

**EXHIBIT A**

**AGENDA\_\_\_\_\_ May XX, 2018**



**Lori A. Cox**  
**Agency Director**

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Date XX/XX/XXXX

Honorable Public Authority  
Administration Building  
Oakland, CA 94612

Dear Public Authority Members:

**SUBJECT:** Advisory Committee on In-Home Supportive Services (Advisory Committee) (formerly referred to as the Public Authority Advisory Board or “PAAB”) Recommendations for FY 2018-19.

**RECOMMENDATIONS:**

It is recommended your Board:

- A. Approve advance payments and reimbursements for Advisory Committee for In-Home Supportive Services (Advisory Committee) related expenditures including, but not limited to training and conferences, and stipends in the form of check for meeting attendance; not to exceed \$25,000.00; and
- B. Approve and authorize the Auditor-Controller to make all the necessary payments.

**SUMMARY/DISCUSSION:**

This letter requests approval to make advance payments and/or reimbursements, and to pay stipends in the form of check reimbursement to members of the Advisory Committee and any subcommittees.

Advisory Committee: The Advisory Committee is comprised primarily of current or former IHSS consumers, some of whom need support to participate in meetings or attend conferences that are relevant to Advisory Committee goals. Americans with Disabilities (ADA) requires that reasonable accommodations be provided.

Expenses for members of the Advisory Committee and any subcommittees include, but are not limited to, personal vehicle mileage reimbursement; hired transportation; public transportation; interpreters; translators; attendants; Braille conversion; adaptive equipment; captioning or real-time transcription; nutritious refreshments. Members may also receive reimbursement for training and conferences

including lodging and meals provided these are approved in advance by the Advisory Committee are in support of the work of the Advisory Committee or any subcommittees.

The Advisory Committee members may receive a stipend of \$25.00 per meeting for attending meetings in accordance with the Advisory Committee bylaws. A quarterly maximum of \$75.00 for regular Advisory Committee meetings, subcommittee meetings, or other authorized work groups of the Advisory Committee is reimbursable via stipend.

**FINANCING:**

All costs and offsetting revenues are included in the Social Services Agency (SSA) budget for FY 2018-19. There is no change to net County cost resulting from your Board's approval of these requests.

Sincerely,

Lori A. Cox  
Agency Director