

# Expanded Agenda for the First Meeting

IHSS Advisory Committee

12/14/01

## 1. Opening- (10 min)

- Thank the Committee members for their participation
- Basic Housekeeping Items – Bathrooms, *Breaks (how many, how long, let committee decide) – Water provided – What about refreshments?*

## 2. Introductions-(15 min)

- Ask members to share their name, city where they live
- What special knowledge, skill or experience with IHSS they bring to the Committee
- IHSS staff introductions-Note the Contact sheet in the binder that has IHSS staff name and telephone numbers
- Ask Committee members about placing a contact list of Committee Member names and telephone numbers in their binders.
- Discuss binders for Committee members – legislation, information on AB 1682, overview of IHSS Employer of Record Modes and Report from the Bureau of State Audits.
- **Ask for public comment**

### **3. Brief Overview of AB 1682- (30 min)**

- Provide a summary overview of the role, responsibilities and focus of the Advisory Committee
  1. Background- how/why this Advisory Committee has come into existence
  2. Focus issue – employer of record(what is it and what does it mean) & options (PA, Non-Profit Consortium, Contract, County Administered and mixed modes)
  3. Committee will make recommendations to the BOS about who will be the employer of record for the IHSS Program in Stanislaus County
  4. Deadlines-by January 1, 2003 the law requires that there be an employer of record in place and ready to do business. Whichever mode the Committee recommends to the BOS it will take a number of months (6 or more) to have a functioning employer of record in place. The progress to reach this goal will be fast paced and the Committee should be making that decision by June/July of 2002.

***Handout a schedule of proposed meeting topics for Committee to review and change if needed.***

5. What next – in the next few meetings we will be providing the Committee with more information about IHSS and presentations about the options for establishing an employer of record – ***Paul, do we want to discuss possibility of a facilitated discussion to help the Committee make a recommended decision? Do we want to discuss here that the committee will need to make some***

*decisions regarding how they want to receive information(directly from local IHSS staff, outside experts on each mode-have Addus discuss contract, Francie from Santa Cruz discuss PA, etc. Do we want to get someone from the Institute to help facilitate decision making ? Possibility of contracting for a person to be the Committee's facilitator and for clerical support for the committee.*

**4. County Counsel Presentation by Linda Macy – (45 min)**

- General responsibilities of any advisory committee
- What makes a successful Committee member – global view, set aside personal agendas

**5. Committee Protocols – (45 min)**

- Election of chairperson
- *Do we need to discuss term lengths?*
- Establishing recurring meetings, location and time
- Frequency of meetings – What is the committees preference? Every week, every 2 weeks?
- Stipend for Committee members
- Debrief and Q &A

Thinking about what you've just heard:

1. What information particularly caught your attention?
2. What surprises you about what you've just heard?
3. What major questions or concerns do you have?

## **6. Next Meeting Agenda**

### **7. Thank group again for their participation**

- *Time commitment*
- *Commitment to set aside personal agendas and look at the whole*