

**IN-HOME SUPPORTIVE SERVICES  
PUBLIC AUTHORITY OF MARIN  
GOVERNING BOARD MEETING MINUTES  
(Drafted 6/30/2023)**

Date and time:	Tuesday, June 6, 2023, 3:00pm – 5:00pm
Location:	Meeting conducted in person and recorded for minutes purposes.
Board Members Present:	Beth Gray, Jonathan Frieman, Eli Gelardin, Roger Rose, and Shelley Norris-Alvarez, Norris-Alvarez
Absent:	Cindy Siroky, Michael Harris
PA Staff:	Dario Santiago and Julia Hansen
Special Guest:	Jamie Gardner, CPA of Davis Farr LLP
Recorder:	Angie Jackson
Next meeting:	Tuesday, September 5, 2023, 3:00pm-5:00 pm

**Call to Order**

Beth Gray chaired the meeting. She announced that there was a quorum.

**1) Introduce Jamie Gardener, CPA of Davis Farr LLP who presented audit report.**

**2) Open Time for Public Comment.**

(Public comments are limited to three minutes per person. The public is invited to make comments on any other items of public interest not listed on the agenda.)

No public comments were announced at the meeting.

Dario commented that Nancy Geisse is no longer on the board. She told him she enjoyed her time on the board. Eli Gelardin stated Nancy is now the Chief Strategy Officer with MCIL.

**Recommended Action: Approve**

**a) Agenda June 6, 2023 and Board Minutes March 7, 2023**

The agenda and board minutes were approved.

No: 0

Ayes: 5 (Beth Gray, Jonathan Frieman,  
Eli Gelardin, Roger Rose, Shelley Norris-Alvarez)

Abstain: 0

Absent: 2

**3) Financial Report (for the fiscal year: Jamie Gardener of Davis Farr presented the audit.**

A new standard went into effect for this fiscal year which lengthens the report. Unmodified opinion was issued which is the highest standard. All internal controls are good with Public Authority.

Key highlights of the report:

1. Statement of Net Position:

- a. Total assets decreased from 2021-2022 by approximately \$300,000 largely due to decrease in cash that year offset by an increase in receivable from the county (Material Audit Adjustment). County hadn't transferred all the budgeted funds, \$259,000, for the fiscal year.
- b. There was a significant decrease on the liability side for the sweeps which caused a significant decrease in the liabilities.
- c. The combination of the two of these entries resulted in a significant increase in the net position. Last year the figure was in the deficit.

2. There was a slight increase in expenses (Salaries and Benefits) because Dario was with PA for a full year this fiscal year. The fiscal year shows more revenues than expenses.

Subsequent events footnotes. There is a new accounting pronouncement, GASB 87 which pertains to leases. It isn't showing up in this fiscal year report as PA's lease went into effect after the fiscal year started. A lease asset and a lease liability will show up in the next fiscal year report.

3) **Strategic Planning Committee Report**

Members of the committee are Shelley Norris-Alvarez, Dario Santiago, Beth Gray, Jonathan Frieman, Michael Harris, Marta Villela

Committee meets twice a month. They're using Strategic Plans from 2006 and 2007-2008 (with SWOT Analysis (Strengths, Weaknesses, Opportunities, Threats) to create a new Strategic Report which will show new priorities. The committee is reviewing and updating the SWOT Analysis. The mission statement is on hold.

**5)Executive Director Report**

Operations:

- Last Quarter (March to May):
  - o We referred providers to **227** recipients (up from **198** last quarter).
  - o **419** Interventions provided to recipients and providers.
    - Majority are case management interventions (**59%**)
    - **29** Urgent Emergency Providers referred.
  - o We processed **143** new providers.
  - o Processed **131** Dept. Of Justice Background Checks
  - o Reimbursed **\$29,243.95** transportation costs to providers this year.
- Provider Trainings in English and Spanish:
  - o We hosted **5** Electronic Visit Verification (EVV) trainings in office to educate providers on upcoming EVV requirements for providers.

- We provided **8** full-day in-person Career Pathways trainings to providers on the following topics:
  - Body Mechanics, Transfers, Mechanical Lifts
  - Consumers Confined to a Bed
  - CPR and First Aid

Recruitment and Marketing:

- Budget for Marketing and Recruitment is **\$1,200** monthly. Primarily spent on newspapers and social media.
- Digital Marketing reaching approximately **30k** people monthly on all platforms.
- Public Authority will pay for Registry Providers Live Scan (fingerprints) starting June 2023 as a recruitment pilot program.
- We currently have a total of **356** active providers on our registry. **Retention rate from Feb. 2022 to Feb. 2023 is 62%**

Below are the results of staff efforts for adding more providers to our registry.

(Note: **68** recipients were added to our Registry this quarter)

MONTH	RECRUITED	ADDED
March	27	6
April	22	6
May	29	9

*Recruited* are people who showed interest to our Registry Specialists’ outreach efforts. This includes people who applied for the Registry. *Added* are new providers in our Registry.

CAPA/Advocacy/Union:

- There is county-wide advocacy lead by Marin Organizing Committee and their partners to increase IHSS wages. MOC leaders asked to meet in June 2023 with PA.
- Despite the state budget deficit, CA Assoc. of Public Authorities announced an increase in state funding to Public Authorities. Marin will receive an additional \$10k in state funding FY 23/24.
- SEIU 2015 requested to start bargaining “3 months prior to end of contract”, which means negotiations likely to start in Sept. or Oct. 2023.

Looking ahead:

- County of Marin Finance will recommend our Support Service Coordinator Position to be permanent to the Board of Supervisors. This will increase our full-time permanent staff from 5 to 6 employees.
- Career Pathways Trainings for Providers: Mental Health; First Aid; Body Mechanics; Transfers; Mechanical Lifts; Consumers Confined to a Bed; CPR and First Aid; will be provided in English and Spanish in June 2023.
- Working with Marin Transit to support IHSS caregivers and recipients.
- Discussion with Public Authority of SF and Non-Profit Thriving in Place (TiP) is ongoing.
- Public Authority will pay for Registry Provider Live-Scan (fingerprints) for 3 months, starting in June 2023.

Highlights of Dario's report:

On average, 100-150 recipients are being serviced by PA each month. The workload for the staff is increasing each month. The addition of Aurora on the staff has enabled PA to provide more service to the providers and recipients.

Payroll issues affect retention. Electronic timesheet issues affect retention. PA is developing a partnership with MCIL to get devices, training and low cost/free internet access.

Marin PA recruiters will speak with SF PA recruiters to discuss retention strategies. SF Public Authority has negotiated wage increases for Providers starting \$20.25 in Sept. 2023 and incremental increases. January 2027 wages will be \$25.50.

Michael Harris reported that he and Dario are working on forming a non-profit but nothing new to report at this time.

Financial Report:

- a. IHSS Provider Health Benefits Report —As of June, 2023, 173 Providers are enrolled in Kaiser. As of May, 2023, 185 Providers are enrolled in the dental plan. PA Marin provides a supplemental insurance(Chubb) that pays anything that Kaiser doesn't pay.
- b. \$653,000 is a new deposit. Some of that is being used for the new permanent position at PA Marin.

Recommended action: Receive report. Report was received.

**8) Adjourn**

[Next Meeting: Sept 5th, 2023](#)



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