



# County of Santa Cruz

**IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY**  
18 W. Beach Street, Watsonville, CA; P.O. Box 1300, Santa Cruz, CA 95061  
(831) 454-4036 FAX: (831) 763-8906

## Notice of Public Meeting and Agenda

### IHSS Advisory Commission

**Date:** Friday, February 23, 2024  
**Time:** 1:00PM to 3:00PM  
**Location:** 1400 Emeline AVE, Building K, Room 206. Santa Cruz, CA

*The use of facemasks is recommended for all attendees of the IHSS Advisory Commission meeting*

### Agenda

1. Call to Order
2. Roll Call
3. Agenda Review
4. Consent Agenda
  - a. Approval of Meeting Minutes
    - i. January 26, 2024 Meeting.....Page 2
  - b. Commission Vacancies
    - i. One (1) – Consumer Representative
    - ii. One (1) – Representative of Advocate Organization
5. Oral Communications and Announcements: *Anyone wishing to address the commission on any item within the jurisdiction of the Commission and not listed on the agenda may do so at this time. Comments are limited to three (3) minutes in duration.*
6. Presentation – Health Project Center, Multi-Purpose Senior Services Program, and Enhanced Care Management
7. Regular Agenda – Action Items
  - a. Approval of Commission Bylaws.....Page 6
  - b. Location IHSS Advisory Commission Meetings
8. Regular Agenda – Information Items
  - a. Updates/Housekeeping
    - i. Reminders from the Chair
    - ii. Topics & Speakers
  - b. IHSS Providers
  - c. IHSS Program and Public Authority Updates
9. Report Outs
  - a. Legislative
  - b. CICA Conference Calls
  - c. Website/Technology
10. Adjournment

**Next Regular Meeting:** March 24, 2024, 1:00PM – 3:00PM @ TBA

The County of Santa Cruz complies with the Americans with Disabilities Act. This meeting room is accessible for people with disabilities. If you wish to discuss reasonable modifications or accommodations, please call 454-4036 prior to the meeting. For the comfort of those with allergies and chemical sensitivities, please do not wear perfume or scented products to the meeting.



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### IHSS Advisory Commission

#### Meeting Minutes

Date: Friday, January 26, 2024  
Time: 1:00PM to 3:00PM  
Location: Elderday – 501 Main ST, Watsonville, CA  
Present: Lois Sones (Seniors Commission, Vice-Chair), Linda Campbell (Consumer), Patricia Fohrman (Provider), Maria Arreola (Provider), Becky Taylor (Commission on Disabilities), Christine Keibert-Boss (Consumer)  
Excused: Michael Molesky (Consumer, Chair), Foster Anderson (Consumer), Jozett Irgang (Consumer).  
Absent: None  
Guests: Julie Gabriel (Division Secretary, Adult and Long-Term Care division)  
Staff: Juan Magaña (Staff)

#### Agenda

1. Call to Order
  - a. Meeting was called to order at 1:01PM; a quorum was present.
2. Roll Call
3. Agenda Review
  - a. Agenda reviewed; no changes were made.
4. Consent Agenda
  - a. Approval of Meeting Minutes
    - i. November 17, 2023 Meeting
  - b. Commission Vacancies
    - i. One (1) – Consumer Representative
    - ii. One (1) – Representative of Advocate Organization
  - c. Motion to approve Consent Agenda called by:
    - i. First/Second: Fohrman/Arreola
    - ii. Ayes: Sones, Campbell, Fohrman, Arreola, Taylor
    - iii. Nays: None
    - iv. Abstain: None
    - v. Absent: Molesky, Anderson, Irgang, Kiebert-Boss (not present for vote)
  - d. Motion carried unanimously.
5. Oral Communications and Announcements:
  - a. No oral communications or were made.
6. Presentation – Elderday
  - a. Committee toured Elderday led by Sones. 12,000 ft<sup>2</sup> facility licensed for 120 people, with the mission of keeping the elderly in their own homes. Hours of operation, M-F, 9-3p.

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## 7. Regular Agenda – Action Items

### a. Review and Approval of 2024 Biennial Report

- i. Commission reviewed 2024 biennial report, no additional changes were made.
- ii. Motion to approve 2024 IHSS Advisory Commission Biennial report was called by:
  1. First/Second: Campbell/Fohrman
  2. Ayes: Sones, Arreola, Taylor, Keibert-Boss, Campbell, Fohrman
  3. Nays: None
  4. Abstain: None
  5. Absent: Molesky, Anderson, Irgang

### iii. Motion passed unanimously.

### b. Location for South County IHSS Advisory Commission Meetings

- i. Sones informed that there were some concerns expressed with the decision to alternate commission meetings between north and south county. Sones preferred to hold off on discussing this item until all commission members are present.
- ii. Motion to postpone discussion of meeting location to February was called by:
  1. First/Second: Fohrman/Keibert-Boss
  2. Ayes: Sones, Campbell, Fohrman, Arreola, Taylor, Keibert-Boss
  3. Nays: None
  4. Abstain: None
  5. Absent: Molesky, Anderson, Irgang, Keibert-Boss

### iii. Motion passed unanimously.

## 8. Regular Agenda – Information Items

### a. Updates/Housekeeping

- i. Reminders from the Chair
  1. Next meeting February 23rd at 1400 Emeline.
- ii. Topics & Speakers
  1. Staff will be reaching out to Multipurpose Senior Services Program and Office of Emergency Services for a presentation. Also on the list is a presentation on Enhanced Care Management – Sones indicated she can help set this up.

### b. Changes to Commission Ordinances

- i. Staff reviewed the recently approved changes to county code section 2.38; changes include:
  1. Membership/Qualification - Must be a resident or employed in Santa Cruz.
  2. Officers - Advisory groups could elect co-chair instead of vice-chair; officers can serve two consecutive terms and can serve again after a 1-year “sit-out” period.
  3. Meetings - Each commission must publish its meeting calendar at the first meeting in April.
  4. Agendas - Staff is responsible for setting agenda; staff may consult or seek input from the chair or vice-chair.
  5. Stipends – commission members may receive a stipend as compensation for their public service as established annually by resolution of the Board of Supervisors

6. Staff Support – Staff duties shall include:
    - a. Assisting with any administrative operation and functions of the commission or committee;
    - b. Serving as the clerk in preparation of and during any public meeting;
    - c. Facilitating the onboarding orientation for each new commission or committee member in compliance with the procedures set forth in the applicable section of the Clerk of the Board’s Policies and Procedures Manual;
    - d. Recording the attendance of any trainings required by the commission or committee’s authorizing ordinance, bylaws, or State or Federal law;
    - e. Ensuring that each commissioner or committee member complies with all relevant laws and provisions of this chapter; and
    - f. Other duties as assigned by the Staff Liaison’s department head or as necessary for the support of the commission or committee.
  7. Vacancies – A commission member can be removed from commission after 2 unscheduled, unapproved absences. Commission cannot vote remove or suspend a member without approval of Board of Supervisors.
- c. Commission Stipends
    - i. Staff reported that the Board of Supervisors authorized \$75 stipend for all commissioners, paid quarterly, effective Jan 2024. Guidance on how to process stipend payments were recently released, staff will be reviewing the guidance and will provide info to commission.
  - d. IHSS Providers
    - i. Fohrman reported 2 inaccessible handicap parking spots at a Corralitos shopping center.
    - ii. Arreola reported that the online check in/check out doesn’t always work, particularly in “dead zones” with no internet access. Staff informed that at this time, there is no penalty for failing to check in.
  - e. IHSS Program and Public Authority Updates
    - i. Staff provided the following IHSS Program and Public Authority updates:
      1. Provider Registry has 235 care providers, 88 of these are available for work.
      2. Homebridge conducted in-person trainings through the Career Pathways program in Santa Cruz County back in October-November of 2023. They have reached out to Santa Cruz again and we will be hosting them for additional trainings scheduled in March and April in Watsonville.
      3. Age Well Santa Cruz Survey, launched in January, has 800 respondents, mostly white, over \$100k income. Efforts in place to get more diverse respondents.
9. Report Outs
    - a. Legislative

- i. Staff reported that the California Association of Public Authorities is tracking AB 817, which allows for remote participation for advisory bodies. The bill passed on assembly floor and will next go to the Senate.
- b. CICA Conference Calls
  - i. Kiebert-Boss reported that AB 817 was discussed in detail. The next mtg will be on 2/5/2024.
- c. Website/Technology
  - i. Staff moved 2022 and older meeting agendas and minutes to a separate page on the website.

10. Adjournment

- a. Meeting adjourned at 2:53PM

**Next Regular Meeting:** February 23, 2024, 1:00PM – 3:00PM @ 1400 Emeline AVE, Building K, Room 206. Santa Cruz, CA

DRAFT

**COUNTY OF SANTA CRUZ**  
**IN-HOME SUPPORTIVE SERVICES ADVISORY COMMISSION BY-LAWS**

UPDATED: February 2024

1. **POWERS AND DUTIES OF THE COMMISSION** (as defined by Santa Cruz County Board of Supervisors' Ordinance #4655 adding Chapter 2.124 of the Santa Cruz County Code entitled "The In-Home Supportive Services Advisory Commission of the County of Santa Cruz").
  - A) Serve in an advisory capacity to the Board of Supervisors, as the governing board of the In-Home Supportive Services (IHSS) Public Authority, and any administrative body in the County related to the delivery and administration of the IHSS program;
    - a. Review policies related to the delivery of IHSS and make recommendations to the Board of Supervisors regarding any proposed changes;
    - b. Review pending State and Federal legislation that may impact the IHSS program, consumers, and/or providers and make recommendations to the Board of Supervisors regarding any proposed changes;
    - c. Stay informed and educated on IHSS and Public Authority issues;
    - d. Provide a forum for consumers and providers of personal assistance services, advocates and other interested parties to participate in IHSS policy and program development.

**2. MEETINGS AND AGENDAS**

- a. There will be ten (10) scheduled meetings of the IHSS Advisory Commission per year.
- b. A calendar designating the time and place of such regular meetings shall be determined by a majority of the members at the first meeting in April, or if the commission does not meet in April, at the next subsequent meeting.
- c. The official agenda for each public meeting shall be prepared in accordance with any legal requirements by the designated Staff Liaison. The Staff Liaison may consult with or seek input from the chair of the body, or in the chair's absence or unavailability, the vice chair or co-chairperson, during the preparation of the agenda. The Staff Liaison is also responsible for ensuring the official meeting agenda is properly noticed and posted according to law.
- d. Seventy-two (72) hours prior to a regular scheduled meeting, an agenda for the regular meeting shall also be sent to the Santa Cruz County Board of Supervisors, representatives of the local news media and each other person who has submitted a written request to the Commission for notification of meetings, and the agenda shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting.
- e. At a minimum, the following items should be sent to each Commission member seventy-two (72) hours prior to each meeting:

- i. An agenda
  - ii. Any written material to be discussed at the meeting
  - iii. Action Minutes from previous meeting
- f. No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Commission may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds of the membership of the Commission, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County after the agenda was posted.
- g. Special meetings may be scheduled in accordance with Brown Act requirements.
- h. At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Commission member and to each representative of the news media and to each other person who has submitted a written request to the Commission for notification of meetings; and shall be posted at least twenty-four (24) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.
- i. No meeting of this Commission shall be held in any facility that prohibits the admittance of any person or persons on the basis of race, religion, color, national origin, ancestry, sex, sexual preference, gender identity, gender expression, age or any other protected characteristic. Meetings shall not be held in any facility that is inaccessible to persons with disabilities, or where members of the public may not be present without making payment or purchase.
- j. Public participation in Commission meetings shall be allowed as follows:
  - i. An opportunity for members of the public to directly address the Commission on any item on the agenda of interest to the public shall be provided before or during the Commission's consideration of the item.
  - ii. In addition, the agenda will provide for community oral communication on items not on the agenda that are within the subject matter jurisdiction of the Commission at the beginning of each regular meeting agenda, subject to a time limit of three (3) minutes for each speaker.
  - iii. The Chair of the Commission may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Commission may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the

Commission may vote to allot time in the agenda of the following meeting.

- k. A person shall not be required to register his/her name or fulfill any other obligation as a condition of attendance at any meeting of this Commission, but may volunteer such information for inclusion in the Commission's minutes.
- l. The meetings will generally be conducted in accordance with the Rosenberg's Rules of Order, unless otherwise specified by the authorizing legislation or by-laws of this Commission.

### **3. VOTING**

- a. All official acts of the Commission shall comply with the Santa Cruz County Code, Section 2.38.150.
- b. A Commission member will abstain from voting or influencing the vote where a Conflict of Interest exists as defined in the Conflict of Interest Code for Santa Cruz County.

### **4. OFFICERS**

- a. The officers of the Commission are the Chair and the Vice Chair.
- b. The duties of the Chair are to preside over meetings, discuss agendas with Commission staff, represent the Commission, and be responsible for communication with the Board of Supervisors. A Vice-Chair shall assume these same duties in the absence of the Chair.
- c. Officers shall be elected annually at the April meeting, or if the commission does not meet in April, at the next subsequent meeting
- d. Commission officers may serve for up to two consecutive years and shall be eligible to serve again after a one-year "sit-out" period.

### **5. SUBMISSION OF AGENDA ITEMS BY COMMISSION MEMBERS**

Commission members who wish to place items on the agenda shall give those items to the Chair of the Commission and/or Staff Liaison at least ten (10) days in advance of the meeting.

### **6. SUB-COMMITTEES OF THE COMMISSION**

- a. Sub-committees may be appointed, as needed, by the Chair with the majority approval of the Commission. The Chair, with the majority approval of the Commission, shall terminate each sub-committee when its function is no longer necessary.
- b. The Commission Chair shall report the name, purpose, and membership of each standing sub-committee established to assist the Commission for longer than six (6) months. (Santa Cruz County Code, Section 2.38.230)
- c. Ad hoc committees may be appointed by the Chair.
- d. All sub-committees shall comply with the notice and agenda requirements otherwise applicable to the Commission in these by-laws, except for sub-committees composed solely of less than a quorum of the members of the Commission which are not standing sub-committees of the Commission with either a continuing subject jurisdiction or a meeting schedule fixed by resolution or other formal action of the Commission.

### **7. REPORTS**

Regular reports on the status of the Commission will be provided to the County Board of Supervisors according to a schedule directed by the Board.

## **8. MEMBERSHIP**

The Commission shall consist of no more than eleven (11) at-large voting members, residents of the County, appointed by the Board of Supervisors. Membership shall include:

- a. Six (6) current or former users of personal assistance services paid for through public or private funds;
- b. Two (2) current or former providers of In-Home Supportive Services;
- c. Three (3) at-large members from any of the following:
  - i. A representative of an organization that advocates for people with disabilities or seniors; and/or
  - ii. A representative who also concurrently holds a seat on either the Santa Cruz County Seniors Commission or the Commission on Disabilities.
  - iii. If any at-large member seat above is vacant and not able to be filled by a qualified representative for a minimum period of 3 months, then an additional current or past individual user, or a family member of a user, of personal assistance services may be appointed to fill any vacant at-large seat.
- d. A quorum for the Commission shall be one person more than one-half of the appointed members.

## **9. TERM OF OFFICE**

The term of office for Commission members shall be four (4) years commencing on April 1<sup>st</sup> of the year of appointment.

## **10. ATTENDANCE REQUIREMENTS**

- a. Any Commission member who is absent without good cause for two successive regular meetings will have his/her seat automatically vacated. This vacancy shall be reported in writing by the Commission Chair, to the Board of Supervisors, Clerk of the Board, and member vacating his/her seat.
- b. An excused absence is one about which the Commission member to be absent has notified the Chair or Staff Liaison in advance of the meeting. Attendance shall be reported to the Board of Supervisors on an annual basis.

## **11. APPROVAL OF BY-LAWS**

These by-laws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140.

## **12. AMENDMENTS TO BY-LAWS**

Amendments to the by-laws may be recommended to the Board of Supervisors by a majority vote of the Commission.

APPROVED BY THE IHSS ADVISORY COMMISSION ON XX/XX/XXXX.

APPROVED BY THE BOARD OF SUPERVISORS ON XX/XX/XXXX.

**COUNTY OF SANTA CRUZ  
IN-HOME SUPPORTIVE SERVICES ADVISORY COMMISSION BY-LAWS**

UPDATED: ~~May 2021~~February 2024

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    - a. Review policies related to the delivery of ~~IHSS in-home supportive services~~ and make recommendations to the Board of Supervisors regarding any proposed changes;
    - b. Review ~~p~~Pending ~~state~~ State and ~~federal~~ Federal legislation that may impact the IHSS program, consumers, and/or providers and make recommendations to the Board of Supervisors regarding any proposed changes;
    - c. Stay informed and educated on ~~in-home supportive services~~ IHSS and ~~P~~ublic ~~A~~uthority issues;
    - d. Provide a forum for consumers and providers of personal assistance services, ~~advocates~~ advocates, and other interested parties to participate in IHSS policy and program development.

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- a. There will be ten (10) scheduled meetings of the IHSS Advisory Commission per year.
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- ~~b.a.~~ ~~At a minimum, the following items should be mailed to each Commission member one week prior to each meeting:~~
  - ~~i.~~ ~~An agenda~~
  - ~~ii.i.~~ ~~Any written material to be discussed at the meeting~~
  - ~~iii.i.~~ ~~Action Minutes from previous meeting~~

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~~d.g.~~ Special meetings may be scheduled in accordance with Brown Act requirements.

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  - i. A representative of an organization that advocates for people with disabilities or seniors; and/or
  - ii. A representative who also concurrently holds a seat on either the Santa Cruz County Seniors Commission or the Commission on Disabilities.
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advance of the meeting. Attendance shall be reported to the Board of Supervisors on an annual basis.

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Amendments to the by-laws may be recommended to the Board of Supervisors by a majority vote of the Commission.

APPROVED BY THE IHSS ADVISORY COMMISSION ON ~~May 28,~~  
~~2021~~XX/XX/XXXX.

APPROVED BY THE BOARD OF SUPERVISORS ON ~~September 28,~~  
~~2021~~XX/XX/XXXX.