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**Advisory Committee on IHSS Meeting**  
**February 6, 2020 at 1:30 PM - 3:30 PM**  
**Maxwell Park Room, 1<sup>st</sup> Floor, Eastmont Town Center**  
**6955 Foothill Blvd., Oakland, CA 94605**

## MEETING MINUTES

### Agenda Items

#### Call to Order/Introductions

Meeting was called to order at 1:30 PM by Sandra Johnson, *Vice Chair*.

**Members Present:** Sandra Johnson, Pamela Jacob, and Warren Cushman

**PA Staff Present:** PA Executive Director Marcella Velasquez, Mitzi Richardson

**IHSS Staff Present:** Sheila Reyes, Saundra Pearson

**Guest:** Shana Hullana-Pierce

**Excused:** Hyun Kim

#### I. Action Item: Agenda Additions and/or Revisions

- 1) Sandra Johnson; "Are there any additions to the agenda?"
  - a. Pam Jacob would like to discuss about research on IHSS for outreach.

#### II. Action Item: Approval of Agenda

- 1) Sandra Johnson asked for agenda approval - moved by Pam Jacob, seconded by Warren Cushman; motion carried.
- 2) Is forwarding minutes electronically to members under compliance with Robert's Rule? Per Sandra Johnson, "they can be considered as draft of meeting minutes for review of Advisory Committee members."
- 3) Typically meeting minutes would be sent to the Chair; and Advisory Committee (AC) Chairperson will distribute to members electronically.

#### III. Action Item: Approval of Minutes by AC Members

##### ***Approval of September 2019 Minutes***

- 1) Advisory members reviewed minutes.
- 2) Sandra Johnson asked for approval of the minutes - moved by Warren Cushman, seconded by Pam Jacob, motion carried.

##### ***Approval of October 2019 Subcommittee Minutes***

- 1) Advisory members reviewed minutes.
- 2) Sandra Johnson asked for approval of the minutes - moved by Warren Cushman, seconded by Pam Jacob.
- 3) Correction: Advisory Committee Bylaws states that stipend is issued to members three times a year, but it should be changed to four times a year.
- 4) Motion carried.

### ***Approval of December 2019 Minutes***

- 1) Advisory members reviewed minutes.
- 2) Sandra Johnson asked for approval of the minutes - moved by Warren Cushman, seconded by Pam Jacob.
- 3) Sandra Johnson asked if there are any additions or modifications.
  - a. Clarification on Gov. Newsom's masterplan by Warren Cushman, "he wanted to form a masterplan on aging; there were several committees from different departments of the state that organized with stakeholders in senior communities around the masterplan. Sub-committee on IHSS (there are four) are going to be making reports to direct the masterplan.
  - b. Masterplan is to direct services on aging; IHSS is a big player that support long term care.
  - c. IHSS is working with other groups (movement) & initiated to get California into place.
  - d. How can Masterplan interface on IHSS (Pam Jacob)?
    - i. Warren Cushman says, "One way is work with the county. County can bring it forward."
    - ii. It is suggested that this committee look at the masterplan and go in front of the Board of Supervisors, give the impact of the masterplan, bring forth any issues or concerns that the Advisory Committee see regarding the masterplan.
- 4) Motion carried.

## **IV. Adult & Aging / Public Authority Updates**

### ***Alameda County IHSS Updates***

- 1) E.V.V. (Electronic Visit Verification) Update
  - a. IHSS is ruling out electronic verification in waves.
  - b. Alameda County is now in Wave 3. We are facing out paper time sheets & will be implementing electronic or telephonic approval of timesheets.
  - c. By June 2020, all recipients or providers should use electronic timekeeping.
  - d. IHSS waiting room has two (2) full time employees helping/assisting clients with EVV.
  - e. Flyers are handed out to clients if they would like to enroll.
  - f. IHSS is also doing outreach via phone calls to the providers.
  - g. IHSS is also recruiting staff to do outreach calls for the telephonic change.
  - h. IHSS is doing this in advance so clients/providers will have a better understanding of the new system & can be assisted as necessary.
  - i. Pam Jacob reiterated that there are "some recipients who don't understand computer; particularly seniors in the portable housing centers who gathers to find support to be kept up to date. They are seeking support to identify the right provider for them."
  - j. Marcella Velasquez will check with Hyun Kim to determine access points for seniors.
  - k. Senior satellite buildings visit is being done by Hyun Kim.
  - l. Question by Warren Cushman, "what are our numbers at this point with EVV?"
    - i. Alameda County is about 46% in compliance rate; combination of recipients and providers.

- ii. We are moving quite slowly, but in the right direction. We will be meeting with the state to get additional assistance.
- iii. Los Angeles County is now at 99% compliance.
- iv. We need people to sign up, do a lot of outreach and assistance in the lobby.

2) Governor's Budget Update

- a. What he has put forth is still subject to revision. Effective January 1, 2020, Medical is including eligibility to 65 years old undocumented.

3) Wage Rate Increase

- a. Effective January 1, 2020, contracted by SEIU, there is secondary increase to \$14.75 for IHSS providers. If minimum wage goes up, our wage will rise again.

4) AAS Leadership

- a. Marcella Velasquez has replaced Glenn Wallace as Executive Director (ED) of Public Authority and is now the sole Division Director of IHSS.
- b. Faith Battles was recently appointed as Assistant Agency Director (AAD) for Adult & Aging. She starts on the week of February 9<sup>th</sup>, 2020 and will be attending this meeting on the next quarterly update in May 2020.

***Public Authority Updates***

1) Registry provider job recruitment flyer is attached to the agenda.

- a. Mitzi Richardson provided information regarding registry providers' job recruitment.
- b. Citing Self Sufficiency Centers for WBA (Welfare Benefit Administration) as an example; recruiting registry providers who are CalWORKs recipients.
- c. There has been an increase number of people during group interviews (they just need to turn in letters of interest and references)
- d. Pam Jacob is looking for a list of providers for HUBS clients.
- e. IHSS / Public Authority (PA) can only narrow a list of providers' information.
- f. PA offers training / orientation for providers, but the challenge is to get people into training.
- g. If providers don't have the specific criteria, then we'll have a limited list.
- h. Per Warren Cushman, "I understand the challenges of training, and would like to learn more about the process of training, future conversation, how can we maximize it? What can we do to support training?"

2) Pam Jacob asked if she could call IHSS and ask. She wants the name and number of registry line.

- a. Per Mitzi Richardson, there's a process to request for providers for their specific needs (healthcare services, CARE partners are available). They are pre-screened and matched with someone who can meet their needs.

**V. Action Item: Ethics Compliance Training**

- 1) Sandra Johnson completed training on 12/28/19
- 2) Warren Cushman completed training on 2/4/20
- 3) Pam Jacob pending Ethics Training

## **VI. Action Item: Vote / Re-appointment**

- 1) Pam Jacob (Vote for Re-appointment)
  - a. Warren Cushman motioned to move Pam Jacob to serve her second term as member of the Advisory Committee on IHSS.
  - b. Sandra Johnson seconded and the motion carried.
  - c. Pam Jacob was re-appointed as a member of the Advisory Committee.
  - d. Final vote decision will be sent to the Alameda County Board of Supervisors for approval.
  
- 2) Recruitment
  - a. New Advisory Committee Members
    - i. Sandra Johnson is providing information to her organization looking for someone else to submit their application to become an AC member or provider.
    - ii. Warren Cushman is thinking of contacting people who have served in this committee in the past. How can we utilize the SEIU union? Maybe interacting with representative.
    - iii. Marcella Velasquez and S. Pearson have labor management committee meeting that they're scheduling (with labor) to help recruit providers.
    - iv. Sandra Johnson suggested to recruit people through the newspaper.
    - v. Pam Jacob recommended to send newsletters about Advisory Committee to Trader Joes in Berkeley like the ones from South Berkeley Senior Center. A contact person was provided to Marcella Velasquez.
  - b. Sub-committees
    - i. "In the past, the three committee members will be on sub-committees (By Laws, Recruitment are still a sub-committee). After the interview, the vote should be done right away" per Sandra Johnson.
    - ii. Per Marcella Velasquez, sub-committee meetings per AC By-laws, should be held quarterly.
  
- 3) Vote for new Chair & Secretary
  - a. Currently, Sandra Johnson is the Vice Chair of this committee.
  - b. Pam Jacob asked if there's any way this can be suspended for now.
  - c. Per AC Bylaws, the Vice Chair will take the Chair position in her/his absence.
  - d. A Secretary is also needed to do the agenda/minutes.
  - e. IHSS is currently supporting AC since no one could take the minutes.
  - f. It's decided that voting for a Secretary will not happen at this time.
  - g. Sandra Johnson would like to do the election of officers at the next AC Meeting, which is on May 7<sup>th</sup>, 2020.

## **VII. Other / General Issues by Committee**

### ***Purpose of Recruitment***

- 1) What is the purpose of this committee (Pam Jacob)?
  - a. Its role is to advise the Board of Supervisors all related to IHSS particularly those who use this program.
  - b. Committee has more recipients than providers to advocate for policy and change.

- c. We should be reporting to the board of supervisors once a year.
- d. This committee has standing vacant positions and whoever wants to apply is welcome, but the committee will raise issues and the public can't communicate. There are eleven (11) positions and two (2) alternates. Anyone can apply to the committee. Marcella Velasquez is screening applicants and sending them a letter to give information / steps of recruitment. There's an entire process behind this.
- e. Per Marcella Velasquez, "IHSS don't have staff to go to community events. We need more ambassadors. We have informational sessions for community partners to better arm and facilitate accesses of recipients/seniors."

**Public Input (Time Limit: 3 minutes per speaker)**

- 1) Guest Shana Hullana-Pierce from Amedisys Home Health.
  - a. "Amedisys Home Health provide in home nursing, occupational services, assisting patients with services they may have known about IHSS. We want to know what other resources we can offer to the seniors and community. I just want to learn more about IHSS. I know of the programs is exclusive to specific counties but have not been directly involved in the process. Part of the concern is patients are not fully aware of the additional services they can get (in skilled nursing). Learning more about what are the barriers since I hear from the receiver in order to be more of a resource."
  - b. Marcella Velasquez invited Ms. Pears in Informational Session for Feb. 25<sup>th</sup>, 2020.

**Meeting Adjourn**

Meeting adjourned at 3:32 pm

**For information call (510) 577-1889**