

MINUTES

Procurement and Monitoring Committee
of the Senior Services Advisory Council
March 22, 2005

MEMBERS PRESENT

Anna May Herbert Jane Strasdas Jean Jordan Cathy Steadman Cox

MEMBERS EXCUSED

Esther Sloan Debbie Olson

1. **Call to Order:** The meeting was called to order at 1:37 p.m. by Anna May Herbert
2. **Approval of the Agenda:** Approved as mailed.
3. **Approval of 2/22/05 Minutes:** Approved as mailed with the correction of Jordon to Jordan.
4. **Information:**

A. March Site Visit Summaries

- Elder Help: Cathy distributed and reviewed a copy of the site visit she conducted 2/28/05 from 6:00 – 9:00 p.m. at the Elder Help Coordinator's home. Five volunteers attended the training, their ages ranged from 20-60 years of age. The training packet distributed to the volunteers was passed around for PMC members to review. Cathy noted that the training handouts were good and that the presentation was well done. A video, "Old Friends", was shown at the training. She shared that the Coordinator stressed the importance of volunteer boundaries numerous times and cautioned them against giving their phone numbers to the seniors. She stated that the Coordinator does a great job and that she is glad she went because she learned a whole lot!

Jean Jordan explained the difference between the Elder Help Program and the Senior Companion Program

- Senior Mental Health Counseling: Jean distributed and reviewed a copy of the January 11, 2005 site visit training she conducted for the Peer Counselors. She stated that the Counselors were intelligent people who are well informed, pushed the topic, and asked relevant questions. She believes the information was used and applied based on follow-up from the Counselors. She stated that the Senior Mental Health Program does a good job of recruiting high quality volunteers and that Nena does a good job of matching volunteers with clients. Jean stated that she would love to conduct additional training for this group because they are so receptive and interactive.
- B. In-home Service Contract Update: Patti shared that Addus had agreed to continue the OPI contract for an additional year due to the uncertainty of OPI funding, and that they will request a rate increase. The Tri-agency Committee will review the request once the proposal is submitted. The proposal is due 3/25/05. PMC was reminded that the SSAC gave the Tri-agency Committee permission to renegotiate the rate at its' last meeting.

5. **Action:**

A. Scheduling of April Site Visit

Senior Connection Program: The PMC suggested that Joan Taylor come to the May meeting and give a presentation on her community development plan (Vista) as well as and update on how the Senior Connection Program is going.

- B. Review of Food Service Consortium Continuation Contract: Sandy distributed and reviewed material on the Food Service Consortium Continuation Contract. She stated that the Consortium staff, except herself, are new. The contract is in the 4th year of a 5 year contract cycle. The program's specifications have not changed but the meal count for FY 06 has changed slightly for FY 06 (an increase of 4,736 hot meals). The Deli Meal count for FY 06 has been reduced by 1,600. Sandy stated that the meal count assumptions are more optimistic than last year but that S&DS underestimated last year counts.

The proposal is comprised of a two tiered price rate which is based on the number of meals provided. Bateman has loaded all its overhead costs into the Tier One rate.

Sandy reviewed the graph attached at the end of the handout which shows the food service unit rate comparison from FY 93- FY 06 in relationship to the cost each of the Consortium member agency would be paying if the Consortium were not in effect. The Consortium rate has remained consistently lower than the rate individual agencies would be paying had they merely granted cost of living increases over the year.

Bateman’s projected a 3% increase in the wages and overall proposal rate increase of approximately a 4% . The Consortium is comfortable with the request and believes it to be reasonable.

MOTION by Jean Jordon, seconded by Jane Strasdas and approved unanimously to recommend to the Senior Services Advisory Council:

- 1) That LCOG contract with NorthWest Senior & Disability Services, as the lead agency in the Food Service Consortium, and;
- 2) That NorthWest Senior & Disability Services continue the contract with Bateman for the provision of food service for FY 06 at the rates no higher than the rates noted below.

Hot Meals Tier 1	Hot Meals Tier 2	Frozen Meals Tier 1	Frozen Meals Tier 2	Deli Meals Tier 1	Deli Meals Tier 2
\$3.15	\$2.30	\$2.79	\$1.54	\$3.18	\$2.81

- 6. **Next Meeting:** April 28, 2005 from 1:30 – 3:30 at the Campbell Senior Meeting Room. **PLEASE NOTE THE NEW MEETING DATE LONGER MEETING.**
- 7. **Adjourn:** The meeting was adjourned at 2:37.

