



Riverside County In-Home Supportive Services Advisory Committee

IHSS Advisory Committee Members present:

Denise Fleming, Barbara Mitchell, Felice Connolly, Donald Brock, Dwight Solis

DPSS-IHSS Staff: Todd Bellanca, Ryan Uhlenkott, Garrett Bethel

IHSS Public Authority: Linn Ramirez, Veronica Ortega

United Domestic Workers (UDW): Yvette Elam

Meeting Minutes

THE IN-HOME SUPPORT SERVICES (IHSS) ADVISORY COMMITTEE (A.C)

Thursday, Dec 1, 2022

Hybrid Meeting

IHSS Public Authority

12125 Day St, Suite S-101 Moreno Valley, CA 92557

Call to Order

I. **Pledge of Allegiance** (Denise Fleming)

II. **Introductions**

III. **Adoption and approval of the minutes from the October 6, 2022, Regular Meeting for the In-Home Supportive Services Advisory Committee** (Felice Connolly)

- a. Don motioned to approve the minutes. Motion seconded by Denise.
- b. All members approved the minutes – unanimous

IV. **Board Secretary** (Denise Fleming)

Items that need to be added to the agenda during this time of the meeting would need to be voted on and approved by the Committee.

V. **Follow-Up Items from the October 6, 2022, Meeting**

- a. District Vacancies Update
 - Discuss in Executive Committee Update
- b. Community Access Center
 - Faustino Alvarez and Marian Rojas unable to attend. No updates.
- c. Calendar reminder for CICA dues

- Reminders set to request invoice. Request for payment was submitted in May 2022 and paid during this fiscal year.

d. Inventory List of Items to purchase

- PA has an inventory list of current items. Members will review the list and develop a list of promotional items to purchase during the current fiscal year.
- Discussion on when the promotional items are distributed for recruitment purposes.

Action Item: Send list of IAC inventory items.

e. Recruitment video

- Discussion on existence of video produced for recruitment and to add to the website.

f. IHSS Advisory Committee Handbook for members

- Discussion on obtaining a copy of the handbook. Members stated that Christina Rios oversaw this project. The Consumer Handbook was also discussed. This is a product from the IHSS Training Committee, and a February deadline was decided upon at the last meeting. Tiffany Nelson leads this task and revisions were submitted by members. Felice will be attending the meetings.

Action Item: Obtain copy of IHSS Advisory Committee Handbook.

Action Item: Send update on meeting schedule for Consumer Training Committee/ Handbook.

VI. Discussion of Items and Reports

A. **Executive Committee Update** (Felice Connolly)

- Board of Supervisors Meeting – Annual Caregiver Proclamation
 - Felice shared an overview and the statement delivered at the presentation.
- IHSS Caregiver Appreciation update (11/16 and 11/17)
 - Members attended both events providing positive feedback and suggestions for next year.
 - Linn provided statistics. Indio event had 96 cars in attendance with 15 vendors. 70 gift cards were distributed. The Moreno Valley event had 216 cars with 22 vendors on site. 153 gift cards were distributed. The online event had 67 attendees.
 - Suggested planning timeline – begin by May 2023.
- IHSS designee
 - Felice welcomed Linn Ramirez as the IHSS designee. Hired Executive Director will be approved by Form 11.
- Membership Recruitment

- Vacancies were confirmed in Districts 1, 3 and 5.
 - PA is following up with District aides and the BOS Clerk on these vacancies, and to confirm when a provider can be supported when a consumer is not available.
 - Discussion by members on the IAC website, recruitment and how the BOS websites announce vacancies.
- e. 2023 IAC Meeting Calendar
- Discussion on dates – 1st Thursdays, bimonthly meetings. Consideration to continue training topics at meetings.
 - Topics suggested: IHSS Advisory Committee Role and Purpose- Ethics Training, Forms, Bylaws; CICA Overview
 - Don made the motion for hybrid meetings. Denise 2nded the motion. All in favor of hybrid meetings. List meeting locations to include UDW and Public Authority offices for hybrid meetings.

Action Item: [Send calendar of dates and post to website.](#)

B. United Domestic Workers Union Update (Yvette Elam)

- UDW Contract negotiations on same day as Annual Caregiver Event. Discussion held on keeping the collaboration to have UDW participate. UDW is meeting with IHSS on December 9.
- Updates on UDW Turkey Drive with time slot schedules for incoming cars. UDW Membership Drive scheduled for December 14.
- Offered to assist with IHSS Advisory Consumer Vacancies with active recipients.
- UDW location available for IHSS Advisory Committee meetings.
- Covid Sick Leave has been extended through December 31, 2022 with specific transactions. Up to six hours maximum.

C. In Home Supportive Services Update (Ryan Uhlenkott)

- a. Call Center Statistics
- Additional staff hired. Call statistics are back to 85% last month and 95% last week. Self Service portal – 24/7 availability for service requests.
- b. Lobby Hours and Visits
- Post COVID 19 functioning. Remain open 8 am – 5 pm. No appointments needed for Day Street and Hemet. Call into the HOME Line for appointments at other office locations. Positive comments on the services.
 - Garret Bethel introduced as IHSS designee replacing Lue Thao. Discussion involved Social Services Practitioner home visit for assessment.

D. Public Authority Update (Linn Ramirez)

- a. Staffing Updates
- Thanked the Committee for working with her as Interim Director. The position could be potentially filled by February 2023. Announced Jennifer De La Ossa-Ramirez

transferred to Office On Aging and Alejandra Juarez-Espinosa, Registry Social Services Supervisor, is currently filling in as acting Administrative Services Manager. Recruitment also in process for this position.

b. **FLSA Violations**

- Handled primarily by Jennifer De La Ossa-Ramirez, but asked if the item is on-going and if the concerns were addressed last time. Response was that FLSA Violations is a standing issue.

c. **COVID 19 Sick Leave**

- Updated ACL that sick leave claims and vaccination time pay extended through December 31, 2022. Questions asked on the methods of publicizing these updates. The state may be providing this information to providers.

E. Office on Aging Advisory Council Update (Barbara Mitchell/Donald Brock)

- No updates.

F. Advocacy for the Disabled Update (Faustino Alvarez)

- No updates.

G. California In-Home Supportive Services Alliance (CICA) & Networking Report Update (Felice Connolly/Denise Fleming)

- Changes on CA Medi-Cal system. Medi-Medi will not be in managed care. Presentation was held to introduce the benefits of moving away from people service and instead focused on health care. Riverside County is already participating in this enrollment. Other Counties will be added.

H. CCI Stakeholder Meeting Update (Felice Connolly)

- No updates.

I. IHSS Advisory Committee Budget (Felice Connolly)

- 2022 budget expenses reported. Discussion held on Summary Expense report. Inquiry on outstanding expenses and on mileage reimbursement requests from Committee members for 2021 and 2022, including attending recent Caregiver Appreciation Events.

Action Item: Follow up on mileage reimbursement requests and send forms needed to request.

- Committee discussed and approved duplication of Kristine Loomis' annual expenditures previously approved as ongoing.
- Discussion on IEHP event held in May/June annually. IAC holds a vendor table. Members asked about the IAC brochure and laptop.

- Discussion on CICA dues paid. Dues payment request was submitted to Riverside County Accounting and dues were paid this fiscal year (2022-2023).
- Recommendation to present summary report of expenses. Inquiry on promotional items line item – is this for items that can be purchased? Inquiry on fees to register for the IEHP event.

Action Item: Send copy of IAC pamphlet/brochure.

- Discussion on annual electronic holiday greeting card sent on behalf of IAC.

Action Item: Follow up with Tiffany Nelson and IAC members to send a 2022 digital greeting card.

Action Item: Send copy of 2022/2023 budget.

J. Training Committee Update (Barbara Mitchell/Tiffany Nelson)

- No updates.
- Follow up mention on promotional items including business cards which are generic for general use by members.

VII. Announcements

- Felice – Advocate Lois Curtis, plaintiff in Olmstead v. L. C. passed away this year. The Olmstead decision allowed people with disabilities to live in the community and also paved the way for this population to access integrated employment and other opportunities in the community
- Justice in Aging website seminar on California's Buck Up Provider System on December 14.
- Santa's Village in Romoland, for families whose children are battling cancer. Contact information is Lulu at (310) 962-4673 (HOPE)
- Yvette - UDW will be closed from December 26, 2022 – January 1, 2023, and new office hours 8 am – 6 pm, Monday – Friday.
- Denise announced a request to have an IHSS Advisory meeting in April and October 2023 at the UDW office. Approved by UDW representative and the Committee members.
- Denise welcomed Linn and commented on her appreciation for her participation at the Annual Care Giver Appreciation event. Also extended a welcome to Garret Bethel to the Committee.

VIII. Roundtable

IX. Adjournment

- Motion by Denise to adjourn. Motion seconded by Don Brock. All in favor.

X. Next Meeting

1ST Thursday February 2, 2023

Hybrid location: Public Authority, 12125 Day Street, Ste 101, Moreno Valley, CA 92557