregiver Support Programs. Confirmation of the proposed funding reductions is pending.

Director Gabriel provided an update on Ombudsman Program services which continue to function with restricted access to long-term care facilities. Ombudsman services are currently being conducted over the phone in response to family concerns and complaints in the facilities. State level and local concern is focused on the reduction of volunteers planning to return to the facilities once on-site restrictions are lifted. Julie Sessions, PSA 2 Ombudsman Program Manager, added that program changes are being discussed at the state level. Spring training was conducted online which allowed volunteers to participate in the training.

Pam Smith-Jimmison, PSA 2 Health Insurance Counseling and Advocacy Program (HICAP) Manager, provided an update on altered services in response to COVID-19 restrictions. HICAP services continue to be provided to the public telephonically. Advertising has increased via radio announcements to inform the public of HICAP's continued services via telephone. The Face Book page for the HICAP program continues to keep the public informed of Medicare changes and mail outs to beneficiaries help to keep current HICAP clients up to date on Medicare issues. Online trainings are taking place for volunteers and outreach efforts are being postponed until the fall.

Director Gabriel addressed the Great Plates Meal Program announced by the Governor in late April to support restaurants and senior meal services. This program was to be led by each county's Office of Emergency Services (OES) with support by the Area Agencies on Aging. While Director Gabriel communicated with OES in each of the 5 counties, Shasta County OES hosted meetings to consider the program. After learning the requirements of the program, the local county funding which would be required to launch the program in anticipation of FEMA reimbursement, and the participant criteria, neither of the 5 counties moved forward with the Great Plate Meal Program as Older Americans Act (PSA 2) funded nutrition services already existed in the areas where older adults and restaurants inquired on government funded meals programs.

b. Item b was moved to Item 9a.

c. Update on Accounting Software Selection:

Director Gabriel addressed the need to replace PSA 2's current accounting software based on the recommendation by Charles Pillon, CPA following the FY 18/19 financial audit. The current accounting software is non-user friendly and costly to the AAA. Research was conducted with the California Department of Aging (CDA), other California Area Agencies on Aging and contracted service providers which overall supported the

use of Quick Books to manage financial operations. Quick Books will be more cost efficient for the AAA and more user friendly with extensive technical support available.

d. Other Agency Activity:

Director Gabriel reported that the FY 2020-2024 Area Plan is back on track following the deadline suspension by the CDA. This four-year Area Plan will include updated demographics for the 5-county region as well as the results of the recent Needs Assessment. The Area Plan Public Hearing will be rescheduled in an effort to meet the new deadline of July 15, 2020.

Elder Abuse Awareness activities are being addressed. Activities will be lighter this year in consideration of social distancing requirements. Bus stop signs will be displayed in the Redding area with the KNOW ABUSE/REPORT ABUSE elder abuse campaign logo. Lawn signs will also be displayed rather than the banners and flags in consideration of social distancing requirements.

Director Gabriel addressed the AAA's partnership with KIXE PBS for a 45 second commercial inviting older adults to call the #800-510-2020 Adult and Aging Information Line to reach their local Information and Assistance program. Information on the Friendship Line will also be provided to older adults seeking emotional support during the COVID-19 pandemic.

Director Gabriel provided a brief update on research being conducted on service provider board training. More to come as information is acquired from CDA and other AAAs.

9. **Acknowledge Proclamation for May 2020 as Older Americans Month – “Make Your Mark”***

Director Gabriel read the background for the 2020 Older Americans Month theme – “Mark Your Mark” and the Proclamation for May 2020 as Older Americans Month.

MSP: Supervisor Valenzuela motioned to approve the Proclamation for May 2020 as Older Americans Month, seconded by Marie Ingram, all aye, motion carried.

9a. **Approval to Accept Contract Termination Notice from Golden Age Center, Inc. and Authorize the AAA to Redistribute Unspent Contracted Funds for the remainder of FY 19/20***

Director Gabriel reported that item 8b was added to the agenda to report that Golden Age Center (GAC) contacted the AAA stating their intention to submit outstanding required reports and to carry out nutrition and transportation services according to its contract with PSA 2 through June 30. Shortly after that communication, GAC reevaluated their financial position and determined it would be necessary to terminate its contract with PSA 2 for the remainder of FY 19/20. Director Gabriel addressed the email from GAC supporting that request. Following receipt of this notice, the AAA began working with GAC to develop a Transition Plan as required by their contract which addresses the transition of services and the process of securing records related to the program. Director Gabriel confirmed that GAC intends to continue nutrition services for their older adult community through their

local jail until a new nutrition contractor can be secured through a Request for Proposal (RFP) process for services in the Weaverville area. Director Gabriel is seeking interest from local organizations to respond to the RFP. Additionally, Director Gabriel requested the Executive Board's approval to redistribute \$33,000 of unspent GAC program funds to the other contracted nutrition and transportation service providers prior to June 30th.

MSP: Supervisor Valenzuela motioned for approval to Accept Contract Termination Notice from Golden Age Center, Inc. and Authorize the AAA to Redistribute Unspent Contracted Funds for the remainder of FY 19/20, seconded by Supervisor Baugh, all aye, motion carried.

10. Approval of Board Resolution Authorizing the Executive Director to Sign CDA Dignity at Home Fall Prevention Program Contract and Related Amendments – FP-1920-02*

Director Gabriel addressed the Dignity at Home Fall Prevention Program available statewide to the AAAs. This program will provide fall and injury education information as well as fall prevention equipment such as grab bars, transfer benches, etc. to low-income seniors at risk of falling or institutionalization. The total grant to PSA 2 is \$143,750. The AAA plans to work with healthcare organizations to assess potential program participants to verify eligibility for the program.

MSP: Supervisor Morgan motioned for the approval of the Board Resolution Authorizing the Executive Director to Sign CDA Dignity at Home Fall Prevention Program Contract and Related Amendments – FP-1920-02, seconded by Supervisor Fenley, all aye, motion carried.

11. Approval of Board Resolution Authorizing the Executive Director to Sign CDA Area Plan Contract and Related Amendments – AP-2021-02*

Director Gabriel addressed the Board Resolution requesting the Executive Director to sign the Area Plan Contract and Related Amendments in the amount of \$2,494,782 in Administrative and Program funding for FY 2020/2021. This amount is reflected in the Planning Estimate from CDA; however, potential funding reductions may occur due to the Governor's May revised budget.

MSP: Supervisor Teeter motioned for approval of the Board Resolution Authorizing the Executive Director to Sign CDA Area Plan Contract and Related Amendments, seconded by Supervisor Morgan, all aye, motion carried.

12. Approval of FY 2020/2021 Provider Allocations (Including All Amendments and Notice of Grant Awards (NGA) Activity Summary*

Director Gabriel addressed the FY 2020/2021 provider allocations based on the Planning Estimate from CDA. While the overall funding may be adjusted should program reductions

occur, the percentage of funding will not change as it is based on the outcome of the RFP process for FY 2020/2024.

MSP: Marie Ingram motioned for the approval of the FY 2020/2021 Provider Allocations (Including All Amendments and Notice of Grant Awards (NGA) Activity Summary, seconded by Roberta Hohman, all aye, motion carried.

13. Approval to Authorize Executive Director to Sign FY 2020/2021 Service Provider Contracts & Related Amendments*

Director Gabriel sought approval from the Executive Board to sign service provider contracts and amendments for FY 2020/2021.

MSP: Marie Ingram motioned for approval to Authorize Executive Director to Sign FY 2020/2021 Service Provider Contracts & Related Amendments, seconded by Supervisor Morgan, all aye, motion carried.

14. Approval of FY 2020/2021 County Match*

Director Gabriel explained the County Match is required under the contract with CDA to support the AAA. The County Match is based on a preestablished percentage per county of the total amount of Administrative funding from CDA. This year, with a \$13,000 reduction in Administrative funding for FY 2020/2021, the amount of County Match per county is reduced.

MSP: Supervisor Baugh motioned for approval of the FY 2020/2021 County Match, seconded by Supervisor Fenley, all aye, motion carried.

15. Approval of FY 2020/2021 Staff Benefits*

Director Gabriel addressed the staff benefits for FY 2020/2021. No actual change in staff benefits or costs will occur in FY 2020/2021; however, due to the additional staff added to the Ombudsman Program, the overall cost for staff benefits will increase.

MSP: Supervisor Morgan motioned for the approval of FY 2020/2021 Staff Benefits, seconded by Supervisor Valenzuela, all aye, motion carried.

16. Approval of FY 2020/2021 Proposed AAA Administrative Staff Salary Schedule*

Director Gabriel explained that the only change to the AAA Administrative Staff Salary Schedule is related to the upcoming Minimum Wage increase in January 2021 for the affected positions.

MSP: Marie Ingram motioned for the approval of FY 2020/2021 Proposed AAA Administrative Staff Salary Schedule, seconded by Supervisor Valenzuela, all aye, motion carried.

17. Approval of FY 2020/2021 Proposed AAA Administrative Budget and Budget Narrative*

Director Gabriel addressed the budget narrative related to the AAA Administrative Budget. She noted the need to replace the AAA's failing copy machine soon with a refurbished machine. As routine, the cost of replacing a computer in an emergency situation remains in the budget as such a purchase requires CDA's prior approval. Director Gabriel addressed other operational expenses required in the administrative budget.

MSP: Supervisor Morgan motioned for approval of FY 2020/2021 Proposed AAA Administrative Budget and Budget Narrative, seconded by Sandy Bechtold, all aye, motion carried.

18. Approval of FY 2020/2021 Proposed Ombudsman Staff Salary Schedule*

Director Gabriel explained that the only adjustment to the Proposed Ombudsman Program Staff Salary Schedule is related to the upcoming Minimum Wage Increase effective January 2021 for the affected positions.

MSP: Supervisor Valenzuela motioned for Approval of FY 2020/2021 Proposed Ombudsman Staff Salary Schedule, seconded by Sandy Bechtold, all aye, motion carried.

19. Approval of FY 2020/2021 Proposed Ombudsman Program Budget and Budget Narrative*

Director Gabriel addressed the Ombudsman Program budget and budget narrative which reflects an increase in salaries due to the minimum wage increase, the addition of an Ombudsman II position and computer equipment to support the new staff. Adjustments to other operational expenses were also addressed.

MSP: Roberta Hohman motioned to Approve FY 2020/2021 Proposed Ombudsman Program Budget and Budget Narrative, seconded by Supervisor Baugh, all aye, motion carried.

20. New Business:

Director Gabriel noted that the HICAP budget for next year has not yet arrived from CDA as the program traditionally follows the federal fiscal year schedule.

The next board meeting will be the Collaborative Meeting with the PSA 2 Advisory Council scheduled on Monday, June 15, 2020 at 10:30.

21. Old Business:

None.

22. Correspondence:

Incoming – None

Outgoing – None

23. Adjournment

The PSA 2 Area Agency on Aging Executive Board Meeting was adjourned at 11:41 a.m.

Respectfully submitted,

Teri Gabriel,
Executive Director