

**IN-HOME SUPPORTIVE SERVICES
PUBLIC AUTHORITY OF MARIN
GOVERNING BOARD MEETING MINUTES
(Drafted 9/13/2023)**

Date and time:	Tuesday, September 5th, 2023, 3:00pm – 5:00pm
Location:	Meeting conducted in person and recorded for minutes purposes.
Board Members Present:	Michael Harris, Beth Gray, Roger Rose, Eli Gelardin, and Shelley Norris-Alvarez, Jonathan Frieman
Absent:	Cindy Siroky
PA Staff:	Dario Santiago and Julia Hansen
Special Guest:	Chua Chao, Health and Human Services
Recorder:	Angie Jackson
Next Meeting:	December 5th, 2023

Call to Order

Michael Harris chaired the meeting. It was announced that there was a quorum.

Introductions

Public Authority Board Members, Public Authority staff, and guests introduced themselves. It was noted that the ZOOM/PHONE meetings are recorded for minutes purposes.

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.)

Consent Calendar (All items on the consent calendar may be approved by one motion of the Governing Board unless one-member requests an item be removed).

Agenda September 5, 2023 and Board Minutes June 6, 2023

The agenda and board minutes were approved.

No: 0

Ayes: 6 (Michael Harris, Beth Gray, Jonathan Frieman, Eli Gelardin, Roger Rose, Shelley Norris-Alvarez)

Abstain: 0

Absent: 1

Strategic Planning Committee Report

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

The Committee meets twice a month and has members from the board and from Public Authority. Most of the SWOT (Strengths, Weaknesses, Opportunities, Threats) of Public Authority. The SWOT analysis will be prioritized and a strategic plan will be put in place. The committee will work on a mission statement and a vision statement for Public Authority.

Executive Director Report

Operations:

- Last Quarter (June to August):
 - o There is an increasing demand of providers. This quarter we referred providers to 245 recipients (up from 227 last quarter and 198 the quarter before that).
 - o 530 Interventions provided to recipients and providers (up from 419 last quarter).
 - 38 Urgent Emergency Providers requests.
 - Information and Assistance is the primary intervention at 59%
 - o Processed 140 Dept. Of Justice Background Checks.
 - 1 failed DOJ background check and 1 delayed.
 - 138 passed.
 - o Mileage Reimbursement Pilot Program Terminated since we exhausted funds.
- Provider Trainings in English and Spanish:
 - o We applied for and were approved by CDSS Career Pathways to have 3 Mental Health First Aid classes in collaboration with Marin County Behavioral Health in June.
 - o We had 14 in-person Career Pathways Training this quarter, including CPR, Body Mechanics, and Bedbound Care in collaboration with Homebridge.
- Recruitment and Marketing:
 - Public Authority paid for Registry Providers Live Scan (fingerprints) between June and August as a recruitment pilot program.
 - We currently have a total of 387 active providers on our registry. Retention rate from Aug 2022 to July 2023 is 56.5%

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

(Note: 48 recipients were added to our Registry this quarter)

MONTH	RECRUITED	ADDED
June	32	12
July	38	20
Aug	Pending Data	13

(Recruited are people who showed interests to our Registry Specialists' outreach efforts. This includes people who applied for the Registry. Added are new providers in our Registry.

CAPA/Advocacy/Union:

- \$1,500,00 dollars was approved by the state to analyze the costs and benefits of transitioning collective bargaining from counties/PA to a statewide model. CA Association of Public Authorities along with Counties and Unions will convene in consultation with State Dept of Social Services, Finance, Health Care Services and Public Employment.Relations Board.
- Counties are reporting unusual delays in bargaining from Provider unions.
- CDSS is reviewing Consumer Education Videos for Public Authority use. Public Authorities requested support from CDSS to also train Recipients on their responsibilities as employer.
- Marin County Board of Supervisors budgeted \$550,000 to increase the Living Wage Ordinance to \$18.00 an hour, starting Jan. 2024.

Looking ahead:

- SEIU-2015 will notify PA of their intent to bargain, likely in October 2023.
- 2 Social Work Interns will Join PA this school year from San Francisco State University. They will assist recipients who are unable to complete the hiring process on their own and provide case management services.
- We are collaborating with JFCS to have trainings on Dementia and Depression
- Working with Tripp Communications to provide ADA audio to PA office
- Finalizing a written procedure for screening potential providers into our registry.

Finance Manager Report

There are 174 providers enrolled in Kaiser and 187 providers enrolled in the dental plan. Public Authority will now provide insurance for 182 providers. When a recipient and provider move to Marin from another county, they are accepted in Marin County. There are some providers on the wait list. It costs more than \$1000 to be enrolled in Kaiser. Some providers are becoming eligible for Medicare, so more slots have opened.

Health and Human Services Report: Aging and Adult Services Manager, Chua Chao

The department lost two supervisors, but they will be replaced. The department is in full compliance despite the shortage of staff. The clients in a timely manner. The department is having their usual audit.

The new EVV system has been a challenge for providers, and there is a high volume of requests for assistance. There is drop-in help available for recipients to receive help with the introduction of electronic timesheets, but it will end this month. The department has plans to open a space by the end of the year for a permanent drop-in kiosk so providers and recipients can continue to receive assistance with timesheets.

There was a discussion to organize an ad hoc committee, made up of representatives from Public Authority, MCIL, In Spirit and JFCS to work on this issue together and present the problem to the board of supervisors.

Motion to recommend candidate Carolyn Shulman to the Board of Supervisors

Motion was approved

No: 0

Ayes: 6 (Michael Harris, Beth Gray, Jonathan Frieman, Eli Gelardin, Roger Rose, Shelley Norris-Alvarez)

Abstain: 0

Absent: 1

Adjourn for Closed Session to discuss Executive Director's increase in salary.

Resolution 2022-5 Approve Executive Director Salary to Step 4

Motion was approved

No: 0

Ayes: 6 (Michael Harris, Beth Gray, Shelley Norris-Alvarez, Jonathan Frieman, Eli Gelardin, Roger Rose)

Abstain: 0

Absent: 1

No: 0

Adjourn

Respectfully submitted,

Next Meeting: December 5th, 2023



All In-Home Supportive Services (IHSS) Public Authority of Marin public meetings are conducted in accessible locations. If you require American Sign Language interpreters, assistive listening devices, or other accommodations to participate in this meeting, these may be requested by calling (415) 499-1024 ext. 104 at least 72 hours in advance. Copies of documents used in this meeting are available in accessible formats upon written request.