

AGENDA

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY OF STANISLAUS COUNTY

1010 10TH STREET, BASEMENT LEVEL, MODESTO

MAY 25, 2010

9:10 a.m.

- I. CALL TO ORDER
- II. CONSENT CALENDAR (Those items marked with an *)
 - *A. APPROVAL OF THE MINUTES OF DECEMBER 15, 2009
- III. CORRESPONDENCE
 - A. NONE
- IV. PUBLIC HEARINGS
 - A. NONE
- V. AGENDA ITEMS
 - A. AUTHORIZATION FOR THE EXECUTIVE DIRECTOR OF LINK2CARE, THE IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY OF STANISLAUS COUNTY, TO PERFORM DUAL MANAGEMENT ASSIGNMENTS.
- VI. PUBLIC FORUM
 - A. NONE
- VII. ADJOURNMENT

MINUTES

IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY OF STANISLAUS COUNTY DECEMBER 15, 2009

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 6:35 pm
Members present: All Supervisors Present
Members absent: none

Staff present: Jeff Lambaren

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

O'Brien/Grover (4-0) (Chiesa abstained) 6:35 pm Adopted the consent calendar.
6:35 pm *II-A Approved the minutes of 06/24/08

III. CORRESPONDENCE

A. None

IV. PUBLIC HEARINGS

A. None

V. AGENDA ITEMS

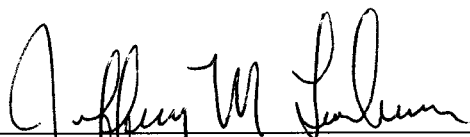
A. Chiesa/Grover unan. 6:35 pm (V-A) Accepted the selection of Wells Fargo of California Insurance Services, Inc., as the Insurance Broker for Link2Care the In-Home Supportive Services Public Authority of Stanislaus County; and, authorized the Link2Care Director to sign the necessary documents to execute an contract with Wells Fargo of California Insurance Services, Inc., for an initial three-year period with an option for two additional years.

VI. PUBLIC FORUM

A. None

VII. ADJOURNMENT

A. Adjourned as the Stanislaus County In-Home Supportive Services Public Authority at 6:48 pm



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: In-Home Supportive Services Public Authority

BOARD AGENDA# 9:10 A.M. V-A

Urgent _____ Routine X *JML*

AGENDA DATE May 25, 2010

CEO Concurs with Recommendation YES *[Signature]* NO
(Information Attached)

4/5 Vote Required YES _____ NO X

SUBJECT:

Authorize the Executive Director of Link2Care, the In-Home Supportive Services Public Authority of Stanislaus County, to perform dual management assignments

STAFF RECOMMENDATIONS:

1. Authorize the Executive Director of Link2Care, the In-Home Supportive Services Public Authority of Stanislaus County, to function as the manager of the Adult Services Division at the Community Services Agency.
2. Authorize the closure of Link2Care, the In-Home Supportive Services Public Authority of Stanislaus County, office at 305 Downey Avenue.
3. Authorize the relocation of Link2Care, the In-Home Supportive Services Public Authority of Stanislaus County, to the Community Services Agency Facility.

FISCAL IMPACT:

By allowing the Executive Director of Link2Care, the In-Home Supportive Services Public Authority of Stanislaus County, hereafter referred to as the Public Authority, to split his duties and cover tasks associated with providing leadership to the Adult Services Division up to fifty percent (50%) of the time, some salary savings is achieved within the Public Authority budget.

(Fiscal Impact continued on Page 2)

BOARD ACTION AS FOLLOWS:

No. 2010-334

On motion of Supervisor Monteith, Seconded by Supervisor DeMartini

and approved by the following vote,

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

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):

Fifty percent (50%) of the annual costs associated with the Public Authority Executive Director, including overhead costs, is approximately \$87,861. The County share of eighteen and a half percent (18.5%) equates to a savings of \$16,298. This reduction has been factored into the Public Authority Administration Proposed Budget for Fiscal Year 2010-2011. The balance of the Executive Director's (Manager IV) salary charges have been reflected within the Community Services Agency Program Services and Support Budget for Fiscal Year 2010-2011.

The closure of the Public Authority office at 305 Downey Avenue will save approximately \$37,800 annually. The County share savings is estimated to be \$7,012. This reduction has been factored into the Public Authority Administration Proposed Budget for Fiscal Year 2010-2011.

There are no additional costs associated with the relocation of the Public Authority Executive Director and his staff to the Community Services Facility.

DISCUSSION:

On November 2, 2004, the Stanislaus County Board of Supervisors approved an ordinance (C.S. 905) creating the Public Authority of Stanislaus County. The second reading of the ordinance was on November 9, 2004, making December 9, 2004, the effective date of the Public Authority.

On December 14, 2004, a Memorandum of Understanding (MOU) was developed which specified the relation between the Public Authority and the County regarding the provision of services to the In-Home Supportive Services (IHSS) program. The MOU continues on a year to year basis until terminated by one of the parties.

Under the MOU, the Public Authority is responsible to:

- Act as the "Employer of Record" for collective bargaining purposes;
- Develop and manage a registry and referral system;
- Investigate qualifications and background of potential IHSS Providers;
- Provide training for IHSS Providers;
- Maintain the necessary information to ensure compliance with all applicable federal, state and local laws; and
- Hire an Executive Director of the Public Authority.

Additionally, the MOU delineates the County's obligations, which include:

- The exclusive right to authorize services for IHSS recipients;
- Perform initial assessment and reassessment of IHSS Consumer needs;
- Provide the Public Authority with information from the IHSS Case Management Information Payrolling System (CMIPS);
- Assist the Public Authority with information regarding policies, regulations and statutes regarding IHSS;

Authorize the Executive Director of Link2Care, the In-Home Supportive Services Public Authority of Stanislaus County, to Perform Dual Management Assignments

Page 3

- Provide the Public Authority with services including: Community Services Agency support, legal assistance, personnel and labor relations, accounting and risk management; and
- Provide a liaison to the Public Authority.

The MOU sets forth the respective responsibilities of the County and the Public Authority for the administration of the IHSS program in Stanislaus County. The MOU authorizes the hiring of an Executive Director of the Public Authority who will report directly to the Public Authority Board.

On August 23, 2005, the Executive Director brought an Agenda Item to the Public Authority Board for approval. The Agenda Item described various staffing models and recommended that the Public Authority staff be contracted staff from the Community Services Agency. The Public Authority requested that the four (4) positions in the Public Authority Administration budget be moved to the Community Services Agency Program Services and Support budget unit and the positions be on contract to the Public Authority as allowed by the Agreement between the County of Stanislaus and the In-Home Supportive Services Public Authority of Stanislaus County dated December 7, 2004. The Public Authority Board approved this model of staffing the Public Authority.

Under the contracting model, the appointed Executive Director will run the Public Authority and report directly to the Public Authority Board for operational and policy matters. At any time the Public Authority Board may terminate the Executive Director and/or adopt a different model. Employees who will staff the Public Authority will be County employees, including the Executive Director. Their positions will be authorized within the CSA Program Services and Support position allocation. While the Executive Director will report directly to the Public Authority Board for policy and operational matters, the Executive Director will report to the Community Services Agency Director for personnel issues, such as: travel authorization, purchase authorization, and performance evaluations.

This Agenda Item is requesting authorization from the Public Authority Board for the Executive Director to operate in a dual capacity, as the Executive Director of the Public Authority and as Manager of the Adult Services Division. The Executive Director will operate as the Executive Director when performing activities related to the operation of the Public Authority. The balance of the time, the Executive Director will operate as the Manager of the Adult Service Division in the Community Services Agency.

There are three primary reasons for this recommendation: there will be a bottom line General Fund savings for the County, the Adult Services Division will be without direct management on July 2, 2010, with the retirement of the Assistant Director of Adult Services and the potential for significant regulatory changes to Adult Services programs through the State budget process.

The bottom line savings to the County's General Fund will come from two sources a reduction in staffing costs and leased space. As part of the budget instructions for Proposed Budget Fiscal Year 2010-2011, each department was to save a minimum of nine

Authorize the Executive Director of Link2Care, the In-Home Supportive Services Public Authority of Stanislaus County, to Perform Dual Management Assignments

Page 4

percent (9%) in General Fund costs. The Public Authority relocation and dual management structure will save \$23,310 in County General Funds, which has been factored into the Community Services Agency budget balancing strategies for Proposed Budget Fiscal Year 2010-2011.

The Adult Services Division will be without direct management on July 2, 2010, with the retirement of the Adult Services Assistant Director. At this time, the Adult Services Division needs direct management so that the division can continue to function in an efficient manner. Many critical issues will come to the forefront in the next six to twelve months and it is critical that the division is represented so that issues regarding IHSS, Adult Protective Services and Long Term Medi-Cal for the Aged, Blind and Disabled can be addressed. There will be many opportunities to make program changes that improve efficiency of service delivery to Adult Services Division customers and it is critical that a Manager be in place to work with the Director of the Community Services Agency to ensure these opportunities are fully realized.

At the State level, revenue deficits have created great uncertainty about the IHSS program model and financial structure; IHSS is the major branch of the Adult Services Division. If the State should severely reduce or completely eliminate the IHSS program, which has been proposed by the Governor, the need for an Adult Services Division at the Community Services Agency is questionable. Until more is known about the future of the IHSS program, the splitting of duties will allow ongoing management of both the Public Authority and the Adult Services Division.

Associated with the dual management responsibilities is the relocation of the Public Authority to the Community Services Facility. In addition to General Fund savings, the relocation of the Public Authority office offers the opportunity for a more integrated working relationship with the IHSS program and staff.

POLICY ISSUE:

Authorizing the Public Authority Executive Director to perform a dual management assignment supports the Board of Supervisors' priority of Efficient Delivery of Public Services by providing the leadership resources necessary to effectively operate the Adult Services Division at the Community Services Agency.

STAFFING IMPACT:

All Public Authority staff are contracted from the Community Services Agency and allocated within the Program Services and Support budget unit. Updates on Public Authority staffing levels will be reflected within the authorized staff request contained within the Community Services Agency Proposed Budget for Fiscal Year 2010-2011.

CONTACT PERSON:

Jeffrey M. Lambaren, Executive Director, (209) 558-4787.