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**STANISLAUS COUNTY  
IHSS ADVISORY COMMITTEE MEETING  
MINUTES  
02/9/07**

**Committee Members Present:**

Jose Acosta  
Kenny Brown  
Connie Muller

Dwight Bateman  
Mary Burch  
Linda White

Joan Blackwell  
Rose Martin

**Committee Members Absent:**

Ora Scruggs-ML\*

**IHSS Staff Present:**

Maria Childers

Alyssa Grayson

**IHSS Staff Absent:**

Egon Stammer\*

Robert Taylor\*

*\*Advance notice given.*

**OPENING REMARKS by Linda White**

- Meeting called to order at approximately 10:45 am in the meeting room of the Sweet River Bar & Grill in Turlock, CA.

**PUBLIC COMMENT**

- None

**ACCEPTANCE OF MINUTES**

- January 12, 2007 minutes: Motion to M/S/A to accept minute, motion to accept made by Linda White, seconded, and motion was passed.

**PUBLIC AUTHORITY BYLAWS**

- Jeff Lambaren opened this discussion by mentioning the previous decision made to review and make changes to the Bylaws.
- **1. Mission Statement** – Decision suggested and accepted was to remove the beginning of the statement which reads “As the IHSS Committee” due to redundancy within the statement. Dwight stated that he would like to see the word “advocacy” within the statement. Accepted by all, and the mission statement now reads as follows:
  - “Our mission is to advocate, set direction, structure, and guidelines to provide options and choices for consumers and providers and to enhance the IHSS providers and to enhance the IHSS program and services.”



- **2. Meeting Procedures** – Items 2a, 2b, 2c, 2d to stay the same. The changes below were made during the meeting:
  - 2e. The Chair may choose to remove from the meeting any unruly members of the public who are disruptive to normal operations of the meeting.
  - 2f. Items that are not posted on the Agenda may only be discussed by special order of the Committee. If a member 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 simple majority of members wishing to discuss the item immediately.
- **3. Duties** – Item “3a” stricken from the bylaws. The remaining items will be changed to become items “3a-3e” (with “3b” becoming “3a” and so forth).
- **4. Requirements for Membership and Procedure of Member Selection** – Items “4a” and “4b” will be switched order. (“4a” will become “4b” and “4b” will become “4a”) Will add “c” to become as follows:
  - 4c. The committee shall strive at all times to maintain cultural diversity that is reflective of the community we serve.
 Item “4c” will become item “4d” and items “4d” and “4e” will be stricken from the bylaws.
- **5. Officers: Election and Term of Office** – Items “5a” and “5b” to stay the same. Items “5c”, “5d”, and “5e” will be changed as stated below:
  - 5c. The Chair shall represent the IHSSAC before the Board of Supervisors, other government and community agencies, other boards, and associations.
  - 5d. The Vice-Chair, in the absence of the Chair, shall perform all duties of the Chair, and when so acting shall have all of the powers of and be subject to all of the restrictions upon the Chair.
  - 5e. In the absence of a Chair and Vice Chair, the members present shall elect a presiding officer for the meeting, by a simple majority vote, whom shall have the powers to run the meeting.
- **6. Attendance at Meetings** – Items “6a-6c” will remain the same. Item “6d” will be changed to read as follows:
  - 6d. Leave of Absence – A member may apply for a temporary leave of absence for a duration of no more than six months. This leave of absence must be approved by a simple majority of the Committee members. The request for the leave of absence will be put on the agenda at the next regular meeting.
- **7. Sub-Committees** – The following items were changed in Item 7 and Items “7d” and “7e” will be stricken from the record:
  - 7a. IHSSAC may establish sub-committee(s) as it deems necessary. These sub-committees may be standing or ad hoc and shall consist of at least one (1) voting member.
  - 7b. (stays the same)
  - 7c. Committees shall report their findings & recommendations to the committee at large.
- **8. Policy On Support and Sponsorship** – Item “8a” will be changed as stated below and item “8b” will be removed from Item “8” and become Item “9a” under the new item “9” (Conf. of Committee Info.).
  - 8a. Other agencies or boards may ask IHSSAC to provide its position on a matter of public policy and/or endorse a program, event, or grant application. In such instances, the request must be submitted in writing, reviewed, and approved by IHSSAC at a regular meeting. IHSSAC may then present this recommendation to the Board of Supervisors.
- **9. Confidentiality of Communication Information** – Item entered into the bylaws as a new section.
  - 9a. The mailing list and personal information of the IHSSAC shall not be released to the public. Members may be reached by contacting the Public Authority, Link2Care, or IHSS.
- **10. Conflict of Interest** – Item 9 will now become Item 10. Item “9a” will be changed to item “10a” and will read as follows:
  - 10a. IHSSAC members shall recuse themselves to avoid conflicts of interest, which may arise while they engage in the discharge of their responsibilities.

- **11. Grievance Procedure** – Item “10” will become Item “11”. Item “10a” will become item “11a” and the wording will remain the same. Item “10b” will become item “11b” and will read as follows:
  - 11b. A “special meeting” (pursuant to Govt. Code §54956) may be called at any time by the presiding officer of the advisory board or by a majority of members. Notice of the meeting must be received 24 hours in advance of the meeting by all members of the board. The notice must specify the date, place, and time of the meeting and business to be discussed. No other business may be discussed at the special meeting other than what is referenced on the notice. The location of the special meeting must be in a location that is freely accessible to members of the public.
- **12. Amendment of the Bylaws** – Items “11a” and “11b” will become items “12a” and “12b”.

### **ANNUAL REPORT**

- Get updated information for the IHSS page
- Get some type of public recognition for Madelyn @ the Board of Supervisors meeting for her hard work and dedication with the committee and community as well as being an advocate for the disabled.
- Get some type of recognition for Ora, such as a certificate of recognition.
- Make changes to the photos contained within. Members feel that the photos should include training photos, a photo of the P.A. offices, and photos of providers and recipients (which could also contain comments). Members can submit photos that they feel might be useful.
- Include the website on the resource page.

### **NEW PROVIDER TRAINING**

- Jeff brought up the topic of new provider training that is going on at the Public Authority offices for new providers. It is a 3-day training that includes tips & pointers, fingerprinting information, CPR & First Aid training, and Union, DRAIL, & Personal Care presentations.

### **NEW TOPICS**

- Election of New Officers - Linda White voted in as new Chairman. Mary Burch voted in as new Vice Chairman.
- Leave of Absence vote accepted for Kenny Brown for the months of March-June.
- Recognition of Madelyn vote in favor of requesting recognition from Board of Supervisors
- Status of Ora – Must vote according to bylaws—must recommend to BOS to remove accordingly.
- Certificate for Ora – All in favor of requesting some form of recognition for Ora Scruggs.

### **HOT TOPICS**

- CICA Conference – June 1 – 3, 2007
- Budget Update -
- EDS / State Controller – Working on direct deposit for providers. The plan would hopefully be in place by April or May 2008.
- Agenda for next meeting –
  - Bylaws – Revised Edition
  - CICA Conference
  - Legislation
  - Madelyn and Ora’s recognition update

### **GENERAL UPDATE**

- None

Meeting adjourned at approx. 2:30 p.m.  
Alyssa Grayson, Recorder