

In-Home Supportive Services Public Authority of Marin Governing Board Overview and Board Member Position Description

The In-Home Supportive Services Public Authority of Marin (the Authority) is actively recruiting two new Governing Board members. We invite you to review this volunteer “Job Announcement” and consider applying.

The In-Home Supportive Services Program

The State of California’s In-Home Supportive Services (IHSS) program provides IHSS care provider for people who are elderly, blind, or living with a disability, have very low income and need personal assistance services to live at home safely and independently. Through the IHSS program, recipients of the IHSS program (known as IHSS consumers) can remain safely in their own home and stay active in family and community life. In Marin County, the IHSS program is operated by the County of Marin Adult Social Services department and serves over 1,450 people.

The In-Home Supportive Services Public Authority of Marin

The In-Home Supportive Services Public Authority of Marin (the Authority) is a public agency with services designed to complement the IHSS program operated by the County of Marin’s Adult Social Services department. The Authority services include:

1. Recruit, screen, register and train qualified home care providers;
2. Refer the qualified home care providers to IHSS consumers;
3. Supply guidance about how to interview and select the right IHSS care providers;
4. Follow up with IHSS consumers to ensure the match with the IHSS care provider is going well;
5. Offer an Urgent Backup Care program to make providers available on an urgent basis due to no show or illness of a regular provider; and
6. Help IHSS consumers retain IHSS care providers by supplying health and dental benefits.

In addition, the Public Authority distributes helpful information to IHSS consumers and providers on an on-going basis.

The Governing Board

A Governing Board oversees the IHSS Public Authority of Marin, sets strategy, approves the budget, oversees management of the programs and services, and ensures prudent use of public funds under its control. Members of the Authority Board have an opportunity to actively participate in government and shape a social services program.

Role as the Advisory Committee

In Marin County, the Governing Board performs the role of the Advisory Committee¹:

¹ The enabling legislation AB 1682 (Honda) was passed and approved by the Governor in July 1999.

Each advisory committee... 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.

Current Board Members

The Governing Board is comprised of eleven members a majority of whom are current or prior users of personal assistance services (also known as in-home supportive services). The Board currently has eight members including four district members who represent the IHSS constituents of a supervisor district and five “at large members” who represent people who receive in-home care and workers who provide in home care. Click here for a list of current Board members and positions:

http://www.co.marin.ca.us/depts/BS/Members/mcbds/mbrlist_public.cfm?BrdID=90.

The Open Positions

The Governing Board is actively recruiting two new volunteer Board members to fill two vacant positions:

- 1) At-Large Provider representing in-home care providers throughout the County to finish out the term of a former member which expires 11/20/08;
- 2) At-Large Provider representing in-home care providers through the term of a former member through 11/20/07; and
- 3) District 3² Consumer representing in-home care recipients in Belvedere, Marin City, Mill Valley, Sausalito, and Tiburon to finish out the term of a former member which expires 11/20/07.

We seek two new members who have been care providers, and another who is a user of personal care services or at large³, and lives in District 3. People with knowledge and interest in issues relating to people who are Senior, blind or disabled are encouraged to apply.

The Role

The primary roles of the volunteer Board members will be to:

1. Be ambassadors to IHSS consumers and providers and the larger community;
2. Articulate the voice of IHSS consumers to local government and elected officials;
3. Represent IHSS consumers and providers in Marin County;
4. Develop and approve the Authority’s Strategic Plan;
5. Review and approve the Authority’s annual budget;
6. Approve Authority policies;
7. Oversee the Authority;
8. Direct and manage the Executive Director to ensure he or she properly oversees the Authority;

² Supervisor Charles McGlashan represents District 3 which includes Belvedere, Mill Valley, Sausalito and Tiburon.

³ District 3 position may be converted to an at large consumer position.

9. Review and provide input on the Authority's Annual Action Plan to implement the Strategic Plan; and
10. Oversee and monitor the Authority's expenditures throughout the year.

The Responsibilities

Board members are expected to meet certain basic responsibilities:

1. Regularly attend board meetings and important related meetings;
2. Make a commitment to participate actively in committee work;
3. Volunteer for and willingly accept assignments and complete them thoroughly and on time;
4. Stay informed about committee matters, prepare well for meetings, and review and comment on minutes and reports;
5. Get to know other members and build a collegial working relationship that contributes to consensus; and
6. Participate in the Board and committees' annual planning efforts.

All Board members are asked to sign the *Board Member Contract* which details these responsibilities.

Board Committees

The Governing Board has a number of active committees which study issues in more depth, and make recommendations to the larger Board. There are five standing committees: Board Development, Finance, Labor Management, Legislative and Outreach. Each committee is comprised of at least two Board members and all Board members are expected to participate in at least one committee. Committees meet six to twelve times a year.

Meetings and Schedule

The Governing Board meets approximately ten to twelve times a year on the fourth Tuesday of the month from 2 to 4 pm. From time-to-time, the Board selects an alternate Tuesday in a specific month to avoid conflicts with other events and holidays, or holds a special meeting.

Board meetings are typically held at the San Rafael Corporate Center at 750 Lindero Street in San Rafael which is within three blocks of the main transfer hub of Golden Gate Transit at 3rd and Hetheron.

Computer and Email Communications

The Board and Authority employees communicate by phone, email and in person. Board members are expected to use a computer to access email, open documents and view websites. As needed, the Authority can arrange make a computer available with accessible technology to Board members for use on Board business.

Participation and Attendance

The Board has active members who take great interest in furthering the goals of the Authority. All members are expected to attend a minimum number of meetings and limit absences to three meetings per year. In the event a member misses more than three Board meetings in a term year,

the Board Development Committee may ask the member if he or she wishes to continue to serve on the Board.

Board and Commissions Handbook

The County of Marin provides a *Board and Commissions Handbook* to help guide Board and Commissions members to effectively fulfill their roles as appointed public officials who represents constituents and oversee a public agency. Click here for the *Board and Commissions Handbook*: http://www.co.marin.ca.us/depts/BS/main/brdscomm/mcbc_handbook_toc.cfm.

Board Application

If you're ready to participate more fully in government and become a Board member of the In-Home Supportive Services Public Authority of Marin Governing Board, we invite you to apply. Click here for the application in pdf:

<http://www.co.marin.ca.us/depts/BS/main/brdscomm/BCCApplications/IHSSGovBdApp.pdf>.

Submit completed applications to:

Clerk
Marin County Board of Supervisors
3501 Civic Center Drive, Suite 329
San Rafael, CA 94903

Fax: 415-499-3645

The Appointment Process

The Governing Board reviews all applications for the Governing Board and recommends specific candidates to the County of Marin Board of Supervisors. The Supervisors consider the recommendations and formalize the appointments.