



# Kings County In-Home Supportive Services Public Authority

Kings County Government Center  
1400 W. Lacey Blvd., Bldg. #8, Hanford, CA 93230  
☎ (559) 852-2201    📠 FAX (559) 583-8217

*In compliance with the American with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Clerk of the Board's Office at (559) 852-2370 by 4:00 PM on the Friday prior to this meeting.*

## Meeting Agenda Board of Directors

### Tuesday, January 23, 2024

**Place:** Kings County Government Center – Multi-Purpose Room, Administration Building 1,  
1400 W. Lacey Boulevard, Hanford, CA

**Time:** 11:00 AM, or soon thereafter following the Kings County Board of Supervisors

The meeting can be attended by the Internet by clicking the following link:

<https://countyofkings.webex.com/countyofkings/j.php?MTID=m729aa6ef27a0b4662fce10428ff3795d>

or by sending an email to [bosquestions@co.kings.ca.us](mailto:bosquestions@co.kings.ca.us) on the morning of the meeting for an automated email response with the WebEx meeting link information. Members of the public attending via WebEx will have the opportunity to provide public comment during the meeting.

Members of the public who wish to comment may submit written comments on any matter within the Board's subject matter jurisdiction, regardless of whether it is on the agenda for the Board's consideration or action, and those comments will become part of the administrative record of the meeting. Comments will not be read into the record, only the names of who have submitted comments will be read into the record. Written comments received by the Clerk of the Board of Supervisors no later than 8:30 a.m. on the morning of the noticed meeting will be included in the record, those comments received after 8:30 a.m. will become part of the record of the next meeting. To submit written comments by email, please forward them to [bosquestions@co.kings.ca.us](mailto:bosquestions@co.kings.ca.us) or by U.S. Mail, please forward them to: Clerk of the Board of Supervisors, County of Kings, 1400 W. Lacey Blvd., Hanford, CA 93230.

<b>Board Members:</b>	<b>Staff:</b>
Joe Neves (District 1)	Wendy Osikafo, IHSS Public Authority Executive Director
Richard Valle (District 2)	Christopher Narez, Deputy Director
Doug Verboon (District 3)	Jason Kemp Van Ee, Social Services Program Manager
Rusty Robinson (District 4)	Diane Freeman, County Counsel
Richard Fagundes (District 5)	Catherine Venturella, Clerk of the Board

**1. CALL TO ORDER**

**ROLL CALL – Clerk of the Board**

**2. BOARD REORGANIZATION**

**A. The office of Chairman of the Board of Directors is declared vacant and call for nomination is made.**

**B. The office of Vice-Chairman of the Board of Directors is declared vacant and call for nomination is made.**

**3. UNSCHEDULED APPEARANCES**

*Any person may directly address the Board at this time on any item on the agenda, or on any other items of interest to the public, that is within the subject matter jurisdiction of the Board. Two (2) minutes are allowed for each item.*

**4. GENERAL BUSINESS ITEMS**

**A. Approval of the Minutes: May 23, 2023**

**B. Board Meeting Schedule for 2024**

**C. Public Authority 2023-24 Budget Increase**

**D. Staff Announcements and/or Brief Reports on Activities of In-Home Supportive Services.**

**5. MEMBER ANNOUNCEMENTS AND/OR REPORTS**

*On their initiative Board Members may make a brief announcement or brief report on their own activities. They may ask question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda (Gov. Code Section 54954.2[a]).*

- Board Correspondence
- Information on Future Agenda Items

**6. ADJOURNMENT**

**IHSS PUBLIC AUTHORITY FUTURE MEETINGS AND EVENTS**

<b>Date and Time</b>	<b>Meeting/Event Name</b>
April 23, 2024	IHSS PA Board
October 22, 2024	IHSS PA Board

*Agenda backup information and any public records provided to the Board after the posting of the agenda will be available for the public to review at the Board of Supervisors office, 1400 W. Lacey Blvd., Hanford, for the meeting date listed on this agenda*



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## Action Summary Board of Directors Tuesday, May 23, 2023

**Place:** Kings County Government Center – Board of Supervisors Chambers  
1400 W. Lacey Boulevard, Hanford, CA

**Time:** 11:00 AM, or soon thereafter following the Kings County Board of Supervisors

The meeting can be attended by the Internet by clicking the following link:

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<b>Board Members:</b>	<b>Staff:</b>
Joe Neves (District 1)	Wendy Osikafo, IHSS Public Authority Executive Director
Richard Valle (District 2)	Esam Abed, Deputy Director
Doug Verboon (District 3)	Jason Kemp Van Ee, Social Services Program Manager
Rusty Robinson (District 4)	Diane Freeman, County Counsel
Richard Fagundes (District 5)	Catherine Venturella, Clerk of the Board

## **1. CALL TO ORDER**

### **ROLL CALL – Clerk of the Board**

Present: Joe Neves, Richard Valle, Doug Verboon, Rusty Robinson, Richard Fagundes

## **2. UNSCHEDULED APPEARANCES**

*Any person may directly address the Board at this time on any item on the agenda, or on any other items of interest to the public, that is within the subject matter jurisdiction of the Board. Two (2) minutes are allowed for each item.*

None

## **3. GENERAL BUSINESS ITEMS**

### **A. Election of Chair and Vice Chair for 2023:** The Board will nominate and elect its Chair and Vice Chair for 2023

Action: On a motion by Supervisor Verboon, seconded by Supervisor Neves, the Board elected Supervisor Valle as Chairman for 2023 and closed the nominations. (JN, RV, DV, RR, RF-Aye)

Action: On a motion by Supervisor Fagundes, seconded by Supervisor Robinson, the Board elected Supervisor Verboon as Vice-Chairman for 2023 and closed the nominations. (RF, RR, DV, JN, RV-Aye)

### **B. Approval of the Minutes: August 23, 2022**

Action: Approved as Presented (JN, RV, DV, RF-Aye; RR-Abstain)

### **C. Board Meeting Schedule for 2023**

Action: Approved as Presented (JN, RV, DV, RR, RF-Aye)

### **D. Public Authority 2022-2023 Budget Appropriations**

Action: Approved as Presented (JN, RV, DV, RR, RF-Aye)

### **E. Public Authority 2023-2024 Budget**

Action: Approved as Presented (JN, RV, DV, RR, RF-Aye)

### **F. Staff Announcements and/or Brief Reports on Activities of In-Home Supportive Services.**

Jason Kemp Van Ee, Social Services Program Manager in the Human Services Agency, provided IHSS Spring Newsletter. Jason reported that at the onset of possible flooding in Corcoran, Wellness Calls were made to IHSS recipients. Staff identified that 568 Corcoran residents and 75 Stratford residents would need assistance to evacuate. Also, State has provided funding for a Career Pathways Program. In order to assist providers in obtaining training, we worked with a non-profit who has a contract with CDSS to provide training and were able to bring them to Kings County. They did CPR, first aid, body mechanics, heavy transfers, mechanical lifts, and personal care for a consumer confined to a bed training. We had 40 providers participate.

Wendy Osikafo, Executive Director of Public Authority, is preparing to amend the County Ordinance to hold the Public Authority Board meeting quarterly.

## **4. MEMBER ANNOUNCEMENTS AND/OR REPORTS**

*On their initiative Board Members may make a brief announcement or brief report on their own activities. They may ask question for clarification, make a referral to staff or take action to have staff place a matter of business on a future agenda (Gov. Code Section 54954.2[a]).*

- Board Correspondence: **None**
- Information on Future Agenda Items: **None**

**5. ADJOURNMENT**

The meeting was adjourned at 11:18am

**IHSS PUBLIC AUTHORITY FUTURE MEETINGS AND EVENTS**

<b>Date and Time</b>	<b>Meeting/Event Name</b>
June 27, 2023	IHSS PA Board
July 25, 2023	IHSS PA Board

*Agenda backup information and any public records provided to the Board after the posting of the agenda will be available for the public to review at the Board of Supervisors office, 1400 W. Lacey Blvd., Hanford, for the meeting date listed on this agenda*



# Kings In-Home Supportive Services Public Authority – Human Services Agency

Kings County Government Center  
1400 W. Lacey Blvd., Bldg. #8, Hanford, CA 93230  
☎ (559) 852-2201    📠 FAX (559) 583-8217

## Agenda Item

**Meeting Date:**            Tuesday, January 23, 2024  
**Submitted BY:**        Wendy Osikafo, IHSS Public Authority Executive Director  
**Subject:**                 BOARD MEETING SCHEDULE FOR 2024

### **SUMMARY:**

**Overview:**

The Kings In-Home Supportive Services (IHSS) Public Authority (PA) is requesting the Board of Directors to adopt a regular meeting schedule for the calendar year 2024.

**Recommendation:**

**Approve the 2024 calendar meeting schedule of the Kings In-Home Supportive Services Public Authority Board.**

**Fiscal Impact:**

None

### **BACKGROUND:**

Staff is proposing that the Board adopt the 2024 meeting schedule to allow the Board to receive program and fiscal updates. This action allows for members of the public and the Executive Director to bring forth matters effecting the delivery of In-Home Supportive Services in Kings County for consideration and determination by the Board as set forth in the Kings County, California Code of Ordnances, Chapter 2, Article IV; California Government Code Section 54954.

Meeting Schedule for Calendar Year 2024

- January 23, 2024                      • October 22, 2024
- April 23, 2024

**BOARD ACTION:**

**APPROVED AS RECOMMENDED:** \_\_\_\_\_ **OTHER:** \_\_\_\_\_

I hereby certify that the above order was passed  
And adopted on \_\_\_\_\_, 2024

By \_\_\_\_\_  
Catherine Venturella, Secretary to the Board



**Kings In-Home Supportive Services  
Public Authority – Human Services Agency**

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☎ (559) 852-2201    📠 FAX (559) 583-8217

**Agenda Item**

**Meeting Date:**            Tuesday, January 23, 2024  
**Submitted BY:**        Wendy Osikafo, IHSS Public Authority Executive Director  
**Subject:**                IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY FISCAL YEAR  
   2023-24 BUDGET INCREASE

**SUMMARY:**

**Overview:**

The Kings County In-Home Supportive Services (IHSS) Public Authority (PA) is requesting approval to increase the IHSS PA Fiscal Year (FY) 2023-24 Adopted Budget.

**Recommendation:**

**Increase the appropriations for the Human Services Agency In-Home Supportive Services Public Authority budget unit 510500 for Fiscal Year 2023-24 from \$532,436 to \$545,608.**

**Fiscal Impact:**

The increase in allocation will be budgeted in budget unit 510500. All costs associated with this program will be offset with state general fund allocation and Title XIX federal funds. There is no impact to the County General Fund with the recommended action.

**BACKGROUND:**

On August 8, 2023, the County Board of Supervisors approved to establish appropriations and revenues for IHSS PA budget unit 510500. The appropriations and revenue were approved in the amount of \$532,436 based on the prior year SGF allocation and federal Title XIX drawdown. Since the adoption of the budget in August, County Fiscal Letter (CFL) 23/24-14 was released, which included additional State General Fund (SGF) for the Public Authority Administration in the amount of \$6,586. When matched with Federal funds, this allocation will increase the funding in the amount

(Cont'd)

**BOARD ACTION:**

**APPROVED AS RECOMMENDED:** \_\_\_\_\_ **OTHER:** \_\_\_\_\_

I hereby certify that the above order was passed  
And adopted on \_\_\_\_\_, 2024

By \_\_\_\_\_  
Catherine Venturella, Secretary to the Board

## Agenda Item

### IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY FISCAL YEAR 2023-24 BUDGET INCREASE

January 23, 2024

Page 2 of 2

of \$13,172. The Human Services Agency (HSA) is requesting Board approval to receive the additional funds and increase the appropriations and revenue accordingly to reflect a total IHSS PA expenditure budget for FY 2023-24 in the amount of \$545,608. Once approved by the PA Board, HSA will present it to the Board of Supervisors for final approval.

#### Expenditures

##### Detail

Account Number	DESCRIPTION	Adopted Budget FY23-24	Amended FY23-24
92006	Communications	\$ 314.00	\$ 314.00
92027	Memberships	\$ 6,500.00	\$ 7,750.00
92033	Postage And Freight	\$ 11,303.00	\$ 11,303.00
92035	Printing/Stores	\$ 83.00	\$ 83.00
92037	Prof & Spec Services	\$ 461,216.00	\$ 473,138.00
92058	Rents & Leases - Software	\$ 33,300.00	\$ 33,300.00
92063	Special Dept	\$ 6,000.00	\$ 6,000.00
92068	Purchasing Expense	\$ 1,756.00	\$ 1,756.00
93038	Cost Allocation Plan Charges	\$ 3,105.00	\$ 3,105.00
93048	Info Tech Services	\$ 8,859.00	\$ 8,859.00
<b>Total Services:</b>		<b>\$ 532,436.00</b>	<b>\$ 545,608.00</b>

##### Detail By Revenue

##### Category

Account Number	DESCRIPTION		
85007	ST AID – WEL Administration	\$ 266,218.00	\$ 272,804.00
86012	FED AID IHSS PUBLIC AUTH	\$ 266,218.00	\$ 272,804.00
<b>Total Revenue</b>		<b>\$ 532,436.00</b>	<b>\$ 545,608.00</b>



# IHSS Caseload Statistics at a Glance – November 2023

Caseload Count (Eligible & Leave) = 3,354

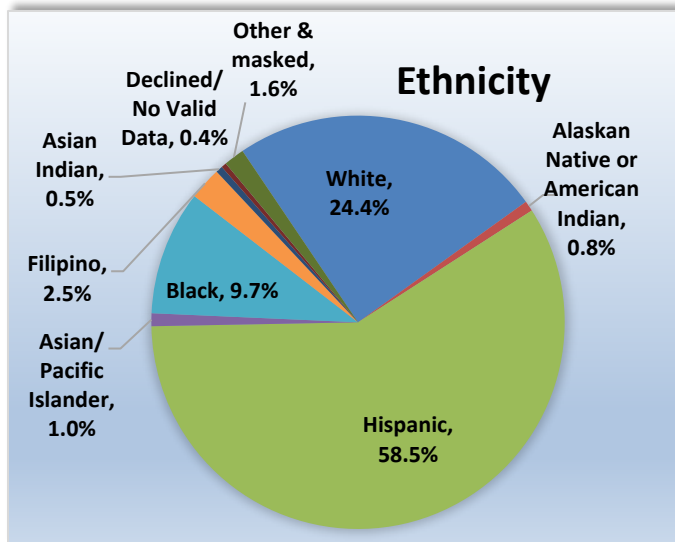
Applications in Pending Status = 138

New Applications Received = 87

Average Authorized Hours per Case = 113.0

Average hours per SI Cases = 173.7

Average hours per NSI Cases = 84.3

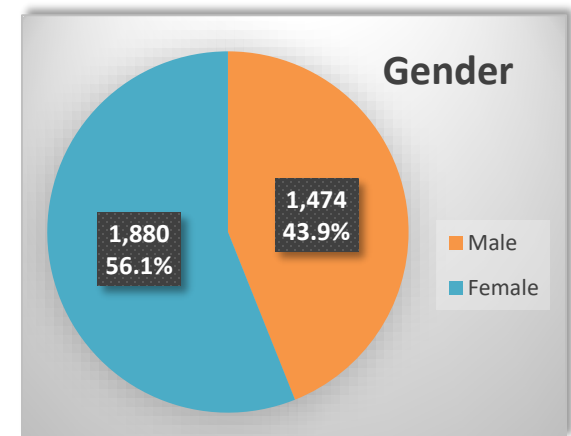
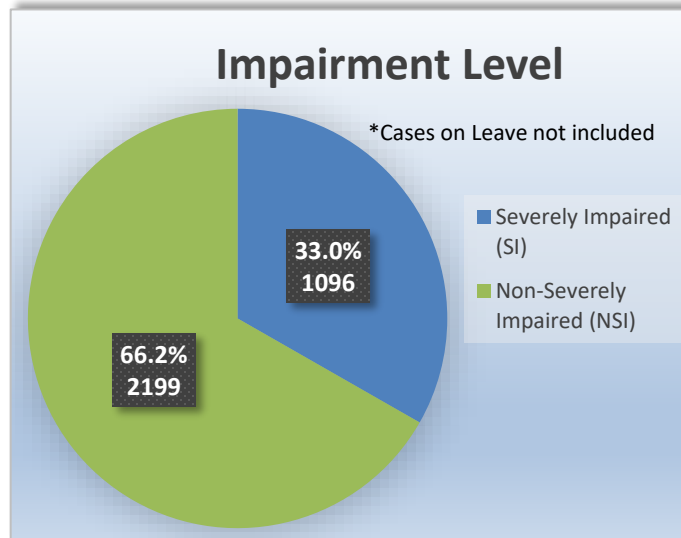
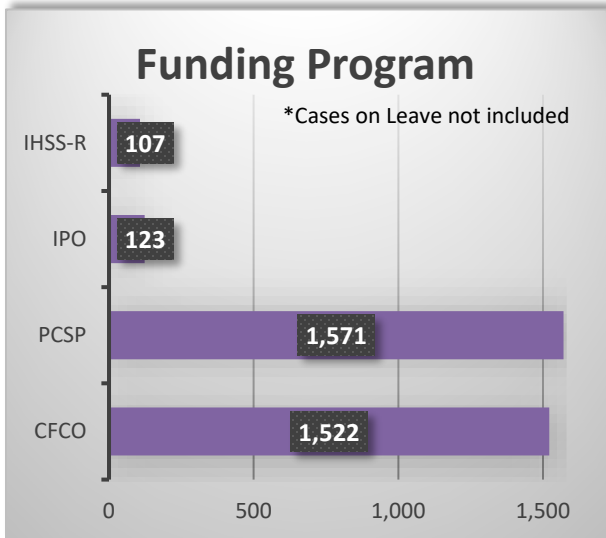


### Selected Service Category Counts & Percentages

SERVICE TYPE	CASES AUTH	% OF CASELOAD
Meal Preparation	2,630	78.4%
Meal Cleanup	2,570	76.6%
Feeding	679	20.2%
Bowel & Bladder Care	2,096	62.5%
Bathing, Grooming & Hygiene	2,678	79.8%
Protective Supervision	295	8.8%
Paramedical	617	18.4%

### Caseload Percentages by Age Groups

Age Group	Case Count	% of Caseload
<b>Minors</b>	<b>366</b>	<b>11.0%</b>
0 to 17	366	11.0%
<b>Disabled Adults</b>	<b>1,443</b>	<b>43.4%</b>
18 to 44	537	16.2%
45 to 64	906	27.3%
<b>Elderly</b>	<b>1,514</b>	<b>45.6%</b>
65 to 74	691	20.8%
75 to 84	506	15.2%
85 +	317	9.5%
<b>Grand Total</b>	<b>3,323</b>	<b>100%</b>

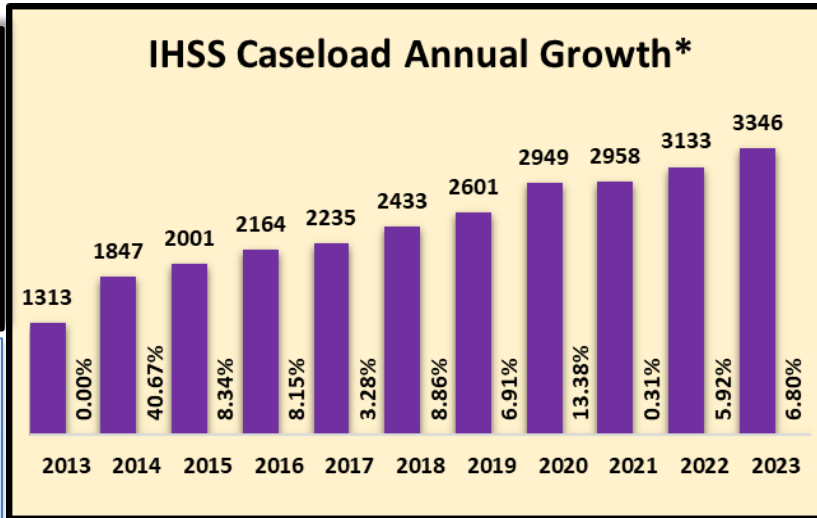
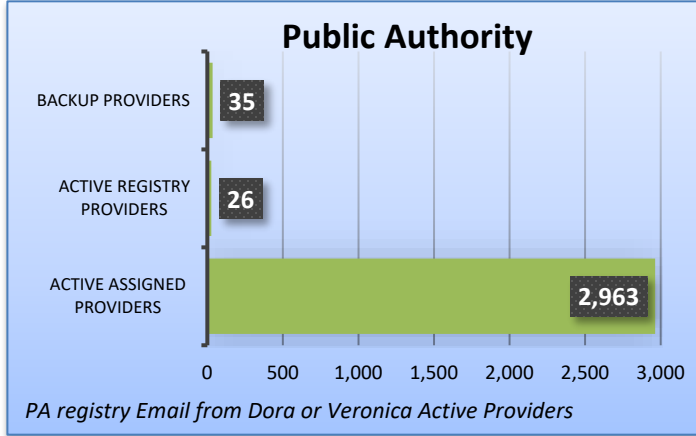


Data Source: IHSS Management Statistics Report and Program Data from CDSS (<https://www.cdss.ca.gov/inforesources/ihss/program-data>) November 2023 (unless otherwise noted)

\*Counts represent Eligible & Leave cases unless otherwise noted.

### Of the Total Number of Providers (n=2975)

- 1,751 Providers live with their Recipient(s) – regardless of relationship
- 2,163 Providers are related to Recipient(s) – regardless of where they live
- 1,497 Providers are related and live with their Recipient(s)



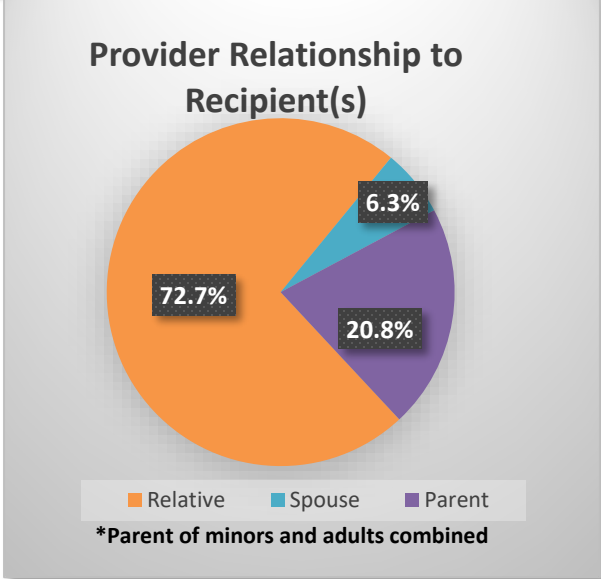
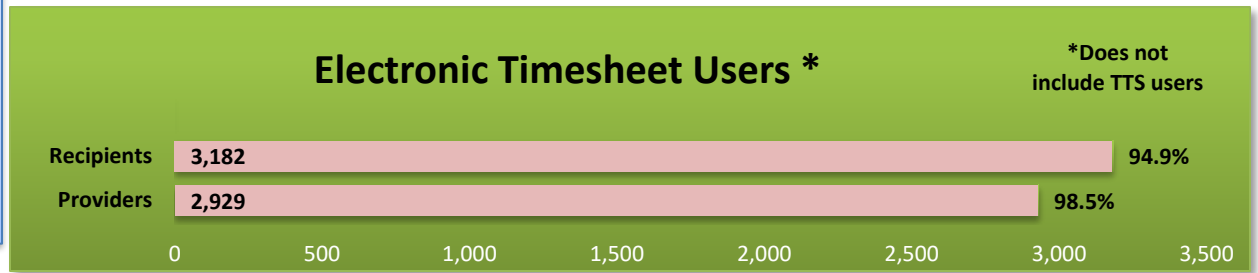
### Personal Protective Equipment Distributions

#### November 2023

	PPE sets	
Recipient	0	0
Provider	0	0

Set = 1 Mask & 1 Pair of gloves

60 Sets distributed to each recipient or provider as of 2/20/21



### Top 10 Spoken Languages

Language	Recipients	Providers
English	70.3%	82.3%
Spanish	27.0%	15.5%
Portuguese	0.7%	-
Tagalog	1.1%	-
Punjabi	0.7%	-
Other Non-English	-	-
Declined/No Valid Data	-	2.6%

### Monthly Caseload Hours Paid & Expenditures

(AS OF 11/07/2023)

Cases	2,966
Hours	370,147:36
Gross Wages	\$6,367,173.30

Data Source: CMIPS II Reporting – Monthly Caseload, Hours Paid and Expenditures – Total Report

Data Source: IHSS Management Statistics Report and Program Data from CDSS (<https://www.cdss.ca.gov/inforesources/ihss/program-data>) November 2023 (unless otherwise noted)

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