



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

**Minutes
Wednesday, September 10, 2025**

Committee Members Present:	Celina Rwengo, Jacqueline Quintana, Habiba Amani, Brenda Serna, Supervising Social Worker, DAAS-PG	Chair Vice Chair Member DAAS-PG
Committee Members Absent:	Caron Daniels, Rosalious Fortune-Lawal, Heather Davie-Cross, Dorothy Thomas,	Member Member Alternate Alternate
Members of the Public:	Mary Gillon Linda Brooks 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 Ariana Hernandez, Supervising Social Worker Kryztal Arteaga, Social Worker II Romina Price, Office Specialist Mary Lou Ballon, Office Assistant III Joan Duenas, Office Assistant II	
Call to Order:	Celina Rwengo, Chair called meeting to order at 9:34 A.M.	
Introductions:	Pledge of Allegiance conducted Introductions were conducted.	
Approved of Minutes from August 6,2025	Motion: Jaqueline Quintana Second: Habiba Amani Minutes Approved	
IHSS Public Authority Report:	Melissa Cardenas Registry: ○ 3,576 total providers ○ 1,200 BUPS “on-call” providers available	



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BUPS Client Dispatch Request (FY 2024-25):

- 226 requests received
- 100% fulfillment rate

Upcoming Events:

- National Caregiver Appreciation Day (NCAD):
November 12, 2025 (Open House Format, details forthcoming).
- Provider Training Summit: Tentative dates April 7-8, 2026

Enrollment Division:

- 18,157 enrollment packages processed.
- Averaging 1,700 packages per month.

DAAS-PG Report:

Brenda Serna

- Total IHSS cases as of August 2025: 51,758
- Applications received in August: 2,064

Reassessment

- 99.8% compliance rate for July and August.
- Avoiding financial penalties for overdue reassessments this quarter.

Upcoming Events:

- MDT Conference: May 13, 2026 (tentative).
- Follow- Up Item: From last meeting, Heather suggested that an IHSS Advisory Committee member may conduct a presentation at the MDT conference. We are requesting point of contact from the IHSS Public Authority to coordinate. APS Deputy Director Dr. Chanel Rodriguez will oversee the coordination.

Responses: Please contact Roxanne Young or Sandy Gonzalez directly to facilitate arrangements.

Old Business:

- Discussion regarding membership ratios (Provider vs. Recipients).
- Proposal to allow providers with past recipient/client experience to serve as client representatives to maintain balance.
- This could help increase participation flexibility.



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**New Business:
Fiscal Report**

Frank Leonard

- Allocation increased from \$3,000 to \$5,000.
- Total resources available: \$9,905.
- Approximately \$4,000 unspent.
- Recommendation: Ensure funds are used before June 2026 to avoid reduction in future allocations.
- Potential uses: training, stipends, events, MDT application, supplies.
- California IHSS Consumer Alliance (CICA)
Membership Renewal:

Motion: Jaqueline Quintana
Second: Celina Rwengo
Motion carried

**Discussion/Resource
CICA Report**

None

Recruitment

Romina Price

- Application pending for Linda Brooks.
- Veronica Rowl approved by Board as alternate, eligible to attend meetings effective immediately.

Public Comment:

None

Adjournment: Meeting adjourned 11:03 A.M.

Motion: Celina Rwengo
Second: Jaqueline Quintana
Motion Carried

Next Meeting: The next IHSS Advisory Committee Meeting is scheduled for October 1, 2025.