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|  | **San Bernardino County**  **IHSS Advisory Committee**  784 E Hospitality Ln  San Bernardino CA 92415  February 7, 2024, Wednesday  9:00 AM to 12:00 PM  IHSS Conference Room B  **Minutes** |

**Members Present**

Flora Martinez

Celina Rwengo

Caron Daniels

Habiba Amani

Jacqueline Quintana

Alisa Smith

David Quiroz (IHSS)

**Members Absent**

Vicki Trotter

Sheila Johnson (IHSS)

**Members of the Public**

Wendy Whitaker (SEIU)

Heather Davie Cross

**Public Authority Staff**

Ariana Hernandez

Romina Price

**MINUTES**

1. Call to order and roll call – 9:19 A.M.
2. Approve Minutes from January 10, 2024

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

1. IHSS ADVISORY COMMITTEE INTRODUCTION AND MEMBER REPORT

* Introductions:
  + David Quiroz introduced himself as Deputy Director for desert region, east valley, Victorville, and San Bernardino. Will be stepping in for Sheila Johnson today.
  + Caron introduced herself as a member of the committee, retired postal services worker, and a resident of the city of San Bernardino. Has been a caregiver with IHSS for several years.
  + Habiba introduced herself as vice chair of the committee. Has been an IHSS caregiver since 2016.
    - Flora thanked Habiba for doing an awesome job as being vice chair for the committee.
  + Flora introduced herself as the current chair of the committee, an IHSS provider for 20 plus years, and a school board member. Thanked everyone for attending today’s meeting.
  + Jacqueline introduced herself as a recently new member of the committee and represents the client ratio of the members. Currently a recipient with IHSS and shared she is happy to be present at today’s meeting.
  + Alisa Smith introduced herself as an alternate member of the committee. Has been a caregiver for the past 10 years. Excited to have recently joined the advisory committee and eager to learn more resources to share with others.
  + Ariana Hernandez introduced herself as Supervising Social Worker for Public Authority and oversees BUPS (Back Up Provider System).
  + Romina introduced herself as secretary for the advisory committee and Office Specialist for Public Authority.
* Celina introduced herself as a member of the committee.

1. PUBLIC COMMENT ON NON-AGENDA ITEMS

* Wendy Whitaker (SEIU)
  + Introduced herself as a SEIU member and has been an IHSS caregiver for 15 years.
  + Apologizes that her fellow colleague Enrique was unable to be present today as his mother just recently passed away.
  + Thanked PA for the collaboration and smooth transition of the implemented wage increases.
    - As of 2/1/2024 wage increased to $18.10 an hour.
  + $250.00 Stipend pay are being sent to providers who have worked 120 hours or more during the period of July 2022 through December 2022.
    - Checks to be issued soon.
  + The SEIU national convention was a great turnout.
  + Continue to strive to make resources and information available to IHSS providers and clients whether they’re a member or non-member of SEIU.
* Heather Davie Cross
  + Introduced herself as a former caregiver for her son until he recently passed away at the age of 23.
  + Worked as a union member since 2022.
  + Anticipates learning more about the committee and additional resources available to IHSS providers and clients.
  + Thanked everyone for inviting her to be present at today’s meeting.

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

* Ariana Hernandez:
  + Will be stepping in today for Melissa Cardenas.
  + Per stated earlier by SEIU, $250.00 one-time payments should be issued within 3-4 weeks to providers that meet the eligibility requirements.
  + Provider wages recently increased to $18.10 an hour.
  + Outreaches have currently started within the communities to recruit for the Back Up Provider System (BUPS)
    - Passed out BUPS brochure.
  + Anticipates increasing registry numbers.
  + Encourages if anyone knows someone who is interested to please spread the word to apply for the registry.
  + Wendy asked how the one-time payments will be issued. Will they be issued alphabetically?
  + Ariana informed she is unsure but will follow up with Melissa for more clarification.
  + Flora asked about the budget increases per the last Board Agenda Meeting. Asked to clarify what the amounts represent and how this affects the caregivers and/or clients.
  + David informed that one of the amounts is reflecting reimbursement to PA for staff positions. Went on to explain the history of the MOU between IHSS and PA regarding delegated PA staff positions in assisting IHSS processes.

1. DEPARTMENT OF AGING AND ADULT SERVICES REPORT

* David Quiroz
  + Over 41,000 IHSS cases in San Bernardino County.
    - Growing at over an 8% rate.
  + Average caseload is 350-400.
  + Note with a growth in services for IHSS will cause a growth in caregivers for PA to enroll.
  + Per earlier discussion, continuing to extend partnership with PA in revising the MOU regarding staff positions as it is set to expire this year.
  + Many Rite Aid pharmacies will be closing this week due to bankruptcy. DAAS is working closely with Needles to come up with a fast-track solution as majority of their clients use this pharmacy.
  + Looking into Bullhead city location for pharmacies for clients to transfer prescriptions.
  + Errand time may increase for the providers that have to pick up medications.
  + Flora asked is mail in medications an option for those clients affected.
  + David informed that it could work for some medications except opioids.
    - Please refer anyone who have questions regarding this issue to their local IHSS office.
  + Flora asked what options are available to clients that are homeless or have poor living conditions. She has a particular client that she works with that have issues when it comes to social interactions and refuses to contact APS for help. Can a caregiver submit an APS referral on the client’s behalf?
  + David informed that the provider could make a referral on the client’s behalf or can have the provider present when the client contacts APS to make a referral.
    - Suggests reporting as much information as possible when submitting the referral.
    - Turnaround times have been known to be quick.
    - The provider can also be listed as a contact on behalf of the client but just be sure to state that you’re not a family member.
  + Alisa informed she also knows of a client that live in unsafe conditions and the client is not aware that he is being taken advantage of by other people and family living in the home.
  + David encourages to contact APS hotline at phone number 877-565-2020
  + Heather informs that you can also contact the IHSS central intake department at 1-877-800-4544. You’ll be asked for the client’s name, SSN, DOB, Age, and Address.

1. OLD BUSINESS

* Amendment of By-laws (submit to council to be approved by Board of Supervisors)
  + Ariana informed per Myette and Melissa; we’re still waiting for County Counsel feedback.
* Discuss Meeting Dates for Calendar Year 2024. Potential dates are:
  + 3/6/24, 4/3/24, 5/1/24, 6/5/24, Jul. (Dark), 8/7/24, 9/4/24, 10/2/24, 11/6/24, Dec. (Dark)
  + Flora informed to move to the next agenda item regarding fiscal report and then the committee can vote to commit to proposed dates.

1. NEW BUSINESS

* Fiscal Report-Fiscal year (July 1, 2023-June 30, 2024)
  + Romina informed current budget balance is $3,122.92 including February estimated stipends.
  + Flora asked Ariana details regarding the MDT Conference.
  + Ariana informed that in previous years it is at the senior community center in Rancho Cucamonga, however, this year it is to be the Double Tree Hotel in Ontario.
  + Unaware of the cost to attend but will follow up with Melissa for more information.
  + Romina informed last year the committee voted to set aside a budget of $400.00 for the event. This includes admission fees for all the committee members to attend of $50.00 a person, purchase of vendor table, purchase of door prize, and stipend to each member that attends the conference.
  + Romina informed that she would reach out to the coordinator to confirm the admission fee this year and the cost of the vendor table and will provide an update to the committee.
  + Members discussed and estimated MDT fees to be $650.00. Includes stipends to encourage members to attend the event.
  + Flora stated that in the past PA has generously donated funding to AC budget. Proposed to ask Myette if PA can donate funds to the committee to help cover fees for MDT. All the members agreed.
  + Members went on to review and discuss inventory of supplies the committee currently has on hand.
  + Jacqueline believes that there seems to be enough supplies to last through the rest of the fiscal year.
  + Flora requested to purchase at least 2 rolling carts to accommodate new members if those are voted in before the end of the fiscal year.
  + Proposed to have meeting date 5/1/24 be dark to leave more budget to accommodate MDT fees and purchase of supplies.
  + Flora motioned to approve proposed meeting dates 3/6/24, 4/3/24, 6/5/24, 8/7/24, 9/4/24, 10/2/24, 11/6/24 and dark months May, July, and December.
    - Celina 2nd motion.
  + Flora motioned to request $800.00 donation from PA to accommodate supplies and MDT conference expenses. Supplies not to exceed $150.00 and MDT Conference not to exceed $650.00.
    - Caron 2nd motion
* Recruitment
* Romina presents Heather’s application and another application for review.
* Flora informed Heather that her application would be considered voted in as an alternate member. As according to the ratio, there are typically 5 providers and 6 clients on the roster.
* The committee currently has enough providers but need more clients.
* Romina informed that the second applicant for review is also a caregiver however, applicant was unable to attend the meeting today as she was attending a CPR class here at the office.
* Flora informed the committee they will have a further discussion to vote in Heather’s application at the next meeting on 3/6/2024.
* Flora instructed Romina if she can contact Dorothy to attend the next meeting on 3/6/2024.

1. DISCUSSIONS/RESOURCES
   * CICA Report
     + Flora informed that she has nothing to report.
     + Typically, AC member Vicki Trotter would attend the CICA meetings to provide a report to the committee, however, she is absent today.
2. ADJOURNMENT

* Flora motions to adjourn meeting.
  + Jacqueline 2nd motion
* Meeting adjourned at 11:00 AM
* Next meeting March 6, 2024