

MINUTES

Procurement and Monitoring Committee
of the Senior Services Advisory Council
February 17, 2009

MEMBERS PRESENT

Pat Giles Yvaughn Tompkins Barbara Butzer Melissa Bowers

MEMBERS ABSENT

Cathy Steadman Cox

STAFF PRESENT

Patti Little Sandy Karsten

1. **Call to Order and Introductions:** The meeting was called to order at 2:38 by Pat Giles, PMC Chair. Barbara shared her experiences navigating the Multnomah County senior service system for her mother.

2. **Approval of the Agenda:** Approved as mailed, following the notation:
 - Today's presenter will be Carole Ford rather than Morey Povey
 - Volunteer Letter of Appreciation Update and verbiage discussion added under action item B.

3. **Minutes to Approve:** The January minutes were approved as mailed.

4. **Information:**
 - A. RFP Update: Patti noted that the time line calls for the Letters of Intent (LOI) for the Legal Services contract to close 2-20-09. To date, she stated has received one LOI from the Lane County Law and Advocacy Center. If this remains the only LOI, the contracting process will be a sole source event.

Sandy noted that the time line for the Letters of Intent for the Metro Meals on Wheels contract is the same as for Legal Services. To date, she has received only

one LOI from the American Red Cross. If additional LOI are not submitted by Friday, this would be a sole source contracting effort.

B. Review of Site Visits:

- Family Caregiver Support Group & Training: Patti Distributed a summary of the FCGP Training site visit completed by Yvaughn on 2-2-09. Yvaughn reviewed the summary and noted the following:

Topics for the Care giver trainings change monthly
The training topic was “Planning for Future Needs”
(Reverse Mortgages, Funeral Planning & Long Term
Care Insurance)

She circulated the packet of information which was handed out at the meeting which 14 individuals attending. She noted individuals can request to be placed on the FCGSP mailing list and receive notification about future presentations. The program was very nice and well put together. The presenters were well prepared.

C. Continuation Contract Update:

Patti noted that we are quickly approaching the time for the release of the continuation contract applications. She distributed a copy of the timeline and noted that basically, it will mirror that of the RFP timeline. PMC will be reviewing the application summaries of the various contracts at their April meeting. Contracts which will be in the continuation mode include: Elderhelp, Family Care Giver Support Group and Training, LTC Ombudsman, and the Money Management Program.

Sandy noted that the Bateman Food Service contract and the Meals programs are in limbo because the OAA and OPI meals program allocations have been reduced and there is expected to be a significant loss of Medicaid funding for next year. As a result, the Meals Consortium has requested that the Bateman Food Service contract continue under its current contract thru October 2009 to allow the Consortium time to get a handle on next years funding. She is hopeful that the stimulus packet may provide additional funding to the senior meal programs. She anticipates knowing by next week if Bateman will extend the existing

contract. She anticipates that a later contract amendment may be necessary.

This unclear budget environment will also affect the RFP for the Metro Meals on Wheels program. The RFP will ask proposers to submit multiple budgets, based on various possible funding scenarios.

D. Follow up questions from last PMC meeting (if any)

- Money Management Site Visit: Patti ask if anyone had any questions after reviewing the Money Management Site visit material distributed at the last meeting. None were mentioned.

5. Presentations (Monitoring Visits):

Carole Ford, Elderhelp Coordinator:

Patti introduced the new Elderhelp Coordinator who began 1-5-09. Carol summarized her activities since beginning her new position. Highlights include:

- She shared her background noting she has lived in California, Washington and Oregon and is a graduate of Southern Oregon State College. While in California she worked for the Senior Companion Program and worked with volunteers on regular bases.
- She was able to attend the Elderhelp Holiday Potluck before she began this position and appreciated the opportunity to meet volunteers and clients.
- The duties of the new position feel familiar to her but she is new to the Eugene area so is devoting time learning the community resources.
- Sue Maddron helped to transition her into her new role.
- She has conducted one volunteer training and has matched a volunteer. She will be training 3 new volunteers in the

Florence area in March and has a few additional volunteers waiting to be trained.

- She has completed the one day training for the criminal history check.
- She is now situated in her space at S&DS and is working on a new spreadsheet format for the program data.
- She distributed a copy of the new Elderhelp brochure which was developed prior to her start and have been updated with her contact information.
- She also distributed a copy of the first newsletter she sent out.
- She distributed a draft of her business card.
- Her program goal involves stepping in to keep the program going rather than reinventing the wheel.
- She's hoping to find time to meet with the volunteers and staff of various programs and get to know them and local resources better.

Sandy suggested: Carol look into the Lane Coalition of Senior Program which sponsors the Older American Event. She noted she could also introduce Carol to the various individuals she works with through out the county who are associated with the senior meals program.

6. **Action:**

A. Scheduling of March Site Monitoring Visits:

Patti noted that the following presentation will occur at the March PMC meeting: Ombudsman: Moray Povey, the Ombudsman Recruiting and Screening Committee Chair will present to PMC on 3-17-09 at 3:00 P.M.

B. Volunteer Letter of Appreciation:

Patti noted that PMC's recommendation to sending letters of appreciation to all the S&DS subcontractors who work with volunteers was well received by the Senior Services Advisory Council (SSAC). Unfortunately, the SSAC did not have a quorum and therefore could not act on the recommendation. They asked that the PMC draft a letter for their consideration at the need SSAC meeting.

Ideas generated for the letter by PMC included:

Description of the SSAC including number of committee members who are all volunteers. They meet seven times a year to advise S&DS/LCOG on issues and services important to Lane County seniors. They make recommendation to the LCOG Board about the needs of Lane County seniors, including the allocation of scarce federal and state dollars for services

Transition into why their volunteer hours are so important.

Mention how many volunteer service hours are provided to Lane County seniors. Note that volunteers range from attorneys, to accountants to social workers to dishwashers. drivers, friendly visitors,

State the volunteers donating something of great value and without it the programs couldn't survive.

Cc letter to Register Guard and small local papers.

Patti will draft the letter and e-mail copies to PMC for review.

7. **Next Meeting:** March 17, 2009 from 2:30 to 4:00 @ Campbell Senior Center. Reminder of the importance of the next two SSAC meetings in April 14, May 12, 2009, as the PMC letter will be reviewed in April and the contracts will be reviewed in May.
8. **Adjourn:** The meeting adjourned at 3:50 p.m.