



**El Dorado County
In-Home Supportive Services
Advisory Committee**

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IHSS Public Authority Advisory Committee Meeting Minutes - Final

DATE: Monday, January 19, 2021
TIME: 1:00 PM – 3:00 PM
PLACE: ZOOM Meeting

ATTENDANCE: Ellen Yevadakimov (Chair), Jody Bailey, Brian Lordson, Linnea Marengo, Karen Mulvaney, Laura Walny, Elizabeth Peters, Lucy Walters

1. **CALL TO ORDER Time:**
 - A. **Flag Salute:** The meeting was called to order @ 1:01pm, the Salute to the Flag was done, roll call was taken and a quorum was established.
 - B. **Introductions:** Introductions were made.
 - C. **Approval of Agenda**
The Committee reviewed the Agenda, and the motion was made to accept the Agenda by Jody Bailey; Brian Lordson seconded the motion. The Agenda was approved.
 - D. **Approval of Minutes**
The Minutes of the October 2020 meeting were reviewed, and the motion was made to accept the minutes with one change to the date of the next meeting by Ellen Yevadakimov; Brian Lordson seconded the motion. The minutes were approved.
2. **ORAL COMMUNICATIONS & ANNOUNCEMENTS:** No announcements were received.
 - A. Karen Mulvaney, El Dorado County representative and Chair of Sacramento Regional Advisory Committee, State Council on Developmental Disabilities thanked the Committee for help in facilitating vaccines for providers and spoke to the importance of advocating for individuals with intellectual and developmental disabilities (IDD) to ensure they had swift access to vaccinations due to the populations significant vulnerability to COVID-19.
3. **CHAIRPERSONS COMMENTS:** Ellen Yevadakimov noted that the Committee will need to address Officer positions at the next meeting.

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4. GUEST SPEAKER – Lucy Walters, IHSS Social Services Supervisor I, who has been with the County for 21 years, provided an informative presentation to the Committee regarding the IHSS Application and Intake process for the Program. Lucy reviewed IHSS eligibility and application guidelines, advised that Intake staff receives 70 – 90 calls per month with 80% of the calls relating to IHSS applications and 20% relating to inquiries regarding the Program. Lucy identified the type of information collected during Intake and provided examples of the various situations addressed by Intake staff. Calls are received from applicants directly, as well as Intake receives referrals from physicians, hospital staff, Older Adult Services, Social Security Administration, Medi-Cal workers, Adult Protective Services, etc. Lucy further explained the process when an applicant is already receiving Medi-Cal benefits versus someone who may be Medi-Cal eligible, but not yet receiving benefits. She also spoke to the different roles between eligibility staff and Social Workers.

5. CONTINUED BUSINESS
 - A. IHSS Public Authority Staffing Update:
 - o Alicia Hinkle, Program Coordinator, returned to her prior position as Eligibility Supervisor in December. A new recruitment for the Program Coordinator is being initiated. As well, we are recruiting for an additional Registry Training Specialist to fill the current vacancy.
 - o Staff have continued working via a combination of telework and working in the office, seeing providers by appointment only as needed and conducting the majority of the work by telephone and email.
 - B. Committee membership
 - a. Vacancies – Members Linnea Marengo and Gerald Lillpop confirmed, leaving the following vacancies: 4 consumer members and 2 provider members.
 - b. Recruitment - ongoing
 - c. Applications – 1 on hold pending ability to bring on another consumer member which will open up the vacancy
 - d. For reference: Ethics Training Information - <http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>
 - C. Speaker for Upcoming Meeting: Members expressed interest in additional information regarding providers (how to find providers, demographic data, what is provider longevity, as well as the perspective of the enrollment process from a provider).
 - D. Annual Report to the Board of Supervisors: The IHSS Public Authority’s Annual Report to the Board of Supervisors was presented on December 15, 2020 and was well received.
 - E. Union Update – Information regarding vaccination availability is being shared with the Union for distribution to members, with a plan to work together to distribute protective equipment (masks, sanitizers) to members.

6. PUBLIC AUTHORITY REPORT
 - A. PA Statistics (Elizabeth Peters) – Elizabeth reviewed the PA statistics/report for the period, advising the Committee that orientations have continued and remain stable with the current process in place; PA saw an increase in employment

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- verifications and an increase for applications; as well, staff have been working diligently to assist recipients and providers enroll in electronic timesheets and the electronic visit verification system.
- B. BOUNDS (Brittany Berridge) – Brittany provided an update to the Committee on the roll out of BOUNDS/web-based provider enrollment application the PA is utilizing.
 - C. By-Laws Subcommittee – Delayed due to staffing change.
 - D. CDSS Annual Site Review (Brittany Berridge): In December, the California Department of Social Services conducted their Annual Site Review for the IHSS Program. Review staff shared that the El Dorado County review was among the shortest in comparison to other counties and they appreciate the strong documentation demonstrated by staff, as well as recognized the accompaniment to medical appointment documentation. The review was excellent and always appreciated by staff as it is an opportunity to ask questions and get specific feedback from CDSS.
7. ITEMS FOR NEXT AGENDA
- A. Committee Officers
 - B. Add COVID-19 related Section to the Agenda
 - C. Request annual budget update
8. NEXT MEETING: Monday, April 19, 2021 – ZOOM Meeting
1:00 pm to 3:00 pm
9. ADJOURNMENT Time: 2:23 pm