

AGENDA

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY OF STANISLAUS COUNTY

1010 10TH STREET, BASEMENT LEVEL, MODESTO

SEPTEMBER 18, 2007

6:40 p.m.

- I. CALL TO ORDER
- II. CONSENT CALENDAR (Those items marked with an *)
 - *A. APPROVAL OF THE MINUTES OF JULY 24, 2007
- III. CORRESPONDENCE
 - A. NONE
- IV. PUBLIC HEARINGS
 - A. NONE
- V. AGENDA ITEMS
 - A. APPROVAL OF THE IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY OF STANISLAUS COUNTY ADMINISTRATIVE RATE.
- VI. PUBLIC FORUM
 - A. NONE
- VII. ADJOURNMENT

MINUTES

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY OF STANISLAUS COUNTY JULY 24, 2007

The In-Home Supportive Services Public Authority met in the Joint Chambers at 1010 10th Street, Basement Level, Modesto, California.

I. CALL TO ORDER

The meeting was called to order at 9:23 a.m.

Members present: All Supervisors Present

Members absent: none

Staff present: Jeff Lambaren

II. CONSENT CALENDAR (Those items marked with an *)

Mayfield/Grover (5-0) Approved the consent calendar.

9:25 a.m. (*II-A) Approved the minutes of 5/9/06

9:25 a.m. (*II-B) Approved the tentative agreement reached between the County and the United Domestic Workers of America (UDW), representing the In-Home Supportive Services (IHSS) Workers; authorized the Community Services Agency (CSA) to request the State Controller to implement the agreed-upon salary provisions; directed the Auditor-Controller to make the necessary adjustments to the CSA budget, Program Services and Support per the Budget Journal; and, authorized the Chairman and all parties to sign the Memorandum of Understanding (MOU) with the United Domestic Workers of America (UDW) - CSA

III. CORRESPONDENCE

A. None

IV. PUBLIC HEARINGS

A. None

V. AGENDA ITEMS

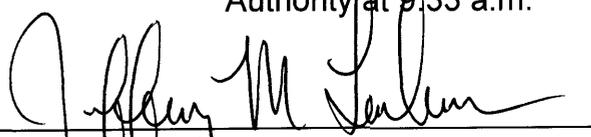
A. Upon motion by DeMartini/Monteith unan. 9:25 a.m. (V-A) Accepted the In-Home Supportive Services Advisory Committee FY 2006-2007 Report to the Community

VI. PUBLIC FORUM

A. No persons spoke.

VII. ADJOURNMENT

A. Adjourned as the Stanislaus County In-Home Supportive Services Public Authority at 9:33 a.m.



Jeffrey M. Lambaren
Executive Director

SITTING AS THE IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY OF STANISLAUS COUNTY
THE BOARD OF SUPERVISORS OF THE COUNTY OF STANISLAUS
ACTION AGENDA SUMMARY

DEPT: Public Authority *JKM*

BOARD AGENDA # 6:40 p.m. V-A

Urgent Routine

AGENDA DATE September 18, 2007

CEO Concurs with Recommendation YES NO
(Information Attached)

4/5 Vote Required YES NO

SUBJECT:

Approval of the In-Home Supportive Services Public Authority of Stanislaus County Administrative Rate

STAFF RECOMMENDATIONS:

1. Approve the Fiscal Year 2007-2008 In-Home Supportive Services Public Authority of Stanislaus County Administrative Rate of \$0.32 per Individual Provider paid hour.
2. Authorize the Community Services Agency to request the State Department of Social Services increase the Stanislaus County In-Home Supportive Services Public Authority Administrative Rate.

FISCAL IMPACT:

The In-Home Supportive Services Public Authority of Stanislaus County is recommending that the Administrative Rate be increased from \$0.27 cents per Individual Provider paid hour to \$0.32 cents per Individual Provider paid hour to cover the proposed increase in the Public Authority Administration budget which was approved by the Board of Supervisors as part of the Final Budget for Fiscal Year 2007-2008.

FISCAL IMPACT CONTINUED ON PAGE 2

BOARD ACTION AS FOLLOWS:

No. 2007-759

On motion of Supervisor Grover, Seconded by Supervisor DeMartini

and approved by the following vote,

Ayes: Supervisors: Mayfield, Grover, Monteith, DeMartini, and Chairman O'Brien

Noes: Supervisors: None

Excused or Absent: Supervisors: None

Abstaining: Supervisor: None

1) X Approved as recommended

2) _____ Denied

3) _____ Approved as amended

4) _____ Other:

MOTION:

Christine Ferraro

ATTEST: CHRISTINE FERRARO TALLMAN, Clerk

File No.

FISCAL IMPACT CONTINUED:

After approval by the Public Authority Board, this new Administrative Rate will be submitted to the California Department of Social Services (CDSS) for its approval effective in Fiscal Year 2007-2008 (See Attachment A & B). There is no additional impact to the General Fund as a result of approval of the Public Authority Administration Rate increase.

The In-Home Supportive Services Public Authority of Stanislaus County (Public Authority) Administration Final Budget of \$1,548,020 includes a County Match requirement of approximately 19.48% or \$301,525, which is accounted for within the Community Services Agency (CSA) Program Services and Support budget. An Operating Transfer Out from CSA to the Public Authority budget allows all appropriations and estimated revenues of the Public Authority to be accounted for within the Public Authority's Administration budget.

At this Final Budget level, the Public Authority rate is approximately \$0.32 per In-Home Supportive Services Individual Provider paid hour. The Public Authority administration rate is calculated by dividing the total estimated costs of \$1,548,020 by the total estimated In-Home Supportive Services (IHSS) Individual Provider paid hours of 4,836,122. This is a \$0.05 increase from the \$0.27 per IHSS Individual Provider paid hourly rate approved by the CDSS effective for Fiscal Year 2006-2007 in June 2006. The increase is attributed to an adjustment in contracted staff, rising from 12.5 actual full-time equivalents (FTEs) in Fiscal Year 2006-2007 to 16.5 FTEs in Fiscal Year 2007-2008; increased fingerprinting fees and additional Individual Provider training costs.

DISCUSSION:

As the Public Authority has matured it has assumed many of the functions that were previously performed by the IHSS Program. In Fiscal Year 2005-2006 the CDSS advised CSA that the Public Authority could provide these services within its scope of work and increase the Public Authority's Administrative Rate to fund the additional duties and activities. The primary reason for the request for an increase in the Public Authority Administrative Rate is due to additional contract staffing related to Individual Provider support. The majority of the additional FTEs assist the In-Home Supportive Services Individual Providers with items such as: generation of timecards, home visits, telephone calls and quality control to ensure that In-Home Supportive Service Recipients are satisfied with the care they are receiving from Individual Providers. The remainder of the FTEs provide administrative program support.

As part of the Final Budget the Board of Supervisors approved the Public Authority's budget which set the Public Authority Administrative Rate. However, increasing the Administrative Rate also requires approval of the In-Home Supportive Services Public Authority Board, which is now requested.

The Public Authority Administrated Rate is calculated by dividing the total estimated cost of the program by the total estimated In-Home Supportive Services Individual Provider paid hours.

Approval of the In-Home Supportive Services Public Authority of Stanislaus County Administrative Rate
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The approved Fiscal Year 2007-2008 Public Authority Budget of:	\$1,548,020
is divided by the total Fiscal Year 2007-2008 projected Individual	-----
Provider paid hours of:	4,836,122

Producing a recommended Public Authority Administrative Rate for Fiscal Year 2007-2008 of \$0.32.

POLICY ISSUE:

Board approval of the increased Public Authority Administrative Rate is necessary to cover the Public Authority's administrative costs. The policy before the Board is whether this agenda item is consistent with the Board of Supervisors' priorities of a healthy community and efficient delivery of public services.

STAFFING IMPACT:

There is no staffing impact associated with this item.

Attachment A

FY 07/08 PUBLIC AUTHORITY BUDGET - Request for PA admin rate inc to \$.32

County: Stanislaus

SFY: 2007/2008

PA BUDGET CATEGORIES AS SUBMITTED ON SOC 448	PA FY 07/08 Final Budget
PA Administrative Expenses (Fund 1640):	
Direct Expenses:	
Facilities Lease Costs	\$54,000.00
Communications	\$0.00
Data Processing	\$0.00
Postage	\$0.00
Printing	\$0.00
General Expense	\$73,066.00
Staff Training (direct)	\$1,000.00
Staff Travel	\$0.00
Computer	\$4,168.00
Minor Equipment	\$0.00
Miscellaneous	\$0.00
Contract Expenses:	
16.5 FTE'S PA positions/ CSA Support/ Co Hmkers - CSA contracted staff	\$1,093,738.00
Indirect costs billed by CSA (overhead 20% IRC)	\$218,748.00
Professional Services Expenses:	
Labor Relations/Legal	\$25,000.00
IHSS Provider Expenses:	
Training (CSE Caregiver Training)	\$53,940.00
Fingerprinting (no state participation)	\$24,360.00
IHSS Recipient Expenses:	
Training	\$0.00
PA Administrative Expenses Total	\$1,548,020.00
IHSS Provider Health Benefit Expenses (Fund 1641):	
Health Benefits	\$2,901,673.00
Non-Health Benefits	\$0.00
IHSS Provider Health Benefit Expenses Total	\$2,901,673.00
PA Grand Total Expenditures:	\$4,449,693.00
IP PAID HOURS INFORMATION:	PA IP PD HRS EST based on IHSS IP FY 07/08 Final budget estimate
Provider IP Paid Hours projection:	4,836,122
Maximum estimated for PA admin	0.32
Maximum estimated for PA benefits	0.60

Attachment B

STANISLAUS COUNTY
IHSS PUBLIC AUTHORITY
BUDGET NARRATIVE
FISCAL YEAR: 2007-2008

This budget covers a twelve month period for the IHSS Public Authority (PA) administration and the estimated annual costs are listed below: PA In-Home Supportive Services (IHSS) Individual Provider (IP) health benefits are also an annual estimate.

PUBLIC AUTHORITY ADMINISTRATIVE RATE: The Public Authority hourly administrative rate of \$0.32 is computed by adding the various PA administrative cost components together (\$1,548,020) and dividing into the total number of IP-estimated paid hours of 4,836,122.4. The PA hourly service rate for health benefits for IHSS providers remains currently at \$.60 per hour multiplied by the total estimated paid hours of 4,836,122.4 (12 months) which equals \$2,901,673.

1. Community Services Agency (CSA) contract with Public Authority:
Includes a twelve month estimate for 16.5 FTE's as follows:

1 Executive Director, (Manager IV), 1 Accountant (Accountant III), 1 Administrative Assistant (Confidential Assistant II), 1 Registry Specialist (Home Care Assistant) and 1 clerical support (Administrative Clerk II). These staff are responsible for the provider registry and referral service; provider training; labor negotiations with the union; acting as the employer of record for collective bargaining purposes; and administration of the provider health benefits. These 5 FTE's are CSA employees dedicated full-time to the Public Authority and are house at the PA site.

The balance of the contracted staff located at the main facility at CSA are partial FTE's and provide fiscal & program infrastructure in support of the PA, including:

- a. .5 FTE of a Manager III to answer program questions/regulations related to the PA.
- b. .3 FTE of a clerical supervisor providing case management data and statistics to the PA to assist in benefit issuance.
- c. Equivalent of 1 FTE for CSA infrastructure support to the PA, including accounts payable, HR and payroll, facility and office supply issuance, information & technology support.
- d. Equivalent of 1 SW IV FTE (multiple staff) in support of answering and resolving inquires for the PA/providers /customers /union, assisting with the coordination of the registry services.
- e. Equivalent of 4.7 Staff Services Coordinator (Home Care Assistants) FTEs, (multiple staff support). These staff Perform quality improvement/ assurance for the Homemaker Mode: home visits and phone calls to ensure the IHSS customers are satisfied with the care they are receiving from Providers. Also, performs back-up scheduling for the homemakers, enters homemaker referrals into the database and completes various statistical information for the County Homemaker mode.
- f. County Homemaker Mode: Includes 1 FTE of a Social Worker Supervisor II who provides full-time supervision of the four (4) County Homemaker (Nursing Assistants); four (4) County Homemaker administrative time estimated at 75% which equates to 3 FTE's. The County Homemaker staffs' administrative time is in support of the PA in providing emergency provider coverage to IHSS recipients. The balance of the 25% of the salary/benefits for these staff is time performed in the field and is charged to the IHSS-IP program through the County Expense Claim (CEC). The program hours are captures in CMIPS for tracking purposes. The County Homemaker mode was approved by the County's Board of Supervisors in April 2003.

Salary and benefits for these approximately (16.5 FTEs) staff are estimated to be \$1,093,738. A state-approved indirect cost rate (ICRP) of a projected 20% is applied to the salaries and benefits of these staff for the charging of overhead costs associated with their time in support of the PA.

The ICR/overhead is estimated to be \$218,748, for a total estimate of \$1,312,486.

Amount: \$1,312,486.

2. *Facilities Lease Costs:* Includes rental charges and associated space costs for a 2895 square foot location. Specifically: rent, janitorial, building maintenance and grounds and utilities.

Amount: \$54,000

3. *General Expenses* includes provider advocacy outreach materials, provider survey contract, liability insurance, training materials, provider library and reference books.

Amount: \$73,066.

4. *Staff training needs* for the 5 full-time staff located at the Public Authority.

Amount \$1,000.

5. 2 Personal computers, 2 monitors, 2 printers, 1 lap top and software necessary to run Access, Power Point, Word and Excel (non-fixed assets) for staff and provider training. Currently there are only 6 computers house at the PA. An Advanced Planning Document (APD) will be required when purchased.

Amount: \$4,168.

6. *Labor Relations/Legal:* Legal counsel for managing/administering labor relations activities for the PA. Consulting with Governing Board, PA staff on Public Authority labor relations and collective bargaining activities.

Amount: \$25,000

7. *Care Giver training contracts* including: CPR/First Aid, disabilities awareness and nutrition courses. This year will include a proposed expansion

