

**Contra Costa County In-Home Supportive Services
Advisory Committee Meeting
November 21, 2017 Meeting Summary**

Present: Mustafa Alsalihi, Wilson Cheng, Gary Gray, Juarez Juarez (via phone), John Roe and Wendell Snyder,

Absent: Sydney Anderson, Sarah Birdwell, Keegan Duncan and Chantana Vornnvilaipan

Staff: Elizabeth Dondi, Beatriz Salgado

Guests: Kim Lee

Roll Call and Introductions:

Vice-chair Wilson Cheng called the meeting to order at 1:13pm. Roll call was called and the sign-in sheet was completed. A quorum was established.

Public Comment Period:

None

Individual Member Reports & Announcements

None

October 17, 2017 Meeting Summary

John moved, Mustafa seconded, to approve the October 17, 2017 meeting summary as written. The motion carried; see votes below:

		Meeting Summary			
		Yes	No	Absent	Abstain
1	Mustafa Alsalihi	x			
2	Sydney Anderson			x	
3	Sarah Birdwell			x	
4	Wilson Cheng	x			
5	Keegan Duncan			x	
6	Gary Gray	x			
7	Joe Juarez	x			
8	John Roe	x			
9	Wendell Snyder	x			
10	Chantana Vornviloipan			x	

REPORTS:

Fraud / Quality Assurance Report: Janice Corrales, Quality Assurance Social worker, gave the fraud report as follows:

For the first quarter FY 2017-2018, months July to September 2017. QA unit reviewed a total of 68 cases. Out of the 68 cases, 46 cases were timely assessed, 52 of these cases completed SOC 864 (risk assessment), and 12 home visits were completed. 8 of those cases required no action and the rest of them required some corrections. The majority of these corrections involved case documentation and a few of these cases had missing or incomplete county forms. Out of the home visits reviews completed, some of the cases required additional documentation. Only one case was identified to have had a critical incident (cases that involves Adult Protective Services).

Regarding fraud, there were 43 fraud complaints, most of the cases were reported by county staff and data matches (notifications from the hospitals when clients has been admitted or discharged from hospitals or other health care facility), and few of them by consumers, providers, family members and anonymous phone calls.

For early detection, 3 cases were either terminated or the authorized hours were reduced. The total amount of hours reduced or terminated were 102.

The total amount of money identified as a loss to IHSS Program was \$13, 208.63. The total amount of money identified for Collection through County Overpay Recovery was \$13, 238.63.

Janice also mentioned to the AC members that the integrated call center will start taking intake call for IHSS program as well as APS reports at the end of the current month.

Staff Reports- Regarding Gary's last meeting's question as to whether or not Electronic Timesheet System (ETS) is voice activated for consumers who are speech impaired. Elizabeth reported that DSS responded to this inquiry as follows:

"Recipient has the option to speak or key in numbers to navigate through ETS. The system will give the option to speak or use the key pad on their phone."

Elizabeth also reported that beginning January 10, 2018 PA will be hosting a “Learn Share and Care group “once a month on the second Wednesday of the month. The aim of this group is to provide a forum for providers and consumers to learn and share on topics of mutual concern as well as how to improve their working relationships – Sandra Hare Registry Specialist for West County will be facilitating this group meeting.

Finally, Elizabeth informed the AC members that the providers who are submitting paper timesheets will receive an insert form from the Department of Social Services in their December 2017 timesheets. The purpose of the insert is to inform providers the assistance and resources available to them such as Union assistance on how to complete timesheets correctly, direct deposit and upcoming refresher trainings for providers on how to fill up paper timesheets.

Chair Report – None

Advisory Committee Expenditure Report:

The report for October 2017 through the last expenditure for this fiscal year (on October 27th) was handed out for committee review.

Health, Safety & Education Committee Report:

Joe Juarez reported that the meeting was held on November 14, 2017 from 1:00pm to 2:00pm. Joe reported that the remaining trainings for this year are Mental Health / Grief for West County scheduled to be held on Wednesday November 1st from 10am to noon at Hall Ave. Staff room. Joe also mentioned that the same trainings are scheduled for 2018, but PA is willing to offer more trainings based on the providers demand.

Rapid Response Committee Report:

Gary Gray stated that the AC member went over the Demographic reports as well as call log for the program. In the month of October 2017 the Registry received 9 calls, 4 of these calls were filled and 1 was not filled, 2 did not meet eligibility criteria, 1 was cancelled and 1 was partially filled.

Nominating Committee Report: No report as no meeting was held.

Advocacy Committee Report: No report. Meeting will be held later today.

California In-Home Supportive Services Consumer Alliance (CICA) Report:

None

Independent Living Resource (ILR) Report: John reported that the main focus of the ILR board right now is the coming fundraiser planned for February 3rd, 2018 at the IBEW Local 302 1875 Arnold Dr. Martinez, CA. It will feature a Mardi Gras theme. The estimated cost for the tickets is \$50 which will include formal dinner, raffle tickets and more.

SEIU 2015 Report: John Roe reported that as of last Thursday, November 16, 2017 SEIU 2015 is officially a fully functioning union.

Unfinished Business: None

New Business:

Election of 2018 Chair and Vice Chair - Nominations occurred during the October 18, 2017 Nominating Committee meeting and they are:

Chair: Sydney Anderson

Vice Chair: Wilson Cheng
Joe Juarez

Wendell moved, seconded by John to close the nominations. The motion passed. See votes below:

		Closed Nominations			
		Yes	No	Absent	Abstain
1	Mustafa Alsalihi	x			
2	Sydney Anderson			x	
3	Sarah Birdwell			x	
4	Wilson Cheng	x			
5	Keegan Duncan			x	
6	Gary Gray	x			
7	Joe Juarez	x			
8	John Roe	x			
9	Wendell Snyder	x			
10	Chantana Vornviloipan			x	

Sydney Anderson will serve as Chair again since she was the only nominee for the Chair position. Wilson was unanimously elected as Vice Chair.

Next meeting: January 16, 2018.

Wilson adjourned the meeting at 3:02pm.

1:00 PM – 3:00 PM, 500 Ellinwood Way, Pleasant Hill

Wilson Cheng, Vice-chair

The Contra Costa County In-Home Supportive Services Advisory Committee is appointed by the Board of Supervisors to provide ongoing advice and recommendations regarding in home supportive services to the Public Authority. Any comments or recommendations made by the Committee or its members do not represent the official position of the County or any of the County's officers.