



# IHSS Public Authority Advisory Committee Meeting

## AGENDA

**July 17th, 2024**

**3:00 PM**

**Committee Meeting  
Location:**

**4245 Market Street,  
Suite #213  
Ventura, CA 93003**

Microsoft Teams  
Information ("Join with an  
ID" option):

Meeting ID: 225 743 593 102  
Passcode: cT4Tzn

Alternate Meeting Location:  
423 W. Victoria Street  
Santa Barbara, CA 93101

### Members

*Maria Alvarez*

*James Importante*

*Jacob Lesner-Buxton*

*Irma Nunez*

*Leticia Ortega (non-voting)*

*Patricia G. Puentes*

*Aracely Preciado SEIU REP (non-voting)*

- ❖ Call to Order
- ❖ Attendance
- ❖ Public Comments and Announcements
  - Open*
- ❖ Read and Approve Previous Meeting Minutes
- ❖ IHSS Public Authority Advisory Committee Business
  - Revise Committee Bylaws
    - ADS Division Manager, Ben Rhodes
  - Review New Member Applications
- ❖ Union Update
- ❖ Public Authority Update
- ❖ Next Meeting and Agenda Items
- ❖ Adjourn

## **BYLAWS**

### **VENTURA COUNTY IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY ADVISORY COMMITTEE**

As Amended August 1, 2017

#### **I. RECITALS**

- A. Pursuant to California Welfare and Institutions Code (WIC) Section 12301.3, the Board of Supervisors of Ventura County adopted Ordinance No. 4234 on May 22, 2001 which established the Ventura County In-Home Supportive Services (IHSS) Advisory Committee for the purpose of advising the Board of Supervisors regarding options and actions necessary to establish an employer of record for IHSS.
- B. In order to facilitate the enactment and continuance of this statute, Ventura County Ordinance No. 4234 was repealed and superseded by Ventura County Ordinance No. 4272 adopted July 16, 2002. Pursuant to (WIC) Section 12301.6, the Board of Supervisors of Ventura County established a Public Authority to provide for the delivery of in-home supportive services, and designated itself as the Governing Body of the Public Authority and in Section 6 of the Ordinance established the Ventura County In-Home Supportive Services Public Authority (IHSS/PA) Advisory Committee. Ordinance No. 4275, was adopted November 5, 2002 to amend the recognition requirements for a labor organization by the IHSS Public Authority, and Ordinance No. 4315 was adopted January 25, 2005 to amend the composition requirements of the Advisory Committee and the compensation of the Advisory Committee members.
- C. In order to facilitate administrative efficiency and amend the term limits for Advisory Committee members, Ventura County Ordinance Nos. 4272, 4275 and 4315 were repealed and superseded by Ventura County Ordinance No. 4493 on July 26, 2016. These Bylaws are now amended effective August 1, 2017, to conform to Ordinance 4493.

#### **II. NAME**

- A. The name of this body will be the Ventura County In-Home Supportive Services Public Authority Advisory Committee, herein referred to as "Advisory Committee".

### III. PURPOSE AND FUNCTION

- A. The Advisory Committee shall provide ongoing advice and recommendations regarding IHSS to the Public Authority Governing Body, and to any administrative body in the County that provides for the delivery and administration of IHSS.
- B. The Advisory Committee shall study, review, evaluate and make recommendations to the Public Authority Governing Body and the Public Authority Executive Director relative to any and all matters affecting persons receiving IHSS in the County.
- C. The Advisory Committee shall have primary responsibility for accepting IHSS consumer input regarding policy development and funding decisions for the IHSS program on an ongoing basis. It shall serve as a liaison between the IHSS Public Authority and consumers of in-home care, relative to any and all matters affecting the IHSS program as a whole.

### IV. DEFINITIONS

The following definitions are for terms used in these Bylaws;

- A. "IHSS" means In-Home Supportive Services as described in the California Welfare and Institutions Code Section 12300 et seq.
- B. "Consumer" means a person who is a past or present user of in-home personal services paid for through public or private funds, including the IHSS program.
- C. "Independent provider" means the state-sanctioned provider mode whereby the IHSS consumer selects, hires, schedules, trains and supervises a home care provider of his or her own choosing.
- D. "Provider" means a person who provides in-home supportive services to a recipient using the independent provider mode.
- E. "Recipient" means a person eligible for and authorized to receive in-home supportive services (IHSS) under California Welfare and Institutions Code Section 12300 et seq.
- F. "County" means the County of Ventura.
- G. "Advisory Committee" means Ventura County In-Home Supportive Services Public Authority Advisory Committee.
- H. "Governing Body" means the Board of Supervisors of Ventura County acting as the governing body of the IHSS Public Authority.
- I. "HSA" means the County of Ventura Human Services Agency.

## V. DUTIES

- A. In its capacity as primary advocates for the general interests of consumers of IHSS, the Advisory Committee shall examine and analyze available data on the IHSS program and make recommendations to program staff and the Governing Body of the Public Authority for the improvement of the IHSS program.
- B. The Advisory Committee shall adopt bylaws, which shall only be effective after approved and adopted by the Governing Body.
- C. The Advisory Committee shall be responsible for calling and presiding over public hearings as considered necessary to receive information and opinion from consumers, stakeholder organizations, and members of the general public regarding the IHSS program.
- D. At least once per calendar year, the Advisory Committee shall submit a report in writing to the Governing Body of the Public Authority summarizing testimony, findings and the results of any investigations the Advisory Committee conducted during the previous year. Additionally, the Advisory Committee may bring matters to the Governing Body as necessary throughout the year.
- E. The Advisory Committee shall appoint one of its members to participate in the initial screening process from applicants for the position of Executive Director of the Public Authority whenever it becomes vacant.

## VI. MEMBERSHIP

The Governing Body shall appoint the members of the Advisory Committee, excluding the Director of HSA or his/her designee, who shall be an ex officio member. The qualifications of persons interested in serving as members of the Advisory Committee shall be solicited through a fair and open process that includes the provision of reasonable written notice to, and a reasonable response time by, members of the general public and interested persons or organizations.

### A. COMPOSITION

Applications for applying for consideration for appointment shall be provided by HSA. The Advisory Committee shall be comprised of not more than eleven (11) voting members, who shall be appointed as follows:

1. Not less than fifty percent (50%) of the members shall be selected from among consumers or former consumers of in-home personal assistance services paid for through public or private funds, including the IHSS program. An individual who is designated under Welfare and Institutions Code section 12300.3 as an "authorized

representative" of a Recipient or former Recipient of IHSS may be considered a "consumer" or "former consumer" eligible for appointment under this section.;

2. The Director of HSA, or his/her designee, shall not be a member of the Advisory Committee, but is hereby designated to provide ongoing advice and support to the Advisory Committee;
3. The County Executive Officer shall nominate one voting member for appointment by the Governing Body. Not more than one county employee may serve as a member of the Advisory Committee at any one time; and
4. At least two voting members shall be selected from among Providers or former Providers of care under the IHSS program. No more than three Providers or former Providers of care under the IHSS program shall be appointed.

If there are remaining unfilled seats for voting members of the Advisory Committee, they shall be drawn from community-based organizations as follows:

5. A representative from an advocacy group that represents the interests of disabled individuals; and/or
6. A representative from an advocacy group that represents the interests of senior citizens.

A representative from the collective bargaining organization that represents IHSS Providers in Ventura County may be appointed as a non-voting member by the Governing Body.

#### B. TERM, REMOVAL, RE-APPOINTMENT, VACANT SEATS AND RECRUITMENT

1. Term – New members shall be appointed for a term of two years or until the appointment of a successor, unless removed earlier as set forth in subsection VI. B. 2.
2. Removal – Any member may be removed, at any time, with or without cause, by a majority vote of the members of the Governing Body.

The Advisory Committee, by an affirmative vote of two-thirds (2/3) of its members in office, excluding the vote of the member in question, may recommend to the Governing Body replacement of an Advisory Committee member if he or she has failed to attend meetings on a reasonable and regular basis; or has otherwise been neglectful of duties; or is convicted of a crime involving moral turpitude.

3. Re-appointment – Any member may be re-appointed by the Governing Body to serve additional terms.

4. Vacant Seats – When an Advisory Committee member vacates his/her seat before the completion of the appointed term, the Governing Body shall appoint a replacement from a list of nominees provided by the Advisory Committee as set forth in section VI.B.5.
5. Recruitment of New Members – The Advisory Committee, its sub-committees or designees shall review and rank applications for appointment to vacant seats based on general knowledge of the IHSS program and past public service experience and identify a list of nominees.

#### C. OFFICERS

1. Members of the Advisory Committee shall annually elect a Chairperson and Vice Chairperson who shall serve for a term of one year. Elections shall be held at the first meeting of the calendar year.
  - a. The duties of the Chairperson are to preside over meetings, approve agendas, represent the Advisory Committee at public functions and provide testimony before the Governing Body of the Advisory Committee. The Chairperson shall appoint a Secretary.
  - b. The Vice Chairperson shall assume the duties of Chairperson in his/her absence.
  - c. The Secretary shall be responsible for reviewing the minutes of each meeting for accuracy and completeness before they are submitted to the Advisory Committee for approval.

#### D. SUB-COMMITTEES

1. Sub-committees may be appointed by the Chairperson upon approval of a majority of Advisory Committee members. The Chairperson, with a majority approval, may dissolve any sub-committee when its function is no longer needed.
  - a. The Chairperson shall report to the Governing Body the name, purpose, and membership of each standing sub-committee established to assist the Advisory Committee for longer than six (6) months.
  - b. The Chairperson may appoint ad hoc sub-committees, as needed, with the approval of the Advisory Committee.
2. All sub-committees shall comply with the notice and agenda requirements otherwise applicable to the Advisory Committee in these Bylaws, except for sub-

committees which are not standing sub-committees and are composed solely of less than a quorum of the membership of the Advisory Committee.

## VII. CONDUCT OF MEETINGS

The Advisory Committee is subject to the Ralph M. Brown Act – The Advisory Committee's meetings are subject to the open meeting laws contained in the Ralph M. Brown Act (Gov. Code section 54950 et seq.).

### A. LOCATION AND FREQUENCY OF MEETINGS

1. Regular meetings of the IHSS Advisory Committee shall be held once a month, with the exception of July and December, at such times and locations as the Advisory Committee shall designate and give proper public notice in accordance with the Ralph M. Brown Act.
2. Special meetings may be called and held at any time with proper public notice in accordance with the Ralph M. Brown Act.
3. Once public notice of a meeting has been made, the meeting shall not be continued or adjourned, except if there is less than a quorum, or other unforeseen eventuality would prevent the Advisory Committee from conducting business.
4. When a meeting is adjourned as provided in section VII.A.3., the Secretary may declare the meeting adjourned to a stated time and place in the usual manner. A copy of the order of adjournment shall be conspicuously posted within 24 hours on or near the door of the place where the meeting was to be held. If the notice does not state the hour and place of the next meeting, it shall be held at the time and place regular meetings are normally held.

### B. AGENDAS

1. The following items shall be provided to each Advisory Committee member at least one week prior to each meeting:
  - a. An agenda for the meeting;
  - b. Any written material to be discussed at the meeting;
  - c. Minutes of the last meeting.
2. The agenda shall be posted at least seventy-two hours prior to the regular meeting at a location that is freely accessible to the public, at the site where the meeting is to be held. The agenda must indicate the time and place of the meeting and must contain "a brief general description of each item of business" to be transacted or

discussed at the meeting. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting.

3. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Advisory Committee may briefly respond to statements made or questions posed by persons exercising their public testimony rights. Advisory Committee members may also 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.
4. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon determination by two-thirds of the membership of the Advisory Committee that there is a need to take immediate action, and that the need for action became known after the agenda was posted. If less than two-thirds of the members are present, the Advisory Committee may take immediate action by unanimous vote of those present.
5. Advisory Committee members who wish to place items on the agenda shall give those items to the Chair of the Advisory Committee at least ten days in advance of the meeting.

#### C. SPECIAL MEETINGS

1. Special meetings may be called by a majority vote of the Advisory Committee during any regular or special meeting or by determination by the Chair that a special meeting is necessary.
2. At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be provided to each Advisory Committee member and to all media outlets that have requested notice in writing. A copy of the agenda shall be posted on the IHSS internet site, if IHSS maintains one, and a copy shall be posted 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.

#### D. NON-DISCRIMINATION/ACCESSIBILITY

1. No meeting of this Advisory 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, marital status, sexual orientation, age or veteran status; or restricts access for the handicapped.



## E. PUBLIC PARTICIPATION

1. Public participation in Advisory Committee meetings shall be allowed as follows:
  - a. An opportunity for members of the public to directly address the Advisory Committee on any item on the agenda of interest to the public shall be provided before, during or after the Committee's consideration of the item.
  - b. The Chair of the Advisory Committee may establish reasonable limits on the amount of time allotted to each speaker on a particular item. The Advisory 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.
  - c. Persons who wish to address the Committee must fill out speaker's request cards and give them to the Advisory Committee Secretary to be recognized by the Chair. Speakers must give their full names, including spelling, as required by the Secretary, and their town or area of residence.

## F. RIGHT TO ATTEND

1. 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 Advisory Committee or its Sub-Committees, but may volunteer such information for inclusion in the minutes.

## G. ORDER OF MEETING

1. The order of the meetings will be conducted in accordance with Roberts' Rules of Order Revised, unless otherwise specified by the authorizing or bylaws of the Advisory Committee.

## H. QUORUM

1. A quorum shall exist when a majority of Advisory Committee members who are eligible to vote are present at a meeting. Non-voting members shall not be considered in establishing a quorum. However, voting members who abstain from particular vote shall be considered when establishing a quorum.

## I. VOTING

1. All official acts of the Advisory Committee shall require the affirmative vote of a majority of the members present and voting at a meeting with a quorum present. Absent members may not vote by proxy or written ballot.

## J. CONFLICT OF INTEREST

1. An Advisory Committee member shall abstain from voting where a conflict of interest exists as defined in the Venture County Conflict of Interest Code. No Advisory Committee member shall participate in discussion or resolution of any matter in which he or she has a personal financial interest as defined by applicable law. For such purposes, an individual's status as a recipient of IHSS services on the same basis as other members of the public shall not be considered a personal financial interest.

## K. MINUTES

1. The Secretary, or his designee, shall prepare the minutes of each meeting of the Advisory Committee. The minutes shall be an accurate summary of the consideration of each item on the agenda and an accurate record of each action taken. At a subsequent meeting, the Secretary shall submit the minutes for approval by a majority vote of the members in attendance at the meeting covered by the minutes. Once approved, the Secretary shall sign the minutes and keep them with the proceedings of the Advisory Committee.
  - a. All documents and records of the Advisory Committee that are not exempt from disclosure by law shall be public records under the California Public Records Act (California Government Code Section 6250 et seq.).
  - b. The members of the Advisory Committee shall respect the confidentiality rights of the IHSS consumers and independent providers. The Advisory Committee shall institute procedures to guarantee that no information regarding an individually identifiable consumer shall be released by the Advisory Committee as a whole or by Advisory Committee members.

## VIII. FISCAL PROVISIONS

### A. BUDGET

1. The budget of the Advisory Committee is controlled by the Human Services Agency and all operation costs, expense reimbursements, advertising costs, publications, public hearings or other costs consistent with the mission of the Advisory Committee shall be paid with prior approval from the Director of the Human Services Agency or his or her designee. Members of the Advisory Committee shall not incur expenses on behalf of, or in the name of, the Advisory Committee or its members without prior from the Director of the Human Services Agency or his or her designee.

## B. COMPENSATION AND REIMBURSEMENT OF ADVISORY COMMITTEE MEMBERS

1. IHSS Consumer and Provider members (non-County employees) of the Advisory Committee shall receive a \$25.00 stipend for each complete Ventura County IHSS Advisory Committee Meeting (not including subcommittee meetings) attended, plus mileage reimbursed at the same reimbursement rate as applies to County of Ventura employees. In addition, Advisory Committee members shall be reimbursed for reasonable expenses, if any, incurred in the discharge of their official responsibilities as authorized by the Governing Body and for attendance at approved conferences and/or training specifically directed at helping improve their ability to represent and effectively advocate for IHSS recipients. Reimbursement of reasonable expenses, if any, shall be limited to allowable costs for this purpose as defined by the California Department of Social Services and in accordance with County policy and procedures for such reimbursement. Expenses associated with Advisory Committee duties other than regular meetings must be preapproved by the HSA Director, or his/her designee, and shall be reimbursed for out-of-pocket costs based on documentation submitted to the Human Services Agency.

*Acceptable Advisory Committee expenditures include, but are not limited to,*

- Stipends, travel, mileage, parking fees
- Compensation to attendants for members participating in meetings
- Training on Advisory Committee responsibilities and duties
- Conference registration fees
- Membership dues to state or federal organizations
- Newsletters
- Resource Fairs/Outreach
- Advertisement to recruit for committee vacancies or improve participation

## IX. EFFECT

These Bylaws of the County of Ventura In-Home Support Services Public Authority Advisory Committee, effective August 1, 2017, replace all previously adopted bylaws associated with Ventura County Ordinance No. 4272. These bylaws shall only be effective after approved and adopted by the Governing Body. Nothing in these bylaws may be construed to take precedence over federal, state or local laws or regulations.

**BYLAWS**  
**VENTURA COUNTY**  
**IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY**  
**ADVISORY COMMITTEE**

As Amended July XX, 2024

**I. RECITALS**

- A. Pursuant to California Welfare and Institutions Code (WIC) Section 12301.3, the Board of Supervisors of Ventura County adopted Ordinance No. 4234 on May 22, 2001, which established the Ventura County In-Home Supportive Services (IHSS) Advisory Committee for the purpose of advising the Board of Supervisors regarding options and actions necessary to establish an employer of record for IHSS.
- B. In order to facilitate the enactment and continuance of this statute, Ventura County Ordinance No. 4234 was repealed and superseded by Ventura County Ordinance No. 4272 adopted July 16, 2002. Pursuant to (WIC) Section 12301.6, the Board of Supervisors of Ventura County established a Public Authority to provide for the delivery of in-home supportive services and designated itself as the Governing Body of the Public Authority and in Section 6 of the Ordinance established the Ventura County In-Home Supportive Services Public Authority (IHSS/PA) Advisory Committee. Ordinance No. 4275 was adopted November 5, 2002, to amend the recognition requirements for a labor organization by the IHSS Public Authority, and Ordinance No. 4315 was adopted January 25, 2005 to amend the composition requirements of the Advisory Committee and the compensation of the Advisory Committee members.
- C. In order to facilitate administrative efficiency and amend the term limits for Advisory Committee members, Ventura County Ordinance Nos. 4272, 4275 and 4315 were repealed and superseded by Ventura County Ordinance No. 4493 on July 26, 2016. These Bylaws are now amended effective August 1, 2017, to conform to Ordinance 4493.
- D. In order to facilitate administrative efficiency, amend the application process, compensation, and term limits for Advisory Committee Members, Ventura County Ordinance No. 4493 is repealed and superseded by Ventura County Ordinance No. XXXX on XXX, XX, 2024. These Bylaws are now amended effective XXX, XX, 2024 to conform to Ordinance XXXX.

**II. NAME**

- A. The name of this body will be the Ventura County In-Home Supportive Services Public Authority Advisory Committee, herein referred to as "Advisory Committee".

### III. PURPOSE AND FUNCTION

- A. The Advisory Committee shall provide ongoing advice and recommendations regarding IHSS to the Public Authority Governing Body (the Ventura County Board of Supervisors), and to any administrative body in the County that provides for the delivery and administration of IHSS.
- B. The Advisory Committee shall study, review, evaluate and make recommendations to the Board of Supervisors through the Public Authority Administrator relative to any and all matters affecting persons receiving IHSS in the County.
- C. The Advisory Committee shall have primary responsibility for accepting IHSS consumer input regarding policy development and funding decisions for the IHSS program on an ongoing basis. It shall serve as a liaison between the IHSS Public Authority and consumers of in-home care, relative to any and all matters affecting the IHSS program as a whole.

### IV. DEFINITIONS

The following definitions are for terms used in these Bylaws;

- A. "IHSS" means In-Home Supportive Services as described in the California Welfare and Institutions Code Section 12300 et seq.
- B. "Consumer" means a person who is a past, or present user of in-home personal services paid for through public or private funds, including the IHSS program.
- C. "Independent provider" means the state-sanctioned provider mode whereby the IHSS consumer selects, hires, schedules, trains and supervises a home care provider of his or her own choosing.
- D. "Provider" means a person who provides in-home supportive services to a recipient using the independent provider mode.
- E. "Recipient" means a person eligible for and authorized to receive in-home supportive services (IHSS) under California Welfare and Institutions Code Section 12300 et seq.
- F. "County" means the County of Ventura.
- G. "Advisory Committee" means Ventura County In-Home Supportive Services Public Authority Advisory Committee.
- H. "Governing Body" means the Board of Supervisors of Ventura County acting as the governing body of the IHSS Public Authority.
- I. "HSA" means the County of Ventura Human Services Agency.

## V. DUTIES

- A. In its capacity as primary advocates for the general interests of consumers of IHSS, the Advisory Committee shall examine and analyze available data on the IHSS program and make recommendations to program staff and the Governing Body of the Public Authority for the improvement of the IHSS program.
- B. The Advisory Committee shall adopt bylaws, which shall only be effective after approved and adopted by the Governing Body.
- C. The Advisory Committee shall be responsible for calling and presiding over public hearings as considered necessary to receive information and opinion from consumers, stakeholder organizations, and members of the general public regarding the IHSS program.
- D. The Advisory Committee shall submit a biennial report in writing to the Governing Body of the Public Authority summarizing the performance, challenge, and accomplishments of IHSS Public Authority. Additionally, the Advisory Committee may bring matters to the Governing Body as necessary throughout the year.
- E. The Advisory Committee shall appoint one of its members to participate in the initial screening process from applicants for the position of Public Authority Administrator whenever it becomes vacant.
- F. All members have a duty to inform the Advisory Committee if they have a conflict of interest, and are prohibited from casting a vote on any matter which has a direct bearing on anything related to that conflict of interest. Under AB 1234, the State of California requires board members to complete a biennial ethics and sexual harassment prevention course. Members are also required to file Form 700 forms at the start of the term, annually, and upon leaving their position.

## VI. MEMBERSHIP

The Governing Body shall appoint the members of the Advisory Committee, excluding the Director of HSA or their designee, who shall be an ex officio member. The qualifications of persons interested in serving as members of the Advisory Committee shall be solicited through a fair and open process that includes the provision of reasonable written notice to, and a reasonable response time by, members of the general public, and interested persons or organizations. Applications for consideration for appointment shall be available electronically on the Advisory Committee website or in alternate accessible format by request.

### A. COMPOSITION:

In accordance with Welfare and Institutions Code section 12301.3, the Advisory Committee shall be comprised of not more than eleven (11) voting members, who shall be appointed as follows:

- 1. The Board of Supervisors will appoint five (5) members to the Advisory Committee, one (1) from each District, selected from current or former consumers of in-home personal assistance services paid for through public or private funds, including the IHSS program. An individual who is designated under Welfare and Institutions Code section 12300.3 as an “authorized

representative” of a Recipient or former Recipient of IHSS may be considered a “consumer” or “former consumer” eligible for appointment under this section.

2. The County Executive Officer shall nominate one voting member for appointment by the Governing Body. Not more than one county employee may serve as a member of the Advisory Committee at any one time; and
3. At least two voting members shall be selected from among Providers or former Providers of care under the IHSS program. No more than three Providers or former Providers of care under the IHSS program shall be appointed.

If there are remaining unfilled seats for voting members of the Advisory Committee, they shall be drawn from community-based organizations as follows:

1. A representative from an advocacy group that represents the interests of disabled individuals; and/or
2. A representative from an advocacy group that represents the interests of senior citizens.

A representative from the collective bargaining organization that represents IHSS Providers in Ventura County may be nominated by the collective bargaining organization and approved by majority vote of the Advisory Committee to serve as a non-voting member of the Advisory Committee.

HSA staff will provide the Advisory Committee with administrative support and sufficient background material and information submitted in reasonable time to enable the Advisory Committee to study and comment upon all matters requiring its input and shall apprise the Advisory Committee of program matters relevant to its mission at regularly scheduled meetings. With the exception of the Public Authority Administrator, who serves as an ex officio member, staff are not members.

#### B. RECRUITMENT, TERM, REMOVAL, RE-APPOINTMENT, AND VACANT SEATS

1. Recruitment of New Members — The Nominating sub-committee of the Advisory Committee, shall review and rank applications for appointment to vacant seats based on general knowledge of the IHSS program and past public service experience and identify a list of nominees. Members shall be selected by a majority vote of the Advisory Committee.
2. Term — New members shall be appointed for a term of two years which may be renewed by the Advisory Committee for up to two additional terms. Terms may be renewed as desired for Supervisorial appointees.
3. Removal — Any member may be removed, at any time, with or without cause, by a majority vote of the members of the Governing Body.

The Advisory Committee, by an affirmative vote of a majority of its members in office, excluding the vote of the member in question, may remove of a non-Supervisorial Appointee Advisory Committee member if he or she has failed to attend meetings on a reasonable and regular basis; or is convicted of a crime involving moral turpitude. Members who have been absent from two (2) consecutive Advisory Committee meetings will be automatically removed, and the sponsoring authority shall elect/appoint another member. Members shall apprise the Chairperson of anticipated absences.

4. Resignation – A member may resign by addressing a written resignation to the Chairperson. In the event of death or resignation of a member, the sponsoring authority shall elect/appoint another person.
5. Vacant Seats —When an Advisory Committee member vacates his/her seat before the completion of the appointed term, the Advisory Committee shall appoint a replacement from a list of nominees, except for Supervisorial Appointees, which are appointed directly, provided by the Advisory Committee as set forth in section VI.B.5. If there are no nominees, the seat will be considered vacant.

#### C. OFFICERS

1. Members of the Advisory Committee shall annually elect a Chairperson and Vice Chairperson who shall serve for a term of one year, renewable for another year. Elections shall be held at the first meeting of the fiscal year.
  - a. The duties of the Chairperson are to preside over meetings, coordinate meeting agendas, represent the Advisory Committee at public functions and provide testimony before the Board of Supervisors as requested. The Chairperson may serve as an ex-officio member of all sub-committees. The Chairperson shall appoint a Secretary.
  - b. The Vice Chairperson shall assume the duties of Chairperson in his/her absence.
  - c. The Secretary shall be responsible for reviewing the minutes of each meeting for accuracy and completeness before they are submitted to the Advisory Committee for approval.

#### D. SUB-COMMITTEES

1. Sub-committees may be appointed by the Chairperson upon approval of a majority of Advisory Committee members. The Chairperson, with a majority approval, may dissolve any sub-committee when its function is no longer needed.
  - a. The Chairperson shall report to the Governing Body the name, purpose, and membership of each standing sub-committee established to assist the Advisory Committee for longer than six (6) months.
  - b. The Chairperson may appoint ad hoc sub-committees, as needed, with the approval of the Advisory Committee.
2. All sub-committees shall comply with the notice and agenda requirements otherwise applicable to the Advisory Committee in these Bylaws, except for sub-committees which are not standing sub-committees and are composed solely of less than a quorum of the membership of the Advisory Committee.
3. Executive Committee: The Executive Committee recommends actions for approval of the Advisory Committee or to deal with emergencies that require immediate attention. The Executive Committee shall have the regular powers and duties of the Advisory Committee between meetings. The Executive Committee shall not reverse or modify any previous



actions of the Advisory Committee. Any action taken by the Executive Committee shall be reported to the Advisory Committee in a timely manner and summarized at the next regular meeting. The Committee is composed of the Chairperson, Vice Chair, and Secretary and the Public Authority Administrator serving as an ex-officio member without a vote. The Advisory Committee Chairperson serves as chairperson of the Executive Committee. The duties of the Executive Committee are:

- a. Set goals, objectives, and direction for the Advisory Committee.
  - b. Determine strategic priorities to guide the Advisory Committee and identifying any key issues for the future.
  - c. Developing initiatives or plans of actions for each of the strategic priorities.
  - d. Reviewing progress towards accomplishing the Advisory Committee strategic priorities and revising the plan at least yearly.
  - e. Prepare reports and develop agendas in fulfillment of the Committee's purpose.
4. Nominating Committee: A minimum three (3) member Nominating Committee will be selected at the beginning of the calendar year to review applications and interview interested applicants for non-Supervisory appointed members. A slate of names will be presented to the full Advisory Committee for a vote by May; selected members will be seated in July.

## VII. CONDUCT OF MEETINGS

The Advisory Committee is subject to the Ralph M. Brown Act — The Advisory Committee's meetings are subject to the open meeting laws contained in the Ralph M. Brown Act (Gov. Code section 54950 et seq.).

### A. LOCATION AND FREQUENCY OF MEETINGS

1. Regular meetings of the IHSS Advisory Committee shall be held every other month, with the exception of June and December, at such times and locations as the Advisory Committee shall designate and give proper public notice in accordance with the Ralph M. Brown Act.
2. Special meetings may be called and held at any time with proper public notice in accordance with the Ralph M. Brown Act.
3. Once public notice of a meeting has been made, the meeting shall not be continued or adjourned, except if there is less than a quorum, or other unforeseen eventuality would prevent the Advisory Committee from conducting business.
4. When a meeting is adjourned as provided in section VII.A.3., the Secretary may declare the meeting adjourned to a stated time and place in the usual manner. A copy of the order of adjournment shall be conspicuously posted within 24 hours on or near the door of the place

where the meeting was to be held. If the notice does not state the hour and place of the next meeting, it shall be held at the time and place regular meetings are normally held.

## B. AGENDAS

1. The following items shall be provided to each Advisory Committee member at least one week prior to each meeting:
  - a. An agenda for the meeting.
  - b. Any written material to be discussed at the meeting.
  - c. Minutes of the last meeting.
2. The agenda shall be posted at least seventy-two hours prior to the regular meeting at a location that is freely accessible to the public, at the site where the meeting is to be held. The agenda must indicate the time and place of the meeting and must contain "a brief general description of each item of business" to be transacted or discussed at the meeting. The agenda shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The agenda will also be posted on the IHSS Public Authority webpage.
3. No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of the Advisory Committee may briefly respond to statements made or questions posed by persons exercising their public testimony rights. Advisory Committee members may also 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.
4. Notwithstanding the foregoing, action may be taken on an item of business not appearing on the posted agenda upon determination by a majority of the membership of the Advisory Committee that there is a need to take immediate action, and that the need for action became known after the agenda was posted. If less than two-thirds of the members are present, the Advisory Committee may take immediate action by unanimous vote of those present.
5. Advisory Committee members who wish to place items on the agenda shall give those items to the Chair of the Advisory Committee at least ten days in advance of the meeting.

## C. SPECIAL MEETINGS

1. Special meetings may be called by a majority vote of the Advisory Committee during any regular or special meeting or by determination by the Chair that a special meeting is necessary.
2. At least twenty-four (24) hours prior to each special meeting, an agenda for the special meeting shall be provided to each Advisory Committee member and to all media outlets that have requested notice in writing. A copy of the agenda shall be posted on the IHSS Public Authority webpage, and a copy shall be posted 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.

#### D. NON-DISCRIMINATION/ACCESSIBILITY

1. No meeting of this Advisory 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, marital status, gender identity, sexual orientation, age or veteran status; or restricts access for people with disabilities.

#### E. PUBLIC PARTICIPATION

1. An opportunity for members of the public to directly address the Advisory Committee on any item on the agenda of interest to the public shall be provided before, during or after the Committee's consideration of the item.
2. The Chair of the Advisory Committee may establish reasonable limits on the amount of time allotted to each speaker on a particular item. The Advisory 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.
3. 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 Advisory Committee or its Sub-Committees but may volunteer such information for inclusion in the minutes.

#### F. ORDER OF MEETING

1. The order of the meetings will be conducted in accordance with Roberts' Rules of Order Revised, unless otherwise specified by the authorizing or bylaws of the Advisory Committee.

#### G. QUORUM

1. A quorum shall exist when a majority of Advisory Committee members who are eligible to vote are present at a meeting. Non-voting members shall not be considered in establishing a quorum. However, voting members who abstain from particular vote shall be considered when establishing a quorum.

#### H. VOTING

1. All official acts of the Advisory Committee shall require the affirmative vote of a majority of the members present and voting at a meeting with a quorum present. Absent members may not vote by proxy or written ballot.
2. An Advisory Committee member shall abstain from voting where a conflict of interest exists as defined in the Ventura County Conflict of Interest Code. No Advisory Committee member shall participate in discussion or resolution of any matter in which he or she has a personal financial interest as defined by applicable law. For such purposes, an individual's status as a

recipient of IHSS services on the same basis as other members of the public shall not be considered a personal financial interest.

## I. MINUTES

1. The Secretary, or their designee, shall prepare the minutes of each meeting of the Advisory Committee. The minutes shall be an accurate summary of the consideration of each item on the agenda and an accurate record of each action taken. At a subsequent meeting, the Secretary shall submit the minutes for approval by a majority vote of the members in attendance at the meeting covered by the minutes. Once approved, the Secretary shall document the approval with the proceedings of the Advisory Committee.
  - a. All documents and records of the Advisory Committee that are not exempt from disclosure by law shall be public records under the California Public Records Act (California Government Code Section 6250 et seq.).
  - b. The members of the Advisory Committee shall respect the confidentiality rights of the IHSS consumers and independent providers. The Advisory Committee shall institute procedures to guarantee that no information regarding an individually identifiable consumer shall be released by the Advisory Committee as a whole or by Advisory Committee members.
  - c. Committee minutes will be posted on the IHSS Public Authority webpage.

## J. BYLAWS

1. Every two years, the Chairperson of the Advisory Committee shall convene a meeting of the bylaws committee to review and update bylaws as needed. The Advisory Committee shall vote to approve any changes to existing or development of new by-laws.
2. These bylaws may be amended at any regular meeting of the Advisory Committee after a 30-day written notice to the members of any proposed changes. Amendments shall be approved by majority vote of the Advisory Committee and adopted by the Ventura County Board of Supervisors.

## VIII. FISCAL PROVISIONS

### A. BUDGET

1. The budget of the Advisory Committee is controlled by the Human Services Agency and all operation costs, expense reimbursements, advertising costs, publications, public hearings or other costs consistent with the mission of the Advisory Committee shall be paid with prior approval from the Director of the Human Services Agency or their designee. Members of the Advisory Committee shall not incur expenses on behalf of, or in the name of, the Advisory Committee or its members without prior from the Director of the Human Services Agency or his or her designee.

**B. COMPENSATION AND REIMBURSEMENT OF ADVISORY COMMITTEE MEMBERS**

1. IHSS Consumer and Provider members (non-County employees) of the Advisory Committee shall receive a \$50.00 stipend for each complete Ventura County IHSS Advisory Committee Meeting (not including subcommittee meetings) attended, plus mileage reimbursed at the same reimbursement rate as applies to County of Ventura employees.
2. In addition, Advisory Committee members shall be reimbursed for reasonable expenses, if any, incurred in the discharge of their official responsibilities as authorized by the Governing Body and for attendance at approved conferences and/or training specifically directed at helping improve their ability to represent and effectively advocate for IHSS recipients. Reimbursement of reasonable expenses, if any, shall be limited to allowable costs for this purpose as defined by the California Department of Social Services and in accordance with County policy and procedures for such reimbursement. Expenses associated with Advisory Committee duties other than regular meetings must be preapproved by the HSA Director, or his/her designee, and shall be reimbursed for out-of-pocket costs based on documentation submitted to the Human Services Agency.

Per CDSS CFL 08-10, Acceptable Advisory Committee expenditures include:

- Postage and general office supplies
- Cost of photocopying/printing
- Phone and phone conferencing equipment, computers, office furniture, office/room rental
- Internet access and website maintenance
- Special equipment for the Deaf/hearing impaired
- Readers and/or alternate formats (e.g., Braille)
- Translation/interpreter services
- Stipends, travel, mileage, parking fees
- Compensation to attendants for members participating in meetings
- Training on Advisory Committee responsibilities and duties
- Conference registration fees
- Meeting facilitator
- Costs to conduct surveys
- Staff time in support of the Advisory Committee
- Membership dues to state or federal organizations
- Newsletters
- Resource Fairs/Outreach
- Advertisement to recruit for committee vacancies or improve participation