



**COMMUNITY SERVICES AGENCY**

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**STANISLAUS COUNTY  
IHSS ADVISORY COMMITTEE MEETING  
MINUTES**

**08/22/03**

**Committee Members Present:**

Jeffrey Lambaren  
Jose Acosta  
Linda White  
Ora Scruggs

Kenny Brown  
Madelyn Amaral  
George Sharp  
Dwight Bateman

Connie Muller  
Christine Munoz  
Rose Martin

**Committee Members Absent:**

**IHSS Staff Present:**

Jan Holden

Larry Baptista

**OPENING REMARKS by CHAIRMAN JEFF LAMBAREN**

- Meeting called to order at 1:07PM
- Announcement made for public comment.

**PUBLIC COMMENT**

- None was presented.

**ACCEPTANCE OF MINUTES**

- August 8, 2003 minutes: Motion M/S/A to accept minutes with no corrections.

**BUDGET UPDATE**

- Passed out budget handouts
- Social Security, IHSS, and APS all came out of the budget better than expected.
- Appropriations will be the same as last year.
- The Adult Services Bureau at the State was dismantled.
- More than likely, the Legislature will revisit the Budget again in January '04.
- Connie Muller read aloud a letter she received in the mail from Assemblyman Cogdill regarding SSI cuts.
- Madelyn Amaral was informed that the State would participate in the maximum wage rate of \$9.50/hr.



### **HOMEMAKER MODE UPDATE**

- CSA staff has submitted the Homemaker wage to the State.
- 14 applicants have been interviewed and applicants will be ranked.
- Second round of interviews will be scheduled soon.
- Only actual hours worked will be charged to recipients.

### **OLMSTEAD UPDATE**

- George Sharp said the implementation of the Olmstead is in limbo due to the State budget.
- Dwight Bateman said that Ben Harvill has been assigned to oversee the implementation of Olmstead.
- The National Council released the breakdown of the Olmstead implementation of all the States consisting of about 500 pages.
- AB 43 is a bill stating privatization of the IHSS program, so providers can choose their own clientele.
- AB 1470 has been moved to the suspense file.

### **PUBLIC AUTHORITY UPDATE**

- Hand out copy of CAPA survey.
- Labor negotiations committee meets every Wednesday for four hours.
- The committee can have a representative at the negotiations.
- Jan spoke with Madera County and they would welcome the committee's visit to view their Public Authority. Their registry is not running as of yet, but their software has been installed.
- CSA Staff will contact Madera County and make arrangements to visit their Public Authority on a regular meeting date.
- Committee can decide at a later date if an Ad Hoc committee will need to make a trip to Mendocino County.

### **BYLAWS**

- Handed out copies of the updated bylaws.
- Committee members reviewed and discussed.

### **ANNUAL REPORT**

- Passed out an updated copy for the front cover of the Annual Report.
- Back cover should have BOS names and district numbers.
- Delete word "First" Annual Report and insert the year.
- Kenny Brown will provide a presentation of different variations of the annual report at the next meeting.
- Connie Muller had many different versions and ideas for the front cover.

### **AD HOC MEETING ON CUSTOMER SURVEY – Immediately following regular meeting**

## **AGENDA ITEMS FOR NEXT MEETING**

- Budget Update
- Bylaws
- Homemaker Mode Update
- Olmstead Update
- Public Authority Update – Field Trip
- Annual Report Presentation by Kenny Brown
- Ad Hoc Meeting Update
- AB 43
- AB 1470

Meeting adjourned @ 2:20 PM  
Larry Baptista, Recorder



**STANISLAUS COUNTY  
IHSS ADVISORY COMMITTEE - AD HOC MEETING  
MINUTES**

**08/22/03**

Committee Members Present:	Jeffrey Lambaren Kenny Brown	Ora Scruggs	George Sharp
Committee Members Absent:	Dwight Bateman		
IHSS Staff Present:	Larry Baptista		

**OPENING REMARKS by CHAIRMAN JEFFREY LAMBAREN**

- Meeting called to order at 2:45 PM

**I. CUSTOMER SURVEY**

- Reviewed and discussed sample survey.
- Made corrections/additions to sample questions.
- Ask for Demographics.
- Discussed each question on survey and discussed if question would be appropriate for our survey.
- Committee members were asked by Jeff Lambaren to think of a list of questions for next meeting.
- Update other IHSSAC members on the customer survey at the next regular meeting.

Meeting adjourned @ 3:10 PM  
Larry Baptista, Recorder



# Stanislaus County IHSS Advisory Committee (IHSSAC) Bylaws

## 1. Mission Statement

As the In-Home Supportive Services *Advisory Committee (IHSSAC)*, our mission is to set direction, structure, and guidelines to provide options and choices for consumers and providers and to enhance the IHSS program and services.

## 2. Meeting Procedure

- a. Except when otherwise noted, the committee meetings are to be governed according to "Robert's Rules of Order"
- b. Pursuant to the Brown act, meetings must be made open to the public, and agendas must be publicly posted at least ~~48~~ 72 hrs before the scheduled start time for meetings.
- c. Members may not meet privately to discuss committee business.
- d. Members of the Public must be given the opportunity to speak during meetings. Each person may be limited to 5 minutes of speaking, at the discretion of the Chairperson.
- e. The Chairperson may choose to remove from the meeting any unruly members of the public who are disruptive to the normal operations of the meeting concurrent with the approval of 2/3 majority vote of committee members present.
- f. Items that are not posted on the Agenda may only be discussed by special order of the committee. If a member of the public or of the committee wishes to discuss an item not on the agenda, the committee must vote whether to discuss the item immediately or to table the item for the next meeting. There must be a 2/3 majority of members wishing to discuss the item immediately.

## 3. Requirements for Membership, and procedure of Member selection.

- a. As new members are appointed to the committee, the committee must continue to be composed of the required balance of Providers, Recipients and County employee.
- b. The Board of Supervisors must approve prospective members by appointment.

- c. Each new committee member will be appointed a two-year term *and may be reappointed for one additional two-year term. Each member can serve no more than two successive terms.*

#### 4. *Officers: Election and Term of Office*

- a. *The Officers of the IHSS Advisory Committee shall be a Chair and a Vice-chair.*
- b. *The members shall elect officers from among the members at the first meeting each new calendar year. Each Officer shall serve for a term of two years or until his/her successor is selected and qualified. Officers may be re-elected to the same office for two successive terms.*
- c. *The Chair shall represent the IHSSAC before the Board of Supervisors, before other government and community agencies and before other boards and associations. The Chair shall be an Ex-Officio member of all IHSSAC sub-committees and shall have such other powers and perform such other duties as may be prescribed from time to time by IHSSAC.*
- d. *The Vice-Chair, in the absence of the chair shall perform all duties of the Chair, and when so acting shall have all the powers of and be subject to all restrictions upon the Chair. The Vice-Chair shall have other powers and perform other duties as may be prescribed from time to time by IHSSAC.*

#### 5. Absences, Termination, Attendance at Meetings

- a. Absences - A member who is absent from a total of three consecutive meetings within one calendar year, who has not given advance notice, shall be notified, in writing, by the chairperson that his/her absences will be discussed at the next regular meeting of the committee. At that time, *the committee, by a two-thirds (2/3) vote, not counting the vote of the member in question, may a vote is taken, in the presence of the quorum, to recommend to the appointing authority that the member be removed from the committee.*
- b. Termination - A member may be removed from the Committee by the appointing authority upon the recommendation of the Committee by a 2/3 vote of the Board members.
- c. Attendances at Meetings - Members are expected to attend all meetings of the committee. A member who is unable to attend a meeting shall give advance notice of his/her inability to attend, either to the Committee Chairperson, or the staff of the committee

#### 6. *Sub-Committees*

- a. *IHSSAC may establish such sub-committees as it deems necessary. These sub-committees may be standing or ad hoc and shall consist of at least one (?) voting member.*
- b. *The function and membership of each sub-committee shall be determined by the IHSSAC.*
- c. *All sub-committees shall only serve in an advisory capacity and at the pleasure of IHSSAC.*
- d. *Ad hoc committees ~~consisting of less than a quorum~~ may be held without a posting of a separate agenda. The ad hoc meeting may or may not be part of the regular IHSSAC agenda.*
- e. *Standing sub-committees shall be in conformity with the Brown Act.*

#### **7. Policy On Support and Sponsorship**

- a. *Other agencies or boards may ask IHSSAC to provide its position on a matter of public policy and/or endorse a program, event, and study or grant application. In these instances, the request must be reviewed and approved by IHSSAC at a regular meeting. IHSSAC may then recommend adoption of such public policy or endorsement to the Board of supervisors. ~~Upon approval of the Board of Supervisors, IHSSAC may then take action on the policy or endorsement as appropriate.~~*
- b. *The mailing list and ~~roster~~ personal information of IHSSAC shall not be released to the public.*

#### **8. Conflict of Interest**

- a. *IHSSAC members shall strive to avoid conflicts of interest, which may arise while they engage in the discharge of their responsibilities.*

#### **9. Amendment of the Bylaws**

- a. *These bylaws may be altered, amended or repealed in a presence of a quorum, by a two-thirds (2/3) majority vote of the voting members present and voting at a properly noticed meeting of IHSSAC.*
- b. *Proposed amendments to these bylaws shall be presented in writing to the Chair and such proposed change(s) shall be read at a regularly scheduled meeting and reviewed for a minimum of fifteen (15) days before being voted on by members of IHSSAC.*