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|  | **San Bernardino County**  **IHSS Advisory Committee**  784 E Hospitality Ln  San Bernardino CA 92415  September 6, 2023, Wednesday  9:00 AM to 12:00 PM  IHSS Conference Room A  **Minutes** |

**Members Present**

Flora Martinez

Celina Rwengo

Habiba Amani

Caron Daniels

Vicki Trotter

Sheila Johnson (IHSS)

**Members Absent**

Nazar Amani

**Members of the Public**

Randy Schlecht

Barbara Chastain

Sharon Swayzer

David Quiroz

**Public Authority Staff**

Melissa Cardenas

Romina Price

**MINUTES**

1. Call to order and roll call – 9:10 A.M.
2. Approve Minutes from May 3, 2023

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

1. IHSS ADVISORY COMMITTEE INTRODUCTION AND MEMBER REPORT

* Introductions:
* Flora introduced herself as Chair of the committee. Shared that she recently attended a workshop through the department of social services including topics of regional center clients and housing. Informed how there are so many barriers and struggles in qualifying families for programs available.
* Habiba introduced herself as Vice Chair and is an active care provider for her husband Nazar. Her husband has many struggles, and she assists him in the best way possible. Expresses the importance of caregiving and being patient with clients.
* Flora commends her and informs that she has been doing a great job running the AC meetings in her absence. If helpful, would like to share with her a guide in running the meetings.
* Celina came late to the meeting and missed committee introductions.
* Caron introduced herself as a member of the committee. She has been a care provider since 2018 and a retiree from the postal services of 33 years. Would like to learn more about caring for clients with mental health issues.
* Vicki introduced herself as a member of the committee and has been a caregiver since 2021. She was a care provider to her mom and once becoming her caregiver, she wanted to continue to learn more about caregiving.

1. PUBLIC COMMENT ON NON-AGENDA ITEMS

* Randy Schlecht
  + Excited to be present today for the meeting. Recently spoke with Janie Whiteford, Chair of CICA, and discussed the importance of being a member of CICA. Informed CICA is an alliance that governs all advisory committees. Encourages everyone to attend the meetings and reach out to Janie with any questions or concerns. There are so many opportunities to collaborate by sharing reports and other resources. Also informed that Rosa Hidalgo is still listed as liaison between CICA and San Bernardino IHSS Advisory Committee.
  + Melissa Cardenas informed that PA would contact CICA for an update.
* Sharon Swayzer
  + Informed that she has also spoken to CICA and was amazed on the information she learned regarding the bylaws. She was informed that members can stay on longer than 2 years, therefore the 2-year term limit to serve that’s listed in the Bylaws are not true. In addition, she was told the committee can purchase foods and drinks especially if the duration of the meetings is long.
  + Randy informed that you would have to carve funds for purchases per the Brown Act.
* Barbara Chastain
  + - Greeted everyone and enjoy attending the meetings.
* Flora
  + - Reported on behalf of SEIU by February of 2024, caregivers will get an additional $2.10 above minimum wage.
    - Per negotiations, individuals who worked over 100 hours could receive a $250.00 stipend. However, encourages that committee members reach out to the union for further clarification on this.
    - Reminded that Advisory Committee does not have a seat in negotiating committee. It is Public Authority and SEIU who are advocating for caregivers.

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

* Melissa Cardenas:
  + PA marketing campaign continues. Includes commercials, billboards, county ads, and social media posts. Encourages everyone to continue to promote the Registry.
  + PA currently undergoing negotiations with SEIU. Board date coming in September.
  + Department is currently struggling with staff vacancies and is working to fill vacancies quickly.
  + PA is still participating with Career Pathways and has been extended through December of 2024. New courses have been added. Keep in mind, some courses are open to the state as some courses are only offered by county. Refer to the CDSS website for more information.
  + Flora asked what courses are currently being offered.
  + Melissa stated some of the courses included Vital Signs, Alzheimer’s, nutrition, and more. Refer to the website for a complete list.
  + Flora stated Mental Health should be added as a course and Melissa agreed. She will investigate adding that course to be available.
  + Sheila Jhonson asked how does the BUPS work?
  + Melissa stated that the client would contact PA and then PA will refer a list and dispatch. If necessary, PA would assist in sending another provider if the previous provider referred does not work out with the client.
  + Melissa goes on to state that PA is currently recruiting more caregivers for BUPS and expediting payroll with the $2.00 differential pay.
  + Flora asked what BUPS is for the committee members or members of the public that may not know of this.
  + Melissa stated it is the Back Up Provider System. A referral list to dispatch someone for a client with an emergency need. For example, if a client was released from the hospital and needed a caregiver, then PA could provide a list.
  + David Quiroz asked per negotiations with the union, what are the contract terms and will there be an option for 4th and 5th terms.
  + Melissa informed that the contract terms are for 3 years, and it was not stated to cover for 4 or 5 years.

1. DEPARTMENT OF AGING AND ADULT SERVICES REPORT

* Sheila Johnson
  + Introduced David Quiroz as Deputy Director for desert region, east valley, and San Bernardino. He will be the replacement for Chris Tarr.
* David
  + Thanked everyone for welcoming him to the meeting and being part of the committee. Will assure community voices are heard and is here to answer any questions pertaining to DAAS.
  + Flora asked are there any resources that he can refer to regarding the housing crisis for the senior communities.
  + David answered that there are various resources. The “At Home Program” requires an APS referral however, DAAS will intervene with various methods.
  + The “Home Safe” which is a state level assistance program can serve anyone that needs placement and determine if individual has sustainable income. If any damages are done to the home, they can be repaired.
  + The goal is to try to prevent homelessness as best as possible.
  + Flora asked also about the seniors that are a product of self-neglect.
  + David answered that you can refer to APS, however, keep in mind that APS differs from CPS. APS must comply with the terms and conditions of the referral of the individual. The individual must be willing to receive the help.
  + Vicki stated that she knows someone who is currently homeless and needs assistance and asked for the APS number.
  + David provided phone number to call APS Hotline at 1-877-565-2020. He suggests that the individual themselves call so they are aware of APS intervening.
  + Habiba asked what kind of assistance is available to care for the client while the provider is away on errands.
  + David responded that there is Respite services available to those individuals. Refers to contact SIA (Senior Information and Assistance) for the Family Caregiver Support Program. Phone number is 1-800-510-2020.
  + He also stated that he currently oversees the Ombudsman, Senior Employment, and Program Integrity units.
  + The Senior Employment unit offers seniors aged 60 years or older willing to be placed at job sites and assist in timesheet training and questions. They can get paid up to a little above minimum wage. The Senior Program Integrity unit assist in investigating fraud claims.
* Sheila Johnson
  + Approximately 40,000 IHSS cases in San Bernardino County
  + For the month of August 2000 new IHSS referrals. This is an addition increase of 400 from the month of July.
  + Average caseload is 382.
  + Each office has been given additional social worker positions to assist in increase of caseloads.
  + Discussed MOU with Molina to soon be in effect and MOU with Kaiser is currently being discussed.
  + ACLs to come regarding updates to able and available spouse, parent/provider regulations, and SOC 873 changes.
  + Habiba asked if you can opt out of the Live-in Self Certification status. As she does not want to be exempt and would like taxes to be taken out of her paychecks.
  + Melissa responded that she could assist in funding out more information regarding the Live-In certification criteria.

1. OLD BUSINESS

* Amendment of By-laws (submit to council to be approved by Board of Supervisors)
  + Flora recapped discussion she had with CICA in amending the bylaws.
  + She stated in summary that the Welfare institution code would need to be revised to amend the bylaws.
  + The welfare institution code was created by County council and Public Authority; therefore, Public Authority would need to have the Welfare institution code revised.
  + Flora motion to approve Welfare Institution code and Sheila second motion.
  + Flora stated she will provide language by the end of the week for the amendment of the Welfare institution code and bylaws and in return PA will provide to county council for approval to present to the Board of Supervisors.
  + Flora asked PA when this could go to the board.
  + Melissa responded that she cannot say for certain but maybe sometime in October.
  + Flora states would also add process and adaption of remote meetings in the language for the bylaws.
* Take Committee Group Photo
  + Flora stated all bios and pics should be received; however, Sheila would need to submit her information as well.
  + Suggested to the group if they would like to do a collage instead of a group photo.
  + Vicki motioned to approve and Celina second motion.
  + Habiba asked if she can submit a different photo for the collage.
  + Flora stated for all members to have any revised photos submitted to Romina by 9/20/23.

1. NEW BUSINESS

* Fiscal Report-Fiscal year (July 1, 2023-June 30, 2024)
* Romina
  + Informed budget for new fiscal year being $3,893.82. this includes mileage as well.
  + Flora asked PA if there are any conferences or trainings where AC can attend as vendors.
  + Melissa responded she will investigate this and provide information once available.
  + Flora asked Romina to project budget to include stipends of full body committee versus current members on the roster.
  + Romina agreed.
* Recruitment
* Romina stated as discussed in the last meeting, asked prospective client Jacqueline Quintana to provide a brief introduction of herself and her reason of wanting to join the committee.
* Romina read Jacqueline’s email to the group.
* All members agreed she would be a great fit for the committee.
* Flora motioned to approve Jaqueline’s application and Vicki and Celina second motion.
* Flora stated as member Nazar Amani has been absent the past several meetings, he

1. DISCUSSIONS/RESOURCES
   * CICA Report
     + Vicki stated she has information from the last meeting regarding the discussion of the Brown Act, however, she left info at home.
     + Suggested she can forward information to Romina and then she can forward to the members.
     + Also stated she registered as an individual for CICA membership but didn’t realize she has membership through the Advisory Committee.
     + Flora motioned for CICA to reimburse Vicki for her individual membership dues. All members agreed.
     + In addition, Flora motioned for Vicki to be the CICA representative to present at the AC meetings. All members agreed.
     + Flora asked Romina to inform CICA that she and Vicki will be the primary representatives on behalf of the Advisory Committee.
     + Also, Flora asked if PA could investigate how members can access minutes of the CICA meetings as this is a benefit of their membership with CICA.
     + Randy provided Janie Whiteford number as 408-391-0370 for reference.
   * Meeting Frequency
     + Flora referred to PA’s recommendation of meeting every other month and black out months being July and December. Perhaps they can start this cycle in January.
     + Flora motioned to meet every other month. Vicki and Celina second motioned.
     + Flora informed November will be the next and last meeting for this calendar year.
     + Will also like to vote on new officers by January’s meeting.
2. ADJOURNMENT

* Next meeting November 1, 2023
* Sheila motions to adjourn meeting.
  + Celina 2nd motion
* Meeting adjourned at 10:50 AM