

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY  
AND RECORD OF ACTION**

April 8, 2025

**FROM**

**ROXANNE J. YOUNG, Executive Director, In-Home Supportive Services Public Authority**

**SUBJECT**

Budget Appropriation Adjustment for the In-Home Supportive Services Public Authority Program

**RECOMMENDATION(S)**

Acting as the governing body of the In-Home Supportive Services Public Authority:

1. Approve appropriation and revenue adjustments of \$134,000 for funds awarded by the California Department of Social Services, in addition to the funds included in the In-Home Supportive Services Public Authority for the 2024-25 budget.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the necessary budget adjustments, as detailed in the Financial Impact section (Four votes required).

(Presenter: Roxanne J. Young, Executive Director, 891-9102)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally Responsible and Business-Like Manner.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The \$134,000 in additional In-Home Supportive Services Public Authority (IHSS PA) revenue consists of state and federal funds.

<b>Fund Center</b>	<b>Commitment Item</b>	<b>Description</b>	<b>Action</b>	<b>Amounts</b>
4980002240	40408690	State Health Administration	Increase	\$67,000
4980002240	40509094	Federal-Grants	Increase	\$67,000
4980002240	52002135	Special Department Expense	Increase	\$134,000

**BACKGROUND INFORMATION**

In 2002, San Bernardino County (County) established the IHSS PA to serve elderly, blind, or disabled individuals who are not able to remain in their homes without assistance. Ordinance No. 3842 adopted on January 8, 2002 (Item No. 58), established the IHSS PA to act as the employer of records for San Bernardino In-Home Supportive Services (IHSS) providers, pursuant to Welfare and Institutions Code section 12301.6, subdivision (c)(1), to perform other IHSS functions as required by Welfare and Institutions Code section 12301.6, subdivision (e) and not be retained by County.

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Pursuant to Ordinance No. 3842, IHSS PA is an entity separate from the County. It is governed by a Board of Directors comprised of members of the Board of Supervisors and is a corporate public body exercising public and essential governmental functions with all powers necessary and convenient to carry out the delivery of in-home supportive services. The State Legislature charges IHSS PA with providing mandated services to include a registry of potential care providers, background and qualification investigations of potential care providers, referrals to IHSS consumers of potential care providers from the registry, training for both IHSS care providers and consumers, access to a Back-Up Provider System (BUPS) to provide temporary, immediate services to eligible IHSS consumers who are in urgent need of personal care services but do not have a provider, and performance of other functions related to the delivery of in-home supportive services, as designated by the governing board.

IHSS PA's estimate for increased PA administration funding was exceeded in 2024-25 upon the issuance of the County Fiscal Letter No. 24/25-05 (CFL) distributed by the California Department of Social Services (CDSS) to all agencies in August 2024. The CFL states, "In consultation with the County Welfare Directors Association and the California State Association of Counties, the PA administration distribution methodology was developed by the California Association of Public Authorities in consultation with the CDSS to ensure that each county receives an equitable adjustment with an emphasis on creating similar allocations for PAs with similar caseload sizes."

The State allocated an additional \$60,000 for administration of the regular registry and \$7,000 more towards administration of Back-up Provider System (BUPS). These additional funds are matched by federal funding resulting in an overall increase of \$134,000, which is only available to reimburse costs incurred during Fiscal Year 2024-25. The amount represents an increase to base funding for Fiscal Year 2024-25. Historically, the annual fiscal allocation has not been reduced, so the anticipation is that this increased allocation will be incorporated into the base funding for future fiscal years.

Consumers' increased demand for PA registry requires additional effort in retaining and maintaining an adequate registry of caregivers for the public. PA plans to apply these funds towards hiring a Contract Social Worker II to improve responsiveness to clients. From July 2023 to February 2025, PA social worker activity related to registry provider referral list requests increased by 46%, while the BUPS program grew from approximately 200 to 1,161 participants over the same period. The continued promotion of the registry and BUPS to consumers has contributed to rising enrollment. A delay in access to the additional funds from CDSS threatens PA's ability to meet the increased support demands of consumers. Further, failure to fully expend the available funding allocation may negatively impact the amount of future allocations.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on March 20, 2025; County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, 387-5455) on March 20, 2025; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, General Accounting Manager, 382-3195) on March 20, 2025; Finance (Allegra Pajot, Administrative Analyst, 388-0218) on March 20, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0332) on March 20, 2025.

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Record of Action of the Board of Directors  
In-Home Supportive Services Public Authority

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Curt Hagman  
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, SECRETARY

BY  \_\_\_\_\_  
DATED: April 8, 2025



cc: File - JPAs/IHSSPA  
CCM 04/14/2025