



**NAPA COUNTY PUBLIC AUTHORITY
IN-HOME SUPPORTIVE SERVICES
ADVISORY COMMITTEE
Meeting Minutes
July 18, 2019 1:30pm.-3:00pm
CSOA IHSS Public Authority
650 Imperial Way STE 101
Napa, CA 94559**

Advisory Committee Members Present: Randy Kitch (Chairperson), Elaine Paoli (Vice Chairperson), Gloria Barber (Treasurer), Jean Stancliff

Public Authority: Luis Valdivia, Casey Rockwood

Excused: Doug Weir (Secretary), Marilee Muller

I. Call to Order

Meeting called to order at 1:30 PM.

II. Roll Call of Members Present

There were a sufficient number of Committee Members present to constitute a quorum.

III. Minutes of June 20, 2019 IHSS Advisory Committee Meeting

M/S/C (Elaine Paoli, Gloria Barber) approved June IHSS Advisory Committee Minutes.

IV. Public Comments

V. Old Business

- **Action Plan Review**
Action Plan reviewed with no updates at this time.
- **Fiscal Year Review 2019**
M/S/C (Elaine Paoli, Gloria Barber) to review fiscal calendar at the August IHSS Advisory Committee meeting.
- **Channel 28/PSA campaign**
Continued
- **Napa County Town & Country Fair Expo August 2019**

IHSS Advisory Committee reviewed and confirmed calendar dates of fair expo as well as coverage. Luis Valdivia will be completing set up Tuesday before the Fair Expo begins. Luis Valdivia will make copies of flyers and complete set up. George Ayala will break down and return all booth related items once fair expo ends on Sunday. Tickets for the fair expo will be available for pick at the CSOA reception the week of the fair. Luis Valdivia confirmed that the IHSS Advisory Committee would now be in Riesling hall.



VI. New Business

- **Financial Report * (Continued)**
IHSS Advisory Committee discussed budget that is at \$5800 as of July 1 and completing a review once the 2019-2020 Action Plan is updated. (Continued).
- **Commission on Aging- (Continued)**
Casey Rockwood informed the IHSS Advisory Committee that he would be going to the next Commission on Aging meeting to solicit a member.
- **CICA Report (Continued)**
(Continued)
- **Roberts Rules of Order**
Randy Kitch (Chairperson) discussed the importance of meetings by the IHSS Advisory Committee following Roberts Rules of Order. The structure of the IHSS Advisory Committee meetings follow Roberts Rules of Order. This Agenda Item is meant to review in meeting practices for example, introducing a motion: raise your hand to be recognized by the chairperson. Luis Valdivia provided the IHSS Advisory Committee with a Parliamentary Procedure for Meetings summary hand out covering the basics of Robert's Rules of Order.
- **IHSS Advisory Committee New Member/Orientation**
Luis Valdivia confirmed Randy Kitch and Doug Weir guide new members by doing a personal orientation. The orientation can be held before or after the next IHSS Advisory Committee meeting.
- **Public Authority Report**
Casey Rockwood discussed EVV and the IHSS providers moving to Electronic timesheets by January 1, 2020. Kiosks will be available to assist Provider and Recipients in the enrollment process. IHSS Social Workers will also be assisting Recipients with this transition.

VII. IHSS Advisory Committee Other Comments

No additional comments were presented to the IHSS Advisory Committee.

VIII. Future Agenda Items

IX. Public Comments

No public comments were presented to the IHSS Advisory Committee.

X. Announcements

No Announcements were presented to the IHSS Advisory Committee.



VI. Adjournment

The Vice Chairperson adjourned the meeting at 2:35 PM. The next IHSS Advisory Committee meeting will be on August 15, 2019 1:30PM-3:00PM.