



SFIHSS PUBLIC
AUTHORITY

GOVERNING BODY HANDBOOK

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GOVERNING BODY HANDBOOK

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CHAPTER 1

Welcome Statement from the Executive Director



Welcome to the IHSS Public Authority Governing Body! As a valued seat holder and leader within our organization, you play a pivotal role in shaping policies, making strategic decisions, and ensuring our overall success.

This comprehensive guidebook is tailored for new members, offering insights into our organizational structure, key responsibilities, governance protocols, and tools to understand your role as a Governing Body member.

By familiarizing yourself with this guidebook, you'll gain a deeper understanding of your role, responsibilities, and the collaborative efforts needed to uphold our commitment and service within the IHSS Public Authority. We look forward to achieving great strides together as we work towards enhancing the lives of those we serve.

Eileen Norman

Executive Director

CHAPTER 2

IHSS Overview

- IHSS Mission Statement
- SF IHSS Continuum
- Program Overview



San Francisco IHSS Public Authority Mission Statement

The mission of **San Francisco's IHSS Public Authority** is to provide and promote a service delivery model of consumer directed, in-home support that maximizes the potential of older adults and people with disabilities to live independently and participate in their communities.

The IHSS Continuum

The City's **Disability and Aging Services (DAS)**, the **Public Authority**, and **Homebridge** work together to create the "IHSS Continuum of Choice and Support" to give Consumers options to choose the level of support that works best for them.

Department of Disability and Aging Services (DAS)

DAS is the governmental department within the City and County of San Francisco which oversees all IHSS in San Francisco. DAS IHSS staff perform essential functions to ensure that consumers and providers receive the services and benefits to which they are entitled. These functions include:

- Receiving applications for IHSS and other DAS programs.
- Determining financial eligibility for IHSS and Medi-Cal.
- Visiting consumers' homes in order to assess IHSS services according to consumer need and State regulations and adjusting.
- IHSS services as a Consumer's needs change.
- Working with partners in the long-term care continuum to ensure consumers maintain independence in the community.
- Independent Provider Assistance Center (IPAC):
 - » Enrolling people to become IHSS Providers
 - » Processing provider timesheets and assisting with payment issues.

San Francisco IHSS Public Authority (PA)

The PA contracts with DAS to provide high quality services for consumers, including:

- A Registry of screened Independent Providers (IPs) looking to work for consumers who need assistance finding and hiring a Provider.
- Back-Up Provider Services when a consumer's regular IP is unavailable.
- A Mentorship Program serving consumers of the IHSS system to transition out of hospital settings and following them into their communities; assisting individuals to further their knowledge of the IHSS process while empowering them to hire, train, and

supervise Providers in a manner that best meets their needs; and providing in and out of home training, education, and support through workshops and presentations.

- Serving as "employer of record" for IPs to allow collective bargaining with their union
- Offers and administers health and dental benefits for IPs
- Receives and analyzes criminal background checks as part of IP enrollment process, in coordination with DAS

Homebridge

Homebridge is a separate nonprofit organization which contracts with DAS to provide services for IHSS consumers who are not able to manage the role of employer for their providers. For these consumers, Homebridge:

- Is the employer of the home care provider.
- Is responsible for the hiring, scheduling, payroll, training, and supervision of the home care providers.
- Ensures each of its home care providers has a minimum of 75 hours of specialized training, including advanced topics like paramedical skills and working with clients with behavioral health issues.
- Provides frequent contact and support to both IHSS consumers and home care providers in order to overcome barriers to service delivery.



Program Overview

The Public Authority programs are designed to ensure our dedication to the consumers and providers that we serve.



Registry

The Registry matches Consumers with trained qualified care providers, and provides on-going support for those in need of an In-Home Supportive Services (IHSS) Provider.



Back-Up Provider Services (BUPS)

The BUPS program provides short-term, immediate services to IHSS Consumers who are in urgent need of personal care and have been referred by IHSS social workers.



Mentorship

The Mentorship program matches Consumers with Mentors to assist in navigating the IHSS system, hiring and retaining a Provider and identify Independent Living Skills goals.



Livescan / DOJ

Livescan / DOJ is electronic fingerprinting and background checks for SF County IHSS Providers to complete the process of becoming a Provider.



Provider Benefits

The Benefits program for IHSS Providers allows eligible to enroll in health, vision and dental benefits through the SF Health Plan Healthy Worker Program.



PPE / ID Cards

Our Provider Services team distributes PPE and ID cards to Providers to keep them safe in their work.



Recruitment & Engagement

The Recruitment & Engagement department is a comprehensive program aimed at outreaching and recruiting to provide quality services.

CHAPTER 3

Governing Body Meetings

- What is a Governing Body Meeting?
- Meeting Schedule
- Full Meeting: Sample Agenda
- Meeting Timeline
 - » Schedule of Notification, Call for Agenda Items, Agenda Approval (President), Send to Clerk's office by Executive Assistant, Minutes
- Types of Meetings
- Roberts Rules
- The Brown Act

Governing Body Meetings

What is a Governing Body Meeting?

A governing body meeting is an opportunity to ensure alignment between the organization and its mission.

During meetings, members focus on items like:

- Budget approval
- Program Evaluation and Improvement
- Policy and Compliance Review
- Community Outreach.

Why do we have Governing Body Meetings?

We have governing body meetings to keep our Public Authority running smoothly and to make sure we're doing the best we can to help the people we serve.

These meetings bring together leaders (like you!) to talk about our goals, share ideas, make decisions, and work together to make everyone on the same page. These meetings help us stay focused on our goals and keep moving forward in the right direction.



Meeting Schedule

San Francisco IHSS Public Authority Governing Body Schedule

The San Francisco IHSS Public Authority Governing Body meets on the second Tuesday of every odd-numbered month from 1:00pm to 2:30pm.

In accordance with Brown Act, Governing Body members are required to join meetings in-person. All meetings must have a quorum to proceed. If a Governing Body member is unable to attend in-person, they may attend virtually but won't be counted to the quorum count.

Please refrain from wearing any scents to in-person meetings.



Full Meeting: Sample Agenda

SAN FRANCISCO IHSS PUBLIC AUTHORITY GOVERNING BODY - REGULAR MEETING AGENDA

1. Review of Agenda
2. Adoption of Previous Minutes
3. President's Report
4. Treasurer's Report
5. Executive Director's Report
6. Issues and Reports
 - a. Programs Report
 - b. Finance Report
7. Board Seat Updates & Nominations
8. Board Goal Updates
9. Board Education
10. Announcements/ Public Comments
11. Meeting Evaluation
12. Adjournment

SAMPLE

Meeting Timeline

Governing Body Meeting Timeline

Below is the timeline leading up to the Governing Body Meeting. Governing Body members should look for materials and review all agendas and documents prior to the meeting.

» PLEASE LET THE PA'S EXECUTIVE ASSISTANT KNOW IF YOU WILL BE ATTENDING «



- Receive of 1st meeting reminder email
- Respond or RSVP to meeting reminder email



- Receive of 2nd meeting reminder email
- Review emailed meeting documents
 - » Agenda & Minutes
 - » Program Report
 - » Finance Report
 - » Any other attachments



- Review Meeting Documents
- Prep any topic or questions to cover

Types of Meetings



Officer meetings occur the 2nd Tuesday of every “even” month. Officers review and set Agenda for GB meeting.

- President
- Vice President
- Treasurer
- Secretary



A finance committee is a group responsible for overseeing and advising on financial matters, budgeting, and fiscal policies.

- President
- Treasurer
- Any interested GB member



An ad hoc committee is a temporary and specific-purpose committee formed to address a particular issue or task.

- Any interested GB member

Roberts Rules

In 1976 Henry Martyn Robert published Roberts Rules of Order as a manual of parliamentary procedure for conducting meetings and making group decisions effectively. The purpose of Robert’s Rules is to provide a framework for orderly and fair discussion and decision-making in meetings. All PA Governing Body meetings adhere to Roberts Rules to ensure meetings are orderly, fair, and well documented.



Orderly Conduct

Robert’s Rules provide a structured approach to conducting meetings, ensuring that discussions proceed in an organized manner.



Recognitions of Speakers

The rules establish procedures for recognizing members who wish to speak.



Motions & Voting

These motions include to adopt, amend, or postpone agenda items, among others.



Amendments

Members can propose amendments to motions, and Robert’s Rules specify procedures for considering and voting on amendments.



Appeals

If a member believes that the chair has made an error in applying the rules, they can appeal the chairs decision.



Quorum

Robert’s Rules define a quorum as the minimum number of members required to conduct business. Meetings cannot proceed unless a quorum is present.



Minutes

The rules prescribe requirements for keeping minutes of meetings, including what information should be recorded and how minutes should be approved.

The Brown Act

“The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is good for them not to know.”

- Statement from the California Supreme Court’s ruling in the case of
Ralph M. Brown v. Walter C. Jordan

What is The Ralph M. Brown Act, California Government Code § 54950?

The Brown Act or “Open Meeting Law” is officially known as the Ralph M. Brown Act and is found in the California Government Code § 54950 et seq.

1. The Brown Act was enacted in 1953 to guarantee the public’s right to attend and participate in meetings of local legislative bodies, and as a response to growing concerns about local government officials’ practice of holding secret meetings that were not in compliance with advance public notice requirements. The Brown Act is pivotal in making public officials accountable for their actions and in allowing the public to participate in the decision making process.

Who is governed by the Brown Act?

The Brown Act governs local agencies, legislative bodies of local government agencies created by state or federal law and any standing committee of a covered board or legislative body, and governing bodies of non-profit corporations formed by a public agency. Examples of these would be city council, county board of supervisors, special district, school boards, standing committees, and even some types of Home Owners Associations (if they were created by a public entity and constituted as some sort of public district.)

According to the PA Bylaws, all Governing Body meetings will comply with the Brown Act. A quorum must be present in-person for meetings to occur. Legislation to amend these rules may allow for virtual attendance in the future.

CHAPTER 4

Governing Body Recruitment & Application Process

- Seat Description
- Elections of Officers (July)
- Recruitment & Application Process
- CICA’s Mission & Information

Governing Body Seat Descriptions

Each seat on the Governing Body has a specific purpose. To hold a seat on the Governing Body, you must match the description listed below.



Must be a consumer over the age of 55 years, authorized to represent organizations that advocate for aging people with disabilities.



Must be a consumer between the ages of 18 and 60 years, authorized to represent organizations that advocate for younger people with disabilities.



Must be a consumer-at-large over the age of 55 years.



Must be a worker who provides personal assistance services to a consumer.



Must be a consumer at-large between the ages 18 and 60 years old.



Must be a member of the Human Services Commission, recommended to the board by the Commission.



Must be a member of the Commission on Disability & Aging, recommended to the board by the Commission.



Must be a member of the Health Commission, recommended to the board by the Council.



Must be a member of the Mayor's Disability Council, recommended to the Board by the Council.



Must be a consumer over the age of 55 years, authorized to represent organizations that advocate for aging people with disabilities.



Must be a consumer between the ages of 18 and 60, authorized to represent organizations that advocate for younger people with disabilities.



Must be a member representing the bargaining unit of the union that represents IHSS Independent Providers.



Must be a consumer at-large who is 18 years of age or older, serving for the unexpired portion of a three-year term ending March.

Elections of Officers

What are the Officer Positions?

Officer Positions:

- President
- Vice President
- Secretary
- Treasurer

As Stated in IHSS Public Authority By-laws:

- Annually, the Board shall elect officers from among its members, each of whom shall have the authority to perform duties consistent with the Statute and Ordinance as set forth in these Bylaws or as determined by the Board from time to time.

Each officer shall serve for a term of **one (1) year** or until his or her successor is selected. Prior to the annual meeting, staff will solicit interest in fulfilling officer duties from Board members. A slate of nominations will be presented at the annual meeting. Acting as a committee of the whole, nominations from the floor, if any, will be accepted.

- If there are single nominations for each office, a motion to accept the slate will be entertained. If there are multiple nominations, nominees for each office in this order: President, Vice-President, Secretary and Treasurer will be asked to leave the room to allow for further Board discussion and vote.
- Election Time: **July**

Recruitment & Application Process

Step #1: Contact Our Office

Email with statement of interest including the following items:

- Desired vacant seat
- Prior experience
- Connection and history with IHSS or home care experience

Step #2: Introduction with Executive Director

- Meet Executive Director
- Complete & submit application to Executive Assistant

Step #3: Application is Considered by Board of Supervisors

- Attend Board of Supervisors Meeting for final vote
- Candidate introductions will be expected by all Governing Body applicants.
- Board will announce the vote to approve your application and seat for the SF IHSS PA Governing Body.

If Approved...

- If approved, the candidate will officially be a member of the SF IHSS Public Authority by the end of the meeting.

CICA's Mission & Information

Consumer Alliance Association (CICA) is a statewide coalition of IHSS Advisory Committees and Governing Board members representing the consumer viewpoint on all IHSS issues at the local, state, and federal levels. This coalition works closely with IHSS providers to represent consumer issues and is the first of its kind in the state. The organization's purpose is to provide statewide support and communication relative to IHSS program issues to Advisory Committee and Governing Board members, training materials, and updates on legislation and regulations. CICA also provides networking opportunities for advancing and supporting the mandates of the IHSS program, and they continue to make the consumer's voice heard and recognized.

SOME OF CICA'S ACCOMPLISHMENTS

- CICA Accomplishments
- Speaking out for other IHSS consumers who are unable to participate
- Networking opportunities with other Advisory Committees and Governing Boards
- Connecting with experienced members of Advisory Committees and Governing Boards on administrative functioning, spending, interaction with Social Services, Brown Act, and other administrative aspects
- Participating in monthly statewide discussions of hot button issues in IHSS, legislative action, presentations from CICA allies and supporting organizations
- Getting involved in prioritizing ideas for CICA legislative proposals and program efforts
- Mentoring from individuals with years of experience with IHSS Advisory Committees and Governing Boards

As a participating county member of CICA, all GB Members are welcomed and encouraged to attend CICA meetings, become involved in CICA's advocacy efforts, and participate in CICA leadership to advance their goals.

To learn more about CICA's work and to be added to their email distribution list for meeting invites and updates, please see the information on their website:



WWW.CICAIHSS.ORG

CHAPTER 5

Governing Body Responsibilities

- Member Duties
 - » Executive Director Oversight
 - » Financial Oversight
 - » Program Feedback
 - » IHSS Community Outreach

Member Duties

To fully grasp your responsibilities, it's essential to understand each aspect of your role as a Governing Body member.

Executive Director Oversight

The Executive Director bridges the board and the organization by keeping the board informed and ensuring organizational activities are aligned with the Public Authority's mission.

Financial Oversight

Financial oversight involves implementing and monitoring financial controls, prudent fund investment, and budget policy establishment to safeguard organizational assets.

Program Feedback

As the PA continues to grow and evolve, new programs or initiative may be developed or strategized. Having the ability to gain helpful feedback during this process is important to ensure we are taking the needs of the entire IHSS population into consideration.

IHSS Community Outreach

As a Governing Body member, you are an important part of the team to let the community and your networks know what the PA is and how it helps the community.

CHAPTER 6

Governing Body Bylaws, Rules & Legislation

- Governing Body Bylaws
- Code of Ethics AB1234
- Public Authority Ordinances
- California Welfare and Institutions Code 12301.6
- San Francisco Administrative Code Chapter 70, 70.1

Governing Body Bylaws

ARTICLE I: Establishment and Name

1.1 Establishment. The In-Home Supportive Services Public Authority has been established as a public agency separate and distinct from the City and County of San Francisco (“County”) by the County’s Board of Supervisors (“Supervisors”) through Ordinance No. 185- 95 +(the “Ordinance”) under the statutory authority of Welfare and Institutions Code Section 12301.6 (the “Statute”).

1.2 Name. The name of this public agency shall be the In-Home Supportive Services Public Authority (the “Authority”).

ARTICLE II: Board Membership

2.1 Members. The board of directors (“Board”) shall consist of the number of members set forth in the Ordinance, each of whom is duly appointed by the Supervisors and executes any documents of appointment required by the Supervisors. Board members must reside in the County and have: familiarity with, or knowledge of, personal assistance services; the capacity to understand their role to aid and assist the Authority in the administration of its duties; and the ability to participate in regularly scheduled meetings.

2.2 Term of Appointment. Each term shall commence upon the date of the Supervisors’ official approval. Each appointment to the Board shall be for a three-year term. A member may be reappointed, but may not serve more than a total of nine consecutive years on the Board.

2.3 End of Term. A member shall cease to be a member upon the earliest to occur of:

- a. Completion of three consecutive terms; or
- b. the effective date of the member’s resignation, as shown in a written notice of resignation delivered to the Authority; or
- c. the effective date of the member’s removal from the Board pursuant to regulations detailed in section 2.6 below; or
- d. the member’s death.

2.4 Recommendation of Commission or Council Member Representatives.

Recommendations of Commission or Council member representatives to the Authority Board shall be made according to the procedures set forth in the Ordinance. The Human Services Commission, Health Commission, Aging and Adult Services Commission, and the Mayor’s Disability Council shall each recommend to the Authority, for forwarding to the Supervisors, a member from its respective Commission or Council. Recommendations for filling vacancies in these positions shall be made as soon as possible by the body from which that member came or with timely notice before the end of the respective member’s formal service on the Commission or Council.

2.5 Recommendation of Consumer, Worker and Union Member Representatives.

Recommendations of consumer, worker and union member representatives to the Authority shall be made in a manner consistent with the Ordinance.

2.6 Removal of Members.

The Board, by an affirmative vote of two-thirds (2/3) of the Board members in office, excluding the vote of the member in question, may remove a Board member if he or she:

1. has missed three consecutive meetings;
2. no longer satisfies the requirements for “qualified applicants” set forth in the Ordinance; or
3. is convicted of a crime.

2.7 Compensation of Members. Board members shall receive compensation as established in the County’s Annual Salary Ordinance for attending Board meetings. Additionally, members shall be reimbursed for all necessary expenses incurred for representing the Board at regional, state and/or national meetings, conferences and workshops or other activities as authorized by the Board.

ARTICLE III: Purpose, Mission and Powers

3.1 Purpose and Mission. The purpose of the Authority is to assure the availability of independent providers for the In-Home Supportive Services (IHSS) Program through the establishment of a central registry, and related functions, and to perform any other functions, as may be necessary for the operation of the Authority, or related to the delivery of IHSS in the County. The mission of the Authority is to provide and promote

a service delivery model of consumer-directed in-home support that maximizes the potential of older adults and people with disabilities to live independently and participate in their communities.

3.2 Powers. The Authority may undertake all actions, engage in all businesses, and perform all functions authorized by Statute or the Ordinance, or otherwise permitted by law, subject to the Statute, the Ordinance and other applicable laws. The Board has adopted Governance Policies as a means of fulfilling its policy governance role.

3.3 Interaction with Statute and Ordinance. To the extent these Bylaws are in any manner inconsistent with the Statute or Ordinance, the Statute or Ordinance shall govern.

ARTICLE IV: Officers

4.1 Officers. The officers of the Board shall be a President, a Vice President, a Secretary and a Treasurer.

4.2 Election of Officers. Annually, the Board shall elect officers from among its members, each of whom shall have the authority to perform duties consistent with the Statute and Ordinance as set forth in these Bylaws or as determined by the Board from time to time. Each officer shall serve for a term of one (1) year or until his or her successor is selected. Prior to the annual meeting, staff will solicit interest in fulfilling officer duties from Board members. A slate of nominations will be presented at the annual meeting. Acting as a committee of the whole, nominations from the floor, if any, will be accepted. If there are single nominations for each office, a motion to accept the slate will be entertained. If there are multiple nominations, nominees for each office in this order: President, Vice-President, Secretary and Treasurer will be asked to leave the room to allow for further Board discussion and vote.

4.3 Removal of Officers. Any officer may be removed, without cause, at any Board meeting by the vote of a majority of the Board members in office. An officer shall immediately cease to be an officer if he or she ceases to be a member of the Board.

4.4 President. The President shall preside at meetings of the Board and shall have such other powers and perform such other duties as may be prescribed from time to time by the Board. The President is the only Board member authorized to speak on behalf of Board policy positions and decisions, other than in circumstances where prior authorization has been specifically approved for another member.

4.5 Vice President. In the absence of the President, the Vice President shall perform all duties of the President, and when so acting shall have all powers of, and be subject to all restrictions upon, the President. The Vice President shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

4.6 Secretary. The Secretary shall keep or cause to be kept a book of minutes for all meetings and actions of the Board and its committees. The Secretary shall give, or cause to be given, notice of all meetings of the Board required by law and shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

4.7 Treasurer. The Treasurer shall keep and maintain, or cause to be kept and maintained, adequate and correct books and records of accounts of the funds, properties and business transactions of the Authority and shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

ARTICLE V: Board Meeting Procedures

5.1 Brown Act and Sunshine Ordinance. The meetings, meeting notices, agendas, and procedures of the Board shall comply with the Ralph M. Brown Act (“Act”) and the San Francisco Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code). In the event of inconsistency between these Bylaws and the Act and/or Sunshine Ordinance, the Act and/or Sunshine Ordinance shall govern.

5.2 Quorum. A majority of the members of the Board then holding office shall constitute a quorum for the transaction of business. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of members, as long as any action taken meets the requirements of Section 5.8 (a).

5.3 Robert’s Rules. The Board follows a Robert’s Rules of Order format in the conduct of its Board and committee meetings.

5.4 Regular, Special and Emergency Meetings. Regular meetings of the Board shall be held on the dates and times established by the Board. Special meetings of the Board may be called by the President or by a majority of the members in office and may be held at any place within the County at a time that has been designated in the notice of the

meeting. Emergency meetings of the Board may be held as permitted by the Act and/or Sunshine Ordinance. The Board shall meet no less than quarterly each year.

5.5 Open Meetings. Except as provided in section 5.6, meetings of the Board shall be open to the public. Public participation in meetings shall be allowed as follows.

- a. The public shall be provided with an opportunity to directly address the Board regarding any item on the public meeting agenda that is of interest to the public after the Authority’s discussion of the item but before action is taken. Notwithstanding the foregoing, the failure of the Board to provide an opportunity for such public participation shall not invalidate any action taken or any resolution adopted by the Board.
- b. An opportunity shall be provided at the end of each regular meeting for oral communications by members of the public on items not included in the agenda that are within the subject matter jurisdiction of the Authority.
- c. The President may establish reasonable limits on the amount of time allotted to each speaker on a particular item, and may establish reasonable limits on the total time allotted for public testimony on a particular item or the total time allotted for the oral communications referred to in subpart (b) above. When further discussion is required, the Authority may vote to extend the time for comment during the meeting or continue public comment to a subsequent meeting.

5.6 Closed Session. The Board and its committees may meet in closed session to the extent permitted by applicable law. The Authority shall report actions taken in closed session to the public as required by applicable law.

5.7 Adjournment and Notice of Adjournment. A majority of the members present, whether or not constituting a quorum, may adjourn any meeting or continue any meeting to another time and place. Notice of the time and place of a continued meeting shall be given if the meeting is adjourned for more than twenty-four (24) hours.

5.8 Voting.

- a. *Actions on Agenda.* All official acts of the Board that are on the meeting agenda shall require the affirmative vote of a majority of the members present at a meeting at which a quorum has been constituted. The required vote shall exclude the vote of any member prohibited from voting on the matter due to a conflict of interest.

b. **Actions Not on Agenda.** No action shall be taken on any item not appearing on the posted agenda unless (1) two-thirds of Board members in office, or, if less than two-thirds of such Board members are present, all of the members present, by unanimous vote, determine that there is a need to take immediate action and that the need for action came to the attention of the Authority subsequent to the agenda being posted; or (2) the item was posted in an agenda for a meeting of the Board held not more than five calendar days earlier, where the item was continued to the meeting where action is being taken.

c. **Absentee Voting.** Absent Board members may not vote, whether by proxy or written ballot, unless such means of voting is necessary to reasonably accommodate the Board member under the Americans with Disabilities Act or any other applicable law.

5.9 Resolutions. All official acts of the Authority shall be made either by resolution or by motion, duly made, seconded and adopted by vote of the members.

5.10 Minutes. The Secretary or his or her designee shall prepare the minutes of each Board meeting. The minutes shall be an accurate summary of the Board's consideration of each item on the agenda and an accurate record of each action taken by the Board. Once approved, the Secretary or his or her designee shall sign minutes and keep them with the proceedings of the Board.

ARTICLE VI: Committees and Procedures

6.1 Committees. The Board may establish such standing or special ad hoc committees as it may deem necessary. Every committee shall consist of at least one Board member. The function and membership of each such committee shall be determined from time to time by resolution or motion of the Board, and committee members shall be appointed by and serve at the pleasure of the Board. All committees shall be advisory only and shall not have the authority to act on behalf of the full Board.

6.2 Committee Meetings. All meetings and procedures of the Board's committees shall be in conformity with the Act and/or Sunshine Ordinance and other applicable laws. Subject to such provisions, meetings of any committee shall be held at such times and places as are determined by the Board or by the committee. Except as otherwise provided in section 5.6, committee meetings shall be open and public.

6.3 Committee Notices. All committees shall comply with the notice, agenda, and procedural requirements otherwise applicable to the Board contained in these Bylaws.

6.4 Committee Minutes. The chair of the committee or his or her designee shall prepare the minutes of each meeting of such committee. The minutes shall be an accurate summary of the committee's consideration of each item on the agenda and an accurate record of each action taken by the committee.

ARTICLE VII: Indemnification of Members, Officers, Employees, and Other Agents

7.1 Indemnification. To the extent permitted by law, each Board member, officer, and employee, now or hereafter serving the Authority (and his/her heirs, executors and administrators) shall be indemnified and held harmless by the Authority from and against all costs and expenses which may be imposed upon or reasonably incurred by such person in connection with or resulting from any claim, action, suit, or proceeding in which such person may be involved by reason of his/her being or having been a member, officer, or employee of the Authority and arising from his or her acts or omissions with the scope of his or her duties as a member, officer or employee.

7.2 Definitions. As used in these Bylaws, the term "costs and expenses" includes but is not limited to attorneys' fees, court costs, and amounts paid in settlement or judgment by any Board member, officer, or employee (and his/her heirs, executors and administrators) other than the amounts paid by the Authority itself. Such indemnification right shall be conditioned upon prompt notice to the Authority of any claim, action, suit or proceeding against such person that might reasonably result in a claim for indemnification and such person's cooperation with the Authority in its defense against such claim.

ARTICLE VIII: Conflict of Interest

8.1 Conflict of Interest Code. The Authority may adopt and promulgate, and thereafter amend, a Conflict of Interest Code pursuant to California Government Code Section 87300 et seq.

ARTICLE IX: Records and Reports

9.1 Public Records. All documents and records of the Authority 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.).

9.2 Inspection. To the extent required by law, any County, State, or Federal agency (including the Health Care Financing Administration and U.S. Comptroller General) or any official representative or designee of such agency may inspect applicable Authority records. Such inspections shall not be deemed a waiver by the Authority of any exemption from disclosure under the California Public Records Act.

ARTICLE X: Execution of Contracts

10.1 Contracts and Instruments. The Authority may authorize any officer(s), agent(s), or employee(s) to enter into or execute any contract or instrument in the name of and on behalf of the Authority and such authority may be general or confined to specific instances. Unless authorized or ratified by the Authority, no officer, agent or employee shall have the power or authority to bind the Authority to any contract or to render it liable for any purpose or for any amount or for any amount.

10.2 Checks, Drafts, Evidence of Indebtedness and Deposits. All checks, drafts, and other orders for payment of money on behalf of or to the Authority shall be signed and/or endorsed by persons expressly authorized under its Governance Policies.

ARTICLE XI: Executive Director

11.1 Appointment and Tenure. The Board shall appoint or hire an Executive Director who shall be the Authority's direct executive representative in managing its affairs and activities under the Governance Policies. The Executive Director shall be employed by the Board subject to the Authority's Personnel Policies and/or any employment contract between the Executive Director and the Authority.

11.2 Duties. The Executive Director shall be responsible for and have the necessary authority to carry out the policies, procedures and practices of the Authority, and shall appoint employees in executive, administrative and management positions for the Authority. All such personnel shall serve at the pleasure of the Executive Director subject to the Authority's Personnel Policies.

ARTICLE XII: Fiscal Year

12.1 Fiscal Year. The fiscal year of the Authority shall commence on July 1 and end on June 30th.

ARTICLE XIII: Miscellaneous Procedures

13.1 Board Procedures. Without amending these Bylaws, the Board, by motion or resolution, may adopt and amend its Governance Policies or other policies and procedures in any manner not inconsistent with these Bylaws.

ARTICLE XIV: Amendment of Bylaws

14.1 Amendment of Bylaws. The Board may, by a vote of the majority of Board members in office, adopt, amend, or repeal these Bylaws. Notwithstanding the foregoing, the Board may not amend or repeal any provision of these Bylaws requiring a two-thirds vote except by a two-thirds vote of members in office.

CERTIFICATE OF PRESIDENT

I, the undersigned, do hereby certify:

- That I am the duly elected and acting President of the Board of the In-Home Supportive Services Public Authority, an independent local public agency; and
- That the foregoing Bylaws, comprising 10 pages, including this page, constitute the Bylaws of the Authority, as duly adopted by the Board of the Authority at a regular meeting, duly called on July 8, 2014 at San Francisco, California.

Kenzi Robert, Governing Body President

Code of Ethics AB1234

A code of ethics and professional conduct outlines the ethical principles that govern decisions and behavior at a company or organization. They give general outlines of how members should behave, as well as specific guidance for handling issues like harassment, safety, and conflicts of interest.

State Assembly Bill 1234 took effect on January 1, 2006. It impacts IHSS Advisory Committees and independent Public Authority Governing Boards by establishing “provisions for ethics training for local government officials and designated employees.” The bill applies to IHSS Advisory Committees and independent Governing Board members (and San Francisco in particular) because the measure uses the definition of legislative bodies in Government Code 54952, as: “(b) A commission, committee, board, or other body of a local agency, whether permanent or temporary, decision-making or advisory, created by charter, ordinance, resolution or formal action of a legislative body.”

Conflict of Interest

The Conflict-of-Interest policy protects the interest of the San Francisco In-Home Supportive Services Public Authority when it is contemplating entering into a transaction or arrangement that might benefit the private interest of a director (“Director”) or officer (“Officer”) of SFIHSSPA, or other specified persons. As a result, all Interested Persons are required to comply with the provisions of this Policy.

The purposes of this Policy are:

- a. to preserve the integrity of the decision- making process of San Francisco In-Home Supportive Services Public Authority (SFIHSSPA).
- b. to prevent intentional or inadvertent participation in the decision-making process by persons having an actual or apparent conflict of interest.
- c. to promote fairness in the process by which conflicts of interest are disclosed and managed in accordance with federal and state laws.

Public Authority Ordinances

Know Your Rights Under the Sunshine Ordinance

It is the duty of government and public agencies, such as the IHSS Public Authority, to serve the public, reaching decisions in full view of anyone interested in the subject. Both the state Brown Act and the San Francisco Sunshine Ordinance assure that deliberations are conducted before the people and that pertinent operations are open to the people’s review.

The agenda and minutes and all related materials for Governing Body meetings are available in advance at the office of the Authority’s Fiscal & Operations Manager, 832 Folsom Street, 9th Floor, San Francisco, CA 94107. All agendas and minutes are also accessible through our website: www.sfhsspa.org. Minutes and agendas are also available at the Main Branch of the San Francisco Public Library at the Government Information Center, 5th Floor, 100 Larkin Street, San Francisco, CA 94102. Meeting notices, agendas and minutes are sent in advance for posting to the Clerk of the Board (Board.of.Supervisors@sfgov.org). Additional copies of the agenda and minutes and all related materials are on hand and available to the public at every board meeting (see below for time and locale).

For more information on your rights under the Sunshine Ordinance (Chapter 67 of the San Francisco Administrative Code) or to report what you consider to be a violation of it, contact the Sunshine Ordinance Task Force by mail: Administrator of the Sunshine Ordinance Task Force, City Hall, 1 Dr. Carlton B. Goodlett Place, Room 244, San Francisco, CA 94102-4689; by phone: (415) 554-7724; by fax: (415) 554-7854; or by email: sotf@sfgov.org. Citizens may obtain a free copy of the Sunshine Ordinance by printing Chapter 67 of the San Francisco Administrative Code on the Internet at www.sfbos.org/sunshine.

Disability Access

The location of the Governing Body meetings of the IHSS Public Authority is 832 Folsom Street, 9th Floor, Training Room. Regular meetings are held the second Tuesday of every

odd-numbered month, 1:00pm to 2:30pm, and are open to the public. If a meeting date needs to be changed due to conflicting events, lack of availability to meet quorum, or other emergency, the PA will work to inform all Governing Body members and Clerk of the BOS within 72 hours notice.

Our offices are on the 9th Floor. All locations are wheelchair accessible.

For all meetings, the closest BART station is Powell Street. Accessible MUNI lines are #30 and #45, although bus service may be disrupted by heavy ongoing construction in the area. The closest MUNI Metro station is on Market (at Powell). There is accessible parking in the Mission & 5th Street Parking Garage.

The following services will be made available on request 72 hours prior to the meeting:

- American Sign Language (ASL) Interpreters
- Large-print copies of the meeting agenda
- Contact IHSS Public Authority Executive Assistant Caitlin Wilson at (415) 593-8117.

In order to assist the IHSS Public Authority's effort to accommodate persons with severe allergies, environmental illness, multiple chemical sensitivity, or related disabilities, attendees at public meetings are reminded that other attendees may be sensitive to various chemical-based products. Please help the Authority to accommodate participation by these individuals..

State Of California Welfare And Institutions Code 12301.6

Section 12301.4

12301.4. Each advisory committee established pursuant to Section 12301.3 or 12301.6 shall provide ongoing advice and recommendations regarding in-home supportive services to the county board of supervisors, any administrative body in the county that is related to the delivery and administration of in-home supportive services, and the governing body and administrative agency of the public authority, nonprofit consortium, contractor, and public employees. (Amended by Stats. 2011, Ch. 8, Sec. 33. (SB 72) Effective March 24, 2011.)

San Francisco Administrative Code Chapter 70, 70.1

- **Sec. 70.1. Purpose**
- **Sec. 70.2. Membership of Governing Body**
- **Sec. 70.3. Powers**
- **Sec. 70.4. Fiscal Provisions**
- **Sec. 70.5. Annual Report and Plan**
- **Sec. 70.6. Transition of Functions**
- **Sec. 70.7. Termination**
- **Sec. 70.8. Enumeration of Powers**
- **Sec. 70.9. Disclaimers**
- **Sec. 70.10. Severability**
- **Sec. 70.11. Minimum Compensation**

Sec. 70.1. Purpose

The Board of Supervisors for the City and County of San Francisco (hereinafter, City) by this Chapter establishes a public authority whose powers are derived from and consistent with the provisions of Welfare and Institutions Code Section 12301.6. The name of this public authority shall be the In-Home Supportive Services Public Authority, and shall be referred to in this Chapter as the “Authority.” Its purpose is to assure the availability of independent providers for the In-Home Supportive Services Program (IHSS) through the establishment of a central registry, and related functions, and to perform any other functions, as may be necessary for the operation of the Authority, or related to the delivery of IHSS in San Francisco, subject to all applicable Federal and State laws and regulations, and to the limitations set forth in this Chapter.

(Added by Ord. 185-95, App. 6/9/95; Ord. 213-08, File No. 081014, App. 9/19/2008)

Sec. 70.2. Membership of Governing Body

- a. The governing body of the Authority shall be composed of 13 members appointed by the Board of Supervisors. The Board of Supervisors shall solicit recommendations for appointment of qualified members through a fair and open process, including reasonable written notice to, and affording reasonable response time from, the IHSS Authority, members of the general public, and other interested persons and organizations. No fewer than 50 percent of the membership shall be individuals who are current or past users of personal assistance services paid for through public or private funds or who are recipients of IHSS, referred to in this Chapter as “consumers.”
- b. Membership categories on the governing body shall be as follows:
 1. Two consumers over the age of 55 years, each authorized to represent organizations that advocate for aging people with disabilities;
 2. Two consumers between the ages of 18 and 60 years, each authorized to represent organizations that advocate for younger people with disabilities;
 3. One consumer at-large over the age of 55 years;
 4. One consumer at-large between the ages of 18 and 60 years;

5. One worker who provides personal assistance services to a consumer;
 6. One Commissioner from the Human Services Commission, recommended to the Board by the Commission;
 7. One Commissioner from the Commission on the Aging, recommended to the Board by the Commission;
 8. One Commissioner from the Public Health Commission, recommended to the Board by the Commission;
 9. One member of the Mayor’s Disability Council, recommended to the Board by the Council;
 10. One member representing the bargaining unit of the union that represents IHSS independent providers;
 11. One consumer at-large who is 18 years of age or older.
- c. For purposes of Government Code Section 87103, and 2 California Code of Regulations 18703.3, it is hereby found and declared that the persons appointed to this governing body are appointed to represent and further the interests of the specific economic interest which an individual member is appointed to represent.
 - d. Initial appointment of both the consumer and worker members shall be made from a list of recommendations based on applications designed by, and submitted to, the IHSS Task Force of Planning for Elders in the Central City. The governing body of the Authority may make recommendations to the Board of Supervisors for establishing procedures for consumer and worker member appointments. Every attempt shall be made to assure that each appointee will be able to serve the full term to which he or she has been appointed, in order to ensure continuity in the work of the Authority.
 - e. If during his or her term as a member of the governing body of the Authority, Commissioner or member of the Mayor’s Disability Council no longer serves on their respective Commission or Council, the body from which that member came shall make another recommendation for appointment and notify the Board of Supervisors of the end of that member’s formal service.

- f. After the terms of the initial period are complete, each appointment to the governing body shall thereafter be for a three-year term. A member may be reappointed, but may not serve more than a total of nine consecutive years on the governing body.
- g. Qualified applicants must reside in San Francisco and have: familiarity with, or knowledge of, personal assistance services; the capacity to understand their role to aid and assist the Authority in the administration of its duties; and the ability to attend regularly scheduled meetings, which shall occur only in facilities which meet disability access requirements. Those City departments from which Authority members are drawn shall provide appropriate assistance to their respective representative in fulfilling his or her duties to the Authority. Each subsequent new member shall receive similar orientation and training from Authority staff within 60 days of appointment.
- h. Regulations governing the grounds for removal from, the governing body shall be established in the Bylaws of the Authority.
- i. Members of the governing body shall receive compensation as established in the Annual Salary Ordinance for attending meetings of the governing body. Additionally, members shall be reimbursed for all necessary expenses incurred for representing the governing body at regional, state and/or national meetings conferences and workshops or other activities as authorized by the governing body.

(Added by Ord. 185-95, App. 6/9/95; amended by Ord. 67-00, File No. 000354, App. 4/28/2000; Ord. 55-05, File No. 050120, App. 4/1/2005; Ord. 213-08, File No. 081014, App. 9/19/2008)

Sec. 70.3. Powers

- a. The Authority shall be an entity separate from the City and County of San Francisco and shall file the Statement of Fact for the Roster of Public Agencies required by Section 53051 of the Government Code.
- b. The Authority shall be a corporate public body, exercising public and essential governmental functions with all powers necessary and convenient to carry out the delivery of IHSS, including the power to contract for services pursuant to Sections 12302 and 12302.1 of the Welfare and Institutions Code, subject to any limitations set forth in this Chapter.
- c. The Authority shall only engage in the following duties and functions involving IHSS until such time that the requirements for the transferring of additional functions, as set forth in Section 70.6 of this Chapter, are met: planning and advocacy for IHSS consumers and independent providers; operation of a registry, including investigation of the qualifications and background of potential independent providers, and referral of potential independent providers to consumers; and acting as the employer of IHSS independent providers in conformance with Subsection (g) of this Section.
- d. Any obligation or legal liability of the Authority, whether statutory, contractual or otherwise, shall be the obligation or liability solely of the Authority and shall not be the obligation or the liability of the City. All contracts between the Authority and third parties shall contain an express provision advising the contractor that the Authority is a separate governmental entity and that such agreement does not bind the City.
- e. All contracts, leases, or other agreements of any nature, including collective bargaining agreements, between the Authority and any party, except those with the City, shall contain the following statement: “The Authority is an independent legal entity, separate and apart from the City and County of San Francisco. The Authority has no power to bind the City to any contractual or legal obligations. Nor may the obligees of the Authority seek recourse against the City for any financial or legal obligation of the Authority.”
- f. Employees of the Authority shall not be employees of the City for any purpose.

- g. The Authority shall be deemed to be the employer of IHSS independent providers referred to consumers, under Paragraph (3) of Subdivision (d) within the meaning of Chapter 10 (commencing with Section 3500) of Division 4 of Title 1 of the Government Code, commonly known as the Meyers-Milias Brown Act. The Authority shall not be deemed to be the employer of IHSS independent providers under this Chapter for purposes of liability due to the negligence or intentional torts of those IHSS independent providers.
- h. Nothing in these enumerated powers shall be construed to limit or interfere with the consumers' right to retain, select, terminate, and direct the work of any independent provider providing IHSS to them.
- i. Nothing in these enumerated powers shall be construed to alter, require the alteration of, or interfere with the State's payroll system and other provisions of Section 12302.2 of the Welfare and Institutions Code for independent providers of IHSS, or to affect the State's responsibilities with respect to unemployment insurance, or workers' compensation for independent providers of IHSS.
- j. The Authority shall maintain general liability insurance in an amount determined to be adequate by the City's Risk Manager, and shall name the City as an additional insured.
- k. The governing body of the Authority shall hire the Executive Director of the Authority, and adopt rules and regulations, not inconsistent with the provisions of this Chapter, in order to implement and interpret this Chapter.

(Added by Ord. 185-95, App. 619/95; Ord . 213-08, File No. 081014, App. 9/19/2008)

Sec. 70.4. Fiscal Provisions

- a. (a) In order to facilitate the implementation of the Authority in a timely manner, the City Treasurer and the City Controller may enter into contracts with the Authority for the provision of fiscal services, with or without compensation from the Authority, under such terms and conditions as the Treasurer and Controller may require. If any such contract is executed, the Controller shall establish and maintain a specific account or accounts for this purpose. In addition, other City departments may enter into contracts with the Authority, with or without compensation, for the provision of various services that may be needed by the Authority. All such contracts are subject to the applicable approval process as required by the San Francisco Charter, the San Francisco Administrative Code and the respective department regulation and policy.
- b. (b) In adopting this Chapter, the Board recognizes that the funding of IHSS is the product of a complex relationship of federal, State and City financing, and that the ability of the Authority to operate and to negotiate the wages and benefits of the independent providers of IHSS is contingent upon the availability of adequate funding from all sources. Nothing in this Chapter is intended to require the City to appropriate any funds for the operation of the Authority or for the payment of wages or benefits to the independent providers of IHSS.
- c. (c) The Human Services Agency through the Department of Aging and Adult Services shall be the financial liaison between the City and County of San Francisco and the Authority. The Human Services Agency shall take appropriate action in order to procure all available federal and State funds for the administration and delivery of IHSS, and by contract, grant or agreement, transfer monies procured from these sources and from any funds that the City may appropriate, to the Authority for the operation of its designated functions, subject to the budgetary and fiscal provisions of the San Francisco Charter and the San Francisco Administrative Code. The Authority

shall submit its annual funding request to the Department of Aging and Adult Services no later than the deadline determined by the Human Services Agency to enable the Agency to prepare and submit its budget to the Mayor's office. The Authority shall comply with all claiming and reporting deadlines set by the Human Services Agency and the Department of Aging and Adult Services. The total of all operating costs, wages and benefits proposed or established by the Authority must be consistent with the provisions of the final City budget. The Authority may not establish a payment rate that includes the costs of wages, benefits and operation, until the governing body of the Authority makes a finding that the funds necessary for payment of that rate are legally available.

- d. (d) If and when the federal or State agencies responsible for IHSS promulgate regulations that authorize and create direct funding mechanisms for the Authority, the Authority and the Human Services Agency may modify their agreements to facilitate that direct financial relationship.

(Added by Ord. 185-95, App. 6/9/95; amended by Ord. 67-00, File No. 000354, App. 4/28/2000; Ord. 213-08, File No. 081014, App. 9/19/2008)

Sec. 70.5. Annual Report And Plan

The Authority shall submit annually a report to the Board of Supervisors detailing its functions and evaluating its operation for that year. In addition, such report shall present the Authority's specific goals and objectives for the coming year and its plan for meeting those goals and objectives. If, for any coming year, the Authority intends to expand its duties, the Authority shall present a detailed plan and budget for the implementation of that expansion of duties. Such plan shall be circulated to all interested City departments and community groups prior to presentation to the Board of Supervisors.

(Added by Ord. 185-95, App. 6/9/95)

Sec. 70.6. Transition Of Functions

Prior to any transfer of federal or State-mandated IHSS functions from City responsibility to the Authority, all affected Commissions, by resolution, and the Board of Supervisors, by ordinance, must approve such relinquishment by the City to the Authority of responsibility with respect to IHSS services. Further, the Authority, through its applicable process, must accept all legal liability for those legally mandated responsibilities transferred by the City to the Authority.

(Added by Ord. 185-95, App. 6/9/95)

Sec. 70.7. Termination

By repeal of this Chapter, the Board of Supervisors may abolish the Authority.

(Added by Ord. 185-95, App. 6/9/95)

Sec. 70.8. Enumeration Of Powers

The enumeration of powers in this Chapter of some of the provisions of Welfare and Institutions Code Section 12301.6 shall not be interpreted as manifesting an intent of the Board of Supervisors to subject either the City or the Authority to duties or liabilities not imposed by that statute.

(Added by Ord. 185-95, App. 6/9/95)

Sec. 70.9. Disclaimers

By establishing the Authority, the City and County of San Francisco is assuming an undertaking only to promote the general welfare. It is not assuming, nor is it imposing on its officers and employees, an obligation for breach of which it is liable in money damages to any person who claims that such breach proximately caused injury.

(Added by Ord. 185-95, App. 6/9/95)

Sec. 70.10. Severability

- a. If any provision of this Chapter, or the application of any such provision to any person or circumstance, shall be held invalid, the remainder of this Chapter, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to this end the provisions of this Chapter are severable.
- b. Notwithstanding the provisions of Subsection (a) of this Section, if any provision of this Chapter imposing limitations or restrictions on the Authority, or the powers or duties of the Authority, including the ability of the Authority to propose or establish payment rates, shall be held invalid, the provisions of this Chapter shall not be deemed severable and this Chapter shall be held invalid in its entirety.

(Added by Ord. 185-95, App. 6/9/95)

Sec. 70.11. Minimum Compensation

All Employees of the In-Home Supportive Services Public Authority, including, without limitation, IHSS personnel referred to consumers, or referred by consumers for inclusion in the Authority, shall be deemed to be “Covered Employees” and shall be paid no less than the “Minimum Compensation,” as that term is defined in Chapter 12P of the Administrative Code, and shall be deemed “Employees” and paid no less than the “Minimum Wage,” as that term is defined in Chapter 12.R of the Administrative Code. This Section shall be implemented in a manner that does not conflict with applicable federal or State laws.

(Added by Ord. 216-00, File No. 001272, App. 9/8/2000; amended by Proposition J, 11/4/2014)

CHAPTER 7

Organization Contracts & Budgets

- IHSS Contracts & Budgets
- Audits
- Acceptable Governing Body Committee Expenditures
- Expense Policy & Procedure

IHSS Contracts & Budgets

The Public Authority has **two** contracts with DAS to provide funding for all program and operating activities. These contracts help formalize and establish the terms, conditions, rights, and obligations agreed upon.

IHSS Administration Contract

Includes:

- Governing Body Budget
- Staffing & operation expenses
- Registry
- Mentorship
- Independent Provider Services
- Livescan Services
- Independent Provider Recruitment
- Efforts

Back-Up Provider Services

Includes:

- BUPS Wages
- BUPS Supplies

Audits

Each year, our Public Authority is required to comply with fiscal and program audits. The Governing Body is required to vote and approve the fiscal audit to ensure compliance. Below are topics required to be covered throughout the year.

MEETING MONTH	REQUIRED TOPICS
 JAN	<ul style="list-style-type: none"> • Review previous fiscal year audit and recommendations.
 MAR	<ul style="list-style-type: none"> • Review Q2 financial statements.
 MAY	<ul style="list-style-type: none"> • Conduct Performance Evaluation of Executive Director. • Review Q3 financial statements.
 JUL	<ul style="list-style-type: none"> • Approve start of fiscal audit. • Approve the current agency-wide budget. • Conduct Officer Elections.
 SEP	<ul style="list-style-type: none"> • Review previous Fiscal Year Budget. • Review Q4 financial statements.
 NOV	<ul style="list-style-type: none"> • Review Results and Recommendations from Program Audit. • Review Q1 financial statements.

Expense Policy & Procedure

All Governing Body members may request reimbursement for items needed to carry out their work as board members with pre-approval from the PA. To be reimbursed, members must fill out a **Governing Body Expense Request Form** for any purchase, with a description of the item and the total amount (including taxes). This form must be signed by the board member and submitted to the Executive Director for approval prior to any purchase.

The maximum amount for each board member in any given fiscal year for such purchases is \$500.00. All receipts must be submitted to the Director of Finance & Administration or reimbursement within 60 days of purchase. The Director of Finance & Administration will staple the submitted receipts to the request form.

These items may include iPads, laptops, assistive and mobility devices, conference fees and travel expenses—anything necessary for members to successfully perform their duties on the Governing Body. Please note that the Public Authority does not purchase, maintain or repair technology devices for GB members.

The Public Authority cannot reimburse board members for personal expenses such as rent, utility bills (phone charges), medical equipment, or travel for family or friends.

Acceptable Governing Body Committee Expenditures

An acceptable advisory committee expenditure is spending that supports the committee's goals within budget guidelines.

- Postage and general office supplies
- Cost of photocopying/printing
- Phones 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
- Compensation to attendants for members participating in meetings
- Stipends, travel, mileage, parking fees
- 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

CHAPTER 8

Other Information

- [IHSS Governing Body Glossary](#)
- [Governing Body Reimbursement Form](#)
- [Blank Governing Body Meeting Notes](#)

Governing Body Glossary

- **Audits:** Systematic examinations or reviews of financial records, processes, or procedures conducted by independent auditors to assess compliance, accuracy, and integrity. Audits help organizations identify areas of improvement, detect errors or irregularities, and ensure accountability.
- **Board of Supervisors:** A governing body typically found at the county level, responsible for overseeing various administrative functions, including budget approval, policy-making, and program oversight within their jurisdiction.
- **Budget:** A financial plan that outlines projected revenues and expenditures over a specified period, typically one fiscal year. Budgets serve as a roadmap for allocating resources, guiding financial decision-making, and measuring financial performance against goals and objectives.
- **Bylaws:** Formal rules and regulations established by an organization to govern its internal operations and decision-making processes. Bylaws typically outline the structure of the organization, the roles and responsibilities of its members, and procedures for meetings and decision-making.
- **Code of Ethics:** A set of principles or guidelines that outline expected standards of behavior and ethical conduct for individuals associated with an organization. A code of ethics serves to promote integrity, honesty, and accountability in all aspects of organizational activities.
- **Committee Meeting:** A convened session of a subgroup within an organization, formed to address specific tasks, projects, or areas of responsibility delegated by the governing body. Committees often focus on specialized areas such as finance, governance, or program evaluation.
- **Contracts:** Legally binding agreements between two or more parties, specifying the terms and conditions of their relationship, including rights, obligations, and responsibilities. Contracts are often used by organizations to formalize agreements with vendors, partners, employees, and clients.
- **Employer of Record:** Employer of Record is when IHSS assumes the legal

responsibility for employing workers on behalf of another company. Expense Policy: Formal guidelines or rules established by an organization to govern the reimbursement of expenses incurred by employees, volunteers, or representatives while performing duties on behalf of the organization. Expense policies typically outline eligible expenses, documentation requirements, and approval processes to ensure consistency, transparency, and fiscal responsibility.

- **Expenditures:** The outflow of funds or resources incurred by an organization in the course of conducting its operations or fulfilling its mission. Expenditures encompass various costs, including salaries, supplies, utilities, and other expenses necessary to sustain organizational activities. Finance Committee Meeting: A meeting of a designated group within an organization tasked with overseeing financial matters, including budgeting, financial reporting, and fiscal policy development.
- **Governing Body Meeting:** A scheduled gathering of the highest decision-making body within an organization, typically responsible for setting strategic direction, overseeing operations, and ensuring adherence to legal and ethical standards.
- **ID Cards:** An ID card serves as the providers form of identification.
- **Officer Meeting:** A meeting convened specifically for the executives or officers of an organization to discuss matters related to management, leadership, and the execution of operational duties.
- **Roberts Rules:** A widely used system of parliamentary procedures designed to facilitate orderly and fair decision-making in group settings, particularly during meetings of deliberative bodies such as boards, committees, and assemblies.
- **The Brown Act:** Legislation in California that governs public meetings, requiring that meetings of government bodies be open to the public and that agendas be posted in advance. The Brown Act aims to ensure transparency and public participation in government decision-making processes.
- **Sunshine Ordinance:** Local laws or regulations enacted to promote transparency and open government by requiring public access to government meetings, records, and information. Sunshine ordinances are often implemented at the municipal level to supplement state-level open meeting laws.



832 Folsom Street, 9th Floor • San Francisco, CA 94107
(415) 243-4477 VOICE • (415) 243-4407 FAX

Governing Body Reimbursement Form

Date of Request:

Full Name:

Description of Item(s):

Purpose of Purchase:

Total Amount (including taxes):

Governing Body Member Signature

Date

Approval Signature

Date

* Please discuss all purchases with the Executive Director prior to purchasing items or services.



SFIHSS PUBLIC
AUTHORITY

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