

COUNTY OF SACRAMENTO
IN-HOME SUPPORTIVE SERVICES
ADVISORY COMMITTEE
Draft Minutes
August 23, 2021, (Monday)

Attendees: Francisco Godoy, Deborah Hibbler, and Susan Pointer

Absent: Carolyn Rose, Antoinette Lopez-Coles

Staff & Guests: Mardra Albrecht, Joshua Drazil (IHSS-FSLA Unit), Deanna Jekayinfa (PA), and John Kozitza (PA)

I. Called to Order at 1:36 pm by Chair Deborah Hibbler

II. Introductions:

III. Consent Calendar

A. Agenda – August 23, 2021

B. Budget:

a. 19/20 – Actuals - Pointer (Motion)/Godoy (2nd) – approved

b. 20/21 – Proposed - Godoy (Motion)/Pointer (2nd) – approved

c. 20/21 - Actuals- Godoy (Motion)/Pointer (2nd) – approved

C. Minutes –April 26, 2021 - Pointer (Motion)/Godoy (2nd) – approved

IV. Reports

A. Chairs Report: Deborah Hibbler – The governor is planning to restore the previous 7% lost by IHSS recipients. I spoke with a Board of Supervisor member who explained that the governor has until September 21 to sign the budget or make any changes to the budget. Next month the SEIU2015 union will be voting on a new president, vice president and eboard.

B. SEIU2015 – None

C. DCFAS – Department of Child, Family and Adult Services - Joshua Drazil: Transitioning to face-to-face appoints for intake, continuing and quality assurance. Previously we were doing over the telephone and through video but the state has directed that the counties return to face to face by October 21, 2021. This is important for the safety of our recipients and to ensure that they are doing well. We will be taking all the necessary precautions when completing face to face

visits, if someone has tested positive for COVID-19 then we will do a telephone or video meeting. COVID-19 cases are increasing and restrictions have started to increase this may change the date we begin doing face-to-face visits. The current budget has allowed us to hire new staff: social worker supervisor, more social workers and support staff. We are going strictly electronic. Paper timesheets are only for recipients that have passed away.

- a. Why would a provider need a paper timesheet – Hibbler
 - i. Timesheets are a two-step process the provider submits their timesheets on-line, and then the recipient approves the timesheets on-line. If a recipient dies, they cannot approve the timesheet. Paper timesheets are request and issued so that the provider can submit paper timesheets and note that the recipient has passed away then the provide can still be paid.
 - b. I was under the understanding that if someone passed away that the current social worker will approve the hours.
 - i. Timesheets are a payroll function so the best point of contact would be payroll because they have the capacity to generate timesheets. Continue to contact IHSS payroll.

D. DCFAS - Public Authority –John Kozitza: Through September 30, 2021, the Public Authority will continue with the current enrollment process. Starting October 1, 2021, has been slated by CDSS (prior to COVID19 - delta virus) to return to on-site orientations. We would continue to use a blended orientation in-person appointments to finish the process. The PA is developing a new database for our office function. Our focus for the next couple of months will be the new database that will promote data security and support any on-line work. Plan to start sometime during the month of October 2021, and be fully running by December 2021. The 2,704 providers who completed orientation between April 10, 2021 and August 31, 2021, were waived the in-person orientation requirement. During the waiver period, providers turned in the form 426, and 426a, completed a DOJ Livescans and turned in a copy of their ID and SSN card. We have been tracking the providers who waived orientation, and have explained that they will need to complete the enrollment process. Currently, there are approximately 600 providers have not responded or completed the enrollment process. We may send out an additional letter reminding providers they need to complete IHSS orientation. If the 600 providers who waived orientation have not completed the orientation process by October 1, 2021, they will be terminated from the payroll system and will not be paid until they complete their

enrollment. We have sent seven emails, three or four letters, a letter to recipients, and made calls to the 600 asking them if they still want to be providers. Some providers are not responding.

V. Committee Matters

A. CICA Conference Call Report - None

VI. New Business – Deborah Hibbler:

A. Training:

- i. To assist severely disabled recipients
- ii. Public Authority has been working on improving the educational component of provider enrollment.
 1. Adding online training (current, readily available)
 - a. Paid trainers who would teach a small group of committed providers who have completed all of the PA's basic training.
 - b. Offer progressive levels of training would attract current as well as new caregivers to increase their knowledge and help them obtain full-time employment, as well as benefit recipient because their provider will have improved skills.

B. Recruitment: Public Authority - updated registry list

- i. Provider screening
 1. Develop a process to better screen providers
 2. Remove unavailable providers

C. Benefits

- i. Better options for medical benefits – union negotiation issues.

D. Utilizing more volunteers - Volunteer department

- i. Provider screening
 1. Entry level
 2. Volunteers would work for the recipients who may be high functioning and have minimal hours
 3. Grocery shopping, meals, errands, appointments, and laundry
 4. Volunteer incentive would be the ability to use IHSS Public Authority as a tax write off.

5. Waiting list who do not have clients
6. Volunteers would need to complete a DOJ
7. Recruitment – schools, unemployment office
8. Collaborate with care agencies, private homes to use our volunteers to provide services – thus providing more training for new providers

E. Internship:

- i. Coordinator will work with the registry
- ii. Training their replacement
- iii. New providers with or without a client should have to do a 2 week or more internship before they are paid as providers.
- iv. The first 2 week as a provider would be volunteer/internship unpaid time.

F. Present to the board of supervisors on a regular basis:

- a. How we can save money
- b. The steps the program has taken to save money

VII. Old Business - None

VIII. Questions: None

IX. Public Comment: None

X. Meeting adjourned at 3:00 pm.