



**In-Home Supportive Services  
Public Authority Advisory Committee  
of Mariposa County  
Post Office Box 99  
Mariposa, CA 95338  
(209) 966-2000**

**MINUTES  
Monday, April 14, 2014**

**Members Present:** Colleen Charlton; Sally Punte; Ron Schmidt, Paul Perry; Anne Zachary  
**Members Absent:** Sally Uribe  
**Staff Present:** Chevon Kothari; Nancy Bell  
**Staff Absent:** Rebecca Maietto  
**Guests:** none  
**Recording Secretary:** Kathryn Berry

1. **Call to Order and Introductions** – Paul Perry, Co-Chairperson – Paul P. called the meeting to order at 1:15 P.M.
2. **Public Comments** – none
3. **Approval of April 14, 2014 Agenda** –Approval of Agenda motioned by Sally P., motion seconded by Colleen C. – motion carried.
4. **Approval of March 10, 2014 Minutes** – Approval of Minutes motioned by Sally P., motion seconded by Anne Z. – motion carried.
5. **CUWH – Union Status Update – Miguel Espinoza**
  - A. Miguel E. reported that today members of the CUWH Union will be voting on ratifying a deal to increase Provider wages from \$9.60 per hour to \$10.10 per hour. There are actually two separate wage increases: One is the increase from the current \$9.60 per hour to \$9.84 per hour, which is dependent on the State to ratify and should take about 60 days. The second increase is from \$9.84 to \$10.10 per hour, and is proposed to become effective July 1, 2014. These increases have already been agreed to at the bargaining table and approved by the BOS and are just needing final signatures from Union members (should be completed by 6

P.M. tonight). Minimum wage will also be increasing effective July 1, 2014, from \$8 per hour to \$9 per hour.

- B. Ron S. reported that there is a current campaign to get all Care Providers to sign membership cards elevating them to full Union member status, thus allowing them to receive all of the Union benefits allotted to them. This Campaign is covering 25 counties statewide. Prior to the campaign, only 57.8% of Providers were signed up with the Union. Ron S. reported that the number has now increased to 70%. The campaign is ongoing and has a goal of reaching 90%.
- C. Ron S. reported that he has recently spoken with Karen Kessler of CAPA, who is very interested in seeing progress with the issuance of ID Badges to Providers throughout the state. CAPA is not interested in actually issuing the badges, but would like to see the idea move forward within individual counties.
- D. Miguel E. stated that statewide, the Union is recruiting Providers to lobby during Lunch with a Legislator on April 28, 2014.
- E. Miguel E. reported that the Union is also recruiting members whom would like to participate in the annual Disability Capitol Action Day, held May 21, 2014 at the Capitol. This particular activity will focusing on the permanently disabled, and the resources available to them. Ron S. provided a half-sheet flyer on the event, to all in attendance.
  - i) Sally P. mentioned that she has heard disability funds are rapidly dwindling, and expressed concern for those who are on the program (state disability) and perhaps should not be. It was requested that Ron S. provide her with contact information on how/where to address those concerns.

## 6. Updates

### A. Program and PA Updates – Rebecca Maietto – Absent – Nancy B. Reported

- i) **Stats** – Stats titled “Turnaround Time” were provided in the Agenda Packet. Nancy B. provided to all, during the meeting, an additional page of Stats referred to as “Activity

Report". The Committee would like both of these reports combined into one document. The Activity Report provided has not been approved by County Counsel, it is assumed to be an acceptable format for Committee use. Nancy B. reported that Medi-Cal approvals are behind due to Health Care Reform issues. There was general discussion regarding the large time delays in doctors returning the Medical Certification forms. It was mentioned that Colleen C. and Sally U. could advocate and speak with the doctors' directly regarding this issue. The possibility of using a different color for the doctors' forms was briefly discussed.

**B. CAPA – Rebecca Maietto – Absent – No Updates**

**C. CICA Conference Call – Ron Schmidt**

- i) **Financials** - CICA is needing more money to keep up their advocacy efforts and are looking for/asking for donations (in addition to annual membership dues).
- ii) **Events** - Disability Capitol Action Day is approaching. Lunch and transportation will not be provided by CICA. T-shirts will not be provided this year; however, buttons will be provided.
- iii) **Elections** – Elections were announced and speaker Brenda Primo, will attending the next CICA call conference.
- iv) The possible 75 hour mandatory training proposed by UHW in San Francisco is not moving forward or being supported, at this point it is not on the ballot.
- v) **Miscellaneous** - Ron reported that DCAD had been discussed, as well as the 40 Hour Limitation Proposal. CICA would like Consumers and Providers (combos) to come to Sacramento to testify at the on-going hearings. Paul P. would be the contact person for those interested in testifying.

**D. Monthly Financial Update – Nancy Bell – Report Provided in Agenda Packets**

- i) Nancy B. reported that this Committee is only half way through the budget totals for the

third quarter and about three quarters of the way into this fiscal year. Any necessary expenses or purchases should be done soon. It was requested that any purchases needing to be made by this Committee be brought to attention for approval by the next meeting (May 12, 2014).

#### **E. County and Network of Care Website Updates – Nancy Bell – No Updates**

### **7. Old Business**

#### **A. ID Badges for Non-Preferred Providers**

- i) Preferred Providers ID Badges** - Nancy B. reported that Rebecca M. plans on sending out a letter/notice this week to all Preferred Providers letting them know they can schedule to come into the county office to have an ID Badge issued to them. Nancy B. reported that the county is planning to issue badges to Providers as well. The county would like to get badges issued to the PP's first. Providers would have a different badge (template) than the badges issued to the PP's. All badges will be issued to Providers and PP's at no cost to them. An agreement will be signed by Providers and PP's upon receipt and issuance of a badge.
- ii) Topic to stay on Agenda.**

#### **B. Update of Progress of Services to Providers in North County at Coulterville Office**

- i) Nancy B.** reported that there are some issues with the installation of the new T-1 line, the issues are being addressed.
- ii) Ivey W.**, office staff in the Coulterville (North County) office, called in via a telephone conference call. Ivey W. stated she is currently writing up an article for the local newspaper, entailing the services provided in North County. Ivey W. stated AT&T had been out to the Coulterville office the previous week. The new line and service provider will allow for quicker internet speed. There is wireless capability. Proposed date for new T-1 line final completion is June 1. Ivey W. is able to make copies and faxes and can

also send hardcopies with another staff member, to the County building for processing.

iii) Topic to stay on Agenda.

### **C. Policies and Procedures Regarding IHSS Complaints**

i) Nancy B. reported that Policies and Procedures are a work in progress throughout the Department. An IHSS complaint log has been created; however, no written IHSS Complaint Policy and Procedure has been written.

ii) Topic to stay on Agenda.

### **D. Resource Guide Update**

i) Colleen C. stated that no one has contacted her with information/ideas/updates.

ii) Ron S. shared ideas for areas of the guide needing to be updated and also shared new resources that may need to be included, such as:

(a) Emergency dental services, Alcoholics Anonymous program, clarify any acronyms (i.e. AIM program), remove Lords Pantry and add USDA food bank info, Meals on Wheels, transportation area needs clarification regarding specific services/areas serviced, Area 12 bussing options, YARTS bus schedule, Urgent Care facility, etc.

iii) Chevon K. mentioned she has a meeting scheduled with Terri with Community Services, whom operates the Mari-Go bus system in Mariposa. Chevon K. stated that she will speak with Terri regarding services provided and also clarify if the Mari-Go operates on weekends.

iv) Chevon K. mentioned that Mariposa Safe Families (MSF) is currently in the process of updating their Community Link web page, which includes many local resources. It has been recommended to MSF that the information on the site be in a printable format for those who do not have regular access to internet services. Chevon K. will contact Mariah with MSF with the hopes of being able to use (and print and distribute) their

resource list to accommodate the needs of the resource list that this Committee is working on.

E. Item to stay on Agenda.

## **8. New Business**

### **A. CICA Membership Renewal – Due in June 2014**

i) No invoice has been received as of yet. Colleen C. made a motion to pay the CICA Membership Dues at a total of \$500 (when invoice is received). Motion seconded by Ron S. – motion carried.

ii) Item to stay on Agenda – move to Old Business.

### **B. Disability Capitol Action Day – Conference in Sacramento May 21, 2014**

#### **- Remittance to Committee Members**

i) Committee members Ron S. and Paul P. are planning to attend this conference. Nancy B. stated that a flyer or information including the specific dates, times and location needs to be provided (to be attached with the advance claim forms). It is planned that the Committee members (Ron S. and Paul P.) will be traveling to Sacramento on May 20, 2014 and will return May 22, 2014. The member's two members attending, are asking for reimbursement by this Committee for the hotel stay on the night of May 21. One night of their stay will be reimbursed by the CUWH Union. Colleen C. made a motion to allocate \$750 total for this trip to cover costs as such: 1 night hotel stay and meals and transportation costs at the reimbursement rates as set by the County. Receipts to be provided after the conference in order to complete a reconciliation claim. Motion seconded by Sally P. – motion carried.

ii) Item to stay on Agenda – move to Old Business.

### **C. Provider Orientation Packet – Packets provided to members**

i) Miguel E. pointed out that the Welcome to the Union letter included in the packets is

outdated. Miguel E. will email the new letter in order to bring the Union information in the packets up to date.

ii) Item to stay on Agenda – move to Old Business.

#### **D. Mandated Reporter Form SOC-341**

i) Nancy B. reported that she as spent quite a bit of time researching the topic. There is a lot of literature that is put out from the Department of Health Services regarding the requirement of mandated services; however, in other counties, no one is singing a form specifying what their mandates are. Nancy B. believes that when looking at the letter of the law, that this form (SOC 341) is appropriate and covers the population in question. It is believed that there is no other state mandated form in circulation. There is an informational letter regarding mandated reporters (developed by Human Services) that is included in the provider packets. There is no signature required on this letter. Discussions regarding adding a signature line to this form, along with wording included from the SOC 341 form, thus providing the best combination of information and accountability by the provider. Miguel E. offered to look into any additional information and/or forms that may be used by other counties. Chevon K. offered to speak with County Counsel to confirm whether or not there is any language used (in the forms) that would be in direct conflict with what the IHSS Providers do. Chevon K. also offered to do more research to clarify what forms other counties are using (or having their providers sign).

ii) Item to stay on Agenda – move to Old Business.

### **9. Committee Goals**

#### **A. Ways to Promote Usage of County Website – No Updates**

#### **B. Presentation to Board of Supervisors**

i) Ron S. stated that a Board of Supervisors (BOS) is intended to attend and/or oversee

this IHSS Committee. Ron S. asked permission to invite the Board Supervisors to follow through and attend the IHSS meetings. Sally P. confirmed that John Carrier, District 5, is the BOS assigned to this Committee. Ron S. will invite him to attend. It was decided that John Carrier will be added to this Committee's email distribution list, in order for him to view the Draft and Final versions of this Committees Agendas and Minutes.

#### **10. Committee Concerns**

- A. Anne Z. made an announcement that some of her friends work on/for the local magazine "Celebrating Boomers & Seniors - friends and neighbors". Anne Z. had been interviewed and the magazine wrote an article covering a very personal and inspirational story about Anne Z. Anne Z. provided an issue of the magazine to all in attendance.
- B. Ron S. shared that a Care Provider in Coulterville stated she knew a CPR/First Aid Certified Instructor that was willing to give a CPR/First Aid course give in Coulterville, free of charge. Ron S. to share the name and contact information of the Instructor with Nancy B. for further consideration and specifics.

#### **11. Next Scheduled Meeting Date**

- A. The next scheduled meeting will be May 12, 2014.

#### **12. Adjournment** – Paul P. adjourned the meeting at 2:38 P.M.