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**Public Authority Advisory Board (PAAB) Meeting
May 3, 2018
1:30 PM- 3:30 PM
Maxwell Park Room, Eastmont Town Center
6955 Foothill Blvd, First Floor, Oakland, CA
Conference Call: 1-844-800-5000 Access Code: 898950**

Minutes

Agenda Items

Call to Order/Introductions (O. Kent)

Meeting was called to order at 1:35 PM by O. Kent

Members Present: Owen Kent, Michelle Rousey, Sandra Johnson, Maxine Johnson, Noel James.

Agenda Additions and or Revisions: Motion by M. Rousey and seconded by N. James to add an agenda item today to vote on the vice chair. All in favor, motion carried.

Approval of Agenda (Action Items) – M. Rousey motioned to approve the May 3, 2018 agenda, seconded by S. Johnson and passed unanimously.

Approval of April 5, 2018 Minutes – M. Rousey motioned to approve the Minutes from April 5, 2018, seconded by N. James and passed unanimously. Correction to minutes: need to list name of members who were excused or absent from last meeting- Brian Larson excused, Maxine Johnson absent. Correction to wording of “election of officers for the PAAB”.

Phone: n/a

Excused: Brian Larson

Absent:

Staff Present: Marcella Velasquez, Hyun Kim, Dawn Watts

Alameda County SSA: Victoria Wu, SSA County Counsel,

Guests: n/a

Agenda Items

Brown Act Training: (V. Wu)

- **Brown Act Training:** See powerpoint handout: The Ralph M. Brown Act
- **Brown Act Codes:** See handout: The Brown Act- Open Meetings for Local Legislative Bodies
- **Roberts Rules Summary:** see handout: Parlimentary Procedures for Meetings
- **Questions & Answers:** Discussion about areas that PAAB can improve in compliance with these rules, such as Teleconference calls need to have an address listed on the agenda.

Staff Reports/Updates/Training & Outreach: (M. Velasquez, H. Kim)

M. Velasquez stated that Union negotiations continue. Two staff have left the PA, one resigned to take another job, one left.

Registry: M. Velasquez reviewed R. Acampora's staff report. Registry is developing a Workshop to on-board new providers.

Training and Outreach: H. Kim reported that the Training and Outreach Program has launched trainings in the Tri-Valley area. After their Tri-Valley Appreciation event, had 11 new consumers. Training Program is in the process of hiring new trainers.

Operations: New COBRA agency called TASC as new vendor.

Election of Vice Chair:

Discussion about how the new chair was elected last meeting. The voting on the vice-chair from last time was a tie between S. Johnson and M. Rousey, so was carried over to this month. O. Kent asked for nominations. Sandra J. Johnson and Michelle Rousey each nominated themselves. M. Velasquez offered to time the presentation by each candidate. Statements were made by each candidate. Vote taken: M. Rousey elected as vice-chair.

Announcements of Chair: (O. Kent)

- **DCAD.** Meeting is June 6, 2018 in Sacramento. O. Kent said it is a great event and encouraged everyone to attend. M. Rousey said there are 3 awards for participants who are nominated ahead of time and voted on. O. Kent said the event is on the same day as the PAAB meeting and M. Rousey said it was previously voted to cancel the PAAB meeting. O. Kent asked who wants to attend. Motion by M. Rousey that Owen Kent, Michelle Rousey and Maxine Johnson will attend. Seconded by N. James, motion carried. M. Rousey reminded that each member is responsible for payment upfront for transportation and expenses to conference and would be reimbursed afterwards. M. Velasquez stated that County auditor needs documentation to give reimbursements.

Agenda Items

- **Recruitment Committee Assignments:** O. Kent said there are vacancies on the PAAB and asked for suggestions about how to reach out to the Over 65 group of consumers. M. Velasquez said she has access to the IHSS consumer database and suggested doing a mailing to them. H. Kim said she is going to Outreach events and has not seen many IHSS consumers. N. James suggested outreach to senior complexes with Service Coordinators who can talk to their clients. S. Johnson suggested going to other senior outreach events and has seen Alameda County flyers given out. M. Velasquez offered to make flyers. M. Rousey said the Recruitment Committee is small, only her and N. James.
- **Improvements to Electronic Timesheets:** O. Kent said he will bring it up at DCAD.
- **Outreach Opportunities:** O. Kent asked for input from members about how to improved outreach. He asked PAAB members about their experience and reasons for joining the Board. Statements were made by M. Johnson, N. James, and S. Johnson. Discussion about a PAAB retreat, have strategic planning.

PUBLIC COMMENT: NONE

Public Input: (Time Limit 3 min per speaker) (General Public)

OTHER ITEMS : NONE

ADJOURN: M. Rousey motioned to adjourn, seconded by Maxine. Meeting adjourned at 3:37 PM.

For information call (510) 777-4215