

**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 sent 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 February 23, 2024.

APPROVED BY THE BOARD OF SUPERVISORS ON April 9, 2024.