Members Present: William Reed, Carl Jones, and Catherine Morgan-Look

Members Absent: Ann Sharpan

Placer County Staff Present: Colby Hytoff, Kayla Fulkerson, Karen Bone, Gina Olivares, Patrice Meluskey, Angela Curtis, Merrill Hoekstra, Marilyn Stover, and Kristina Meadows

Public Present: Lorraine Calong

Meeting Called to Order: Reed called the meeting to order at 9:39 A.M.

Roll Call and Introductions: Roll was taken, and a quorum was established.

Member Absences: Morgan Look moved to excuse Ann Sharpan. Jones seconded the motion. All were in favor. The motion carried. There were no unexcused absences.

Approve 5-16-19 Minutes: A motion was made by Morgan Look, and seconded by Jones, to approve the amended May 16, 2019 minutes which will correct the spelling of Sharpan's last name. All were in favor. The motion carried.

Public Comment: None

Member Reports/Announcements/Questions:
- Reed IHSS BBQ luncheon tomorrow on Friday, July 19, 2019.

Membership Review:
- Meadows reviewed the current membership composition. Vacant seats: 1 CICA Representative, 6 Service Recipients. Once approval has been made by the BOS to appoint Lorraine Calong, 5 Service Recipient seats will be vacant.
- Reed stated that Lorraine Calong’s membership can move forward for Board of Supervisors’ approval, as she has attended several Advisory Committee meetings.
- Registry staff will begin a campaign to recruit service recipients.

Chair Report: None
IHSS/PA Staff Reports:

- **Fulkerson** shared that the County will be implementing procedures to convert paper case files to electronic case files. The County will be utilizing OnBase for electronic records storage and retrieval. First phase of program will begin with all new intakes. Second phase of program will convert all open case files from paper to electronic; this will allow case workers to have access to case files while they are out in the field. Currently, only case files can be accessed in the office. Final phase of the project will be to scan all closed files into the system.

- **Fulkerson** also stated that initially paperwork will still be completed with hard copies. Once initial paperwork has been converted to a digital file, paper copies will be sent to recipient for their records.

- **Olivares** stated that Placer will be part of the first wave of electronic timesheet rollout. Anticipated launch will be January 1st and be fully implemented by February 1st. Payroll will develop trainings based upon State timeline and feedback received from users on type of trainings desired.

- **Hytoff** stated that Provider applications have been made available electronically; however, some Provider information such as social security numbers are not able to be captured with the current online application process. Registry is working with IT to develop a way to secure private information to allow the entire application process to be submitted electronically.

- **Hytoff** also stated that if the online Provider application process is implemented, it may lead to the acceptance of other online documents, such as APS referrals.

- **Hytoff** indicated that the State budget has nearly completed approval process. Increased funding for IHSS and Public Authority.

- **Hytoff** presented the In-Home Supportive Services (IHSS) June 2019 Statics:
  - Provider Orientation: 69
  - Registry Orientation: 6
  - Providers (Registry/ Non-Registry): 3,407
  - Registry Provider Interviews: 19
  - Registry Providers: 719
  - Active Registry Providers: 333
  - Inactive Registry Providers: 386
  - New Registry Providers: 6
  - New Registry Recipients: 19
  - Total Registry Recipients: 1098
  - Active Registry Recipients: 773
  - In-Active Registry Recipients: 325
  - Registry Matches: 38
  - Registry List Sent: 115
  - Recipients: 3,498
  - New IHSS Recipients: 74
  - IHSS Recipients – Children: 20.18%
- IHSS Recipients – Severely Impaired 37.79%
- IHSS Recipients – Aged 38.99%
- Growth in Recipients (month over month) 0.43%
- Growth in Providers (month over month) 0.92%

- **Fulkerson** shared the 2019 “New Provider Orientation Survey” Results:
  - 369 surveys were returned.
    - 104 Returned from Auburn participants
    - 265 Returned from Roseville participants
  - 78.68% combined location return rate.
  - 2.9 out of 3 overall average
  - Question # 7 is the lowest rated question. Fulkerson believes this is due to the fact that Providers have not yet experienced timesheets and are unsure how to respond.
  - Fulkerson reviewed some of responder comments.

- **Fulkerson** also shared the 2019 “Post-Orientation Survey” Results:
  - 476 total surveys were sent during both quarters.
  - 60 total responses were received during both quarters.
  - 12.61% responded during both quarters.
    - 246 sent during Quarter 1
      - 24 responses received
      - 9.76% response rate
    - 230 sent during Quarter 2
      - 36 responses received
      - 15.65% response rate
  - Fulkerson stated that a question will be added to the next survey asking Providers for input on electronic timesheet training.

- **Curtis** shared Registry Provider recruitment efforts.
  - Participating in 4 job fairs/ events over the next 6 weeks.
  - Job huddles with CalWorks participants. Recently hosted an on-site interview that yielded 5 perspective applicants.
  - Registry team will host their own job fairs 1 in Auburn and 1 in Roseville. Partnering with both Job Connections and One-Stop Career Center to recruit perspective applicants and utilize their facilities to host the fair and on-site interviewing.
  - Have posted flyers at the Sacramento County Public Authority offices closets to Placer and have received favorable responses. Also have the ability to use Sacramento County’s CalWorks office to host job fair in the future.
  - EDD/Unemployment has also agreed to partner with Registry and will be sending more information to Curtis.
• HHS PIO is back from leave and be recruiting via FaceBook, Instagram and Twitter. PIO is also exploring free radio spots.
• Online applications are live now and receiving applications daily.
• Partnering with other public authorities that surround Placer to find out how they recruit in rural areas.
• Most successful form of recruitment at this time has been cold calling current enrollment providers who have additional hours available and may be interested in caring for additional recipients.

• **Bone** shared the following regarding Provider training:
  • Video training on depression, self-care, and establishing professional boundaries is in development.
  • Mental Health Awareness team will host a training.
  • Ongoing commitment from Alzheimer Association to host an annual training at no cost.

• **Reed** stated that he would provide the Registry staff with a list of the trainings hosted by the union.
  • Membership is not required to participate in union hosted trainings.

• **Marilyn Stover** from Medi-Cal stated that recipients have 60 days to submit verification documents required for Medi-Cal renewals. At the 30-day mark, a notice goes out to the recipient alerting him/her that a discontinuance of coverage is coming. The recipient has up to 90 days after discontinuance to have Medi-Cal coverage restored. New applications are currently taking 45 days to process. New applications submitted during open enrollment, October through December, can take longer.

**Next Meeting Agenda Items:**

• **Membership Review** will be added as a permanent agenda item.

**Adjournment:** A motion was made by **Morgan Look** and seconded by **Jones** and the meeting was adjourned at 10:59 A.M.

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**Next Advisory Committee Meeting**

**September 19, 2019**

**9:30 AM-11:00 AM**

**DeWitt Center, 11533 C Avenue, Auburn**
**ASOC Large Conference Room**