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|  | **San Bernardino County**  **IHSS Advisory Committee**  784 E Hospitality Ln  San Bernardino CA 92415  July 26, 2023, Wednesday  9:00 AM to 12:00 PM  IHSS Conference Room  **Minutes** |

**Members Present**

Flora Martinez

Celina Rwengo

Habiba Amani

Caron Daniels

**Members Absent**

Nazar Amani

Vicki Trotter

Sheila Johnson (IHSS)

**Members of the Public**

Randy Schlecht

Barbara Chastain

Sharon Swayzer

**Public Authority Staff**

Myette Christian

Franklin Leonard

Romina Price

**MINUTES**

1. Call to order and roll call – 9:33 A.M.

* AC Members Celina Rwengo, Caron Daniels, and Habiba Amani attended meeting in person. Flora Martinez (chair) attended via teleconference to maintain a quorum.

1. Approve Minutes from May 3, 2023

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

1. IHSS ADVISORY COMMITTEE INTRODUCTION AND MEMBER REPORT

* Introductions:
* Habiba introduced herself as Vice Chair and is an active care provider for her husband Nazar. Nothing more to report.
* Celina Rwengo introduced herself as a member of the committee. She has been a care provider to her parents for 8 years and currently lives in the high desert. Nothing more to report.
* Caron introduced herself as a member of the committee. She has been a care provider since 2018, a retiree from the postal services, and married with 2 children. Enjoys being a caregiver.

1. PUBLIC COMMENT ON NON-AGENDA ITEMS

* Randy Schlecht
  + Excited to be present today for the meeting. Thanks everyone including Romina Price for continued updates and information regarding the Advisory Committee. Speaks of this on behalf of Barbara and Sharon as well.

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

* Myette Christian:
  + Former PA Director Rosa Hidalgo recently retired and will be truly missed by the department.
  + Myette is currently acting Director.
  + Department is currently struggling with staff vacancies and is working to fill vacancies quickly.
  + PA continues to recruit to increase number of registry caregivers.
    - Marketing campaign includes commercials, billboards, county ads, and social media posts.
    - Outreaches are being conducted as well.
  + PA is still participating with Career Pathways and has been extended through December of 2024. An additional 3 months have been added to ensure that all providers have been paid for those who have missing payments.
  + BUPS (Back-Up Provider System) continues. Reminder, as being a backup provider, if you are called to care for a client with COIVD-19 you would receive an additional $2.00 to your hourly rate.
  + PA Currently in negotiations with SEIU and is seemingly going well.
  + EVV in effect as of July 1st. Now providers will be required to check in and out via the electronic timesheet portal. However, the department has received many calls that the providers are struggling with this new process. Please reach your nearest IHSS office for assistance as they have handouts regarding the EVV process. However, if you’re unable to get through to the office, you can contact PA and we’ll try to assist in the best way possible.

1. DEPARTMENT OF AGING AND ADULT SERVICES REPORT

* Sheila Johnson
  + Absent, no report available.

1. OLD BUSINESS

* Introduction to the Board of Supervisors
  + Pictures and Bio’s Due:
    - Romina informed that picture and bio is still needed from Flora Martinez. Will follow up with Flora after the meeting to receive bio and picture.
* Group Photo
  + As few members are not present, decided to table for now.
  + All members agreed.
* Amendment of By-laws (submit to council to be approved by Board of Supervisors)
  + Ad-Hoc Committee feedback:
    - Celina explained that Flora has notes on what all was discussed.
    - Myette informed feedback from County Council. Members would need to put language together to amend the bylaws and submit to PA for county council to review.
    - Myette instructed Romina to reach out to Flora as she is the Chair and put together the language for the members to review. Preferably for the next AC meeting for everyone to vote on to submit to County Council.

1. NEW BUSINESS

* Fiscal Report-Fiscal year (July 1, 2023-June 30, 2024)
* Romina
  + Informed budget for new fiscal year being $5,976.00. However, including estimated stipends for the remaining of the fiscal year and CICA membership renewal, budget remaining is $3,798.93.
  + Romina asked if committee would like to renew CICA membership.
  + Celina informed that she would not feel comfortable renewing as we do not have an active member reporting to the CICA meetings and therefore not providing a report at the AC meetings.
  + Myette informed that members should have access to log onto the CICA website to download minutes and share at the next meeting. She asked if anyone would like to volunteer to be a CICA representative to attend CICA meetings or gather minutes to discuss at the next AC meeting.
  + No members volunteered. All members decided to table discussion for now.
  + Myette informed that having the CICA membership has been very helpful to the committee in the past so would recommend continuing renewal.
  + Caron motioned to continue membership and Celina 2nd motion.
  + Myette informed that there should be sub committees within the committee. Such as Finance and Outreach.
  + Regarding finance, Myette informed she is aware that other committees are in jeopardy of losing funding as these committees are not using all their funding for the fiscal year.
  + Myette proposed to the committee of meeting more often and can adjust frequency once more members have joined. In reviewing the rest of the calendar year, maybe AC can have another meeting in October.
  + Franklin agreed and would investigate the budget with Romina in more detail to see if this would be accommodating moving forward.
  + Habiba stated she would be able to attend more meetings, however, not sure if Nazar can continue due to his conditions of traveling.
  + Myette informed maybe we can revisit meeting frequency at the next meeting.
  + Celina motioned to approve. Caron 2nd motion and Habiba 3rd motion.
* Recruitment
* Mass mailer sent to recruit IHSS recipients.
  + Myette informed, to assist the committee in adding more members, PA had sent out a mass mailer to IHSS clients only. Myette read the letter to the group.
  + Romina informed since the mailer has started, she received quite a few applications. However, majority of the applicants thought the application was mandatory and once receiving further clarification, decided they could not commit to the committee at this time.
  + In addition, clients were interested to know if the meetings would take place via web-ex, as a lot of those are bed bound or in a wheelchair. However, as they were instructed the meetings would take place in person, clients were not receptable to join the committee.
  + There is one applicant interested in joining the committee and was present at the last AC meeting as a member of the Public.
  + Romina read her application to the group.
  + Myette informed if she would be present at the next meeting to formally introduce herself to the committee, however, Romina informed due to other obligations she will not be able to attend.
  + Myette suggested to the group if she can write a short bio introducing herself to the committee. Or, something creative she could do is record a video introducing herself to the committee that way the members can view it at the next meeting.
  + All members thought it was a great idea.
    - Habiba motioned to approve. Celina 2nd motion and Caron 3rd motion.

1. DISCUSSIONS/RESOURCES
   * Remote meetings
     + Myette informs that PA strongly advises that the committee is to meet in person moving forward with an option for Hybrid meetings.
       - She states *“Members must request in advance (2weeks) to remotely attend a meeting. (Email chair/secretary a request). If 2 weeks’ notice is not possible, notify Committee chair/ secretary asap, committee will discuss prior to meeting to allow or not allow member to remotely attend. (Committee must consider the two just cause rule). If member has already used those in the calendar year, then request to remotely attend will be denied. If approved, member will need to wait for an email from committee secretary with committee decision and or Webex link”.*
     + Myette informs perhaps committee can add such language regarding remote meetings to the bylaws.
     + All members agreed.
     + Celina motioned to approve. Habiba second motion.
   * CICA Report
     + Nothing to report.
     + Myette informed that CICA has a training regarding advisory committees that would be beneficial to watch.
     + Romina will send the link to the committee to view at their leisure.
     + Myette informed that perhaps committee members can discuss feedback at the next meeting.
2. ADJOURNMENT

* Next meeting September 6, 2023
* Habiba motions to adjourn meeting.
  + Celina 2nd motion
* Meeting adjourned at 10:37 AM