

# MINUTES

Procurement and Monitoring Committee  
of the Senior Services Advisory Council  
November 21, 2006

## MEMBERS PRESENT

Jane Strasdas                      Pat Giles      Jean Jordan      Cathy Steadman Cox

## MEMBERS ABSENT

Mary Johnson

## STAFF PRESENT

Patti Little                      Sandy Karsten

1.     **Call to Order:** The meeting was called to order at 1:30 P.M. by Cathy Steadman Cox in the absence of Mary Johnson, PMC Chair.
2.     **Approval of the Agenda:** Approved as mailed.
3.     **Approval of Minutes:** Approved as mailed
4.     **Information:**

### A. November Site Visits:

- Money Management: Pat Giles distributed and reviewed a copy of the November 20<sup>th</sup> site visit conducted by herself and Patti Little. The site visit was conducted at the first meeting between the new program coordinator, Carol Cookson, the existing program volunteers, and a representative from the program's bank, Umqua. The meeting sought to a) provide an opportunity for the volunteers to get acquainted with Carol, b) understand their relationship with Senior & Disables Services and c) review the AARP Money Management Guidelines.

Pat noted that all the volunteers at the meeting have been involved with the program for a period of years and all are deeply committed to their clients. Throughout the meeting Carol made it a point to describe her role as that of a problem solving resource for the volunteers. Pat stated that she was impressed with Carol's ability to

lead a good meeting and her commitment to assist the volunteers.

- **Caregiver Training:** Cathy Steadman Cox distributed and reviewed a summary of the site visit she conducted on 12/1/06 at the Cascade Adult Center. She noted that the speaker was Sylvia Sycamore, a Senior Law attorney. The two hour session which was targeted to family caregivers, sought to explore issues surrounding Medicaid, Power of Attorney, and Estate Planning. Cathy stated that twenty individuals attended this free program and that all seemed to benefit from the meeting.
- **Metro Meals on Wheels:** Jean Jordan presented an oral report of the November 8<sup>th</sup> site visit which she and Sandy Karsten made to the American Red Cross Meals on Wheels program. She noted that she observed program's bulk food delivery, packaging of the Meals on Wheels lunches, and the delivering of the food by volunteers. She also observed a volunteer delivering an extra frozen meal to clients due to the fact that the program planned to be closed for the Veteran's day holiday. Sandy stated that she reviewed the program's client data entry system while Jean was on a delivery route with a volunteer.

Jean and Sandy also met with the program's coordinator, Linn Crooks and discussed policies and procedures. Jean noted she was impressed with the program's smooth operation and organization. Sandy noted that the program currently serves 260 meals per day and that there are no clients waiting for service.

Sandy reviewed the monitoring tool used to evaluate the program and will supply a copy of the tool and Jean's written report at the next PMC meeting. Sandy also shared that she'd discussed the fact that the State will require criminal record checks on all volunteers beginning next year with Linn.

- **Addus Health Care:** Patti Little reviewed the November 8<sup>th</sup> Addus site visit summary written by Mary Johnson and mailed with the agenda. The site visit occurred at a meeting between Addus representatives and S&DS Eugene office case managers and supervisors. The meeting reviewed various contract topics including: the differences in the OPI and XIX contracts, home and personal care services and reimbursement rates, the roles of various Addus staff

(nurse, scheduler, supervisors), the 546 form, and clarification of timelines for initiating services (regular, expedited and emergent). During the Q & A portion of the meeting, case managers discussed particular client situations and Addus discussed safety factors for their caregivers. All agreed that the meeting was beneficial and that it should occur annually.

5. **Action:**

**A. Scheduling of the December Site Visits:**

- Lane County Law and Advocacy Center: Patti stated that the state's monitoring tool will be used for the site visit and that she will coordinate the visit. Pat volunteered to conduct the site visit.
- Elderhelp: Patti stated that the program's annual holiday party is scheduled for December 12, 2006 and that this event has historically been used for the site visit because most all of the program's volunteers and clients are together at this time. The committee agreed that this was a good location for the site visit and Jane volunteered to conduct the site visit.

6. **Next Meeting:** The next meeting is scheduled for February 20, 2007 from 1:30 to 3:00 P.M. at the Campbell Senior Center. This date and time conflicts with another State meeting which Sandy and Patti must attend so the meeting needs to be rescheduled.

7. Adjourn: At 3:00 P.M.