

# MINUTES

Procurement and Monitoring Committee  
of the Senior Services Advisory Council  
October 25, 2005

## MEMBERS PRESENT

Jane Strasdas                      Mary Johnson                      Jane Strasdas  
Debbie Olsen                      Jean Jordan

## MEMBERS EXCUSED

Anna May Herbert                      Cathy Steadman Cox

## STAFF PRESENT

Patti Little                      Sandy Karsten

1.     **Call to Order:** The meeting was called to order at 1:30 p.m. by Jane Strasdas in the Chair, Anna May Herbert's absence.
  
2.     **Approval of the Agenda:** Approved as mailed, after moving Information Item 4 B, In-home Service Contract Update, to Action Item 5c.C
  
3.     **Approval of 4/28/05 Minutes:** Moved by Jane Strasdas, seconded by Mary Johnson and approved unanimously to accept the minutes as mailed.
  
4.     **Information:**
  - A. Review of PMC Roster: The new PMC roster was reviewed by all present with Jane Strasdas noting her new phone number. Committee members corrected their copies.
  
  - B. October Site Visits Review:
    - American Red Cross: In Cathy Steadman Coxes absence, Sandy reported on the ARC Meals on Wheels site visit which was conducted this

morning, 10/25/05. She reviewed a summary of the site visit noting the following:

1. The program is currently operating at capacity, serving 300 meals a day which is the highest level of meals per day served in the history of the program.
  2. There is currently no waiting list.
  3. The program's accounting processes were reviewed and it is recommended that the LCOG monthly report be revised to capture the reconciliation of the meals between the various funding sources.
- Family Caregiver Support Training: Mary Johnson reviewed the Caregiver Support Training site visit summary which was mailed with the agenda. She noted that the training was the first offered by Cascade Health Solution since moving to its' new site at the Kaufman Center and that the room which the program will utilize has not yet been remodeled. She further noted that another Kaufman program overlapped the first half hour of the training, causing rather cramped space and lack of parking. This said she shared that the program plans to hold future trainings a half hour later to avoid the overlapped with the Kaufman program. She rated the training a success and useful for all participants. Patti Little circuited and reviewed the handouts which were distributed at the training.
  - Bateman: Sandy Karsten noted that the Food Service Provider site visit will occur on Friday and will be conducted by members of the Tri-agency Consortium. She noted that the partners planned to monitor the contract administration portion of the relationship, menu planning, and personnel files. She further shared that Bateman's CEO was headquartered near Baton Rouge Louisiana and is assisting with the area's recovery by feeding rescuers and those restoring communication services. Many of the senior nutrition programs are not operating due to relocation of the populace and severe damage to kitchens and sites.

5. **Action:**

A. November Site Visit Schedule:

- Money Management: Jean Jordon volunteered to conduct the site visit which Patti Little will coordinate. The focus of the site visit will be client/volunteer matches and waiting list.
- In-home Service: Jane Strasdas volunteered to conduct the site visit which Patti Little will coordinate. The focus of the site visit will be 546 tracking and matching, particularly in the Florence area and the wait list policy.
- Volunteer Standards of Conduct Agreement: The agreement was distributed and reviewed by all. PMC members agreed to follow the standards by signing the agreement.

C. In-home Service Contract Update. Patti Little updated the Committee concerning the OPI In-home Service Contract. She noted that the Tri-agency Consortium had recently met. Members discussed the fact that the Addus contract's 6 month extension is nearing its end and anticipate a rate increase request from Addus in the near future, as allowed in the current contract. The Consortium recommends that Addus be approached to extend the contract through September 30, 2006, with a negotiated rate increase, to allow for a transition time in the Request for Proposal.

**MOTION: Moved by Mary Johnson, seconded by Jane Strasdas, that the SSAC recommend that the LCOG approve an OPI contract extension with Addus thru September 30, 2006 to allow for transition time in the RFP should it be needed; and that staff be allow to negotiate a rate increase for this duration, should Addus request such an increase, as allowed under the current OPI contract. The motion was unanimously approved.**

6. **Next Meeting:** November 22, 2005, 1:30-3:00 P.M., at Campbell Senior Center.

7. **Adjourn:** The meeting was adjourned at 3:00.

