In-Home Supportive Services

Public Authority Advisory Committee

of Mariposa County

Post Office Box 99

Mariposa, CA 95338

(209) 966-2000

AGENDA

Monday, March 8, 2021

1:30 P.M. – 3:00 P.M.

Mariposa County Health & Human Services Building

5362 Lemee Lane, Mariposa, California 95338

Video Conference Meeting

Please join the meeting from your computer, tablet or smartphone.

https://www.gotomeet.me/AdultsandAging/ihss-advisory-committee-meeting-9

You can also dial in using your phone.

United States: +1 (646) 749-3122

Access Code: 282-144-045

Call to Order and Introductions – Ron Schmidt, Chairperson

1. Public Comments

PERSONS WISHING TO ADDRESS ANY AGENDA ITEM OR COMMENT ON ANY ITEM NOT ON THE AGENDA MAY DO SO AT THIS TIME. COMMENTS ARE LIMITED TO FIVE MINUTES PER PERSON. PLEASE STATE YOUR NAME AND ADDRESS. FOR ITEMS NOT ON THE AGENDA, NO ACTION WILL BE TAKEN AT THIS TIME. IF IT REQUIRES ACTION, IT WILL BE REFERRED TO STAFF AND/OR PLACED ON THE NEXT AGENDA.

2. Approval of March 8, 2021 Agenda

3. Approval of February 8, 2021 Minutes (Attachment A)

4. UDWA - Union Status Update

5. Old Business

    A. Recommended IHSS Bylaw Revisions
        i. Approved by BOS, 02/16/21 (Attachment B)

6. New Business

    A. Recommended IHSS Advisory Committee 4-Year Term Limit
        i. BOS Agenda scheduled for March 16, 2021

    B. IHSS Advisory Committee Stats Report - (Quarterly—April 2021)

7. Committee Goals

    A. Fill all the Committee Member Openings

8. Committee Concerns

9. Updates

    A. BOS Update-Marshall Long

    B. Agency and Branch Updates

10. Financial Update - (Quarterly—April 2021)

11. Next Scheduled Meeting Date: April 12, 2021

12. Adjournment

Attachment A

In-Home Supportive Services

Public Authority Advisory Committee

Of Mariposa County
Post Office Box 99

Mariposa, CA 95338

MINUTES

Monday, February 8, 2021

Video Conference

Members Present: Mary Wilson; Eva Adams; Dennis Mende; Ron Schmidt; Dana Hallett

Members Absent:

Staff Present: Terri Peresan; Christy McCarthy; Janet Gass

BOS Liaison: Marshall Long - Absent

Guest(s): None

Recording Secretary: Janet Gass

Call to Order and Introductions – Chair, Ron S., called the meeting to order at 1:33 PM. Roll call done.

1) **Public Comments –** Dana H. asked if a recipient, who is getting older and not always having a good day, what would be the procedure if an error was made when approving provider's hours? Dana was asked if this situation was regarding her personal case, which it was, so Janet asked Dana to call the office to discuss this specific situation.

2) **Approval of February 8, 2021 Agenda –** Eva A., made motion to approve agenda as is; Dana H., seconded the motion. Ron S., Eva A., Mary W., Dana H., and Dennis M. all approve, motion carried.

3) **Approval of January 11, 2021 Minutes – Attachment A.** Mary W., made motion to approve the meeting minutes as is; Eva A., seconded the motion. Ron S., Eva A., Mary W., Dennis M., and Dana H. all approve, motion carried.

4) **UDWA –** No update from the Union. Ron S. commented that the Union recently had a Zoom meeting to discuss upcoming legislative changes, however he did not have any details of the discussion. Additionally, Janet had contact through email from Kadou, UDWA Regional Coordinator, regarding PPE/EPG; if we have sufficient amounts to distribute and what supplies are being given out. Janet replied that our unit has plenty of small and medium gloves, and cloth and surgical masks. Currently we distribute 25 pairs of gloves, 5 cloth and 5 surgical masks per provider, and 15 pairs of gloves, 5 surgical and 5 cloth masks per recipient.

5) **Old Business –**

   A) Recommended IHSS Bylaw Revisions - Terri commented that the Bylaw revisions that were made at the last meeting must be ratified then the agenda

item will go to the Board of Supervisors for final approval, expected to be February 16th, 2021.

Ron S. mentioned upcoming nominations for new officers, which will take place in June. Also, where is the committee on the ethics reports? Is everyone up to date, is anyone due? Eva A. commented that she has taken the course, however has not received confirmation that it is complete. She is not sure if she hit the submit button. Dennis M. commented that he is having accessibility issues. He will continue to try to get them done.

Ron S. asked about CPR for the providers – Terri and Janet both commented that the Registry Providers are not required to do CPR at this time, due to the restrictions put in place regarding Covid-19.

6) **New Business –**

Recommended IHSS Advisory Committee 4-Year Term Limits – Terri commented that the Bylaws need to be ratified first, then the recommendation regarding the Committee's 4-Year Term Limits would be part of the packet that will go to the Board of Supervisors on March 16th, 2021. Ron S. mentioned upcoming nominations for new officers, which will take place in June. Also, where is the committee on the ethics reports? Is everyone up to date, is anyone due? Eva A. commented that she has taken the course, however has not received confirmation that it is complete. She is not sure if she hit the submit button. Dennis M. commented that he is having accessibility issues. He will continue to try to get them done.

Ron S. asked about CPR for the providers – Terri and Janet both commented that the Registry Providers are not required to do CPR at this time, due to the restrictions put in place regarding Covid-19.

7) **Committee Goals**

a.) **Fill all the Committee Member Openings -** Ron S. asked if there are any applications for new members? No, we do not have any pending applications at this time.

8) **Committee Concerns –**

Ron S. commented that he is scheduled for his first Covid Vaccine shot next week through the VA. Dana asked if we have anyone to advocate for people with underlying medical conditions to be prioritized. Terri replied that our Health Department, in conjunction with John C. Fremont hospital are abiding by the Tier system that has been required by our State department of Healthcare Services that has focused on job type – those in the medical field, including our providers, law enforcement, School staff and then by age groups. Terri urged all interested persons to contact the health department and get on their list. They will be contacted in order of those meeting the current criteria.

Ron S. wanted to comment on the recent Mono Wind event that caused a lot of damage to our community. He thanked everyone who has been working on assisting those who had fallen tree damage to their homes, and those who were without power for many days. He stated that the Agency had contacted him and

his household was lodged in a local motel for 7 days, until his home was safe to reoccupy. Christy commented that the IHSS/PA unit did extensive outreach to check on our program participants who were identified in our mapping program and were at highest risk of damage to their homes, or would have a long-term power outage, to see if they needed any assistance.

9) **Updates:**

   a. **BOS Update- Marshall Long –** None, not present.

   b. **Agency/Branch Updates –** Christy commented about the increase in applications we have had, however over the last month we only received ond new application. Janet commented on our recent influx of potential Registry Providers, and recalled that the last 4 or so did not have someone already identified to work for. All received a Registry Provider application, and not everyone had returned that yet. The remainder of Agency updates have been covered during the discussion in this meeting.

   c. **Financial update (Quarterly – April 2021).**

10) **Next Scheduled Meeting Date: March 8, 2021**

11) **Adjournment – 2:14 PM**

DRAFT

Attachment B

MARIPOSA COUNTY

HHS/Community Services · (209) 966-2000

RESOLUTION - ACTION REQUESTED 2021-74

MEETING: February 16, 2021

TO: The Board of Supervisors

FROM: Shannon Gadd, Health and Human Services Agency Director

RE: Approval of Recommended In-Home Supportive Services Advisory Committee Bylaws Revision

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RECOMMENDATION AND JUSTIFICATION:
Approve the Recommended Revisions to the In-Home Supportive Services Advisory Committee Bylaws.

The revisions were approved by the In-Home Supportive Services Advisory Committee during their meeting held on January 11, 2021, with all of the recommended revisions to the Bylaws noted in red.

The recommended addition to the bylaws were staggered four-year membership terms, eliminating open-ended memberships and bringing this committee in alignment of other such County commissions and committees.

BACKGROUND AND HISTORY OF BOARD ACTIONS:
Historically, the Board has approved the recommendation of the In-Home Supportive Services Advisory Committee regarding revisions to the Bylaws.

ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:
The In-Home Supportive Services Advisory Committee would continue to use the Bylaws currently in place.

ATTACHMENTS:
IHSS Advisory Bylaws Revision 2021 (PDF)

RESULT: **ADOPTED BY CONSENT VOTE [UNANIMOUS]**
MOVER: Rosemarie Smallcombe, District I Supervisor
SECONDER: Wayne Forsythe, District IV Supervisor
AYES: Smallcombe, Sweeney, Long, Forsythe, Menetrey

MARIPOSA COUNTY
IN-HOME SUPPORTIVE SERVICES
ADVISORY COMMITTEE
BYLAWS

Article I
Name and Purpose

Section 1: **Name:** The name of this committee shall be the Mariposa County In-Home Supportive Services Advisory Committee (hereinafter referred to as "Committee"). This Committee was established by the Board of Supervisors of Mariposa County, California, pursuant to Welfare and Institutions Code Section 12301. This Committee shall exercise the powers and authority and assume the responsibilities delegated to it.

Section 2: **Purposes:** The purposes and scope of the activities of this Committee shall be the following:

(a) The Committee shall submit recommendations to the County Board of Supervisors on the preferred mode or modes of services to be utilized in the County for in-home supportive services.

(b) The Committee shall provide on-going advice and recommendations regarding in-home supportive services to the County Board of Supervisors, any administrative body in the County that is related to the delivery and administration of in-home supportive services, and the governing body and administrative agency of the public authority, nonprofit consortium, contractor, and public employees.

Article II
Membership

Section 1: The Committee may be appointed as authorized by Section 12301.3 of the Welfare and Institutions Code.

Section 2: All members of this Committee shall serve a four-year term at the pleasure of the Board of Supervisors, pursuant to appointments made by the Board of Supervisors.

Section 3: Members who have been appointed shall serve a term of four (4) years, with appointments equitably staggered so that approximately one-third (1/3) of membership expires each year. Members shall be reviewed and reappointed as necessary; membership terms are not limited to a number of term reappointments.

Section 4: Any member who misses three (3) meetings in a calendar year may become ineligible to continue serving on the Committee. The Chairperson of the Committee will inform the Board of Supervisors about the member's ineligibility, and recommend a replacement of a qualifying applicant. Any member may nullify one (I) absence per calendar year by his or her attendance at one (1) subcommittee meeting or other appointed service on behalf of the Committee.

Section 5: Any member wanting to resign from the Committee may notify the chairperson in writing thirty (30) calendar days prior to the effective date of the resignation, via electronic mail or they may resign in person at a scheduled Committee meeting.

Article III
Meetings

Section 1: The Committee shall meet at the call of the Chairperson of the Committee, not less than four (4) times per year, to consider a specific agenda of issues. The Chairperson and Committee members will concur on agenda items and meeting dates, places, and times.

Section 2: Members of the Committee shall receive a written notice no less than five (5) calendar days before the date of a meeting. The notice shall contain a summary of the agenda and the place, date, and time of the meeting. Notice shall be posted on the County website and at the location of the meeting no less than seventy-two (72) hours prior to the meeting in accordance with the Brown Act. In exceptional circumstances, the Committee may give less than five (5) calendar days' notice, but not less than seventy-two (72) hours, provided that the reasons for doing so are included in the meeting notice.

Section 3: Interested persons shall be permitted to appear before the Committee, without voting opportunities or permission. The agenda for each Committee meeting will include a section for public comment with a five (5) minute time limit for each person wanting to comment on the Committee's proceedings. No interested party is required to provide their name or affiliation to the Committee before, during, or after an appearance.

Section 4: A quorum constitutes fifty-one percent (51%) or greater of the appointed members of the Committee. In the absence of a quorum at any meeting, the members present shall function as a full subcommittee, electing an interim chair, if necessary. If the number of members present is one-third (1/3rd) or greater of the Committee, the agenda for the meeting will be followed and any recommendations of this full subcommittee shall be presented to the Committee at the next regularly scheduled meeting. If the number present is less than one-third (1/3rd), the members will postpone the Agenda to the next meeting.

Section 5: When canceling a meeting, the Chairperson must give notice to each Committee member by telephone if notice is within seventy-two (72) hours, and by mail if more than seventy- two (72) hours.

Section 6: The Chairperson shall designate ad hoc committees consisting solely of one or more members but less than a quorum of the Committee each for such specific purposes as the business of the Committee may, from time to time, require. The ad hoc committee shall be considered to be discharged upon the completion of the purpose for which it was appointed and after the final report is made to the Board of Supervisors.

Section 7: The Secretary for the Committee shall be appointed by the Health and Human Services Agency Director, and shall ensure that minutes of each Committee meeting are recorded and maintained. Minutes of open meetings shall include: time, date, and place; a list of the persons who were present, including Committee members, staff of Mariposa County, and an estimated number of other members of the public present; a description of each matter discussed and the resolution, if any, made by the Committee; and copies of each report or other document received or approved by the Committee. Draft minutes shall be distributed to the Committee members no later than five (5) calendar days prior to the next meeting.

Section 8: All meetings of the Committee shall be in compliance with Welfare and Institutions Code Sections 12301.3 and 12301.4.

Section 9: The Mariposa County Health and Human Services Agency will provide representatives who will:

- Coordinate with the committee to schedule meetings;
- Attend meetings, record and maintain minutes, arrange for the distribution ofminutes and agenda to members of the Committee;
- At the direction of the Chairperson, prepare the agenda for regular meetings and distribute to each member, and publicly post, at least 72 hours prior to the meeting. Copies of the agenda shall be made available at each meeting for the public;
- Be responsible for an attendance list at each meeting;
- Maintain and make available the bylaws, roster and committee lists;
- Coordinate research projects;
- Prepare documentation;
- Assist in facilitation of recommendations; and
- Coordinate with the Committee to maintain all operating costs.

Section 10: The agenda for the next Committee meeting shall be set by the Committee at the end of each meeting.

Section 11: All matters included on the printed agenda must be submitted to the Secretary eight (8) calendar days preceding the meeting.

Article IV
Officers

Section 1: The members of the Committee shall elect from their own membership the following officers:

(a) Chairperson
(b) Vice-Chairperson

Section 2: The election of the Chairperson and Vice-Chairperson will be accomplished

during a public Committee meeting.

Section 3: The terms of office for officers shall be based on one (1) calendar year beginning at the first regular Committee meeting of the year and continuing until their successors are elected.

Section 4: Any officer may be re-elected to the same office for succeeding one (1) year terms.

Section 5: A vacancy in any office may be filled by the Committee at any regular meeting.

Section 6: Duties of officers:

(a) Chairperson: The Chairperson shall preside at all meetings of the Committee and conduct all meetings of the Committee in accordance with these bylaws. He or she shall forward action taken by the Committee to the Board of Supervisors for whatever action the Board deems appropriate. The Chairperson shall appoint subcommittees as appropriate and deemed necessary by the Committee, and notify the Board of such appointments.

(b) Vice-Chairperson: In the absence of the Chairperson or in the event of his or her inability to act, the Vice-Chairperson shall exercise all powers and duties of the Chairperson.

Section 7: In the absence of both the Chairperson and the Vice-Chairperson at any regularly scheduled meeting that a quorum is represented, the Committee members present shall elect one of their number to function during such meeting as the Interim Chairperson.

Article V
Compensation

Section 1: All Committee members shall be paid a stipend for attending Committee meetings. The stipend shall be $50.00 per member per meeting.

Section 2: All Committee members will be eligible for reasonable reimbursement of expenses for actual and necessary expenses authorized by the IHSS Advisory Committee Chairperson, including personnel or equipment that may be required to accommodate the special needs of committee members, such as:

- Mileage reimbursement
- Transportation
- Personal Attendant
- Translation Services
- Vision and/or hearing assistance devices
- Conference call as needed

Article VI
Amendments

Section 1: These bylaws may be requested to be repealed, altered, or amended only by consent of a two-thirds (2/3) vote of the duly appointment members of the Committee, then serving, at any regular meeting of the Committee. A copy of any proposed amendment change shall be filed with the Chairperson and shall be sent to each member of the Committee with the notice announcing the meeting at which the proposed amendment shall be considered.

Section 2: All proposed bylaw changes will be presented to the Board of Supervisors for final approval.

Article VI
Rules of Procedure

Section 1: All meetings of the Committee shall be conducted in an informal manner unless otherwise specified in these bylaws.

Section 2: Agenda items are to be determined by priorities as set by the full Committee. All requests from the Board of Supervisor shall be honored.

ADOPTED BY THE MARIPOSA COUNTY IN-HOME SUPPORTIVE SERVICES ADVISORY COMMITTEE 11-14-2011
APPROVED BY THE MARIPOSA COUNTY BOARD OF SUPERVISORS 12-13-2011
ADOPTED BY THE MARIPOSA COUNTY IN-HOME SUPPORTIVE SERVICES ADVISORY COMMITTEE 03-11-2013APPROVED BY THE MARIPOSA COUNTY BOARD OF SUPERVISORS 04-09-2013
ADOPTED BY THE MARIPOSA COUNTY IN-HOME SUPPORTIVE SERVICES ADVISORY COMMITTEE 12-14-2020
APPROVED BY THE MARIPOSA COUNTY BOARD OF SUPERVISORS 02-16-2021