



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

MINUTES

Monday, June 13, 2016

Members Present: Ron Schmidt; Sally Punte; Marvita Seawell; Colleen Charlton; Paul Perry (*by phone*)
Members Absent: none
Staff Present: Rebecca Maietto; Tamara Bristow
BOS Liaison: Marshall Long
Guest: Michele Wildhaber
Recording Secretary: Lydia Arre

- 1) **Call to Order and Introductions** – Co-Chair, Ron S. called the meeting to order at 1:32 P.M.
- 2) **Public Comments** – none
- 3) **Approval of June 13, 2016 Agenda** – Sally P., made a motion to approve the agenda, Marvita S., seconded the motion, all agreed - ***motion carried.***
- 4) **Approval of May 9, 2016 Minutes** – Sally P., made a motion to approve the Minutes, Colleen C., seconded the motion, all agreed - ***motion carried.***
- 5) **UDWA** – Rebecca M. read an e-mail she received from Edmundo Z., which stated that they don't have nothing to report other than don't forget to vote in the general election.
- 6) **Old Business** -
 - a.) **Membership: Openings & Advertisement for new Committee Members-** Ron S. asked if we have received any other membership application, Rebecca M. stated that we have not received any new applications.

b.) Committee trainings-June 18, 2016 from 10:00am to 12:00pm- Rebecca M. reported that we currently have 17 providers signed up. The committee discussed which lunch vendor to use and Colleen made a motion that the committee pay up to \$225.00 for the meal, Ron S. seconded the motion, all agreed - ***motion carried*** . The committee agreed to use 1850 as the lunch vendor.

7) New Business

a) Application for Membership- The committee voted to accept Michele Wildharber's application. Michele W. expressed to the committee her interest for becoming a Committee Member. Colleen C., made a motion to approve the agenda, Paul P., seconded the motion, all agreed - ***motion carried***. The committee explained to Michele, W., that the committee accepted her application, and that the next step is, her application will be sent to the Board of Supervisors for their approval and acceptance to part of the IHSS Advisory Committee.

b) Possible training for the Advisory Committee roles and responsibilities: Paul P. requested that the Committee read the bylaws to review their roles and responsibilities, and if anyone has questions they are to bring them to the next meeting for clarification.

8) Committee Goals –

a.) Encourage all non-preferred providers to complete a CPR & First Aid training: Rebecca M. reported that she has not received any information from Edmundo Z, the Union Representative to be able to report any change. Ron S. suggested that when the Union comes to the next meeting on Thursday, June 16th. Ron S. will try to get some answers from them about what and when is CPR training available to the providers.

b.) Methods to Increase Provider be a Preferred Provider: Rebecca M. and Tamara B., will give an overview to the providers at the upcoming training on June 18th, on the Preferred Provider qualifications and she will distribute the IHSS Brochure. Ron S. requested that that

when mailers are sent out to Providers that we ask for feedback as to why they are not a Preferred Providers. Rebecca M. stated that that on a quarterly basis, her unit will mail out recruiting opportunities for providers to be a preferred provider. Rebecca M. stated that her unit will work on identifying which providers are only caring for family members. Colleen C., suggested that when a Provider becomes Preferred Providers, that their name goes into a drawing for a gift basket of some kind.

c.) Fill Committee Member Openings: The vacancy notice is posted at the Library, North County Office, Government buildings, Human Services and the website.

9) Committee Concerns -

a.) Ron S. stated his concern about consumers not being able to refill their prescriptions if the Doctor is on vacation. The committee discussed that it could be a consumer training issue and hopes that when the new department Nurse comes on staff, that it could be an area where she could assist clients with.

10) Updates -

a.) BOS Update – Supervisor Marshall Long: - Marshall L. mentioned that not having meetings for the past couple weeks, that these next couple of meetings will be quite involved. He mentioned that with the elections brought on a new Supervisor in January, and reappointed current Supervisor. He spoke about the planned recognition of school teams winning section titles. Coming into the end of the fiscal year, and for the next several weeks reviewing contracts, annual department head evaluations, looking to fill the GIS Specialist position for the County. No major problems in the County.

b.) Program Update – Baljit Gill: Rebecca M. reviewed the Stats (Attachment C). The committee had questions about why applicants are withdrawing their application, and asked the reason for days of completion at 39 days. Rebecca M., stated that she would give their concerns to Baljit G. for her input and response at the next meeting.

c.) PA Update: Tamara Bristow: Tamara B. reported that we currently have 71 Preferred Providers. Tamara B. stated we trying to recruit more Preferred Providers, she mentioned that currently have more consumers than Preferred Providers. Sally P. asked if there is a consumer close to county lines if it is possible to use other Counties providers. Colleen C. asked if it is possible posting an ad in Craig's List.

d.) CAPA Update – Tamara Bristow: Tamara B. reported that the issue right now is still the violations other counties are reporting. There is no consistency on how Counties are dealing with violations or educating the providers. Our County is working on who is working on educating the providers reporting their hours accurately, and that this will need to be managed by the IHSS side also educating the consumers. Rebecca M. reported that as a small county our department is working together to manage the violations with the consumer and the provider.

e.) Monthly Financial Update – Chevon Kothari: Lydia A. reviewed (Attachment D), and explained that next month will have an end of year financial report to show June's expenses.

f.) Department Updates – Rebecca Mietto: Rebecca M. informed the committee that the Department has updated the emergency list of contact information to provide emergency services for consumers. She mentioned that they are working with the Sherriff's Department, Fire Department, and the Health Department to provide support to consumers in case of fire or natural disaster.

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

12) Adjournment – Paul P. adjourned the meeting at 2:45 P.M.