

**IN-HOME SUPPORTIVE SERVICES
PUBLIC AUTHORITY OF MARIN
SPECIAL GOVERNING BOARD MEETING MINUTES**

Date and time: September 2, 2025, 3:00pm – 5:00pm
Location: Meeting conducted in person and on Zoom. Recorded for minutes purposes.
Board Members Present: Michael Harris, Shelley Norris-Alvarez, Jonathan Frieman, Beth Gray, Carolyn Shulman, Brian Jacobson
Absent: Roger Rose
PA Staff: Dario Santiago, Marta Villela
Special Guest: Kathleen “Kitty” Desmond, Maria Garcia
Recorder: Shelley Norris-Alvarez
Next Meeting: December 2, 2025

Call to Order

Michael Harris, Board Chair, called the meeting to order.

Introductions

Public Authority Board Members, Public Authority staff and Special Guest introduced themselves. It was noted that the ZOOM/PHONE meetings are recorded for minutes purposes.

Swearing-In of New Board Member

Brian Jacobson was sworn in via Zoom by Executive Director Dario Santiago and welcomed as a Board Member.

Approval for Agenda for September 2, 2025, and Board Minutes from June 3, 2025

Recommendations for Approval.

Ayes: 6
Nays: 0
Abstain: 0
Absent: 1

Motion Approved.

Public Comment

Kitty Desmond shared her experience as an IHSS recipient, caregiver, and non-profit leader, expressing interest in joining the Board.

Maria Garcia, a former Board Member, described her background as an advocate, IHSS recipient, and NAMI volunteer, requesting to join the Board.

The Board discussed communication improvements regarding candidate interviews and committee activities. The three-step vetting process for new members was reaffirmed, with added emphasis on transparency while avoiding violations of the Brown Act.

Recommendation for Approval of Kitty Desmond to be on the Board:

Ayes: 5

Nays: 0

Abstain: 1

Absent: 1

Motion Approved.

Recommendation for Approval of Maria Garcia to join the Board:

Ayes: 6

Nays: 0

Abstain: 0

Absent: 1

Motion Approved.

Health and Human Services Report: General Updates from Aging and Adult Services Manager

Chua Chao was unable to attend the scheduled meeting.

Senior Registry Specialist Report

Marta Villela presented the disciplinary guidelines for registry providers. Key points:

Review of minor offenses and investigative procedures.

Continued requirement for recipients and providers to sign acknowledgement forms.

Clarification that third-party observations of misconduct may also be considered.

Recommendation for periodic review and redistribution of policies.

Executive Director Report

Assembly Bill 283 moved out of the appropriation committee. Once the Senate approves the amendment it will go back to the Assembly. Since the State will be the “employer of record”, the counties will decide how they want to continue with the Public Authority.

Demographics of Providers note there are 523 Providers, more than 50% are Spanish Speaking. 34% have temporary work permits.

The numbers demonstrate a strong trend of Providers added to the registry. Last month, in July, there were 20, in June there were 7. The decrease in June may be due to concern around immigration. The goal is to add 10 Providers per month.

There is an increased rate of retention of providers that remain active in the registry within the 1st year. The percentage is up to 80.40% for 2025. Increase in wages explain the increase in retention. Provider retention year to year shows that last year 34 providers remained from recruited class of 2021. This year 27 providers remained that were recruited in 2021.

Emergency Backup providers from Aug 2024-July 2025 show PA Marin are serving more clients requiring backup services month to month than what is funded. State funding is based on 3 cases average per month. In July there were 11 clients receiving emergency backup services.

Training report notes that in FY 2024-25 we were allocated \$15,000 for training. Since January 2025 there were 33 in-person courses offered in English and Spanish. There were 8 unique courses developed and there was an average of 5.2 students per class. CPR was the most requested course followed by Mental Health. Responses were positive related to the trainings. 91.8% of responses (171 responses) felt the training was excellent.

Hours worked and authorized. In 2019 there was 2,334,665 hours worked and 2,517,821 authorized. In 2024 there was 2,998,583 worked and 3,345,938 authorized. Currently there are 2,431 authorized recipients.

Financial Report

Reviewed the revised FY 25/26 budget by an increase of \$424,300: budget transfer from County of Marin IHSS

Resolution 2025-26 to approve the budget revision.

Ayes: 6

Nays: 0

Abstain: 0

Absent: 1

Motion Approved.

Strategic Planning Committee

Nothing reported.

Oversight Committee

Nothing reported.

Closed Session: Public Employee Performance Evaluation: Executive Director

Open Session:

Resolution 2025-27.

One-time retention stipend of \$25,000 for the Executive Director, contingent upon continued service through June 30, 2026

Ayes: 6

Nays: 0

Abstain: 0

Absent: 1

Motion Approved.

Adjourn

Next Meeting on December 2, 2025



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