



County of Santa Cruz⁰⁰⁸⁵

BOARD OF SUPERVISORS

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SECOND DISTRICT

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THIRD DISTRICT

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FOURTH DISTRICT

JEFF ALMQUIST
FIFTH DISTRICT

AGENDA: 8/15/00

August 7, 2000

BOARD OF SUPERVISORS
County of Santa Cruz
701 Ocean Street
Santa Cruz, CA 95060

RE: APPROVAL OF BY-LAWS FOR THE IN-HOME
SUPPORTIVE SERVICES ADVISORY COMMITTEE

Dear Members of the Board:

The In-Home Supportive Services Advisory Committee held their first meeting on July 25, 2000, and took action to adopt by-laws governing the conduct of the Committee's business. Accordingly, I recommend that the Board approve the by-laws as adopted by the In-Home Supportive Services Advisory Committee.

Sincerely,

MARDI WORMHOUDT, Chair
Board of Supervisors

MW:ted
Attachment

cc: In-Home Supportive Services Advisory Committee

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HUMAN RESOURCES AGENCY
Adult, Family & Children's Services
Inter-Office Correspondence

0086

DATE: 8/2/00
TO: Mardi Wormhoudt, Chair of the Board
FROM: Francie Newfield, Staff to IHSS Committee
SUBJECT: Bylaws – IHSS Advisory Committee

The In-Home Supportive Services Advisory Committee held its first meeting on July 25, 2000. Attached is a copy of the committee bylaws, adopted unanimously on that date. As required by the County Chapter 2.38.140, the Committee is submitting the bylaws for final approval by your Board. Please do not hesitate to contact me if you have any questions. I can be reached at 454-4401.

Attachment

cc: M. Molesky, IHSS Committee Chair



County of Santa Cruz

IN-HOME SUPPORTIVE SERVICES ADVISORY COMMITTEE

BY-LAWS

1. DUTIES AND RESPONSIBILITIES (as defined by Santa Cruz County Board of Supervisors' Resolution 87-2000)
 - A. Gather information about the In-Home Supportive Services program by conducting an in-depth analysis of service delivery options and by providing a forum for citizens affected by the County's IHSS program;
 - B. Review existing and pending legislation to evaluate fiscal and programmatic implications of the service delivery options available in IHSS;
 - C. Consult with knowledgeable parties or other counties who have made or are considering making changes in modes of service provision in IHSS; and
 - D. Review the overall IHSS program and submit ongoing advice and recommendations to the County Board of Supervisors regarding:
 - (1) The preferred mode or modes of service to be utilized in the County for IHSS;
 - (2) The establishment of an employer of record; and
 - (3) Implementation steps, if any
2. MEETINGS AND AGENDA
 - A. Regular meetings of the IHSS Advisory Committee shall be held the fourth Thursday of each month, except for November when the meeting will be scheduled for the third Thursday of the month. There will be no regular meeting in the month of December. All regular meetings will convene at 1:30 p.m. at Sutter Hospital, 2900 Chanticleer Avenue, Santa Cruz, or at another location as designated and properly noticed by the Committee.
 - B. The following items should be mailed to each Committee member at least one week prior to each meeting:
 - (1) An agenda
 - (2) Any written material to be discussed at the meeting
 - (3) Minutes of the last meeting

- C. At least one week prior to each meeting, an agenda for the regular meeting shall also be mailed to each representative of the news media and to each other person who has submitted a written request to the Committee for notification of meetings, and the agenda shall be posted at least seventy-two (72) hours prior to the regular meeting at a location that is freely accessible to the public. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

No action or discussion shall be undertaken on any item not appearing on the posted agenda except that members of the Committee may briefly respond to statements made or questions posed by persons exercising their public testimony rights or ask a question for clarification, refer the matter to staff or to other resources for factual information, or request staff to report back at a subsequent meeting concerning any matter.

Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon a determination by two-thirds of the membership of the Committee, or if less than two-thirds of the members are present, by unanimous vote of those members present, that there is a need to take immediate action and that the need for action came to the attention of the County subsequent to the agenda being posted.

- D. Special meetings may be called by a majority vote of the Committee during any regular or special meeting, or by the Chair.
- E. At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be mailed to each Committee member and to each representative of the news media and to each other person who has submitted a written request to the Committee for notification of meetings; and shall be posted at least twenty-four (24) hours prior to the special meeting at a location that is freely accessible to members of the public. No business other than that listed on the agenda shall be considered at a special meeting.
- F. No meeting of this Committee shall be held in any facility that prohibits the admittance of any person, or persons, on the basis of race, religious creed, color, national origin, ancestry, physical handicap, medical condition (cancer-related), marital status, sexual preference, sex, age (over 18) or veteran status. No meeting of this Committee shall be held in a place that restricts access to the handicapped.
- G. Public participation in Committee meetings shall be allowed as follows:
1. An opportunity for members of the public to directly address the Committee on any item on the agenda of interest to the public shall be provided before or during the Committee's consideration of the item.
 2. In addition, the agenda will provide for community oral communication on items not on the agenda which are within the subject matter jurisdiction of the Committee at the beginning of each regular meeting agenda, subject to a time limit of three (3) minutes for each speaker.

3. The chair of the Committee may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and the Committee may establish reasonable limits on the total amount of time allotted for public testimony on a particular item or the total amount of time allotted for community oral communications. When further discussion is required, the Committee may vote to allot time in the agenda of the following meeting.

H. A person shall not be required to register his/her name or fulfill any other obligation as a condition of attendance at any meeting of this Committee, but may volunteer such information for inclusion in the Committee's minutes.

I. The meetings will be conducted in accordance with Robert's Rules of Order Revised, unless otherwise specified by the authorizing legislation or By-Laws of this Committee.

3. VOTING

A. A majority of the voting members shall constitute a quorum.

B. All official acts of the Committee shall comply with the Santa Cruz County Code, Section 2.38.150.

C. A Committee member will abstain from voting where a Conflict of Interest exists as defined in the Conflict of Interest Code for Santa Cruz County.

4. OFFICERS

A. The officers of the Committee are the Chair and the Vice Chair, or Co-Vice Chair.

B. The duties of the Chair are to preside over meetings, prepare agendas, represent the Committee and be responsible for communication with the Board of Supervisors and the County Administrative Office. A Vice-Chairperson shall assume these same duties in the absence of the Chairperson. When there are Co-Vice Chairs, the duties may be shared.

C. Officers will be elected at the first meeting of the Committee for a term that shall expire in March 2002.

5. SUBMISSION OF AGENDA ITEMS BY COMMITTEE MEMBERS

Committee members who wish to place items on the agenda shall give those items to the Chair of the Committee at least ten days in advance of the meeting.

6. SUB-COMMITTEES

A. Sub-committees may be appointed, as needed, by the Chair with the majority approval of the Committee. The Chair, with the majority approval of the Committee, shall terminate the sub-committee when its function is no longer necessary.

B. The Committee Chair shall report the name, purpose, and membership of each standing sub-committee established to assist the Committee for longer than six (6) months. (Santa Cruz County Code, Section 2.38.230)

C. Ad hoc committees may be appointed by the Chair.

D. All subcommittees shall comply with the notice and agenda requirements otherwise applicable to the Committee in these By-Laws, except for subcommittees composed solely of less than a quorum of the members of the Committee which are not standing subcommittees of the Committee with either a continuing subject jurisdiction or a meeting schedule fixed by resolution or other formal action of the Committee.

7. REPORTS

Regular reports on the status of the Committee will be provided to the County Board of Supervisors according to a schedule directed by the Board. A report containing findings and recommendations regarding the mode of service delivery shall be submitted to the Board of Supervisors and the County Administrative Office no later than the first scheduled Board meeting in April 2001. The report shall include a summary of the activities and accomplishments of the Committee and steps necessary for implementation of the new program. A report summarizing the activities and accomplishments involved in establishing and implementing any new program shall be submitted to the Board of Supervisors and the County Administrative Office no later than first scheduled Board meeting in April 2002.

7. MEMBERSHIP

The Committee shall consist of eleven (11) at-large members, residents of the County, appointed by the Board of Supervisors. Membership shall include:

- A. Six current or past users of personal assistance services paid through public or private funds; representing both the Independent Provider and Contract modes;
- B. Three persons from existing County advisory bodies (one each from the Seniors Commission, the Commission on Disabilities, and the Long Term Care Commission); and
- C. Two providers from In-Home Supportive services (one each from the Independent Provider and the Contract modes of service delivery).

The Committee members shall serve until March 31, 2002 or until the Committee is dissolved by resolution of the Board of Supervisors, whichever occurs first.

8. ATTENDANCE REQUIREMENTS

A. Any Committee member who is absent without good cause for three successive regular meetings will have his/her seat automatically vacated. This vacancy shall be reported by the Committee Chair to the Board of Supervisors, Clerk of the Board, and member vacating his/her seat.

B. An excused absence is one about which the Committee member to be absent has notified the Chair or Committee staff in advance of the meeting.

9. APPROVAL OF BY-LAWS

These By-Laws, and any subsequent amendments thereto, shall be approved by the Board of Supervisors pursuant to Santa Cruz County Code Section 2.38.140.

10. AMENDMENTS TO BY-LAWS

Amendments to the By-Laws may be recommended to the Board of Supervisors by a majority vote of the Committee.

APPROVED BY THE IHSS ADVISORY COMMITTEE ON July 25, 2000

APPROVED BY THE BOARD OF SUPERVISORS ON _____

