

SHASTA COUNTY IN-HOME SUPPORTIVE SERVICES ADVISORY COMMITTEE (IHSSAC)

Minutes

September 12, 2014

Members: Evan LeVang, Wendy Longwell, Craig Graham, Wayne Bruinsma, Sheri Henderson, Elizabeth Slosson

Shasta County Staff: Tim Brendler, Dean True, Debbie Cowan, Amparo Buck, Sarah Ewert

Absent Members: Linda Roberts, Shyrle De Haven

Draft

Guests: Dolores Jioia

Agenda Item	Discussion	Action	Individual(s) Responsible
I. Introductions	<ul style="list-style-type: none"> ➤ The acting chair extended a warm welcome to all attendees. ➤ Board members and audience members introduced themselves if they chose. 		<ul style="list-style-type: none"> ➤ Evan LeVang
II. Public Comment Period	<ul style="list-style-type: none"> ➤ An announcement was made that April 2014 is autism awareness month. A description of the activities during the month was discussed. ➤ An announcement was made concerning the Partnership HealthPlan Consumer Advisory Committee that meets quarterly and any Partnership HealthPlan member can attend. 		<ul style="list-style-type: none"> ➤ Wendy Longwell ➤ Kelley Sewell, Partnership Healthplan
III. Minutes	<ul style="list-style-type: none"> ➤ Minutes from the March 14, 2014 meeting were presented in written form. 	<ul style="list-style-type: none"> ➤ Approved the March 14, 2014 minutes. 	<ul style="list-style-type: none"> ➤ Wendy Longwell (Motion)/Sheri Henderson (Second)
IV. Election of Officers	<ul style="list-style-type: none"> ➤ Evan LeVang was nominated as Chair and he accepted. ➤ Wendy Longwell was nominated as Vice-Chair and she accepted. 	<ul style="list-style-type: none"> ➤ Evan LeVang elected as Chair. ➤ Wendy Longwell elected as Vice-Chair. 	<ul style="list-style-type: none"> ➤ Wendy Longwell (Motion)/Sheri Henderson (Second) ➤ Evan LeVang (Motion)/ Sheri Henderson (Second)
V. Announcements and Review of Correspondence	<ul style="list-style-type: none"> ➤ Independent Living Services of Northern California will be holding a fundraising event, on October 10, 2014 at Win River Casino. The Pirate Paloosa will be from 7-10 PM. 		<ul style="list-style-type: none"> ➤ Evan LeVang
VI. IHSSAC Chair Report	<ul style="list-style-type: none"> ➤ Since we last met in March, there were some serious threats to the IHSS program 		<ul style="list-style-type: none"> ➤ Evan LeVang

	<p>in terms of budget items and ballot initiatives, that didn't materialize. The coming provider overtime will be a major issue.</p>		
<p>VII. Shasta County's IHSS and Public Authority Division Reports</p>	<ul style="list-style-type: none"> ➤ We are now fully staffed with 16 IHSS Social Workers. We have 2,600 active IHSS cases. In August there were 253,000 hours processed, with \$2.4 million in wages paid. IHSS received 81 IHSS applications in August 2014. In our front office we received 2,016 phone calls, and we had 1,545 walk-in customers. ➤ The number of providers that attended orientation in July 2014 was 95, with 74 in August 2014. ➤ The Public Authority has 192 available providers, and 594 total working providers. The Public Authority is currently helping 1419 IHSS recipients. ➤ The May Revision for the 2014/15 State budget projects the IHSS caseload to increase 2.4% to 463,939 cases. These increases in caseload will increase the total cost by \$134 million. ➤ Trailer bill SB 878 made changes to the provider orientation requiring additional content on minimum wage and overtime, including paid travel time and wait time. The bill also that the recognized union be permitted to make a presentation at the provider orientation of up to 30 minutes. The intention to delete the 7% reduction in authorized case hours was eliminated from the bill. ➤ Provider overtime that becomes effective on January 1, 2015, will allow a provider to work up to 66 hours/wk, or 61 hours/wk with the 7% reduction. (Attachment A) Providers will also get paid direct travel between recipients in the same workday, not to exceed 7 hours/wk. These 7 hours are in addition to the case authorized hours. Recipients will receive a notice to inform them of their total weekly authorized hours. A recipient may adjust their weekly hours and have their provider work in excess of the authorized weekly hours without approval, if the provider does not work over 40 hours/wk, and the total hours worked in a month do not exceed the monthly authorized hours. If the weekly authorized hours for a recipient are over 40 hours/wk, and the recipient has only one provider, the recipient may adjust their weekly hours and have their provider work in excess of the weekly authorized hours without approval, and the total hours worked in a month do not exceed the monthly authorized hours. If a provider works over 40 hours/wk for any one recipient and normally works 40 hours or less, the recipient would need to get county approval before the timesheet is submitted. A recipient can request an exception to adjust his/her weekly hours from the county. The reason for requesting the exception should be based on medical necessity of the recipient and not for the benefit of the provider. 		<ul style="list-style-type: none"> ➤ Debbie Cowan ➤ Tim Brendler

An IHSS recipient seeking an overtime exception must contact the county IHSS office by telephone. The request must occur either prior to or immediately after the event which caused the need for the request, and should be made before the timesheet is submitted. County IHSS staff must document the request and an automatic response letter will be generated.

The workweek and travel time limits will not be enforced until April 1, 2015. If multiple violations occur within a single pay period, only one violation will be assessed against the provider.

For the first violation, the provider will receive a written warning.

For the second violation, the provider will receive a second written warning and must attend a paid mandatory training. Failure to attend the training within 14 calendar days of the date of the violation notice will result in a third violation.

For the third violation, the provider will receive a six month suspension.

For the fourth violation, the provider will be ineligible for the IHSS program for one year. After this period, the provider must re-enroll in IHSS program to provide IHSS services.

Violation notices will be sent to the provider and to the recipient the provider serves.

Recipient forms required:

IHSS Program Overtime and Workweek Requirements, Recipient Declaration. This notice informs the recipient of the regulations and policies concerning overtime and the recipient signs to acknowledge their understanding of the new requirements.

IHSS Program Recipient Assignment of Authorized Hours to Providers (SOC 838). This form is required to establish a workweek agreement between the recipient and provider(s). This form is signed by the recipient and provider(s).

IHSS Program Recipient Designation of Provider (SOC 426A). This form is completed and signed by the recipient to show who they have chosen as their provider.

Provider forms required:

IHSS Provider Enrollment Agreement (SOC 846). Each provider must sign acknowledging that they understand the workweek limits, the travel time limits, the violations that may be received for violating these limits.

IHSS Program Provider Workweek and Travel Time Agreement (SOC 2255). This form is completed if the provider is working for more than one recipient and they travel directly between recipients in the same day. The provider lists the recipient

	<p>they work for and the estimated travel time and distance between the recipients they work for.</p> <p>The timesheets are being reformatted to divide the pay period into workweeks. There will be a separate timesheet if the provider is claiming travel time. A claim form will be required with each timesheet showing travel time.</p> <p>IHSS along with the Public Authority will be conducting timesheet trainings to implement this new process.</p> <p>A discussion followed.</p>		
VIII. IHSS AC Members Reports	<ul style="list-style-type: none"> ➤ There were no member reports given. 		
IX. Ad Hoc Committee Reports	<p><u>Ad Hoc Publicity Committee</u></p> <ul style="list-style-type: none"> ➤ The IHSS newsletter was sent out to all IHSS providers and recipients in early August. (Attachment B). A discussion followed. <p><u>Ad Hoc Training Committee</u></p> <ul style="list-style-type: none"> ➤ A provider training will be held in September 26, 2014 on nutrition which will include healthy plate, food groups, reading food labels, salt and sugar content, hydration, food safety, choking hazards. The Public Health Nurses will facilitate the training to be held at the Redding Library. 		<ul style="list-style-type: none"> ➤ Tim Brendler ➤ Wendy Longwell
X. Discussion	<ul style="list-style-type: none"> ➤ A discussion was held on Ad Hoc committees that are needed. It was determined that the current Ad Hoc committees are sufficient. 		
XI. Action Item	<ul style="list-style-type: none"> ➤ Discuss and approve the meeting schedule for 2015. ➤ Consider authorizing the Ad Hoc Training Sub-Committee to finalize the provider training to be held in January 2015. ➤ Consider authorizing the IHSS Advisory Committee to become a member of California In-Home Supportive Services Consumer Alliance (CICA). If approved, consider authorizing the use of IHSS Advisory Committee funds for CICA. 	<ul style="list-style-type: none"> ➤ Approve the meeting schedule for 2015: January 9, 2015, May 8, 2015 and September 11, 2015. ➤ Authorize the Ad Hoc Training Sub-Committee to finalize the provider training to be held in January 2015. ➤ Approve authorizing the IHSS Advisory Committee to become a member of CICA and 	<ul style="list-style-type: none"> ➤ Wendy Longwell (Motion)/Sheri Henderson (Second) ➤ Wendy Longwell (Motion) /Elizabeth Slosson (Second) ➤ Sheri Henderson (Motion)/Wendy Longwell (Second)

		authorized the use of IHSSAC funds for membership dues.	
XII. Future Agenda Items	<ul style="list-style-type: none"> ➤ Provider overtime and timesheets. ➤ Consider appointing members to new terms. ➤ State Budget. 		
XIII. Adjournment		➤ Meeting adjourned (3:08pm)	Shyrle De Haven (Motion)/Elizabeth Slosson (Second)

Evan Le Vang, Chair

Tim Brendler, Committee Coordinator