

**Advisory Board on In-Home Supportive Services
Minutes – Regular Meeting
May 19, 2014
Humboldt County Department of Health and Human Services
Willow Creek Community Services District**

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 2:10 p.m.
2. **Adjustments to Agenda (if necessary):** None
3. **Discussion Items:**
 - a. **Personal Medication Cards** – Deborah presented personal medication cards. She proposed that they be printed in the newsletter and be printed for IHSS to hand out. Deborah will send out a copy with revisions due back to her 10 days after.
 - b. **Protocol for recipient complaints to Adult Protective Services (APS)** – Jene presented her experience with lodging a complaint with APS against a Care Provider. Kathy and Donna explained IHSS and APS' role in investigations of wrongdoing and complaints against Care Providers. It was proposed by the group that an article be written for the newsletter explaining the APS complaint process, how to make a complaint and what abuse by a Care Provider looks like. Charlie will write the article as well as one covering how to screen a Care Provider.
 - c. **Permits for hiring alien workers** – Donna explained that the process to hire an alien worker is the same as any other worker. They must prove that they are legally allowed to work in the US. Amanda will follow up with specific information required to for an alien/green card/visa holder to be hired as a Care Provider.
4. **Committee Reports**
 - a. **Service Enhancement Activities (SEA):**
 - **Camera and tri-pod purchased by IHSS Board** – Camera was presented by Deborah to IHSS Staff. Donna questioned whether or not camera is compatible operationally with Registry database. Amanda will take a picture of the process to share in newsletter.
 - **Pocket Calendars** – Deborah presented an e-mail sent by Jannetje explaining that the calendars were mistakenly printed for year 2015-2016 and asking how the Board would like to proceed. Andy **motioned** that the printed calendars be saved and distributed in October. Margaret **seconded**. Total cost for the calendars was \$3,100.

- **Sponsorship of, or Outreach Dollars for, Groups with members on the IHSS Board** – Kathy explained that the Board needs to be sensitive about not making “donations” to organizations that Board members are employed by or a member of. Instead, the funds could be used for sponsorship or outreach. The example used was purchasing food for an event or sponsoring a table. Board members will still be asked to abstain from the vote for funding where appropriate.
 - **Transportation Assistance Program (TAP)** – Donna distributed information materials and briefly explained the County’s TAP program.
- b. Budget Committee** – No items at this time.
5. **Public Input:** Dave Short attended the meeting but did not provide comments.
6. **CWDA Update: Amanda**
- a. **Timesheets to reflect upcoming changes** – Discussion about how best to change the timesheet.
 - b. **Humboldt County’s rank for timely evaluations** – Humboldt County is second
 - c. **Cap on travel time** – The Board discussed questions and concerns they have about how travel time is determined if the new work hour rules are passed.
7. **Public Authority Report: Donna for Jannetje**
- a. **Registry Recruitment** – Six Care Providers signed up in the month of April.
 - b. **CPR and First Aid Training** – Fourteen Care Providers enrolled for training. An evaluation will be completed by participants.
 - c. **Committees** – Committees need to get rolling again. Training Committee is tentatively scheduled for June 9th. Amanda will chair Recruitment, Retention and Respite Committee and will schedule standing meetings.
8. **ACTION Items:**
- a. **Approve minutes from the April 28th meeting:** Cindy asked that her name be added to the abstention for Tri-County sponsorship vote. Deborah asked that she be added to abstention of Northwest Committee for Employment vote. Cindy **motioned** to approve the April 28th meeting minutes as presented with corrections. Andy **seconded**. All in favor with one abstention, **the motion carries**.
 - b. **Approve Expenses:** None to approve at this time.
9. **Standing agenda item: CICA Update:** No update was provided at this time.
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** – Kathy, Jannetje and Deborah will be attending The Board meeting on May 20th. Letters in opposition of the Governor’s proposal will be submitted.
11. **Member Reports/Comments:**

- a. The Board members discussed possible solutions for providing First Aid/CPR training for Care Providers in outlying areas.
12. **Action Recap:** **Deborah** will send edited digital copy to the group. **All** will respond with any changes within 10 days. **Charlie** will write two articles for the newsletter. One article will cover the APS complaint process, how to make a complaint and what abuse by a Care Provider looks like and the second will cover how to effectively screen and communicate with Care Providers. **Amanda** will follow up with what is required for a non-US citizen or someone without a Social Security number to be hired as a Care Provider. **Jannetje** will verify that the camera can be used with County IS. **Amanda** will take a picture of the Board purchased camera being used at the IHSS Registry for the newsletter. **Jannetje and Amanda** will schedule regular meetings for their respective committees. **Cindy** will follow up with Tamara on CPR for outlying areas.
13. **Agenda development for the June 23rd meeting** – Approval of May 19th meeting minutes, follow up to alien workers documentation requirements, 75 Hour Training Initiative
14. **Adjourn: 4:02p.m.**

*The next meeting is scheduled for **Monday, June 23, 2014 2:00-4:00 p.m. at the Humboldt County Department of Health and Human Services, Mezzanine Small Conference Room***

Minutes prepared by:
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