

MINUTES

Procurement and Monitoring Committee
of the Senior Services Advisory Council
January 15, 2008

MEMBERS PRESENT

Pat Giles Mary Johnson Yvaughn Tompkins Jean Jordan

MEMBERS ABSENT

Jane Strasdas Cathy Steadman Cox Melissa Bowers

STAFF PRESENT

Patti Little Sandy Karsten

1. **Call to Order and Introductions:** The meeting was called to order at 2:36 P.M. by Pat Giles, PMC Chair.
2. **Approval of the Agenda:** Approved as mailed with the addition of Food Service Update under Information as item C.
3. **Approval of the 12/18/07 Minutes:** Mary moved, seconded by Jean and carried unanimously to accept the minutes as mailed with the following corrections: the meeting was called to order at 2:30 and the next meeting PMC meeting is scheduled for 1-15-08.
4. **Information:**
 - A. December and January Site Visit summaries
 - In-home Service (OPI): Yvaughn reviewed the site visit summary which was mailed with the agenda packet. She stated the agency director, Doti Schwab, and her staff, were very knowledgeable. They were able to provide everything asked for. The only suggestion of the site visit was that Addus add a date to their customer survey. Patti circulated a copy of the DHS criminal records form which Addus submits to the State of Oregon for each caregiver's criminal records check. She noted that this is the same process S&DS uses and that it meets the new State criminal record check requirement.

- Caregiver Support Group: Patti stated that Cathy has not completed the site visit and has requested that someone else complete the visit for her. She noted that the groups meet on Tuesday, Wednesday and Thursday of each week from 1:00 to 3:00 P.M. The Thursday group deals with memory loss. Mary agreed to conduct the visit during the next few weeks. Patti will let Andrea know.
- Ombudsman: Patti noted that Moray Povey, the Chair of the Ombudsman recruiting and screening subcommittee, had requested the site visit be rescheduled to February. Patti recommended that rather than attend the committee's business meeting, she and Jean attend the volunteer recognition celebration which is scheduled for 2-5-08 from 2:00 to 4:30 at Lamb's Cottage. She further shared that Moray would like PMC to attend their next business meeting on 2-20-08 from 2:00 to 4:00. Discussion followed.

Moved by Mary, seconded by Pat that the site visit should be conducted during the volunteer recognition celebration so that both the Ombudsman Screening Committee and the Ombudsmen could be observed ---PMC did not believe a second site visit would be necessary--- carried unanimously.

B. Contract Process Overview:

Patti reviewed the RFP and continuation contract process, referencing the contract schedule listed on page 7 of the Contract Monitoring Plan which was adopted by PMC at the beginning of this fiscal year. She noted that the Food Service Consortium is in the RFP mode. She stated that the continuation contract applications will be mailed out once the Planning and Budget Committee and SSAC establish the contract allocations for FY 2008-09, some time around the first of March.

PMC is tasked with reviewing the continuation contracts and the RFP proposal and making recommendations to the SSAC as to the suitability of the contracts. It will be very important for all members to participate in the contract review process as it unfolds during the next several meetings.

C. Food Service Proposal:

Sandy shared that the Food Service proposal was received by NWS&SD last week and that she will receive a copy of it soon.

Over the past years the quality of the menu specifications has been reduced due to budget constraints. During this RFP process the Consortium sought to restore these specifications. Sandy noted that the proposed hot meal price of \$3.61 per meal is an increase of 21 cents per meal and that the proposed frozen meal price of \$3.21 represents a .34 cent per a meal increase. This will represent a gross Lane County cost impact of between \$51,000 to \$52,000 should the specifications be restored. Sandy is hopeful that the Consortium will be able to afford to restore the program specifications.

Sandy noted that nationally the dining meal programs have been declining for years and that dollars have not been invested to revamp the programs. The dining meal programs were originally designed in the 1960s and times, as, well as tastes, have changed since then. Congregate meal counts have been declining. Sandy is advocating that money be invested to revamp the program and will be working on this issue with the Senior Meals advisory council along with consortium members.

5. Action:

A. Scheduling of February Visits

- Lane County Law and Advocacy Center: PMC discussed the focus of the next site visit and the group decided that Jean Beachdel, the Program Coordinator and or Steve Skipton, the Program Attorney, should be asked to present at the February PMC meeting. Topics to include trends of participants, needs, changes in volunteer attorney numbers, and persons served. Patti will coordinate the presentation.
- Family Caregiver Support Group: Mary volunteered to conduct the site visit during the next two weeks. Patti will coordinate.
- Ombudsman: Jean previously volunteered to conduct this site visit.

6. **Next Meeting:** Next meeting is February 19, 2008, 2:30-4:00 P.M., at Campbell Senior Center.
7. **Adjourn:** Moved by Jean, seconded by Pat, and carried unanimously to adjourn the meeting at 4:00 P.M.

LCOG: S:\MANAGEMENT\SSAC\PMC\MINUTES\MINUTES-PMC 1-15-08.DOC
Last Saved: February 6, 2008