

**IN-HOME SUPPORTIVE SERVICES ADVISORY COMMITTEE**

February 9, 2018

12:45 p.m.

**SAN DIEGO ROOM**

**3851 Rosecrans St.**

**San Diego, CA 92110**

<b>I. CALL TO ORDER: The meeting was called to order at 12:52 p.m.</b>			
A. Attendance			
Members		Excused Members	Guests
Esther Anthony-Thomas Burton Disner Demra Henderson Yolanda Ivy	Charles Kirtley III Martha McCarthy Cheryl Sevier Noreen Woods		Andrea Christopher Rissa Chavez Sunita Willson Antonio Wilson
Alternates	AIS Staff	IHSS Public Authority	
	Elsa Caprioglio Maria Molina-Melendez Cameron Gordon	Vickie Molzen Diana Montellano	
Item	Outcome/Discussion	Action Items	
<b>II. PLEDGE OF ALLEGIANCE:</b> Done			
<b>III. INTRODUCTIONS:</b> Everyone in attendance was asked to introduce themselves.			
<b>IV. APPROVAL OF AGENDA:</b> Cheryl asked for a motion to approve the agenda. Martha made a motion to approve the agenda; seconded by Noreen— <b>Motion carried unanimously.</b>			
<b>V. APPROVAL OF MINUTES:</b> Cheryl asked for the review of December’s minutes; Yolanda made a made motion to approve the minutes; seconded by Charles— <b>Motion carried.</b>			
<b>VI. CHAIR’S REPORT:</b> No report.			
<b>VII. BOARD LETTERS (discussion and possible action):</b>			
A. None			
<b>VIII. REPORTS</b>			
<b>A. AIS Council</b>	AIS will not meet until Monday 2/12/18. The report from that meeting will be presented at next meeting.		
<b>B. Membership Committee</b>	Maria said that there are two potential members interested in joining the committee; she is doing a follow up with them.		
<b>C. IHSS</b>	Elsa presented a report from feedback on a survey on the children's caseloads; three focus points were identified. 1) High number of Autism cases; training for Social Workers on Autism will be provided, 2) Customer Service; complaints that IHSS Social Workers not returning calls. The expected response time is within 24 hours. 3) Social Worker turn-over. IHSS has hired 14 new social workers to keep up with recent vacancies. Each Social Worker carries an average of 325 cases. Elsa responded to comments about the IHSS Training Academy.		
<b>D. UDW</b>	Cheryl and Noreen read Mat's report.		
<b>E. CICA</b>	Noreen and Yolanda apologized for not being able to present a report.		
<b>F. Public Authority</b>	Vickie talked about February having 28 days and the high chance of providers receiving violations due to how a timesheet is completed. If providers have questions on how to complete timesheets and how to prevent incurring on violations, please contact Public Authority Payroll		

	Department. She encouraged signing up for online timesheets.	
<b>IX. PRESENTATION (discussion and possible action):</b> Assessment Clarification Process - Maria Molina-Melendez. Maria did a power point presentation on the IHSS Assessment process and explained the Hourly Task Guidelines; she answered questions from Committee and from the public.		
<b>X. OLD BUSINESS (discussion and possible action):</b> Committee's Goals - Item tabled		
<b>XI. NEW BUSINESS (discussion and possible action):</b> Electronic Visit Verification: The County is waiting for information from CDSS. A stakeholder meeting occurred on October and there is another one happening in spring 2018. Implementation will be 1/1/19. Elsa answered concerns from members with the limited information she has. She referred them to State's website: <a href="http://www.cdss.ca.gov">www.cdss.ca.gov</a>		
<b>XII. PUBLIC COMMENT:</b> Antonio Wilson talked about the phone services he utilizes.		
<b>XIII. MEMBER COMMENT:</b> Burton talked about a program of free cell phones with certain restriction as making 10 calls per month; then a fee is charged.		
<b>XIV. NEXT MEETING AGENDA:</b>		
<b>XV. ADJOURNMENT:</b> Cheryl adjourned the meeting at 2:30 p.m.		
Minutes respectfully submitted by Diana Montellano		