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|  | **San Bernardino County**  **IHSS Advisory Committee**  784 E Hospitality Ln  San Bernardino CA 92415  March 2, 2022 Wednesday  9:00 AM to 12:00 PM  Teleconference  **Minutes** |

**Members Present**

Flora Martinez

Celina Rwengo

Sheila Johnson (IHSS)

**Members Absent**

Lance Hoshaw

**Members of the Public**

Enrique Camacho (SEIU)

Wendy Whitaker (SEIU)

Mary Gillion

Vicky Trotter

Caron Daniels

Donald Benegas

**Public Authority Staff**

Romina Price

Myette Christian

**MINUTES**

1. Meeting took place over the phone via WebEx. PA announced to the Chair that the former members who have not been attending have been reported to the BOS to be removed from the roster. Therefore the majority of the committee present today would meet a Quorum.

Call to order and roll call – 09:05 A.M.

1. Approve Minutes from September 8th and November 3rd

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

1. Review Minutes from January 12th informational meeting

* Romina confirmed since a quorum was not met, the meeting continued as an informational meeting. These minutes have been added to the PA website for further review.
* Flora referred everyone to view the PA website to refer to minutes at their leisure.

1. IHSS ADVISORY COMMITTEE INTRODUCTION AND MEMBER REPORT

Introductions:

* Flora introduced herself as Chair and will save her report for later in the agenda
* Celina Rwengo introduced herself as Vice Chair. Informed committee that CICA is holding a meeting today at the same time as the AC meeting so because of time conflict, she was unable to attend. However, as she recently stepped down as CICA representative, she is unsure who would attend that meeting in her place.
* Flora agreed and stated that it was unfortunate that the CICA meeting took place at the same time as the AC meeting. In addition, she hopes of soon voting in new members and positions by the next AC meeting.
* Sheila Johnson- Supervisor with the IHSS Victorville Office.

1. PUBLIC COMMENT ON NON-AGENDA ITEMS

* Enrique Camacho- SEIU
  + States PPE distribution is now in effect.
    - Kits consists: 1 box of 100 gloves, a choice of 20 N-95 masks or 50 surgical masks, 1 bottle of hand sanitizer, 1 COVID test kit, and gowns
    - This past Monday kits were distributed in Yucca Valley and Bloomington. Have used facilities in these areas as opposed to the location in San Bernardino because it is unsuitable to do drive through distributions.
    - For the Bloomington event they were able to serve about 500-600 cars with drive through.
  + The next event will be Friday 3/11/2022 in the city of Ontario and will have another event on Monday 3/14/2022 in Barstow. Both events will be held from 10am-12pm
  + Hope to add more events preferably for Rancho and Victorville for the same dates mentioned for Ontario and Barstow, but would take place later in the day from 3pm-5pm if possible. Locations and time have not been determined yet.
  + Some of the supplies were received through contracts with the county as well as donations received by BOS Curt Hagman.
  + If you know anyone interested in PPE supplies, please refer them to these events coming up.
  + Mary Gillion asked if supplies are being distributed at the door or are you able to come inside the office?
    - Enrique answered that it is drive through distribution only.
  + Flora requested SEIU provide information regarding the upcoming events be forwarded to Romina for her to forward to the committee. Enrique agreed to forward this information to Romina via email.
  + Caron Daniels reported it is her first time attending and expressed she has been a caregiver since 2014 and a retiree from the Postal Services.
  + Requested PPE to be sent to her home if possible.
  + Wendy Whitaker informed that SEIU is not mailing out PPE at this time, however, if you’re unable, you can send a friend or family member to give your name and inform they are picking up items on your behalf.
    - Enrique added that they will need to bring a paystub on your behalf as well just to show proof you are an IHSS Provider.
  + Myette Christian informed Caron that Public Authority can mail PPE to mailing address provided. Romina informed that she has Caron’s information to send her PPE in the mail.
  + Flora informed Caron the clarification between the 2 entities. SEIU hosts their own events and Public Authority has their own distribution as well. However, at times the 2 entities will collaborate on certain events if possible.

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

* Myette Christian
* Introduced herself as the Public Authority Manager
* Department is continuing to increase the registry in referring caregivers to IHSS clients per the primary mission of the Public Authority. Informed that the pandemic has affected the registry tremendously in losing a lot of caregivers.
* Department is creating a marketing plan to have radio ads, newspaper ads, and social media. In addition, department is creating a site where individuals can go to and submit registry applications.
* Please continue to share with anyone interested in joining the registry to contact Public Authority for applications.
* Clarified PPE distribution is based upon funds that the Public Authority provides to purchase PPE items and has been collaborating with SEIU to assist in distribution where they will host events throughout the county making is simpler to pass out these items to providers and clients. Public Authority is mailing items to clients and providers or distributing items at the local office where as SEIU is doing more legwork throughout the community
* Public Authority also assists in administering Health Benefits to the caregivers and we have been notified by the Health Benefits carrier that there are spots available for providers to apply and receive benefits. Therefore we have started to pass out flyers and have them available at the local office for more information.
* Encourages if anyone knows of any caregivers interested in the health benefits plans to please contact Public Authority or report to their local IHSS office for a flyer to contact the Health Benefits carrier.
* Provided County Counsel update in requesting info regarding the process of getting new members and unfortunately has not heard anything back as of yet to receive information requested. In the interim, have been communicating with each one another and they are currently researching this information, however, due to their work load and them being in and out of court, she has not been able to provide an answer yet.
* Questions that were asked to county counsel:
  + “According to the bylaws of a former member not being able to a member of the committee again, is there a way around this?”
  + Clarified issue has been resolved in committee not being able to meet a quorum as now they are able to due to old members being taken off of the roster.
* Will continue to follow up and provide an answer once provided by County Counsel
* Reports Public Authority continues to do a great job in keeping things afloat amid the changes in staff and workload. Also informed that provider trainings will resume in April.
* Flora commented that she appreciates the work Myette has done and how she has been persistent in providing the information that will benefit the committee.

Flora also commented that she would like to provide verbiage from bylaws from other counties and committees in regards to old members becoming a member again. Such as once a member serves 2 terms then they would step down for 1 term and then are able to apply to be a member for another 2 terms, then step down again and so forth. One example of a committee doing this is San Bernardino County Committee for School Organization.

* Perhaps Myette can then share this with County Counsel in reviewing against IHSSAC bylaws.
  + Myette agreed that it would be acceptable and will look forward to receiving this information
* Vickie Trotter asked in regards to the registry that her daughter is interested in applying to be a caregiver.
  + Myette provided her direct contact info to have her follow up.

1. DEPARTMENT OF AGING AND ADULT SERVICES REPORT

* Sheila Johnson:
  + Approximately 36,500 IHSS cases in San Bernardino County
  + 1,300 new IHSS referrals were made in February.
  + Average caseload is 374 per social worker.
  + Not a lot of information to share at this time as there has been new information provided throughout the department but in draft form and is unable to discuss yet. Hopefully this will be approved and ready for the meeting to share.

1. OLD BUSINESS

* Committee approved letter to the Board of Supervisors asking for IHSSAC application be translated into Spanish
  + Myette informed letter has been submitted and no response as of yet
* CICA Dues and Updates:
  + Flora would like to clarify roster update as the last meeting her and Celina attended, when introducing themselves, CICA reported they did not have them on the roster.
  + Romina informed that the CICA payment for dues was approved and payment cleared. Is awaiting from Tannya to clarify roster update.
  + Flora asked for a copy of the CICA receipt.
  + In addition, Flora informed she would like to discuss in presenting themselves as a committee to the Board of Supervisors. She will attend as Chair of the committee and will provide the current roster of the committee as well as thanking the Board for considering the translation letter that was submitted and hope to hear from them regarding a decision.
    - Flora motioned to present themselves as a committee and not as individuals
    - Celina approved
    - Flora informed that she will submit comments to Romina to forward to the committee to review before presentation.
    - Myette informed that the Board will be having an in person meeting March 15th if planning to attend that meeting.
* Letter to previous committee members who were absent thanking them for their service
  + Clarified that this has been completed as today’s meeting was able to move forth with a quorum.
* IHSSAC Officer nomination/election (Article Bylaws 4.2)
  + Flora motioned to vote for positions such as Chair, Vice Chair, Treasury, etc. for the next AC meeting in hopes by then that they will have more members.
  + Sheila approved, Flora 2nd

1. NEW BUSINESS

* Request for Amendment to the IHSSAC Bylaws
  + Flora informed as Myette is seeking guidance from County Counsel that she will like to make aware to the Board of Supervisors to approve consideration in amending the bylaws with information she has disclosed regarding other county’s bylaws of former members applying to become a member again.
  + Flora motioned for committee to have a discussion regarding this request
  + Sheila 2nd motion
  + Flora proceeded to ask committee if anyone has any comments regarding this line item
  + Sheila replied she has nothing to discuss
  + Celina replied she has nothing to discuss
  + Flora informed she will send a draft of her comments to Romina for her to forward to the committee for review. Also added if committee members would like to add, omit, or consider anything regarding the comments she plans to present to the Board, to please let Romina know to avoid in violating any Brown Act rules.
* Platform for future IHSSAC meetings
  + Flora informed the current platform being used is Web-Ex and Telephone. She would like to hear from the committee in how to continue platform for meetings as a lot of entities are resuming in person meetings.
  + Celina informed the convenience of being at home and recommends using via Web-Ex to continue meetings for the rest of the calendar year and revisit this discussion next year.
    - Sheila informed her the office currently has not resumed in person meetings yet and asked Myette if they have resumed in person meetings.
    - Myette informed that the department has not been doing in person meetings either. In addition as the Board will be having their first in person meeting since the pandemic, it may not be opposed to having a in person meeting however, it will be at the discretion of the committee if you would like to meet in person and we will follow up if directed otherwise by the County in regards to not to congregate.
  + Myette states the office in San Bernardino is currently in Outbreak status and would hope to be off that status if committee does decide to meet in person for the next meetings.
    - Caron Daniels informed that as she is currently caring for a client during the times of the meeting, so that it would be beneficial to continue to have the Web-Ex meeting so that she can still listen if possible.
    - Vickie Trotter informed she likes to meet via Web-ex, however, she does miss the face to face interaction. So she would like to do in person meetings just to be able to meet people in person and see the face to face interaction when doing the member introductions.
    - Enrique Camacho informs he prefers via Web-Ex as it is more convenient and would save less time in driving and gas.
  + Donald Venegas introduced himself as a member of the Public and heard of the committee within previous interaction with IHSS DAAS and Public Authority.
    - He informed that he represents his mother who is currently receiving IHSS as a recipient and is part of the Public Authority registry in requesting a caregiver when needed. However, he currently resides in Riverside County and inquired of being a member of this committee but was informed he would have to reside in San Bernardino County.
    - He enjoys seeing the compassion that this committee has in coming together as a community and expressed the importance of having this type of presence presented before the county agency itself and the Board of Supervisors. He thanks everyone for the volunteer work they have done and continues to provide and offers to help in any way he can if needed.
    - Would like to know more about the committee as a whole and how the member roles work if that is possible.
  + In addition stated if he a choice he prefer in person meetings as it is a great to connect with people however with the pandemic still in play and in regards to what Myette mention of the outbreak status, safety is the most concern. Perhaps committee should monitor this informed outbreak status in the meantime until further direction regarding safety protocols is advised.
    - Flora in response to Donald’s questions expressed that there is a $60.00 stipend and mileage reimbursement for attending the meetings, when in person meetings become available. This comes from the budget that the Board of Supervisors provide and Public Authority facilitates. In addition, invites Mr. Venegas’s mother to join the committee as a consumer as the committee is composed of a ratio of providers and clients.
    - Donald responded in thanking for the clarification of the stipend and mileage reimbursement of a committee member, however, due to the client’s faculties declining, he informed his mother would not be able to participate in the manner that has been expressed of the committee. However, informed that he himself would still like to attend the meetings as a member of the public and can provide assistance in any way he can.
  + Flora asked Myette given all the comments received, if there is any protest in continuing the meetings via Web-Ex
    - Myette informed the only concern would be the fee in paying for the Web-Ex subscription however perhaps the County could still be covering this expense. Other than that there are no objections to continuing the meetings via Web-Ex.
  + Flora asked Romina for the upcoming AC meetings:
    - May 4th, July 13th, and September 7th. However, Flora clarified from the last meeting from 11/3/2021 that the committee voted for last meeting of the year for November 2, 2022 as well. So there are 4 more meetings left for the year. Therefore will place this item to discuss again on the agenda for meeting on 11/2/2022.
    - Flora motioned to have the meetings for the remainder of the year via Web-Ex

Celina motion

* + - Sheila 2nd motion
* Petition for Build Back Better Act
  + Flora informed that it is regarding the budget that was released in January and consideration form the governor to fund social services. Therefore would like to ask the committee their opinion regarding the Nationwide Organization Letter to Support Swift Passage of the Build Back Better Act. If you would like to support this letter, there is a survey per the link provided on the agenda to complete. She as chair can submit with organization info requested on behalf of the committee along with a logo, which is the PA logo that the committee is currently using.
    - Flora motioned
    - Sheila 2nd motion
  + Flora continued as a discussion and asked Celina her opinions regarding this letter and support.
  + Celina stated we should put more focus and energy into building membership for the committee and should not participate with this letter for now.
  + Flora asked if this can be on the agenda at the next meeting perhaps when there is more members in attendance and Celina agreed.
  + Sheila agreed with Celina’s comments and agreed to table it for now.
  + Flora informed that per the member’s discussion it will be tabled for the next meeting.
* Fiscal Report-Fiscal year (July 1, 2021-June 30, 2022)
  + Romina informed remaining budget of 3,793.42
  + With this being said, Flora wanted to discuss the next line item.
* Justice in Aging Event April 28, 2022 5-8pm City Club Los Angeles
  + Flora expressed this group is very robust and active in the community
  + Flora would like to motion to purchase tickets and provide to any of the members interested. Tickets are quoted for 100.00 each
    - Flora motioned
    - Celina 2nd motion
  + Flora informed even if no one is able to go, this is for a good cause and money spent would go as a donation.
  + Sheila agree and sees no problem with purchasing tickets
  + Flora informed she is not able to go but would like to offer to anyone else interested in attending. In addition she expressed committee will vote in new members today and therefore may have other members interested in attending this event.
  + Therefore line item “Recruitment” will be moved and discussed after ending the call with members of the public to continue with AC members only in reviewing the new applicants and coming to a vote.
  + Myette informed that if voting in members today, perhaps committee may want to consider using former members as alternates. Therefore they can assist with meeting a quorum when attending the meetings.
  + Flora agreed that is a great idea and didn’t place this on the agenda for May because the Justice in Aging event is taking place in April.
  + Flora invited former AC member Mary Gillion to attend and Mary responded that she would like to attend this event.
  + Celina informed she will like to attend event as well.
  + Flora informed that Romina can purchase tickets and provide to members that request to attend.
  + Flora motion to purchase 4 tickets in total of 400.00
  + Celina 2nd motion
* Discussion /Resources
  + Flora provided links for members to review for further information if interested and can view at their leisure.
* CICA Reports
  + As discussed early, unfortunately Celina will have to step down as CICA representative but hopefully committee is able to vote by the next meeting a committee member to fulfill this role.
  + Flora expressed that these are very informational meetings to attend and can share information discussed during these meetings with the committee.
* At this time, Flora stated the committee will not adjourn the meeting yet as the members will need to continue to stay on to review new applicants and vote in new members. However, she thanked the members of the public for attending and will hope to speak with them at the next meeting and ended the call for the public.
  + AC members Celina and Sheila in addition to Public Authority staff Myette and Romina, stayed on the call.
* Recruitment
  + Reviewed new applicant applications:
    - Habiba Amani (provider), San Bernardino
    - Nazar Amani (client), San Bernardino
    - Vickie Trotter (provider), Yucaipa
    - Caron Daniels (provider), San Bernardino
    - Gesenia Aranda (provider), San Bernardino
    - Maia Pawooskar (provider), San Bernardino
    - Maria Alfaro (provider), San Bernardino
    - Yousif Shabeb (provider), Colton
    - Elva Alcala (provider), Rialto
* Romina informed that most applications received were of caregivers and only one applicant was a consumer.
* Flora informed that committee should consist of 5 providers and 6 consumers in totaling to 11 members. She also addressed to the committee how they can provide accommodations to the members if needed.
* Myette suggested maybe there can be a call in option for those members.
* After reviewing applications committee decided on voting in as new members Habiba Amani, Nzar Amani, Vickie Trotter, and Caron Daniels
* Flora stated that with this vote we will now fulfil the provider ratio of the committee and therefore the remaining applicants can join as alternates.
* Flora also asked if she and Celina will only have 1 term left to serve as they would have already served 3 years. Reports that she and Celina started their term as of January 2020 so technically this is their 3rd year. Therefore they would have been reappointed this past January of 2022.
* Myette advises PA will research and look into the Bylaws for clarification.
* Flora asked if alternates will receive a stipend and Myette replied alternates will still receive a stipend and mileage reimbursement for attending the meetings
* Flora asked committee if we should proceed to vote in the rest of the applicants as alternates
* Celina suggests that committee should see if these applicants will return to the next meeting to ensure they are interested in becoming a part of the committee before selecting them as alternates.
* Flora asked if letters can be sent on behalf of the committee to the prospective 5 alternate members informing that we are still considering their application as a decision has not been made yet. However, encourages them to attend the next meeting to express interests in joining the committee to be considered in the future as an alternate.
* Myette advises to word it to the point that the committee is still reviewing applicants and invites you to join the next meeting to determine if you are to be selected as an alternate. Also informs if Flora can provide a draft for PA to review before sending letters.
* Flora asked PA if they can provide her the letter that was sent to new members when appointed and perhaps she can make changes to that letter to address alternates.

1. ADJOURNMENT

* Flora motion to adjourn meeting.
  + All members approve
* Meeting adjourned at 11:18 AM