



County of Santa Cruz

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
18 W. Beach Street, Watsonville, CA; P.O. Box 1300, Santa Cruz, CA 95061
(831) 454-4036 FAX: (831) 763-8906

Notice of Public Meeting and Agenda **IHSS Advisory Commission**

Date: Friday, January 26, 2024
Time: 1:00PM to 3:00PM
Location: Elderday – 501 Main ST, Watsonville, CA

The use of facemasks is recommended for all attendees of the IHSS Advisory Commission meeting

Agenda

1. Call to Order
2. Roll Call
3. Agenda Review
4. Consent Agenda
 - a. Approval of Meeting Minutes
 - i. November 17, 2023 Meeting.....Page 2
 - b. Commission Vacancies
 - i. One (1) – Consumer Representative
 - ii. One (1) – Representative of Advocate Organization
5. Oral Communications and Announcements: *Anyone wishing to address the commission on any item within the jurisdiction of the Commission and not listed on the agenda may do so at this time. Comments are limited to three (3) minutes in duration.*
6. Presentation - Elderday
7. Regular Agenda – Action Items
 - a. Review and Approval of 2024 Biennial Report.....Page 6
 - b. Location for South County IHSS Advisory Commission Meetings
8. Regular Agenda – Information Items
 - a. Updates/Housekeeping
 - i. Reminders from the Chair
 - ii. Topics & Speakers
 - b. Changes to Commission Ordinances.....Page 13
 - c. Commission Stipends.....Page 25
 - d. IHSS Providers
 - e. IHSS Program and Public Authority Updates
9. Report Outs
 - a. Legislative
 - b. CICA Conference Calls
 - c. Website/Technology
10. Adjournment

Next Regular Meeting: February 23, 2024, 1:00PM – 3:00PM @ 1400 Emeline AVE, Building K, Room 206. Santa Cruz, CA

The County of Santa Cruz complies with the Americans with Disabilities Act. This meeting room is accessible for people with disabilities. If you wish to discuss reasonable modifications or accommodations, please call 454-4036 prior to the meeting. For the comfort of those with allergies and chemical sensitivities, please do not wear perfume or scented products to the meeting.



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(831) 454-4036 FAX: (831) 763-8906

IHSS Advisory Commission

Meeting Minutes

Date: Friday, November 17, 2023
Time: 1:00PM to 3:00PM
Location: 1400 Emeline AVE, Building K, Room 206. Santa Cruz, CA
Present: Lois Sones (Seniors Commission, Vice-Chair), Jozette Irgang (Consumer), Linda Campbell (Consumer), Christine Kiebert-Boss (Consumer), Patricia Fohrman (Provider), Maria Arreola (Provider)
Excused: Michael Molesky (Consumer, Chair), Becky Taylor (Commission on Disabilities), Foster Andersen (Consumer),
Absent: None
Guests: Julie Gabriel (Division Secretary, Adult and Long-Term Care services division)
Staff: Juan Magaña (Program Manager, IHSS and Public Authority)

Agenda

1. Call to Order
 - a. Meeting was called to order at 1:10PM; a quorum was present.
2. Roll Call
3. Agenda Review
 - a. Item 7.a.i.1 (Meeting Protocols) was pulled from the agenda and to be discussed at a future meeting date.
4. Consent Agenda
 - a. Approval of Meeting Minutes
 - i. October 27, 2023 Meeting
 - b. Commission Vacancies
 - i. One (1) – Consumer Representative
 - ii. One (1) – Representative of Advocate Organization
 - c. Motion to approve Consent Agenda called by:
 - i. First/Second: Kiebert-Boss/Fohrman
 - ii. Ayes: Sones, Irgang, Campbell, Kiebert-Boss, Fohrman, Arreola
 - iii. Nays: None
 - iv. Abstain: None
 - v. Absent: Molesky, Taylor, Andersen
 - d. Motion carried unanimously.
5. Oral Communications and Announcements:
 - a. Kiebert-Boss reported that Monterey Bay Horsemanship and Therapeutic Center will have a reception at the Ugly Mug in Soquel. There will be a Winter Fair on Dec. 16th at the Center.
 - i. Fohrman requested a poster of the event for Via Pacifica.
 - b. Sones reported that Elder Day had to pause operations due to a COVID outbreak among staff and participants but was anticipated to return to in-person activities on Monday 11/20.

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6. Regular Agenda – Action Items

a. Discussion: IHSS Advisory Commission Meeting Location

- i. Staff reported that the meeting room for the January 26, 2024 IHSS Advisory Commission was not available. As a result, staff is looking for an alternate location for said meeting. In looking for a new meeting location, staff have to consider cost (preferably no cost for use) and the location must be American Disabilities Act compliant.

1. Sones offered to host the January 26, 2024 IHSS Advisory Commission meeting at Elderday (501 Main ST in Watsonville) as they have a small conference room that will meet the needs of the IHSS Advisory Commission.

1. A motion to hold the January 26, 2024 IHSS Advisory Commission meeting at Elderday was called by:

- i. First/Second: Campbell/Kiebert-Boss
- ii. Ayes: Sones, Campbell, Kiebert-Boss, Fohrman, Arreola
- iii. Nays: None
- iv. Abstain: Irgang
- v. Absent: Molesky, Taylor, Andersen

2. Motion carried.

- ii. The commission discussed future meeting locations and considered holding meetings in north, mid and south county locations.

1. Staff reported that come spring 2024, the south county office will be moving to 500 Westridge and will have a community room available for use.
2. After careful consideration, the commission agreed to initially alternate meetings between north and south county.
3. A motion to alternate IHSS Advisory Commission meetings between North and South County was called by:
 1. First/Second: Fohrman/Campbell
 2. Ayes: Sones, Irgang, Campbell, Kiebert-Boss, Fohrman, Arreola
 3. Nays: None
 4. Abstain: None
 5. Absent: Molesky, Taylor, Campbell

4. Motion carried unanimously.

b. Biennial Report:

- i. Staff reported that a copy of the updated draft biennial report was included with the meeting packet. The updated version included changes that were discussed at October commission meeting. Staff advised that changes made today will be included in the final draft version that will be reviewed submitted for review and approval at the January commission meeting. The biennial report is due to the Board of Supervisors by January 31st, 2024.
- ii. Commission members recommended changes to staff.
- iii. Staff to incorporate changes and send a draft version of the biennial report via email for commissioners to review and provide additional feedback.

7. Regular Agenda – Information Items

a. Updates/Housekeeping

- i. Reminders from the Chair

1. Meeting Protocols – Pulled from agenda.
 - ii. Topics & Speakers
 1. Sones will present on Elderday as well as provide a tour of their facilities at the January 26th 2024 IHSS Advisory Commission meeting.
 2. The commission requesting the following guest speakers to be scheduled:
 1. Office of Emergency Services
 2. Enhanced Care Management by the Alliance
 3. Multipurpose Purpose Senior Services Program
 - b. IHSS Providers
 - i. Fohrman reported that Via Pacifica is tightening up parking enforcement to allow 15min maximum parking in handicapped spaces, making it difficult for providers.
 1. The commission suggested that letters to be sent to Fair Housing, CA Civil Rights, Building owner, etc. – Fohrman indicated she had a meeting scheduled with the management company for Via Pacifica and will keep the commission informed of the outcome of that meeting
 - ii. Arreola asked if more IHSS Career Pathways trainings would be available for IHSS Providers in Santa Cruz County.
 1. Staff reported that the IHSS Career Pathways program had been extended through 9/30/2024. In-person trainings are offered through San Francisco County’s Homebridge program, and it is up to them to offer additional courses in our county. Santa Cruz was asked to host trainings and was able to provide them with a meeting room. If they decide to return to Santa Cruz County and we have an available room for them to use, we will certainly host them again.
 - c. IHSS Program and Public Authority Updates
 - i. Staff provided the following updates:
 1. Hourly wage for IHSS Providers is increasing on Jan. 1st to \$18.75, a \$1 increase.
 2. The registry has a total of 223 care providers, of these 91 are available for additional work (41% of providers).
 3. The caregiver appreciation gift distribution event on November 4th resulted in a total of gave out 182 tote and tumbler gifts to providers in north and south counties. Everyone was very appreciative. Public Authority staff will be distributing the remaining gifts to providers when they come to pick up safety supplies, at recruitment events and at other times as opportunities present themselves.
8. Report Outs
- a. Legislative
 - i. No report out
 - b. CICA Conference Calls
 - i. Campbell was not able to participate at the last CICA conference call, asked if any commissioner would like to take this on. Commissioner Kiebert-Boss volunteered.
 - c. Website/Technology

- i. Staff reported that the website was recently updated with 2024 meeting schedule as well as Kiebert-Boss was added as a commission member.

9. Adjournment

- a. Meeting adjourned at 2:36PM.

Next Regular Meeting: January 26, 2024, 1:00PM – 3:00PM @ 501 Main ST (Elderday), Watsonville, CA

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County of Santa Cruz

IN-HOME SUPPORTIVE SERVICES ADVISORY COMMISSION

18 W. Beach Street, Watsonville, CA 95076
P.O. Box 1300, Santa Cruz, CA 95061
(831) 454-4036 FAX: (831) 763-8906
MICHAEL MOLESKY, CHAIR

DATE: January 31, 2024
TO: Board of Supervisors
FROM: Juan C. Magaña, Staff
RE: In-Home Supportive Services Advisory Commission 2022-2023 Report

Attached is the In-Home Supportive Services (IHSS) Advisory Commission biennial report. The commission would like to thank the Board for your ongoing support and the opportunity to provide input in the operations of the IHSS program. Currently, there are two vacancies that the commission is seeking to fill. The Commission appreciates the Board's advocacy in filling these vacancies. Lastly, the Commission would like to recognize the Human Services Department and its staff for its dedication to the Commission throughout the years.

In the next two years, the Commission plans on advocating for livable wages for IHSS care providers. The commission also plans on familiarizing themselves on the services available to all IHSS recipients under the California Advancing and Innovating Medi-Cal (CalAIM) program. Lastly, the commission plans to advocate for the needs of IHSS recipients and caregivers to be included in plans when developing the local Master Plan for Aging.

IHSS Advisory Commission

Report - 2024

2022 - 2023

Role of the Commission

The In-Home Supportive Services (IHSS) Advisory Commission is a state-mandated advisory board established under AB 1682. The powers and duties of the IHSS Advisory Commission, as defined by Santa Cruz County Board of Supervisors' Ordinance #4655, Chapter 2.124.070 of the Santa Cruz County Code, are to:

1. Serve in an advisory capacity to the Board of Supervisors, as the governing board of the IHSS Public Authority, and any administrative body in the County related to the delivery and administration of the IHSS;
2. Review policies related to the delivery of IHSS and make recommendations to the Board of Supervisors regarding any proposed changes;
3. Review pending State and Federal legislation that may impact the IHSS program, consumers, and/or providers and make recommendations to the Board of Supervisors regarding any proposed changes;
4. Stay informed and educated on IHSS and Public Authority issues;
5. Provide a forum for consumers and providers of personal assistance services, advocates and other interested parties to participate in IHSS policy and program development.

Meetings dates, time, and location

The IHSS Advisory Commission meets on the fourth Friday of every month from 1:00 – 3:00PM at 1400 Emeline AVE., Santa Cruz, in Room 206. Due to ongoing recommendations from the local health department, the commission met virtually via teleconference for all its meetings in 2022. The commission does not meet in the months of July and December.

Commission Structure

The Commission comprises no more than 11 members, of which a majority must be current or former users of personal assistance services paid for through public or private funds. The remaining slots include: two current for former providers of In-Home Supportive Services; and three at-large members from any of the following: a representative of an organization that advocates for people with disabilities or seniors and/or a representative who also concurrently holds a seat on either the Santa Cruz County Seniors Commission or the Commission on Disabilities.

Currently, there are two vacancies that the commission is seeking to fill. These vacancies are comprised of one former or current user of personal assistance services and one representative of an organization that advocates for people with disabilities or seniors.

Commission staff

The IHSS Advisory Commission is staffed by the Public Authority, under the auspices of the Human Services Department. Staff from the IHSS Program attend each meeting.

Attendance 2022 and 2023

The attendance charts for 2022 and 2023 are attached.

Goals and Accomplishments

During 2022 and 2023, the IHSS Advisory Commission:

1. Hosted the following guest speakers: Max Umney from the County's Master Shelter Plan, Matthew Sundt from the County's Housing Element Update, Jim Lyons and Angela Millhouse from the Central California Alliance for Health, Yesenia Cerna from the County's Human Services Department, Grecia Quintero and Ivette Vazquez from the San Andreas Regional Center and Rita Sanchez from the County Administrative Office.
2. Welcomed two new commission members: Rebecca Jordan (relative of consumer) and Christine Kiebert-Boss (consumer).
3. Kept informed of state budget issues by California Association of Public Authorities advocates.
4. Received updates of the State Olmstead Advisory Board as relevant.
5. Collaborated with the Health Projects Center to develop training curriculum for IHSS care providers.
6. Monitored the impact of the COVID-19 health related issues on IHSS recipients and care providers.
7. Transitioned from remote meetings to in-person meetings due to the end of the public health emergency.
8. Kept informed on the Master Plan on Aging (MPA).
9. Successfully implemented disaster protocols due to local fire and flood disasters.
10. Continued providing ongoing input to IHSS Public Authority staff for posting relevant and educational information on the IHSS Public Authority website.
11. Shared information with Seniors Commission and Commissions on Disabilities.
12. Subcommittees monitored activity in the areas of interest to IHSS recipients and providers.
13. Performed ongoing work to fill the remaining vacancies in the commission.

Future Goals

The goals of the IHSS Advisory Commission include the following:

1. Participate in Public Authority Registry recruitment efforts. Particularly providers willing to work in Santa Cruz and San Lorenzo Valley and/or willing and able to provide care for high needs clients.
2. Develop recommendations for improved provider recruitment strategies.
3. Promote ongoing education of IHSS for consumers, care providers and the community.
4. Work collaboratively with the Health Projects Center to develop training curriculum for IHSS providers.
5. Participate in the development of enhanced supports for IHSS recipients and care providers.
6. Continue to monitor payroll activity to assure providers are being paid timely.
7. Monitor the ongoing use of the Electronic Visit Verification requirement for IHSS and its impact on consumers and providers.
8. Increase collaboration with the local labor organization.
9. Network with community-based organizations and other commissions to solve issues that affect IHSS and related services.
10. Hold IHSS Advisory Commission meetings in south and north-county locations.
11. Work collaboratively with partner agencies and commissions on improving disaster planning and emergency preparedness.
12. Identify community resources that IHSS consumers and providers can access in emergency situations.
13. The commission will seek to resume the Caring Community Summit, as it becomes feasible.
14. Resume new commissioner orientation and conduct annual refreshers for existing commissioners.
15. Advocate for fall prevention and supports in the home of all recipients of IHSS.
16. Establish a relationship with the Office of Emergency Services.
17. Advocate for increased wages for IHSS care providers.
18. Connect with Central California Alliance for Health to better understand the services offered under the California Advancing and Innovating Medi-Cal (CalAIM) program.
19. Gain a better understanding of available resources for IHSS consumers and care providers.

Recommendations

Recommendations from the IHSS Advisory Commission include the following:

1. Advocate for mixed housing with caregivers to support integrated caregiver and community planning.
2. Advocate for a living wage for caregivers so they can remain in our community.
3. Advocate for the county to develop a comprehensive emergency preparedness program.

IHSS Advisory Commission
2022-2023 Report

4. Explore the feasibility of an agency-based (Contract Mode) IHSS system in Santa Cruz County.
5. Advocate for the needs of IHSS recipients and caregivers to be included in plans when developing the MPA.

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2022 Attendance

IHSS Advisory Commission 2022 Attendance Roster													
Name	Affiliation	Jan	Feb	Mar	Apr	Apr*	May	Jun	Aug	Sep	Oct	Nov	Dec*
Lois Sones	Seniors Commission	X	X	X	X	X	X	C	X	X	C	C	X
Becky Taylor	Commission on Disabilities	X	X	X	X	X	X	C	E	X	C	X	X
Vacant	Rep of Advocate Agency	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Foster Andersen	Consumer	X	X	E	E	E	X	C	X	X	C	C	X
Michael Molesky	Consumer	E	X	X	X	X	X	C	X	E	C	C	X
Linda Campbell	Consumer	X	X	X	X	X	X	C	X	X	C	C	X
Jozett Irgang	Consumer	X	X	X	A	E	X	C	X	X	C	C	A
Vacant	Consumer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Vacant	Consumer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Maria Arreola	Provider	X	X	X	E	E	X	C	X	X	C	C	X
Patricia Fohrman	Provider	X	X	X	X	X	X	C	X	A	C	C	X

*Special Meeting

Key:

- X = Present
- E = Excused
- A = Absent
- R = Resigned
- n/a = Not yet appointed
- C = meeting cancelled

2023 Attendance

IHSS Advisory Commission 2023 Attendance Roster											
Name	Affiliation	Jan	Feb	Mar	Apr	May	Jun	Aug	Sep	Oct	Nov
Lois Sones	Seniors Commission	X	X	E	C	E	X	X	X	X	X
Becky Taylor	Commission on Disabilities	X	X	E	C	X	E	X	X	X	E
Vacant	Rep of Advocate Agency							n/a	n/a	n/a	n/a
Rebecca Jordan	Family Member of Consumer	X	X	X	C	X	X	R	R	R	R
Foster Andersen	Consumer	X	X	E	C	E	X	X	X	X	E
Michael Molesky	Consumer	X	X	X	C	X	X	X	X	E	E
Linda Campbell	Consumer	X	X	X	C	X	E	X	X	E	X
Jozett Irgang	Consumer	X	X	X	C	E	X	X	X	E	X
Christine Kiebert-Boss	Consumer	n/a	n/a	n/a	n/a	n/a	n/a	X	X	X	X
Vacant	Consumer	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a
Maria Arreola	Provider	X	X	E	C	X	X	X	E	X	X
Patricia Fohrman	Provider	X	A	X	C	X	X	X	X	X	X

Key:

- X = Present
- E = Excused
- A = Absent
- R = Resigned
- n/a = Not yet appointed
- C = meeting cancelled



ORDINANCE NO. 5440

ORDINANCE AMENDING CHAPTER 2.38 OF THE SANTA CRUZ COUNTY CODE TO UPDATE THE COMMISSIONS POLICY ORDINANCE FOR BOARDS, COMMISSIONS, COMMITTEES, AND DEPARTMENT ADVISORY GROUPS OF SANTA CRUZ COUNTY

The Board of Supervisors of Santa Cruz County hereby finds and declares the following:

WHEREAS, the Board has determined that it is appropriate to amend Chapter 2.38 of the County Code in order to expand access to public service and reflect the diversity of the County’s population, clarify roles and duties for staff and members, streamline the vacancy process, clearly delineate ethical obligations, and make miscellaneous changes to the wording of the chapter;

NOW THEREFORE the Board of Supervisors of the County of Santa Cruz ordains as follows:

SECTION I

Sections 2.38.020, 2.30.030, 2.38.040, 2.38.080, 2.38.090, 2.38.120, 2.38.130, 2.38.160, 2.38.180, 2.38.190, 2.38.200, and 2.38.270 of the Santa Cruz County Code are hereby amended to read as follows:

2.38.020 Policy declaration.

The public’s trust in their government may be sustained only as long as the public remains involved in the deliberations essential to responsible decision-making by that government. The Board of Supervisors wishes to preserve this public trust by openly seeking advice, ideas and recommendations from the citizens of the County. Accordingly, the Board wishes to provide equal opportunities for public service and encourages citizens, regardless of their political affiliation, race, color, creed, religion, national origin, ancestry, disability, medical condition (cancer related and genetic characteristics), marital status, sex, sexual orientation, gender, age (over 18), veteran status, pregnancy, or other non-merit factor, to serve on commissions and committees subordinate to the Board. Furthermore, the Board believes the performance of these commissions and committees can be enhanced by creating and by administering them according to a consistent policy.

2.38.030 Definitions.

The following words, whenever used in this chapter, shall have the meanings set forth in this section:

ATTACHMENT A

(A) “Board” means any subordinate body created by the Board of Supervisors to exist for longer than two years and designated as a “board” by a federal or State statute. Unless otherwise indicated, the regulations applicable to commissions shall be equally applicable to boards.

(B) “Bylaws” means the written procedures for the conduct of business by each commission or committee which have been approved by the Board of Supervisors.

(C) “Commission” means any subordinate body created by the Board of Supervisors to exist for longer than two years. “Commission” shall not mean any group composed solely of County staff persons.

(D) “Committee” means any subordinate body created by the Board of Supervisors to exist for two years or less. “Committee” shall not mean any group composed solely of County staff persons.

(E) “Department advisory group” means any advisory body created by a County department or agency. “Department advisory group” shall not include any advisory body, a majority of whose members are County employees or other non-County public employees.

(F) “Ordinance” means any local law approved as to form by the County Counsel and adopted pursuant to Government Code Section 25120 et seq. by the Board of Supervisors.

(G) “Staff Liaison” means the county employee designated by the head of a department or in a board, commission, or committee’s authorizing ordinance to perform the administrative work for a board, commission, committee, or advisory group.

2.38.040 Scope of provisions.

This chapter shall apply to any subordinate board, commission, committee or department advisory group over which the County has appointing authority or jurisdiction. Nothing in this chapter shall be interpreted or applied so as to create any power, duty or condition in conflict with any federal or State statute.

2.38.080 Membership qualifications and nomination.

(A) Eligibility.

(1) Each member of a commission, committee or department advisory group shall be a resident of **or employed in** Santa Cruz County, except that non-employee residents of

ATTACHMENT A

other counties may be appointed to a commission, committee or department advisory group when the commission, committee or department advisory group is established jointly with an out-of-County entity or has designated seats for other local entities within Santa Cruz County.

(2) Any person over the age of 14, or in their freshmen year of high school or equivalent, shall be eligible to serve on any commission or committee as determined by the Board provided that the applicant meets all other educational or experience requirements, as required in the commission or committee's authorizing ordinance or by statute.

(B) Equal Representation. The Board of Supervisors shall make appointments to commissions and committees as provided herein.

(1) Allocated Nominations. When statutory provisions or special membership requirements do not restrict such a policy, each Supervisor shall nominate an equal number of persons who may reside within the Supervisor's district to serve on each commission or committee.

(2) At-Large Nominations. Equal representation of each supervisorial district may be waived, and at-large nominations may be considered for appointment by the Board of Supervisors when, in the opinion of the Board:

- (a) Members should represent socio-economic categories;
- (b) Members should represent categories of expertise;
- (c) The number of members required by statute is not a multiple of five; or
- (d) Members should represent specific institutions, public agencies, or community organizations in the County.

(3) Appointments of At-Large Nominees. Unless there is only one at-large nomination forwarded by a public agency, community organization or other designated sponsor for appointment by the Board of Supervisors, which may be placed on the consent agenda of the board, the board shall nominate and approve all at-large appointments as provided in SCCC [2.38.220](#).

ATTACHMENT A

(C) **Alternate Members.** No alternate members shall be appointed to serve on any commission or committee unless deemed necessary by the Board of Supervisors, designated in a commission or committee's authorizing ordinance, or as mandated or permitted by State or federal authority.

(D) **Department Advisory Group Representation.** The agency or department head selecting the members of a department advisory group shall ensure that a broad range of qualified members of the public are provided an opportunity to request selection to the group. Persons meeting the minimum qualifications for service on the department advisory group shall, as much as possible, also be generally representative of the diverse skills, backgrounds, interests, and demography of persons residing in the County.

2.38.090 Application for appointment.

(A) Any person seeking appointment to any subordinate body to which the Board of Supervisors makes appointments shall submit to the board a written application expressing their interest in serving on such body.

(B) Any person seeking to serve on a department advisory group may submit to the agency or department head selecting the group a written request expressing their interest in serving on such advisory body. The agency or department head shall maintain a copy of all such requests for selection to a department advisory group.

2.38.120 Officers.

(A) Each commission and committee shall elect its chairperson and vice-chairperson. Each commission and committee may also elect a co-chairperson in lieu of a vice-chairperson, if established in the body's authorizing ordinance or bylaws.

(1) Commission officers shall be elected during the commission's first meeting after the commission is established at which a majority of the members are present. Annually, thereafter, commission officers shall be elected during the first meeting in April, or if the commission does not meet in April, at the next subsequent meeting. Commission officers may serve for up to two consecutive years and shall be eligible to serve again after a one-year "sit-out" period.

(2) Committee officers shall be elected during the committee's first meeting at which a majority of the members are present and shall serve for the life of the committee.

ATTACHMENT A

2.38.130 Meetings.

(A) Open and Public. Each commission and committee meeting shall be open and public. All commissions and committees shall hold regular meetings as specified in the commission or committee's authorizing ordinance or bylaws, and approved by the Board of Supervisors.

(1) A calendar designating the time and place of such regular meetings shall be determined by a majority of the members at the first meeting in April, or if a commission does not meet in April, at the next subsequent meeting.

(2) All commission and committee meetings shall be held at locations which are accessible to the public and which are functional for, usable, and accessible to persons with a disability.

(B) Executive or Closed Sessions. No commission or committee shall hold an executive session, a closed session, or any other meeting excluding the public, without first receiving written authorization from the County Counsel to hold such a session or meeting. The County Counsel shall be represented at all executive or closed sessions held by any commissions or committees.

(C) A department advisory group shall comply with the meeting procedures specified in the notification provided pursuant to SCCC [2.38.071\(A\)\(5\)](#). All department advisory group meetings shall be held at locations which are functional for, usable, and accessible to persons with a disability.

2.38.160 Agendas and minutes of meetings.

(A) The official agenda for each public meeting shall be prepared in accordance with any legal requirements by the designated Staff Liaison of each commission or committee unless the body's authorizing ordinance provides for a different designee. The Staff Liaison may consult with or seek input from the chair of the body, or in the chair's absence or unavailability, the vice chair or co-chairperson, during the preparation of the agenda. The Staff Liaison is also responsible for ensuring the official meeting agenda is properly noticed and posted according to law.

(B) Official minutes recording the motions entertained and actions taken at each commission or committee meeting shall be prepared by the Staff Liaison, or designee as authorized within the body's authorizing ordinance, and submitted to the Board of Supervisors, the Clerk of the Board, and the County Administrative Office.

ATTACHMENT A

(C) Minutes of a department advisory group shall be prepared and maintained by the agency or department head, or their designee.

2.38.180 Stipends and expenses.

(A) The members of each commission and committee may receive a stipend as compensation for their public service as established annually by resolution of the Board of Supervisors.

(B) The members of each commission and committee may receive reimbursement for traveling and other expenses incurred while on official business of the County when such reimbursement is approved in advance by the Board of Supervisors.

(C) The members of a department advisory group shall not be entitled to a stipend nor to reimbursement for traveling and other expenses.

2.38.190 County staff support.

(A) The Board of Supervisors shall, when feasible, provide that each commission and committee be assisted by the County department most closely related to the function of such commission or committee, and the head of such department may designate a Staff Liaison to support such commission or committee.

(B) An agency or department head may, at their discretion, designate a staff liaison to assist a department advisory group.

(C) The Staff Liaison duties shall include:

(1) Assisting with any administrative operation and functions of the commission or committee;

(2) Serving as the clerk in preparation of and during any public meeting;

(3) Facilitating the onboarding orientation for each new commission or committee member in compliance with the procedures set forth in the applicable section of the Clerk of the Board's Policies and Procedures Manual;

(4) Recording the attendance of any trainings required by the commission or committee's authorizing ordinance, bylaws, or State or federal law;

(5) Ensuring that each commissioner or committee member complies with all relevant laws and provisions of this chapter; and

ATTACHMENT A

(6) Other duties as assigned by the Staff Liaison's Department Head or as necessary for the support of the commission or committee.

2.38.200 Vacancies.

(A) Reporting unscheduled vacancies.

(1) An unscheduled vacancy due to an abandoned seat shall be created whenever a commission or committee member fails to:

(a) Attend two consecutive regular meetings, or another attendance number as designated in the body's bylaws, without prior notice to the Staff Liaison, and as documented in the minutes of the commission or committee; or

(b) Complete any training, ethical, or legal requirements mandated by law or as required in the body's authorizing ordinance or bylaws.

(2) Any unscheduled vacancy created by the death, incapacitation, removal, or voluntary resignation of a commission or committee member shall be reported in writing by the commission or committee Staff Liaison to the Board and the Clerk of the Board. Where an unscheduled vacancy has occurred as set forth in subsection (A)(1), the Staff Liaison shall inform the Board of Supervisors and the Clerk of the Board and request initiation of the process to fill the abandoned seat, with a copy of the notification sent to the vacating commission or committee member.

(3) Whenever the Board receives notification of an unscheduled vacancy, from a Staff Liaison and/or affiliated Department, it shall proceed to fill the vacancy pursuant to subsection (B) below.

(4) A commission or committee may not adopt a rule providing for the removal or suspension of a member which differs from subsection (A)(1) above without approval of the Board of Supervisors.

(B) Filling unscheduled vacancies.

(1) Whenever any unscheduled vacancy occurs in any commission or committee as set forth in subsection (A) above, a special notice of vacancy shall be posted by the Clerk of the Board in a physical location at the County Building and on the County's Commissions, Committees, and Subordinate Bodies Vacancy webpage.

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(2) To fill an unscheduled vacancy for a specific district-nominated seat, the nominating Supervisor may make a nomination to fill such vacancy at any time 10 days after the special notice of vacancy has been posted, by placing a letter recommending a person for appointment on the Board's consent agenda.

(3) To fill an unscheduled vacancy for an at-large seat, nominations may be made at any time at least 20 days after the special notice of vacancy has been posted. Final appointment to fill such an at-large vacancy shall be made at the next succeeding meeting of the Board, or at any later meeting, as an item on its regular agenda.

Notwithstanding the above, when there is only one nomination for an at-large vacancy forwarded by a public agency, community organization or other designated sponsor for appointment by the Board of Supervisors, the nomination may be placed on the Board's consent agenda pursuant to the procedure in subsection (2) above.

(C) Filling scheduled vacancies.

(1) On or before December 31st of each year, the Clerk of the Board of Supervisors shall prepare an appointment list of all regular and ongoing commissions and committees, which shall contain the following information:

(a) A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

(b) A list of all commissions and committees whose members serve at the pleasure of the Board of Supervisors and the necessary qualifications for each position.

(2) Scheduled vacancies shall be filled in compliance with the provisions of SCCC 2.38.080(B).

(D) Emergency appointments. Notwithstanding the foregoing, the Board may, if it finds that an emergency exists, fill any vacancy immediately by appointing a person to serve on an acting basis until a final appointment is made pursuant to this section.

(E) Except for emergency appointments, all vacancies shall be filled by a person appointed by the Board to serve for the remainder of the unexpired term. A commission or committee's

ATTACHMENT A

recommendation for the filling of vacancies may be submitted to the Board of Supervisors for consideration.

2.38.270 Ethical obligations.

(A) Once a commission or committee member accepts appointment, the member becomes a representative of the County. Upon taking their oath of office, a member must comport themselves in a manner consistent with the public trust and carry out their duties in a manner that serves the residents of the County and the Board of Supervisors.

(B) Those subordinate bodies referred to in this chapter which possess decision-making authority shall develop and adopt a conflict-of-interest code in accordance with the Political Reform Act of 1974, which shall take effect upon approval by the Board of Supervisors. Members of these bodies shall be responsible for the timely and accurate filing of a Statement of Economic Interests financial disclosure (Form 700) in compliance with the applicable conflict-of-interest code.

(1) As defined under Title 2, California Code of Regulations, Section 18700, a commission or committee is deemed to possess decision-making authority if within its duties:

- (a) It may make a final governmental decision;
- (b) It may compel or prevent a governmental decision, either by reason of an exclusive power to initiate the decision or by reason of a veto which may not be overridden; or
- (c) It makes substantive recommendations and, over an extended period of time, those recommendations have been regularly approved without significant amendment or modification by another public official or governmental agency.

(2) When acting in a decision-making or “quasi-judicial” role, commission and committee members must ensure that the parties appearing before them receive a fair and unbiased hearing under the Due Process clause of the U.S. Constitution. Commissioners must listen to and consider all evidence presented during the hearing by the parties and make decisions based upon the evidence and governing law. Bodies that act in a quasi-judicial capacity may adopt additional rules or procedures for conducting the hearings and the conduct of the commissioners regarding evidence and witnesses, subject to approval of the Board of Supervisors.

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(C) For the purposes of this section, the following boards, commissions, and committees shall be deemed to possess decision-making authority:

(1) Boards:

- (a) Assessment Appeals Board;
- (b) Workforce Development Board;

(2) Commissions:

- (a) Agricultural Policy Advisory Commission;
- (b) Arts Commission;
- (c) Civil Service Commission;
- (d) Emergency Management Council;
- (e) Environmental Health Appeals Commission;
- (f) First 5 Commission;
- (g) Fish and Wildlife Advisory Commission;
- (h) Integrated Community Health Centers Co-Applicant Commission;
- (i) Mental Health Advisory Board;
- (j) Parks and Recreation Commission;
- (k) Planning Commission; and
- (l) Treasury Oversight Commission.

(D) Any commission or committee member with a conflict of interest shall refrain from participating in any item placed on a meeting agenda of their appointed body. A “conflict of interest” includes both statutory and common law conflicts, as described herein:

(1) A public official at any level of State or local government may not make, participate in making, or in any way use or attempt to use their official position to influence a governmental decision when the official knows or has reason to know that the official has a disqualifying financial interest. A public official has a disqualifying financial interest if

ATTACHMENT A

the decision will have a reasonably foreseeable material financial effect, distinguishable from the effect on the public generally, directly on the official or the official’s immediate family, or any financial interest, as further described in 2 California Code of Regulations Section 18700(a)(6).

(2) A common law conflict of interest may exist and is prohibited when a member is placed in a position where a decision creates a division between the member’s duty of loyalty to the public and their private, personal interests, including but not limited to non-economic interests and/or the appearance of impropriety due to personal, professional and/or business relationships.

(E) A board, commission or committee member may not use their appointment for private gain or advantage, or for prestige or influence of the individual’s position, including but not limited to:

(1) Directly or indirectly soliciting, seeking or accepting loans, gifts, gratuities, business, contracts, compensation, or favors from business firms or agents who deal with the County.

(2) Using information not readily available to the general public, gained in the course of service to the Commission, for private gain or advantage, or for the gain or advantage of another.

SECTION II

This ordinance shall take effect on the 31st day after the date of final passage.

PASSED AND ADOPTED this 14th day of November 2023, by the Board of Supervisors of the County of Santa Cruz by the following vote:

AYES:	Supervisors: Koenig, Cummings, Hernandez, McPherson and Friend
NOES:	None
ABSENT:	None
ABSTAIN:	None

DocuSigned by:

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Zach Friend
Chair of the Board of Supervisors

ATTACHMENT A

DocuSigned by:
Juliette Burke 11/20/2023
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ATTEST: _____
Juliette Burke
Clerk of the Board

Approved as to Form:

DocuSigned by:
Ruby Marquez 10/11/2023
57EE5DD2EEC8447...

Office of the County Counsel

cc: Board of Supervisors
County Administrative Office



Adopted 12/12/2023
Board of Supervisors
DOC-2023-980 20.a

BEFORE THE BOARD OF SUPERVISORS
OF THE COUNTY OF SANTA CRUZ, STATE OF CALIFORNIA

RESOLUTION NO. 230-2023

On the motion of Supervisor Cummings
Duly seconded by Supervisor Hernandez

The following resolution is adopted:

**RESOLUTION ESTABLISHING STIPEND AMOUNT FOR COMMISSIONERS
SERVING ON COUNTY COMMISSIONS, COMMITTEES, AND BOARDS**

WHEREAS, on October 17, 2023, the Board of Supervisors received a detailed report and presentation on the work of the “A Santa Cruz County Like Me” project addressing representational government and recommendations from the associated advisory committee to achieve diverse and inclusive County commissions, committees, and boards; and

WHEREAS, as a result of the work developed by the associated advisory committee, the Board of Supervisors has adopted changes to Santa Cruz County Code Chapter 2.38 that call for the Board of Supervisors to approve the payment of stipends for those individuals serving on County commissions, committees, and boards; and

WHEREAS, the Board of Supervisors has determined that it is appropriate to pay a stipend of \$75.00 per meeting attended to individuals serving on County commissions, committees, and boards, unless individuals specifically opt out of receiving such stipends; and

WHEREAS, this stipend shall not be paid to County employees or employees of other public agencies who serve on County commissions, committees, and boards as part of their official duties;

NOW THEREFORE, IT IS HEREBY RESOLVED AND ORDERED that, beginning January 1, 2024, individuals serving on County commissions, committees, and boards, as outlined in Santa Cruz County Code Chapter 2.38, who are not serving in their official capacity as County employees or employees of other public agencies, shall receive a \$75.00 stipend for each public meeting they attend pursuant to their duties, unless they opt out of receiving such stipend via written communication to the staff liaison providing administrative support for the body.

BE IT FURTHER RESOLVED AND ORDERED that this amount (\$75.00) shall remain in place until superseded or amended via a future resolution of the Board of Supervisors.

PASSED AND ADOPTED by the Board of Supervisors of the County of Santa Cruz, State of California, this 12th day of December 2023, by the following vote:

AYES: Supervisors Koenig, Cummings, Hernandez, McPherson and Friend
NOES: None

Resolution 230-2023

ABSENT: None
ABSTAIN: None

DocuSigned by:
Zach Friend
2C437165727F4FD... 12/18/2023

Zach Friend, Chairperson
Board of Supervisors

DocuSigned by:
Juliette Burke 12/19/2023
466B074F3141450...
ATTEST: _____
Juliette Burke
Clerk of the Board

Approved as to form:

DocuSigned by:
Jason M. Heath 12/4/2023
2336E053FF30435...
Jason M. Heath (12/5/2023, AMS 15370)
Office of the County Counsel