



**Approved Minutes of the
PSA 2 Area Agency on Aging
EXECUTIVE BOARD
Meeting
November 18, 2019**

1. Call to Order & Flag Salute

Executive Board Chairman, Supervisor Fenley, called the meeting to order at 10:32 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, 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.), Supervisor Lisa Nixon (alt. EX.), and Supervisor Judy Morris (alt. EX.).

Guests Present:

Teri Gabriel, PSA 2 Executive Director and Andrea Sutton, PSA 2 Fiscal Analyst.

3. Approval of Agenda*

MSP: Sandy Bechtold motioned for the approval of the agenda as presented, seconded by Roberta Hohman, all aye, motion carried.

4. Approval of Consent Agenda*

MSP: Supervisor Morgan motioned for the approval of the consent agenda, seconded by Marie Ingram, 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

No comments.

6. Executive Board's Report

Director Gabriel addressed the vacancy on the Executive Board representing Lassen County due to the resignation of Kam Vento last month. There has been interest expressed by Kay White, a former Executive Board member who has returned to the PSA 2 area, and Mae Sherman, a current member of the PSA 2 Advisory Council, to fill that vacancy.

7. Advisory Council Report – Clinton Davis, Chairman

Director Gabriel announced that Clinton Davis was unable to attend the Executive Board meeting as he is traveling to the California Association of Area Agencies on Aging Annual Meeting and Allied Conference in Glendale which she and the PSA 2 Fiscal Analyst will also be attending. Director Gabriel added that there remain vacancies on the Advisory Council in Lassen, Siskiyou and Trinity Counties. Efforts continue toward filling those vacancies.

Director Gabriel also noted that Clinton Davis was invited to participate in a meeting on November 5th with the Director of California Department of Aging and other pertinent state partners to address senior food insecurity in rural areas. Clinton was invited to share his perspective on the nutritional challenges experienced by older adults in rural communities. Clinton plans to report the outcome of that meeting at a later date.

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

a. Update on Single Audit Process with CPA and California Department of Aging (CDA):

Director Gabriel addressed the Single Audit process for FY 18/19 which continues with the assistance of the PSA 2 Fiscal Analyst. The process has been challenging due to the recent transition of fiscal staff and the current Fiscal Analyst's unfamiliarity with the accounting software. Efforts continue to meet the Single Audit deadline of March 31, 2020. The Fiscal Analyst has also been working with CDA in review of the AAA's financial records for FYs 2016/2017 and 2017/2018. The PSA 2 Fiscal Analyst noted the CDA Auditor has been very

accommodating and instructional during the audit knowing that the Fiscal Analyst is new to the position with the AAA. A positive working relationship with CDA fiscal staff is being established since the Fiscal Analyst joined the AAA and despite CDA's current staff turnover in that department.

Director Gabriel added that select AAAs had the opportunity to participate in an evaluation of the CDA Monitoring process by participating in a workgroup hosted by a state Health & Human Services evaluation team. The focus of the workgroup was to streamline CDA's monitoring process which validates CDA's efforts to reevaluate department policies and procedures.

b. Update on FY 18/19 Area Plan Closeout Process:

Director Gabriel restated that the FY 18/19 Financial Closeout Process has been delayed as CDA has not been completed the process due to minimal staff available in their fiscal department. One-Time-Only and additional Nutrition Program funding cannot be addressed by CDA until the official Closeout of FY 18/19 has been completed. Director Gabriel informed the Board that a conference call meeting may need to be arranged should pertinent and timely issues arise before the next Executive Board meeting in March 2020. Director Gabriel and the Fiscal Analyst addressed the yearend funding process and the manner in which funds are released by CDA in anticipation of current year program expenses and in preparation of the next fiscal year.

Director Gabriel also addressed a question from Sandy Bechtold on allowed monthly expenses for service providers as raised at the Nutrition Provider Meeting.

c. Update on Ombudsman Program Restructuring:

Director Gabriel reported that the Ombudsman Program's relocation to larger office space is moving forward. The Ombudsman Program received a significant, permanent increase in funding which allows for additional staff; thereby raising the need for additional office space. The increased funding will be also used to expand services to help the program reach its service goals. Efforts are taking place to recruit a Regional Coordinator II who will train with the current Program Manager. The current Program Manager will be leaving her position at the end of February and the Regional Coordinator II will transition into the Program Manager position at that time. Director Gabriel added that recruitment to fill the part-time Ombudsman II position which focuses on the rural counties of Lassen, Modoc and Siskiyou is also underway.

d. CalFresh Expansion Outreach Opportunity:

Director Gabriel reported that CDA has offered funding to the AAAs to help increase awareness of the state's effort to expand CalFresh outreach in the state. With the expansion of California's CalFresh services, more seniors are now

eligible to receive CalFresh assistance. The additional funding will be used to help raise awareness of that opportunity within the older adult population. Over \$11,000 is available to PSA 2 and will be used to encourage seniors to consider applying for CalFresh. A mailing of flyers announcing this change will be conducted throughout the unserved areas in the PSA 2 region. A contract with CDA for the CalFresh Outreach expansion project is forthcoming.

e. Other Agency Activity

Director Gabriel reported that the reauthorization of the Older Americans Act funding is pending. Until the act is formally reauthorized at the federal level, funding from CDA to the AAAs is released through a continuing resolution process.

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

Director Gabriel addressed the amended FY 2019/2020 budget for HICAP (Health Insurance Counseling and Advocacy Program). CDA recently informed PSA 2 that it appears the HICAP funding will not be fully expended by year end. With that, current staff hours are being increased which is timely in supporting the HICAP program during the Medicare open enrollment period. Director Gabriel explained that the Administrative Assistant position remains vacant after the retirement of the former Program Manager which has allowed that former Program Manager to rejoin HICAP on a part-time basis.

MSP: Sandy Bechtold motioned for approval of the Proposed FY 2019/2020 Revised HICAP Program Budget and Budget Narrative, seconded by Supervisor Baugh, all aye, motion carried.

10. Update on PSA 2 AAA Viability Plan

Director Gabriel referred to the talking points provided to the Executive Board on ideas previously discussed to increase funds for the AAA. PSA 2 Advisory Council members had offered to write grants to expand current program services; however, CDA has not provided guidance on how they would suggest the AAA manage those funds. Funds raised may need to be managed by an outside organization as PSA 2 staff is prohibited from participating in this effort since salaries are fully funded with OAA / state funds. Director Gabriel also noted that discussion continues at the state level to increase the baseline funding for all California AAAs. In the interim, the Master Plan for Aging efforts and the increase of state program dollars continues to support the AAA's funding. Other fundraising efforts by AAA staff on their own time were also considered; however, again, the AAA awaits CDA's

guidance on oversight of funds raised toward this effort. Supervisor Cullins expressed a concern with staff fundraising efforts, although admirable. Director Gabriel continued by addressing the increase of program funding to support the AAA. With the increase in program funding through the Ombudsman Program, the CalFresh Outreach expansion, and the upcoming Fall Prevention program, more funding is reaching the AAA for the oversight of these programs. Director Gabriel provided the Executive Board with an excerpt from a recent national webinar restating that the aging population is growing and services to serve this population are finally coming into fruition. Director Gabriel also suggested that direct Outreach services of the III E Family Caregiver Support Program could be provided by the AAA since similar services are already being conducted through Community Education and III E funds continue to be unspent in the PSA. Caregiver Resource dollars have significantly increased throughout the state which further supports collaboration with the AAA's to bring caregiver services in the region.

11. Approval of FYs 2020-2024 RFP Review Committee Members*:

Director Gabriel addressed the need for FY 2020-2024 RFP Review Committee Members for the FY 2020-2024 funding cycle. Director Gabriel briefly explained the RFP process and the duties of the RFP Review Committee members. Supervisor Pat Cullins volunteered to participate on the RFP Review Committee as an experienced participant from the FY 2016-2020 funding cycle. Supervisor David Teeter also offered to participant on the RFP Review Committee.

MSP: Supervisor Baugh motioned for approval of the FY 2020-2024 RFP Review Committee Members – Supervisor Cullins and Supervisor Teeter, seconded by Supervisor Valenzuela, all aye, motion carried.

12. Closed Session: Government Code §54954.5(e) – Public Employee Evaluation: Executive Director

Closed Session – 11:16 a.m.

Open Session – 12:30 p.m.

13. Announcement from Public Employee Evaluation: Executive Director

Supervisor Fenley reported that a self-evaluation was discussed for the next annual employee evaluation, the Executive Director's salary was increased to Step 5, and Director Gabriel was also asked to respond to the next evaluation with where she

would like to see herself and the agency in 4 years.

MSP: Supervisor Baugh motioned for approval of the Executive Director's salary increase to Step 5, seconded by the Executive Board, all aye, motion carried.

14. New Business:

The next Executive Board Meeting is scheduled for March 16, 2020. Annual Officer Elections will take place at that time. A Special Conference Call Meeting may occur should the need arise before the March meeting.

15. Old Business:

None.

16. Correspondence:

Incoming – Letter of Resignation from former Executive Board member Kam Vento

Outgoing – None

17. Adjournment

The PSA 2 Area Agency on Aging Executive Board Meeting was adjourned at 12:35 p.m.

Respectfully submitted,

Teri Gabriel,
Executive Director