



# County of Santa Cruz

## IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY

500 Westridge Drive, 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, August 15, 2025

**Time:** 1:00PM to 3:00PM

**Location:** 1400 Emeline AVE, Building K, Room 206. Santa Cruz, 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. Public Comment: *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.*
5. Consent Agenda
  - a. Meeting Minutes
    - i. April 25, 2025.....Page 3.
    - ii. June 27, 2025.....Page 7.
  - b. Commission Vacancies
    - i. Four (4) – Consumer Representatives (A)
    - ii. Two (2) – Representative of Advocate Organization or Representative of Commission on Disabilities (C)
6. Guest Speaker: Jessica Cirksena – IHSS Overview
7. Regular Agenda – Action Items
  - a. Election of Officers:
    - i. Chair
    - ii. Vice-Chair
  - b. Recruitment Strategies: IHSS Advisory Commission Vacancies
8. Regular Agenda – Information Items
  - a. Information Sharing
    - i. Announcements

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.

ii. Topics & Speakers

b. Commission Budget.....Page 10

c. Registry Data.....Page 13

d. IHSS Consumers

e. IHSS Providers

f. IHSS Program and Public Authority Updates

9. Report Outs

a. Legislative

b. CICA Conference Calls

c. Seniors Commission

10. Future Agenda Items

11. Correspondence

12. Adjournment

**Next Regular Meeting:** September 26, 2025, 1:00PM – 3:00PM @ 1400 Emeline AVE,  
Building K, Room 206, Santa Cruz.



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### IHSS Advisory Commission

#### Meeting Minutes

Date: Friday, April 25, 2025  
Time: 1:00PM to 3:00PM  
Location: 1020 Emeline AVE, Building B, Room 259, Santa Cruz, CA  
Present: Becky Taylor (Chair, Commission on Disability), Stephanie Auld (Consumer), Foster Andersen (Vice-Chair, Consumer), Lois Sones (Seniors Commission), Michael Molesky (Consumer)  
Absent: Maria Arreola (Provider); Charlie Walker (Provider)  
Guests: John Beluetz and Vanessa Aguilar-Viorato  
Staff: Elizabeth Byrd (Staff)

#### Agenda

1. Call to Order
  - a. Meeting called to order at 1:17PM
2. Roll Call
3. Agenda Review
  - a. Correct today's speakers to John Beleutz and Vanessa Aguilar-Viorato from Health Project Center; staff will update.
4. Public Comment
  - a. Molesky addressed a complaint letter against IHSS (from Aretha Bright) to BOS and others; staff will add letter communications for commission review.
  - b. Auld was called by Janie Whiteford, asking members join CICA
5. Consent Agenda
  - a. Approval of Meeting Minutes-
    - i. March 28, 2025 Meeting
  - b. Commission Vacancies
    - i. Three (3) – Consumer Representatives (A)
    - ii. One (1) – Representative of Advocate Organization (C)
  - c. Motion to approve Consent Agenda with amended minutes called by:
    - i. First/Second: Sones/Auld
    - ii. Ayes: All
    - iii. Noes: None

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- iv. Abstain: none
- d. Motion carried unanimously.
- 6. Guest Speakers:
  - a. John Beletz of Health Project Center of Santa Cruz and Monterey Counties
    - i. Enabling clients to “live safely at home”.
    - ii. Care management
    - iii. Caregiver resources
    - iv. Work force development
  - b. Vanessa Aguilar-Viorato,
    - i. Health education
    - ii. Train direct care workers; 6 English speakers and 6 Spanish speakers per year
    - iii. Suggestions for future Zoom trainings? Didactic track/Increase skills.
      - 1. Loss of a client, staff will provide IHSS worker guidelines.
- 7. Regular Agenda – Action Items
  - a. Recruitment Strategies: IHSS Advisory Commission Vacancies
    - i. Succession planning
    - ii. Becky Taylor went to transition fair, talked to prospective commissioners.
    - iii. Lois Sones invited Sr Disabilities group
    - iv. Stephanie Auld - letter sent by staff to BOS. Becky Taylor will send response from BOS
  - b. Public Participation
    - i. Accessible rooms for public participation.
      - 1. Co staff are preparing list of meeting spaces; commission will need to move to that has tech, staff will bring to commission. No cost, just location change.
- 8. Regular Agenda – Information Items
  - a. Information Sharing
    - i. Announcements-
    - ii. Topics & Speakers- BT asked for no speaker for more discussion time.
      - 1. Tentative Schedule
        - a. May 23, 2025 - Senior Network Services – to be moved, per motion on 7.b.ii
        - b. To be scheduled:
          - i. Goal Setting Facilitator/Data Collection- TBD
          - ii. Alicia Rodriguez, Golden PACE Health

- iii. Motion to reschedule Senior Network Services after May mtg- with mutual 3<sup>rd</sup> party, commission is directing staff to find facility.
    - 1. First/Second: Molesky/Sones
    - 2. Ayes: All in favor
    - 3. Notes: None
    - 4. Motion carries unanimously
  - b. Staff Updates:
    - 1. Election of Officers
      - a. The commission discussed new officers, Molesky nominated to serve as Chair, Taylor to serve as Vice-Chair
      - b. Molesky as Chair and Taylor as Vice-Chair elected by acclamation
        - i. All commissioners were in favor.
    - 2. Meeting Schedule 2025-2026-
      - i. Goal setting
      - ii. Recruitment strategy
  - c. CICA Information
    - i. Not discussed
  - d. Reappointment Process
    - i. Staff will check on reappointment paperwork for commissioners
  - e. IHSS Consumers
    - i. No concerns discussed
  - f. IHSS Providers
    - i. No concerns discussed
  - g. IHSS Program and Public Authority Updates
    - i. No division announcement
    - ii. Review of Brown act and modification - any commissioners need accommodations, will be releasing a form so they can request.
9. Report Outs
- a. Legislative
    - i. No report out
  - b. CICA Conference Calls
    - i. This item was not discussed, to be added to until May meeting
  - c. Commission on Disabilities
    - i. Commission has 2 new members.
    - ii. Tabling at Transition Fair, April 24, 4:30-7:30pm, Harbor High School

d. Seniors Commission

i. Sones requested a commission member to table at June 28 event, 10am-12pm. Taylor will table.

ii. Sones will send flyer to commission members

10. Future Agenda Items

a. Succession planning

11. Correspondence

a. None

12. Adjournment

a. Adjourned at 3:01PM

**Next Regular Meeting:** May 23, 2025, 1-3 pm, 1400 Emeline AVE, Building K, Room 206.  
Santa Cruz, CA



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500 Westridge Drive, Watsonville, CA; P.O. Box 1300, Santa Cruz, CA 95061  
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### IHSS Advisory Commission Meeting Minutes

Date: Friday, June 27, 2025  
Time: 1:00PM to 3:00PM  
Location: 1400 Emeline AVE, Building K, Room 206. Santa Cruz, CA  
Present: Michael Molesky (Chair, Consumer), Stephanie Auld (Consumer), Becky Taylor (Vice-Chair, Commission on Disabilities), Lois Sones (Seniors Commission), Foster Anderson (Consumer)  
Excused: Maria Arreola (Provider), Charlie Walker (Provider)  
Absent: None  
Staff: Elizabeth Byrd (Staff), Julie Gabriel (Staff), Andre Samayoa (Guest)

### Agenda

1. Call to Order
  - a. Meeting was called to order at 1:12 pm; a quorum was present
2. Roll Call
3. Agenda Review
  - a. No changes made to agenda.
4. Public Comment:
  - a. None
5. Consent Agenda
  - a. Meeting Minutes
    - i. April 25, 2025 Meeting
  - b. Commission Vacancies
    - i. Three (3) – Consumer Representatives (A)
    - ii. One (1) – Representative of Advocate Organization (C)
  - c. Chair indicated that this item would be voted at the August meeting.
6. Regular Agenda – Action Items
  - a. August Meeting – Reschedule or Cancel
    - i. Staff reported there is a conflict with the scheduled 08/22/2025 IHSS Advisory Commission, the staff representative will not be present to attend and would like the commission to consider moving to an alternate date or cancelling
    - ii. The commission discussed and agreed to reschedule to August 15, 2025

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- iii. Motion to reschedule the August 22 meeting to August 15 was called by:
    - 1. First/Second: Taylor/Sones
    - 2. Ayes: All in favor
    - 3. Noes: None
    - 4. Abstains: None
    - 5. Motion passed unanimously
  - b. Chairperson updates and reports
    - i. Would the commission like to have a closed meeting in July?
      - 1. Molesky inquired if the commissioners would like to have a July retreat (not a Brown Act meeting)?
    - ii. Conflict Resolution Center of Santa Cruz County
      - 1. Staff reported that Conflict Resolution Center will charge \$250 for a 3-hour session
      - 2. Could be at the retreat/closed meeting
        - a. Stephanie, Lois, Becky and Michael are available
        - b. Staff will email the rest of the group
      - 3. What dates and times are people available?
    - iii. IHSS handbook
      - 1. Info to be added to website
  - c. Recruitment Strategies: IHSS Advisory Commission Vacancies
    - i. A suggestion was made to reduce the stipends amount.
- 7. Regular Agenda – Information Items
  - a. Information Sharing
    - i. Announcements
    - ii. Topics & Speakers
      - 1. Tentative Schedule
        - a. To be scheduled:
          - i. Goal Setting Facilitator/Data Collection
          - ii. Alicia Rodriguez, Golden PACE Health
          - iii. Jessica Cirkseña, IHSS Program Manager
  - b. IHSS Consumers
    - i. No concerns
  - c. IHSS Providers
    - i. No providers present
  - d. IHSS Program and Public Authority Updates
    - i. None



8. Report Outs

- a. Legislative
  - i. No report out
- b. CICA Conference Calls
  - i. No report out
- c. Commission on Disabilities
  - i. No report out
- d. Seniors Commission
  - i. No report out

9. Future Agenda Items

- a. None added

10. Correspondence

- a. None

11. Adjournment

**Next Regular Meeting:** August 15, 2025, 1:00PM – 3:00PM @ 1400 Emeline AVE, Building K, Room 206, Santa Cruz.





JOHN A. WAGNER  
DIRECTOR

STATE OF CALIFORNIA—HEALTH AND HUMAN SERVICES AGENCY  
**DEPARTMENT OF SOCIAL SERVICES**  
744 P Street • Sacramento, CA 95814 • [www.cdss.ca.gov](http://www.cdss.ca.gov)



ARNOLD SCHWARZENEGGER  
GOVERNOR

August 8, 2008

COUNTY FISCAL LETTER (CFL) 08/09-10

TO: COUNTY WELFARE DIRECTORS  
IHSS PROGRAM MANAGERS  
IHSS PUBLIC AUTHORITIES  
COUNTY FISCAL OFFICERS

SUBJECT: IN-HOME SUPPORTIVE SERVICES (IHSS) ADVISORY  
COMMITTEE EXPENDITURES

REFERENCE: CFL NO. 00/01-48 DATED DECEMBER 22, 2000; CFL NO. 06/07-02  
DATED JULY 7, 2006

This CFL is to remind counties that funding is allocated each fiscal year specifically for the direct support of the IHSS Advisory Committees. The authority for and the functions of the IHSS Advisory Committees are established in Welfare and Institutions Code Sections 12301.3 and 12301.4. The role of the Advisory Committee is to provide ongoing advice and recommendations regarding IHSS to the county board of supervisors, or any administrative body in the county that is related to the delivery and administration of IHSS.

Funds appropriated for the IHSS Advisory Committees are made available for the Committee's use, provided that those expenditures are used as intended under state statute and meet the federal requirements for the use of Title XIX funds, and in accordance with the Office of Management and Budget (OMB) Circular A-87. The federal Centers for Medicare & Medicaid Services concur with the California Department of Social Services on the use of Title XIX funds for the administrative expenditures listed below. Administrative costs are defined by the Manual of Policies and Procedures Section 25-200.2 as "only those expenditures which are properly claimable and necessary to efficient administration." As with all county expenditures, funds must be approved by the local Board of Supervisors.

**Acceptable Advisory Committee expenditures include:**

- Postage and general office supplies
- Cost of photocopying/printing
- Phones and phone conferencing equipment, computers, office furniture, office/room rental
- Internet access and website maintenance
- Special equipment for the deaf/hearing impaired
- Readers and/or alternate formats (e.g., Braille)
- Translation/interpreter services
- Compensation to attendants for members participating in meetings

- Stipends, travel, mileage, parking fees
- Training on Advisory Committee responsibilities and duties
- Conference registration fees
- Meeting facilitator
- Costs to conduct surveys
- Staff time in support of the Advisory Committee
- Membership dues to state or federal organizations
- Newsletters
- Resource Fairs/Outreach
- Advertisement to recruit for committee vacancies or improve participation

### **Unacceptable Advisory Committee Expenditures**

Assembly Bill 1682 established the formation of Advisory Committees specifically to provide ongoing advice and recommendations to the county regarding the provision of IHSS. It was not intended to provide for any direct services or benefits to consumers such as attendant services not directly related to the Advisory Committee, or training for providers or consumers. In addition, OMB Circular A-87 prohibits the use of federal funds for provider recognition events or items such as small gifts, key chains, coffee mugs, or meals. While the procedures counties employ to review and approve expenditures are at each county's discretion, all costs claimed on the County Expense Claim are subject to OMB Circular A-87 principles which mandate that all costs be necessary and reasonable for the administration of the program.

### **Claiming**

Program Code (PC) 023 captures costs associated with the IHSS Advisory Committees and are tracked against the total IHSS allocation. Costs claimed to this code must be in accordance with allowable activities defined in this CFL. IHSS Advisory Committee expenditures must not be claimed to PC 025, IHSS Advisory Committee San Diego only, as this is no longer a valid program code.

If you have any questions regarding this CFL, please direct them to the Fiscal Systems Bureau electronic mailbox at [fiscal.systems@dss.ca.gov](mailto:fiscal.systems@dss.ca.gov).

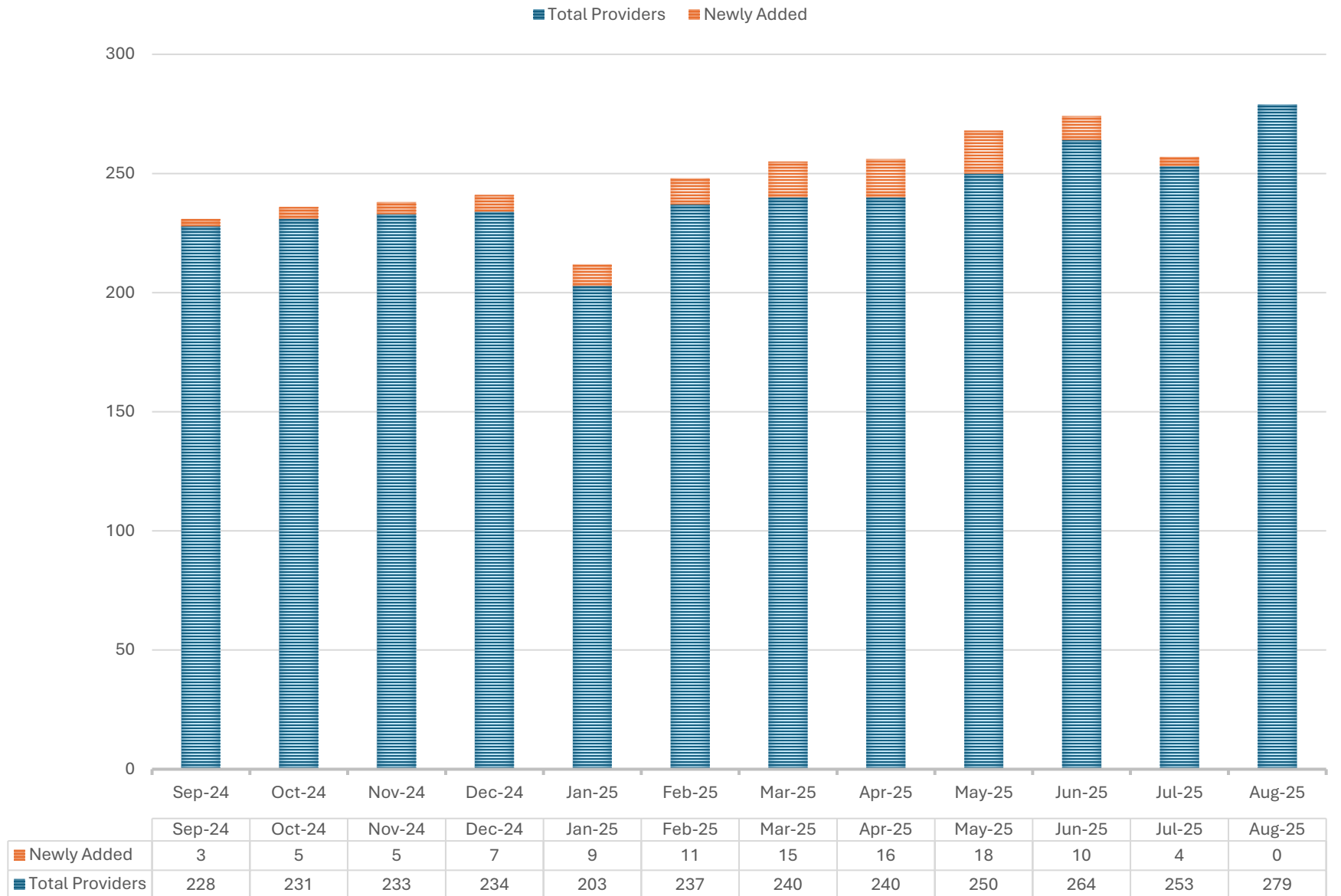
Sincerely,

### ***Original Document Signed By:***

ERIC FUJII  
Deputy Director  
Administration Division

c: CWDA

## REGISTRY PROVIDERS



## Registry Providers Available for More Work

