



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: June 23, 2020

Subject: DECLARE a vacancy for a seat on the IHSS Public Authority Advisory Committee

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**RECOMMENDATION(S):**

The Advisory Committee requests replacement of Member Keegan for excessive absenteeism.

**FISCAL IMPACT:**

NA

**BACKGROUND:**

On May 18, 2020, this item was considered by the Family and Human Services Committee on May 18, 2020. The Committee voted unanimously to approve the recommendation.

At the meeting on January 21, 2020, the IHSS Public Authority Advisory Committee voted to recommend to BOS to have Consumer member Keegan Duncan replaced because of absenteeism from scheduled committee meetings. The member has not been communicating even though all the meeting materials are sent to him. Per the by-laws the members can vote to recommend to the BOS, replacement of a committee member for missing a total of four scheduled meetings annually.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **06/23/2020** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: June 23, 2020

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Stacey M. Boyd, Deputy

Contact: Elizabeth Dondi;  
3-6671

cc:

## BACKGROUND: (CONT'D)

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by the Board of Supervisors sub-committee. The Board established the In-Home Supportive Services (IHSS) Public Authority Advisory Committee in March 1998.

In April 1999, the Board of Supervisors accepted and approved the IHSS Public Authority Implementation Team Findings and Recommendations, including recommendations regarding Advisory Committee membership criteria.

In March 2001, the Board approved amendments to the membership criteria. As amended, the Advisory Committee consists of 11 members: 4 Consumers aged 60 or older, 2 Consumers aged under 60, and one member from each Supervisorial District. Under Board policy, the F&HS would typically review only general membership or "At-Large" seats, and would not review appointments to supervisorial district seats. However, when the Advisory Committee was originally established, the Board of Supervisors directed that the F&HS review and coordinate supervisorial district appointments to ensure that none of the following categories has more than one representative: senior advocate, advocate for younger disabled, representative from the developmental disability community, IHSS individual provider, IHSS family provider, social worker, nurse, community-based organization, home health agency.

Terms of appointment are four years.

## CONSEQUENCE OF NEGATIVE ACTION:

IHSS consumers will have reduced representation without this declaration of vacancy and recruitment for a new member.

## CHILDREN'S IMPACT STATEMENT:

NA

## ATTACHMENTS

IHSS PA Advisory Committee Removal Motion on 1-21-2020