Butte County In-Home Supportive Services (IHSS)

Advisory Committee

November 18, 2014

10:30 a.m. – 12:30 p.m.

2445 Carmichael Drive, Willow Room (Butte Community Employment Center-CEC)

Chico, California

1. Call to Order- Chairperson, Mark Gordon

 The meeting was called to order by Mark Gordon at 10:36 a.m.

1. Establishment of a Quorum- Laura Loriano, Vice Chairperson

 A quorum was established.

Members in attendance were: Committee Members: Mark Gordon, Domenic Console, Sarah May, Sarah Okumbe, Thomas Edgar, Laura Loriano and Sue Handley; staff and support: Eva Stafford and Margie Ruegger

1. Minutes of August 12, 2014: Review and approval- Mark Gordon (Action)

 Motion to approve August 12, 2014 minutes -M/S/C: Thomas Edgar /Domenic Console/Passed unanimously

1. IHSS Advisory Committee Membership – Mark Gordon (Action)
* Renew Memberships-Sarah May, Patricia Anthony and Thomas Edgar all agreed to serve another term on the IHSS Advisory. M/S/C: Laura Loriano/Domenic Console/Passed unanimously
* Chairperson and Vice Chairperson nominations-Sarah May was nominated for the Chairperson and Mark Gordon was nominated for the Vice Chairperson. Both members agreed to accept the nomination as Chairperson and Vice Chairperson. M/S/C: Laura Lariano/Domenic Console/Passed unanimously.

1. IHSS Advisory Committee 2015 Meeting Dates-Mark Gordon (Action)

Proposed dates: February 10; May 12; August 11; November 10. M/S/C: Thomas Edgar/Sarah Okumbe/Passed unanimously.

1. IHSS Public Authority (PA) – Eva Stafford
* Registry Update: 284 providers are working and available for employment. The state of California is disenrolling providers who have had no payroll activity for one year at the end of every month. The County has a review period to note any exceptions from the State list.
1. State and Local Update- Lisa Sol, DESS Program Manager, ASD (absent) Eva Stafford IHSS Public Authority (PA)
* FLSA- Provider Timesheet Training video and overview -(Corrine Feuerstein, IHSS payroll)
* The State of California sent out over 9,000 mailers to recipients and providers in Butte County. The State provided a list to the County to whom the mailers were sent in Butte County.

Recipients are required to get the new IHSS Overtime and Workweek Requirements Recipient Declaration (Temp 3000) and the IHSS Recipient and Provider Workweek Agreement (SOC 2256) returned to the county by December 15, 2014. The SOC 2256 is only needed if the recipient has more than one care provider. The County will follow up with recipients who have not submitted the new needed paperwork.

Providers are required to get the new IHSS Provider Enrollment Agreement (SOC 846) and the IHSS Provider Workweek and Travel Time Agreement (SOC 2255) back to the county by December 15, 2014. The SOC 2255 is only needed if the provider is working for more than one recipient. The County will follow up with providers who have not submitted the new needed paperwork.

Counties are providing voluntary timesheet trainings to all providers and consumers to assist them in learning how to fill out the new 2015 timesheets including description of overtime and travel time rules. The dates and times for Butte County trainings are posted on the CDSS website. It is recommended that anyone interested call Butte IHSS payroll (530-538-7538 select option 1) or Public Authority (530-538-5262) to reserve a seat. CDSS website address: <http://www.cdss.ca.gov/agedblinddisabled/PG3650.htm>

All interested can also visit the Butte County IHSS Public Authority Website (<http://www.bcihsspa.org/CMIPSII_Info.html>) for the Dos and Don’t’s for Accurate Completion of the New IHSS Timesheets. Also included on this page is a link to view the training video.

Providers who will be claiming travel time must ensure that they mail the Travel Claim form and Timesheet together in the same envelope. The new timesheets will begin on January 1st, 2015. The workweek and travel time limits will not be enforced for the first three months after the changes go into effect. After April 1, 2015, if you submit a timesheet reporting hours over the workweek and travel time limits, the violation process will begin.

The state has informed counties that they will mail recipients and providers notices that include the recipients weekly authorized hours. Most providers will not be authorized to work more than 61 hours. There are a minimal number of instances when a recipient has 61-66 hours per week authorized and the recipient has one provider and the provider is only working for the one recipient. In this case the provider may work up to 66 hours.

* IHSS staffing update: The Department has hired one new supervisor and three new social workers in the I.H.S.S unit.

1. CICA report and Disability Rights of California Fact Sheet-Sarah May
* Sarah has been in contact with CICA. She noted they have been very responsive to her requests. She gave out copies of their current calendar.

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1. Next meeting agenda ideas- CICA’s activities (Sarah May); Registry update (Eva Stafford); Managed Care pilot update (Lisa Sol); FLSA-Timesheet training update (Corrine Feuerstein) Vacant Committee member positions (Sarah May).
2. Public Comment- Connie Graham from the California United Homecare Workers (CUHW) shared CUHW will be emailing and robo calling their members to keep them informed about the changes to the IHSS Timesheet, travel and service hours. They are providing training on the changes as well visit: [www.cuhw.org](http://www.cuhw.org) for more information.
3. Adjournment- Chairperson Mark Gordon

 Meeting was adjourned at 12:30 p.m.

 Next meeting: Date: February 10, 2015

 Time: 10:30 a.m. – 12:30 p.m.

 Location: 2445 Carmichael Drive, Willow Room, Chico, CA