

Minutes

Procurement and Monitoring Committee
Senior Services Advisory Council
November 30, 2004
Eugene, Oregon

MEMBERS PRESENT

Anna May Herbert
Esther Sloan

Jane Strasdas

Cathy Steadman Cox

MEMBERS EXCUSED

Debbie Olsen

Ralph Doerksen

Jean Jordan

STAFF PRESENT

Patti Little

Sandy Karsten

1. **Meeting Called to Order:** The meeting was called to order at 1:30 p.m. by Anna May Herbert.
2. **Approval of Agenda:** Approved as mailed after removing Cathy's name from the Senior Law site visit.
3. **Approval of October 26, 2004 Minutes:** Approved as mailed.
4. **Information:**
 - November Site Visit Summaries

A) Food Service Contract (Bateman): Sandy stated that all the site visits had been completed. She distributed and reviewed a summary of the Lane County site visit noting that the Consortium will consolidate all the site visit summaries next week. The consolidated report will be shared with PMC in January. She noted that the "needs improvement" items listed in the report are consistence with on-going client feed back. Overall, the site visits were satisfactory. Cathy noted that the site visit summary is better than most restaurants would receive. Sandy noted that Susan, the Bateman manager does an excellent job.

B) American Red Cross: Sandy stated that she and Esther conducted the ARC site visit on 11/5/04. Written site visit summaries were distributed and reviewed by the two. Esther felt their system was efficient and effective.

Sandy explained that the purpose of this site visit was to review items which are part of the new state standards. Sandy stated she had met with a case manager who has been with ARC for 6 months and noted that her records weren't all complete. Sandy recommended that future records be reviewed to insure they are complete. She further recommended that the program develop and initiate a process to amend "no show" client records to indicate when they are absent. She stated that the state has given permission for the "no show" meals to be consumed by MOW volunteers and counted as eligible MOW as is done in the congregate program. Sandy recommended that the ARC should train all staff and volunteers about HIPPA and about their responsibilities for maintaining confidential information. Each volunteer and staff should sign a statement indicating that they have received this training (S&DS form was shared and the DHS video is being made available).

C) The new OPI hospice pilot program was reviewed by Patti. She noted that the pilot is being offered in an effort to speed up the intake process for hospice clients who often have passed away before the OPI intake can occur. The project is a coordinated effort involving S&DS, Addus, Sacred Heart Hospice and Cascade Hospice. The pilot will begin December 1, 2004 and end June 30, 2005. Two half-time case managers have been hired for this position.

D) Money Management: Cathy distributed and reviewed a summary of the site visit conducted on November 3, 2004, noting that the Money Management meeting which she attended had an excellent presentation on Fraud. The presentation was conducted by Ken Metzler, a volunteer with the Eugene Police Department.

Cathy noted that the program is in the process of revising their brochure to update the agency's name, Emerald Empire Council on Aging.

Cathy noted the presentation was well received and appropriate for the program.

E) Senior Connections: PMC reviewed the site visit summary which was mailed with the agenda.

Anna May stated that she had made contact with Kim Kauffman and will conduct the Veneta site visit next Monday.

F) Senior Mental Health Counseling: Patti & Jane met with the program director, Dan Reece. They circulated and reviewed a packet of information which was distributed at the site visits including: Program Brochure, Center for Senior Health Newsletter advertising the Peer Counseling Program, Peer Counseling recruitment flyer, "Health Update" newspaper advertising the Peer Counseling Program and Caregiver Support Groups, Program statistics thru 10/31/04, Peer Counselor Client Satisfaction Survey Summary, and the Care Continuum Service Organizational chart. Jane's site visit summary was also distributed and reviewed.

Patti noted that despite the program's effort to promote the Caregiver Support groups, attendance has been low. Krista Kever runs the groups and has scheduled the group at various meeting times, including: 5:00, 6:00, 7:00 p.m. and mid-day. Dan noted that the caregivers do attend individual counseling sessions and speculated that perhaps caregivers prefer to discuss their own problems, rather than listen to others.

Due to the low group participation and high individual counseling participation, the Program has requested that 170 units be transferred from the Family Care Giving (FCG) Support Group budget to the FCG individuals counseling budget. PMC agreed to this request and recommend that the 170 unit be transferred from the FCG group to the FCG individual counseling Program.

Patti noted that the response time of responding to referrals for counseling had improved and that the Program hopes to conduct support groups in conjunction with S&DS caregiver trainings in the future.

G) Senior Law: Jean was to have conducted a site visit. This item was tabled due to Jean's absence.

Patti circulated a newspaper article from Register Guard dated 11/15/04 which gave a nice overview of the program but failed to mention the OAA funding provided by S&DS.

5. **Action:**

- Scheduling of December Site Visits

Elder Help: Jane and Patti will attend

Addus: Dec. 1 and/or 15th, 5:15 P.M. Cathy and/or Debbie will attend one.

In-home section committee: Cathy, Debbie, Anna May, Jane (maybe) volunteered to participate on the committee.

- “Florence Caregiver” Discussion: Tabled due to Jean’s absence

6. **Next Meeting:** The next meeting will be held January 25, 2005 from 1:30 to 3:00 P. M. at the Campbell Senior Center’s Card Room. Please not there will be no December meeting. Have a happy Holiday!

7. **Adjourn:** The meeting was adjourned at 3:00 p.m.