

# IN-HOME SUPPORTIVE SERVICES STAKEHOLDER ADVISORY COMMITTEE

## DRAFT CHARTER

### I. NAME

The name of this advisory committee shall be the In-Home Supportive Services (IHSS) Stakeholder Advisory Committee (SAC).

### II. PURPOSE AND AUTHORITY

Purpose. The SAC shall provide ongoing advice and recommendations regarding the IHSS Statewide Authority and the California Departments of Social Services and Health Care Services.

Non-Binding Authority. Pursuant to 6531.5 (e) of the Government Code, the IHSS Statewide Authority appointed members to the SAC on August 6, 2015. The SAC is advisory to the IHSS Statewide Authority and California Departments of Social Services and Health Care Services. The Committee is not empowered by statute to render a decision of any kind on behalf of the State of California or its appointed or elected officials.

### III. VISION

*(placeholder)* **What we hope to achieve in the future as a result of working together.**

### IV. MISSION STATEMENT

*(placeholder)* **A brief description of the core purpose of the initiative and whom the initiative serves.**

### V. VALUES

*(placeholder)* **Guiding principles and behaviors that will shape the content of our work as well as our working relationships going forward.**

## **VI. GOALS**

The SAC will establish two annual goals specifying its principal work focus areas for the coming year. Established goals shall be in alignment with state and federal policy requirements and priorities. Goals should not duplicate efforts of other stakeholder committees.

## **VII. DUTIES**

1. Attend the biannual meetings in-person. One excused absence is permitted.
2. Arrive on time; actively participate through the scheduled conclusion of every convened meeting of the SAC.
3. Read distributed materials in advance of scheduled meetings and arrive prepared for discussion.
4. Engage in small and large group discussions in a manner that is respectful of diverse perspectives, ideas and experiences.
5. Work to achieve consensus on recommendations of the SAC.
6. Gather local community and/or affiliation group input regarding needs and priorities for consideration by the SAC.
7. Help to facilitate communication between community representatives and the SAC.
8. Make recommendations on issues that could improve the California IHSS Program and do not duplicate efforts of other stakeholder groups.

## **VIII. PROCEDURAL RULES**

1. The SAC shall meet two times annually at times and locations convenient and accessible to the public.
2. All meetings of the SAC and its subcommittees (if applicable) are open to the public and shall conform to the Bagley-Keene Open Meeting Act, including requirements for notice of meetings, preparation and distribution of agendas and written materials, inspection of public records, maintenance of records and disruption of a public meeting. This includes:
  - a) Notice of each regular meeting subject shall be posted at least 10 days prior to the day of the meeting and shall include the

- time, date, and place of the meeting and a copy of the meeting agenda.
- b) Members may not meet privately to discuss Committee business.
  - c) Upon written request, individuals and organizations wishing to receive notice of meetings of the SAC will be included on the distribution list for notice of regular meetings.
3. A simple majority of the members, currently appointed, shall constitute a quorum. Decisions will be made by consensus, typically with the majority decision. All members will be given an opportunity to state their opinion. If there is a minority opinion, that opinion will also be reflected in any formal transmission of recommendations.
  4. The Committee shall be staffed by the Administrative Officer of the IHSS Statewide Authority.
  5. The Administrative Officer shall be responsible for establishing the agendas for meetings in collaboration with SAC members. An agenda shall be sent to committee members at least 10 days in advance of the meeting.
  6. Discussion Summary Highlights, for all meetings, shall be drafted by the staff designee, reviewed by members and approved by committee members at the following meeting.

## **IX. ORGANIZATION**

Membership. No less than 50 percent of the 13-member SAC shall be individuals who are current, or past users, of personal assistance services paid for through public or private funds or recipients of IHSS.

1. At least two members of the Advisory Committee shall be current or former providers of IHSS.
2. Individuals who represent organizations that advocate for people with disabilities or older adults may be appointed to the Advisory Committee.
3. Individuals from each representative organization, that are designated representatives of individual providers, shall be appointed to the Advisory Committee.

Term of Appointment. The initial term of office for each member of the SAC shall be for one (1) or two (2) years, as determined by the IHSS Statewide Authority, to allow for staggered terms. Incumbents may be appointed to one additional two-year successive term. Members serve at the discretion of the IHSS Statewide Authority.

Reimbursement of Member's Expenses. Members shall serve without compensation, but will be provided reimbursement for travel and other necessary expenses, as needed, to support participation in SAC meetings.

## **X. TERMINATION**

The SAC shall be terminated if the Coordinated Care Initiative becomes inoperative pursuant to Senate Bill 94, Chapter 37, Statutes of 2013 (section 34 (d)(1)).