



County of Humboldt
NOTICE OF MEETING

for the
June 2020

IHSS Advisory Committee Meeting

NOTICE IS HEREBY GIVEN that the IHSS Advisory Committee will be held remotely on Monday, June 22 from 2:00 to 4:00 p.m.

Call in Number: 1-844-517-1271

Access Code: 132 438 8908

By David Gauthier
IHSS Public Authority
Dated: June 18, 2020

ADVISORY BOARD ON IN-HOME SUPPORTIVE SERVICES (IHSS)

Due to COVID 19, this is a Phone-in Meeting Only. Please see changes to 5. Public Input below

**Call in Number: 1-844-517-1271
Access Code: 132 438 8908
Attendee #**

Agenda for Regular Meeting

Monday, June 22, 2020

2:00 to 4:00 p.m.

The purpose of the IHSS Advisory Board is to offer advice and make recommendations to improve the quality of services delivered to recipients of Humboldt County's IHSS Program.

1. Call to order and Introductions
2. Adjustments to Agenda (if necessary)
3. Discussion items
 - a. Update: EVV Progress
 - b. Update: Urgent Care Budget
 - c. Update: Strategic Planning Committee
 - d. Update: Status of New Bulletin
 - e. Update: County Responsibility to Respond
 - f. Discussion: Telecommuting Guidelines
4. Committee Reports
 - a. Budget
 - b. Membership
 - c. Service Enhancement Activities (SEA)
5. **Public Input – Due to COVID 19 and the Governor of the State of California's issue of Executive Orders N-29-20 and N-25-20, public comment on ALL agenda items will be taken at this time via email only to Cyndee Pomrehn, cpomrehn@co.humboldt.ca.us. Please submit only one comment per agenda item and only one general public comment. Pursuant to the Brown Act, the IHSS Advisory Board may not take any action on an item that does not appear on the agenda.**
6. Board Member Reports/Comments
7. IHSS Program Updates
8. Public Authority Report
9. CICA Update
10. ACTION items
 - a. Approve minutes from the last regular meeting on May 18, 2020.
 - b. Approve expenses
11. Standing agenda item: Connie Beck, Director, Dept. of Health and Human Services; Jack Breazeal, Deputy Director of Adult Mental Health
12. Action Recap
13. Agenda development for the next regular meeting
14. Adjourn

cc: Governing Board of IHSS Public Authority
cc: Connie Beck, Director, DHHS
cc: David Gauthier, Public Authority on IHSS
cc: Clerk of the Board (Please post)

Future meetings:

July 27, 2020
August 24, 2020
September 28, 2020

Minutes of Regular Meeting
Monday, May 18, 2020

**Due to COVID 19, this was a
Phone-in Meeting Only.**

Please see changes to 5. Public Input below

WebEx Call in Number: 1-844-517-1271

Access Code: 791 474 878#

Attendee ID #

Members: * = Present (or represented)

Charles Bean*, Andrew Buschkamp, Cindy Calderon*, Deborah Kindley*, Margaret Lewis*, Kristen Nelson* and Jene McCovey*

Staff: David Gauthier, Public Authority on IHSS*; Keri Schrock, IHSS Program Manager*; Connie Beck, Director of DHHS; Jack Breazeal, Deputy Director of Adult Mental Health*

Guests: Carolyn Bean, Care Provider; Danielle Sherwood, Adult Services Analyst

1) **Call to Order and Introductions:** Chairman Margaret Lewis called the meeting to order at 2:08 PM.

2) **Adjustments to the Agenda:** None at this time.

3) **Discussion Items:**

a) **Jannetje's Retirement and Replacement** – David Gauthier introduced himself.

Margaret took a moment to acknowledge Jannetje's service to the IHSS Advisory Board and asked for input from the Board regarding finding a way to show the Board's appreciation. David offered to act as go between.

b) **EVV Progress** – Keri reported that she got an email from her State liaison who will be scheduling a phone call this week to start our "wave" of transition to EVV and talk about assistance available from the State. Keri will report back to the Board after the call. She reported that there is a lot of information on the CDSS website if you go to the IHSS page. Charlie reported that his household has just received information from the State. Keri will get more information about waivers.

c) **Urgent Care Budget** – Keri reported that:

- She reminded the group about the \$2.00 incentive to care providers who provide COVID-19 care. Her department called everyone on the registry to let them know it was available, but does not believe they have had many calls for this.
- The State has had budget cuts and she is not sure how they will impact the program.
- The database has not been updated yet to match recipients with back up care providers. They are still reviewing database contracts to see best way to provide service.
- Keri does not yet have a budget for new fiscal year.
- They are still looking at offering some type of an incentive like a gas card to emergency care providers.
- There is not an expedited system for signing up care providers, but they can get paid up to 90 days retroactively. Adult Services are still providing enrollment and finger

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- printing with social distancing measures in place to minimize staff in-person contact. They don't have a way to start instantly paying – it is still the same process.
- d) **Strategic Planning Committee** – Margaret reported there was an emergency meeting on May 12, 2020 to re-approve the minutes due to lack of a quorum on April 27, 2020.
 - e) **Status of Bulletin(s)** – Margaret discussed the progress of the bulletin. David explained that clerical staff in his department have been dispersed but he will try to hold the status quo with regards to the bulletin. He will check with fiscal and should know by next week whether he will be able to do both mailings. The Board would like it confirmed that the Public Authority will be paying for postage as well.
 - f) **County Responsibility to Respond** – The Board discussed a handout provided by Charlie. Keri suggested that if someone has a complaint about the IHSS in Humboldt County, they should contact Jackie Blackburn at Adult Services or Keri for more specific local help. Charlie suggested this information should be made more readily available to care providers and recipients. Charlie will talk to the State about providing this information in one of their mailings.
 - g) **AB Roster** – Jene requested that a roster of the Advisory Board members with contact information be created and distributed to Board members. Cyndee agreed to compile this roster.

4) Committee Reports:

- a) **Budget Committee** – Charlie asked about the 7% cut to hours. The Public Authority budget is frozen at this time and may receive cuts. Charlie will provide more information when he receives it. Margaret would like to be part of the call.
- b) **Membership Committee** – This committee did not meet. Both applications for open positions are still pending Board of Supervisors approval.
- c) **Service Enhancement Activities (SEA)** – The first bulletin is being produced. Margaret will send out a request for new bulletin items once she receives confirmation from David that they will be able to assist. This needs to be completed before the end of the fiscal year.

5) Public Input – Due to COVID 19 and the Governor of the State of California's issue of Executive Orders N-29-20 and N-25-20, public comment on ALL agenda items were via email only to cpomrehn@co.humboldt.ca.us. (One comment per agenda item and only one general public comment.) Pursuant to the Brown Act, the IHSS AB may not take any action on an item that did not appear on the agenda.

No agenda items were submitted.

6) Board Member Reports/Comments: There were no new reports.

7) IHSS Program Updates: Keri reported the following:

- In March there were 336 care providers registered; 124 accepting new clients and 49 were fully employed. They sent out 120 lists.
- There were six new care providers in April and two more in May.

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- 53% of care providers are using electronic timesheets.
- They are doing enrollment by teleconference and mail, and are looking at more web-based options to increase efficiency.
- Staff are doing wellness calls and delivering food boxes.
- They have begun exploring alternate ways to honor elders this year without the block party.

8) **Public Authority Report:** David is looking at how to post the Agenda and meeting Minutes online utilizing the IHSS county webpage. The group agreed this would be a good idea and David will proceed.

9) **Standing Agenda Item: CICA Update:** Charlie reported that they are currently working on trainings by way of webinars. They are getting involved in creating more of an online presence.

10) **ACTION Items (Minutes/Expenses):**

- a) The minutes from the last regular meeting on April 27, 2020 were reviewed. Charlie moved to approve minutes. Cindy seconded the motion, all were in favor and the motion was carried.

11) **Standing Agenda Item: Connie Beck, Director, Department of Health & Human Services; Jack Breazeal, Deputy Director of Adult Mental Health.**

Jack reported that he is keeping an eye on the budget. DHHS has made efforts to start bringing staff back into the office, but continue to support telecommuting.

12) **Action Recap:**

- David will explore how he can assist with bulletin.
- Margaret will look at bylaws to clarify committee requirements.
- Deborah to work on putting bulletin together if expenses are approved.

13) **Agenda Development for the May 2020 meeting:**

- a) Update: EVV Progress
b) Update: Urgent care budget
c) Discussion: Strategic planning for Advisory Board
d) Update: Status of new bulletin.

Adjourn: 3:07 p.m.

*The next meeting is scheduled for June 22, 2020
at the Professional Building, Small Mezzanine Conference Room*

*Minutes Prepared By:
Cyndee Pomrehn, CWS Executive Secretary*