

MINUTES

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

MEMBERS PRESENT

Pat Giles
Cathy Steadman Cox

Mary Johnson
Melissa Bowers (arrived at 3:10)

Jane Strasdas

MEMBERS ABSENT

Yvaughn Tompkins

Jean Jordan (proxy)

STAFF PRESENT

Patti Little

Sandy Karsten

1. **Call to Order and Introductions:** The meeting was called to order at 2:33 by Pat Giles, PMC Chair. Thanks to everyone for coming today since this is the “meat” of our committee charge. Patti encourages everyone to attend the May SSAC meeting. Patti stated that Jean had e-mailed a proxy for the contract votes.
2. **Approval of the Agenda:** Approved as mailed.
3. **Approval of the 2/19/08 Minutes:** Mary moved, seconded by Jane, and was unanimously approved to accept the minutes as previously mailed.
4. **Information:**
 - In-home Service OPI Contract Update: Patti stated that the In-home Service Consortium has met with the Addus Regional Manager to discuss requested contract changes. The Consortium requested and received the contract modification requests in writing. The Consortium plans to review the request on 4/17/08 via a telephone conference call. Patti outlined the requests:
 1. Eliminate the requirement for CNAs to do personal care. They will have a nurse train the “personal care aids” to assure they have the knowledge to complete personal care tasks. Currently, this is allowable under both the Medicaid and the Oregon State

In-home Service rules. Other Oregon AAA's using Addus have allowed this request.

2. Raise the contract rates so they are comparable to Medicaid rates. Currently, Medicaid rates are higher than this OPI contract. The rates for this contract were not raised last July. Addus is requesting the rate increase due to an increase in the union salaries of the Addus staff, as well as, the increased cost. The current rate is \$18.50 and the request is to raise the rate to \$18.89 (Medicaid rate) for personal care. The Home Care rate is now \$16.45 and Addus asks to raise it to \$16.80.
3. Addus also requested to charge three times the personal care rate for the nurse's initial assessment. Currently, the cost of this service is captured in the personal care rate and in no way reflects the cost to Addus to administer this contract requirement. Our contract has not paid for this in the past but Medicaid allows this, as do other AAA's in the State who currently have Addus as a care provider.
4. If the above changes are made Addus will agree to bill the NWS&DS' OPI client's minimum \$5.00 fee as they currently do for S&DS.

This contract is on a different schedule than our others and is in a continuation mode. Patti will keep the committee apprised.

The committee felt these were reasonable requests when the recent changes to the market prices were considered.

5. **Action:**

- A. Scheduling of April Site Monitoring Visits: Patti stated that based on the Contract Monitoring Plan adopted by PMC, there were no site monitoring visits to schedule at this time.
- B. Review and Recommendation of Contracts:
 - **Family Caregiver Support Group and Training:** Patti distributed the proposal submitted by Andrea Gillespie of the Cascade Health

Solutions and the program's application summary. The two documents were reviewed and discussed by the PMC. Patti will verify the proposed numbers for the unduplicated clients for each service. *Please note, on review of unduplicated client counts, Andrea stated that those listed (60) for Support Group were correct and that the correct amount for Training should also be (60). Patti made this correction on the application summary which will be reviewed by the SSAC in May.*

Motion: Moved by Mary; seconded by Jane and carried unanimously to recommend that the SSAC recommend that LCOG 1) Accept the application submitted by Cascade Health Solutions to operate the Family Caregiver Support Group and Training in 2008-09, as outlined in their proposal; and 2) That it recommend the program be awarded up to \$ 10,587 of Older Americans Act III-B (\$2,973) and III-E (\$7,614) funds payable at the rate of \$7.00 per unit of service, not to exceed a total of 1,815 units of service annually.

- **Senior Legal Services:** Patti reviewed the proposal and application summary submitted by the Senior Law Program that was mailed with the agenda. The two documents were reviewed and discussed by the PMC.

Motion: Moved by Jane; seconded by Mary and carried unanimously to recommend that the SSAC recommend that LCOG 1) Accept the application submitted by the Senior Law Program to operate the program in 2008-09, as outlined in their proposal; and 2) That they recommend the program be awarded up to \$59,677 of Older Americans Act III-B funds payable at the rate of \$18.06 per unit of service, not to exceed a total of 3,305 units of service annually.

- **LTC Ombudsman Recruiting and Screening Committee:** Patti reviewed the proposal and application summary submitted by the LTC Ombudsman RSC that was mailed with the agenda. The two documents were reviewed and discussed by the PMC. This contract is paid on an as needed basis rather than a unit rate.

Motion: Moved by Mary; seconded by Cathy and carried unanimously to recommend that the SSAC recommend that LCOG

- 1) Accept the application submitted by the Ombudsman R&SC to operate the program in 2008-09, as outlined in their proposal; and
- 2) That they recommend the program be awarded up to \$1,285 of Older Americans Act III-B funds payable as needed.

- **Elderhelp:** Patti reviewed the proposal and application summary submitted by Sue Maddron, of the ElderhHelp Program that was mailed with the agenda. The two documents were reviewed and discussed by the PMC. This will be a six-month contract with Ms. Maddron and will pay one half of the allocation made by the Planning & Budget Committee. Patti invited PMC members to suggest ideas for continuing the program after Sue's December retirement. She noted that S&DS staff will design a program transition plan by November of 2008 and that Ms. Maddron had agreed to transition the new Coordinator in January of 2009 for no pay.

Motion: Moved by Jane; seconded by Mary as amended and carried unanimously to recommend that the SSAC recommend that LCOG 1)Accept the application submitted by Sue Maddron to operate the Elderhelp Program through December 31, 2008, as outlined in the proposal; and 2) That it recommend the program be awarded up to half of the \$15,868 of Older Americans Act III-B allocation payable at the rate of \$25.67 per unit of service, not to exceed a total of 309 units of service annually.

- **Money Management Program:** Patti reviewed the proposal and application summary submitted by Clay Austin of the Money Management Program that was mailed with the agenda. The two documents were reviewed and discussed by the PMC.

Motion: Moved by Mary; seconded by Jane and carried unanimously to recommend that the SSAC recommend that LCOG 1)Accept the application submitted by Clay Austin to operate the Money Management Program in 2008-09, as outlined in he proposal; and 2) That it recommend the program be awarded up to \$5,670 of Older Americans Act III-B funds payable at the rate of \$ 472.50 per month.

- **Food Service:** Sandy reviewed the application summary submitted by Bateman and mailed with the agenda. She noted that this contract

is in a sole source RFP process. She noted that the front page of today's RG Business section displayed an article on the rising costs of food. She stated that if food costs continue to rise higher than Bateman estimated in its proposal, she would not be surprised if there was a request to re-negotiate the price mid-year.

- The Consortium decided to restore “whole meat” menus which had been cut out of the budget in the past two years.
- The Consortium reduced the number of hot and frozen meals to be purchased by 11,750 meals.
- Once a week, the menu will consist of ½ sandwich, soup, salad and dessert.
- Coffee for the dining rooms will be purchased outside the meal rate.

Sandy provided the following additional information as requested.

The FY 09 contract calls for preparation of meals according to the following schedule (note: current year comparisons are provided):

Type of Meal	FY 08 # Meals	FY 08 Rate	FY 09 # Meals	FY 09 Rate	Total Contract Value
Consortium Fresh Meals	472,650	\$3.40	469,000	\$3.56	\$1,682,634
Consortium Frozen Meals	117,100	\$2.95	109,000	\$3.29	\$385,259
Lane County Fresh Meals	183,750	\$3.40	181,000	\$3.56	\$644,360
Lane County Frozen Meals	35,800	\$2.95	35,000	\$3.29	\$115,150

Motion: Moved by Jane; seconded by Mary and carried unanimously to recommend that the SSAC recommend that LCOG That the SSAC recommend that 1) 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 09 at the rates no higher than the rates noted below.

Hot Meals	Frozen Meals
\$3.56	\$3.29

- **Metro Meals on Wheels:** Sandy reviewed the application summary submitted by American Red Cross that was mailed with the agenda. The two documents were reviewed and discussed by the PMC.

The proposal is for 4,712 fewer meals than the current year. The program currently does not have a waiting list. Staff plans to reduce the number of service days rather than create a waiting list in FY 09

This budget had numerous changes. The food service rate for hot meals increased 4.8% and the rate for frozen meals increased 11.5%. Nationally, the Red Cross is restructuring and some administrative functions will now be done regionally rather than locally, thus reducing local administrative costs. Due to the departure of their Executive Director last fall, the Oregon Pacific Chapter has been restructured as well. A Chief Operational Officer position was created. The new Chief Executive Officer, Chris Pryor, will spend more time on fund development.

Motion: Moved by Cathy; seconded by Jane and carried unanimously to recommend that the SSAC recommend that LCOG That the SSAC recommend that LCOG approve the FY 2009 contract for Metro Meals on Wheels with American Red Cross, for meals at a total unit rate of \$6.97 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

Source	Units	Unit Rate	Total Funds
OAA	51,900	\$1.5388	\$76,059
NSIP (includes OAA & OPI meals only)	5,748	\$0.59	\$34,012
OPI (includes OPI client donations)	5,748	\$6.86	\$36,056
HSC Funds	0	\$0.0	\$0

6. **Next Meeting:** May 20, 2008, 2:30-4:00 @ Campbell Senior Center. PMC left it to staff to decide if a May meeting was necessary. The decision hinges on the OPI Consortium negotiations. If all goes as outlined at today's meeting, staff may elect to e-mail the information to PMC and share it with SSAC. If not, a May meeting will be necessary.

7. **Adjourn:** The meeting adjourned at 4:25 p.m. Thank you!