



**El Dorado County
In-Home Supportive Services
Advisory Committee**

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IHSS Public Authority Advisory Committee Meeting Minutes - Draft

DATE: Monday, April 19, 2021
TIME: 1:00 PM – 3:00 PM
PLACE: ZOOM Meeting

ATTENDANCE: Ellen Yevadakimov (Chair), Jody Bailey, Linnea Marengo, Karen Mulvaney, Gerald Lillpop, Laura Walny, Elizabeth Peters

CALL TO ORDER:

- A. Flag Salute: The meeting was called to order @ 1:05pm, the Salute to the Flag was done, roll call was taken and a quorum was established.
- B. Introductions: Introductions were made.
- C. Approval of Agenda
The Committee reviewed the Agenda, and the motion was made to accept the Agenda by Jody Bailey; Linnea Marengo seconded the motion. The Agenda was approved.
- D. Approval of Minutes
The Minutes of the January, 2021 meeting were reviewed, and the motion was made to accept the minutes by Linnea Marengo and seconded by Gerald Lillpop. The minutes were approved.

2. ORAL COMMUNICATIONS & ANNOUNCEMENTS: No announcements were received.

3. CHAIRPERSONS COMMENTS: Ellen Yevadakimov noted that the Committee will need to address Officer Positions at the next meeting, asked if members were interested and available to fulfill the role going forward. Laura to reach out to Brian to obtain his input and there will be additional discussion and plan to vote at next meeting if candidates.

4. GUEST SPEAKER – No guest speaker due to expanded program discussion

5. CONTINUED BUSINESS

A. IHSS Public Authority Staffing Update:

- Elizabeth Peters, promoted to Program Coordinator 3/16/21, thus leaving 2 vacant Registry Training Specialist positions in the unit. We are actively recruiting to fill the current vacancy.

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- Staff have continued working via a combination of telework and working in the office, seeing providers by appointment only as needed and conducting the majority of the work by telephone and email.
 - B. Committee membership
 - a. Vacancies – Members Linnea Marengo and Gerald Lillpop confirmed, leaving the following vacancies: 4 consumer members and 2 provider members.
 - b. Recruitment – ongoing – Recruitment flyer was provided to the members and is being used by PA staff to share with other County departments as well as post in local communities, particularly rural access points for essential services (i.e. grocery stores, community bulletin stores, etc.)
 - c. Applications – 1 on hold pending ability to bring on another consumer member which will open up the vacancy
 - d. For reference: Ethics Training Information - <http://www.fppc.ca.gov/learn/public-officials-and-employees-rules-/ethics-training.html>
 - C. Speaker for Upcoming Meeting: Laura to request an update from the fiscal team on the IHSS PA Budget.
 - D. Union Update – new Regional Manager for the Northern counties; Iley Whiting – initial introduction and discussion re: provider processes and COVID.
6. PUBLIC AUTHORITY REPORT
- A. PA Statistics (Elizabeth Peters) – Elizabeth reviewed the PA statistics/report for the period, advising the Committee that orientations have continued and remain stable with the current online process; PA continues to work with recipients and providers to enroll in electronic timesheets and the electronic visit verification system and are gradually reducing the numbers of providers using paper timesheets.
Elizabeth discussed and reviewed the information/instructions that are provided to recipients and providers to help them navigate the Program; specifically, Provider and Recipient Factsheets, Electronic Visit Verification Electronic Services Portal (ESP) Website Provider Time Entry, Electronic Visit Verification Electronic Services Portal (ESP) Website Provider/Recipient Registration, IHSS Electronic Services Portal Approving and Rejecting Timesheets. These is critical information for the program and staff are committed to ensuring recipients and providers are able to navigate their way through the various processes.
 - B. BOUNDS (Brittany Berridge) – Bounds update for next meeting
 - C. By-Laws Subcommittee – Delayed due to staffing change
7. ITEMS FOR NEXT AGENDA
- A. Committee Officers
 - B. Add COVID-19 related Section to the Agenda
 - C. Request annual budget update
8. NEXT MEETING: Monday, April 19, 2021 – ZOOM Meeting
1:00 pm to 3:00 pm
9. ADJOURNMENT Time: 2:23 pm

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