



**NEVADA COUNTY
HEALTH & HUMAN SERVICES
AGENCY**

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NEVADA COUNTY BOARD OF SUPERVISORS
Board Agenda Memo

MEETING DATE: January 26, 2016

TO: Board of Supervisors

FROM: **Mike Dent**

SUBJECT: Resolution approving execution of Amendment No. 1 to the renewal contract with Nevada Sierra Regional In-Home Supportive Services (IHSS) - Public Authority related to IHSS Provider Enrollment and Timesheet Processing to 1) revise the Scope of Services to include Contractor responsibilities related to the implementation of the Final Rule on the application of Fair Labor Standards (FLSA) to Domestic Services; 2) increase the maximum contract price from \$74,372 to \$143,371 (an increase of \$68,999); and 3) revise the Schedule of Charges and Payments to reflect this increase in maximum obligation for the term of July 1, 2015 through June 30, 2016.

RECOMMENDATION: Approve the attached Resolution.

FUNDING: The Public Authority and In-Home Supportive Services (IHSS) are mandated services. Contract services are supported by federal and state funds, as well as a County Share of Cost (Social Services Realignment approximately 17%). Services were planned for in the Department's F/Y 2015/16 budget and there are no county general fund dollars required in the Agreement. This increase will be addressed in the next County-wide budget amendment.

BACKGROUND: The Board approved this renewal contract with the Public Authority per Resolution 15-310 for services related to IHSS Provider enrollment, payroll and timesheet activities. Under this Agreement, the Contractor ensures all existing and prospective in-home supportive services providers submit to fingerprint imaging and undergo a criminal background check by DOJ (Department of Justice) as a condition of IHSS enrollment. The Public Authority ensures that all providers comply with all state regulations and is responsible for accomplishing the enrollment of providers, timesheets and payroll activities.

These activities include: Live Scan, documentation, state required orientation, record keeping of the providers, new provider enrollment, existing provider's re-enrollments, fingerprinting of providers,

receiving and storing results of Live Scans, copying and storing ID of all providers as well as handling all forms, including W-4s and payroll activities such as lost warrants and replacement timesheets.

Due to new Fair Labor Standards (FLSA) requirements, IHSS providers will now be eligible for overtime, medical appointment accompaniment and travel time compensation. CDSS is mandating several new forms and a revised timesheet to comply with the new mandates. CDSS is also mandating provider violations for those who go over their allotted cap. These significant program changes require training and outreach to ensure understanding and compliance with CDSS direction as well as to make sure recipients continue to receive the in home care they need without disruption. CDSS created several new forms which will require follow up to ensure they are completed accurately, timely and consistently between the recipient and their provider(s). We anticipate a significant call increase to assist providers and recipients with the new program changes as well as in-person, hands on assistance for some.

It is recommended that the Board approve Amendment No. 1 which will allow for implementation of the Final Rule on Fair Labor Standards in Domestic Services and ensure that recipients continue to receive needed in home care.

Item Initiated and Approved by: Mike Dent, Dept. of Social Services Director