



**In-Home Supportive Services  
Public Authority Advisory Committee  
of Mariposa County  
Post Office Box 99  
Mariposa, CA 95338  
(209) 966-2000**

**MINUTES**

**Monday, September 14, 2015**

**Members Present:** Ron Schmidt, Paul Perry; Sally Punte; Colleen Charlton,  
**Members Absent:** Sally Uribe, Daniel Quinn, Anne Zachary  
**Staff Present:** Chevon Kothari; Rebecca Maietto, Sheila Baker  
**Staff Absent:** Barbara Gatlin  
**Guest Present:** Denise Filppo  
**BOS Liaison:** not present  
**Recording Secretary:** Lydia Arre

- 1) **Call to Order and Introductions** – Chair Paul P. called the meeting to order at 1:32 P.M.
- 2) **Public Comments** –
  - a) Colleen C. reported that Anne Z. called her to let us know that she would not be at the meeting. Colleen stated that Anne Z. has an excused absence.
  - b) Paul P. introduced his wife and consumer, Denise Flippo.
- 3) **Approval of September 14, 2015 Agenda** – Colleen C. made a motion to approve the agenda, Ron S. seconded the motion, all agreed - ***motion carried.***
- 4) **Approval of August 10, 2015 Minutes** – Sally P. made a motion to approve the Minutes as corrected, Colleen C. seconded the motion, all agreed - ***motion carried.***
- 5) **UDWA** – Union Status Update – Eduardo Zamora – Not present, no report
- 6) **Old Business**
  - a) **Update of Progress of Services to Providers in North County at Coulterville Office.**

- 1) Chevon K. reported that she went to the breakfast in Coulterville, where she spoke with a lot of people about the services available in North County Office, and distributed IHSS brochures.
- 2) Rebecca M. stated that people are now able to sign up for IHSS services, Providers can complete applications and have pictures take at the North County Office, and that Preferred Providers will still need to come to the Mariposa Office for orientation and fingerprinting.

**b) 2015-2016 Budget**

- 1) Colleen C. motioned to accept the 2015-2016 budget as submitted to the Board of Supervisors, Sally U. seconded the motion, all agreed - ***motion carried***. It was agreed to remove the Budget item off the Agenda.

**7) New Business**

**A. Ideas for North County**

1. Chevon mentioned that, the Lions Club has invited her to share the information at their breakfast meeting, to discuss the services available at the North County Office.

**B. Ethics Training**

1. Lydia A. reported that after speaking with several counties, Calaveras County was the only one that reported that they hire an outside source to certify their employees. There was discussion about who needs to be certified, and that the members in attendance are certified, and that the only member in question is Daniel Q.  
  
Chevon K. stated that when the time comes for members to be recertified, we can look into hiring that an outside source for the training and certification.

**8) Committee Goals –**

- a) Sheila B. reported that the turnaround time to process IHSS applications has decreased over the past several months, due to the Social Worker going to the client's homes to assist with

completing the applications, medical forms and faxing them to the Doctors. Colleen C. motioned to remove the goal Medical Certification Forms returned in a Timley Manner from the Agenda, Sally P seconded the motion, all agreed - ***motion carried.***

- b) Committee members have agreed to bring other ideas to be added for Committee Goals to the next meeting in October.

## **9) Committee Concerns**

### **a) Membership**

- 1) Discussions on how to move forward with members who have not attended the meeting for several months. Colleen motioned that Paul send a letter to both members, Sally U and Daniel Q, requesting from them to confirm if they are still wanting to serve on the Committee. The letter will request a response before the October meeting, all members agreed. Chevon K. offered to draft up a letter for Paul to sign, he agreed.
- 2) It was agreed to hold off on requesting additional members for the committee until the current members wish to remain on the committee.
- 3) Discussion on the membership criteria, and that it does not meet the 50% current/past users as required in the Brown Act.

### **b) Ethics Training**

- 1) This was discussed above under Goals, and the Committee agreed to leave this item on the agenda until further notice.

### **c) Bylaws Update**

- 1) Discussion about the Committee falling under the Brown Act. All agreed that based on Attachments C & D that this Committee does fall under the Brown Act guidelines.
- 2) Discussion on requesting the change to Bylaws will continue to be on hold, until the membership issue has been resolved.

**d) Identifying at risk residents** – Committee agreed this item can be removed from Agenda.

## **10) Updates**

**a) Program and PA Updates - Shelia B.** discussed the improvements of turnaround time for medical certifications or denials as reflected in the Attachment E. Colleen C. requested the denial Reason Code 1 Not Eligible, to be separated out on the report to clearly identify the “does not meet program”, and/or “does not qualify for Medi-cal” or “does not have personal care Necessity”, and Reason Code 2 also separate the by Medical Certification not received, and Applicant did not complete. Sheila B. stated that she would make add those suggestion on the next month’s Caseload Summary Report.

- I. Sheila also reported that the readability has been completed on the IHSS brochure, she also mentioned that she was told that it was clear and understandable. The committee has approved the brochure as is and good to be distributed.
- II. Sheila also mentioned that she is preparing Nixle information and applications to be mailed out to the providers and recipients.

### **b) PA Update – Rebecca Maietto**

- I. Rebecca M. reported there are currently 48 Preferred Providers with badges. Rebecca M. mentioned the issue with scheduling additional trainings for the Preferred Providers. Colleen asked if there is a lending Library for Preferred Providers to loan them training material.
- II. Chevon K. asked if the Committee would be willing to pay for trainings for the Preferred Providers, however it would not be mandatory, and supply pizza to encourage the Preferred Providers to attend.
- III. Rebecca M. will identify training for Preferred Providers and Committee Members. Chevon K. will follow up with Dr. Ritter to see he can do immunizations for the Preferred Providers at one of the trainings.

**c) CAPA Update – Rebecca Maietto.**

- I. Rebecca reported that she was not able to connect with CAPA, Therefore, no update was provided.

**d) CICA Conference Call – Ron Schmidt**

- I. Ron S. reported that the main topic is the FLSA running and appeal for overtime also that today is the deadline to get appeals filed for the ruling. He mentioned that if it passed that 66 hour is the maximum number of hours in any given week. Ron S. mentioned that the State has the money in the budget to pay the overtime.

**e) Monthly Financial Update – None, Quarterly report to be given at the October meeting.**

**f) Department Updates – Chevron Kothari**

- I. Chevron K. reported that the department is interviewing for Rebecca M. replacement. She also mentioned that she is still working on the Homeless plan, and that Section 8 is about to release 37 to 38 houses into the Community, and that the need now is to work with the landlords.

**g) BOS Update – Supervisor John Carrier – Not present, no report.**

**11)Next Scheduled Meeting Date**

- a) **October 19, 2015**

**12)Adjournment – Paul P. adjourned the meeting at 3:23 P.M.**