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**STANISLAUS COUNTY  
IHSS ADVISORY COMMITTEE MEETING  
MINUTES  
08/11/06**

Committee Members Present:

Jose Acosta  
Rose Martin  
Joan Blackwell

Madelyn Amaral  
Linda White

Kenny Brown  
Connie Muller

Committee Members Absent:

\*Dwight Bateman  
Mary Burch

\*George Sharp

\*Ora Scruggs

IHSS Staff Present:

Jeff Lambaren  
Jennifer DeSanto

Egon Stammer

Maria Childers

*\*Advance notice given.*

**OPENING REMARKS by Kenny Brown**

- Meeting called to order at 1:03pm

**PUBLIC COMMENT**

- No Public Comment

**ACCEPTANCE OF MINUTES**

- July 14, 2006 minutes: Minutes stated Kenny Brown made opening remarks, but Kenny was not present at that meeting. Correction was made. Motion M/S/A to accept minutes, motion to accept made by Connie Muller, Linda White seconded, motion passed.
- Madelyn Amaral commented on the remarks made regarding committee members who have not had the ethics training not being able to attend the conferences. Clarification was made.

**PUBLIC AUTHORITY**

- Jeff Lambaren gave an update on Health Insurance Enrollment for IHSS Providers. Safeguard was delayed about a week in getting new providers enrolled. Pacificare had issues with enrolling new members, but that has also been resolved. To date, 423 members have re-enrolled, there were 58 new enrollments, 13 members



cancelled, and 4 on the waiting list declined the insurance. There have been 55 providers who have not responded to numerous letters that have been sent, and five that have contacted the PA but haven't completed the paperwork. There are 590 openings for insurance enrollees, so more providers from the waiting list will be contacted this month to enroll.

- Jeff gave an update on the Union negotiations. A contract has been sent to the lead negotiator (for the PA). Once the contract is signed, Jeff can contact the union to arrange for meeting dates and times for negotiations to begin.
- New provider training is being implemented, with a target date of September 2006. The new training will include CPR and first aid training, the contract for those services is being reviewed now. Nutrition and mental health presenters/presentations are also being pursued, as well as a partnership with DRAIL to help with education on equipment and practical aspects of caring for individuals with disabilities.
- The second Public Authority newsletter is still in progress and should be out soon. UDW members present requested they be added to the mailing list.
- Jeff reminded committee members that Ethics Training is required, and the next meeting will be held August 31 in the Board of Supervisors chambers on 10<sup>th</sup> St. from 6-8pm. Madelyn questioned the legality of having members who do not receive a stipend attend. Discussion ensued. An online ethics class may be available, that will allow members to meet the requirement without attending an off-site meeting. Kenny expressed interest in the online training, and Jeff will get information for the committee on this.
- IHSSAC Report to the Community is now available for distribution. The Board of Supervisors was presented the report. Rose Martin and George Sharp attended the BOS meeting as representatives of the committee. Madelyn mentioned that hospital discharge planners had expressed an interest in receiving more, and she told them a new report was coming out soon.
- Jeff distributed business card samples as a follow up to the committee's previous request. Two examples were distributed, and the committee voted to accept one of the cards after minor changes were made. A quote for printing costs will be requested and presented to the committee at a future meeting.
- Jeff passed around an informational brochure about an Elder Care Directory being printed by the Modesto Bee. Agencies and business have been given an opportunity to purchase an ad to be placed in the directory, which will be distributed to libraries, agencies, hospitals and other places frequented by seniors. Further discussion of this brochure took place during the Budget Planning portion of the meeting.

#### **LEGISLATIVE UPDATE**

- Jeff Lambaren spoke on AB 2486. The State was concerned regarding the costs of direct deposit for IHSS Providers. The State estimated costs at \$6.1 million, while CAPA estimated costs at approximately \$60,000, and the governor's office estimated \$2.4 million. The bill did pass through the House and Senate, so it has now been sent to the Governor's office for approval.
- Connie Muller presented a handout based on information she received while doing an online survey with Rep. Radanovich. Handout had information regarding Illegal Immigration.
- Jeff solicited ideas from members for new legislation, and suggested ideas be discussed at the next meeting.
- Madelyn Amaral suggested a regulations booklet be provided for each Recipient to help when the social workers are explaining hours and time for task guidelines. Maria Childers explained that the social workers did have the regulations, and could print or copy sections for Recipients at their request. There is also a website that has the regulations. Maria will get the website information for the committee.
- Madelyn questioned who represents or advocates for Recipients if their case goes to hearing. Jeff responded that it is up to the Recipient to choose their own advocate, whether they advocate for themselves, or appoint another person to do so. No specific advocate is assigned for Recipients. Discussion of this topic ensued.

#### **BUDGET PLANNING**

- Jeff Lambaren distributed handouts of IHSS AC Budget from '05-'06 and '06-'07. The '05-'06 budget year had \$13,019 in claims, with \$39,947 remaining unclaimed. Jeff explained that the unclaimed portion of the budget is first allocated to IHSS to help pay for costs such as transportation for Recipients to the meetings and other costs. Once IHSS has completed their claims, any remainder returns to the State.

- The '06-'07 Budget was discussed. The Committee Report, surveys for Recipients and Providers, Committee Retreat and business card costs were already displayed, and new ideas were requested.
- Madelyn Amaral suggested funds be set aside to help pay for Recipient advocates. The committee could pay the Protection & Advocacy agency to help Recipients needing help with IHSS issues.
- Connie Muller suggested quarterly print ads in the Modesto Bee. Connie requested a quote be obtained and presented to the committee at a future date. Madelyn mentioned there was a "Regional" section that may print information about the meetings for free.
- The Committee Retreat was discussed, with ideas for meeting dates, locations and topics being requested. SweetRiver Bar & Grill in Turlock was suggested as a meeting place. Linda White suggested the meeting be held in January or February, shortly after new appointees joined the committee. Information regarding SweetRiver was requested for presentation at a future meeting.
- Topics for the retreat were discussed. Linda White suggested a sort of "Advisory Committee 101" for new members who have joined. Linda also suggested the committee define their role now that many of their recommendations have been implemented, such as the PA and Union. Madelyn added that discussion regarding what the committee will provide and how they will provide it should be discussed.
- Rose Martin suggested the committee discuss community awareness and marketing in order to spread the word about IHSS and the Committee.
- Madelyn suggested the union could do a presentation on how they function in relation to the committee and IHSS.
- Kenny suggested the topic of issues for discussion at the Retreat be re-visited regularly by the committee.

#### **EX-OFFICIO MEMBERSHIP DISCUSSION**

- Handout was distributed with information about Ex-Officio Membership as discussed at previous meetings. Kenny suggested that this information be accepted as written and worked into the committee by laws. Linda White made motion to accept and Connie seconded. Motion passed with no opposition.

#### **CLIENT TRAINING TAPES**

- Jeff Lambaren gave information on training tapes produced by Santa Clara county. He was unable to procure an example of the tapes, but was told it is now being made available to other counties in a "generic" version. The tapes can be customized for a small fee, enabling Stanislaus County to put their logo and information in the video. The tapes contain general information about the IHSS program and how it works. Jeff will continue to get information and report back to the committee at the next meeting.
- Madelyn Amaral commented on a website she had recently found regarding caregivers. The website is [www.caregivers.utah.gov/faq.htm](http://www.caregivers.utah.gov/faq.htm). She said it contained excellent information for caregivers.

#### **HOT TOPICS**

- Madelyn Amaral requested clarification on the new Share of Cost procedures that had been discussed at earlier meetings. She understood a letter had been sent to Recipients, and requested a copy of the letter. Maria Childers offered to get a copy for the committee and briefly discussed the new policy. Maria stated there is no share of cost for PICKLE eligible Recipients.

#### **GENERAL UPDATE**

- Madelyn Amaral questioned how the average caseload hours had been calculated for the Advisory Committee Report. Maria Childers explained that CMIPS uses the total number of cases was divided by the total number of hours to produce the hourly average.
- Maria Childers stated a meeting regarding direct deposit for Providers would be taking place. The current issue with the State is that there is funding to update the systems, but there is no funding for implementation. This issue will continue to be discussed, and there is a goal date of August 2007 for implementation, although that is tentative.

Meeting adjourned @ 2:25 PM  
Jennifer DeSanto, Recorder

IHSS ADVISORY COMMITTEE BUDGET FOR FY 2005/2006 - QUARTERLY EXPENDITURE REPORTING  
 cash basis - cost claimed and reported quarterly

Report Mo: % OF FY 100%  
 June-06

Advisory Committee BUDGET ALLOCATION CFL 05/06-10	52,966.00
Midyear Budget Inc	\$52,966
	52,966.00

Allocation/Budget categories	Allocation/Budget	Encumbrance (based on budget) - claimed	9/05 claim	12/05 claim	3/06 claim	6/06 claim	Total Claimed (expenditures)	% of Alloc spent	Remaining balance (unspent)
ALLOCATION:	52,966.00								
ADVISORY COMMITTEE STIPENDS	3,600.00	0.00	620.00	180.00	660.00	540.00	2,000.00		
CONTRACTED TEMPORARY STAFF (non-CSA employee) in direct support of the IHSS Advisory Committee based on FY 04/05 actuals	13,000.00	0.00	1,906.00	553.00	772.00	496.00	3,727.00		
PRINTING OF THE COMMITTEE'S ANNUAL REPORT	9,000.00	0.00				4,825.00	4,825.00		
BUSINESS CARDS FOR THE COMMITTEE MEMBERS	1,000.00	0.00					0.00		
SBT WEB SITE SET UP/PROJECT COSTS \$1,675.95, Service agreement 1/1/05-6/30/05 \$208, Annual host costs 7/1/05-6/30/06 \$500.00	500.00	0.00					0.00		
IHSS ADVISORY COMMITTEE TRAVEL (includes travel, training, mileage, conference fees,retreat), and MISCELLANEOUS ** (amount to cover pr yr conference paid in FY 05/06)	2,467.00	0.00	2,467.00	0.00	0.00		2,467.00		
UNDESIGNATED ALLOCATION/BUDGET BALANCE	23,399.00						0.00		
<b>TOTAL</b>	<b>52,966.00</b>	<b>0.00</b>	<b>4,993.00</b>	<b>733.00</b>	<b>1,432.00</b>	<b>5,861.00</b>	<b>13,019.00</b>	<b>24.5799%</b>	<b>39,947.00</b>

0.00 enr ck 0.00

Prior year costs claimed in 9/05:  
 Office Team \$848  
 Conference Travel \$1,584  
 Total \$2,432

Oracle coding: 1631-45201-62400-1006-202

IHSS ADVISORY COMMITTEE MEMBER STIPENDS, \$20.00 per meeting 2 X a month 7/1 -9/30/05. Increase to \$30 per meeting per month provided by the Board of Supervisors effective 10/1/05 (Authorized per Board Action Number 2001-841). Effective 10/1/05 authorized per Board Action Number 2005-809 on 10/11/05 to \$30.

Prepared by: Doreen O'H (8-4765)  
 P:\Excel\_files\Doreen\IHSS\Advisory Committee\IHSS Advisory Comm Report.xls\Budget 06\_07

Distribution: E. Stummier-MOO M, Childers MO2, R. Taylor MO3, Jeff Lombardi, PA Director, Advisory Committee

8/10/2006

IHSS ADVISORY COMMITTEE BUDGET FOR FY 2006/2007 - QUARTERLY EXPENDITURE REPORTING  
 cash basis - cost claimed and reported quarterly

% OF FY 0%  
 Report Mo:

Advisory Committee BUDGET ALLOCATION	
Proposed & Final Budget	52,966.00
CFL 06/07-2	inc \$52,966

Allocation/Budget categories	Allocation/ Budget	Encumbrance (based on budget) - claimed	9/06 claim	12/06 claim	3/07 claim	6/07 claim	Total Claimed (expenditures)	% of Alloc spent	Remaining balance (available to encumber)
ALLOCATION	52,966.00								
ADVISORY COMMITTEE STIPENDS	2,880.00	2,880.00					2,880.00		
CONTRACTED TEMPORARY STAFF (non-CSA employee) in direct support of the IHSS Advisory Committee (based on FY 05/06 high 4tr X4)	7,700.00	7,700.00					7,700.00		
PRINTING OF THE COMMITTEE'S ANNUAL REPORT (used FY 05/06 actuals rounded)	5,000.00	5,000.00					5,000.00		
BUSINESS CARDS FOR COMMITTEE MEMBERS	1,000.00	1,000.00					1,000.00		
IHSS ADVISORY COMMITTEE TRAVEL (includes travel, training, mileage, conference fees, retreat), and MISCELLANEOUS (Used FY 05/06 actuals rounded)	2,500.00	2,500.00					2,500.00		
UNDESIGNATED ALLOCATION/BUDGET BALANCE	33,886.00	0.00					0.00		33,886.00
<b>TOTAL</b>	<b>52,966.00</b>	<b>19,080.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0000%</b>	<b>33,886.00</b>

Prior year costs claimed in 9/06: Oracle coding 1631-45201-62400-1006-202  
 Office Team  
 Total \$0

IHSS ADVISORY COMMITTEE MEMBER STIPENDS: (Authorized per Board Action Number 2001-841), Effective 10/1/05 authorized per Board Action Number 2005-809 on 10/11/05 to \$30 - one meeting per month.  
 Prepared by: Doreen Ott (8-4765) Distribution: E. Stammier MOO M. Childers MO2, R. Tay 8/10/2006  
 P:\Excel\_Files\Doreen\IHSS\Advisory Committee\IHSS Advisory Comm Report.xls\budget 06\_07 MO3, Jeff Lamborn, PA Director, Advisory Committee