



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

IHSS Advisory Commission

Meeting Minutes

Date: Friday, June 28, 2024
Time: 1:00PM to 3:00PM
Location: 1400 Emeline AVE, Building K, Room 206. Santa Cruz, CA
Present: Christine Kiebert-Boss (Consumer, Chair), Becky Taylor (Commission on Disabilities, Vice-Chair), Foster Andersen (Consumer), Linda Campbell (Consumer), Jozette Irgang (Consumer), Patricia Fohrman (Provider), Stephanie Auld (Consumer)
Excused: Lois Sones (Seniors Commission), Michael Molesky (Consumer)
Absent: Maria Arreola (Provider)
Guests: Adam Spickler (Sr Dept Administrative Analyst), Julie Gabriel (Division Secretary, ALTC)
Staff: Juan Magaña (Staff), Anna Cerna (Staff)

Agenda

1. Call to Order
 - a. Meeting was called to order at 1:06pm; a quorum was present.
2. Roll Call
3. Agenda Review
 - a. Agenda reviewed; no changes were made.
4. Consent Agenda
 - a. Approval of Meeting Minutes
 - i. April 26, 2024, Meeting.
 - b. Commission Vacancies
 - i. One (1) – Consumer Representative
 1. Staff reported that he is in the process of making corrections to two of the appointments for the commission. Commissioner Kiebert-Boss was appointed by the Board of Supervisors as a consumer representative and commissioner Auld as a family member representative. Both appointments are incorrect as neither commissioner meets the criteria for their current appointment. However, commissioner Kiebert-Boss does meet the criteria as a family member representative and commissioner Auld as a consumer. Staff will be submitting a request to the Board of Supervisors to correct these assignments.

- c. Motion to approve consent agenda called by;
 - i. First/Second; Taylor/Campbell
 - ii. Ayes: Kiebert-Boss, Taylor, Anderson, Campbell, Auld, Irgang, Fohrman
 - iii. Nays: None
 - iv. Abstain: None
 - v. Absent: Sones, Molesky, Arreola
 - vi. Motion carried unanimously.
- 5. Oral Communications:
 - a. No oral communications were made.
- 6. Guest Speaker: Adam Spickler – California Public Records Act
 - a. Adam Pickler provided an overview of the California Public Records Act; please refer to presentation slides for an overview of the information that was provided.
- 7. Regular Agenda – Action Items
 - a. Meeting Location - IHSS Advisory Commission
 - i. Staff reminded that at the February 2024 IHSS Advisory Commission meeting, the commission agreed to bring this item up for discussion.
 - ii. The commission discussed holding the IHSS Advisory Commission in alternate locations (south and/or mid county), however, given that not all commission members were present at meeting, they decided to hold off this discussion until August.
 - b. Motion to move this item to August meeting and research costs/timing called by (Fohrman will contact Lift Line, Taylor will contact ParaCruz)
 - i. First/Second; Fohrman/Taylor
 - ii. Aye: Kiebert-Boss, Taylor, Anderson, Campbell, Auld, Irgang, Fohrman
 - iii. No: None
 - iv. Abstain: None
 - v. Absent: Sones, Molesky, Arreola
 - vi. Motion passed unanimously.
- 8. Regular Agenda – Information Items
 - a. Information Sharing
 - i. Announcements
 - 1. Andersen announced that July 13th is the 30th Anniversary of Shared Adventures Day on the Beach. Flyers available, 200 participants, canoes, kayaks, beach wheelchairs, floating and scuba chairs. Free food, photographs, museum open for free. Free parking at camp, train brings visitors to the event.
 - 2. Kiebert-Boss announced that Monterey Bay Horsemanship Center will table at the Strawberry Festival August 2-4.

3. Kiebert-Boss informed that she attended the Consumer Symposium hosted by Santa Clara County Public Authority – it was a very informative event.
- ii. Topics & Speakers
 1. Staff reported that the following guest speakers have been scheduled:
 - A. Central California Alliance for Health will be presenting on their enhanced care management at the August 23rd meeting.
 - B. Janie Whiteford from the California IHSS Consumer Alliance will speak at the September 27th meeting.
 - C. Future speakers
 - i. IHSS regarding “protective supervision” around dementia care.
 - ii. Diversity Center regarding LGBTQ aging and IHSS
- b. Commission Goals
 - i. Kiebert Boss informed that she wanted to find out from each member what they are interested in working on. She asked that everyone start thinking about this and be ready to discuss at the August meeting
- c. IHSS Consumers
 - i. Auld suggested sexual harassment training.
 1. Staff to forward IHSS policy on sexual harassment. Both consumer and recipient receive literature on it.
- d. IHSS Providers
 - i. No issues reported.
- e. Staff Transition
 - i. Staff reported that he will be stepping down from Commission. Jessica Cirksena oversees IHSS and Public Authority and has tasked Anna Cerna to be staff for the commission beginning with August meeting.
- f. IHSS Program and Public Authority Updates
 - i. Staff provided the following IHSS program updates:
 1. IHSS Update: MPA Age Well SC Survey,. Over 3200 respondents age 40+. See AgeWellSantaCruzCounty.org.
 2. June is Elder Abuse Awareness, June 15th Elder Abuse Day (purple).
 3. ATT Grant, board approved more money to offer tablets. Will continue past June 30 deadline.
 - ii. Cerna provided the following Public Authority update:

1. We will be adding 1 Social Worker to our team which will allow for more tabling in the community. Will try to pass out flyers at July 13th event.

9. Report Outs

a. Legislative:

- i. Staff reported that the backup provider system, which was slated to be eliminated with the Governor's May budget revise, will no longer be cut. Instead, funding will be reduced.

b. CICA Conference Calls:

- i. No report out.

c. Commission on Disabilities

- i. Taylor reported speaker Lift line available for SCC, rep from Metro and Lift Line coming to speak at commission.

d. Seniors Commission

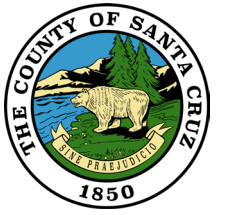
- i. No report out.

10. Adjournment

- a. Meeting adjourned at 2:51pm.

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

Minutes approved by commission on August 23, 2024; submitted to Board of Supervisors on August 23, 2024.

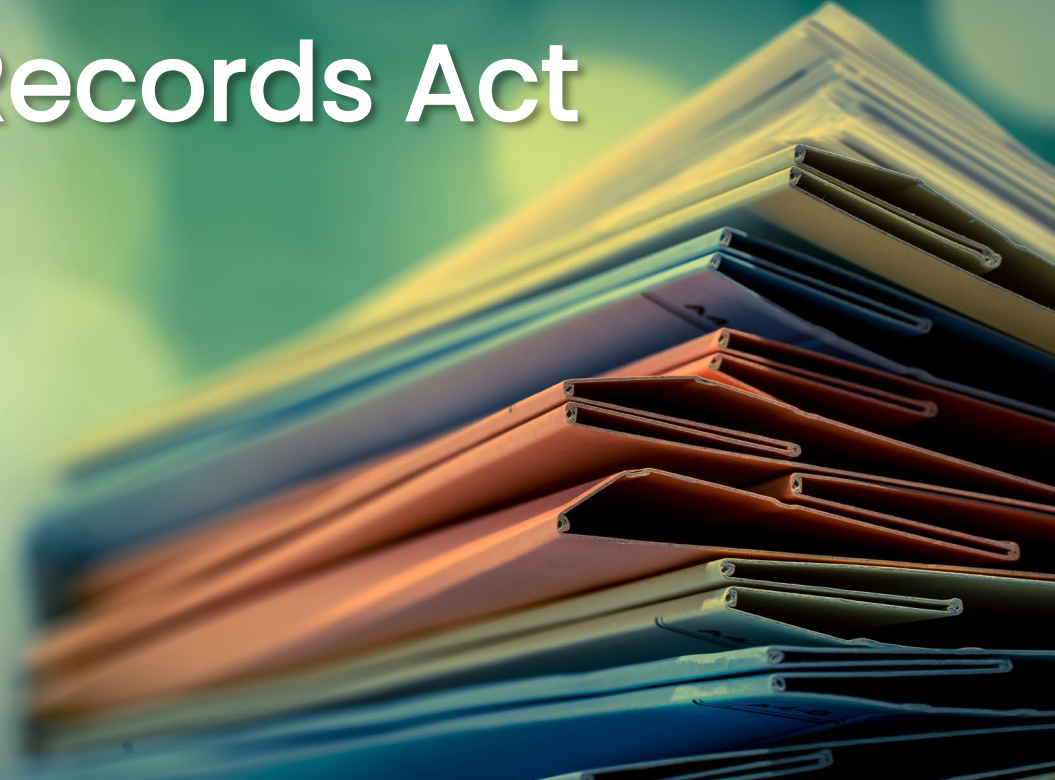


COUNTY OF SANTA CRUZ
HUMAN SERVICES DEPARTMENT

The California Public Records Act

Presentation to the
In Home Support Services
Advisory Commission

June 28, 2024



What is the Purpose of the California Public Records Act?

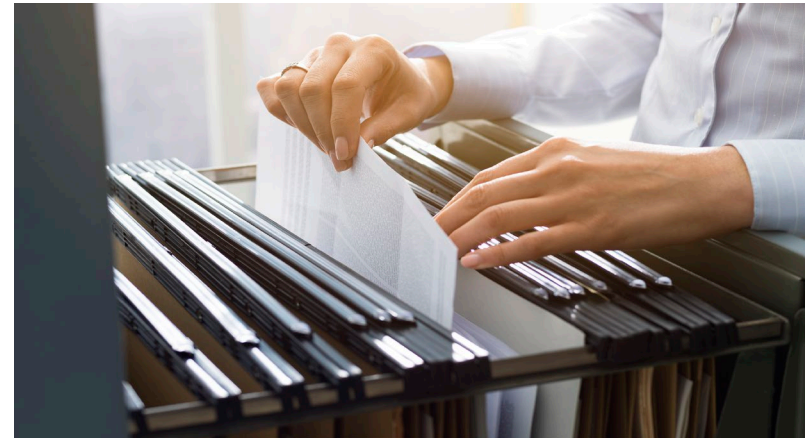
CA Public Records Act: Helping the Public Access Public Information

- The California Public Records Act (CPRA) (Gov't Code § 7920.000–7930.215) serves to give the public access to information that enables them to monitor the functioning of their government.
- The County of Santa Cruz fulfills CPRA requirements by making non-exempt public records available for inspection by the public and by providing copies of records upon request.



What Are Public Records?

- Broadly defined, they include all written and recorded records in the government's possession relating to the conduct of the public's business—necessary or convenient to the discharge of official duties, unless the records are legally exempt from disclosure.
- Non-exempt written and recorded records include:
 - ✓ Printed and photocopied documents
 - ✓ Internal and external correspondences
 - ✓ Handwritten notes
 - ✓ Computer data
 - ✓ Audio and video recordings
 - ✓ Electronic files (including emails even if saved in a personal email account)
- Responding entities are not required by the Act to prepare new records in response to a request, or to compile, synthesize, summarize, or index information or records in a form that does not exist at the time of the request.



Who is Subject to the CPRA?

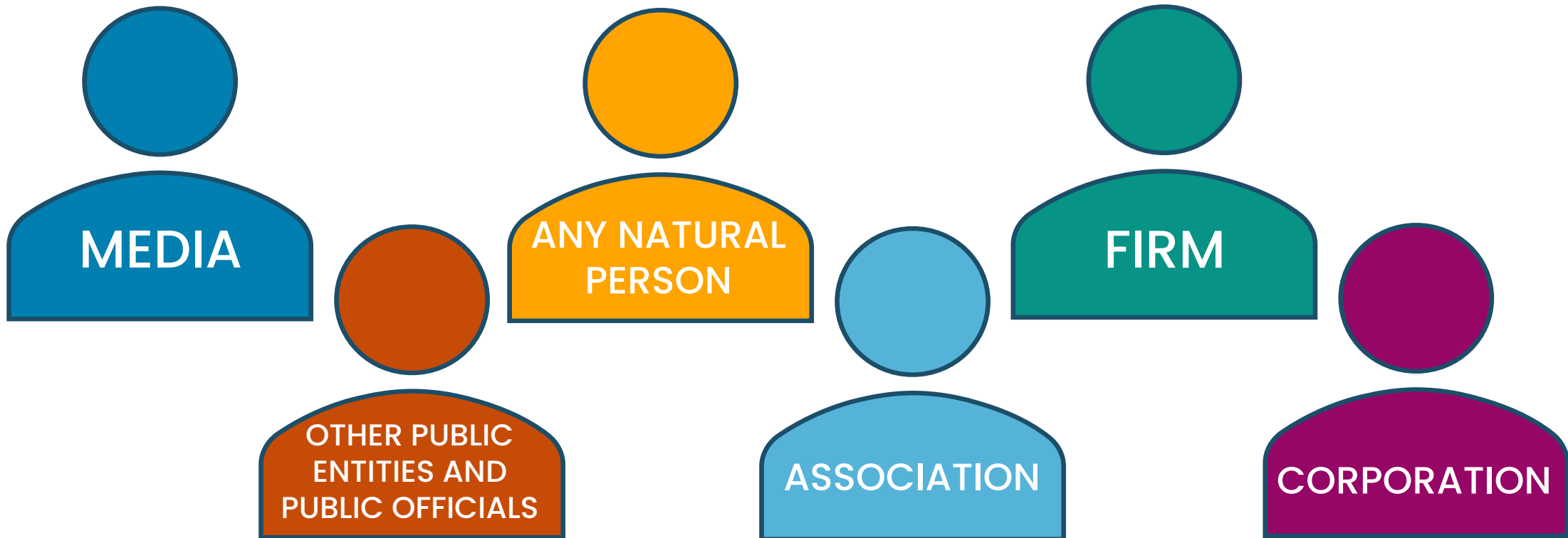
CA Public Records Act: All State & Local Agencies

- Any state or local agency that is subject to the Brown Act is subject to the CPRA, including Commissions created by a Brown Act legislative body and standing committees of a legislative body.
 - ✓ People appointed to state or local boards and Commissions are not necessarily government employees but are still subject to the CPRA.
- Records of an individual employee or officer are subject to the CPRA if they otherwise meet the definition of public records.



Who Can Make a CPRA Request?

Any “person” may request records. A “person” need not be a resident of California or a citizen of the U.S. to make a CPRA request, requests can be made from outside the U.S:



What is a Request?

CA Public Records Act: Requests for Records



- A request must reasonably identify the responsive records being sought.
- If a request is vague or overbroad, the responding agency has a legal duty to assist the requestor in making a more focused and effective request,
 - The responding agency cannot require the requestor to specify the purpose of the request, only to provide clarity on the records sought.
- A request cannot be prospective as to seek future records that do not yet exist.
- A request cannot require the responding agency to produce records that do not already exist – unless the request is for records of data that can be extracted, AND where the requestor pays for the extraction of those data (unless cost for extraction is waived).

What Records Are Considered Exempt?

CA Public Records Act: Exemptions

- There are three basic categories in which records subject to the CPRA are exempt:
 - ✓ CPRA exemptions (Cal. Gov't Code section 7920.000 et seq.)
 - ✓ Cross-exemptions (from other laws) (Cal. Gov't Code section 7927.705)
 - ✓ "Public interest" balancing exceptions (Cal. Gov't Code section 7922.00)
- An agency may generally waive an exemption and produce records, unless waiving an exemption is otherwise PROHIBITED by law.
- While all exemptions are narrowly construed, it is the County's general policy to favor disclosure of public records.



Exemptions – Examples



**ATTORNEY-
CLIENT
PRIVILEGED
COMMUNICATIONS**



**PENDING
LITIGATION**
applies only to
records
generated by
the agency for
use in pending
litigation



**PERSONNEL,
MEDICAL
AND SIMILAR
RECORDS**
protects
PERSONAL
information



**LAW
ENFORCEMENT
RECORDS**
Special
procedure under
the PRA for
disclosing
specific
information
about crimes
and arrestees



DRAFTS
PRA exempts
“preliminary
drafts, notes or
memoranda”
not customarily
retained “in the
ordinary course
of business”

CPRA Process & Timeline

CA Public Records Act: How



- The County uses “NextRequest” as the format to submit a request: <https://santacruzcounty-ca.nextrequest.com>.
- County staff monitors and provides feedback and responsive records through NextRequest, making all CPRA responses publicly available and transparent.
 - ✓ *A request is not required to be submitted through NextRequest, and alternatively may be made via email, mail, or verbally.*
- A requestor will receive an email from NextRequest each time a response or action is taken relating to the request.

**If a Commission or governing body receives public comment or a request seeking public records, the request should be referred and handled as a CPRA request.*

CPRA Process & Timeline

CA Public Records Act: When

- Once the responsive entity receives a CPRA request, it has 10 days to do a thorough review and provide a response. Within that 10-day window, requestors may receive one or more of the following responses:
 - ✓ Non-exempt records released, request closed
 - ✓ No non-exempt records exist, request closed
 - ✓ More time needed to determine if non-exempt records exist (14 days)
 - ✓ Non-exempt records located, more time needed to review/release (30 – 60 days)
 - ✓ Request is overbroad and/or unduly burdensome, clarification is needed (10 days)



Questions?

Thank You

