



**San Bernardino County
In-Home Supportive Services Advisory Committee
784 E. Hospitality Lane
San Bernardino, CA 92415**

**Minutes
Wednesday, Nov. 5, 2025**

Committee Members Present:	Celina Rwengo, Jacqueline Quintana, Habiba Amani, Veronica Rowl, Heather Davie-Cross Brenda Serna, Supervising Social Worker, DAAS-PG	Chair Vice Chair Member Alternate Alternate
Committee Members Absent:	Rosalious Fortune-Lawal, Caron Daniels, Dorthy Thomas,	Member Alternate Alternate
Members of the Public:	Mary Gillion Jakob McCarthy,	Deputy Director, DAAS-PG
IHSS Public Authority Staff:	Roxanne Young, Executive Director Myette Christian, Deputy Director Melissa Cardenas, Administrative Supervisor I Frank Leonard, Administrative Supervisor I Sandy Gonzalez, IHSSAC Secretary Freddie Barrera, SOS Romina Price, Office Specialist Irene Zuno, Office Assistant IV Abigail Renteria, Office Assistant II Carlos Serrano, Office Assistant III	
Call to Order:	Celina Rwengo, Chair called meeting to order at 9:31 a.m.	
Introductions:	Pledge of Allegiance conducted. Introductions were conducted.	
Approved Minutes from August 6, 2025	Motion: Celina Rwengo Second: Habiba Amani Minutes Approved.	
IHSS Public Authority Report:	Melissa Cardenas Registry:	



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- 3,752 total available providers

Upcoming Events:

- National Caregiver Appreciation Day (NCAD): Nov. 12, 2025, at the IHSS Public Authority building (two sessions: 10 a.m.- noon and 1 - 3 p.m.). Current registration: Morning session 59; afternoon session 71.

Holiday Closure:

- Tuesday, Nov. 11
No in-person meeting at Rancho; notifications have been posted. SEIU Local 2015 will host an afternoon session on Thursday.

Awards:

- IHSS Public Authority received two NACo awards—for the BUPS program and Career Pathways participation.

Hiring:

- Two Social Workers II candidates selected (processing). One will support BUPS; one will support the registry.

Legislation:

- SNAP/CalFresh delays acknowledged; IHSS Public Authority does not have a direct role but recognizes the impact on consumers and providers.

Safety Reminders (Time Change):

- Practice situational awareness (scan surroundings, lights on, keys ready, avoid phone distraction, use well-lit paths, report hazards, secure belongings).

DAAS-PG Report:

Brenda Serna

Leadership:

- We have some exciting news as of Oct. 4: DAAS-PG has a new Assistant Director Damian Wright providing program oversight for Aging programs, APS and IHSS; reports to Executive Director Sharon Nevins.

Stats:

- September applications received: 2,011
- October applications received: 2,121
- Total active IHSS cases (through Oct.): 52,940

Overdue Penalties (effective July 1, 2025):

- Counties invoiced quarterly for overdue CICO cases.
- Q1 (Jul-Sep): Only 21 overdue cases; downward trend continues due to prioritization practices.



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Old Business:

Recruitment:

- 100 recruitment letters were mailed previously; two inquiries were received (no new members).
- Another 100 mailers will be sent by the end of the week.
- Stamp inventory is sufficient (440 stamps).
- Approximately five members' terms will expire Jan. 31, 2026.
- Heavy recruitment is needed.

Meeting Time/2026 Calendar

- Meeting time: Discussion on reverting to 9 a.m. vs staying 9:30 a.m. After member input (traffic/attendance), remain at 9:30 a.m.
- 2026 Calendar: Tabled to February for approval.
Motion: Celina Rwengo
Second: Brenda Serna
Motion approved.

Brown Act/Remote Participation (SB707) and Member Re-appointments:

- Clarified differences between voting members' terms and alternate terms.
- Clarify changes in the revised Brown Act.
- Action: Secretary will contact the Clerk of the Board regarding:
 - Eligibility for expiring alternates to serve in other capacities.
 - Continuation guidance until replacements are seated.

**New Business:
Fiscal Report**

Frank Leonard

Mileage:

- Mileage clarification: Per member bylaws, round trips of less than 20 miles are not reimbursable. Past reimbursements will not be collected; the policy will apply moving forward.

Allowable Expenses:

- Conferences, training, seminars, and meetings with official business purposes are reimbursable.
- Promotional or giveaway items: Current CFL restrictions prohibit purchasing branded "giveaway" items.



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- Action: Staff will research and return with clarification.

Gift Basket:

- Purchase a second gift basket for NCAD.

Motion: Jaqueline Quintana

Second: Celina Rwengo

Motion approved.

Committee Trainings:

- Add agenda items to discuss other options for online training for next year.

Motion: Jaqueline Quintana

Second: Celina Rwengo

Motion approved.

Discussion/Resource

CICA Report

None

Public Comment:

Mary Gillion:

- Encourage sharing applications through local organizations, faith groups and senior centers.

Adjournment: Meeting adjourned 11 a.m.

Next Meeting: Jan. 7, 2026