Butte County In-Home Supportive Services (IHSS)

Advisory Committee Minutes

August 8, 2017

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, Sarah May

 The meeting was called to order by Sarah May at 10:35 a.m.

1. Establishment of a Quorum- Chairperson, Sarah May

A quorum was not established. The committee commenced acting as a work group with Sarah May as chair and took no formal actions in accordance to the by-laws. Introductions were made around the table.

Members in attendance were: Committee Members: Sarah May, Sarah Okumbe, Patricia Anthony, Mark Gordon and Forest Harlan. Public Authority: Kara Hall and Norm Schrum. Support, Lynn Haskell.

1. Minutes of May 9, 2017: Reviewed and recommended for approval

Sarah May as chairperson reviewed and approved the minutes from May 9, 2017 for public record per Article VI of the By-Laws.

1. Sarah May covered the history of the By-Laws review process and discussion revolved around creating a work group or reviewing as a whole group. It was decided to review the By-Laws at the November 14th meeting as a whole group. Lynn will send out a copy of the By-Laws and a copy of the welfare code so that members can prepare for the discussion November 14th.
2. The budget has already been reviewed by the committee and recommended for approval. The committee is waiting for a quorum to formally approve.
3. Committee membership was discussed. The term letter was read and Patricia and Sarah M accepted new 3 year terms. Lynn will start the formal process for that.
4. Outreach was discussed. Patricia and Sarah are coordinating a presentation to the Paradise Rotary for a future date. Forest suggested we reach out to the SE Union for membership. Kara informed the committee that DESS sends out a monthly letter that an invitation and information could possibly be included. Social Workers on their annual visits could pass the invitation and information along. There may also be an opportunity with intake workers to get the word out.
5. Norm Schrum reported for Public Authority. PA has recently hired 4 new social workers. There is still a need for 2 or 3 more. Norm will be checking to see who will fill this position. The new orientation video has not yet arrived. When it arrives the committee will review it. Electronic time sheets started for Butte County 8/7. Electronic timesheets are voluntary and 15% are currently using them from the pilot. Pat asked for clarification on accountability and if recipients sign off timesheets with the new system. Norm explained the electronic system and how it works. Providers can enroll anytime and trainings are on line.

Kara answered questions regarding the registry of providers. Discussion revolved around the need for providers and challenges in recruiting. A concern was also voiced regarding the intake process that can take up to 90 days. Hospitals and rehab facilities see failed discharges when there is no help at home for their patients to recover. This is a real gap in services.

1. Sarah May presented the CICA goals for 17-18.
2. Suggested Agenda Items for next meeting: Bylaws Amendment, CICA budget, Advisory Committee Membership, update on electronic time sheets, provider outreach, IHSS Awareness meet and greet, new orientation video, suggested: Far Northern, Peg Taylor Center, A.R.C. of Butte County and A.S.D.
3. Public Comment –no public comment.
4. Adjournment- Chairperson Sarah May

 Meeting was adjourned at 12:39 p.m.

 Next meeting: Date: November 14, 2017

 Time: 10:30 a.m. – 12:30 p.m.

 Location: 2445 Carmichael Drive, Willow Room, C