



County of Santa Cruz

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

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IHSS ADVISORY COMMISSION MINUTES

DATE: Friday, November 2, 2007
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 Patti Shevlin, Provider
Charles Stone, Comm.on Disabilities Barri Boone, Provider
Ricardo Dalessandro, Consumer
EXCUSED:
ABSENT: Catherine Patterson-Valdez, LTCIC
STAFF: Sara Paz-Nethercutt, Human Resources Agency
GUESTS: Arcelia Montoya, SEIU/ULTCW; Sandra L. Morales, Provider; Zachary Woodford,
Consumer; Marivel Castillo, Karina Aragon, and Raquel Verdia, HRA

- 1. CALL TO ORDER, AGENDA REVIEW & APPROVAL OF MINUTES:** The Chair, Michael Molesky, called the meeting to order at 1:30 p.m. A quorum was established and October minutes were approved as written. (*Levine/Foster*) MSP

ORAL COMMUNICATIONS & ANNOUNCEMENTS: Charles Stone announced that due to complaints from former staff at CCCIL, the Commission on Disabilities has initiated a preliminary analysis of the services provided by CCCIL. The Commission on Disabilities will be contacting County Programs to find out more about CCCIL.

Foster Andersen distributed a magnet with Shared Adventures information on it. He announced a Halloween dance & party they will be having at Harvey West Park this weekend. Their calendar of activities will be coming out during the winter and will be shared with the commission next month.

Mike Molesky announced that the Board of Supervisors issued a proclamation recognizing November as National Home Care Recognition Month with the second week specifically for In-Home Supportive Services providers. The Union also received a proclamation that will be posted in the Union office. He thanked everyone and appreciates all the caregivers' hard work as well as Senior Network Services with helping them get good caregivers.

- 3. CORRESPONDENCE:** The Chair circulated correspondence the Commission has received.
- 4. PRESENTATION:** The Area Agency on Aging (AAA) Council with support from the Seniors Council Board of Directors and staff are proposing to convene an Adult Aging Community Services summit in February 2008. Mike Molesky, in his capacity as a member of the Advisory Commission for the Seniors Council distributed a handout and asked if this

commission would like to attend this summit. He has been contacting some of the commissions and staff to make up the board. The summit will provide a forum by which committees, commissions & other individuals can present the major challenges facing their constituents, but also to strategize how to work in collaboration to resolve some of these challenges. As soon as we get the details of this summit it will be shared with the commissioners. Commissioners unanimously voted to support the summit. *(Stone, Levine) MSP*

5. IHSS GENERAL OPERATIONS REPORT:

A. Program Activities Update: Karina Aragon reported that IHSS units are preparing for impending maternity leaves and holidays. A draft copy of a State letter regarding payroll direct deposit implementation for IHSS providers was distributed. The State is currently accepting feedback on the language and content. Direct deposit is expected to go into affect sometime next fiscal year.

Key points to the letter included availability of the form directly from the State, either by calling the State or downloading from the State website. The form is sent directly to the State. The letter refers providers who need assistance in completing the form to their bank. The provider will be required to complete a direct deposit enrollment form for each of their employers (consumers). Providers will also have to maintain eligibility for direct deposit by submitting timecards in a timely manner. Direct deposit will automatically be canceled if timecards are not returned for 60 days. Providers could re-enroll by submitting a new form. Commissioners were given an opportunity to review the draft form and indicate any feedback on the draft. All feedback was collected for consideration.

A guest asked about the safety of direct deposit. Karina Aragon replied that it would be safer because it will be going to a bank account instead of to a home address.

B. Quality Assurance Update – Sara Paz-Nethercutt reported that the State will be here in April 2008 and has indicated they will be looking for emergency back up plans in every case file. Local QA has also begun to look for this document. Staff has been implementing this tool for some time and do not expect significant findings.

Commissioner Boone asked about the emergency back up plan and IHSS supervisor Karina Aragon gave a detailed explanation of the purpose and method of completion of plan. Commissioner Molesky requested that a brief presentation of the back-up plan be made at a future commission meeting.

6. IHSS PUBLIC AUTHORITY:

A. SNS Registry Status Report: Sara Paz-Nethercutt reported that for the month of September Senior Network Services (SNS) made a total of 34 matches. It took an average of 5 days to make new matches and 4 days for re- matches. They also recruited 16 providers in the month of September.

B. Program Activities Update: Sara Paz-Nethercutt distributed the Public Authority website data, as well as the 2008 PA orientation schedule. She thanked PA staff for their hard work on this ongoing project. The orientation start time was changed to 10:00 a.m. to help address the feedback that was received about the bus schedules. The 2008 orientation schedule will be posted on the PA website. A list of all previously offered PA free trainings for IHSS providers was distributed. Feedback and recommendations for ongoing classes for 2008 was solicited.

Commissioners reviewed the list and acknowledged the PA for a job well done in providing free training and to continue with similar classes.

7. IHSS Advisory Commission

A. Vacancies

There are three consumer vacancies, recruitment for new commissioners continues.

- 8. ITEMS FOR NEXT AGENDAS:** Commissioner Michael Molesky indicated year-end reports and goals will need to be submitted to the Board. Sara Paz-Nethercutt suggested commissioners bring a guest to provide an opportunity to see what the commission is all about.

9. NEXT MEETING: Next meeting Friday, December 7, 2007

- 10. ADJOURNMENT:** The meeting was adjourned at 2:40 p.m.

(Minutes recorded by Raquel Verdia, edited and respectfully submitted by Sara Paz-Nethercutt, Sr. Analyst, IHSS Public Authority.)