

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

May 20, 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 \$200,000, for funds awarded 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

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The \$200,000 in additional In-Home Supportive Services Public Authority (IHSS PA) revenue consists of state and federal funds as outlined in the table below.

Fund Center	Commitment Item	Description	Action	Amounts
4980002240	40408690	State Health Administration	Increase	\$100,000
4980002240	40509094	Federal Grants	Increase	\$100,000
4980002240	52002135	Special Department Expense	Increase	\$200,000

BACKGROUND INFORMATION

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

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Pursuant to the Ordinance, IHSS PA is an entity separate from the County. It is governed by a Board of Directors comprised of members of the Board 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 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.

County Fiscal Letter (CFL) No. CFL 24/25-77 (April 2025), informed counties of an augmentation to the 2024-25 IHSS PA Administration allocation for administration of the IHSS PA registry. The allocation augmentation of \$100,000 for IHSS PA Program Administration is available based on updates to the 2025-26 Governor's Budget revisions to the 2024-25 State Budget. This increased allocation will be incorporated into the base funding for future budget years but will be adjusted in conjunction with the annual allocation that is received in early 2025-26. Additionally, the funds are matched by federal funding resulting in an overall reimbursable spending authority increase of \$200,000, which is only available to reimburse costs incurred during the 2024-25 year.

IHSS PA plans to utilize these funds to support marketing efforts and hire a Contract Social Worker II and a Contract Office Assistant III to improve responsiveness to client's needs. From July 2023 to February 2025, IHSS PA social worker activity, related to client processing of referral list requests, increased by 46%. The continued promotion of the registry has allowed for an increase in available IHSS PA caregivers. Consumers' increased demand for IHSS PA registry requires additional effort in retaining and maintaining an adequate registry of caregivers for the public. IHSS PA will be unable to meet the increased support demands of consumers without additional funds from CDSS and failure to fully expend the available funding allocation each year may negatively impact future allocations.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on April 28, 2025; Counsel (Jacqueline Carey-Wilson, Counsel for IHSS PA, 387-5455) on April 28, 2025; Auditor-Controller/Treasurer/Tax Collector (Charlene Huang, General Accounting Manager, 382-3195) on April 30, 2025; Finance (John Hallen, Principal Administrative Analyst, 388-0208) on April 30, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0332) on May 1, 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.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Jesse Armendarez

Lynna Monell, SECRETARY

BY 
DATED: May 20, 2025



cc: File - JPAs/IHSSPA
CCM 05/22/2025