



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 23, 2024
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. Consent Agenda
 - a. Approval of Meeting Minutes
 - i. June 28, 2024, Meeting.....Page 3.
 - b. Commission Vacancies
 - i. One (1) – Consumer Representative
 - ii. One (1) – Provider Representative
5. 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.*
6. Guest Speaker: Enhanced Care Management – Tammy Hoeffel, Central California Alliance for Health
7. Regular Agenda – Action Items
 - a. Meeting Location - IHSS Advisory Commission
 - b. Discussion: Why are you on the commission?
8. Regular Agenda – Information Items
 - a. Information Sharing
 - i. Announcements
 - ii. Topics & Speakers
 1. Tentative Schedule
 - a. October 25 – Meggie Pina, Diversity Center

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.

- b. Date pending - Janie Whiteford, CICA
 - b. Advisory Commission Budget.....Page 18
 - c. IHSS Consumers
 - d. IHSS Providers
 - e. IHSS Program and Public Authority Updates
9. Report Outs
- a. Legislative
 - b. CICA Conference Calls
 - c. Commission on Disabilities.....Page 24
 - d. Seniors Commission.....Page 26
10. Adjournment

Next Regular Meeting: September 27, 2024, 1:00PM – 3:00PM @ TBA



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.

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- 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
 - iii. 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.

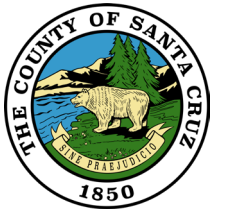
d. Seniors Commission

- 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



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?

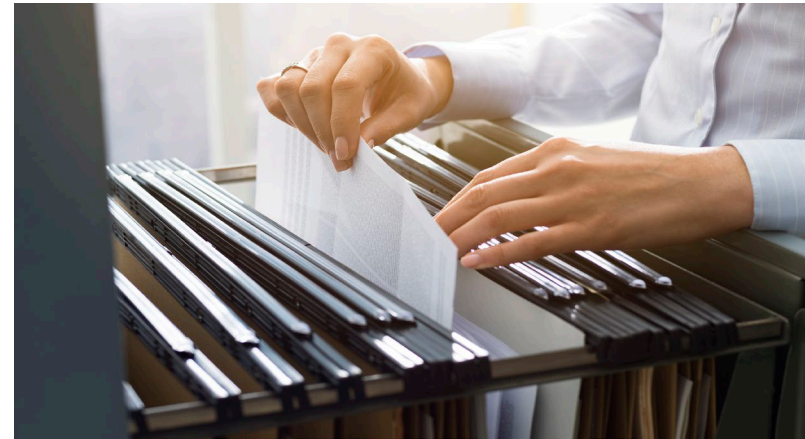
CA Public Records Act: Helping the Public Access Public Information

- 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?

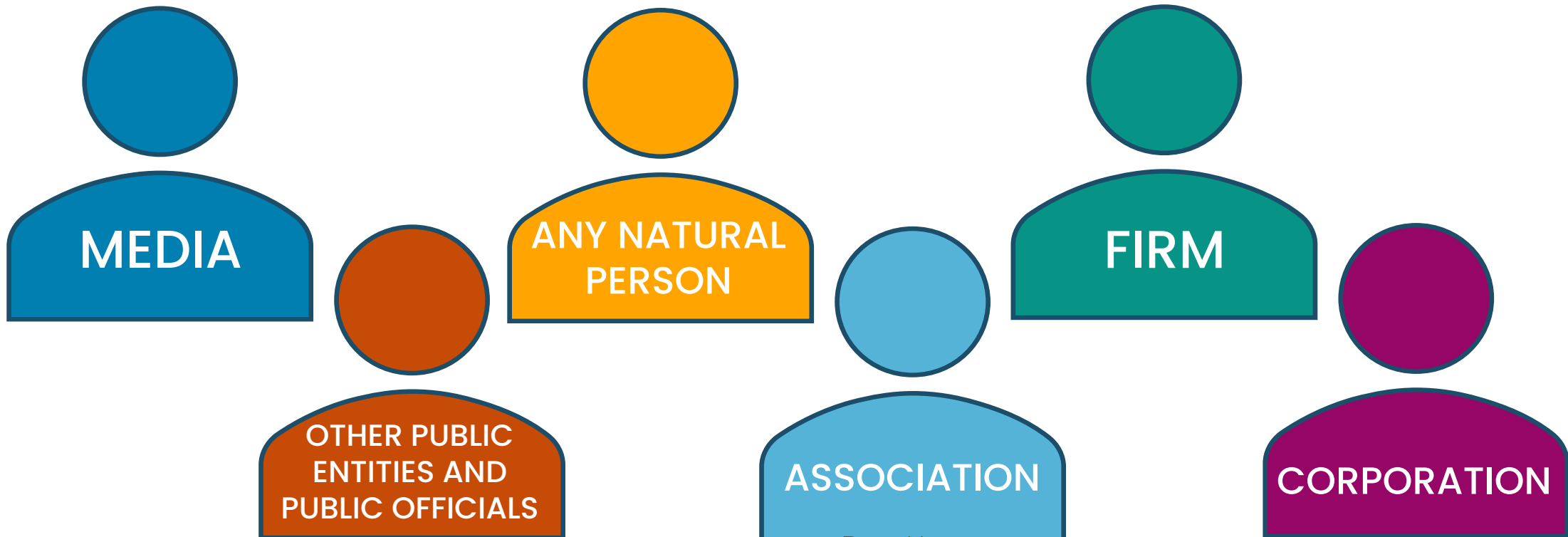
CA Public Records Act: All State & Local Agencies

- 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

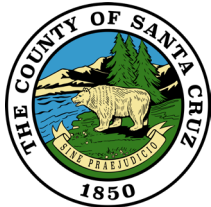
CA Public Records Act: When

- 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



August 15, 2024

CALIFORNIA DEPARTMENT OF SOCIAL SERVICES

EXECUTIVE SUMMARY

COUNTY FISCAL LETTER NO. 24/25-05

This letter informs counties of the Fiscal Year 2024-25 In-Home Supportive Services Public Authorities allocations. A total of approximately \$32.8 million General Fund is available based on the Budget Act of 2024.



KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • www.cdss.ca.gov



GAVIN NEWSOM
GOVERNOR

August 15, 2024

COUNTY FISCAL LETTER (CFL) NO. 24/25-05

TO: COUNTY WELFARE DIRECTORS
COUNTY WELFARE FISCAL OFFICERS
PUBLIC AUTHORITY DIRECTORS

SUBJECT: FISCAL YEAR 2024-25 IN-HOME SUPPORTIVE SERVICES PROGRAM
PUBLIC AUTHORITY ALLOCATIONS

REFERENCE: WELFARE AND INSTITUTIONS CODE (W&IC) SECTION 12300.6
ALL COUNTY LETTER (ACL) NO. 22-65, DATED AUGUST 2, 2022
CFL NO. 23/24-14, DATED SEPTEMBER 27, 2023

This letter informs counties of the Fiscal Year 2024-25 In-Home Supportive Services (IHSS) Public Authorities (PA) allocations. A total of approximately \$32.8 million General Fund (GF) is available based on the Budget Act of 2024.

PA ADMINISTRATION

The PAs maintain a comprehensive IHSS provider registry that connect recipients with care providers who can assist them maintain their independence safely in their own homes. PAs are mandated to investigate the qualifications and background of potential providers, establish a referral system under which IHSS providers shall be referred to recipients, provide access to training for providers and recipients, serve as the employer of record for collective bargaining and perform other functions related to the delivery of IHSS.

A total of approximately \$31.2 million GF is available for the PA administration funding component, pursuant to the Budget Act of 2024, as shown in the attachment. In consultation with the County Welfare Directors Association (CWDA) and the California State Association of Counties, the PA administration distribution methodology was developed by the California Association of Public Authorities (CAPA) in consultation with the California Department of Social Services (CDSS) to ensure that each county receives an equitable adjustment with an emphasis on creating similar allocations for PAs with similar caseload sizes.

PA PERMANENT BACK-UP PROVIDER SYSTEM

During the COVID-19 crisis, CDSS provided funding to support an emergency Back-Up Provider System so that back-up providers could be quickly assigned to IHSS recipients when their provider could not work due to COVID-19 or COVID-19 response-related impacts. W&IC Section 12300.6 was enacted in 2022 to establish a permanent Back-Up Provider System. Information about the permanent Back-Up Provider System can be found in ACL No. 22-65.

Approximately \$1.4 million GF is distributed based on each PA's total estimated cost of IHSS paid caseload in March 2024 as provided by the Case Management, Information, and Payrolling System, billed at \$51.23 per hour for two hours totaling \$102.46, for PA administrative costs per case.

ADVISORY COMMITTEES

A total of \$174,000 GF is available to operate an advisory committee, pursuant to the Budget Act of 2024, as shown in the Attachment. The committee's initial purpose was to submit recommendations to their respective county board of supervisors on the preferred mode of IHSS service to be utilized in their counties. Advisory Committees 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. The distribution methodology has been developed by CAPA in association with the CDSS and the CWDA to ensure that each county receives an equitable portion of the available funding.

CLAIMING

The PA administration, Permanent Back-Up Provider System, and Advisory Committee expenditures will continue to be claimed using the SOC 448 invoice.

Questions related to the program or the PA administration claiming and reimbursement process should be directed to CDSS, Adult Programs Division (APD), Financial Management Unit (FMU) at APD_FMU@dss.ca.gov or (916) 652-3850. Questions regarding this allocation should be directed to fiscal.systems@dss.ca.gov.

Sincerely,

Original Document Signed By:

NATHAN HART, Chief
Financial Management Branch
Finance and Accounting Division

Attachment

FISCAL YEAR 2024-25 IN-HOME SUPPORTIVE SERVICES
PUBLIC AUTHORITY GENERAL FUND ALLOCATIONS

COUNTY	PUBLIC AUTHORITY ADMINISTRATION	PUBLIC AUTHORITY PERMANENT BACK-UP PROVIDER SYSTEM	ADVISORY COMMITTEES	TOTAL
ALAMEDA	\$1,090,300	\$53,590	\$3,000	\$1,146,890
ALPINE*	\$0	\$0	\$0	\$0
AMADOR	\$193,000	\$790	\$1,500	\$195,290
BUTTE	\$285,600	\$8,040	\$4,000	\$297,640
CALAVERAS	\$231,200	\$1,050	\$3,000	\$235,250
COLUSA	\$177,600	\$750	\$3,000	\$181,350
CONTRA COSTA	\$962,800	\$27,080	\$3,000	\$992,880
DEL NORTE	\$163,800	\$690	\$1,500	\$165,990
EL DORADO	\$232,800	\$3,590	\$3,000	\$239,390
FRESNO	\$1,000,600	\$49,790	\$3,500	\$1,053,890
GLENN	\$251,900	\$1,040	\$1,500	\$254,440
HUMBOLDT	\$238,000	\$4,090	\$5,000	\$247,090
IMPERIAL	\$521,000	\$15,860	\$3,000	\$539,860
INYO	\$80,000	\$330	\$3,000	\$83,330
KERN	\$552,000	\$25,170	\$3,000	\$580,170
KINGS	\$295,300	\$6,410	\$3,000	\$304,710
LAKE	\$257,500	\$4,720	\$3,000	\$265,220
LASSEN	\$89,700	\$490	\$2,000	\$92,190
LOS ANGELES	\$3,333,800	\$550,180	\$8,000	\$3,891,980
MADERA	\$203,300	\$5,820	\$2,000	\$211,120
MARIN	\$303,400	\$3,840	\$5,000	\$312,240
MARIPOSA	\$164,200	\$540	\$3,000	\$167,740
MENDOCINO	\$228,100	\$3,620	\$2,500	\$234,220
MERCED	\$317,600	\$9,140	\$3,000	\$329,740
MODOC	\$85,500	\$330	\$3,000	\$88,830
MONO	\$80,000	\$60	\$3,000	\$83,060
MONTEREY	\$492,500	\$12,140	\$3,000	\$507,640
NAPA	\$257,600	\$2,780	\$1,500	\$261,880
NEVADA**	\$474,500	\$1,860	\$4,000	\$480,360
ORANGE	\$1,466,800	\$83,120	\$1,500	\$1,551,420
PLACER	\$464,400	\$8,510	\$4,000	\$476,910
PLUMAS**	\$0	\$620	\$4,000	\$4,620
RIVERSIDE	\$2,758,700	\$94,570	\$4,000	\$2,857,270
SACRAMENTO	\$1,230,100	\$68,360	\$3,000	\$1,301,460
SAN BENITO	\$239,000	\$1,540	\$1,500	\$242,040
SAN BERNARDINO	\$1,508,300	\$82,090	\$3,000	\$1,593,390
SAN DIEGO	\$2,193,300	\$76,920	\$5,000	\$2,275,220
SAN FRANCISCO	\$1,458,700	\$48,870	\$3,000	\$1,510,570
SAN JOAQUIN	\$570,500	\$16,860	\$3,000	\$590,360
SAN LUIS OBISPO	\$284,600	\$4,810	\$3,000	\$292,410
SAN MATEO	\$584,100	\$13,290	\$3,000	\$600,390
SANTA BARBARA	\$287,400	\$8,020	\$3,000	\$298,420
SANTA CLARA	\$1,192,500	\$60,800	\$5,000	\$1,258,300
SANTA CRUZ	\$448,000	\$5,350	\$3,000	\$456,350
SHASTA	\$295,500	\$8,000	\$2,500	\$306,000
SIERRA**	\$0	\$90	\$4,000	\$4,090
SISKIYOU	\$192,300	\$1,040	\$1,500	\$194,840
SOLANO	\$502,400	\$11,580	\$5,000	\$518,980
SONOMA	\$602,100	\$13,090	\$3,000	\$618,190
STANISLAUS	\$530,400	\$14,920	\$3,000	\$548,320
SUTTER	\$238,600	\$3,020	\$3,000	\$244,620
TEHAMA	\$240,800	\$2,540	\$1,500	\$244,840
TRINITY	\$85,500	\$440	\$1,500	\$87,440
TULARE	\$309,400	\$14,390	\$3,000	\$326,790
TUOLUMNE*	\$0	\$0	\$0	\$0
VENTURA	\$549,500	\$17,010	\$3,000	\$569,510
YOLO	\$297,900	\$5,960	\$5,000	\$308,860
YUBA	\$156,600	\$2,400	\$2,000	\$161,000
TOTAL	\$31,251,000	\$1,462,000	\$174,000	\$32,887,000

*Alpine and Tuolumne counties act as employer of record and do not have public authorities.

**Nevada is the fiscal intermediary for Nevada, Plumas, and Sierra counties, which operate as joint power of authorities; therefore, administrative funding for Public Authority is reflected in that county.



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



Santa Cruz County Commission on Disabilities

701 Ocean Street, Room 510, Santa Cruz, CA 95060
P: (831) 454-2772 F: (831) 454-2411 TTY/TDD 711
commissions@santacruzcountyca.gov

www.sccod.net

Meeting Minutes

DATE: Thursday, May 9, 2024
TIME: 12:30 PM to 2:00 PM
LOCATION: Santa Cruz County Building, Fifth Floor – Redwood Conference Room
701 Ocean Street, Santa Cruz, CA 95060
PRESENT: John Daugherty (1st District), Camille Summers (1st District), Fay Levinson (2nd District),
Becky Taylor (3rd District), Brenda Gutierrez Baeza (Vice Chair - 4th District), David Molina
(Chair - 5th District)
EXCUSED: None
ABSENT: None
STAFF: Kaite McGrew (Commissions Manager), Mitsuno Baurmeister (EEO Officer)
GUESTS: Sarah Shea (Parks Superintendent) and no members of the public were present.

1. Call to Order

Meeting convened at 12:31 PM.

2. Roll Call

Commission welcomed new District 1 Commissioner, Camille Summers.

3. Agenda Review

4. Approve November 9, 2023 Minutes

Motion to approve minutes as written

Motion/Second: Molina/Daugherty

Motion passed unanimously.

5. Public Comment: None

6. New/Continuing Business:

6.1. Santa Cruz County Parks Accessibility Updates

Shea updated on Parks' efforts to make spaces and activities more accessible. Key efforts include offering including a page specific to accessibility features in the activity guide, adding low-stimulus swim hours, and facility accessibility upgrades with increased mobility equipment, handrails, more accessible changing rooms, chairs, tables, and supplies like calming headphones. A San Andreas Regional Center (SARC) grant helped to create supportive spaces and provide *Swim Angelfish Adaptive Swim Training* for staff to aid swimmers with disabilities. They hope to train all staff within three years, subject to certified staffing availability.

Additionally, Parks collaborated with the *National Inclusion Project* (NIP) for comprehensive assessments and training. They also partnered with Shared Adventures who sponsor low stimulation swim hours and are considering becoming a vendor for SARC safety training.

6.2. Commissioner Stipends and Other Changes to Santa Cruz County Code Chapter 2.38

Staff reported on recent amendments to the county code governing advisory bodies including availability of Commissioner stipends, potential for Commission Co-Chairs, term limits for Commission Officers, and a new requirement to approve Commission schedules in advance.

6.3. Consider Establishing Commission Co-Chair or Retaining Chair and Vice Chair Roles

Commission considered transitioning from Chair and Vice Chair to two Co-Chair roles.

Motion to eliminate Chair/Vice Chair roles in favor of two Co-Chairs

Motion/Second: Molina/Gutierrez Baeza

Motion passed unanimously.

6.4. Election of Commission Officers

Motion to elect Daugherty and Taylor to serve as Commission Co-Chairs.

Motion/Second: Levinson/Molina

Motion passed unanimously.

6.5. Consider 2025 Meeting Schedule

Motion to approve 2025 Meeting Schedule.

Motion/Second: Molina/Daugherty

Motion passed unanimously.

6.6. Review Strategic Plan and Consider Establishing Ad Hoc Subcommittees for 2024

Commission reviewed the existing Strategic Plan and discussed potential projects. Kudos Awards planning was pended until February 2025. Transportation and Housing subcommittees will be considered during meetings with related presenters from county partners.

Motion to establish the Community Partner Collaboration Subcommittee

Motion/Second: Molina/Daugherty

Motion passed unanimously.

Molina appointed himself and Taylor to serve on this subcommittee.

7. Commission Reports

7.1. Cabrillo College Accessibility Center Advisory Committee Report: No Report

8. Commission Priority Reports:

8.1. Accessibility Awareness Priority Report: No Report

8.2. Accessible Adaptive Recreation Priority Report

Gutierrez Baeza and Levinson reported on several events including a water wheelchair ribbon cutting, beach mats at Cowell's Beach, the Antonelli Park accessible trail opening, Rio Del Mar accessible beach access, a wheelchair basketball tournament, and accessible bathrooms at Hidden Beach County Park.

8.3. Commission History Subcommittee Report: No Report

8.4. Community Partner Collaboration Report: No Report

8.5. Legislative Priority Report: No Report

8.6. Affordable Accessible Housing Report

Daugherty shared information about rent increases to market rates at the St. George which will impact 71 residents including the 5 ADA-accessible units. This matter is outside of the Commission's subject matter jurisdiction.

8.7. Affordable Accessible Transportation Report:

Daugherty shared about the retirement of former Director Michael Tree. Staff will invite speakers from both LiftLine/Community Bridges and METRO/Paracruz to a future meeting.

9. Staff Report: None

10. Announcements/Emerging Matters

Molina was appointed Chair of the *Northern California Office of Administrative Hearings Special Education Advisory Committee* (OAHSEAC).

11. Adjournment

Meeting adjourned at 2:07 PM.

Submitted by: Kaite McGrew, *Commissions Manager*



Santa Cruz County Seniors Commission

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Meeting Minutes

DATE: Tuesday, April 16, 2024

TIME: 12:30 PM

LOCATION: United Way, 4450 Capitola Road, Ste 106, Capitola CA 95010

PRESENT: Suzanne Doty (*Vice Chair - 1st District*), Mark Johannessen (*2nd District*), Antonio Rivas (*2nd District*), Alicia Rodriguez (*3rd District*), Patricia Fohrman (*4th District*), Katie Limas (*4th District*), Carol Childers (*Chair - 5th District*),

EXCUSED: Lois Sones (*3rd District*)

ABSENT: Dena Taylor (*1st District*)

STAFF: Kaite McGrew (*Commissions Manager*)

GUESTS: Vanessa Segura (*Marketing and Communications Associate, HPC*), John Beleutz (*HPC Executive Director*), Clay Kempf (*AAA/Seniors Council Executive Director*) and no members of the public were present.

1. Call to Order/Roll Call/Agenda Review

Meeting convened at 12:33 PM.

Commission welcomed new District 3 Commissioner Alicia Rodriguez.

Items 4.1 and 4.2 were reordered to accommodate speaker scheduling.

2. **Motion to Approve February 20, 2024 Meeting Minutes**

Motion to approve minutes as written.

Motion/Second: Doty/Johannessen

Motion passed unanimously.

3. Public Comment: None

4. New Business/Action Items:

4.1. Enhanced Care Management (ECM) and Multi-purpose Senior Services Programs (MSSPs)

Beleutz and Segura explained the care management programs that the Health Projects Center (HPC) administers for Medi-Cal, including MSSP and ECM. MSSP offers various support services (medically tailored meals, home repairs, emergency response devices, and help with financial assistance applications.) to seniors who would otherwise need skilled nursing facilities. ECM is part of the State's Master Plan for Aging to provides comprehensive care management and home and community-based services for eligible Medi-Cal members at no cost. All Medi-Cal recipients now have access to an expanded benefits package, including many MSSP services and a social worker for service coordination. Currently, about 90% of those eligible in Santa Cruz County are not yet enrolled. Additionally, HPC runs the Del Mar Caregiver Resource Center, to support family caregivers with information and resources.

Rivas arrived.

4.2. Senate Bill 1249 – Older Americans Act

Kempf outlined Seniors Council opposition to proposed changes to SB-1249 (Older Americans Act). The original act funds support services and mandates an Area Agency on Aging (AAA) in every county. Proposed amendments invite Counties to take over AAAs from NPOs without justification; gives the state control over discretionary funds; and alters the interstate funding formula. The Seniors Council believes these changes could undermine effective senior service and advocacy.

Motion authorizing the Chair to send a letter advocating with the Board to oppose SB 1249 as proposed.

Motion/Second: Rivas/Doty

Motion passed unanimously.

4.3. Election of Officers

Motion to Elect Commissioner Doty as Commission Chair

Motion/Second: Childers/Rivas

Motion passed unanimously.

Motion to elect Commissioner Johannessen as Vice Chair

Motion/Second: Childers/Johannessen

Ayes: Doty, Johannessen, Childers

Noes: Rivas, Rodriguez, Fohrman, Limas

Motion failed.

Motion to elect Commissioner Limas as Vice Chair

Motion/Second: Rivas/Limas

Ayes: Rivas, Rodriguez, Fohrman, Limas

Noes: Doty, Johannessen, Childers

Motion passed.

4.4. Consider 2025 Meeting Schedule

Motion to approve the 2025 Meeting Schedule

Motion/Second: Childers/Rivas

Motion passed unanimously.

5. District Reports:

5.1. District 1

Doty sent Mobile and Manufactured Homes Commissioner Jean Brocklebank copies of the Age Well survey for distribution in District 1 senior mobile home parks.

5.2. District 2:

Johannessen shared a draft agenda for the *2024 Solutions Summit* which will be held in both Hollister and Santa Cruz. Rivas announced Watsonville Senior Day and encouraged attendance.

5.3. District 3:

Rodriguez shared additional details about her work with the PACE program which oversees comprehensive care for 300-400 seniors with complex medical needs across three counties.

5.4. District 4:

Fohrmann reported on County efforts to support a local LGBTQ+ youth prom and encouraged Commissioners to take advantage of free public library art and literature programs.

5.5. District 5:

Childers reported that Meals on Wheels hand-delivered 526 Age Well Community Surveys.

6. Senior Legislature Report:

Rivas called for the California Senior Legislature's Henry Mello Award nominations.

7. Staff Report: None

8. Correspondence: None

9. Emerging Matters and Commissioner Announcements:

Staff will try to reserve the new Elderday facility in Watsonville for the June meeting.

10. Adjournment: Meeting adjourned at 2:18 PM.

Respectfully submitted by: Kaite McGrew, *Commissions Manager*