



Sonoma County IHSS Public Authority Advisory Committee Executive Committee Meeting Minutes of April 11, 2016

Present: Stan Gow, Chair
Nancy Hall, Vice Chair
Joann Keyston, Secretary

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 1:35 p.m.

2. Staff Reports/Updates

Mike Humphrey reported on the following items:

- A. Registry Activity: The Registry stats for March are not yet compiled. There will be an update at the April 25th Advisory Committee meeting.
- B. Provider Enrollment Update: The stats for March are not yet compiled. There will be an update on the April 25th Advisory Committee meeting.
- C. Other: Long-term Registry Supervisor, John Chan, recently retired at the end of March. Joni Lewis (former Registry Coordinator and current IHSS Social Worker) has been hired as the new Registry Supervisor effective April 26, 2016.

3. Fair Labor Standards Act (FLSA) Update

Following a year-long delay due to Court actions, overtime and related FLSA changes for IHSS providers 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. There will be violations for exceeding the

workweek or travel time limits. There is a three-month grace period before the violations take effect on May 1st.

The IHSS Public Authority and IHSS Payroll staff provided several community trainings throughout the County to educate providers and clients about the new requirements. Planning is currently underway on procedures for implementation of the State required violations.

4. Coordinated Care initiative

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

5. IHSS Provider Training

- A. IHSS PA collaborated with the Alzheimer's Association to provide training classes on Alzheimer's, dementia, and memory loss for IHSS providers. There was an extremely high demand for this training, so two additional classes were provided. In addition, two of the were provided in Spanish and these were also well attended.
- B. IHSS PA is collaborating with West County Community Health Centers to help bolster the number of available IHSS providers for referral to clients in the lower Russian River area. The project also plans to provide training for IHSS providers in the Russian River area.

6. Budget and Legislative Update

- A. Budget – The Governor's proposed 2016-17 budget included funding to support FLSA overtime provisions and maintain current IHSS services.
- B. Legislation – There will be a report provided at April 25th meeting with possible action items.

7. Review Draft Minutes

- A. Members accepted the minutes for the October 12, 2016 Executive Committee meeting.
- B. Members accepted the minutes of the October 26, 2015 Advisory Committee meeting.

8. Review Draft Agenda

Members accepted the agenda for the April 25, 2016 Advisory Committee meeting.

9. Membership Update & Election of Officers

- The term for most members (except recently appointed Jan Schiller) are due to expire at the end of June. Gow will make an announcement at the meeting on April 25th asking members to let Humphrey know of their interest to be reappointed.
- The April 25th Advisory Committee meeting will be Joann Keyston's last meeting. Her departure will create a vacancy with the Secretary position. In addition, the term of the other officer positions expire at the end of this year. Gow will appoint a Nominating Committee at the April 25th meeting and an election will occur at the October meeting.

10. Other – None

11. Public Comment – None

12. Adjournment

S. Gow adjourned the meeting at 2:55 p.m.

Submitted by Victoria Gonzalez Allen, Secretary