

**In-Home Supportive Services
Public Authority Advisory Committee
of Mariposa County
Post Office Box 99
Mariposa, CA 95338
(209) 966-2000**



MINUTES

April 8, 2019

Members Present: Ron Schmidt; Mary Wilson; Eva Adams; Catherine Driver

Members Absent:

Staff Present: Baljit Hundal; Janet Gass

BOS Liaison: Marshall Long

Guest:

Recording Secretary: Monica Ramirez

- 1) **Call to Order and Introductions** – Chair, Ron S., called the meeting to order at 1:38 PM.
 - 2) **Public Comments** – There were no public comments.
 - 3) **Approval of April 8, 2019 Agenda** – Mary W., made motion to approve Agenda as is, Eva A., seconded the motion; motion carried.
 - 4) **Approval of December 10, 2018 Minutes** – Mary W., made motion to approve Minutes as is, Eva A., seconded the motion; motion carried.
 - 5) **UDWA** – Not present. No email updates. Ron S., requested that Monica R. email Union Rep and ask if there are any updates?
 - 6) **Old Business** –
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A. Committee Quorum Requirements: Discussion was held regarding quorum requirements. Baljit H., will write up a change to the Bylaws and ask County Council to review and see if it can be approved. Discussion was held regarding changing the day that the meetings are held on, and it was difficult to find another day of the week that worked best for all the committee members. A suggestion was made that a recruitment flyer be sent out to County employees, as one committee position can be filled by a County employee, this would assist the committee with meeting quorum requirements more consistently. Any changes to the quorum will need to go before the County Council. A letter may need to come out from the CAO's office so that it goes out to all County staff. Baljit H., will work on an email to send out County wide to recruit for another committee member.

7) New Business –

A. Pending Legislation: Ron S., stated that the Governor's budget didn't currently show any cuts for IHSS budget. Baljit H., read aloud and discussed current IHSS related Bills pending in Legislation: AB229-Provider Translations; AB3140-Union Release Time; AB426-Physician Certification; AB924-Pay Periods Change; SB1287-No Wrong Door; AB1382 – Master Plan for Aging California; SB228-Require an aging Task Force; SB611-Aging Housing Task Force; SB512-Long Term Services and Supports. Catherine D., stated that she will be in Sacramento in May, and if anyone would like any messages relayed to the State Legislatures, she'd be happy to talk to the Representative on behalf of us. Please let her know

before the first week of May.

- i. Eva A., asked for clarification regarding Sick Leave and Union Policy. Janet G., clarified that there are eight hours of sick time that will be accrued after two hundred hours of service. Sick time can be taken after another one hundred hours are worked, or six months' time. This is off of the Fiscal year, July 1st through June 30th. They have to apply, and can do so through the Electronic Services Portal on their own, or call the office for a form. They can claim a minimum of one hour, and the remaining seven hours can be claimed in minimum increments of a half an hour.
- ii. Ron S., discussed travel time for providers. Janet G., clarified that it's Medical Accompaniment and that Travel Time is different. Medical Accompaniment is a case-by-case situation. The hours allowed for either are established in an assessment, and have to be discussed with the Social Worker.

B. Ethics Training: Reminder was given that Ethics training certificates are needed from Catherine D., and Eva A. With Ron S., due for renewal in June 2019. Ethics training letters were provided to the members who were still needing to complete the training.

8) Committee Goals –

- A. Fill all Committee Member Openings –** Discussed previously in item 6a.
- B. Increase & Retain Providers –** Baljit H. discussed the Database for Providers which will eventually help capture certain statistics, and try to

predict client's needs, and will eventually provide improved services. Would like to use the database to track trends, and growth of Providers, and give insight on how we can recruit and retain providers, and other various topics. Exit interviews were discussed, and how to see why providers leave. The number of Providers last year didn't increase or drop, so we did remain consistent which is good. Eva A., asked if there are any peer support for Providers, so they can let out their frustrations and be given advice regarding clients without violating HIPPA. Burn out is a concern. Baljit H., directed her to Area 12 on Aging, and for them to call Janet Gass on the 800 line. Once we bring on the database we should see some improvements in the program and hopefully increase the provider numbers. Ron S., asked tax related questions, Baljit H., clarified that we do not give tax or legal advice, and that providers should consult their tax person.

C. Increase Provider Trainings – Catherine D., said she does Elder Abuse Prevention and Mandated Reporter trainings, and Empathy Trainings. She would be happy to give a presentation to the new Providers, or once a year for those already in IHSS. Ron S., suggested a flyer be created and added to the Provider packets with information on “The Seven Signs of Abuse”.

9) Committee Concerns –Updates:

- A. BOS Update – Marshall Long/Rosemarie Smallcombe – Not present.
- B. Program Update – Baljit H., We've been going through a consolidation since August 2018, and are now the Health & Human Services Agency.

The consolidation with the included Human Services, the Health Department and Community Services, and they are now looking at their Span of Control. The agency structure is going to change and there will be three divisions instead of six: The first is the Health Services Division which will consist of: Public Health, and Behavioral Health. The second is The Human Services Division which will consist of: Social Services, Adults & Aging, Public Assistance, and Child Welfare. Then the third being The Administration Division. The Human Services Division is where the In-Home Supportive Services program will sit. There will be three Directors under Chevon, the Administration Director will be absorbed by our current Assistant Director, Joe Lynch, and the remaining two positions will be competitive positions that can be applied for.

- i. Discussion were held regarding problems seen with IHSS in other counties, and how we are fortunate as a small county to not have very many of the same issues. Staff here are willing to stop what they are doing to resolve an issue right away and then move on, no matter their title/position. Eva A. and Mary W. complimented HHSA on how the reception staff are so kind, friendly and helpful, and how the HHSA lobby is not packed full of people like big cities, and the bathrooms are clean. "This is heaven compared to Merced and other big cities, staff are so much nicer than those in big cities, and I know that it's always good to strive to do better, but you guys are great!" – Eva Adams.

C. PA Update – Janet G., the New Provider Orientation is this Thursday, and this upcoming class has a large number of people registered to attend. There are three preferred providers that will be attending, and four more providers that may become Preferred Providers in the near future. The EVV - Electronic Visit Verification program is unrolling, and has three elements required to meet the Federal Mandates. They are looking to expand the current electronic time sheet process, to where it identifies when providers arrive at a home, when they leave, and whether or not they were in the home or out in the community (such as going to doctor or running errands), or both. EVV access online requires the user to have an email address and recipient's case number. LA County will be the first pilot program, and are going live on July 1st 2019. Then for the following six months, the rest of the counties will begin using the new process as well. Training's are being planned for Providers on the following topics: Communication, Setting Boundaries & Handling Hostility; APS; Mandated Reporting; Safety Training; Disability Sensitivity Awareness; and Nutrition. These will be the basic topics covered, there may be others at a later time.

D. CAPA Update – None.

E. Monthly Financial Update – (Quarterly)

F. Department Updates – Included in item 9a.

10)Next Scheduled Meeting Date: May 13, 2019

11)Adjournment – 2:55pm