



# COUNTY OF HUMBOLDT

For the meeting of: 2/27/2024

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File #: 24-153

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To: Board of Supervisors

From: In-Home Supportive Services

Agenda Section: Departmental

Vote Requirement: Majority

SUBJECT:

Governing Board of the Humboldt County In-Home Supportive Services (IHSS) Public Authority to Receive Report from IHSS Advisory Board Chairperson, Approve Recommendation to Appoint IHSS Advisory Board, Approve Recommendation to Chairperson and Vice Chairperson of the IHSS Advisory Board, and Approve Amendment to the Bylaws of the IHSS Advisory Board

RECOMMENDATION(S):

That the Board of Supervisors:

1. Adjourn as the Humboldt County Board of Supervisors;
2. Convene as the Governing Board of the Humboldt County In-Home Supportive Services (IHSS) Public Authority and consider the following agenda;
  - a. Receive report from IHSS Advisory Board Chairperson Margaret Lewis
  - b. Approve recommendation to appoint Claudia Cranford to the IHSS Advisory Board;
  - c. Approve recommendation to appoint Corbett Peterson to the IHSS Advisory Board;
  - d. Approve recommendation to reappoint Margaret Lewis as Chairperson of the IHSS Advisory Board;
  - e. Approve recommendation to appoint Vivian Deniston as Vice Chairperson of the IHSS Advisory Board;
  - f. Approve amendment to the Bylaws of the IHSS Advisory Board to the Public Authority;
  - g. Direct the Clerk of the Board to send an executed copy of the agenda item to the IHSS Public Authority Executive Director; and
3. Reconvene as the Humboldt County Board of Supervisors.

SOURCE OF FUNDING:

Public Authority Fund 1160 Budget Unit 511

**DISCUSSION:**

On June 6, 2000, the Humboldt County Board of Supervisors adopted Resolution 2000-50 which established the Advisory Board on In-Home Supportive Services as mandated by Assembly Bill 1682. On Sept. 10, 2000, the Humboldt County Board of Supervisors adopted Ordinance #2278 (Humboldt County Code section 2213-1 et seq.) which established the Humboldt County Public Authority for In-Home Supportive Services. Section 2213-4 of the ordinance provides that the Board of Supervisors serves as the governing body for the Public Authority. Section 2213-6 provides that the Advisory Board shall report directly to the Public Authority's Governing Board. On Sept. 20, 2005, the Board of Supervisors approved Resolution #05-62, transferring oversight of the In-Home Supportive Services Advisory Board from the Board of Supervisors to the Public Authority Governing Board. On Dec. 18, 2013, the Board of Supervisors, convening as the Public Authority, approved Agenda Item #H-3 approving the Bylaws for Humboldt County In-Home Supportive Services Advisory Board.

Pursuant to the approved bylaws, the IHSS Advisory Board recommends the appointment of Claudia Cranford and Corbett Peterson. Per the bylaws, the composition of the Advisory Board consists of 11 voting members which should include 6 current or past users of IHSS services, 2 current or former IHSS care providers, 1 member from an organization that advocates for people with disabilities or seniors, 1 member from the community, and 1 current employee of the Department of Health and Human Services (DHHS). Claudia Cranford will fill the vacancy for a member of the community and Corbett Peterson will fill the vacancy for current or former IHSS care provider. The experience, knowledge, and advocacy in IHSS of these candidates makes them an excellent choice to serve on the IHSS Advisory Board. Pursuant to the approved bylaws, the IHSS Advisory Board recommends the appointment of Claudia Cranford and Corbett Peterson as voting members of the IHSS Advisory Board.

Pursuant to the approved bylaws, the IHSS Advisory Board recommends the reappointment of Margaret Lewis as Chairperson and the appointment of Vivian Deniston as Vice Chairperson of the IHSS Advisory Board.

The IHSS Advisory Board recommends approval of the amendment to the Bylaws of the IHSS Advisory Board to the Public Authority allowing for a stipend of \$40 per meeting to encourage participation in the Advisory Board which has traditionally had difficulty filling all available seats and mustering quorum for meetings.

Additionally, the IHSS Advisory Board will report out to the IHSS Governing Board about their recent activities and provide advice regarding the local IHSS program as pursuant to the approved bylaws.

**FINANCIAL IMPACT:**

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| <b>Expenditures (Fund, Budget Unit)</b>    | <b>FY23-24 Current</b> | <b>FY24-25 Projected</b>  | <b>FY25-26 Projected</b>  |
|--|------------------------|---------------------------|---------------------------|
| Budgeted Expenses                          | \$5,955.00             | \$5,955.00                | \$5,955.00                |
| Additional Appropriation Requested         |                        |                           |                           |
| <b>Total Expenditures</b>                  | <u>\$5,955.00</u>      | <u>\$5,955.00</u>         | <u>\$5,955.00</u>         |
| <b>Funding Sources (Fund, Budget Unit)</b> | <b>FY23-24 Adopted</b> | <b>FY24-25 Projected*</b> | <b>FY25-26 Projected*</b> |
| General Fund                               |                        |                           |                           |
| State/Federal Funds                        | \$5,955.00             | \$5,955.00                | \$5,955.00                |
| Fees/Other                                 |                        |                           |                           |
| Use of Fund Balance                        |                        |                           |                           |
| Contingencies                              |                        |                           |                           |
| <b>Total Funding Sources</b>               | <u>\$5,955.00</u>      | <u>\$5,955.00</u>         | <u>\$5,955.00</u>         |

*\*Projected amounts are estimates and are subject to change.*

#### Narrative Explanation of Financial Impact:

Appointment of members on the Advisory Board does not have a direct fiscal impact. Funds for the IHSS Advisory Board are in the fiscal year (FY) 2023-24 budget for Social Services 1160-511. Expenditures for Department of Health and Human Services staff assigned to support the IHSS Advisory Board are included in the FY 2023-24 budget for Social Services (1160-511).

#### STRATEGIC FRAMEWORK:

This action supports the following areas of your Board's Strategic Framework.

Core Roles: Enforce laws and regulations to protect residents

New Initiatives: Provide community-appropriate levels of service

Strategic Plan: N/A

#### OTHER AGENCY INVOLVEMENT:

None

#### ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to receive the report, amend the bylaws, or not to appoint the new member to the Advisory Board. This is not recommended because it is the responsibility of the Advisory Board to report out to the Governing Board, the proposed amendment to the Bylaws will help the Advisory Board maintain adequate membership levels, and the proposed appointments follow current bylaw guidelines and is recommended by the Advisory Board.

#### ATTACHMENTS:

1. Report from the IHSS Advisory Board.

2. IHSS Advisory Board Spring 2023 Newsletter
3. IHSS Advisory Board Application/Nomination Form for Claudia Cranford.
4. IHSS Advisory Board Application/Nomination Form for Corbett Peterson.
5. Request for IHSS Bylaws Amendment letter from IHSS Advisory Board
6. Amended Bylaw for Humboldt County In-Home Supportive Services Advisory Board.

**PREVIOUS ACTION/REFERRAL:**

Board Order No.: H-5

Meeting of: 6/28/22

File No.: 22-779