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|  | **San Bernardino County**  **IHSS Advisory Committee**  784 E Hospitality Ln  San Bernardino CA 92415  January 10, 2024, Wednesday  9:00 AM to 12:00 PM  IHSS Conference Room A  **Minutes** |

**Members Present**

Flora Martinez

Celina Rwengo

Caron Daniels

Vicki Trotter

Jacqueline Quintana

Sheila Johnson (IHSS)

**Members Absent**

Habiba Amani

Nazar Amani

**Members of the Public**

Mary Gillion

Alisa Smith

**Public Authority Staff**

Myette Christian

Melissa Cardenas

Romina Price

**MINUTES**

1. Call to order and roll call – 9:14 A.M.
2. Approve Minutes from November 1, 2023

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

1. Approve Agenda

* Flora motion to amend agenda to vote on new officers for the Advisory Committee.
* Celina 2nd motion
* Discussion was held.
  + Flora informed positions of the new officers for Chair and Vice Chair.
    - The Chair presides the meeting and add reference items for discussion to the agenda.
    - The Vice Chair will step forward to preside the meeting if the Chair is unavailable. In addition, will be expected to attend CICA meetings to provide a CICA report for the advisory committee meetings.
  + Myette encourages the committee to create subcommittees.
    - The committee should have at least a legislative subcommittee and budget committee.
* Flora comments that the committee should consider voting on subcommittees in other words known as Standing Committees.
  + If created, Standing Committees will meet before the AC meeting or during a recess and break out into groups. Once the meeting has resumed from recess, members of the standing committees would report what was discussed.
  + If created, the Budget committee reports the need for supplies such as pens, stationary, goodies for recruitment, and equipment. For instance, the committee currently has translating equipment for members and the public that only speaks Spanish.
  + If created, the Legislative committee will review new legislation and present pros and cons to the rest of the AC to vote on whether to support the bill(s). During the vetting process, a letter would need to be submitted to the Board of Supervisors for approval. Once approved by the Board, then the committee can do legislative advocacy for that bill.
  + The committee may not need to have standing committees meet every meeting, however, just until the committee gets a handle of how to run the standing committee meetings, then Flora suggests standing committees meet before or during every AC quarterly meeting.
  + Jacqueline asks if there are enough participants for these subcommittees?
  + Flora informed that it depends if members are willing to participate. There are currently 7 members therefore at least 2-3 members are needed in each standing committee for AC to be in compliance.
  + Jacqueline asked if subcommittees involve the members of the Public.
  + Flora informed when standing committees report during the meeting, it is up to the spokesperson if the public can comment.
  + Flora asks if the committee would like to table this item to vote on new officers next year as it would give more time for current members to think about the roles involved and would like to volunteer. Flora reminds everyone that the roles can be fulfilled up to 2 years.
  + Majority of members were in favor to table item to vote on new officers until next year.
  + Myette asked if Flora can please repeat this decision for the record.
  + Flora informed “Committee will vote on new officers in the last meeting of the year, if dates approved, for new officers to continue the following year.”
  + Flora motioned for agenda to stay as is.
    - Caron 2nd motion
* Amendment to the agenda failed.

1. IHSS ADVISORY COMMITTEE INTRODUCTION AND MEMBER REPORT

* Introductions:
  + Jacqueline introduced herself as a member of the committee and client with IHSS. Shared she is happy to be present at today’s meeting.
  + Romina introduced herself as secretary for the advisory committee and Office Specialist for Public Authority.
  + Melissa introduced herself as Admin Supervisor for Public Authority.
  + Sheila introduced herself as Supervising Social Worker for Victorville IHSS and a member of the committee. Will share report later in the meeting.
  + Vicki introduced herself as a member of the committee and an IHSS caregiver.
* Caron introduced herself as a member of the committee, retired postal services worker, and an IHSS care provider.
* Celina introduced herself as a member of the committee for 3 years and has been an IHSS caregiver for several years. Shared she is happy to be present at today’s meeting.
* Flora introduced herself as the current chair of the committee and an IHSS provider for 20 plus years. She is happy to see everyone here today and hope that more people will continue to attend.

1. PUBLIC COMMENT ON NON-AGENDA ITEMS

* Mary Gillion
  + Introduced herself as a former member on the Advisory Committee Board. A current California Alliance for Retired Americans Action Teams (CAT) member in which recently held a meeting that is like the Advisory Committee.
  + Flora thanks Mary for being a strong advocate for the senior community and appreciates her attending the AC meetings.
* Alisa Smith
  + Introduced herself as a caregiver for the past 10 years. Her mom which was her client recently passed away. She is very excited for the Advisory committee and would love to be part of this collaboration. Looks forward to learning more about the committee and the resources available to IHSS providers.
* Flora
  + Shared on behalf of SEIU.
  + SEIU contract for San Bernardino IHSS providers was approved by the Board of Supervisors September 2023. As a result, the first hourly rate increase was $17.00 effective December 1, 2023. The State implemented an additional increase to the minimum wage after the approval of the SEIU MOU therefore as of January 1, 2024, the rate increased to $17.50. The next wage increase is scheduled for February 1st, 2024, to $18.10.
  + Collaborating with Public Authority regarding the one time pay for providers and training classes.
  + Preparing for the SEIU national convention coming up that includes all SEIU locals.
  + Flora thanked PA for collaborating with the union in being a voice on behalf of the committee and ensuring the integrity of the IHSS caregivers and consumers.

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

* Myette Christian:
  + Acting Executive Director.
  + Wishes everyone a Happy New Year
  + Discussed AB 817 regarding Advisory Committees and other local commissions and boards to meet remotely.
  + Will be attending a legislation meeting today regarding this bill in which CICA will be present as well.
  + CAPA (California Association of Public Authorities) encourages the San Bernardino County IHSS PA Advisory Committee to support this bill.
  + County has already submitted a letter supporting the bill.
  + Congress looks to revise the language in the bill in relation to the Brown Act in allowing the committees to meet remotely. As according to the Brown Act, a person cannot receive a stipend if not attending meeting in person.
  + Encourages AC members to contact the congressman per the link Romina provided to support the bill, especially as the county is already supporting it.
  + In a prior meeting regarding the bill, brought up the unique situation of one of the current AC members Habiba and her husband who is a client and a member, is unable to attend meetings due to his disability.
  + Expresses to the committee this legislation is a great example as to why the committee should have a legislative standing committee.
  + Flora asked when voting of the bill will take place.
  + Myette informed possibly March.
  + Caron thanked Myette for being a voice on this on behalf of the committee and expressed one of the reasons she joined the committee was that she could still participate in the meetings during the times she is caring for her client. It’s been difficult meeting in person as she must rush to her client right after the meeting especially if they have a doctor’s appointment and at times can cause her to be late.
  + Jacqueline seconds that and informs as being a client herself, she has limitations that can cause her to have to remain at home. However, with that said and doing the best she can, being able to call into the meetings would be extremely helpful.
  + Myette will provide updates for Melissa to report to the committee as they arise.
  + Flora asked if Myette had any feedback or thoughts regarding how the CICA regional meeting went.
  + Myette informed it was great to see all the counties come together and given the opportunity for the Chairs and PA directors to share their roles and experiences their advisory committee faces. In addition, it was good to get some ideas that other counties are doing with their advisory committees.
  + Flora hopes CICA would continue these meetings going forward.
  + Myette informed regarding the bylaws that unfortunately there hasn’t been any response yet from County Counsel. However, with the holidays and the counsel having other obligations, such as SEIU negotiations and personal matters, apologizes for the delay and will continue to be in touch with county counsel in hopes to provide an update soon.
  + Melissa agreed and informs that per SEIU negotiations there will be a rate change effective February 1st that will be $18.10.
* Melissa Cardenas:
  + Passed out Back up Provider System (BUPS) flyer. A program accessible to the client that has an emergency need of a caregiver.
  + The maximum hours allowed under BUPS is 80 hours per fiscal year.
  + BUPS providers receive a $2.00 differential pay.
  + Reminds the clients using the system that it is for temporary situations and for emergency basis only. For instance, when a client is being discharged from the hospital to return home and need a provider.
  + It is based upon certain criteria. It is not for situations like if the client’s car broke down or need home repairs.
  + Sheila asks if clients utilize all the 80 hours allotted, how will they be notified.
  + Melissa informs that CMIPS (Payrolling System) will subtract BUPS hours claimed.
  + Career Pathways continues, however, ends September 2024. Courses will be available all at once and closer to the date of the class to enroll. Giving the opportunity for first come first serve.
  + Classes have been filling up quickly.
  + Visit the CDSS website for more information.
  + CPR and FA (First Aid) classes are currently being offered. Classes are held in person. Waiting list will be available to allow providers to come in on the day of the class and participate only if there is availability.
  + Mary asked where the classes are located.
  + Melissa informed that they are here at the County Office.
  + Providers can receive payment for these classes under the incentive program.
  + Any questions or issues registering for classes, please contact training Supervisor Rebecca Esparza Castaneda.
  + Alisa asks if there is anyone to contact regarding Electronic Visit Verification System (EVV) system for providers clocking in and out and how clients acknowledge clock in and clock out.
  + Melissa informs that we can perhaps investigate this question after the meeting.
  + Flora asks if the committee can get a training on this soon.
  + Melissa informs that PA can look at that for a later time.
  + Melissa informs MDT conference coming up soon. Will have Romina email the group when more information becomes available.

1. DEPARTMENT OF AGING AND ADULT SERVICES REPORT

* Sheila Johnson
  + Approximately 41,800 IHSS cases in San Bernardino County
  + 1400 new IHSS referrals.
  + Average caseload is 388.
  + Discussed ACL 23-106 Elimination of Provider Eligibility Requirements for Minor Recipients in The In-Home Supportive Services Program
    - Would take effect around February 21st.
    - Allows a parent or a non-parent to be a provider. Socials workers would typically assess for parental availability regarding eligibility requirements.
    - Provided various scenarios of assigning a parent or a non-parent provider.
    - Flora asks Romina to email link of the ACL to the group.

1. OLD BUSINESS

* Amendment of By-laws (submit to council to be approved by Board of Supervisors)
  + Flora informed per Myette; we’re still waiting for County Counsel feedback.

1. NEW BUSINESS

* Fiscal Report-Fiscal year (July 1, 2023-June 30, 2024)
* Romina
  + Informed current budget balance is $3,617.04 including January estimated stipends.
  + Informed budget with proposed meeting dates will decrease the budget and leave $954.54 remaining for this fiscal year. In result this amount would go toward the MDT conference coming up and purchasing more giveaways or supplies.
  + In addition, informed when going into next fiscal year in hopes in meeting once a month except for the 2 dark months, committee would need to keep in mind when adding more members, the budget will be affected as well and still need to anticipate other costs such as CICA membership, purchase of supplies, conferences, and trainings.
  + In reviewing the budget reports, Flora asked committee if would like to table proposed meeting dates until the next meeting February 7, 2024. This will ensure that she and Romina could do an inventory of supplies as well.
  + All members agreed to table this item.
* Recruitment
* Romina presents Alisa Smith’s application for review.
* Flora dismissed the public momentarily to discuss and vote on new applicant.
* Flora asked the current ratio of providers and clients on the roster.
* Romina informed there are currently 5 providers and 1 client.
* Flora informed as the committee is past the ratio of providers to consumers, then perhaps vote Alisa on as an alternate member. She will have the same privileges as a regular member except voting capabilities.
* Celina offered that she could switch seats with her as she has requested in the past of hopes in recruiting more members for her to eventually step down.
* Flora reminded that both she and her still have one year left to serve and once their term is up, then any alternate members will be voted in to replace their seats.
* Celina understood.
* Flora motion to approve Alisa’s application as an Alternate member.
  + Caron 2nd motion
* Flora invited the public back to the meeting and welcomed and congratulated Alisa to being an Alternate member to the Advisory Committee.
* Explained she has the same privileges as a regular member such as stipends, etc. just not voting capabilities.
* Romina informed she will prepare a welcome binder for her to pick up.

1. DISCUSSIONS/RESOURCES
   * CICA Report
     + Flora informed we discussed CICA regional meeting feedback earlier in the meeting.
2. ADJOURNMENT

* Flora motions to adjourn meeting.
  + Sheila 2nd motion
* Meeting adjourned at 11:06 AM
* Next meeting February 7, 2024