



COMMUNITY SERVICES AGENCY

Ken R. Patterson
Director

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**STANISLAUS COUNTY
IHSS ADVISORY COMMITTEE MEETING
MINUTES**

06/13/03

Committee Members Present:	Jeffrey Lambaren Ora Scruggs Christine Munoz	Kenny Brown Rose Martin George Sharp	Connie Muller Jose Acosta
Committee Members Absent:	Madelyn Amaral	Dwight Bateman	Linda White
IHSS Staff Present:	Paul Birmingham	Jan Holden	Larry Baptista

OPENING REMARKS by CHAIRMAN JEFFREY LAMBAREN

- Meeting called to order at 1:05 PM
- Announcement made for public comment.

PUBLIC COMMENT

- Art Ramzy, UDW member, wanted to express his thanks to the committee for helping in the process of getting all the required signature cards.

ACCEPTANCE OF MINUTES

- May 23, 2003 minutes: Motion M/S/A to accept minutes with no corrections.

BUDGET UPDATE

- Paul Birmingham said there is a change in the Federal Reimbursement rate.
- The federal medical assistance percentage (FMAP) for all states would increase by 2.95% points for the last two quarters of 2003 and the first three quarters of 2004.
- The fiscal relief for the states would increase the federal share of Medicaid spending in 2003 and 2004 and provide a total of \$10 billion in funds for states to use on government services.
- Paul said Eldon Luce, Director of CAPA, wrote a letter to the State asking for clarification on how the advisory committees' budgets would be allocated.
- Paul said the County could help share the costs of a Customer Survey since Stanislaus is an IP County and would find the information useful.
- Jan Holden said she would check with Doreen Ott to see if the customer survey expense could be put under this fiscal year. Jeff Lambaren suggested a purchase order was possible.
- Jan said she would have to talk to Gina Donahue with Strategic Marketing to see if they require a retainer or progress fee.
- Motion M/S/A: to authorize payment of customer survey from Strategic Marketing for this fiscal year if possible.



SUPPORT LETTER FOR “MI CASA” BILL

- Passed out draft copies of the support letter to committee members.
- Committee members briefly proofread and explained letter.
- Motion: M/S/A to approve the letter as written for the “Mi Casa” Bill and have the chair sign it and mail out.

MEETINGS IN THE COMMUNITY

- Larry Baptista reported that he found an appropriate meeting facility at the Turlock Chamber of Commerce in Turlock.
- Larry had reserved the room for the meeting date on July 11, 2003. Some members could not make that meeting, so Larry was asked by the committee to look at other dates of availability in July or August, possibly July 25, 2003.

PROCESS/UNION ORGANIZATION

- Jeff Lambaren said he and CSA staff met with UDW to see if the union had gathered sufficient signatures for recognition. They compared lists and the union met the threshold.
- Jeff said that the Board of Supervisors will make the recognition at the Board’s meeting on Tuesday, June 17, 2003 at 6:30pm.
- Tentative negotiations with the union will begin on Monday, July 14, 2003

HOMEMAKER MODE UPDATE by Jan Holden

- Jan Holden said that the County has received about 20 applications, with about half of that meeting the qualifications.
- Jan said the County would like to hire a Supervisor first. The County and will be interviewing for that position in June.

AB 784

- George Sharp said that he believes the bill has been tabled by the legislature.
- Tabled due to lack of information.
- Committee will discuss at the next meeting.

ANNUAL REPORT

- Kenny Brown said that he has a design for the front cover and will email the design to Larry.
- Kenny said there is about 12 pages worth of material and could possibly expand to 16-20 pages.
- Larry said CSA Office Services gave him a quote of \$1.50 per booklet for printing costs.
- Some of the things committee members would like to see in the report are: accomplishments, photos, where the committee is going, where we’ve gone, white papers, tangible info like links for websites and email.

BYLAWS

- Passed out handout regarding bylaws
- Kenny said each committee member should serve one term with the option of serving one more appointment. Each member could not serve more than 2 terms in succession. Committee members agreed.
- Jan said she spoke with Linda Macy, County Counsel, and Linda said that subcommittee meetings could take place as long as there is not a quorum present and decisions were for informational use. All decisions were to be brought back to the committee for approval. An agenda would not have to be posted.
- Committee would like to have subcommittee information added to the bylaws.
- Jeff said that the bylaws would have to be sent to the Board of Supervisors for approval.

AD HOC MEETING ON CUSTOMER SURVEY 3:00 – 4:00pm

- Meeting cancelled due to lack of sub-committee members.

AGENDA ITEMS FOR NEXT MEETING

- Budget Update
 - Committee Budget
- Bylaws
- Meetings in the Community
- Homemaker Mode Update
- AB 784
- AB 1470
- Public Authority Update
- Annual Report
- Ad Hoc Meeting immediately following meeting

Meeting adjourned @ 2:12 PM
Larry Baptista, Recorder

TERM LIMITS AND REAPPOINTMENT PROCEDURES
FOR THE IHSS ADVISORY COMMITTEE
JUNE 13, 2003

1. At the end of October 2003 the BOS will send out a memo notifying the Committee that some members' terms will be expiring in December 2003.
2. The committee will be asked to contact those members whose terms are expiring to find out if they are interested in being considered for reappointment. If members want to be reappointed, the Committee must notify the BOS in writing.
3. The BOS will review the resulting list and make their recommendations.
4. If there are new applicants asking to be considered for appointment to replace members, who do not want to be reappointed, their applications will be reviewed and the BOS will make recommendations concerning them also.
5. Prior to December 31, 2003, the Clerk of the Board will create items asking the BOS to reappoint or name new members to the Committee.

The IHSS Advisory Committee's Bylaws have not gone to the BOS for approval. The recommendation from the BOS office is that the Bylaws go to the BOS for approval. The Bylaws should address the issues of term lengths and the number of terms a member can serve. This information will need to be added to the current Bylaws.

3.1.2

As long as the County has five hundred (500) or more recipients of IHSS services, at least two (2) voting members shall be a current or former IHSS provider as provided in WIC section 12301.3(a)(4).

3.1.3

The Director of the County Department of Aging and Adult Services, or his or her designee, shall be appointed as a voting member upon the first vacancy of an initial member, which maintains the required composition levels set forth above as required by County Code section 12.4211(d)(2).

3.2

Alternate Members. In order to maintain continuity of effort and to broaden outreach and representation, IHSSAC shall have five (5) alternate members, duly appointed by a majority vote of the Board of Supervisors. Alternate members shall fulfill the same duties as voting members, except that alternate members shall not vote on any matter before IHSSAC. An alternate member shall be appointed to fill the vacancy of any voting member with a remaining un-expired term. Following appointment to the vacant voting member position, the alternate member shall assume the full duties of a voting member for the remainder of the un-expired term.

3.3

Term of Appointment. Following appointment by the Board of Supervisors, an IHSSAC member shall immediately execute all the documents required by the Board of Supervisors. Each member shall continue to discharge the duties of the office until his /her successor has been appointed.

3.3.1

Voting Members: Following the staggered terms of the initial members, each voting member shall hold office for two (2) years and may be reappointed for an additional two years.

3.3.2

Alternate Members: Alternate members shall serve for a one (1) year term, and may be reappointed for an additional one (1) year term.

limits on the total time allotted for oral communication referred to in sub-sections (1) and (2) above. When further discussion is required, IHSSAC may vote to extend the time for comment during the meeting or continue the hearing to a subsequent meeting.

5.6 **Brown Act.** IHSSAC meetings, meeting notices, agendas, and procedures shall comply with the Ralph M. Brown Act ("the Brown Act") (Government Code sections 54950, et seq.) In the event of any inconsistency between these bylaws and the Brown Act, the Brown Act shall govern.

5.8 **Robert's Rules of Order.** IHSSAC meetings will be conducted in a spirit of co-operation and accommodation. Robert's Rules of Order shall guide the proceedings, and shall govern any disputes regarding procedure.

ARTICLE VI

Sub-Committees

6.1 **Sub-Committees.** IHSSAC may establish such sub-committee, as it deems necessary. These sub-committees may be standing or ad hoc and shall consist of at least one voting member. The function and membership of each sub-committee shall be determined by IHSSAC. All sub-committees shall only serve in an advisory capacity and at the pleasure of IHSSAC.

6.2 **Sub-Committee Meetings.** All meeting and procedures of IHSSAC standing sub-committees shall be in conformity with the Brown Act and other applicable laws. Subject to such provisions, meetings of any sub-committee shall be held at such times and places as are

determined by IHSSAC or by the sub-committee. The Chair shall be an ex-officio member of each sub-committee, regardless of any express appointment.

- 6.3 **Sub-Committee Minutes.** The chair of each sub-committee, as appointed by IHSSAC, or his/her designee shall prepare the minutes of each meeting of such sub-committee. The minutes shall be an accurate summary of the sub-committee's consideration of each item on the agenda and an accurate record of each action recommended by the sub-committee. Once approved by the sub-committee, copies of the minutes shall be forwarded to all voting and alternate members, the Department of Aging and Adult Services, and the IHSS Public Authority.

Article VII

Policy on Support and Sponsorship

- 7.1 **Public Policy.** Other agencies or boards may ask IHSSAC to provide its position on a matter of public policy and/or to endorse a program, event, study or grant application. In these instances, the request must be reviewed and approved by IHSSAC at a regular meeting. IHSSAC may then recommend adoption of such public policy or endorsement to the Board of Supervisors. Upon approval of the Board of Supervisors, IHSSAC may then take action on the policy or endorsement as appropriate.
- 7.2 **Mailing Lists.** The mailing list and roster of IHSSAC shall not be released to the public.



**STANISLAUS COUNTY
COMMUNITY SERVICES AGENCY
IN-HOME SUPPORTIVE SERVICES ADVISORY COMMITTEE**

P.O. BOX 42, MODESTO, CA 95353-0042
FAX: (209) 558-2681

**COMMITTEE
MEMBERS**

Jeffrey M. Lambaren, Chair
Advocate

Kenny Brown, Co-Chair
Advocate

Jose Acosta
Advocate

Madelyn Amaral
Advocate

Dwight Bateman
Advocate

Rose Martin
Advocate

Connie Muller
Advocate

Christine L. Munoz
Advocate

Ora Scruggs
Advocate

George Sharp
Advocate

Linda White
Advocate

CSA SUPPORT STAFF

Paul Birmingham
Manager III

Jan Holden
Manager II

Larry Baptista
Committee Clerk

June 16, 2003

Dear Sir/Madam:

The Stanislaus County In-Home Supportive Services Advisory Committee is urging all state and local representatives to strongly support the 'Medicaid Community-Based Attendant Services and Supports Act of 2003' (S. 971).

This legislation focuses on providing individuals with disabilities and older Americans with equal access to community-based attendant services and supports, and to correct a funding bias toward institutional care.

The purposes of the Act are to:

- ◆ Reform the medicaid program and to provide equal access to community-based attendant services and supports.
- ◆ Provide financial assistance to States as they reform their long-term care systems to provide comprehensive statewide long-term services and supports, including community-based attendant services and supports that provide consumer choice and direction, in the most integrated setting appropriate.

One of the IHSS Advisory Committee's purposes is to recommend ways to improve services to the APS/IHSS Program. Support of the Medicaid Community-Based Attendant Services and Supports Act of 2003 will improve those services. We strongly urge all representatives to support this bill.

Sincerely,

Jeffrey M. Lambaren, Chairman
Stanislaus County
In-Home Supportive Services Advisory Committee