

**Joint  
Senior Services Advisory Council (SSAC)  
and  
Disability Services Advisory Council (DSAC)  
Meeting  
MEETING MINUTES  
Tuesday, June 5, 2018**

**SSAC Members Present:** Bob Daley, Chair; Saleem Noorani, Vice Chair; Catherine Skiens, *Meals on Wheels* Advisory Committee (MOWAC) Chair; Carolyn Mendez-Luck; Doris Lamb, Membership and Nominating Committee Chair (MNC); Anne Brett; Marilyn Winter; and Janet Shinner.

**DSAC Members Present:** Jan Molnar-Fitzgerald, Chair; Mike Volpe, Vice Chair; Suzanne Brean, MNC Chair; Clark Brean; Carolyn Fry; Edythe James; Jann Glenn; and Rusty Burton.

**Guests:** Mitzi Naucier; Kath Schonau; Debbie Mudgett; Cecelia DeAnda, Confederated Tribes of Siletz Indians (CTSI) Title VI Coordinator; and Jessie Grow-Hodges, Siletz Community Health Clinic Medical Social Worker.

**Members Absent:** Commissioner Claire Hall, Lincoln County; Suzanne Lazaro; Curtis Miller; Jasper Smith; Pete Rickey; Mark McNabb; Suzette Boydston; Robynn Pease; Lee Strandberg; Bill Turner; Lee Lazaro; Pat Shirley; and Sandy Potter.

**Staff:** Senior and Disability Services (SDS) Director Randi Moore; SDS Program Support Supervisor Ann Johnson; Community Program Support (CPS) Coordinator Lisa Bennett; Older Adult Behavioral Health Specialist Marie Laper; and SDS Administrative Assistant Terri Sharpe.

**1. Welcome, Introductions, and Additions to the Agenda:**

SSAC Chair Bob Daley called the meeting to order at 11:03 am. Introductions were made, including guests.

**2. Approval of Minutes:**

**ACTION:** Motion to approve the April 3, 2018 Joint SSAC-DSAC meeting minutes made by SSAC Vice Chair Saleem Noorani, seconded by DSAC MNC Chair Suzanne Brean. Motion passed unanimously.

**3. MNC Report (Doris Lamb, SSAC and Suzanne Brean, DSAC MNC Chairs):**

SSAC MNC Chair Doris Lamb reported the SSAC and DSAC MNC met in May where they gave their input for material for a New Member Orientation (NMO). The plan is to hold two NMOs this year; one in July, at the Albany office, and the other in September, at the Toledo office. Both will be open to all members.

The MNC discussed issues with attendance at the Joint SSAC-DSAC meetings and how to deal with members when continued absences are problematic.

The MNC recommended SSAC Chair Daley and SSAC Vice Chair Noorani to continue as SSAC Chair and SSAC Vice Chair respectively, and Carolyn Fry and DSAC Chair Jan Molnar- Fitzgerald as DSAC Chair and DSAC Vice Chair respectively.

DSAC member Jann Glenn opted out from renewal of her DSAC membership due to a time conflict with the Council meetings and her employment.

Currently, there is room for new members in all three Counties for both SSAC and DSAC except for Benton County SSAC, which is full at this time.

CPS Coordinator Lisa Bennett noted she is not currently actively recruiting for Linn and Benton Counties due to the physical capacity of the meeting room. However, she is looking for new members

for Lincoln County. The MNC members voiced that they would like to see more consumers on the Councils.

**4. Elections of SSAC Chair and Vice Chair (Doris Lamb, SSAC MNC Chair):**

Failing to meet a quorum, the elections of SSAC Chair and Vice Chair will be held by an email vote, sent out by CPS Coordinator Bennett to all SSAC members.

**5. Elections of DSAC Chair and Vice Chair (Suzanne Brean, DSAC MNC Chair):**

ACTION: Motion to elect Carolyn Fry as the 2018-2019 DSAC Chair and send to the Oregon Cascades West Council of Governments' (OCWCOG) Board of Directors for approval made by DSAC MNC Chair Brean, seconded by Rusty Burton. Motion passed unanimously.

ACTION: Motion to elect DSAC Chair Molnar-Fitzgerald as the 2018-2019 DSAC Vice Chair and send to the OCWCOG Board of Directors for approval made by DSAC MNC Chair Brean, seconded by Ms. Glenn. Motion passed unanimously.

**6. DSAC Membership Renewal Approval (Edythe James, MNC Member):**

ACTION: Motion to approve the renewal of DSAC membership to DSAC Vice Chair Mike Volpe, DSAC MNC Chair Brean, and Clark Brean, and send to the OCWCOG Board of Directors for approval made by Edythe James, seconded by DSAC MNC Chair Brean. Motion passed unanimously.

CPS Coordinator Bennett thanked Mr. Burton for his 22 years of service with DSAC. Mr. Burton will not be renewing his membership due to transportation issues.

**7. SSAC Membership Renewal Approval:**

Failing to meet a quorum, approval for renewal of membership for MOWAC Chair Catherine Skiens, SSAC MNC Chair Lamb, Anne Brett, Lee Strandberg, Marilyn Winter, Suzanne Lazaro, and Robynn Pease will be voted on by email, sent out by CPS Coordinator Bennett to all SSAC members.

**8. Executive Committee (EC) Report (Bob Daley, SSAC Chair):**

SSAC Chair Daley reported the EC met in May where they discussed the new structure of the SSAC and DSAC meetings. Within the year, SSAC and DSAC have gone from holding two separate meetings to having one combined meeting which meets every other month, with Committees meeting on opposite months. General consensus of the EC was the new structure of the meetings were going well; the Committees were getting more attention and time to do the work they were designed to do; and there is still flexibility in what is talked about in the Joint SSAC-DSAC meetings.

SSAC and DSAC members were asked for their input and view on how they feel the new meeting structure is working now. Responses included:

**PROS:**

- Meetings are more focused
- More reports coming from the Committees
- There's more time for Committees to focus on their work and make them more functional
- More information is now being given at the meetings

**CONS:**

- Lack of time for discussion causing meetings to go over time
  - Discussion took place regarding extending the length of the meetings by 30 minutes, depending on the agenda, or permanently with the flexibility of ending early, if the time was not needed.
  - Request to start the meetings either earlier or later so they did not disrupt Council members' entire day.

ACTION: Motion to maintain the current structure of the SSAC and DSAC meetings (Joint SSAC-DSAC meeting six times a year on even months) and to change the time of the Joint meetings to run from 10:00 am – 1:00 pm made by Ms. James, seconded by Ms. Glenn. Motion passed unanimously.

With the new start time for the Joint SSAC-DSAC meetings, Ms. Glenn rescinded her resignation and put in her request to renew her membership.

**ACTION:** Motion to approve the renewal of DSAC membership to Ms. Glenn and take it to the OCWCOG Board of Directors for approval made by DSAC MNC Chair Brean, seconded by Ms. James. Motion passed unanimously.

The EC also discussed the idea of formally opening the Care Planning Committee (CPC), Monitoring and Review Committee (MRC), and the MOWAC to both SSAC and DSAC members. To do so, the bylaws for both SSAC and DSAC would need to be changed, which would take a quorum of two-thirds of each Council for a vote. SSAC does not have a quorum today, however, CPS Coordinator Bennett suggested she draft up the language for the change to the bylaws, and send them to both SSAC and DSAC.

**ACTION:** Motion for staff to draft language in changing the DSAC bylaws reflecting the CPC, MRC, and MOWAC be joint SSAC-DSAC Committees, opened to both SSAC and DSAC members made by DSAC MNC Chair Brean, seconded by Ms. James.

Chair Daley reported that the EC also discussed possible goals for the Councils for this coming year which included:

- Integration of the Council meetings with the remote component of Toledo and Albany;
- Review of the SDS budget – paying attention to the budget, and planning ahead in advocacy and outreach about SDS programs and services;
- Senate Bill 1534 – required training for Home Care Workers (HCW) which might affect the availability of HCW. (EC thought this would be a good issue for the Issues and Advocacy Committee (IAC) to be tracking.);
- New member recruitment, orientation, and training
- Committees paying close attention to the calendar; and
- Committee reports – how to make reports to the Full Councils more engaging.

#### **9. MOWAC Report (Catherine Skiens, MOWAC Chair):**

MOWAC Chair Skiens reported the MOWAC met May 21st at the Waldport meal site. Nancy Clark has been hired as the new Lincoln City Meal Site Manager and Lincoln City is still in need of volunteer drivers. John Vickers has been hired as the temporary Siletz Meal Site Manager, while Angie Potter is working out of class with SDS. The Girl Scouts donated 252 cases of cookies to MOW which were delivered out to the meal sites.

Year-to-date, there have been 1,602 people served meals. More meals are delivered to homes than to meal sites, with the most being delivered in the Albany area (around 250 per day).

#### **10. Break for Lunch**

#### **11. Proclamation Regarding Anniversary of the Signing of the Americans with Disabilities Act (Lisa Bennett, CPS Coordinator):**

CPS Coordinator Bennett asked the Councils if they would be interested in the staff reaching out to the member governments in making a proclamation for the anniversary of the signing of the Americans with Disabilities Act (ADA) and then attending, with staff, any member governments' meetings that they may be invited to. The anniversary of the signing of the ADA takes place in July.

**ACTION:** Motion for OCWCOG staff to reach out to the member governments in making a proclamation for the anniversary of the signing of the ADA made by DSAC MNC Chair Brean, seconded by SSAC MNC Chair Lamb. Motion passed unanimously.

Council members interested in attending any meetings include: Clark Brean, Ms. James, DSAC MNC Chair Brean, Carolyn Mendez-Luck, SSAC Vice Chair Noorani, DSAC Chair Molnar-Fitzgerald, DSAC Vice Chair Volpe, and SSAC MNC Chair Lamb.

**12. Presentation: Elders' Services for Confederated Tribes of Siletz Indians (Cecelia DeAnda, Elders Title VI Coordinator, Confederated Tribes of Siletz Indians):**

CPS Coordinator Bennett reminded the Councils that the OCWCOG's *Area Plan* identified Tribal Services as a focus area of the *Plan* and she would like to make more progress in this area today, with the Councils' input, in terms of collaboration, communication, and ways to improve service to the Tribal population and staff. Introduction and thanks were given to CTSI Title VI Coordinator Cecelia DeAnda for hosting today's meeting.

CTSI Title VI Coordinator DeAnda represents the Elder's Program for the Confederated Tribes of the Siletz Indians. The Elder's Council is made up of a group of Elders that are interested in attending meetings and participating in group activities. The Council is allotted so much money per year, with which they decide what events they will attend for the year. This year, one of the events includes the National Aging Conference being held in California. In 2016, the Conference was held in Niagara Falls, New York where 25 Elders attended. Elders attending will receive a daily per diem, room, and airfare. Rooms are also provided for the Elders at their August Pow-Wow, as well as their July cultural event at Government Hill.

Monthly newsletters are sent out to 816 Elder Siletz Tribal members, worldwide. CPS Coordinator Bennett and Ms. DeAnda have discussed including information on *Adult Protective Services (APS)* and other services provided by OCWCOG. SSAC MNC Chair Lamb inquired about advertising for new SSAC and DSAC Council members through the newspaper. Ms. DeAnda said to send her the information and she would see that it makes it into the paper.

Other services provided to the Elders include, but are not limited to:

- Firewood – Wood is supplied through the *Elders Woodcut* sponsored by the Natural Resources Department;
- *Chore Services* – Up to eight hours a week of heavy duty chores, yard work, and homemaker services are available to an Elder. (If they need more than eight hours the care provider is sent to SDS to apply for a position of HCW for more hours. Unfortunately, not all care providers can pass the background check through the State.);
- *Work Experience Program* – for all Siletz Tribal Elders that would like to return to the workforce. (The employer is reimbursed by the Tribe for up to 500 hours per year at the rate of \$11.25 per hour. The Tribe will contract with any business an Elder decides to work with.); and
- Elder Cottages – Housing for Elders. (There are six cottages located on the Reservation.)

SSAC Chair Daley asked CTSI Title VI Coordinator DeAnda if there were any gaps in Tribal Services that SDS could help with. CTSI Title VI Coordinator DeAnda said the biggest gap would be with the *Chore Hours*. Eight hours a week is not enough time to help some Elders with work that needs to be done around the home. Ms. Fry asked if exceptions could be requested when an Elder's HCW is denied eligibility through the State. SDS Director Randi Moore said they can always apply for an exception, but with the emphasis the State is putting on safety it would take a lot to obtain that flexibility.

CTSI Title VI Coordinator DeAnda said in regards to transportation, the Elders Program provides transportation to events, monthly meetings, and two shopping days per month (which are voted on by the Council in regards to which city they will go to). The Clinic, however, is responsible for providing transportation to medical appointments.

SSAC Chair Daley asked what would be helpful in building a relationship between the Tribe and OCWCOG. CTSI Title VI Coordinator DeAnda suggested SDS attend one of the Elder Council's meeting and give a presentation on the services SDS provides and also contributing information to their newsletter. The Elder Council meetings are held the second Saturday of every month and permission must be granted from the Chairman in order to attend.

Siletz Community Health Clinic Medical Social Worker Jess Grow-Hodges said a continual issue the Siletz Health Clinic runs into are glitches in getting people enrolled into an open card medical system which allows them to go anywhere for their health care needs. Instead, the system is enrolling some people into Coordinated Care Organizations (CCO) which limits them to a specific place. Also, with an open card the client automatically has a Care of Oregon Advocate, where if a person is in a CCO, they do not, which can cause them to lose services. Some members are willing to stay on CCO's, but the majority need the open card. Siletz Community Health Clinic Medical Social Worker Grow-Hodges has been talking with SDS and with the CCO's to try to resolve this issue.

### **13. Director's Report (Randi Moore, SDS Director):**

SDS Director Moore said the legal advocacy groups, that were going to sue the State of Oregon over the October changes in the frequency of Activities of Daily Living (ADL) and the time study (time it takes to perform certain tasks such as bathing, preparing meals, etc.), which resulted in the reduction of the number of hours people were receiving for in-home services, have reached an agreement with the State. The tentative agreement is the State can move forward with the changes in the frequency of ADL, but there needs to be more notification and clearer language as to why services are being reduced or terminated. Consumers have the option of filing for exceptions. Changes regarding reduction of hours of services due to the time study has been rolled back and consumers will not have reductions in hours based on the time study.

Another rule change with the State is a consumer will no longer lose their eligibility for services if they have not hired an HCW within 14 days of applying for services. Having a Case Manager means one is receiving service, therefore is eligible for services.

Director Moore announced that OCWCOG just completed a Quality of Assurance Audit in which they did better than the State's percent averages in accuracy and quality of provided service. SDS Director Moore feels they have room for growth in financial eligibility determination. Overall, the results were positive and she will be writing up a report on how OCWCOG compared to the State.

Coastal Farm and Ranch in Albany gave SDS 150 box fans to give out to consumers. There are about 30 left so if anyone knows of anyone in need of a fan they should contact SDS Director Moore.

SDS Director Moore explained to the Councils about Integrated Eligibility, now referred to as Eligibility Transformation (ET) which could affect the way SDS does their work. The State has a computer system called ONE, where people do eligibility determination online through a computer algorithm to determine what services they are eligible for. The idea is that a person, no matter where they are located, could be served by an eligibility worker anywhere in the State. Virtual Eligibility Centers (VEC) are the wave of the future, but could have ramifications. Oregon Association of Area Agencies on Aging and Disabilities (O4AD) and SDS is keeping an eye on this. They do not want eligibility functions to be completely taken out of SDS offices and they don't think it's good for the consumers. SDS Director Moore will keep the Councils updated as she hears more.

SDS Director Moore announced SDS is hiring new *Adult Protective Services (APS)* workers. A new employee was hired to replace a current staff member who is leaving, and they are looking to fill a new added position to the team. If anyone knows of someone that would make a good *APS* worker they should send them to OCWCOG.

SDS Director Moore announced SDS has a training unit of two people who will be working on the onboarding of staff, as well as quality assurance. She would like to bring them to a Council meeting to have them explain to the members about quality assurance and their new roles.

### **14. Announcements:**

Ms. Mendez-Luck announced she just got approved from the Governor's Commission on Quality Measures of Care (QMC) in response to Legislation that has passed in looking at Nursing Care Studies. The first meeting is in July and she will keep everyone apprised.

SSAC Vice Chair Noorani announced, *Oregon Saves*, a savings plan for small businesses, just reached a milestone of \$3 million saved with 4,400 people enrolled.

Kath Schonau announced there is a new 24 room Memory Care Unit opening in South Beach in September. They will be accepting Medicaid.

CPS Coordinator Bennett announced the CPC had a comprehensive presentation from SDS APS Supervisor Kate Hall regarding APS. In September, the CPC will continue with conversation on care, safety, and abuse. There will be focus on Senate Bill 1534 with both the CPC and the IAC.

The EC decided, as a priority, to focus on the Budget, especially in the next Legislative period and the Councils need to stay on top and ahead of it. This is part of some overall plans that the EC made that they will be working on with the Councils over the next year.

CPS Coordinator Bennett announced in October the all Joint SSAC-DSAC meeting will be in Linn or Benton County. The EC asked her to look into returning to the Veterans Home in Lebanon, where they met three years ago.

DSAC Vice Chair Volpe said he would like to invite Representatives Andy Olson and Dan Rayfield to the Joint SSAC-DSAC meetings before the Legislative Session. He also gave thanks to CTSI Title VI Coordinator DeAnda for her presentation and hosting their meeting.

Mr. Burton would like notification of the meeting that Representatives Olson and Rayfield will be invited to.

**15. Adjournment:**

Meeting was adjourned at 1:34 pm.

The next meeting will be on Tuesday, August 7, 2018.

*Meeting Minutes were recorded by Terri Sharpe.*