



County of Santa Cruz

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

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IHSS ADVISORY COMMISSION MINUTES

DATE: Friday, November 3, 2006
TIME: 1:30 – 3:30 p.m.
PLACE: CareerWorks – Sunroom, 1040 Emeline Avenue, Santa Cruz
PRESENT: Michael Molesky, Consumer Foster Andersen, Consumer
Charles Levine, Seniors Commission Rose Marie Barker, Provider
Bil McMullen, Consumer Charles Stone, Commission on Disabilities
EXCUSED: Catherine Patterson-Valdez, LTCIC Roger E. McKowan, Consumer
ABSENT: Sandra Seeger, Consumer
STAFF: Sara Paz-Nethercutt, Human Resources Agency
GUESTS: Brenda Moss, Senior Network Services; Maile Kinsella, Francie Newfield and
Jeanette Renee, HRA

- 1. CALL TO ORDER, AGENDA REVIEW & APPROVAL OF MINUTES:** The Chair, Michael Molesky, called the meeting to order at 1:40 p.m. A quorum was established, and the September minutes were approved as written (*Stone/McMullen*) *MSP*.
- 2. ORAL COMMUNICATIONS & ANNOUNCEMENTS:** Charles Stone announced that the Abilities Expo is taking place this weekend in Santa Clara. He plans to attend on Saturday. Foster Andersen announced that the mural created by youth has been mounted in downtown Santa Cruz. Sara Paz-Nethercutt announced that the Board of Supervisors signed a proclamation recognizing homecare workers during the second week of November.
- 3. CORRESPONDENCE:** The Chair circulated correspondence the Commission has received.
- 4. PRESENTATION: MAILE KINSELLA – PUBLIC AUTHORITY CLAIMING & RATE SETTING:** Ms. Kinsella distributed a handout that explains how Public Authority (PA) funds are allocated. PA funding is based on a rate established by the Board of Supervisors and the State. This rate is not changed unless there is a significant change in hours or expenditures. PA claims are submitted to the State quarterly and include provider health insurance, as well as administrative, contract and overhead costs. Provider wages and Advisory Commission costs are not included in the PA claim; these funds come directly from the State. Some counties have encountered cash flow problems with stand-alone PA's, due to the slow reimbursement rate from the State. Since our PA is part of HRA, this is less of a problem for us. Other counties have called to find out how to set up their PA's like ours.
- 5. IHSS GENERAL OPERATIONS REPORT:**
 - A. Hourly Task Guidelines, Quick Reference Tool:** Francie Newfield reported that this tool, which was sent out to Commissioners, is now available to guide IHSS social workers

statewide as they assess hours needed for specific tasks. They are finding it helpful. As the result of clarified definitions, hours assessed within certain categories may change, but the total number of hours should not be affected unless there has been a change in condition or functioning. Clients need to report any changes in their situation to their social worker for review, so that they can receive the correct number of hours.

The State requires all IHSS recipients to have an emergency back-up plan. Santa Cruz County has done this for some time and our plan is even more comprehensive the State's plan. We have requested permission from the State to keep our plans in place. HRA is also looking at mapping the locations of clients and providers using a GIS tool. This will help locate clients most at risk during a natural disaster, as well as help link clients and providers geographically.

Several IHSS social workers are currently on leaves of absence. Permission to hire an additional social worker has been received and recruitment is taking place.

- B. Quality Assurance:** Sara stated that the IHSS Enhancement Initiative has put together handbooks and tools for both clients and providers. She attended a conference in Sacramento on this. She distributed packets of these materials to the Commissioners and asked for feedback on them at the next meeting. IHSS staff will receive these packets as well, and she will bring their feedback to the Commission as well.

6. IHSS PUBLIC AUTHORITY:

- A. SNS Registry Status Report:** Sara Paz-Nethercutt reported that SNS exceeded its goal of matches by 180%. It takes an average of 17 days to make a match. SNS has recruited 40 providers so far. Rematches and re-referrals will be added to the statistics for the next report. Brenda Moss reported that SNS has been experiencing a big problem with no-shows when scheduling interview times for providers. Even with reminder phone calls, the problem is ongoing. Another issue they have is that the number of Spanish-speaking providers in Watsonville is much higher than the number of monolingual clients. These providers are being referred to ESL classes.
- B. Program Activities Updates:** Sara Paz-Nethercutt reported that the PA is moving to 18 W. Beach in Watsonville next week. Marivel Castillo, the new SW I, starts on Monday, Nov. 6. She will attend the next Commission meeting and will be taking over the provider orientations by next April. The provider trainings have been very successful. Each class was filled to capacity and the ratings given to the trainer were outstanding. The PA hopes to be able to schedule additional trainings next year with the same trainer.
- C. 2006 Forum Update:** Sara Paz-Nethercutt distributed a list of feedback from the Forum. It was rated 3.6 out of 5 overall. The turnout was somewhat low compared to the number of invitations that went out. The Commission will have to discuss how to generate more interest before another one is held. Francie Newfield clarified one of the points on the feedback list. There is no "double-dipping" as one of the attendees stated. The problem relates to situations when subcontractor used by San Andreas Regional Center hire IHSS caregivers on behalf of Regional Center clients and pay them with other funds before IHSS payroll is issued. The subcontractors find this necessary, as there are often delays in the initial enrollment and payment of caregivers. A suggestion was

made to use Community TV for the next forum to benefit those who cannot attend but are interested in the information shared.

6.7. IHSS Advisory Commission Vacancies: The commission continues to have two vacancies: one Consumer and one Care Provider.

8. ITEMS FOR NEXT AGENDA - Annual Report Draft

**9. NEXT MEETING: Friday, December 1, 2006, 1:30 p.m. – 3:30 p.m.
Human Resources Agency
1040 Emeline Avenue, Career Works – Sunroom
Santa Cruz, CA 95060**

10. ADJOURNMENT: The meeting was adjourned at 3:15 p.m.

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2006
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