

MINUTES

Procurement and Monitoring Committee
of the Senior Services Advisory Council
December 18, 2007

MEMBERS PRESENT

Pat Giles Mary Johnson Yvaughn Tompkins Jean Jordan
Jane Strasdas Cathy Steadman Cox

MEMBERS ABSENT

Melissa Bowers

STAFF PRESENT

Patti Little Sandy Karsten

1. **Call to Order:** The meeting was called to order at 1:30 by Pat Giles, PMC Chair.
2. **Approval of the Agenda:** Motion by J. Jordon, seconded by M. Johnson to approved the agenda as mailed.
3. **Approval of the 10/24/07 Minutes:** Motion by J. Strasdas seconded by Y. Tompkins to approved the October 24, 2007 minutes as mailed.
4. **Information:**
 - A. November and December Site Visit Summaries
 - Elderhelp: Mary Johnson reviewed the written summary of the site visit she conducted 12-08-07 which was mailed with the agenda. She noted that the program provides vital local support to seniors allowing them to remain independent in their own homes. It was the consensus of the committee that the program makes a positive difference in the lives of Elderhelp clients and that a little assistance from volunteers goes a long way.

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- Caregiver Support Group: Cathy Steadman-Cox stated she had not been able to conduct the site visit yet but would do so by January. Cathy noted that she'd been working with the new S&DS Family Caregiver Specialist, Terry Dickinson, and is impressed with her work.
- Metro Meals on Wheels (MOW): Sandy circulated and summarized a copy of the site visit findings noting that the State monitoring tool had been used --a tool designed for both congregate and home delivered meal programs. The State tool focuses on food safety, sanitation and financial management. She noted that the American Red Cross' (ARC) MOW program: 1) exhibited good sanitation management; 2) met the nutritional requirement though the Bateman menu and; 3) met the fiscal requirements. She stated that the program did not currently have a wait list due to the fact that lots of fundraising funds had been spent to keep up with the demand. Mary Johnson went on a MOW route with a driver and noted that the range of people utilizing the service was interesting and the process ran smoothly. It was the consensus of the committee that this is a valuable program for the community.
- Money Management Program: Pat Giles distributed and reviewed a written summary of the site visit she conducted on October 25, 2007. She noted that the program is housed at the Umpqua Bank in a very nice setting. The site visit was conducted in conjunction with Jerry Hockberg, a representative from the National AARP Foundation (one of the program sponsors); Carol Cookson, the State AARP Money Management Coordinator; Clay Austin, the new Lane County AARP Money Management Coordinator (effective 10-01-07); and two Lane county office staff, Diane Burton and Gloria Duber. Pat stated that the program's transition from Carol to Clay went well and that the program appears to be in good shape. Patti circulated and reviewed a copy of the National AARP Money Management site monitoring tool and the handouts from the visit. She noted that Clay will be providing a program overview at the S&DS all staff meeting on 1-23-08.

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The Committee agreed the program is providing a needed service and plans to conduct another site visit in March.

- In Home Service (OPI): Patti noted that she and Yvaughn Tompkins will be conducting this site visit on 12-20-07 and that its report will be shared at the January PMC meeting.

5. **Action:**

A. Scheduling of January Site Monitoring Visits:

- Long Term Care Obudsman: Jean Jordon agreed to conducted this site visit and Patti will coordinate it. *Please note: Moray Povey, the Obudsman Chair, requested that the site visit be delayed until February, Patti agreed to this. Moray stated that the next meeting will be held 2-20-08 from 2:00 to 4:00 @ the S&DS office and that they hope to sponsor an event honoring the Ombudsman volunteers in Lane County on 2-5-08 @ Lamb's Cottage, time TBA.*

- Food Preparation Discussion: Sandy stated that Food Service Consortium will receive the Bateman RFP budget on January 10th and that it is a sole source procurement. She noted that many items which had previously been cut from the specifications by the Consortium due to lack of funding had been added back. The Consortium wishes to determine what it will cost to restore the program to the level it was at prior to the cuts and then negotiate for desired items as the budget allows.

Sandy also noted that Oregon Cascade West is in the process of surveying 25,000 people in their 3 county service area to determine if residents know about their meal program and whether they would be interested in participating in it. They will be conducting the survey using "Survey Monkey" with the assistance of Oregon State University students. The other Consortium members are interested in seeing how this process goes.

6. **Next Meeting:** February 19th, 2008, 2:30-4:00 P.M., at Campbell Senior Center.

7. **Adjourn**

