

AGING SERVICES ADVISORY COUNCIL
February 13, 2023 Meeting Minutes
Meeting held via Zoom
10:00 AM - 12:00 PM

FACILITATOR		Eric Olson			
NOTE TAKER		Amy Kelsey			
P	Anne Meader	P	Carol Bernhard	S	Brenda Durbin
P	Eric Olson	P	Sonya Norton	S	Amy Kelsey
P	Jill Frankie	P	Marge Lorton	S	April Bundy
E	Michelle Cassel	P	Dan Hoeschen	V	Annette Johnson
P	Shella Razon-Lumetta	P	Laraine Durham		
E	Virginia Seitz	P	Mira Vowels		
A	Peter Zambetti				

P-Present

A-Absent

E-Excused

S-Staff

V-Visitor

ITEMS / ISSUES	DISCUSSION	FOLLOW-UP
Meeting Called to Order	Eric Olson called the meeting to order at 10:00 AM. Quorum was established.	
Meeting Minutes	December minutes were moved to approve by Laraine, seconded by Marge and adopted by the Council. June minutes were presented for adoption and tabled until March.	
Service Equity Planning Group	Next steps in Service Equity planning. Establish a Service Equity Committee. The Service Equity Planning Group will be an ongoing committee. Meetings will address Service Equity and Service Delivery to staff, clients and community partner's. The following ASAC members have requested to serve on the Service Equity Committee – Jill Frankie, Sonya Norton, Michelle Cassel.	

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	<p>As addressed in the ASAC Bylaws SECTION 2: <u>Appointment and Tenure</u></p> <p>I. Each Council member will serve on at least one ASAC sub-committee, or on another committee or community organization serving the interests of seniors.</p> <p>The Service Equity Committee fulfills the Bylaws.</p> <p>The Scope of Service Equity Planning to include a greater focus on inclusion and the use of plain language. Plain Language training will be offered to ASAC in the next couple of months.</p>	
<p>Adult Center Liaison Committee (ACL)</p>	<p>Adult Center Liaison Committee (ACL) Relaunch Draft for Discussion</p> <p>The Older Americans Act requires that each service provider will establish a means of soliciting participant input on appropriate matters relating to Congregate and Home-Delivered Nutrition Program services. See below for the actual language from the Older Americans Act.</p> <p>Social Services and ASAC have paused these activities due to pandemic restrictions. We are now ready to restart these activities.</p> <p><u>Membership and Activities</u></p> <p>Marge Lorton is Chair of the ACL.</p> <p>The ACL Committee will consist of up to (5)? Members.</p> <p><u>Committee member responsibilities</u></p> <p>The Adult Center Liaison Committee will convene as needed to organize the work of the committee. By March 15, 2023 the committee will have met to finalize the proposals laid out in this document.</p>	

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	<p><u>All ASAC member responsibilities</u> Visits to Senior Center congregate meal programs comprise the majority of the Committee's work. All ASAC members are strongly encouraged to participate in at least one visit to a Senior Center meal site each year as part of the ASAC monitoring process. Teams of 3 to 5 members gather at a Center, eat lunch, talk to the Center Director and attendees, and then complete an evaluation form.</p> <p>ASAC members also participate in ride-along program with Home Delivered Meal drivers to evaluate the effectiveness of the Home Delivered Meal Program.</p> <p><u>County staff responsibility</u> County staff compile the reports from each member and creates a summary report for ASAC review.</p> <p><u>Proposed Timeline</u> ACL has an initial meeting by mid-March</p> <p>Goals</p> <ul style="list-style-type: none"> • Develop a training that all ASAC members will attend prior to participating in these activities on appropriate boundaries when interacting with meal site participants in your capacity as an ASAC member • Determine if an on-line survey tool would be beneficial • Determine feedback mechanism to address issues that arise during conversations • Revise Survey tool as needed • Re-establish ride along program • Determine "question of the year" 	

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	<p><u>Other</u> Per a suggestion as ASAC, ACL would like to identify ASAC members who would act as a liaison to each Center. The liaison's primary role will be to visit the Center regularly, participate in activities, make connections with staff and volunteers, and act as a conduit of information between the county and the Center.</p> <p>Brenda's response – this idea has merit, but we would need to create clear lines between county contract administration and the liaison role.</p> <p style="text-align: center;">Participant Input</p> <p>Each service provider will establish a means of soliciting participant input on appropriate matters relating to Congregate and Home-Delivered Nutrition Program services. Information may be obtained through focus groups, advisory councils, suggestion boxes, or surveys. Suggestions may also come from food production staff, site managers, home-delivered meal drivers, and food purveyors.</p> <p style="text-align: center;">Nutrition Advisory Council</p> <ol style="list-style-type: none"> 1. Each AAA is encouraged to establish a nutrition advisory council. The nutrition advisory council may be a sub-committee of an existing advisory council. The nutrition program may also set up a separate advisory council for home-delivered meals representation, if feasible. 2. Suggested Council role and Responsibilities <ol style="list-style-type: none"> a. Make recommendations to the nutrition director regarding the food preference of participants; 	

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	<ul style="list-style-type: none"> b. Make recommendations to the nutrition director and the aging unit regarding days and hours of meal site operations and site locations; c. Make recommendations to the nutrition director regarding meal site furnishings with regard to the disabled or physically challenged participants; d. Conduct at a minimum, annual on-site review of each meal site to ensure compliancy in the program; e. Advise and make recommendations to the nutrition director and aging unit regarding supportive social services to be conducted at meal sites; f. As an organized group, give support and assistance to the ongoing development of the nutrition program; g. Represent and speak on behalf of nutrition participants and program; and h. As a liaison group, act as a communication clearinghouse between the nutrition program and the public. 	
<p>Emergency Planning Group</p>	<p>An invitation was presented to members of the Aging Services Advisory Council to serve on an Emergency Planning Group. The Emergency Planning Group will be an ongoing committee led by Stephanie Coleman, Management Analyst 2 and Disaster Management Coordinator. The following ASAC members have requested to serve on the Emergency Planning Committee – Carol Bernhard, Sonya Norton, Michelle Cassel, Anne Meader, Annette Johnson, Mira Vowels, Shella Razon-Lumetta, Laraine Durham</p>	

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	The Emergency Planning Group will meet prior to the March ASAC meeting and report out to the Council on scope of work.	
Mandatory Reporting	Mandatory Reporting tabled due to time constraints.	
Mentorship Plan	<p>Mira and Shella will review ASAC mentorship plan and provide feedback around what's working and provide suggestions to Council during the March meeting. At this time Eric and Anne are the Councils Mentors.</p> <p>ASAC Member Mentorship Plan under review.</p> <p>Every year at the April meeting, ASAC members, who have been on the Committee for at least a year, will be asked to volunteer to be a potential mentor for new members.</p> <p>Mentor volunteers will be asked to submit a short bio, based on a template, including their contact info, location, reasons for joining, what they are passionate about, goals for their membership, etc. Mentor volunteers could also indicate if they are willing to mentor more than one member in their bio, or once paired they could request to be taken off the list.</p> <p>A list of potential mentors will be maintained.</p> <p>Once a new member is approved by the County, they will receive the list of mentors and their bio's, as part of the new member welcome package. New members will be asked to choose a mentor from the list and reach out to them, if they think it would be helpful. The Second Vice-Chair will reach out to the new member to encourage they reach out to a mentor.</p> <p>These are some suggestions for the new member and mentor to consider:</p>	

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	<ul style="list-style-type: none"> • Initial welcome call or email to get to know each other, and to learn about the new member's preferred form of communication (phone call, email, text or in-person). • Make sure the new member received the ASAC binder, and go over any questions they may have. • Discuss the Adult Center Liaison and Age Friendly Communities opportunities. • Review the acronyms and Oregon Public Meeting Laws that are used. • Discuss how ASAC relates to the County, the Senior Centers and the other committees/groups. • Review the Area Plan. • Set up meetings or calls, a few days prior to the next 3 monthly ASAC meetings to: Review the agenda. <ul style="list-style-type: none"> -Discuss how the meeting is run, including everyone's roles. - Make sure their Zoom account is ready to go. - Note that people should mute themselves when they're not talking on Zoom. - Mentors could send a reminder to the new member an hour before the meeting to make sure they have the Zoom link and can connect successfully. - Mentors could set up a Zoom call for all interested new members to check in with any question that they might have. - After meetings, mentors could check in with the new member to answer any questions or review what was discussed. <p>Once a year prior to the April Executive Committee meeting, the Second Vice-Chairperson shall check in with the mentor and new member, noting suggestions for how the mentorship process can be improved.</p>	

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FCSP and OPI-M	<p>April Bundy, Human Services Supervisor with Aging and Disabilities Services presented referral and basic eligibility requirements as they pertain to the Family Caregiver Support Program (FCSP) and Oregon Project Independence – Medicaid (OPI-M).</p> <p>FCSP REFERRALS and BASIC ELIGIBILITY information</p> <ul style="list-style-type: none"> • Live in Clackamas County • You are a caregiver for: <ul style="list-style-type: none"> • Someone age 60 or older and/or • Someone of any age who experiences Alzheimer’s or a dementia <p>Call the Aging and Disability Resource Connection (ADRC) to talk with a staff member 503-650-5622 or email at clackamasadrc@clackamas.us. Office Location: Clackamas County Social Services 2051 Kaen Road Oregon City, OR 97045.</p> <p>OPI REFERRALS and BASIC ELIGIBILITY information</p> <p>Tips for OPI Eligibility and Things to Remember:</p> <ol style="list-style-type: none"> 1) The person must be either: <ol style="list-style-type: none"> A) 60 years old or older or B) Any age and have a diagnosis of Alzheimer’s or dementia 2) The person must need help with daily activities such as walking, transferring or personal care, need assistance because of cognitive decline or need assistance managing their medications. If housekeeping or meal preparation are the only needs, the person will not qualify for assistance. 3) OPI cannot serve people who receive Medicaid (in home care from Medicaid or OHP). OPI can serve people who receive food stamps (SNAP) or help from Medicaid to pay their Medicare Part B premium. 4) OPI clients usually receive 14 to 20 hours per month of help. This 	

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	<p>amount is subject to change depending on client need and funding.</p> <p>5) The person cannot live in a Community Based Facility such as an Adult Foster Home, Assisted Living Facility, or Residential Care Facility. Individuals can qualify for assistance if they live in an independent living community.</p> <p>6) There are no income restrictions, but there may be a fee for the service based on the household's adjusted gross income. OPI looks at the gross income (income before taxes are taken out) minus out of pocket medical expenses (Rx copays, OTC drugs, insurance premiums, medical supplies, etc).</p> <p>7) The program does not look at assets and resources, only monthly income.</p> <p>8) Please confirm that the person knows they are being referred to the program and is willing to receive the assistance in their home before sending a referral.</p> <p>To make a referral, please complete the attached waitlist referral form and email it to opi-waitlist@clackamas.us or leave a message on the OPI screening line at 503-650-5769. A member of the OPI team will follow up with either the client or an alternate contact to complete a risk assessment, determining the potential client's priority for service enrollment. The waitlist will remain open as long as the program has capacity to add new clients to services.</p> <p>There are no dates for the programs rolling changes to take effect. The following changes are in the works.</p> <p>FCAP-Medicaid provides a small stipend of \$500 per year. There is plans to increase the stipend to \$500 per month.</p>	

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	<p>OPI-Medicaid requires no estate claim and allows for 20 hours per pay period.</p> <p>Jill asked for more detail around scope of care between medical and regular. Wound care and toenails verses house-keeping. Jill would like to know if the price will increase to match the increased in care provided.</p> <p>April shared the proposed change in definition becoming more inclusive related to a person, and the potential for the increase in care providers.</p>					
Member Updates	<p>Jill requested contact information for:</p> <table border="0" style="width: 100%;"> <tr> <td style="text-align: center;">April Bundy</td> <td style="text-align: center;">Annette Johnston</td> </tr> <tr> <td style="text-align: center;">Abundy@clackamas.us</td> <td style="text-align: center;">Annette.m.johnston@dhsosha.state.or.us</td> </tr> </table> <p>Jill mention March 1st public outreach would be ending for food pantries.</p> <p>Anne spoke of legislative updates from Brenda, tracking and current bill list.</p> <p>Eric requested information on the upcoming O4AD meeting.</p>	April Bundy	Annette Johnston	Abundy@clackamas.us	Annette.m.johnston@dhsosha.state.or.us	
April Bundy	Annette Johnston					
Abundy@clackamas.us	Annette.m.johnston@dhsosha.state.or.us					
Public Comment	No Public Comments					
Next Meeting	April 24, 2022 10:00AM - 12:00PM Hybrid					