

**IN-HOME SUPPORTIVE SERVICES
ADVISORY COMMITTEE
October 15, 2008
Minutes**

Attendees: Francisco Godoy, Melissa Kinley, Antoinette Lopez-Coles, Kristen Lyall, Stormaliza Powmacwizalord and Michele Stuart

Absent: Bari Schlesinger

Staff & Guests: Denise Blockmon (Caregiver to Ms. Lyall), Rochelle Culmsee (Interpreter), Emma Ebeling (PA), Teresita Godoy (Caregiver to Mr. Godoy), Amber Goeke (Interpreter), Guy Klopp (IHSS), Pat Leichty (PA), Bernadette Lynch (PA), Rick Simonson (PA), Florence Taylor (Guest) and Allison Vonrae (CEPS Inc.)

I. Call to Order:

Chair Lyall called the meeting to order at 1:10 PM. A quorum was present.

II. Introductions:

All committee members and guests introduced themselves.

III. Consent Calendar:

Ms. Lynch asked that Emma Ebeling's presentation for VII-A, Travel Policy, be moved to the end of the Consent Calendar since one of the Committee Member had to leave the meeting early.

- A. Agenda – A motion was made by Ms. Kinley and seconded by Ms. Stuart to approve the Agenda for the October 15, 2008 meeting. The agenda was approved unanimously.

- B. Minutes – Ms. Stuart referred the Committee to the Public Comments section of the September 24, 2008 minutes. She had indicated that she would bring some information regarding a national tele-class in November to the October meeting but instead she will send an e-mail to everyone. Under Section V – Committee Matters in the September 24, 2008 minutes, there was a discussion that a basket be taken to the CICA Conference in November. A question was asked if the Public Authority could pay for the basket and the committee was advised that was not possible. The Public Authority will collect any donations from members and complete a basket that can be donated to the CICA conference. The minutes were reviewed and a motion to accept them was made by Mr. Godoy and seconded by Ms. Stuart. The minutes were approved unanimously.

- C. Chair’s Report and Correspondence – Nothing to report.

IV. Reports:

Special Report – Ms. Ebeling passed out an information sheet that discussed the General Travel Reimbursement Guidelines. She provided a presentation on timelines that are needed for Cash Advance requests to be processed, and the maximum allowable meal rates for breakfast, lunch and dinner. Original receipts must be turned in after a trip. The departure and return times of travel is needed in order to determine the amount allowed for meals. She asked that people try to obtain a detailed receipt of what foods were purchased for each meal and separate receipts are needed for the caregivers. If you skip a meal, you cannot charge for a more expensive lunch or dinner. Parking receipts must be

turned in and if you do not have a receipt, you will only receive \$6.00 per night. Alcoholic beverages are not and cannot be reimbursed by the County. The Sacramento County Travel Policy was also included in the packet given to the Committee members for additional information. Meals included with the conference are not reimbursable.

Mr. Klopp reminded everyone that when people attend conferences with their caregiver, the authorized tasks that are not completed cannot be billed. For example, if they have restaurant meals during the conference, then the providers do not prepare their food so food preparation and cleanup cannot be included on the timecard for the days of the conference.

- A. DHHS Senior and Adult Services – Guy Klopp: Mr. Klopp had planned to bring copies of *Stop, Look and Care* books for the Committee members but they were all sent out with the SMUD and public utility bills. He hopes to have them at the next meeting.

Safely Out packets are being distributed by the Social Workers.

IHSS did not have any gains or losses to their budget. APS had a 10% cut so they are looking at how they are going to absorb this loss.

Mr. Godoy asked when a recipient was in the hospital, how did the pay work for their caregiver. Mr. Klopp said he would put together a guideline for recipients in case they need to be in the hospital. Caregivers are not allowed to be paid if services are being provided elsewhere. Ms. Kinley asked if a presentation could be given at one of their meetings to discuss this issue. Ms. Lynch said that a fraud class could be given and Mr. Klopp would be welcome to

participate. Ms. Powmacwizalord asked about interpreters when she was in the hospital and was told that was the hospital's responsibility. Ms. Taylor asked about a husband and wife she takes care of and when one of them is hospitalized, she was told that if they are living in the same house, they would be pro-rated. If the wife goes into the hospital, Ms. Taylor can bill for the hours allocated to the husband.

- B. SEIU-UHW. No one from the union was present.
- C. Public Authority – Bernadette Lynch. She provided an update on the Registry. Potential caregivers are now being booked for Orientation into January 2009. The Public Authority only has the capacity to interview so many people each month.

There will be a Board of Supervisor's recognition reception for all providers but the reception is focusing on recognizing people who have been a caregiver for a long time and take care of children, minors and adults. The reception will be held on November 5th, 9:30 AM at 700 H Street. Ms. Lynch encouraged all members to attend this important event.

Education had a Spanish First Aid class which was completely filled. It was suggested that the Safety Fair, which will take place at La Familia, may be a good location to recruit AC members.

The Public Authority is going to host a meeting with the Legislative Analysts Office on October 16, 2008.

The Task Force that was created by the Board of Supervisors has been renamed the IHSS Budget

Workgroup. The Advisory Committee had previously sent a letter requesting that they be allowed to participate. The County Executive's office responded that it was an internal committee but they could come to a meeting to discuss issues and solicit the Committee's input.

Regarding the group that meets for the Elderly Death Review, the District Attorney wants a County-wide Blue Ribbon Commission. It was suggested that every provider be fingerprinted, have a background check and attend core training. For all current caregivers in Sacramento, it would cost approximately \$900,000 for fingerprinting and there would also be a monthly cost for new caregivers. The core training would cost approximately \$750,000.

The Public Authority met with the union. Kaiser has a scheduled increase of 15% starting January 2009. Ms. Lynch will meet with the Board of Supervisors next week to obtain parameters for these negotiations. If negotiations are not successful, the health benefits premium per person will go from \$15.00 to \$41.55 per month and caregivers will have to pay the additional costs.

V. Committee Matters:

- A. CICA – Ms. Stuart said that today's CICA conference call did not have a big agenda. One issue people are concerned about is providers driving their own vehicles taking clients to and from appointments, etc. There is also an emergency meeting by the Governor to do mid-term cuts.

During the CICA conference call, it was discussed soliciting the Public Authorities for baskets to be given as raffles at the CICA Conference. Ms. Lynch said that the Public Authority is limited the same as the Advisory

Committee regarding paying for baskets. Ms. Lyall encouraged everyone to participate by donating items to be included in the basket. Ms. Lynch said she would take a basket to the conference but she would need the items by November 3rd. Ms. Kinley said that she would send an e-mail to everyone asking for donations. Ms. Kinley said there will be a representative from the union speaking at the conference. Since Ms. Kang is no longer with the union, we need to find out who will be attending future Advisory Committee meetings.

Ms. Stuart said that more counties have joined CICA and they are accepting nominations for officers for a two year term.

Strategic planning for disaster preparedness was discussed and in some cities, transportation is provided by Paratransit during disasters. Mr. Klopp said that Paratransit had been available to transport people to cooling centers during the extreme heat this past summer. Rick Martinez is head of Disaster Planning for Sacramento County. Ms. Lynch said that perhaps the Advisory Committee would like to have someone from Mr. Martinez' office attend one of the meetings and speak about IHSS disaster preparedness.

Ms. Stuart added that per the CICA policy, only members can participate in conference calls. Ms. Lynch said that the Advisory Committee has a group membership but it is best if one person is designated to participate in the CICA conference calls.

- B. Education – No report.
- C. Quality Assurance – QA minutes reviewed.

- D. Finance – Finance minutes reviewed. Ms. Kinley said that the Advisory Committee’s budget had been adjusted.
- VI Old Business:** Ms. Lyall went to the Supported Life Conference and will give a report at the next Advisory Committee meeting. Mr. Godoy also attended the Friday session and provided a paper he wrote. Copies will be passed out at the next meeting. Ms. Powmacwizalord said there was an issue with interpreters at the Supported Life Conference. Ms. Lyall said she thought this year’s Supported Life Conference was better than in the past and she was very impressed with most of the speakers.
- VII. New Business:** Emma Ebeling Travel Policy presentation was discussed earlier in the meeting.
- VIII. Public Comments:** Ms. Lynch said that a new person has been approved by the Board to be on the Advisory Committee. Ms. Lyall will also interview another potential member and we may have another member.
- IX. Adjournment:** Ms. Lyall adjourned the meeting at 2:35 PM.