

HUMBOLDT COUNTY IN-HOME SUPPORTIVE SERVICES ADVISORY BOARD to the PUBLIC AUTHORITY BYLAWS

Pursuant to Welfare and Institutions Code §12301.6, the Humboldt County Board of Supervisors has established a public authority to provide for the delivery of in-home supportive services and has designated itself as the governing board of the public authority. The Humboldt County Ordinance relating to the Public Authority for the In- Home Supportive Services (IHSS) formally established an IHSS Advisory Board. This document will be the Bylaws of the IHSS Advisory Board.

Section I-Purpose, Powers, Functions, and Duties

The purpose of the IHSS Advisory Board is to improve the quality of services delivered to recipients of IHSS through the In-Home Supportive Services (IHSS) program.

Pursuant to Welfare and Institutions Code §12301.4, the IHSS Advisory Board shall provide ongoing advice and recommendations regarding In-Home Supportive Services to the County Board of Supervisors, any administrative body in the county that is related to the delivery and administration of In-Home Supportive Services, and the IHSS Public Authority Governing Board and administrative agency of the Public Authority.

The IHSS Advisory Board will strive to educate itself, the Public Authority Governing Board, the Public Authority staff, the public and other interested parties on in-home services issues. Such activities include, but are not limited to, advocating on behalf of all county residents who require in-home attendant services to live independently in the community, whether or not they currently receive In-Home Supportive Services, to assure that the community is aware of and responsive to their needs, and advocating for recipients and care providers to be treated with dignity and respect.

Section II-Membership and Eligibility Requirements

The Humboldt County IHSS Advisory Board will consist of eleven (11) voting members appointed by the Public Authority Governing Board. The composition of the IHSS Advisory Board should, if possible, represent the diversity found in the county. Examples of diversity are, but not limited to, ethnicity, primary language, disability, age, gender, or religion.

- A. Of the eleven (11) voting members of the IHSS Advisory Board, six (6) shall be individuals who are current or past users of personal assistance services paid for through public or private funds: of which one may be a parent or guardian of a recipient receiving IHSS personal assistance. If possible, at least two (2) of the recipients of services shall be seniors, aged 60+. If possible, at least four (4) members shall be persons with disabilities. Individuals from community-based organizations that advocate for people with disabilities or seniors may be appointed to the Advisory Board.
- B. The IHSS Advisory Board will include two (2) members who are current or former providers of In-Home Supportive Services.

- C. The IHSS Advisory Board shall include one (1) member from an organization that advocates for people with disabilities or seniors, one (1) member of the community, and one (1) employee of the Department of Health and Human Services, Humboldt County.

The eight (8) members representing current or former recipients of services, the employee of the Humboldt County Department of Health and Human Services and the representative from an organization that advocates for people with disabilities or seniors shall serve indefinitely, at the pleasure of the Public Authority Governing Board. All other members shall serve a four-year term, at the pleasure of the Public Authority Governing Board. At the conclusion of a four-year term, a member may be re-appointed for an additional four-year term.

Alternate Members: In order to maintain continuity of effort and to broaden outreach and representation, the Advisory Board shall have three (3) alternate members, duly appointed by a majority vote of the Board of Supervisors.

- A. Alternate members shall fulfill the same duties as voting members and abide by the same Bylaws, except that alternate members shall not vote on any matter before the Advisory Board.
- B. Of the three (3) alternate members, two (2) shall be individuals who are current or past users of personal assistance services paid for through public or private funds and one (1) shall be a current or former provider of In-Home Supportive Services.
- C. Alternate members shall serve a one (1) year term and may be reappointed for an additional one (1) year term.
- D. An alternate member shall be appointed to fill the vacancy of any voting member, as long as the required composition as set forth above is maintained. Following appointment to the vacant voting member position, the alternate member shall assume the full duties of a voting member and serve for the duration of the unexpired term.

Section III-Attendance, Vacancies, Replacement and Removal of Members

- A. Members of the IHSS Advisory Board are expected to attend and participate in all regularly scheduled IHSS Advisory Board meetings. The IHSS Advisory Board shall assure necessary and reasonable accommodations that assist members to attend and to be active participants, (bearing in mind funding and staffing limitations). It is incumbent upon the member to make any such requests for accommodations to assure inclusion and participation. Should any member be unable to attend a regularly scheduled meeting, it is his/her responsibility to notify the IHSS Advisory Board Chair, or designee, of his/her absence. Failure to advise will be counted as an unexplained absence.
- B. When necessary, vacancies shall be addressed by the formation of a membership committee to assist with a fair and open recruitment process including reasonable written notice to and reasonable response time by, members of the general public and interested persons and organizations. Recommendations for members of the IHSS Advisory Board shall be made consistent with requirements set forth in

Welfare & Institutions Code § 12301.3, Humboldt County Board Resolutions 2000.50 and 2001.05 and the Board Order of June 6, 2000 for a reasonable, open and fair selection process. The IHSS Advisory Board will review the applications and forward their recommendations to the Public Authority Governing Board 60 days prior to appointment for normal terms. Vacancies occurring mid-term may be filled as soon as possible by using the same nomination and approval procedure. The newly appointed member will serve out the remainder of the unexpired term. The new member may then begin a full four-year term.

- C. The Advisory Board may recommend to Public Authority Governing Board the removal of a member for any of the following reasons:
 - i. Three consecutive unexcused absences;
 - ii. It is determined that the member is unable or unwilling to fulfill their duties as a member of the IHSS Advisory Board;
 - iii. The member no longer satisfies the requirements necessary to represent the constituency he or she was appointed to serve as set forth in Section II;
 - iv. The member is convicted of a crime involving moral turpitude or a violation of fiduciary duties.

Section IV-Staffing and Facility Arrangements

- A. The Public Authority Executive Director shall arrange for staff support for meetings of the IHSS Advisory Board and other necessary IHSS Advisory Board business.
- B. The Public Authority Executive Director shall ensure the site selected for the meetings of the IHSS Advisory Board shall be ADA compliant for both its members and the public.

Section V-Relationship with County Agencies and Departments

The Chair of the IHSS Advisory Board shall provide input and collaborate in the development of any budget utilizing funds designated to support the functions of the IHSS Advisory Board.

Section VI-Chairperson and Vice Chairperson

- A. The IHSS Advisory Board shall elect by majority of voting members present, if those present constitutes a quorum, two of its members to serve one-year terms as Chairperson and Vice Chairperson of the Board. The term shall run from January 1 to December 31. Nominations for these positions will be solicited at least one month prior to the election. Nominations from the floor will be considered on the day of the election. These appointments are subject to removal by a majority vote of the membership at any time.
- B. The Chairperson shall preside over all meetings of the IHSS Advisory Board and abide by Robert's Rules of Order.

- C. The Vice Chairperson shall assume the duties and responsibilities of the Chairperson during a temporary absence of the Chairperson. The Vice Chairperson may assume the Chairperson's term, responsibilities and duties should the Chairperson resign or be removed. In this event, nominations will be taken, and a new Vice Chair elected by a majority of the voting members present, if those present constitutes a quorum.

Section VII-Meetings and Quorums

- A. The IHSS Advisory Board shall hold regular meetings on the fourth Monday every month at 2:00p.m. (move to third Monday if fourth Monday is a holiday) in an ADA compliant public building, in accordance with the Brown Act.
- B. Special meetings may be called by order of the Chairperson, or by order of a majority of members, by notice to each member in accordance with the provisions of the Brown Act. No business other than that specified in the notice shall be considered at such meeting.
- C. A majority of the voting members officially appointed to the IHSS Advisory Board shall constitute a quorum for the transaction of business.

Section VIII-Voting

- A. Actions: All official acts of the IHSS Advisory Board that are on the meeting agenda shall be made according to the Brown Act and Robert's Rules of Order. All recommendations, resolutions or motions must be approved by an affirmative vote of a majority of the voting members present at a meeting at which a quorum is present. The required vote should exclude the vote of any member recused from voting due to a conflict of interest. Minority opinion is to be included in the record.
- B. Absentee Voting: Absent IHSS Advisory Board members may not vote, whether by proxy, or written ballot.
- C. Participation by Electronic Means: Voting members participating in a meeting through the use of a conference telephone, or other communications equipment, may vote and exercise all rights of an Advisory Board member, so long as all members participating in such a meeting can communicate with all of the other members concurrently. It is the responsibility of the member to make or request such arrangements sufficiently in advance of the meeting.

Section IX-Committees and Work Groups

In order to perform its functions and duties, the IHSS Advisory Board may establish committees or work groups, as needed.

- A. The committee or work group may solicit information, and/or assistance from the community from those with expertise in the area of assigned study.
- B. Membership on committees is not restricted to Advisory Board members.
- C. To assist the group to accomplish its activities persons from the community who

have information and expertise in the area of assigned study may be asked to serve on a committee.

- D. Each committee or work group shall consist of at least two (2) IHSS Advisory Board members. One of those members will serve as the committee or work group chairperson.
- E. The Committee or work group chairperson is responsible for assuring that accurate notes are kept of the committees' meetings and that regular reports are submitted to the Advisory Board on the Committees' activities.

Section X- Procedures for Amendments

These Bylaws may be amended at any regular meeting of the IHSS Advisory Board by concurrence of a majority of the voting membership of the IHSS Advisory Board, providing that the amendment has been presented in writing at the previous meeting. Following adoption by the IHSS Advisory Board, the Public Authority Governing Board must approve amendments.

Section XI-Compensation

Members who attend regularly scheduled monthly meetings in person and are not otherwise compensated for attendance, shall be eligible for a \$40 stipend per meeting attended. This shall be separate from any travel reimbursement received. A member may waive the stipend by signing a waiver form to that effect and this can be rescinded at any time.