

Minutes of Regular Meeting
Monday, July 27, 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: 132 639 6966

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: Danielle Sherwood, Adult Services Analyst

1) Call to Order and Introductions: Chairman Margaret Lewis called the meeting to order at 2:00 PM.

2) Adjustments to the Agenda:

- The Agenda should read “Approve minutes from the last regular meeting on June 22, 2020,” not May 18, 2020.
- David would like to talk about membership. The group will discuss under Item 4) Membership Committee.

3) Discussion Items:

- **Electronic Time Sheet (ETS) Progress** – Danielle reported that In Home Supportive Services staff are attending monthly check-in meetings by phone: there is an all-county meeting and another with just our county and representatives from the State, talking about outreach efforts and how we are doing. As of July 20th we had 73% (91% state-wide) of recipients and providers combined using the electronic services portal. The State extended our implementation date to September 1, 2020. If a care provider has not enrolled in telephonic timesheets prior to June 7, 2020, they must wait until their Oct. 1 – 15, 2020 timesheet is submitted to use the telephonic system, but they can still enroll on the portal so that they can begin using when they are eligible. Danielle explained the difference between Electronic Visit Verification (EVV) and Electronic Time Sheet. ETS is strictly a timesheet, like a paper timesheet – just electronic. EVV is for entering start and stop times for each day and location (which may not match the in and out on the timesheets). When entering your timesheet information in the electronic services portal you will be prompted to enter the EVV information, so it will be part of the process. Mailings have gone out and staff are educating and doing outreach efforts to make sure people are aware. A recent ACL discussed exceptions. Most issues have been resolvable in a variety of ways.
- **Urgent Care Budget** –Jack reported that IHSS has it in our budget to offer emergency care providers gift cards, but he will be discussing with IHSS Supervisors to see how it

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will be implemented and what the process will be. He will provide an update to the group at the next meeting.

- **New Bulletins for New Fiscal Year** – The planning committee has not yet met to discuss this. Before we make any plans we need to know the budget, which we may not know right away. Deborah and Margaret have received good feedback. Kristen has received good feedback from the Silvercrest residents, say people appreciate the reminders and information. She was thankful for the additional copies she was given to distribute.
- **County Responsibility to Respond** – David wants to review this issue. Humboldt works a little differently than other counties in that In Home Supportive Services takes on some of the things that the Public Authority does.
- **Telecommuting/Technology Guidelines** – How does the group want to proceed on this? Charlie will make up a guidelines sheet. The account we are using at this time is through Child Welfare Services. Cyndee will help provide information about WebEx.
- **DHHS Representative to the IHSS Advisory Board** – Charlie moved to remove Amanda Winstead from the IHSS Advisory Board and add Jack Breazeal as the DHHS representative. Deborah seconded the motion, all were in favor and the motion was carried. The next step is taking this to the Board of Supervisors.

4) Committee Reports:

- **Budget Committee** – David reported that the State has made no changes to the budget, so it appears that we will receive the same as we did last year (approximately \$5500). The budget for each year does not carry over from the previous year. This is under State control. Jene recommended that we try to change this.
- **Membership Committee** – The group discussed the process for applying for membership on the Advisory Board. Basically, someone applies and, if qualified, the applicant comes to three meetings. The Advisory Board then votes to recommend them for membership and finally the Board of Supervisors approves. Kristen and Deborah will forward to David any information they have regarding membership, such as an application letter. Kristen suggested keeping in touch with potential candidates because the process can be long and people can lose interest. Since anyone can attend committee meetings, Jene suggested that committee meeting agendas be created at this meeting so that people can be aware and plan to attend.
- **Service Enhancement Activities (SEA)** – Has not met recently but will be meeting soon.

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:

- Margaret mentioned we put out two bulletins. The mailing list was updated and duplicate and erroneous mailings were eliminated, leaving some flyers left over which have been distributed to various groups and locations.
- Kristen thanked Deborah and the Advisory Board for help with distributing PPE.
- Deborah offered to David that the Public Authority might have access to CalFresh bags that can be donated to Silvercrest.

7) IHSS Program Updates: Danielle reported the following:

- In June, there were 349 care providers registered; 123 are accepting new clients and 63 are fully employed. They sent out 148 lists.
- There were eight new care providers to the registry in June. Danielle clarified that the registry is only for providers who are looking for new recipients.
- There was not a particular reason for LiveScan cancellations that were previously reported; Livescans continue to be conducted.
- Potential providers can request a packet by phone, which is mailed to them with a return envelope. Priority goes to care providers already working or who have been waiting for a long time. Applicants are invited to an orientation through WebEx teleconference. LiveScans are done outside in a pop-up tent. The online option is currently only for care providers without a recipient.
- They have uploaded all provider data and necessary forms and are meeting to discuss the next steps to get the new system going.

8) Public Authority Report:

- David reported that he hopes the PA and IHSS web pages to be up and going by the next meeting. The Advisory Board can decide what it wants to put on the page.
- The group can discuss budget impact of creating flyers in future meetings once the budget has been established.
- Orientations will continue to be remote.
- He is working with the union to distribute PPE; he will be requesting more from the State. He will work on providing some to Silvercrest. Kristen was appreciative.

9) Standing Agenda Item: CICA Update: Charlie reported they are working on getting out bills and still working on training seminars.

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10) ACTION Items (Minutes/Expenses):

- The Agenda should read “Approve minutes from the last regular meeting on June 22, 2020,” instead of May 18, 2020.
- The minutes from the last regular meeting on June 22, 2020 were reviewed. Charlie moved to approve minutes. Kristen seconded the motion, all were in favor and the motion was carried.
- No expenses to approve at this time. Jack suggested that one of the things the budget could be used for is web cams for each of the Advisory Board members to use for meetings. Margaret will bring this up at the next Budget Committee meeting.

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

Nothing at this time.

12) Action Recap:

- Cyndee will provide WebEx teleconferencing information at the next meeting.
- Jack will provide update on the process for receiving emergency care gift cards.
- Jack will draft a form letter on behalf of the Advisory Board explaining the process that can be sent to applicants.
- Kristen said she received an application form letter and will forward it to David. Deborah will look for what information she might have.
- David will stay in contact with Kristen regarding PPE for Silvercrest.
- David will write Board of Supervisor Agenda request for Jack’s appointment.

13) Agenda Development for the August 2020 meeting:

- Update: ETS Progress
- Update: Urgent Care Budget
- Update: New Bulletins This Fiscal Year
- Update: County Responsibility to Respond
- Discussion: Telecommuting – Technology and Guidelines
- Update: Progress on Appointing Jack Breazeal to Board

Adjourn

*The next meeting is scheduled for August 24, 2020
by WebEx teleconference.*

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