



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

MINUTES

Monday, May 9, 2016

Members Present: Ron Schmidt; Paul Perry; Sally Punte; Marvita Seawell: Colleen Charlton
Members Absent: Anne Zachary
Staff Present: Baljit Gill; Rebecca Maietto; Tamara Bristow
BOS Liaison: Marshall Long
Guest: Paula Eagle
Recording Secretary: Lydia Arre

- 1) **Call to Order and Introductions** – Chair Paul P. called the meeting to order at 1:30 P.M.
- 2) **Public Comments** – none, however Paul P. requested that Mr. Long’s report be moved to item 10) a. under Updates, in case he needs to leave early.
- 3) **Approval of May 9, 2016 Agenda** – Sally P. made a motion to approve the agenda, Colleen C. seconded the motion, all agreed - *motion carried*.
- 4) **Approval of April 11, 2016 Minutes** – Marvita S. made a motion to approve the Minutes, Sally P. seconded the motion, all agreed - *motion carried*.
- 5) **UDWA** – Edmundo Z. sent an update via e-mail, to Chevon K. Rebecca M & Tamara B., Rebecca M. distributed a copy of it to each member. The email covered these items, “What you need to know about the new IHSS timesheet rules”; “Social Security and Medicare (AB1930)” and “Update on our work to improve the IHSS payroll system”. The committee read the information and had some discussion about violations. Rebecca M. explained how her Unit has

been working with the providers over the past several months to assist them with completing their timesheets correctly to prevent violations.

6) Old Business -

a.) Membership: Openings & Advertisement for new committee Members- Lydia A. report that the 'Vacancy' postings are posted at the Hall of Records building, the Government buildings, the Library, the Court house and the Department website. Sally P. suggest if we mentioned to the Board of Supervisors if they would appoint a member from their district to the committee. Marshall L. recommend that the committee write a letter to the Board of Supervisors outlining what we are requesting need and the qualifications necessary for the position and send it to all the Board members. Paul P. will work with Lydia to prepare a letter for the Board. Marshall L. stated that he would post the vacancies at the Catheys Valley and Hornitos Post Offices. Lydia A. explained that after the committee reviews and accepts the resignation of Lola Z., we will officially have two vacancies for Current/past users of services.

b.) Committee trainings: Tamara B. stated that the scheduled training on June 18th will be from 10:00 am to 12:00pm. The Committee agreed that Rebecca M. and Tamara B. will coordinate the lunch for the training. The committee also discussed that they may need to increase the amount of \$100.00 previously approved and voted on to spend for lunch. Rebecca M. stated that she will research a menu and price for the trainings and bring quotes back to the Committee at the next meeting.

7) New Business

a) Resigning Member: The Committee discussed and agreed to accept the resignation of Lola Z., from the Advisory Committee due to health issues. Sally P. made a motion to accept her resignation from the Committee, Ron S. seconded the motion, all agreed - ***motion carried.*** Lydia A. will forward her resignation to the Board of Supervisors this week.

b) Discuss Application for membership: Lydia A. distributed an application she received from a current recipient. The applicant was unable to attend this meeting due to conflict with her physical rehabilitation. Paul P. will invite the applicant to the next the committee.

8) Committee Goals –

a.) Encourage all non-preferred providers to complete a CPR & First Aid training: Rebecca M. stated that she has reached out to the Union to coordinate trainings, however they have not responded to her.

b.) Methods to Increase Provider be a Preferred Provider: Ron S. asked our guest, Paula E. if she is a preferred provider. Paula E. mentioned that when she applied to become a provider, she thought it was important for her to do so. Colleen C. stated, that the since the Committee pays for trainings for members, why don't we decide to pay for Paul P. to be trained in CPR & First Aid and transportation to a training. Sally P. made a motion to have the committee pay for Paul P. to take a CPR & First Aid training and his transportation, Colleen C. Seconded the motion, all agreed - ***motion carried***. Tamara B. will identify a dated for the next CPR training and schedule Paul P. for that training. Colleen C. reiterated that the goal is, how to get providers to become a preferred provider. There was discussion on why providers wouldn't want to be a preferred provider with CPR & First Aid training. Paul P. mentioned that most of the providers who are not preferred providers are usually caring for family members and no one else. There was discussion on how to reach out to the non-preferred providers to see what is preventing them to becoming a preferred provider, either by survey or phone calls.

c.) Fill Committee Member Openings: Lydia A. stated that she will create a new Vacancy Notice for looking for two (2) current/past users of Services, and have it reposted.

9) Committee Concerns -

a.) Lydia A. reported that she just received Marvitas S. ethics certificate. Now all members are

current with ethics certification.

10) Updates -

a.) BOS Update – Supervisor Marshall Long: Marshall L. reported that the Board is currently reviewing and updating the Economic Vitality Strategy from 2007, and mentioned that has not been implemented. The Board, through the staff did an outreach to community to determine if it is still relevant to Mariposa County. He mentioned that most of the plan is relevant, however the staff identified in their report the need to update or the General plan and Land Use planning. Currently these two plans impede the development of new small manufacturing business. Marshall L. hopes to work to bring more small business to Mariposa. Another item identified by the community and staff, was the need of a Hotel Conference center in town to capture TOT dollars to bring conventions by organizations to also be utilized as a Community Center for Performing Arts, they also identified bringing the Hospital into the plan. Marshall L. stated that the Board will be looking to the same consulting firm that created the Plan, to update it. Marshall L. also mentioned that the Board is considering creating a position for an Economic Development Coordinator.

b.) Program Update – Baljit Gill: Baljit G. reviewed the Stats (Attachment C), she explained that the staff have reorganized that the practice, of waiting for the Med Cert to come back from the Doctor before going to do a home visit, has caused delays for the approval or denial. Baljit G. stated that she implemented time frames, from the time we receive an application, to faxing the Med Cert, and to the home visit, and that she is tracking the process if not daily, at least several times a week.

c.) PA Update: Tamara Bristow: Tamara B. reported that we currently have 71 preferred providers. Tamara B. stated that they are still dealing with the 846 issues and working with the providers on how to complete the timesheets. Ron S. asked if she knew if they are working on trying to electronically submit the timesheets, neither Rebecca M. nor Tamara B.

stated that have not heard anything about submitting them electronically.

d.) CAPA Update – Tamara Bristow: Tamara B. reported that the call was a lot of talk about the violations and the 846 other large counties are dealing with. They discussed large county issues, not related to our smaller counties.

e.) Monthly Financial Update – Quarterly, next report will be in June

f.) Department Updates – Rebecca M: Rebecca M. reported that the Department was recently awarded COC funding for the elderly and disabled homeless individuals, she explained that we are in the beginning of a planning process to develop a program to take to the Board.

11)Next Scheduled Meeting Date: June 13, 2016 at 1:30pm- 3:00pm

12) Adjournment – Paul P. adjourned the meeting at 2:40 P.M.