

IHSS/PA Advisory Committee Teleconference Meeting Minutes

October 18, 2023

3:00 p.m.

Meeting Location:

4245 Market Street Suite 213

Ventura, CA 93003

	Irma Nunez		Rosa Ortiz
X	Jacob Lesner-Buxton		Patricia Gamboa Puentes
X	James Importante (CEO's Office)	X	Maria Alvarez
X	Aracely Preciado (non-voting)	X	Leticia Ortega (non-voting)

Item #	Topic	Discussion
1.	Call to order	<ul style="list-style-type: none"> • The regular meeting of the IHSS Public Authority Advisory Committee was called to order at 3:09 PM.
2.	Public Comments	<ul style="list-style-type: none"> • No public comments were shared.
3.	Read and Approve Previous Meeting Minutes	<ul style="list-style-type: none"> • No minutes to read from last meeting, no quorum
4.	Advisory Committee Business	<ul style="list-style-type: none"> • Leticia Ortega provided a follow-up regarding the options for meeting in-person or virtually. Handouts of the General Brown Act Teleconferencing Requirements (Attachment A) and AB 2449 Rules (Attachment B) were provided to committee members for their reference. • A member cannot participate remotely for more than three consecutive months or 20% of regular meetings in the calendar year. • Advisory committee members are eligible for a Committee Member Stipend for in-person attendance and must submit a claim form to the Public Authority for approval by the Auditor's-Controllers office before receiving their payment. • Advisory Committee Members voted unanimously to recognize former members, Rosa and Ramon Ortiz, at the next Advisory Committee Meeting.

5.	Union Update	<ul style="list-style-type: none"> • SEIU2015 Representative Aracely Preciado provided the union update from the IHSS provider union. • SEIU opened a new local office in Camarillo on 9/29/23. Union representatives will now be scheduling meeting with member at the new location. • Local SEIU 2015 Convention will be held in January. The date is TBD. • The union will continue to share information with IHSS providers regarding the increase for sick time.
6.	Public Authority Update	<p><i>Electronic Visit Verification (EVV)</i></p> <ul style="list-style-type: none"> • IHSS providers are federally mandated to check in and out to ensure the location of services provided. California implemented EVV on July 1st, 2023. • Providers can download the new mobile app on their phones to check in and check out. The state is providing webinars through the California Department of Social Services website to train providers on how to use the app for checking in and checking out. • Both Public Authority staff and SEIU2015 have been providing in-person EVV assistance to IHSS providers. <p><i>Human Services Agency & Ventura County Area Agency on Aging</i></p> <ul style="list-style-type: none"> • The Human Services Agency and Ventura County Area Agency on Aging merged as of July 2023. Ventura County Area Agency on Aging is now under the County of Ventura Human Services Agency. As of July 1st, 2023, Public Authority is under the leadership of HSA Deputy Director, Victoria Jump. <p><i>Caregiver's Conference</i></p> <ul style="list-style-type: none"> • Public Authority, in partnership with the Area Agency on Aging, is planning to host a Caregiver's Conference on November 29th 2023. More to come once event is confirmed.
7.	Next Meeting and Agenda Items	<ul style="list-style-type: none"> • Agenda items can be emailed to Kahri Griggs • Leticia will contact former member, Rosa Ortiz, to formally invite her to the next Advisory Committee meeting.
8.	Adjournment	<ul style="list-style-type: none"> • The meeting was adjourned at 3:33pm
<hr/> <p style="text-align: center;"><i>Next meeting, November 15th, 2023 will be in person.</i></p> <hr/> <p style="text-align: center;"><i>Minutes submitted by: Kahri Griggs</i></p>		

ATTACHMENT A

General Brown Act Teleconferencing Requirements [Gov. Code § 54953(b)]	
Summary	<ul style="list-style-type: none">• Can be used any time, but requirements (particularly for public participation) are somewhat impractical
Agendas	<ul style="list-style-type: none">• Agendas must be posted at each teleconference location where a legislative body member is present• All teleconference locations must be listed on the agenda
Public Participation	<ul style="list-style-type: none">• Each teleconference location must be accessible to the public, and the public must be allowed to offer comments from each location• Additional teleconference locations may also be offered for the convenience of participants• All teleconference locations must be ADA-compliant
Quorum	<ul style="list-style-type: none">• At least a quorum of the legislative body must be present within the agency's territory

ATTACHMENT B

AB 2449 Rules (in effect through December 31, 2025) [Gov. Code § 54953(f)]	
Summary	Can be used only in the event of “ just cause ” or an “ emergency circumstance .” Though defined in AB 2449, these terms overlap to a degree and it will not always be clear which is more appropriate to use (which in turn, has implications due to the annual caps mentioned below).
Just Cause	<p>“Just cause” is defined as any of the following: (1) childcare or caregiving for a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires remote participation; (2) a contagious illness that prevents the member from attending in person; (3) a need related to a disability not otherwise accommodated; or (4) travel while on official business of the legislative body or a state or local agency.</p> <p>Can be used for no more than two meetings per calendar year. Unlike the “emergency circumstance” exception, approval by the legislative body is not required.</p>
Emergency Circumstance	<p>An “emergency circumstance” is defined as a physical or family medical emergency that prevents a member from attending in person.</p> <p>There is no specific limit on the number of times an “emergency circumstance” can be used, but the annual cap described below limits its use generally. Reliance on the “emergency circumstance” ground for remote participation must be specifically approved by legislative body as an action item. A request can be added to an agenda at beginning of meeting if needed, and must be acted on at the beginning of the meeting.</p>
Annual Caps	A member cannot participate remotely for more than three consecutive months or 20% of the regular meetings in a calendar year (i.e. “just cause” and “emergency circumstances” combined). If the body regularly meets fewer than 10x/annually, member cannot participate remotely in more than two meetings.
Notice and Agenda Requirements	Affected member must notify the legislative body (notice to the Clerk is sufficient) of their need to appear remotely as soon as possible, and no later than the start of the meeting, together with a “ general description ” of the grounds for remote participation. The general description need not exceed 20 words or identify any medical diagnosis or disability, or any

	<p>other personal medical information that is exempt from disclosure under other laws.</p> <p>The request to appear remotely pursuant to the emergency exception should be placed on the posted agenda, if possible. If insufficient time to place the request on the agenda when it is posted 72 hours prior to the meeting, the body can still take action on the request pursuant to Government Code § 54954.2(b)(4).</p> <p>Agendas do not need to be posted at each teleconference location.</p>
<p>Member and Public Participation</p>	<ul style="list-style-type: none"> • A member attending remotely must participate through both audio and visual technology. • When a vote is taken, the member must disclose if someone over the age of 18 is in the same room and their relationship to that person. • Public participation must allow for either a call-in option or an internet-based service option to directly address the body in real-time during public comment. • Local agencies do not need to allow public participation at each (or any) location where members are joining remotely, but instead must “clearly advertise” how members of the public can participate on the agenda. Agencies must, however, allow for public attendance and participation at the primary meeting location where the quorum is present. • In the event the meeting broadcast is disrupted, the meeting must pause until it is restored.
<p>Quorum</p>	<p>A quorum of the legislative body members must participate in person at a single physical location within the body’s territory, as identified on the agenda. The location must be open to the public and ADA compliant.</p>

