

MINUTES

Procurement and Monitoring Committee
of the Senior Services Advisory Council
April 21, 2009

MEMBERS PRESENT

Pat Giles Yvaughn Tompkins Barbara Butzer Melissa Bowers
Cathy Steadman Cox

MEMBERS ABSENT

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:** Approved as mailed with the following changes: Action item: 8) Food Service was moved to Information item: 4 A.
3. **Minutes to Approve:** Motion: Barbara moved to accept the February minutes, Yvaughn seconded, and approved unanimously to accept the February minutes as previously mailed. PMC did not meet in March.
4. **Information:**
 - A. Food Service Contract Extension: Sandy distributed and reviewed a summary outlining the extension of the Bateman food service contract for July 1, 2009 thru September 30, 2009. She noted the following:

LCOG is a partner in an interagency consortium with NorthWest Senior & Disability Services (NWSDS) and Oregon Cascades West Council of Governments to procure food service for the meal sites and home delivered meals programs in a seven county area. NWSDS is the lead agency in the food service procurement consortium.

The Food Service Provider operates kitchens in Salem, Newport and Eugene. (Note: LCOG “owns” the Eugene kitchen and leases it to the Food Service Provider.) The Eugene kitchen produces meals for all Lane County sites, including Red Cross, as well as for Brownsville, in Linn County. (In addition, LCOG sells additional meals from the Eugene kitchen to Cascade Adult Center.) The Food Service Provider plans the menu; hires, trains and supervises all kitchen staff; purchases raw food; prepares it according to standardized recipes; delivers it in our trucks to the meal sites, where it is served or packaged for home delivery by our staff; and maintains our kitchen equipment and trucks.

Bateman Senior Meals has been providing food service for the partnership since 1992.

Bateman has continued to provide high quality food service to our clients in FY 09.

This will be the second year of a five year agreement.

Rate negotiation for a continuation contract is contingent on the volume of meals to be purchased. This year, Consortium partners are unable to establish meal service levels until the Legislature resolves the budgets for Medicaid in-home services and Oregon Project Independence. In addition, Congress increased the Title III C-1 and Title III C-2 allocations for congregate and home delivered meal programs and also allocated ARRA funds (Federal Stimulus Funds) for meals. DHS has not released either the distribution schedule or AAA funding formulas for these funds.

The Food Service Consortium has entered into an extension of the FY 09 contract with Bateman Senior Meals for the period July 1, 2009 to September 30, 2009 at the current rates of \$3.56 for hot meals and \$3.29 for frozen meals. It has been agreed that any difference between the current rates and any rates negotiated for the remainder of the year (October 1, 2009 through June 30, 2010) will be applied to the actual meals served July 1, 2009 through September 30, 2009. Any difference will be paid in one lump-sum payment to Bateman at the end of the three month extension period.

5. **Action:**

A. Review and Recommendation of Contracts

1) Family Caregiver Support Group and Training: Patti reviewed the attachments which were mailed with the agenda noting the following:

- There are no major changes to the program.
- The program has added an additional support group which meets on Thursday due to an increased demand.
- The number of units of services is the same as the previous year.
- The unduplicated number of clients served remains the same as in FY 2008-09.
- The FY 2009-10-unit rate is the same as previous year.
- Staff recommendation: That the PMC recommend that the SSAC recommend that LCOG accept the application submitted by Cascade Health Solutions to operate the Caregiver Support Group and Training Program from July 1, 2009 thru June 30, 2010, and that the program be awarded up to \$ 1,999 for training and \$ 10,802 for support groups of Older Americans Acts III-E funds, pursuant to the application, payable as outlined in the Comparative Summary on page three of this report.

Discussion followed: The program is a bargain at the price.

Motion: Moved by Cathy, seconded by Yvaughn and carried unanimously: That the PMC recommend that the SSAC recommend that LCOG accept the application submitted by Cascade Health Solutions to operate the Caregiver Support Group and Training Program from July 1, 2009 thru June 30, 2010, and that the program be awarded up to \$ 1,999 for training and \$ 10,802 for support groups of Older Americans Acts III-E funds, pursuant to the application, payable as outlined in the Comparative Summary on page three of the application summary.

2) Senior Law: Patti reviewed the attachments which were mailed with the agenda noting the following:

- The units of service on the Comparative Summary Chart reflect the total number of units of service provided by OAA funds.
- The program anticipates serving 44 more individuals than served this year.
- The program anticipates providing 10 less units of service than projected for FY 2008-09.
- The Program Director's and the Staff Attorney's percent of time charged to the program are both 5% less than charged last year.
- The number of volunteers (attorney) utilized by the Senior Law program is 30 more than last year and the number of non-attorney volunteers is two less.
- The Senior Law's proposed unit rate is \$1.71 more than in FY 2008-09, due to a \$2,842 OAA allocation and a \$700 projected United Way reduction which resulted in a reduction in the number of units of service provided by the program.
- Staff recommendation: That PMC recommend that the SSAC recommend that LCOG: (1) Accept the application submitted by the Lane County Law and Advocacy Center to operate the Senior Law program in 2008-09, and (2) That it award the program up to \$56,835 of Older Americans Act III-B funds, payable at the rate of \$19.77 per unit of service, not to exceed a total of 3,295 units of service annually.

Discussion followed. This program is a model which has been in existence since 1974 and should be given recognition. They have served this community well for 35 years. (Perhaps at the LCOG annual dinner)

Motion: Moved by Cathy, seconded by Yvaughn and carried unanimously: That PMC recommend that the SSAC recommend that LCOG: (1) Accept the application submitted by the Lane County Law and Advocacy Center to operate the Senior Law program in 2008-09, and (2) That it award the program up to \$56,835 of Older Americans Act III-B funds, payable at the rate of \$19.77 per unit of service, not to exceed a total of 3,295 units of service annually.

3) LTC Ombudsman Recruiting and Screening Committee: Patti reviewed the attachments which were mailed with the agenda noting the following:

- The proposed number of units of service is the same as proposed in FY 2008-09.
- The proposed unduplicated client count is one more than FY 2008-09.
- The projected number of committee members for FY 2009-10 is the same as last year.
- The Ombudsman Committee is reimbursed on an as-needed basis for supplies, advertising, and mileage. It is not reimbursed on the basis of a unit rate.
- Staff recommendation: That PMC recommend that the SSAC recommend that LCOG accept the application submitted by the Lane County Ombudsman Recruiting and Screening Committee to operate the Lane County Ombudsman Recruiting and Screening Committee for FY 2009-10; and that it award the program up to \$1,224 of Older Americans Act, III-B funds, pursuant to the application, payable on an as needed basis, not to exceed a total of \$1,224.

Discussion followed.

Motion: Moved by Barbara, seconded by Cathy and carried unanimously: That PMC recommend that the SSAC recommend that LCOG accept the application submitted by the Lane County Ombudsman Recruiting and Screening Committee to operate the Lane County Ombudsman Recruiting and Screening Committee for FY 2009-10; and that it award the program up to \$1,224 of Older Americans Act, III-B funds, pursuant to the application, payable on an as needed basis, not to exceed a total of \$1,224.

4) Elderhelp: Patti reviewed the attachments which were mailed with the agenda noting:

- The Consultant is new to the position and began in this capacity 1-5-09.
- LCOG agrees to reimburse the Consultant at a rate of \$25.67 per hour, up to a maximum annual payment of half the \$15,868 allocation. The Program Consultant agrees to devote approximately 51.5 hours per month to the program, 12 months a year, not to exceed the 618 hours annually. Historically, the Consultant has been reimbursed in a similar manner.

- In addition to trainings being offered as needed but not less than 4 times a year, a monthly newsletter will be sent to volunteers that includes information on educational opportunities. Telephone contact with volunteers will also be maintained.
- The estimated number of persons served is the same as proposed for the previous. Carole thought it best not to increase the number due to the fact that the Coordinators role transitioned in January.
- The estimated number of units of service is the same as the previous year. Again, Carole decided not to increase this number due to the recent transition of Coordinators.
- Staff recommendation: That the PMC recommend that the SSAC recommend that LCOG accept the application submitted by Carole Ford to coordinate the Elder Help Volunteer Program for FY 2009-10, and that Ms. Ford be awarded \$15,868 of Older Americans Act III-B funds for program operations from July 1, 2009 thru June 30, 2010, pursuant to her application. Ms. Ford is to be reimbursed at the rate of \$25.67 per hour, not to exceed 618 hours annually.

Discussion followed.

Motion: Moved by Melissa, seconded by Barbara and carried unanimously: That PMC recommend that the SSAC recommend that LCOG accept the application submitted by Carole Ford to coordinate the Elder Help Volunteer Program for FY 2009-10, and that Ms. Ford be awarded \$15,868 of Older Americans Act III-B funds for program operations from July 1, 2009 thru June 30,2010, pursuant to her application. Ms. Ford is to be reimbursed at the rate of \$25.67 per hour, not to exceed 618 hours annually.

5) Money Management Program: Patti reviewed the attachments which were mailed with the agenda noting the following:

- A Letter of Agreement is in place between Easter Seals of Oregon/AARP and S&DS.
- AARP will provide the bonding insurance for program volunteers as per the Letter of Agreement.
- The program proposes to serve 10 more clients than served in FY 2008-09 with no increase in payment.
- LCOG agrees to reimburse the Coordinator \$472.50 per month up to a maximum annual payment of \$5,670. The Coordinator agrees to devote

approximately 50 hours per month to the program, 12 months a year. Historically, the Coordinator has been reimbursed in a similar manner.

- Staff recommendation: That the PMC recommend that the SSAC recommend that LCOG 1) Accept the application submitted by the Clay Austin to coordinate the Money Management Program in FY 2009-10; and 2) That the program be awarded up to \$ 5,670 of Older Americans Act III-B funds, pursuant his application. Mr. Austin is to be reimbursed at the rate of \$472.50 per month, not to exceed a total of \$5,670 annually.

Discussion followed. This investment of funds is good.

Motion: Moved by Cathy, seconded by Melissa and carried unanimously: That the PMC recommend that the SSAC recommend that LCOG 1) Accept the application submitted by Clay Austin to coordinate the Money Management Program in FY 2009-10; and 2) That the program be awarded up to \$ 5,670 of Older Americans Act III-B funds, pursuant to his application. Mr. Austin is to be reimbursed at the rate of \$472.50 per month, not to exceed a total of \$5,670 annually.

6) In-home Service OPI: Patti distributed and reviewed a handout at the meeting noting the following:

- NorthWest Senior & Disability Services (NWSDS) is the lead agency in an in-home services procurement consortium with Senior & Disabled Services, a division of Lane Council of Governments (S&DS), and Oregon Cascades West Council of Governments (OCW). On behalf of the Consortium, NWSDS contracts with Addus HealthCare for the provision of in-home services (Home Care and Personal Care) in a six county area, including Lane County. The current five year contract began on July of 2007. On July 1, 2009, the consortium is scheduled to begin the third year of the five year contract with Addus.
- During the current contractual period, the in-home services contract included funds from Oregon Project Independence (OPI) and Family Caregiver Respite. The Consortium's current contract is scheduled for renegotiation on June 30, 2009. However, due to projected length of the 2009 State Legislature session and the resulting uncertainty regarding the 2009-10 appropriation for OPI, the Consortium, with Addus' concurrence, would like to extend the existing contract through September 30, 2009 and has begun

conversations with Addus to this end.

- Staff recommendation: That the PMC recommends the Senior Services Advisory Council recommend that LCOG approve the contract extension for in-home services with Addus HealthCare for the period of July 1, 2009 through September 30, 2009, at the reimbursement rates of \$16.80/hour for Home Care services and \$18.89/hour for Personal Care services, and that LCOG communicate its approval of this extension to NWSDS.

Discussion followed.

Motion: Moved by Pat, seconded by Barbara and carried unanimously: That PMC recommends the Senior Services Advisory Council recommend that LCOG approve the contract extension for in-home services with Addus HealthCare for the period of July 1, 2009 through September 30, 2009, at the reimbursement rates of \$16.80/hour for Home Care services and \$18.89/hour for Personal Care services, and that LCOG communicate its approval of this extension to NWSDS.

7) Metro Meals on Wheels: Sandy distributed and reviewed an attachment summarizing the need to extend the Metro Meals on Wheels contract thru September 30, 2009, noting the following:

LCOG has contracted with Red Cross for home delivered meals in the Eugene area since the early 1970s. (Senior & Disabled Services operates 12 congregate dining centers and delivers Meals on Wheels in areas surrounding the dining centers in Eugene as well as in Springfield, Creswell, Cottage Grove, Oakridge, Junction City, Veneta and Florence.) An RFP for the Metro Meals on Wheels portion of the services was solicited this winter. Red Cross was the only organization who submitted a letter of intent and therefore, was the only organization entitled to submit a proposal.

The timing of the RFP process requires the use of revenue figures which are uncertain until the Legislature adopts the biennial budget. The loss of Oregon Project Independence funds and potential reductions to Medicaid in-home services could have a significant impact on revenues and meal service levels for both the Red Cross and the S&DS Senior Meals & Meals on Wheels Program. In addition, Seniors & People with Disabilities (SPD) has not announced the increased local funding allocations for OAA Title III C-2 or the American Recovery and Reinvestment Act of 2009 (ARRA, federal stimulus funds).

Given these funding uncertainties, S&DS is not planning to make service reductions until after the Legislature has acted and SPD provides funding allocations later in the summer. To maintain consistency in client services, LCOG should not commit the Red Cross to service reductions at this time either. LCOG and Red Cross have begun conversations about extending the current contract through September 30, 2009.

REQUESTED ACTION:

PMC recommends the Senior Services Advisory Council recommend that LCOG extend the FY 09 Contract with Red Cross for the period July 1, 2009 to September 30, 2009 at the levels on the chart below. Any difference between the current rates and any rates negotiated for the remainder of the year (October 1, 2009 through June 30, 2010) will be applied to the actual meals served July 1, 2009 through September 30, 2009.

	OAA	OPI	NSIP
Number of Meals	14,712	1,000	15,712
Total Allocation	\$19,966	\$8,894	\$8,381
Unit Rate	\$1.3571	\$7.24	\$.5334

Further, consistent with the Food Service contract extension already negotiated, the rate for meals purchased from Bateman Senior Meals for the period July 1, 2009 to September 30, 2009 will be \$3.84 for hot meals and \$3.62 for frozen meals. Any difference between the current rates and any rates negotiated for the remainder of the year (October 1, 2009 through June 30, 2010) will be applied to the actual meals served July 1, 2009 through September 30, 2009. Any difference will be paid in one lump-sum payment to Bateman at the end of the three month extension period.

Discussion followed.

Motion: Moved by Melissa, seconded by Yvaughn and carried unanimously: PMC recommends the Senior Services Advisory Council recommend that LCOG extend the FY 09 Contract with Red Cross for the period July 1, 2009 to September 30, 2009 at the levels on the chart below. Any difference between the current rates and any rates negotiated for the remainder of the year (October 1, 2009 through June 30, 2010) will be applied to the actual meals served July 1, 2009 through September 30, 2009.

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B. Scheduling of May Site Visits: PMC will review written material from the Ombudsman Program which will be forwarded at a later date.

6. **Next Meeting:** May 19, 2009, 2:30-4:00 P.M., will be cancelled. Summer meeting will be scheduled when there is an agenda item to be discussed.

7. **Adjourn:** The meeting adjourned at 2:55 PM.