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|  | **San Bernardino County**  **IHSS Advisory Committee**  784 E Hospitality Ln  San Bernardino CA 92415  March 1, 2023, Wednesday  9:00 AM to 12:00 PM  IHSS Conference Room  **Minutes** |

**Members Present**

Flora Martinez

Celina Rwengo

Nazar Amani

Habiba Amani

Vicki Trotter

Caron Daniels

**Members Absent**

Sheila Johnson (IHSS)

**Members of the Public**

Mary Gillion

**Public Authority Staff**

Myette Christian

Melissa Cardenas

Romina Price

**MINUTES**

1. Call to order and roll call – 09:23 A.M. Chair attended meeting in person and remaining members attended via Web-Ex.

* Melissa Cardenas (PA) informed according to information provided from CAPA regarding end of state of emergency order, that majority of members must be in person to meet a quorum.
* Flora Martinez (IHSSAC Chair) informs there are provisions outlined in AB 2449 per link provided under Discussion/Recourses line item in Agenda.
* Myette Christian (PA) reminds the group that there are only 2 just causes throughout the year.
* Flora calls on each member to state reason of unattendance in person.
* Celina Rwengo (IHSSAC member) informs it is snowing where she lives, and freeway is closed. Flora replied that would be considered as travel limitations. In addition, she asked Celina if this would be acceptable as her first “Just Cause” for not attending meeting in person and Celina replied it is acceptable.
* Vicki Trotter (IHSSAC member) informed she follows under the physical or mental disability need. She recently had a doctor’s visit and was currently placed on medical leave. Agree to use this as her first “Just Cause”.
* Caron Daniels (IHSSAC member) informed she follows under childcare or family caregiving need. She is a caregiver for her client and was assisting client with errands and appointments today. Agree to use this as her one “Just Cause”.
* Flora will discuss with Habiba Amani (IHSSAC Vice Chair) and Nazar Amani (IHSSAC member) in how they can proceed to participate in meetings moving forward due to their unique cause. Which would follow under physical or mental disability need.
* Perhaps committee can hold a special meeting later this month or next month to discuss how committee will continue to meet in person due to these guidelines of coming off the state of emergency order.
* Quorum met.

1. Approve Minutes from January 11, 2023

* No objections stated from committee.
* Flora motioned approval for minutes, Celina motioned and Flora 2nd motion.

1. IHSS ADVISORY COMMITTEE INTRODUCTION AND MEMBER REPORT

* Introductions:
* Flora introduced herself as Chair and will share her report later in the meeting.
* Celina Rwengo introduced herself as a member of the committee and nothing more to report.
* Caron introduced herself as a member of the committee. Reported that she has seen a difference in giving back to the seniors regarding food drives. Her client’s church give food to seniors on the 2nd Friday of each month.
* Flora commented that it would be nice if the AC committee could provide a thank you note to the organization holding these events. Caron will gather more details to provide at the next meeting.
* Habiba introduced herself as Vice Chair and has nothing more to report at this time.
* Nazar greeted everyone and has nothing more to report.
* Vicki introduced herself as a member of the committee and has nothing more to report.

1. PUBLIC COMMENT ON NON-AGENDA ITEMS

* Mary Gillion
  + Informed that she is grateful to be able to join the meeting today and hope everyone is doing well.

1. IHSS PUBLIC AUTHORITY REPORT-Rosa Hidalgo/Myette Christian/Melissa Cardenas

* Melissa Cardenas:
  + Open recruitment continues; however, numbers of newly added registry providers have increased.
  + High Desert region are still in need of caregivers. Encourages if anyone resides in the high desert or knows someone who does to please spread the word to apply for the registry.
  + 1st quarter of Career Pathway trainings are completed. New schedule will be open for April, May, and June registration sometime this month. Refer to the CDDS website for more information. Be mindful that classes will book right away.
    - APS MDT Conference will be held 5/8/2023. We do not have complete details yet, however, once available Romina will send info to the committee.
* Myette Christian:
  + Commends everyone in readjusting to meeting in person.
  + Informed that PA had some suggestions to offer regarding introductions to the Board of Supervisors and some ideas regarding structure for meetings going forward.
  + Comments how in the past committee will have subcommittees such as Legislature and Finance. This would provide a sense of responsibility to the members to share on these categories and provide contribution to the committee.
  + Perhaps you can assign tasks or create a subcommittee to develop a brochure or letter to present for the Board of Supervisors. You could include a bio and picture of each member and present to the Board in hopes to learning more about the members of the committee.
  + In addition, for the future, maybe consider developing a survey that can be sent to the consumers and clients of IHSS and use this data in how to see what consumers are experiencing with different things in the community or the IHSS program and use feedback for changes to be implemented.
  + Perhaps having AC meetings every month and going dark a couple of months could help the momentum of recruiting more members. However, we would still want to keep in mind how this could reflect the budget in use of stipends and mileage.
  + Believes that these are things of priority to consider and excited to see how this could look for meetings moving forward.
  + Flora states these are all great ideas to consider and would see if this complies with By-laws.

1. DEPARTMENT OF AGING AND ADULT SERVICES REPORT

* Sheila Johnson and or Chris Tarr was absent from today’s meeting. Therefore, no IHSS report available.

1. OLD BUSINESS

* Introduction to the Board of Supervisors
  + Flora Martinez:
    - Referred to Myette’s suggestion earlier regarding letter or brochure to present to the Board.
    - Celina stated that the bio could take a lot of space.
    - Myette replied that it can be a short blurb.
    - Caron states that general info would be good, nothing too much.
    - Melissa suggests starting introductions/bio now so that they’re ready in time to review for the next AC meeting.
    - Flora motions to submit picture and Bio for the letter/brochure by 4/24/2023.
      * Vicki 2nd motion
      * Habiba asked what should be in the short bio.
      * Flora stated to include position on the committee and her passion, drive, or vision for the committee. She volunteered to use herself as an example of picture and bio to present to the members.
* Group Photo
  + Flora motioned to take group photo in person on 5/3/2023.
  + Celina 2nd motion.
* Amendment of By-laws (submit to council to be approved by Board of Supervisors)
  + Flora informed group of amending bylaws to re-appoint former members to the committee. Especially since they need consumer seats to be filled. Questioned the committee if anyone had reviewed verbiage provided from County counsel and if there was any feedback?
  + Myette stated the department received Mary Gillion’s application and has reached out to County Counsel regarding clarification of the county code about former members leaving and returning in relation to term limits. However, since no response has been received yet, PA will follow up once its available.
  + She really encourages for the committee to recruit new members.
  + Flora continued to review with Myette communication from county counsel regarding bylaws: 3.2.1 and CC 12.4211(C)
  + In matters of difference in interpretation, Flora stated we will have to table discussion with voting in old members.
  + Presented to the group in having an Ad-Hoc committee to meet and provide amendments to the bylaws and asked for 2 volunteers.
  + Celina and Vicki volunteered.
  + Flora stated to have this Ad Hoc meeting before the next scheduled Advisory Committee meeting and can work with PA to see what dates are available to meet in the office. Also informed that no quorum is needed for Ad Hoc meeting to take place. However, would hope to seek mileage for attending this meeting.
  + PA will research into mileage reimbursement.
  + Flora motioned.
    - Celina 2nd motion.
* Adult Protection Services 35th MDT Conference- May 2023
  + Melissa suggests purchasing a table/booth for AC to host at the conference in hopes to getting more members.
  + Flora agrees this would be a good idea to consider being a vendor at the event. In addition, she asked if stipends and mileage could be given as this would boost participation and motivation for members to attend.
  + Melissa stated PA would have to research this to clarify stipend and mileage.
  + Flora motion to not exceed amount of $400.00 in registering for MDT Conference. This would include stipends, mileage, and cost of vendor table/booth.
  + Melissa will research the fees for attending event and purchasing a table/booth. Once information is available, Romina can email information to the committee.
  + Celina asked where is event being held?
  + Melissa stated in Rancho Cucamonga

1. NEW BUSINESS

* Fiscal Report-Fiscal year (July 1, 2022-June 30, 2023)
* Romina
  + Informed remaining budget being $3,246.00 including stipends for the remaining fiscal year.
  + Flora informed Romina to correct budget for stipends to include mileage as meetings are resuming in person.
  + In addition, with including estimate for MDT conference, budget remaining would be 2,700.
  + Flora informed the group to still consider items to purchase so committee can exhaust funds before the end of the fiscal year.
  + Asked regarding CFL 08/09-10 IHSS Advisory Expenditures if committee can purchase food or drinks for the meeting. Romina confirmed that in communicating with CDSS that there have been no changes to the CFL and that unfortunately food and drink items cannot be purchased with AC budget.
  + Celina suggests purchasing planners for the committee members.
    - Flora thought it was a great idea and asked Romina to research quotes. Perhaps committee can order 15-25 planners.
    - Asked Romina to please email the group with designs and prices.
* Recruitment
* Romina informed no applications have been received, except for Mary Gillion, since the last meeting.
* Flora asked the group if anyone had any ideas to promote recruitment.
* Celina suggests offering a raffle item.
* Flora stated that was a good idea, however, will have to research if that would be acceptable for the committee to do.
* Flora also stated maybe we can have a separate table during the AC meetings with goodies for the public to take.

1. DISCUSSIONS/RESOURCES
   1. AB 2449—Limited Teleconferencing in Specific Scenarios—“aalrr Professional Law Corporation,” <https://www.aalrr.com/newsroom-alerts-3943>. NOTE: Governor Newsom announced that the State of Emergency ends on February 28, 2023, which impacts the ability to conduct remote meetings utilizing AB 361.

* Flora stated based on the information provided and discussed earlier regarding resuming in person meetings, she will generate an email to Romina to send to the group and if there are any questions or concerns, PA can assist or let members know to create a special meeting if needed.
* All members agreed.
* Flora provided links for members to review for informational purposes and can view at their leisure.
* Informed if there are any questions regarding these notifications to please email Romina.
  1. U.S. Department of Health & Human Services—Letter to U.S. Governors from HHS Secretary Xavier Becerra on renewing COVID-19 Public Health Emergency (PHE)
  2. CDSS Programs—IHSS Electronic Visit Verification (EVV). Upcoming changes for Non-Live-In-Providers: California will implement the Federal Law mandate—Subsection I of Section 1903 of the Social Security Act (42 U.S.C. 1396b) beginning July 1, 2023. NOTE: This will not impact Live-In-Providers. Reference email sent to Stakeholders on December 14, 2022
  3. CICA Report—California In-Home Supportive Services Consumer Alliance

Is a statewide collaboration of IHSS Public Authority Advisory Committee and Governing Board members, that provides education, information, and networking opportunities for members to fulfill their mandates to advise on improvements to the IHSS program. CICA also assists in developing Advisory Committees and Governing Boards to their highest potential.

* 1. All County Letter No. 23-03—IHSS Career Pathways Program
  2. All County Information Notice No. 1-01-23—Modifications to Case Management, Information and Payrolling system for In-Home Supportive Services
  3. Justice in Aging—Policy Priorities to Increase Equitable Access to Home-Based Care
     1. Strategic Initiative: Advancing Equity
     2. California Alliance for Retired Americans—Newsletter/Publication: “Medicare and Social Security are under attack”—Jan 18, 2023

1. VOTING ON APPLICANTS TO JOIN IHSSAC
   * Committee agreed to table discussion and resume after conducting Ad Hoc meeting.
   * Refer to agenda line item 7. b) Amendment of By-laws
2. ADJOURNMENT

* Next meeting May 3, 2023
* Flora motions to adjourn meeting.
  + Celina 2nd motion
* Meeting adjourned at 11:18 AM