

# San Bernardino County IHSS Advisory Committee



784 E Hospitality Ln  
San Bernardino CA 92415  
March 6<sup>th</sup> 2019  
10:00 AM to 12:00 PM  
IHSS Conference Room

## Minutes

### **Members Present**

Carolyn Medina  
Linda Higgins  
Kristie Sepulveda-Burchit  
Randy Schlecht  
Barbara Chastain

### **Members Absent**

Mary Gillion  
Greg McDermott  
Sheila Johnson

### **Members of the Public**

Sharon Swayzer

### **Public Authority Staff**

Rosa Hidalgo  
Myette Christian  
Tannya Munoz  
Rodney Irvine

### **County Counsel**

Jackie Wilson

# MINUTES

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## 1. CALL TO ORDER AND INTRODUCTIONS – 10:05 A.M.

## 2. PUBLIC COMMENT ON NON-AGENDA ITEMS

No comments

## 3. REVIEW BYLAWS

Advisory Committee will vote on updated bylaws at upcoming committee meeting. Proposed changes to following articles:

- Article II
  - 2.1
- Article III
  - 3.1.2
  - 3.1.3
  - 3.1.4
  - 3.3
  - 3.6
- Article IV
  - 4.2
  - 4.5
- Article V
  - 5.3
- Article VI
  - 6.2
- Article VII
  - 7.1
  - 7.2
  - 7.3

Changes made to articles will be reviewed by the committee.

## 4. REVIEW PROCEDURES

Department recommended committee have procedures outlining duties for IHSS PA and members. Procedures listed below are recommendations to procedures. If additional changes are required, committee will discuss at upcoming meeting. Procedure changes/additions listed by associated Bylaw articles.

- Article II
  - Expand agencies and description of modes of service
- Article III
  - Add outline and options for new applicants
  - Add timeline for application process
  - Add member responsibilities and reasons for removal
- Article IV

- Add procedures for quarterly/yearly report to present to the Board of Supervisors on behalf of the committee
- Article V
  - Add procedures for posting of agendas
  - Add procedures for approval of minutes
  - Add procedures for communication by emails

## 5. OTHER ITEMS

- Kristie is concerned with Board of Supervisors approval process for travel and for legislative bills.
  - Committee to explore holding an additional meeting in February or March to have sufficient time to create/prepare letters of support to Board of Supervisors
- Randy recommends committee members meet with other committees aligned with the IHSS AC for additional support of bills

## 6. ADJOURNMENT

- Next meeting set for April 3<sup>rd</sup> 2019
- Meeting adjourned at 12:00 PM