

Advisory Board on In-Home Supportive Services
Minutes – Regular Meeting
June 23, 2014
Humboldt County Department of Health and Human Services
Mezzanine Small Conference Room
502 F Street Eureka, Ca

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 2:06 p.m.
2. **Adjustments to Agenda (if necessary):** None
3. **Discussion Items:**
 - a. **75 Hour Training Initiative** – Charlie distributed information regarding the *Fair Wages and Training for Home Care Workers Act of 2014*. This topic will be discussed next meeting.
 - b. **Permits for Hiring Alien Workers** – Amanda explained the ID requirements for hiring an alien worker, or anyone without a Social Security card. The question was raised about Military ID in lieu of California Driver's License/ID card.
 - c. **Clarification of Advisory Board Roles** – The Board discussed outreach/education materials. Both the County and Board members will bring materials they are interested in using for review by the Board. Donna and Amanda let the Board know that the County is more than happy to partner with the Board and provide County staff for outreach events if notified in advance.
 - d. **Update on Transition to \$9/hr Minimum Wage** – Cindy inquired as to why the Registry is not using the minimum wage increase as a promotional tool. The Board discussed the pros and cons of using this as a marketing tool.
 - e. **Medication Cards** – The Board discussed the development of a medication card to be included in the newsletter, in the pocket calendars and available through the IHSS County office. Edits will be made for next meeting.
 - f. **40 Hour Work Week Budget Agreement** – Andy presented to the Board the passage of the 40 Hour Work Week Budget. Cindy presented a handout from Disability Rights California *New IHSS Overtime Rules: What Do the New Rules Mean for Consumers?* The Board discussed the new rules.
4. **Committee Reports**
 - a. **Service Enhancement Activities (SEA):**
 - **Orientation in Remote Areas** – Margaret asked if orientation in remote areas will be done this year? It will be put on the Training Committee's agenda.

- b. **Budget Committee** – The Committee will meet on July 10, 2014. Committee will need to discuss: newsletters and flat rate travel for Board members. Jannetje will verify meeting time and place with members.

5. **Public Input:** No members of the public were present at this meeting.

6. **CWDA Update: Amanda**

- a. Discussion about the 40 Hour Work Week new rules
- b. Proposed “Authorized Rep” legislation

7. **Public Authority Report: Jannetje**

- a. Jannetje distributed IHSS Board Budget Report for the 4th Quarter
- b. **Newsletter** – Jannetje requested that the cost be explored to score, fold and seal the newsletters as this process takes a great deal of time. Extra copies were distributed among the Board members.
- c. **Registry Recruitment** – For the month of May 17 new hires, 80 provider matches, and over 200 Providers on the Registry
- d. **CPR and First Aid Training** – Took place on May 24, 2014. 15 enrolled, 10 attended and it was well received, and rated highly on a subsequent evaluation.
- e. **Camera** – Jannetje presented a copy of a care provider profile with a picture included as an example. She is working with IS to get the proper equipment and a pilot process.
- f. **Calendar and Brochures** – Jannetje presented examples of the 2015-2016 Calendars and the new IHSS Board brochures.

8. **ACTION Items:**

- a. **Approve minutes from the May 19th meeting: motioned** Cindy motioned to approve the May 19th meeting minutes as presented with corrections. Andy **seconded**. All in favor **the motion carries**.
- b. **Approve Expenses:** None to approve at this time.

9. **Standing agenda item: CICA Update:**

- a. CICA will be gathering other county Advisory Board’s meeting minutes to compare ideas/issues.
- b. CICA is looking for speakers who are knowledgeable about waivers and other issues.
- c. New brochures available.

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

- a. Kathy will be attending the Board of Supervisor’s meeting to formalize the acknowledgment of the \$9/hr wage raise.

11. **Member Reports/Comments:**

- a. Margaret inquired about IHSS Authorizations that stall. Kathy recommended that anyone with a stalled case call the IHSS County office.

- 12. Action Recap: Natalie** will mail all handouts from meeting and \$40 transit pass to Jene McCovey. **Amanda** will verify if a military issued ID is acceptable in lieu of a California Driver's License. **Amanda, Charlie and Cindy** will bring handouts used for outreach material from their respective organizations and sources. **Deborah** will have the Board's edits incorporated into the medication card to be published in the newsletter. **Budget Committee** will meet July 10, 2014 at 1:30 and will address newsletters and travel, **Jannetje** will coordinate the room. **Budget Committee** will obtain an estimate from the printer of the newsletters for scoring, folding and sealing. **Jannetje** will bring the 2014-2015 fiscal year allocation numbers to the next Budget Committee meeting. **Training Committee** will address orientations in remote areas.
- 13. Agenda development for the July 21st meeting** – Approval of June 23rd meeting minutes, 75 Hour Training Initiative and *Fair Wages and Training for Home Care Workers Act of 2014* handout, IHSS Material Share for Outreach Events, Medication Cards, New Overtime Rules and *New IHSS Overtime Rules: What Do the New Rules Mean for Consumers?*
- 14. Adjourn:** Chairperson Deborah adjourned meeting at 4:03p.m.

*The next meeting is scheduled for **Monday, July 21, 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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