



Sonoma County IHSS Public Authority Advisory Committee Executive Committee Meeting Minutes of October 17, 2016

Present: Stan Gow, Chair
Nancy Hall, Vice Chair

Staff: Mike Humphrey – Manager, IHSS Public Authority
Victoria Gonzalez Allen, Secretary – Adult & Aging Division

1. Call to Order

Stan Gow called the meeting to order at 1:31 p.m.

2. Staff Reports/Updates

Mike Humphrey reported on the following items:

- A. Registry Activity: The Registry stats for September are not yet compiled. There will be an update at the October 31st Advisory Committee meeting.
- B. Provider Enrollment Update: The stats for September are not yet compiled. There will be an update on October 31st Advisory Committee meeting.
- C. Other: None

3. Fair Labor Standards Act (FLSA) Update

Implementation of overtime for IHSS providers and related FLSA changes became effective on February 1, 2016. All hours worked above 40 per week will be paid at 1.5 times the hourly rate. There is a maximum of 66 hours per week for providers with more than one recipient. If working for only one recipient, the weekly maximum is based on the recipient's monthly authorized hours divided by 4. For providers working for more than one recipient on the same day, travel time will be paid for up to a maximum of 7 hours per week. Wait time at most of the recipient's medical appointments will be paid time. Violations will be issued for exceeding the workweek or travel time limits. There was an initial planned three-month grace period, which got extended by an additional 2 months. Violations began on July 1st. Initial violations were not issued to providers who

had not previously received personal contact from staff to educate them about the workweek and/or travel time requirements.

Since July, the State system sent 210 messages of possible violations that required our Payroll staff to research and determine whether a violation should be issued or overridden. Thus far, 34 violations have been issued.

4. Coordinated Care initiative

There will be discussion at the IHSS PA Advisory meeting in two weeks.

5. Interactive Phone/Web Response – Timesheet & Payment Info

With the goal of providing improved customer service to IHSS providers, the Public Authority has contracted with American Telesource, Inc., to develop and implement an Interactive Phone/Web Response System that will provide 24/7 access for providers to obtain details on the status of either their timesheet or paycheck. Providers will also be able to request replacement timesheets, address change forms, and other relevant information through the system. We are in the development phase and currently reviewing draft scripts. It's expected that the system will go live soon after the first of the year.

6. Budget and Legislative Update

A. Budget – The State's 2016-17 budget approved by the Legislature and signed by the Governor included funding to support FLSA overtime provisions and maintain current IHSS services.

B. Legislation – There will be a report provided at October 31st meeting.

7. Review Draft Minutes

A. Members accepted the minutes for the April 11, 2016 Executive Committee meeting.

B. Members accepted the minutes of the April 25, 2016 Advisory Committee meeting.

8. Review Draft Agenda

Members accepted the agenda for the October 31, 2016 Advisory Committee meeting.

9. Election of Secretary

Due to Joann Keyston's resignation from the Advisory Committee, there is a need elect a new Secretary to serve until the regularly scheduled officer

elections next year. Nominations will be accepted from the floor at the meeting on October 31, 2016, followed by the election.

10. Other – None

11. Public Comment – None

12. Adjournment

S. Gow adjourned the meeting at 1:56 p.m.

Submitted by Victoria Gonzalez Allen, Secretary