



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, September 25, 2026

Time: 1:00PM to 3:00PM

Location: 1400 Emeline AVE, Building K, Room 207. Santa Cruz, CA

Virtual (Public only):

Microsoft Teams Link:

<https://teams.microsoft.com/meet/267349771387769?p=xU0MdhquZfV1sb7h0U>

Meeting ID: 267 349 771 387 769 Passcode: yC6EE0SB

Telephone [+1 831-454-2222](tel:+18314542222) Phone conference ID: 418 043 765#

This meeting is being made available to the public via Microsoft Teams as a courtesy and is being recorded. Please be advised, if remote technology does not work, the in-person meeting will continue. In addition, the recording will be posted to the commission's website as part of the public record.

Agenda

1. Call to Order/Roll Call/Agenda Review

2. **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.*

3. Approval of August 28, 2026, Meeting Minutes Page 3

4. Consent Agenda

- Commission Vacancies
 - i. Two (2) – Consumer Representatives (A)
 - ii. One (1) – Provider (B)
 - iii. One (1) – Representative of Advocate Organization

5. IHSS General Operations Report

- IHSS Program and Public Authority Updates

6. Regular Agenda – Action Items

- Strategic Planning: IHSS Advisory Commission Vision, Goals, and Potential Recommendations to the Board of Supervisor

7. Regular Agenda – Information Items

- Information Sharing

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.

- IHSS Consumers
- IHSS Providers
- **Commission Budget** **Page 8**
- **Registry Data**..... **Page 9**
 - September 2026 Registry Report
 - Corrected August 2026 Registry Report

8. Report Outs

- Legislative – (Gutiérrez Báez)
- CICA Conference Calls – Volunteer Needed.
- Seniors Commission (Sones)
- Commissions on Disabilities (Molina)

9. Future Agenda Items

- Public Authority presentation scheduled for November 20, 2026, Advisory meeting

10. Correspondence

11. Adjournment

Next Regular Meeting: October 23, 2026, 1:00 PM – 3:00 PM @ 1400 Emeline AVE, Building K, Room 207, Santa Cruz.



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

IHSS Advisory Commission Meeting Minutes

DATE: Friday, August 28, 2026
TIME: 1:00 PM to 3:00 PM
LOCATION 1400 Emeline AVE, Building K, Room 207. Santa Cruz, CA
PRESENT: Lois Sones (Chair, Seniors Commission), Foster Anderson (Consumer),
Stephanie Auld (Consumer), David Molina (Disabilities, Commission), Brenda
Gutierrez-Baeza (Consumer)
EXCUSED: None
ABSENT: Sacha Defoy (Consumer), Maria Arreola (Provider)
STAFF: Bertha Z. Paredez (Staff), Kendra Webster (Staff)
GUEST: Kathy Belle Barlow, Jessica Cirksena, County of Santa Cruz HSD Program
Manager

1. Call to Order/Roll Call/Agenda Review

- Meeting was called to order at 1:06 pm. A quorum was present.

2. Public Comment:

- One member of the Public commented regarding interest in serving in the Advisory Commission.

3. Approval of June 26, 2026, Meeting Minutes

- Motion to approve June 26, 2026, Meeting Minutes
- First/Second: Molina/Auld
- Motion approved unanimously

4. Consent Agenda

- Current Commission Vacancies
 - i. Two (2) – Consumer Representatives (A)
 - ii. One (1) – Provider (B)
 - iii. One (1) – Representative of Advocate Organization

5. IHSS General Operations Report

- IHSS Program and Public Authority
 - The IHSS Program Manager Jessica Cirksena provided an overview of recent Public Authority outreach efforts and IHSS program operations. The team recently tabled at Watsonville's National Night Out, which drew strong community interest. Attempts to secure a presence at the Santa Cruz event were unsuccessful due to limited space and a shift in the event's focus, though the

city's organizer will share our information with the Fire Department for a possible October outreach opportunity. The Program Manager also reported that staff will be tabling at Cabrillo College in the coming weeks, with a placement request submitted for either the cafeteria or Health Services area. The goal is to make Cabrillo a recurring outreach site. Additionally, the Public Authority will participate in the Access to Employment Job Fair on October 1st at the Boardwalk.

- On the IHSS program side, the Program Manager highlighted continued staffing shortages. There are currently two vacant social worker positions, both approved for recruitment and expected to be filled within the next month. Budget constraints continue to make recruitment challenging, particularly as IHSS has experienced approximately 25% growth in clients over the past two years, increasing caseloads for existing staff. Clerical operations remain significantly impacted, operating at about 30% capacity; approval has been granted to recruit one office assistant, with recruitment beginning next week. Remaining clerical gaps are due to employees on leave.
- Despite these challenges, the Program Manager announced that IHSS received formal confirmation of full compliance with assessment and case timeline requirements, and the program is no longer under any corrective or practical action plans. The Program Manager also reported that the CFCO late-assessment penalty increased from 3% last fiscal year to 6% this year, underscoring the need to complete assessments on time for clients funded through CFCO. Broader county budget pressures and deficit conditions continue to affect hiring approvals and overall program flexibility.

6. Regular Agenda – Action Items

- IHSS Advisory Commission Visions, Priorities and Goals
 - The IHSS Advisory Commission held a strategic discussion to review and establish its vision, goals, and priorities. Chair Sones reminded members of their advisory role to the Board of Supervisors and consistently redirected the conversation to keep the discussion aligned with the Commission's scope, emphasizing that their responsibility is to provide guidance and recommendations rather than manage program operations. Commissioners engaged in a brainstorming session and acknowledged that the dialogue only began to touch the surface of potential strategic focus areas. They discussed issues such as provider recruitment, caregiver shortages, competitive wages and benefits, training and retention needs, and the idea of supporting providers with a thoughtful transition plan when they are no longer able to serve consumers.

8. Regular Agenda- Information Items

- Announcements
- Commission Budget
- Registry Data
 - Commissioner Auld noticed a discrepancy on August 2025 provider registry data, the number seemed unusually high. Staff Liaison, Bertha Z. Paredez will review the issue with the business analytics to determine whether it may be a reporting error.
- IHSS Consumers

9. Report Outs

- Legislative – Gutierrez Baeza – No Report out.
- CICA Conference Calls- Volunteer Needed
- Seniors Commission- Sones – Reported that Carol Childers may be interested in joining the IHSS Advisory Commission. She shared that the Seniors Commission discussed the importance of advancing the Master Plan for Aging, acknowledging that funding remains the primary challenge. She also emphasized that the plan is equally important for supporting individuals with disabilities
- Commissions on Disabilities (Molina) reported that the Commission on disabilities also discussed advocacy efforts related to Master Plan for Aging.

10. Future Agenda Items

- Chair Sones requested that we keep the IHSS Advisory Commission Vision, Goals and Potential Recommendations to the Board of Supervisors as an ongoing agenda item.
- Invite the Public Authority to present at the future IHSS Advisory Commission meeting.

11. Correspondence- No Correspondence.

12. Adjournment: Meeting adjourned at 2:55 pm

Next Regular Meeting: September 25, 2026, 1:00 PM – 3:00 PM @ 1400 Emeline AVE, Building K, Room 207, Santa Cruz.

Meeting Minutes by, Bertha Z. Paredes, Staff to IHSS Advisory Commission.



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



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.

Sincerely,

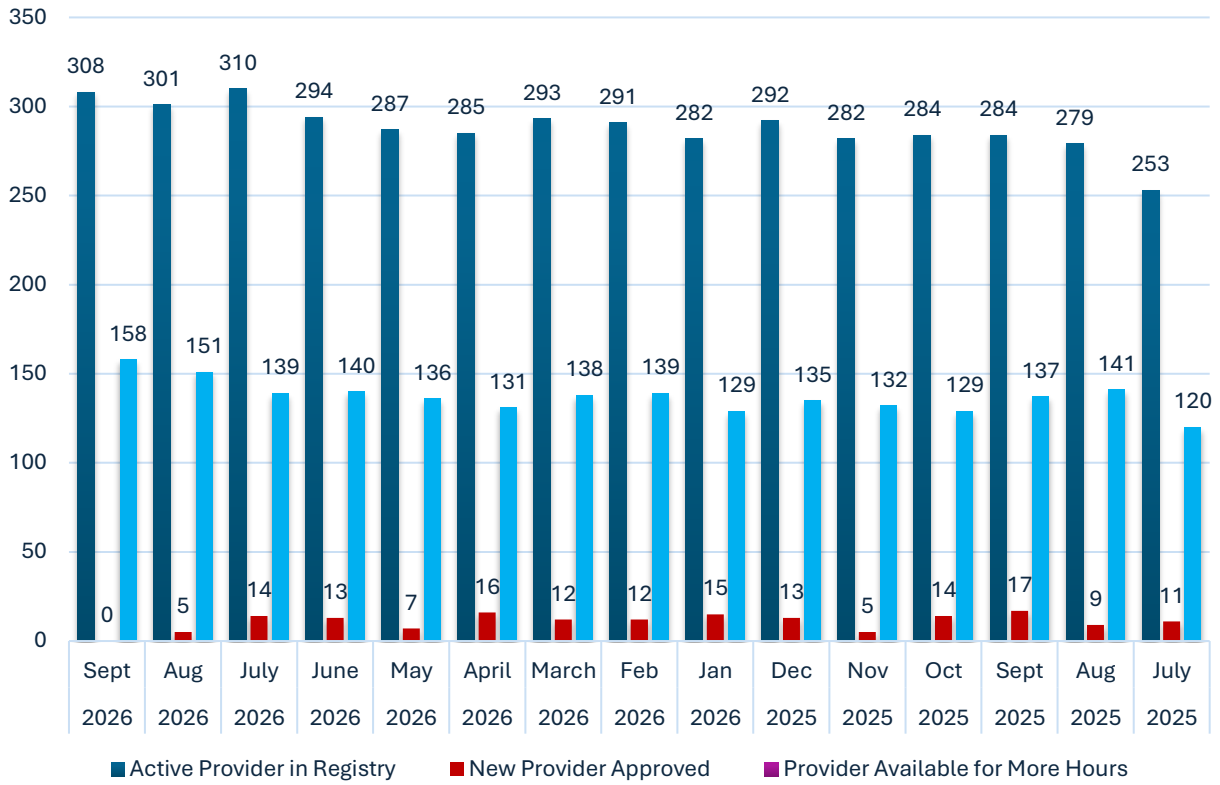
Original Document Signed By:

ERIC FUJII
Deputy Director
Administration Division

c: CWDA

IHSS ADVISORY COMMISSION ANNUAL BUDGET FY 2026-27		BUDGET	\$3,490.00
		USED	\$825.00
		BALANCE	\$2,665.00
INVOICE DATE	EXPENSE	AMOUNT	PAYMENT DATE
8/31/2026	Q1 STIPENDS	\$375.00	9/3/2026
6/30/2026	Q4 STIPENDS	\$450.00	7/2/2026

Provider Registry



Provider Registry -Correction Aug 2025

