

Advisory Committee Policies and Procedures



Contra Costa County

IHSS Public Authority



Advisory Committee Policy 1

Advisory Committee Role and Duties**Advisory Committee Role**

The primary role of the Advisory Committee is to serve in an advisory capacity to the Public Authority Governing Board (Board), Public Authority staff and the administrators of In-Home Supportive Services (IHSS).

Advisory Committee Mission Statement

The Mission of the Public Authority Advisory Committee is to provide advice and assistance to the Board, staff of the Public Authority and IHSS; and to provide a forum for discussion for consumers of personal assistance services, providers, advocates and other interested parties to participate in Public Authority policy and program development.

Committee Members' Statement of Duties

1. Attend scheduled Advisory Committee meetings and any assigned sub-committee meetings.
2. Stay informed/educated on IHSS Public Authority issues.
3. Provide consumer and provider input to IHSS
4. Advise and make recommendations to the Board on issues regarding Public Authority policy, program development, activities, services and budget. The Committee will strive to build consensus, when possible.
5. Participate in community outreach, educational activities and the exploration of alternative funding sources.
6. Review, advise and make recommendations to the Board on pending state legislation and budget that may impact the IHSS program, consumers, providers, and/or Public Authorities.



7. With notification to the Board, engage in advocacy activities related to IHSS consumer and provider issues.
8. Hear appeals and make final decisions regarding removal of providers or consumers from the Registry.
9. Adhere to SPERO Ground Rules.
10. Public Authority Advisory Committee members will solicit input from consumers, providers and others in the community who have an interest in the IHSS program and the Public Authority.



Advisory Committee Policy 2

Membership on Advisory Committee

The Advisory Committee shall consist of 11 members, each of whom is a resident of Contra Costa County. The members are appointed by the Board of Supervisors.

CONSUMER SEATS

Membership shall include six (6) consumers:

- a) Consumer members shall be individuals who are current or past users of personal assistance services paid for through public or private funds;
- b) At least 50 percent of consumer members shall be current users of IHSS;
- c) At a minimum, two consumer members will be 60 years of age or older; two consumer members will be under 60 years of age; and two consumers will be either over or under 60 years of age.

SUPERVISORIAL DISTRICT SEATS

Each Supervisor shall nominate one member. The members shall be chosen from one of the categories below:

- a) Senior advocate
- b) Advocate for younger persons with disabilities
- c) Representative from developmental disability community



- d) Social worker
- e) Nurse
- f) Representative from community-based organization
- g) Representative from a home health agency
- h) Current or previous IHSS provider
- i) Other category related to In-Home Supportive Services and/or the senior or disabled community



Advisory Committee Policy 3

Attendance PolicyPolicy

The Committee, by an affirmative vote of two-thirds of the members constituting the Committee may recommend to the Board replacement of a Committee member if he or she:

- 1) Has been neglectful of duties, as determined (and documented) by the Committee (*refer to Advisory Committee Statement of Duties*);or
- 2) Has *missed* a total of four scheduled Committee meetings annually; or
- 3) No longer satisfies the requirements necessary to represent the constituency he or she was appointed to serve.

Procedure

- 1) Following roll call, absences will be recorded in the Committee minutes.
- 2) It is the responsibility of Advisory Committee members to notify PA Staff of their absence prior to an Advisory Committee meeting.
- 3) It is the responsibility of Advisory Committee members to sign the attendance sheet at each meeting.



Advisory Committee Policy 4

Meeting Ground Rules

The Committee adopts the SPERO Ground Rules for Committee use:

Sensitivity

- Treat each other with respect
- Value diversity of opinions
- Listen for others' perspectives
- Set aside judging and censoring others and yourself
- Disagree respectfully
- Maintain confidentiality about things others share

Participation

- Everyone has a chance to participate without monopolizing and without interruption
- Speakers will be given full attention without side conversations

Experience

- Stay focused on our goal
- Say what you think when you think it
- Speak from your heart and from your own experience rather than about theory or others' experiences
- Keep a sense of humor

Responsibility

- Start and end the meetings on time
- Be a working member of the Committee
- Show up – be present
- Be prepared – read materials in advance of the meeting
- Report meeting activities with honesty and fairness
- Take responsibility for asking for what you need



Openness

- Identify turf issues as they arise
- Be open to be influenced
- Be open to be surprised



Advisory Committee Policy 5

Terms of Office

In October of each year, the Nominating Committee will provide to the Advisory Committee a list of nominees for Chair and Vice Chair. Nominations will be solicited from the floor at the October and November Advisory Committee meetings. In November, the Advisory Committee will vote on the new Chair and Vice Chair positions. The new Chair and Vice Chair will take office the following January.

Chair and Vice Chair's term of office shall be for one year, which will run concurrently. Officers may be re-elected for two additional terms for a total of three consecutive years. A member can be re-elected to a previously held office after having not served in the position for at least one year.

In the event of a vacancy, the new officer(s) can assume the officer role for the remainder of the existing term, hold office for another full year, which will run consecutively and may be re-elected for two additional terms for a total of three consecutive years plus the fulfillment of the vacancy.



Advisory Committee Policy 6

Officers' Duties and Responsibilities

To achieve its full potential, the Advisory Committee must have an effective Chairperson and Vice Chairperson whose primary task is to create and maintain a spirit of unity among diverse people on the Committee and to ensure that it functions appropriately.

Chairperson Duties and Responsibilities

- Advises Executive Director on meeting agendas, Committee procedure and process, and on issues affecting the overall program
- Chairs all Advisory Committee meetings
- Enforces the Advisory Committee's ground rules and procedures
- Ensures that the Advisory Committee and subcommittees function appropriately
- Ensures that individual Advisory Committee members receive adequate orientation/training
- Selects and supervises subcommittee chairs
- Is an ex-officio member of all sub-committees

Vice-Chairperson Duties and Responsibilities

- Is consistently informed about all Committee issues, Committee procedure and process, selecting & supervising subcommittee chairs, and on issues affecting the overall program
- Assists the Chairperson in all aspects of the Chairperson's position including:
 - Advising Executive Director on meeting agendas;
 - Ensuring that the Committee and subcommittees function appropriately;
 - Ensuring that individual Committee members receive adequate orientation/training.
- Serves as Chairperson when the Chairperson is absent or unable to serve



Advisory Committee Policy 7

Procedure on Public Comment

The following are based on the Ralph M. Brown Act (Cal. Gov. Code sections 54950, et seq.) and the Contra Costa County Better Government Ordinance.

1. The General Comment Period is to be used by the public to address items not on the agenda, but within the purview of the Advisory Committee.
2. Following opening discussion of agenda items by Advisory Committee members, the Chair will call for public comment on the item before any vote is taken.
 - a) This period is the only opportunity members of the public will have to comment on a particular agenda item; and
 - b) It will be the Chair's prerogative to limit an individual to one comment on each agenda item being addressed, and to limit the comment to a maximum of three minutes, should the Chair feel this is in the best interest of conducting Advisory Committee business.



Advisory Committee Policy 8

Process for Public Authority Contracting

1. Prior to the issuance of a Request for Proposals (RFP) or Request for Interest (RFI), the Advisory Committee will have involvement in the design of program operations.
2. Public Authority staff issues RFP or RFI.
3. Public Authority staff reviews responses to RFP and selects contractor.
4. EHSD Contract Unit develops the standard contract language.
5. Public Authority staff, in conjunction with the Advisory Committee, develops the service plan.
6. Proposed Contract and Board Order are submitted to County Administrative Office for inclusion on Board agenda.
7. Board considers contract.



Advisory Committee Policy 9

Public Authority/Union Collaboration

One of the express purposes of the Authority is to give consumers an advisory role relative to IHSS policy, program development, activities, services, and budget. In order to further Advisory Committee goals, Union representatives will be invited to attend Advisory Committee meetings, to discuss ways in which to collaborate.



Advisory Committee Policy 10

Advisory Committee Structure

Current Standing and Ad Hoc Subcommittees, Purpose and Membership

1. Standing Committee: **Health, Safety and Education Subcommittee**

Purpose: To review and make recommendations regarding issues related to consumer and provider health and safety; to assist in designing provider and consumer training activities; and to assist in developing and providing outreach and educational activities.

2. Standing Committee: **Nominating Subcommittee**

Purpose: The Nominating Committee shall be actively involved in the recruitment and orientation of new members to the Advisory Committee. In addition, the Public Authority Secretary will work with staff to implement the orientation process for new members. In October of each year, the Nominating Committee will provide to the Advisory Committee a list of nominees for Chair and Vice Chair. (See Policy 5.)

3. Standing Committee: **Rapid Response Subcommittee**

Purpose: The Rapid Response Committee shall review the Rapid Response Program and make recommendations for its improvement.

4. Standing Committee: **Advocacy Subcommittee**

Purpose: The Advocacy Committee shall develop and make advocacy recommendations to the Advisory Committee on issues concerning IHSS recipients and providers. Advocacy activities must be approved by the Board of Supervisors.



All Standing and all ad hoc subcommittees will meet the following requirements:

- In accordance with the Brown Act and Contra Costa County Better Government ordinance 1) provide 96 hour notice with agenda and packet; 2) post meeting agendas 96 hours in advance, and 3) provide time for public comment at the meetings.
- A quorum has to be present for the subcommittee to meet and take action. A quorum will be a majority, calculated as 50% plus one of the seats on the particular subcommittee.
- Subcommittee members must be appointed to the subcommittee; subcommittee members are appointed by action of the Advisory Committee and must be members of the Advisory Committee.
- While interested parties (other than Advisory Committee members appointed to the subcommittee) can attend subcommittee meetings, they are not subcommittee members and they cannot vote on items before the subcommittee.
- Only the appointed Advisory Committee members can vote on items before the subcommittee; when the subcommittee wants to bring a recommendation forward to the full Advisory Committee, the subcommittee shall take formal action (motion, second, vote and record the vote), write up the action, and bring it to the full Advisory Committee for consideration.

Standing subcommittee – Definition: Standing subcommittees are developed to address ongoing issues; have a standing membership; and generally meet on a regularly scheduled basis.



Membership: A minimum of three Advisory Committee members.

Membership Appointment: Members are appointed by formal action of the Advisory Committee. The Chairperson of the Advisory Committee appoints the subcommittee Chairperson.

Membership Terms: Members and Chairperson will serve one-year terms. There is no limit on the number of terms a member or Chairperson can serve.

Absence Policy The same absence and removal policy approved for the full Advisory Committee would apply. Sub-committee and Advisory Committee absences would not be combined.

Meeting Schedule: Standing committees will meet on a regularly scheduled basis. Committee members will determine the meeting schedule.

Ad hoc subcommittees – Definition: Ad hoc subcommittees are developed to address specific, time-limited tasks; have an appointed membership; and disband after the specific task is accomplished.

Membership: A minimum of three Advisory Committee members.

Membership Appointment: Members are appointed by formal action of the Advisory Committee. The Chairperson of the Advisory Committee appoints the ad hoc subcommittee Chairperson.



- Membership Terms:** Members and Chairperson will serve on an as needed basis, i.e., until the specific task is accomplished. There is no limit on the number of times a member or Chairperson can serve.
- Absence Policy:** The same absence and removal policy approved for the full Advisory Committee would apply. Ad hoc and Advisory Committee absences would not be combined.
- Meeting Schedule:** As needed.

Contra Costa County

IHSS Public Authority

500 Ellinwood Way • Suite 110 • Pleasant Hill, CA 94523