



**COMMUNITY SERVICES AGENCY**

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**STANISLAUS COUNTY  
IHSS ADVISORY COMMITTEE MEETING  
MINUTES**

**08/08/03**

Committee Members Present:	Kenny Brown Jose Acosta Linda White	Connie Muller Madelyn Amaral George Sharp	Ora Scruggs Christine Munoz Rose Martin
Committee Members Absent:	Jeffrey Lambaren	Dwight Bateman	
IHSS Staff Present:	Paul Birmingham	Jan Holden	

**OPENING REMARKS by CO-CHAIRMAN KENNY BROWN**

- Meeting called to order at 1:06 PM
- Announcement made for public comment.

**PUBLIC COMMENT**

- None was presented.

**ACCEPTANCE OF MINUTES**

- July 25, 2003 minutes: Motion M/S/A to accept minutes with no corrections.

**BUDGET UPDATE**

- State Budget has been accepted.
- APS will not be realigned or cut, funding will remain the same.
- APS had 156 referrals in July. This was a record high.
- Public Authority (PA) wage rate trigger won't happen this year. The maximum wage rate for full State participation will remain at \$9.50/hr.
- Linda White asked if the Vehicle License Fee (VLF) would effect the IHSS program since the County would receive less money. Jan Holden said the match money for the program will be decreased and the VLF money will be considered a loan until year 2006. The Modesto Bee article indicated that some District Attorney programs such as, Elder Abuse Prosecution could face a 50% cut.



- Beginning January 1, 2004, 5% Medi-Cal cut, rather than 15% that was originally in the budget. Physicians may opt to not take new Medi-Cal patients since the reimbursement rate was lowered.
- Discussed realignment of programs.
- Madelyn Amaral asked what is the workload for IHSS caseworkers. Jan Holden said that caseworkers are overwhelmed. IHSS caseloads are over 300 continuing, with 15 –25 new intakes a month along with APS referrals on their IHSS caseload.

### **HOMEMAKER MODE UPDATE**

- Jan has invited Bertha Garcia, Homemaker Supervisor, to attend a future IHSSAC meeting in September.
- Interviews are scheduled for next week to hire Homemakers. There are 14 – 16 applicants.
- Interview panel will consist of a Social Worker Supervisor, Social Worker, and a Public Health Nurse.
- Jan has been contacting other Counties that have Homemakers to gather information regarding policy, etc.
- Homemakers will not be allowed to do paramedical services.
- Kenny Brown said that the Homemaker Mode was one of the services that the IHSSAC wanted to see in place for emergencies.
- Homemakers will do home visits with Social Workers so they can get a feel for the clientele and the job. Homemakers will be fingerprinted and have a background check.

### **PUBLIC AUTHORITY UPDATE**

#### ➤ **Field Trip**

- Paul said he has been talking to Madera County and San Joaquin County about a possible field trip.
- Mendocino County is still an option but the length of travel will make it difficult.
- Jan suggested have an Ad Hoc group visit Mendocino County.

### **UPDATE ON NEGOTIATION PROCESS**

- Jan said that most information is confidential, but the first meeting was held on August 4, 2003 between UDW and the County.
- There was talk about Interest Based Negotiations in which negotiations try to be non-confrontational and non-traditional.
- At the end of August there is going to be an all day training session for all team members to discuss Interest Based Negotiations.
- Actual negotiations will begin either on the 9<sup>th</sup> or 10<sup>th</sup> of September and the group will meet weekly for about 4 hours.
- Most future information regarding negotiation process will be confidential and cannot be shared until bargaining negotiations have ended.

### **BYLAWS**

- Handed out copies of the updated bylaws.
- Committee members reviewed and discussed.

### **ANNUAL REPORT**

- Passed out an updated copy for the front cover of the Annual Report.
- Committee members made suggestions to scale down the size of the hand, make “IHSS” more prominent, and move the County logo towards the bottom
- Connie Muller suggested having pastel colors and scanning the County logo.
- Kenny will work more on the front cover.
- Kenny would like to take pictures of the group at a future meeting on either August 22 or September 12. Will ask Jeff Lambaren if digital camera is available for the August 22 meeting.
- Staff asked to contact absent members and inform them that pictures will be taken on August 22, 2003.

**BOARD OF SUPERVISORS SPONSORING A PRESENTATION BY MICHAEL KRAUSNICK, COUNTY COUNSEL**

- Jan said that this is a presentation put on by County Counsel to talk about the Brown Act and filling vacancies in special districts. Presentation will be held in the Basement Chambers at the Tenth Place Building on August 28, 2003 at 6:30pm.

**VISIT BY TUOLUMNE COUNTY IHSS ADVISORY COMMITTEE ON AUGUST 22, 2003**

- Jan said that Tuolumne County would be visiting our advisory meeting on August 22. They would like to observe how a well-run advisory meeting operates.

**AD HOC MEETING ON CUSTOMER SURVEY – Immediately following regular meeting**

- No quorum present.

**AGENDA ITEMS FOR NEXT MEETING**

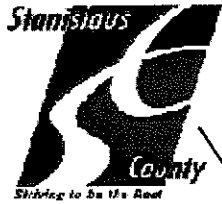
- Budget Update
- Bylaws
- Homemaker Mode Update
- Olmstead Update
- Public Authority Update
- Annual Report
- Ad Hoc Meeting

Meeting adjourned @ 2:30 PM

Jan Holden, Recorder

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# **Stanislaus County HHS Advisory Committee**



**First Annual Report**

# Stanislaus County IHSS Advisory Committee (IHSSAC) Bylaws

## 1. Mission Statement

As the In-Home Supportive Services *Advisory* Committee (*IHSSAC*), our mission is to set direction, structure, and guidelines to provide options and choices for consumers and providers and to enhance the IHSS program and services.

## 2. Meeting Procedure

- a. Except when otherwise noted, the committee meetings are to be governed according to "Robert's Rules of Order"
- b. Pursuant to the Brown act, meetings must be made open to the public, and agendas must be publicly posted at least ~~48~~ 72 hrs before the scheduled start time for meetings.
- c. Members may not meet privately to discuss committee business.
- d. Members of the Public must be given the opportunity to speak during meetings. Each person may be limited to 5 minutes of speaking, at the discretion of the Chairperson.
- e. The Chairperson may choose to remove from the meeting any unruly members of the public who are disruptive to the normal operations of the meeting concurrent with the approval of 2/3 majority vote of committee members present.
- f. Items that are not posted on the Agenda may only be discussed by special order of the committee. If a member of the public or of the committee wishes to discuss an item not on the agenda, the committee must vote whether to discuss the item immediately or to table the item for the next meeting. There must be a 2/3 majority of members wishing to discuss the item immediately.

## 3. Requirements for Membership, and procedure of Member selection.

- a. As new members are appointed to the committee, the committee must continue to be composed of the required balance of Providers, Recipients and County employee.
- b. The Board of Supervisors must approve prospective members by appointment.

- c. Each new committee member will be appointed a two-year term *and may be reappointed for one additional two-year term. Each member can serve no more than two successive terms.*

#### 4. *Officers: Election and Term of Office*

- a. *The Officers of the IHSS Advisory Committee shall be a Chair and a Vice-chair.*
- b. *The members shall elect officers from among the members at the first meeting each new calendar year. Each Officer shall serve for a term of two years or until his/her successor is selected and qualified. Officers may be re-elected to the same office for two successive terms.*
- c. *The Chair shall represent the IHSSAC before the Board of Supervisors, before other government and community agencies and before other boards and associations. The Chair shall be an Ex-Officio member of all IHSSAC sub-committees and shall have such other powers and perform such other duties as may be prescribed from time to time by IHSSAC.*
- d. *The Vice-Chair, in the absence of the chair shall perform all duties of the Chair, and when so acting shall have all the powers of and be subject to all restrictions upon the Chair. The Vice-Chair shall have other powers and perform other duties as may be prescribed from time to time by IHSSAC.*

#### 5. Absences, Termination, Attendance at Meetings

- a. Absences - A member who is absent from a total of three consecutive meetings within one calendar year, who has not given advance notice, shall be notified, in writing, by the chairperson that his/her absences will be discussed at the next regular meeting of the committee. At that time, ***the committee, by a two-thirds (2/3) vote, not counting the vote of the member in question, may a vote is taken, in the presence of the quorum, to*** recommend to the appointing authority that the member be removed from the committee.
- b. Termination - A member may be removed from the Committee by the appointing authority upon the recommendation of the Committee by a 2/3 vote of the Board members.
- c. Attendances-at Meetings - Members are expected to attend all meetings of the committee. A member who is unable to attend a meeting shall give advance notice of his/her inability to attend, either to the Committee Chairperson, or the staff of the committee

#### 6. *Sub-Committees*

- a. *IHSSAC may establish such sub-committees as it deems necessary. These sub-committees may be standing or ad hoc and shall consist of at least one (?) voting member.*
- b. *The function and membership of each sub-committee shall be determined by the IHSSAC.*
- c. *All sub-committees shall only serve in an advisory capacity and at the pleasure of IHSSAC.*
- d. *Ad hoc committees ~~consisting of less than a quorum~~ may be held without a posting of a separate agenda. The ad hoc meeting may or may not be part of the regular IHSSAC agenda.*
- e. *Standing sub-committees shall be in conformity with the Brown Act.*

#### **7. Policy On Support and Sponsorship**

- a. *Other agencies or boards may ask IHSSAC to provide its position on a matter of public policy and/or endorse a program, event, and study or grant application. In these instances, the request must be reviewed and approved by IHSSAC at a regular meeting. IHSSAC may then recommend adoption of such public policy or endorsement to the Board of supervisors. ~~Upon approval of the Board of Supervisors, IHSSAC may then take action on the policy or endorsement as appropriate.~~*
- b. *The mailing list and ~~roster~~ personal information of IHSSAC shall not be released to the public.*

#### **8. Conflict of Interest**

- a. *IHSSAC members shall strive to avoid conflicts of interest, which may arise while they engage in the discharge of their responsibilities.*

#### **9. Amendment of the Bylaws**

- a. *These bylaws may be altered, amended or repealed in a presence of a quorum, by a two-thirds (2/3) majority vote of the voting members present and voting at a properly noticed meeting of IHSSAC.*
- b. *Proposed amendments to these bylaws shall be presented in writing to the Chair and such proposed change(s) shall be read at a regularly scheduled meeting and reviewed for a minimum of fifteen (15) days before being voted on by members of IHSSAC.*