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**Advisory Committee on IHSS (AC) Meeting  
September 5, 2019  
1:30 PM- 3:30 PM  
Maxwell Park Room , Eastmont Town Center  
6955 Foothill Blvd, 1<sup>st</sup> Floor, Oakland, CA  
MINUTES**

**Agenda Items**

**Call to Order/Introductions (M. Rousey)**

Meeting was called to order at 1:33pm by M. Rousey.

**Members Present:** Michelle Rousey, Sandra Johnson and Pam Jacob

**Phone :** n/a

**Excused:** n/a

**Absent:** n/a

**PA Staff Present:** Executive Director Glenn Wallace, Dainty Castro, Hyun Kim and Rose Acampora

**IHSS Staff:** n/a

**Guests:** Warren Cushman

**Agenda Additions and/or Revisions:**

- No additions and/or revisions
- S. Johnson motioned to approve the agenda, seconded by P. Jacobs. All voted in favor; motion carried.

**Approval of Minutes:** Reviewed and approved the May 2019 Minutes motioned by S. Johnson, seconded by P. Jacobs. All voted in favor; motion carried.

**Adult & Aging Services Updates**

- Executive Director G. Wallace announced that the virtual lobby in Fremont has been tested by IHSS staff. It worked very well and is hoping to have a series of virtual lobbies throughout the county in the future, but nothing planned for at this time. A flyer, which will be posted at the touch screen computer, is currently being developed to help educate clients on how to operate the system.
- Electronic Visit Verification (EVV) update: IHSS clerical staff are constantly educating, urging and assisting consumers waiting in the lobby to sign up. Alameda County is in the 3<sup>rd</sup> cohort, which is scheduled sometime in May 2020. Los Angeles is now live and their enrollment is up to 50% within the 2 months they went live. State is seeking full implementation that all IHSS consumers must be signed up by July 2020. Will look into how Riverside County's efforts/process on how they were able to signed up 70% of their consumers thus far.
- R. Acampora reported that the PA Registry has a new database where all calls are tracked for the entire clerical unit. Currently, the Registry has approximately 900 providers and the PA clerical unit is handling approx. 2,600 calls for the 3 services that we provide, namely: (i) Registry, (ii) Health Benefits, and (iii) Training. Additionally, the training and outreach offered 6 training workshops with 85 attendees in total. We also have almost 6,000 providers currently with health care coverage.
- H. Kim shared that we are now offering training classes in the East County. However, participation rate is lower that the other areas as expected. Also, a Mandarin-speaking

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trainer for our CPR classes has been recruited and have already started to offer the training it to the community. The instructor also offers classes in Ohlone College.

- Executive Director G. Wallace also announced that the policies and procedures regarding paramedical is on hold, although nothing in writing has been received to date.

### Action Item

#### Revise Outreach Fliers

- M. Rousey suggested to add the need for an IHSS provider who is also a non-family member.
- P. Jacobs emphasized that most providers are hesitant to join the committee because they know that it takes time out of their schedule; and they won't get paid as a provider for joining the committee.
- Executive Director G. Wallace shared that there is also a legislation being discussed regarding the possibility of reimbursement/stipend for any provider who may be interested in participating in any Advisory Committee or labor-type of meetings.

### Action Item and Vote

#### Sandra Johnson to the Elderly Advocate position

- P. Jacobs nominated S. Johnson to be the Elderly Advocate for the Advisory Committee on IHSS. S. Johnson seconded. All voted in favor; motion carried.

### Outreach Opportunities

- Healthy Living Festival at the Oakland Zoo is on 9/19/19. P. Jacobs expressed interest in attending the event and will get in touch with H. Kim to request for further details and process of signing up.
- P. Jacobs also shared an event called Open Source Wellness, which she highly recommends. The event is scheduled every Wednesdays where you can find good food, have the opportunity to get involved in exercise classes, as well as information regarding medication, etc.

### Action Item

#### Committee Assignments/Recruitment and Bylaws Committee

- M. Rousey discussed the importance of committee assignments and stressed the need to begin scheduling the subcommittee meetings immediately and on a regular basis, especially the Bylaws and Program Committees.
- Executive Director G. Wallace shared that many of the changes on the current bylaws were made so that the committee will have the same set of rules that governed it as any other major Advisory Committee in the county.
- M. Rousey pointed out that the new bylaws states the committee only meets four times a year. While it might seem enough for some, she discussed her concerns since communication between board members only happens during the AC meeting and no regular subcommittee is set in place at this time.
- P. Jacob urged that the committee's efforts regarding the recruitment process be discussed as soon as possible so that the committee can have more members in position.

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- Board members requested for the final copy of the recruitment flyers be sent to them electronically and via USPS.
- R. Acampora shared the impact of AC to the community. A few of the examples shared: (i) lobby move from the 3<sup>rd</sup> to the 1<sup>st</sup> floor; (ii) Meeting rooms downstairs – Sobrante Room; (iii) updated telephone system.
- M. Rousey encouraged the members' involvement in the committee and again stressed the importance of subcommittee meetings. Executive Director G. Wallace also added that subcommittee meetings can be held as frequent as the AC deems necessary. W. Cushman is encouraged and welcome to attend.
- The Stipend form for AC members was also discussed. S. Johnson requested clarification regarding reimbursement for internet as it was done in the past. Executive Director G. Wallace indicated that it is not the case anymore. Adding that the same rules apply to other committees. Reading off of the current bylaws as stated on page 4: "Voting and Alternate members of the Advisory Committee may be entitled to a stipend and reimbursement of travel expenses in an amount approved by the Board as compensation for attending a quarterly maximum of three Advisory Committee or other authorized work groups/subcommittees of the Advisory Committee. Reimbursements and stipends are only available for Voting and Alternative members who attend a meeting in person or by teleconference in accordance with the Brown Act." S. Johnson pointed out the discrepancy on what was just read, pointing out that if the committee is supposed to meet four times a year, why are stipends/reimbursements only allowed a maximum of three?
- The subcommittee meeting is scheduled for 10/21/19 at 1:30pm and will discuss program and bylaws.
- S. Johnson motioned for the three current AC members be on the subcommittees for program and bylaws as well. P. Jacobs seconded. All voted in favor; motion carried.

### **Introduction of PA Staff:**

- Introduced and welcomed PA Administrative Specialist, Aprajita Singh. She will be handling PA's health and benefits and will also be working closely with H. Kim regarding orientations.

### **Adjourn:**

P. Jacobs motioned to adjourn and S. Johnson seconded. All voted in favor; motion carried.

**For information call (510) 577-1906**