

# MINUTES

Procurement and Monitoring Committee  
of the Senior Services Advisory Council  
April 18, 2006

## MEMBERS PRESENT

Mary Johnson	Jane Strasdas	Debbie Olsen
Anna May Herbert	Cathy Steadman Cox	Jean Jordan

## STAFF PRESENT

Patti Little	Sandy Karsten
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1. **Call to Order:** The meeting was called to order at 1:32 P.M. by the Chair, Anna May Herbert.
2. **Approval of the Agenda:** Approved as mailed. Sandy Karsten distributed a flyer for the Meals on Wheels 6/4/06 Fundraiser event which will be held at the University Theater.
3. **Approval of February 28, 2006 Minutes:**

***Motion:*** Mary Johnson moved, seconded by Jane Strasdas, and carried unanimously to approve the minutes as mailed.

4. **Information:**

**A. OPI Contract Update:** Patti Little stated that the proposal for the Oregon Project Independence (OPI) RFP was reviewed by Tri-agency Consortium members on 3/29/06. At the meeting, a list of clarifying questions was developed and is being mailed to Addus. The Consortium will meet again 5/19/06 to discuss Addus' response to the questions. It is expected that the Consortium will then develop a recommendation which will be shared with PMC and the SSAC.

5. **Action:**

**A. Review and Recommendation of continuation contracts:**

- **Family Caregiver Support Group and Training:** Patti Little reviewed the application summary for the Family Caregiver Support Group and Training Program which was mailed with the agenda. It was noted that the Caregiver Support Group/Training contract is a relatively new contract which began in FY 2005-06. The proposed number of units of service and the unduplicated number of clients for FY 2006-07 remains the same as in FY 2005-06, despite the fact that the OAA award was reduced. For this reason, the unit rate for FY 2006-07 is \$.05 less than this year.

**Motion:** Motion by Mary Johnson, seconded by Jane Strasdas, and carried unanimously to 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, 2006 thru June 30, 2007, and that the program be awarded up to \$2,245 for training and \$11,328 for support groups of Older Americans Acts III-E funds, pursuant to the application, payable as outlined below.

<b>Units</b>	
<b>Training</b>	300
<b>Support Group</b>	1,515
<b>Und. Persons Served</b>	
<b>Training</b>	60
<b>Support Group</b>	50
<b>LCOG funds</b>	
<b>Training</b>	\$ 2,245
<b>Support Group</b>	\$11,328
<b>Unit Rates</b>	\$7.48

- **Senior Law:** Patti Little reviewed the Senior Law application summary which was mailed with the agenda. The following was noted:
  1. The units of service reflect the total number of units of service provided by OAA funds.
  2. The program anticipates serving 4 fewer individuals than served this year due, in part, to the fact that clients are receiving more units of service per person than in the past.
  3. The program anticipates providing 50 less units of service than projected for FY 2005-06.
  4. The Program Director's percent of time charged to the program remains unchanged and the Staff Attorney's percent of time charged to the program is 3% less than last year.
  5. The number of volunteers (attorney) utilized by the Senior Law program is 7 less than last year and the number of non-attorney volunteers is one less.
  6. The Senior Law's proposed unit rate is \$.09 more than in FY 2005-06.
  7. PMC wished staff to inform the SSAC Planning and Budget Committee that they did not feel this program should receive additional cuts should the OAA budget be reduced further.

**Motion:** Motion by Jean Jordon, second by Jane Strasdas, and carried unanimously to 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 2006-07, and  
(2) That it award the program up to \$58,339 of Older Americans Act III-B funds, payable at the rate of \$16.91 per unit of service, not to exceed a total of 3,450 units of service annually.

- **Long Term Care Ombudsman Recruiting and Screening Committee:** Patti Little reviewed the Long Term Care Ombudsman Recruiting and Screening Committee application summary which was mailed with the agenda. The following was noted:
  1. The proposed number of units of service is the same as proposed in FY 2005-06 and accurately reflects the number of units of service the program is able to provide.
  2. The proposed unduplicated client count is one less than FY 2005-06.
  3. The projected number of committee members for FY 2006-07 is one less than last year, due to the death of the program's long time secretary, Carmen Yokum, who passed away this winter.
  4. The number of RAP volunteers remains the same as last year, totaling sixteen.
  5. The number of State Ombudsman volunteers is seven less than last year.
  6. 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. Historically, the program has been reimbursed in a similar manner.
  7. PMC noted that limited monitoring of this program is warranted at this time due to the fact that it runs smoothly and receives relatively little funding from S&DS. They hope to invite the Committee's Chair to give a presentation to PMC and plan to announce the timing of the presentation to the SSAC so that those who are interested in the work of this committee can attend.

**Motion:** Motion by Cathy Steadman Cox, seconded by Jane Strasdas, and carried unanimously to 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 2006-07; and that

it awarded the program up to \$1,243 of Older Americans Act funds (\$ 842 III-B and \$419 VII A), pursuant to the application, payable on an as needed basis, not to exceed a total of \$1,243.

- **Elder Help Program:** Patti Little reviewed the Elder Help application summary which was mailed with the agenda. The following was noted:

1. LCOG agrees to reimburse the Consultant at a rate of \$24.86 per hour, up to a maximum annual payment of \$15,512. The Consultant agrees to devote approximately 52 hours per month to the program, 12 months a year, not to exceed 624 hours annually. Historically, the Consultant has been reimbursed in a similar manner.

2. In addition to the four trainings and two Defensive Driving classes a year offered to volunteers, a monthly newsletter will be sent to volunteers which includes information on educational opportunities. Telephone contact with volunteers will also be maintained.

- 3 The estimated number of persons served is 2 more than the previous year.

4. The estimated number of units of service is 2,390 more than the past year which was a partial year for the Consultant.

5. The number of program volunteers is 10 more than the last year's estimate.

6. The Consultant plans to work one hour less per month than worked in FY 2006 due to the reduction of the award amount. The result of this change is reflected in a \$.25 per hour pay increase.

**Motion:** Motion by Cathy Steadman Cox, seconded by Mary Johnson and carried unanimously to recommend that the SSAC recommend that LCOG accept the application submitted by Sue Maddron to coordinate the Elder Help Volunteer Program for FY 2006-07, and that Ms. Maddron be awarded \$15,512 of Older Americans Act III-B funds for program operations in FY 2006-07, pursuant to her application. Ms. Maddron is to be reimbursed at the rate of \$24.86 per hour, not to exceed a total of 624 hours annually.

- **Money Management Program:** Patti Little reviewed the application summary for the Money Management Program which was mailed with the agenda. The following was noted:
  1. A Letter of Agreement must be signed with AARP which states that the program will continue to be Co-Sponsored with AARP utilizing the AARP Money Management Program model.
  2. AARP will provide the insurance for program volunteers.
  3. The unit rate remains the same as FY 2005-06.
  4. The Program plans to serve 2 less persons in FY 2006-07 due to the reduction of OAA funds. The Program will continue to serve existing younger disabled Medicaid clients at no charge, which explains why the number of OAA units is down.
  5. The program will offer 277 more units of service next year.
  6. The Program plans to have 10 less volunteers than this year. The number of volunteers is down due to attrition. The EECA plans to conduct a large AARP sponsored volunteer recruitment next year.
  7. Rebecca Bassett will be leaving the program. She has been the Program Coordinator for the past five years. She is very competent in this role and is the reason staff was willing to recommend the contract be granted to EECA three years ago. As with any transition period, an adjustment period is to be expected. Inevitably, during the transition period, long term volunteers are lost.
  8. EECA's goal is to assure that the Money Management Program continues in Lane County. They saw two options available to assure that the program continues.
    - A) EECA is willing to continue the contract if it is awarded to them. A new Program Coordinator will be recruited, interviewed, and trained once Rebecca identifies her termination time line. Rebecca is willing to transition the new Coordinator and Elaine Barrett into the role. EECA will interview for the new coordinator position in conjunction with members from S&DS and/or the PMC. EECA is

also considering the possibility of serving as the host agency for the Lane County SHIBA program.

B) EECA stated that the Money Management program “costs them some funds”. For this reason, they would be willing to have LCOG take the program in-house. EECA would work with LCOG to transition the program to LCOG in the future, if so desired. At the present time LCOG is not prepared to absorb the program into its operation, as additional planning and preparation are needed.

**Motion:** Motion by Cathy Steadman Cox, seconded by Jane Strasdas, and carried unanimously to recommend that the SSAC recommend that LCOG: 1) Accept the application submitted by the EECA to operate the Money Management Program in FY 2006-07; and 2) That the program be awarded up to \$13,653 of Older Americans Act III-B funds and \$2,578 of OPI funds, pursuant to the proposal, payable at the rate of \$8.88 per unit of service, not to exceed a total of 1,828 units of service annually.

- **Metro Meals on Wheels:** Sandy Karsten distributed and reviewed the application summary for the Metro Meals on Wheels. The following was noted:
  1. The budget will provide for fewer OAA meals in FY 06, which suggests that waiting lists may be implemented. There is currently no waiting list.
  2. The budget proposes an overall unit rate of \$6.26 per meal, a \$.10 increase over the current year amended budget.
  4. The United Way contribution continues at current year’s level. Donor choice gifts have increased \$2,853 this year.
  5. The Human Services Commission funding level is estimated at \$13,798 although the Commission has not approved its budget yet and there are many unknowns in this budget.
  6. The budget is calculated at the USDA rate of \$.53 per OAA meal.
  7. The budget estimates no significant change in Medicaid paid meals. These numbers are estimates based on the assumption that the Legislature

makes no further cuts to Medicaid which would reduce the number of clients. The reimbursement rate is calculated using the current rate.

8. ARC estimates collecting an average of \$1.55 per OAA meal. The current average donation is \$1.44 per meal. The suggested donation will be set at the current year's rate or 50% of the average of the ARC and S&DS unit cost rounded up to the nearest nickel whichever is greater. This figure is estimated to be the same, \$3.75 per meal.

9. The budget anticipates 1,310 private pay meals. It is also dependent on receiving a \$5,000 grant to pay for meals.

10. Red Cross purchases meals under the Food Service Consortium contract. The cost of hot meals is increasing 2.8% to \$3.48. The cost of frozen meals is increasing to \$3.16. If the Food Service Consortium exceeds the volume contracted for in the Tier 1 rate, the price of subsequent meals will drop significantly. The budget is based on the higher costs.

11. Administration and Program Support Costs are 12% of this budget. The Lane District of the Oregon Pacific Chapter uses 43% of their administrative labor. The Metro Meals on Wheels Program is charged 20% of the Lane District administrative labor cost. This is based on the average of 3 year's history of the actual costs.

12. Direct Service Staff levels have been maintained this year. The staff includes: 1 Program Director, 2 Program Coordinators, a relief on-call Coordinator and a .5 Kitchen Coordinator. Direct Service staff wage increases of 3% have been included although offsetting reductions in benefits result in a minor increase in direct labor cost.

13. Occupancy and utility costs in the new building are budgeted at the same level as the current year.

14. The budget is based on several revenue and expense estimates which could change. A contract amendment will be required when the numbers are certain.

15. The ARC net goal for the combined campaign is the same as the current budget. The Chapter proposes that the contract language for allocating net proceeds be changed from a proportional split based on the number of meals

served to a 50/50 split. Based on S&DS and ARC budgets, S&DS will be serving 53% of the Meals on Wheels and ARC will be serving 47%.

16. The ARC has reduced its volunteer mileage reimbursement in the budget; as most volunteers are not requesting reimbursement.

**Motion:** Motion by Jean Jordon, seconded by Jane Strasdas, and carried unanimously to recommend that:

1. The SSAC recommend that LCOG approve the FY 2007 contract for Metro Meals on Wheels with American Red Cross, for meals at a total unit rate of \$6.26 per meal. This recommendation is made with the understanding that if funding levels or contracted food service rates change, the budget and service levels will be renegotiated. Specific reimbursement rates are noted in the table below.

**RATES APPLICABLE TO METRO MEALS ON WHEELS**

<b>Source</b>	<b>Units</b>	<b>Unit Rate</b>	<b>Total Funds</b>
OAA	55,541	\$1.5945	\$88,561
USDA (includes OAA meals only)	55,541	\$0.53	\$29,437
OPI (includes OPI client donations)	4,195	\$6.26	\$26,275
HSC Funds	55,541	\$0.2484	\$13,798

2. That SSAC recommend that the contract continue the current language for allocating net proceeds from the Combined Meals on Wheels Fund Raising efforts. Net proceeds will be divided based on the proportion of Meals on Wheels served by each organization.

- **Food Service for Senior Meals:** Sandy Karsten distributed and reviewed the application summary for the Food Service for Senior Meals Program. The following was noted:
  1. Because the Consortium will discontinue the deli meal and expects that those who ordered the deli meals will convert to the hot meals, the number of hot meals purchased under this contract will be for 20,786 (4.3%) more

hot meals than the present year's budget. If this theory does not materialize and the Consortium cannot meet the hot meal number, Bateman will request a price re-negotiation. The proposed unit cost for hot meals is 2.8% higher than the current year.

2. The frozen meal contract is for 12,907 more meals (13%). The proposed unit price for these meals is 3.3% higher than the current year. All partners are experiencing an increased utilization of frozen meals this year, particularly NWSDS.
3. The deli meal contract will be eliminated due to two factors. First, including a third meal option in the dining rooms reduces the volume of hot meals purchased and therefore increases the cost of hot meals. The revenues available to each of the Consortium members are insufficient to keep pace with expense increases and partners are redoubling efforts to control cost. The second factor is that the soup and sandwich menu pattern offered in the deli menu will not meet the new federal nutritional requirements and it is cost prohibitive to change the deli menu to conform to the new standards.
4. The Consortium agreed to maintain last year's amendments to the specifications for the hot and frozen meals.
5. Bateman is experiencing increased costs in nearly every arena. Bateman employee cost of living and minimum wage adjustments create a 3.5% increase in labor costs. Gasoline is budgeted at \$2.25 per gallon for Salem and Eugene trucks and \$2.40 per gallon in Newport. Health insurance costs are expected to increase by 9%. Utility costs are anticipated to increase by 2.91%. Paper costs are expected to increase 11%. This price does not include any raw food increases as Bateman is working diligently to develop more bulk purchase contracts to keep food costs at or lower than inflation.
6. This budget was negotiated before the State sent out the final FY 07 OAA allocations which include significant cuts in OAA Title III C-1 and will probably result in service reductions. If the Consortium must reduce meals, Bateman will request a price re-negotiation.

**Motion:** Motion by Jean Jordon, seconded by Mary Johnson, and carried unanimously to recommend that the Senior Services Advisory Council recommend:

- 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 07 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
\$3.24	\$2.37	\$2.88	\$1.59

**B. May Site Visit Schedule:** There were no site visits scheduled for May but PMC expressed an interest in having Elaine Barrett of the Emerald Empire Council on Aging attend the May PMC meeting and give an overview of the projects the Council is involved with. Patti Little agreed to follow up on this request.

6. **Next Meeting:** Following discussion, the Committee agreed to change the date of the next meeting from 5/23/06 to 5/30/06 as staff will be out of town on 5/23/06 attending the O4AD meeting. **The next meeting will be May 30, 2006, 1:30-3:00 P.M., at the Lamb Cottage.**
7. **Adjourn:** The meeting was adjourned at 3:10.