

# MINUTES

Procurement and Monitoring Committee  
of the Senior Services Advisory Council  
November 22, 2005

## MEMBERS PRESENT

Jane Strasdas                      Debbie Olsen                      Jean Jordan

## MEMBERS EXCUSED

Anna May Herbert                      Cathy Steadman Cox                      Mary Johnson

## STAFF PRESENT

Patti Little                      Sandy Karsten

1.     **Call to Order:** The meeting was called to order at 1:41 p.m. by Jean Jordan in the Chair, Anna May Herbert's, absence.
2.     **Approval of the Agenda:** Approved as mailed.
3.     **Approval of October 25, 2005 Minutes:** Approved as mailed.
4.     **Information:**

A. In-home Service contract Update: Patti Little shared that the In-home Service Tri-Agency Consortium will be meeting next week to develop a timeline for the In-home Service Request for Proposal (RFP). She reminded committee members that the Tri-agency RFP contract review committee will be comprised of representatives from all three consortium member agencies and that she'd like the representatives to come from this committee if at all possible.

Patti reminded the committee that the SSAC will review a motion at its next meeting which was previously made by PMC, i.e., that the SSAC recommend to LCOG that it approve the contract extension for in-home services with Addus HealthCare for the period of January 1, 2006 through September 30, 2006, at the reimbursement rates of \$16.45/hour for Home

Care services and \$18.50/hour for Personal Care services, and that LCOG communicate its approval of this extension and rate increases to NWSDS.

B. Money Management Amendment. Patti Little shared that due to an increase in the final Oregon Project Independence (OPI) allocation from the State, the Money Management OPI allocation had been increase from \$250 to \$ 2,275 and that an amendment outlining this increase would be forthcoming.

C. Metro Meals on Wheels (MOW): Sandy Karsten distributed a summary of the October 25, 2005 Metro Meals on Wheels Monitoring visit report which was conducted by herself and Cathy Steadman-Cox at the American Red Cross Meals Program. She noted that the content of this report was reviewed at the last PMC meeting. She shared that since this time, she has audited the ARC files, data system and meal counting system and found all to be up to standards.

Sandy shared that due to an increase in the State OPI allocation, the OPI allocations for the metro meals contract would have been increased by amendment.

D. Food Service consortium Staff Monitoring of Bateman – contract Administration: Sandy Karsten reviewed the “Monitoring of Food Contract/Contract Administration” tool which was mailed with the agenda. The document summarizes the results of recent site visits conducted by members of the Food Service Tri-agency Consortium. She noted that overall the Consortium members are extremely satisfied with the contract administration provided by Bateman, the Food Service contractor.

5. **Action:**

A. November Site Visit Summaries:

- Money Management: Jean Jordon distributed and reviewed the Money Management site visit summary conducted by herself and Patti Little on November 16, 2005. She noted that the site visit focused on the client/volunteer matches and waiting list. Current service data at the time of the visit included:

The contract calls for 31 clients matches

36 clients are being served  
14 clients are waiting to be served  
31 volunteers (5 are double matched)  
20 additional volunteers are needed immediately to cover waiting list.

The report stated that the biggest challenge facing Rebecca Bassette, the Program Coordinator, was the recruitment of new volunteers. The program plans January training. Strategies for this recruitment include: local newspapers ads, enclosing a flyer in the AARP newsletter, distributing flyers with tear-off training dates in locations servicing seniors, and word of mouth. It was noted that the program is in the process of developing a public relations campaign for the newspaper. Seeking grant funding in order to grow the program was also discussed.

In conclusion, the report noted that Rebecca is working 20 hours a week and would benefit from a larger FTE to meet the responsibilities of the program. She continues to do an excellent job but receives a relatively low pay, limited FTE, and no benefits. It was stressed that PMC should help to upgrade Rebecca's work reimbursement and benefits by advocating increased funding.

- In-home Service: Jane Strasdas reviewed the summary of the October 20, 2005 site visit she conducted at Addus Health Care with Patti Little. She noted that the focus of the site visit was on 546 tracking and matching, particularly in the Florence area and the wait list policy. Addus produced a report, indicating that three individuals remain unmatched in the Florence area but noted that they had conducted extensive recruitment for caregivers in this area. Recruitment efforts include: radio ads aired twice daily, ads in local paper, and an ongoing ad at employment office which is next door to the S&DS Florence branch.

Holiday caregiver schedules were discussed. Per union contract, caregivers receive paid holiday time off for Thanksgiving, Christmas and New Years day. High risk clients are seen by a caregiver on the holidays. These caregivers are paid time and a half. Caregiver are encouraged to reschedule their missed holiday time with clients if at all possible. It was noted that many clients are with family members for the holidays and do not wish the time rescheduled.

546 client scheduling was discussed, with Addus reporting that most clients begin service within five days of receipt of 546, as per contract.

Jane finished her presentation by noting that Addus is doing a good job. Her only recommendation was that they improve their ability to retrieve computer data requested by S&DS. Patti noted that they had better retrieval capabilities than S&DS did in many instances.

C. Scheduling of December Site Visits:

- Lane County Law & Advocacy: Debbie Olsen agreed to conduct this site visit which will be coordinated by Patti Little
- ElderHelp: Debbie Olsen volunteered Cathy Steadman-Cox for the site visit which will occur on 12/10/05 from 1:30 -4:30 PM at Wilamalane Senior Center. Patti Little will coordinate the visit.

6. **Next Meeting**: PMC members requested that the December meeting be cancelled. The next meeting will be January 24, 2006, 1:30-3:00 P.M., at Campbell Senior Center.
7. **Adjourn**: The meeting was adjourned at 3:00.