

# MINUTES

Procurement and Monitoring Committee  
of the Senior Services Advisory Council  
January 24, 2006

## MEMBERS PRESENT

Anna May Herbert            Cathy Steadman Cox            Jean Jordan

## MEMBERS EXCUSED

Mary Johnson            Jane Strasdas            Debbie Olsen

## STAFF PRESENT

Patti Little            Sandy Karsten

1.    **Call to Order:** The meeting was called to order at 1:48 p.m. by the Chair, Anna May Herbert.
2.    **Approval of the Agenda:** Approved as mailed.
3.    **Approval of November 22, 2005 Minutes:** Approved as mailed.
4.    **Information:**

A. Food Service Contract - Update on preparations for releasing continuation application: Sandy Karsten stated that the consortium partners will finalize their estimates of next year's service levels by Friday, 1/27/06. She noted that Northwest Senior & Disability Services (NWS&DS) and Senior & Disability Services (S&DS) are currently over their estimated number of units of service for this fiscal year and that Oregon Cascade West (OCW) is under its estimate. She stated that the S&DS estimate for next year will remain the same as this years and that NWS&DS will increase their estimate. If OCW reduces their estimate, the units of service for next year may be less.

Sandy stated that Bateman Food Service contract will begin to negotiate prices for next year, in March. She expects at least a 3.1% increase in the

for rates. She also reported that the Food Service Contract will issue a Request Proposal (RFP) for FY08. The RFP will be released in October of 2006.

5. **Action:**

A. December Site Visit Summaries:

- Senior Law: Patti distributed and reviewed the January 5, 2006, Senior Law site visit summary written by Mary Johnson. She also circulated a packet of information which was handed out during the site visit. She noted that during the site visit, a newly developed State Monitoring tool was utilized and was critiqued. The site visit report concluded that the Lane County Senior Law Service is a model program providing an extraordinary level of service with their limited funds and staff. Their feedback on the draft monitoring tool was helpful information for the statewide committee developing the tool. Members of the PMC conceded with the fact that the Senior Law Program offers an excellent service to the senior of Lane County. They noted that Jean Beachdel, the Program Coordinator and Steve Skipton, the staff attorney, are diligent in the use of their limited resources.
- Elder Help: Cathy Steadman Cox distributed and reviewed a summary of the Elder Help site visit conducted 12/10/05 at Willamalane Adult Activity Center. She stated that Ms. Maddron and done a wonderful job in organizing the potluck event on very short notice. Furthermore, Ms. Maddron appeared to be well acquainted with both the Elder Help volunteers and clients and had established a good relationship with both. It was also noted that since December, Ms. Maddron has trained five new volunteers for the program, and plans to expand the program to cover the Florence and Oakridge area in the near future.

Discussion followed and included the following points: 1) The recommended FY 2006-07 Elder Help allocation is well under the State and Federal dollar amount required for a Request for Proposal (RFP); 2) Ms. Maddron is qualified to serve as the Elder Help Coordinator and is currently doing an excellent job; 3) The program is unique and its continuity will be better served if the current program coordinator remains in place; and 4) The fact that the last time a RFP

occurred for the program, it was a sole source situation with only the program coordinator submitting an application.

**It was the consensus of the PMC to recommends that the SSAC recommend to LCOG the no RFP be conducted for the Elder Help Program and that the contract continue to be awarded to Sue Maddron, contingent on the submission of acceptable yearly continuation contract proposals.**

Given the fact that the Sue Maddron is new to the program, PMC stated they'd like to complete one more monitoring visit. Cathy Steadman Cox agreed to attend an Elder Help training as a monitoring visit. Patti will coordinate the event.

- Family Caregiver Support Group and Training Program: Cathy Steadman Cox distributed and reviewed a summary of the Caregiver Support Group and Training site visit conducted 1/19/06. She noted that the site visit occurred at the Family Caregiver Recognition Luncheon which was held at the Willamalane Adult Activity Center and that the guest speaker was Leigh Ann Jasheway, the "Accidental Comedienne". Cathy shared that the family caregivers she spoke with all expressed their gratitude for the program and spoke of the positive contribution the services have made to their lives.

#### C. Scheduling of February Site Visits:

- Family Caregiver Support Group and Caregiver Support Training: See report listed above. PMC stated that in addition to the site visit conducted on 1/19/06, they would like to have the Family Caregiver Support Program Coordinator, Joanne Coker, attend the next PMC meeting and give an overview of the program.

6. **Next Meeting:** The next meeting will be February 28, 2006, 1:30-3:00 P.M., at the Campbell Senior Center.
7. **Adjourn:** The meeting was adjourned at 3:00.