

Advisory Board on In-Home Supportive Services
Minutes – Regular Meeting
April, 28 2014
Humboldt County Department of Health and Human Services
Vet’s Hall, Garberville

Members: * = Present (or represented)

Charles Bean*, Andrew Buschkamp*, Cindy Calderon*, Deborah Kindley*, Maggie Kraft*, Margaret Lewis*, Jene McCovey, and Donna Wheeler*.

Staff: Jannetje Vrieze, Executive Director of Public Authority on IHSS*, Amanda Winstead, IHSS Program Manager*, Kathy Young, Social Services Director*.

1. **Call to order:** Chairperson Deborah opened the meeting at 2:00 p.m.
2. **Adjustments to Agenda (if necessary):** None.
3. **Discussion Items:**
 - a. **AB-IHSS Website Proposal:** Charlie presented a handout and outlined the proposal for a new AB-IHSS website. Cost to create would be \$300/year with members of the Board responsible for updating and content. Funds will need to be allotted for this in the next fiscal year. Website will be free-standing.
 - b. **Name Tags** – Deborah has ordered proofs of the tags from Eureka Rubber Stamp. The tags should be ready by next week and will be brought to next month’s meeting.
 - c. **Pocket Calendars** – Jannetje presented information regarding 2 year calendar that will be provided to care recipients and providers. The logo and design have been finalized and 2,000 copies will be run at a cost of roughly \$2,600. Jannetje will provide the Board with more accurate cost info.
 - d. **Newsletter** – Andy requested that if the newsletter be posted to the new website that it still be mailed as all stakeholders may not have computer access. 2nd quarter newsletter has been sent to the printer. Deborah pointed out that the new dental benefits provided by Medi-Cal should be included in the newsletter. All articles for the upcoming newsletter must be to Charlie by June 15, 2014.
 - e. **Northwest Committee for Employment of People with Disabilities Annual Recognition Luncheon** – Cindy presented information regarding the activities of the Northwest Committee. Maggie **motioned** that Board provide \$100 sponsorship for the event. Margaret **seconded**, all in favor with one abstention, **motion carries**.
4. **Committee Reports**
 - a. **Service Enhancement Activities (SEA):**
 - **IHSS Advisory Board Brochure** – Charlie presented a draft copy of a brochure outlining and promoting Board membership. Brochure will be distributed at Family Resource centers to attract new Board members and encourage enrollment in the registry. It was noted that the phone number in the brochure was incorrect. The number should be (707) 476-2170. All changes to

brochure must be submitted to Charlie by 5/14/14. Charlie would like to expand the brochure for next fiscal year from 6 to 8 fold to include application for Board. Andy **motioned** that a limited run of 1,000 at a cost of \$390 be printed Margaret **seconded**, all in favor, **motion carries**.

- **Tri-County Independent Living Resource Fair Table** – Cindy presented information on a possible sponsorship opportunity for the Board. Maggie **motioned** that the Board provide a \$100 sponsorship for the event, Charlie **seconded**, all in favor with one abstention, **motion carries**.
 - **Camera Purchase** – Deborah discussed the purchase of a camera and tripod on behalf of the Public Authority to include pictures of care providers on matches sent to care recipients. This is to help establish a better connection to as well as to better identify care providers in first meeting with recipient.
- b. Budget Committee** – Margaret’s travel will need to be added to the current budget. Items on budget include travel for Garberville and Willow Creek, newsletters, use of phone, donations and sponsorships, name tags, calendars, brochures, camera and tripod. Cindy **motioned** to accept budget as proposed, Maggie **seconded**, all in favor, **motion carries**.
5. **Public Input:** Judith Whitlow, resident of Garberville Senior Housing presented challenges that those with disabilities face in Garberville, her support of wage raise for care providers and suggested utilizing KMUD radio more frequently to promote IHSS Advisory Board activities and efforts.
6. **CWDA Update: A. Winstead**
- a. Federal Government Administration Of Community Living speaker – developing practices and infrastructure
 - b. Overtime – waiting to act until May revise is complete. CWDA is talking about putting together a rapid response team.
 - c. AB1703 – Expanding scope of IHSS services for the visually impaired
7. **Public Authority Report: Jannetje**
- a. **Registry Recruitment** - In the month of March there were 8 new care providers hired and 15 pending applications for April.
 - b. **CPR and First Aid Training** - Scheduled for May 24th – 200 postcards sent to care providers, 8 have signed up.
 - c. **Newsletter** - Latest newsletters have been delivered and will be distributed.
 - d. Deborah commented on the success of the Public Authority/DHHS table at the Job Fair.
8. **ACTION Items:**
- a. **Approve minutes from the March 24th meeting:** Charlie **motioned** to approve the March 24th meeting minutes as presented with minor correction to titles. Andy **seconded**. All in favor with one abstention, **the motion carries**.
 - b. **Approve Expenses:** none
9. **Standing agenda item: CICA Update:**

- a. **Membership Levels** – CAPA is the first to join at the \$250 level. Membership letters have all gone out. Cindy and Charlie explained membership levels.
- b. **Changes** – Table at Disability Capitol Action Day, changes to website, bringing more focus to Northern California counties

10. Standing agenda item: Kathy Young, Social Services Director; Phillip R. Crandall, Department of Health and Human Services, Director:

- a. **Board of Supervisors Board Agenda Item** – This has been moved to May 20th at 9:00am. It is being brought forth as a departmental item NOT under DHHS to the Governing Board. The Committee’s letter to the Board re: the Governor’s Overtime Proposal for care providers and its impact on recipients, and a letter of opposition the Board can use will be presented. Maggie and Deborah will be in attendance.

11. Member Reports/Comments:

- a. There was discussion about better promoting meeting times and locations of IHSS Advisory Board. Charlie will provide e-mail address of Times Standard contact to Natalie Chapman to announce upcoming meetings.
- b. Donna discussed what actions APS staff is taking if overtime legislation is passed. 200 individuals have been identified that may need further assistance with care providers, and data is being gathered by Amanda and her staff to better identify possible needs.
 - Maggie discussed possibly tapping into volunteerism “Village System” to help fill the gap for chore type needs
- c. Discussion about overtime legislation and mandatory training initiative.

12. Action Recap: Charlie will get a more accurate quote for website creation and maintenance costs and begin work on “About Us” section. Charlie will e-mail draft of brochure to Board members. All changes to brochure must be submitted to Charlie by 5/14/14. **All Board Members** must submit articles for third quarter newsletter to Charlie by 6/15/14. Jannetje will forward all cost information for calendars to Board members including freight. Charlie will provide e-mail address of Times Standard contact to Natalie Chapman to announce upcoming meetings.

13. Agenda development for the May 19th meeting – Approval of April 28th meeting minutes

14. Adjourn: 4:01p.m.

*The next meeting is scheduled for **Monday, May 19, 2014 2:00-4:00 p.m. at the Willow Creek Community Services District Office, 135 Willow Road, Willow Creek, Ca***

Minutes prepared by:
Natalie Chapman
DHHS/SSB Administrative Support