

Adult Day Health Care LOB Phase II

Steering Committee Meeting Minutes

November 12, 2019

Committee Name	ADHC Phase II Steering Committee
Meeting Location	Lincolnia Senior Center, Cafeteria
Date and Time	Tuesday, November 12, 2019 at 9 a.m.

Attendees:

Shauna Severo (Fairfax County Health Department Director of Health Services, Project Lead)

Evan Braff (Fairfax County Neighborhood and Community Services)

Lawrence Costanzo (Fairfax County Procurement and Material Management)

Darcy Franz (Adult Day Health Care family caregiver)

Kathy Hoyt (Commission on Aging, Adult Day Health Care volunteer)

Allyson Pearce (Fairfax County Health Department, notetaker)

Janice Siegel (Adult Day Health Care volunteer)

Attending via conference call:

Barbara Antley (Fairfax County Department of Family Services)

Suzanne Lane (Fairfax County Health Department)

Kay Larmer (Commission on Aging, Adult Day Health Care Volunteer)

AGENDA ITEM	RESPONSIBLE PARTY	OUTCOME/ACTION STEPS
LOB Status Update	Shauna Severo	<p>Project status was recapped per the minutes from the October 15 meeting. Shauna gave a detailed, historical recap of the LOB exercise, its origin, steps taken to date, and current project status. The Steering Committee had several questions regarding project status, and the following key points were made:</p> <ul style="list-style-type: none"> • NIP Timing: Before the Request For Information (RFI) could be issued, Deputy County Executive Tisha Deeghan requested that Adult Day Health Care Program management submit an NIP to the Board of Supervisors (BOS). This NIP (Not In Package) is a memo to the BOS explaining that an RFI to gauge community interest will precede a final report to the BOS. Timing of NIP submission has been delayed due to budget season and elections, but it has now officially been submitted. • The LOB Project is directed by County Executive Management and the Fairfax County Board of Supervisors: The committee has been instructed by County Executive Management to continue project to completion. • The LOB Project is Continuing: Since the LOB project began, a new CEX has joined. The new CEX is not pursuing LOB projects in the sense that he will likely have a new approach to the process for evaluating programs and efficiencies and these will not have the formal “LOB” name. The RFI process is advancing in order to obtain as much information as possible from the marketplace before completing the final committee report. • The Health Care Advisory Board suggested refreshing Steering Committee Membership: It was suggested that more family caregivers get added to the Steering Committee. <p>ACTION STEPS:</p> <ol style="list-style-type: none"> 1. NIP to be distributed to the Steering Committee 2. Shauna will continue to work to identify additional family caregivers to join the Steering Committee.
Review of the RFI	Shauna Severo	<p>The RFI was reviewed and the following suggestions were made:</p> <ol style="list-style-type: none"> 1. Add date of BOS meeting when the LOB was mandated, including a link to the presentation to the BOS.

		<p>a. On Page 3: “BOS instructs staff on DATE...”</p> <ol style="list-style-type: none"> 2. Page 5: Capacity Interest Checklist: Change in third column from “Not Currently Providing But Interested AND Capable Of” (Change “or” to “and”) 3. Double-check the income levels in fee scale to ensure no changes made since original document 4. Attachment B: Under Staffing Elements, revise volunteer language to include “recruit, train and manage volunteer corp” <p>Other comments and suggestions:</p> <ul style="list-style-type: none"> • Meals for Adult Day Health Care in some locations are provided under DFS’s Congregate Meals Program. • Suggestion made to consider Adult Day’s ability to take in participants who are coming back from acute rehab. <p>ACTION STEPS:</p> <ol style="list-style-type: none"> 1. Shauna to make RFI updates and submit these to Lawrence. 2. A link to the BOS presentation should be shared with the Steering Committee. 3. Shauna to inquire regarding potential to add participants who are transitioning from acute rehab and might be temporary participants.
Review of the RFI Process	Lawrence Costanzo	<p>The process for the RFI was discussed:</p> <p>An RFI (Request For Information) gathers marketplace information on vendors and the services they might be interested in providing. Once the RFI has been finalized, it will be posted on the eVA portal. NIGP codes will be assigned to the RFI, so when it is uploaded it is automatically ‘pushed’ to vendors affiliated with those codes. Lawrence and Shauna worked together to identify relevant NIGP codes for the RFI. Vendors not currently using eVA can be added. Vendors can then download the RFI, review it, and submit responses. Typically an RFI is open for 30-days. The Committee would need to host an Informational Session shortly after the RFI is posted for interested potential vendors. During the time the RFI is open, vendors can submit questions for clarification. The RFI will also be posted to the Fairfax County Procurement and Material Management website.</p> <p>Other points about the RFI process discussed</p>

		<ul style="list-style-type: none"> • Vendors who submit RFIs do not receive communication back, but the suggestion was made to send a letter to say “thank you, we received your RFI.” Vendors can be nationwide. • The return rate on responses depends on the nature of the item. • The exact number of vendors associated with the three NIGP codes affiliated with the RFI is unknown, but believed to be in the hundreds. • Vendors can be nationwide. • Steering Committee members do not need to sign confidentiality agreements to review the RFI responses. • Steering Committee can ask vendors for very topline, clarification questions on responses, but nothing overly specific. The RFI is an information gathering tool, not an RFP which will gather more specificity. • After RFI responses are gathered, the Steering Committee will convene to review.
RFI Next Steps and Timing	Shauna Severo	<p>The Steering Committee assigned the following timeline:</p> <ul style="list-style-type: none"> • As Soon As Possible This Week: Shauna will make the updates to the RFI discussed during the committee meeting and send these to Lawrence. • Week of November 18: Barring any unforeseen circumstances, the RFI will be posted to eVA and the Fairfax County Procurement and Material Management website during the week of 11/18/19. • December 6 (Friday): Informational Meeting for interested vendors at the Lincolnia Center. Vendors can have questions answered and tour the centers. • January 10, 2020: All RFI responses are due. <p>ACTION ITEMS: In addition to the above, we will secure conference room space in Lincolnia for the Informational Meeting.</p>
Other Business, News and Updates	Steering Committee	<ul style="list-style-type: none"> • Shauna Severo has been promoted at the Health Department and is now Director of Health Services. She is currently serving in dual positions (her old one and her new one) until a new Assistant Director of Health Services is hired. • Cost Per Service Unit Clarification: Shauna advised the committee that this data does not need to be refreshed as it pertains to operating costs within the center, however it will be appropriately footnoted.