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|  | **San Bernardino County**  **IHSS Advisory Committee**  784 E Hospitality Ln  San Bernardino CA 92415  May 4, 2022 Wednesday  9:00 AM to 12:00 PM  Teleconference  **Minutes** |

**Members Present**

Flora Martinez

Celina Rwengo

Nazar Amani

Habiba Amani

Vicki Trotter

Caron Daniels

Sheila Johnson (IHSS)

**Members Absent**

Lance Hoshaw

**Members of the Public**

Enrique Camacho (SEIU)

Mary Gillion

Kyanna Marcellous

**Public Authority Staff**

Romina Price

Myette Christian

Tannya Munoz

**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 – 09:23 A.M.

1. Approve Minutes from March 2nd

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

1. IHSS ADVISORY COMMITTEE INTRODUCTION AND MEMBER REPORT

Introductions:

* Flora introduced herself as Chair and thanked everyone for attending meeting and welcomed new members. Informed she 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 but hopefully there is still time to attend depending on when AC meeting will end. Nothing more to report at this time.
* Vicki informed that she is currently a provider for her mother. Looking forward to learning how the advisory committee works and to be part of the process.
* Caron informed she is currently a provider and has been since 2015. She was referred to this committee by her recipient. She has always been interested in assisting seniors and would like to help her community.
* Habiba informed she is currently a provider for her husband. Nothing more to report at this time.
* Nazar greeted everyone and has nothing more to report.
* Sheila Johnson introduced herself as a Supervisor with the IHSS Victorville Office.

1. PUBLIC COMMENT ON NON-AGENDA ITEMS

* Kyanna Marcellous greeted everyone and was happy to join in the meeting. Informed she is currently a provider. Nothing more to report.
* Enrique Camacho- SEIU
  + Offices are now open. members are provided assistance with timesheets and other issues or concerns. However, please contact the Member Action Center (MAC) phone line at 1-855-810-2015 to make an appointment to come in.
  + PPE distribution- Recently had a drive through event in Ontario and Barstow and they served about 100 cars between the 2 events. In the future will have more events but do not have any dates set as of yet.
  + SEIU has been following congress to see that the Build Back Better Plan gets passed. This will provide more funds to the IHSS program. This could also lead to better pay and benefits for the IHSS providers.
  + Elections are coming up soon. Have been endorsing Jesse Armendarez for the Board of Supervisors. Members are welcome to come assist in making calls to endorse Armendarez and can reach their lead Nancy Harlow at 909-709-4816 for more information.
  + Flora inquired if there is any other information that can be forwarded to the members in assisting to make efforts with the support of the Build Back Better Plan.
  + Enrique replied that he does not have any more information to offer at this time; however Nancy could have more information to provide.
  + Flora commented to the committee that this is an unbiased committee so please do not feel pressured or swayed in voting. Encourages everyone to vote based on their personal opinion.

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

* Myette Christian
* Introduced herself as the Deputy Director with Public Authority.
* Informed with bitter sweet news that Tannya Munoz who in the past provided the Advisory Committee oversight will no longer be with IHSS Public Authority and has accepted a promotion where she will be transitioning to a new department. She will be truly missed and we wish her well with all of her endeavors.
* Informed she and Romina will continue to be of service to the committee however will possibly change when a replacement is found for Tannya.
* Department is continuing to increase the registry in referring caregivers to IHSS clients per the primary mission of the Public Authority.
* Department is continuing efforts in creating a marketing plan to have radio ads, newspaper ads, and social media. Will hopefully soon see billboards posted on the highways informing that caregivers are needed.
* In addition, department is updating PA website which will create minor changes to the IHSSAC page. Encourages members if they have any ideas or suggestions for the AC page from now to June to please forward them to our department so we can see if that can be added to the website.
* Habiba stated in regards to wages that providers should be paid higher wages due to the duties that they have to service to the recipients.
  + Myette commented this has been a focus for SEIU and understands that it is a complex situation considering the duties they provide to the clients.

1. DEPARTMENT OF AGING AND ADULT SERVICES REPORT

* Sheila Johnson:
  + Approximately 36,250 IHSS cases in San Bernardino County
  + 1238 new IHSS referrals were made in April.
  + Average caseload is 377 per social worker.
  + DAAS is hopeful to soon work with rolling start regarding public safety shutoff events.
  + Thereafter will hope to receive information regarding battery packs which can be used for refrigerators that house insulin, medicines, and food.
  + Reminder to search the Southern California Edison page for more resources or future safety shutoff events.
  + ACIN I-17-22
    - CDSS has modified the ESP to add ability for recipients and providers to receive text messages as a means of notifications when available. Should be able to find this feature under the “My Preferences”, then select “Notification Preference”, and then select “Email/Text” tab.
    - Flora asked the status of caseworkers going back into the homes now everythings starting to open back up.
    - Sheila replied this can be by a case by case scenario. Mostly social workers are doing assessments by phone but will still need to do a follow up visit to identify the client and get paperwork signed by the client.

1. OLD BUSINESS

* Request for Amendment to the IHSSAC Bylaws
  + Reviewed email discussions between Flora and Myette and based on further clarification with the advice of County Counsel, Flora informed that by the next meeting, draft of amendment to Bylaws will be provided. However, will like to motion in getting approval to amend the bylaws to review and finalize at the next meeting.
    - Celina motioned.
    - Sheila 2nd motioned
* Status of IHSSAC application translation into Spanish
  + Myette informed that the memo requesting application translation into Spanish has been sent to the Chairman of the Board.
  + Romina confirmed it was sent on February 24th but no response has been received yet.
  + Myette informed department will follow up with the clerk of the Board.
* Platform for future IHSSAC meetings
  + Flora informed that from the last meeting, it was voted to have Web-Ex meetings through the end of this year.
* IHSS Advisory Committee Officer nomination/election (Article; Bylaws 4.2)
  + Flora asked if new members received welcome binders to discuss bylaws and procedures. However, the members did not receive these items yet.
  + Flora asked if members will still like to proceed to discuss bylaws or wait until the next meeting.
  + Members agreed to wait till the next meeting. In addition, Flora commented to wait to the next meeting to vote on seats and subcategories. Therefore the new members can grasp the concept of the bylaws, seats, and subcategories of the committee before voting.
* Update/Summary on Event held 4/28/2022- Celebrate Justice in Aging
  + Romina informed due to the vaccination requirements to attend the event, some members were unable to attend.
  + Celina informed she did not receive a confirmation email to attend the event
  + As no one was able to attend the event, Flora informed that the funds that were used to purchase the tickets can be considered as a donation.
* Introductions to the Board of Supervisors 5/10/2022
  + Flora read over drafted Board of Supervisors comments and introductions and asked who would like to join her at the next BOS meeting to formally read over comments.
  + Habiba volunteered to attend
  + Myette reminded that the meetings are being conducted in person not Web-Ex.
  + Flora stated the upcoming BOS meeting dates. Which are:
    - 5/24
    - 6/14
    - 6/28
    - 7/14
  + Habiba volunteered to attend.
  + Celina stated she can possibly go in June which would be for either 6/14 or 6/28.
  + Flora motioned if committee can attend BOS meeting on 6/14 at 10:00am
  + Celina 2nd motion

1. NEW BUSINESS

* Fiscal Report-Fiscal year (July 1, 2021-June 30, 2022)
  + Romina informed remaining budget being $2,942.58
  + Committee discussed items to purchase to spend for the remaining budget as this is the last meeting before the end of the fiscal year.
  + Committee would like to purchase rolling carts, however, Myette informed that we cannot order as many as 20 due to limited storage space
  + Committee decided to order 6 rolling carts, since new members have now joined.
  + Flora motioned to purchase rolling carts and to not exceed $500.00
    - Sheila 2nd motion
  + Myette suggested reading materials to purchase in relation to senior communities and assisted living. She found a book titled “Home and Community Based Services for Older Adults-Aging in Context”
  + Committee members thought it was a great idea
  + Flora motioned to purchase 20 books and to not exceed cost of $2,000.00
    - Sheila 2nd motion
  + Committee would like to purchase additional Robert’s Rule books.
  + Flora motioned to purchase 6 books and to not exceed $142.58
    - Celina 2nd motion
* Committee would like to order carry on briefcases
* Flora motioned to purchase 5 brief cases and to not exceed $200
  + Celina 2nd motion
* Committee would like to purchase heavy duty 2 ½ inch 3 ring binders
* Flora motioned to purchase 10 binders and to not exceed $100
  + Celina 2nd motion
* Recruitment
* Romina informed that only 2 applications were received since the last meeting
* Flora informed Romina to send Alternate letters to these applicants

1. DISCUSSIONS/RESOURCES

* Flora provided links for members to review for further information if interested and can view at their leisure.
* Flora informed Romina to print and send information links to members via mail

1. ADJOURNMENT

* Flora motions to adjourn meeting.
  + All members approve
* Meeting adjourned at 11:10 AM