

MINUTES

Procurement and Monitoring Committee
of the Senior Services Advisory Council
October 24, 2007 2007

MEMBERS PRESENT

Pat Giles Mary Johnson Yvaughn Tompkins Melissa Bowers

MEMBERS ABSENT

Jean Jordan Jane Strasdas Cathy Steadman Cox

STAFF PRESENT

Patti Little Sandy Karsten

1. **Call to Order and Introductions:** The meeting was called to order at 1:37 by Pat Giles, PMC Chair. Patti distributed and reviewed the confidentiality form and had members sign and date it.

2. **Approval of the Agenda:** Approved as mailed.

3. **Approval of the 9/27/07 Minutes:** Mary Moved, seconded by Yvaughn and unanimously approved to accept the minutes as mailed.

4. **Information:**

A. Food Service RFP Update – Sandy shared that the RFP is in a sole source situation, as Bateman was the only agency which submitted a letter of intent. The Consortium is not sure why this occurred but it may be due to the complexity of the process and the fact that the contract requires cooking. The Consortium would have preferred a competitive process but noted that Bateman past history as a provider has been good. Due to the sole source situation, agency selection committee representatives will not be necessary. The proposal is due back from Bateman 1/10/08. Staff will review the proposal and summarize it. It will then be shared with the PMC, similar to what is done with during a continuation contract year. Sandy anticipates that Bateman will be asking for a rate increase due to various factors, including the fact that dairy costs have increased.

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5. Action:

A. Review and Recommendation of Site Visits

All

1) Family Caregiver Support Group and Training – Patti shared that Cathy has not yet conducted her site monitoring visit at the support group and hopes to have it completed by the next meeting. Pat reviewed the summary of her support group site visit which was distributed. The session was good and eighteen individuals attended the session. She noted that the individuals included family members, professionals and two paid caregivers. Andreas did a good job of facilitating the group and that there was an excellent interaction among group members. Pat noted that she learned a lot from the group. For instance, the emotional context of impatience sticks with a person who has memory loss.

2) Senior Meals – Sandy, Mary & Yvaughn meet and expected the State to come down to conduct the site visit however Rhonda from the State didn't show up. Sandy called the State and rescheduled the site visits for 11/15/07. Mary did visit the Northwest Neighbors site and completed the meal program monitoring tool. The tool was left at the S&DS office and will be mailed with the November agenda for review by PMC. Yvaughn will also complete a site visit using the monitoring tool which will be reviewed by PMC. Mary noted that she spent the first part of the visit in the office with the site manager, Rose who answered all of her questions. It appeared that the program was well run. Mary noted that the participants seemed to know one another. She had the fish and enjoyed the lunch, finding it an interesting experience.

B. Scheduling of November Site Visits

All

1) American Red Cross MOW - Sandy will coordinate this site visit and noted that Lyn is currently out of the county and suggested that the site visit be conducted in December rather than November. She suggested that the group conduct the visit at 8:30 A.M. to meet with Linn; use the State monitoring instrument; and then complete a MOW delivery route. The group agreed with these suggestions. Mary will conduct the site visit. Sandy will ask Jean, Jane and Cathy if they are interested.

2) Money Management – Clay Austin is the new contract coordinator. AARP National is coming Thursday, 10/26/07 from 10-

noon to do a monitoring. Patti and Pat will attend and use their thorough monitoring instrument. It will be Umpqua Bank at Oakway Center. Pat will attend this monitoring. They are doing this because Carol Cookson was temporarily managing the program last year and cannot not monitor it due to a potential conflict of interest. Patti is particularly interested in the office housekeeping arrangements. Locating this program at a bank presents some challenges.

3) Addus In-home Service – The Consortium does not monitor Addus as regularly as we are accustomed to so Patti would like to monitor Addus in Lane County this year. Areas of interest for monitoring are: Florence services; their Criminal History Check process and whether they are LEDS certified and meet the State rules; their capacity; and review their most recent client satisfaction survey. Yvaughn could assist on either the afternoons of November 28 or 29. Patti will schedule.

4) Lane County Law and Advocacy Center -

5) Elderhelp – Patti ask for volunteers to conduct a site visit of this program during its Holiday Potluck where all volunteers and clients gather. Mary volunteered.

6. **Next Meeting:** We will skip the November 20 meeting. Next meeting is December 18, 2007, 2:30-4:00 P.M., at Campbell Senior Center.
7. **Adjourn at 2:45.**

