

Lines of Business Phase 2

MEETING INFORMATION:

Committee Name:	Adult Day Health Care (ADHC)
Meeting Location:	Lincolnia Senior Center Dining Room
Date & Time:	June 27, 2017, 9 a.m.
Note taker:	Jennifer Robinson

ATTENDEES: Shauna Severo, Brian Allen, Daniel Harlan, Katie Horstman, Heisung Lee, Kathy Hoyt, Darcy Franz, Barbara Antley, Kay Larmer, Janice Siegel, Robin Wilson, Rosalyn Foroobar, Colleen Turner, Ellyn Crawford, Evan Braff, Jennifer Robinson

ABSENT: Jane Priest, Dean Shaninian, John Cox, Suzanne Lane, Otis Langford

AGENDA ITEMS ADDRESSED:

Agenda Item	Discussion	Outcome/Action Steps
Introductions	Jennifer Robinson, ADHC Program Manager, called the meeting to order and the attendees Introduced themselves.	None
Caregiver Meeting Review	Jennifer Robinson reviewed the minutes of the caregiver meeting which included an overview of Alvarez and Marshal consulting firm's qualifications and deliverables including a cost assessment, cost benefit analysis, and a final report. More marketing ideas discussed.	http://www.fairfaxcounty.gov/hd/adhc/caregiver-center.htm Link to notes posted on ADHC website.
Review of Options	The potential options put forth may be: 1) privatize one ADHC center and pilot that to see how it works, 2) privatize one center and the co-located Sr. Center, 3) privatize the whole program and 4) privatize all four co-located ADHCs and Sr. Centers, and 5) do nothing at all. It was stressed that no decision had been made. The Board of Supervisors (BOS) directed the HD to explore alternative delivery models to include privatization and to conduct a cost benefit analysis. The results of the research and any recommendations are to be shared with the BOS. The Steering Committee has been charged with making recommendation, the BOS will make final decision(s). No recommendations or	

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	<p>decisions have been made at this time. We also discussed the value of considering co-located LTC services offered at the 4 sites.</p>	
<p>Review Work Plan and Timeline</p>	<p>Shauna Severo reviewed the work plan and timeline summarizing the work that had been completed. We added scheduled meeting with staff at the Senior Centers and the ADHC to the work plan.</p>	<p>(See attached)</p>
<p>County Programs Financial Assessment Update</p>	<p>Brian Allen and Daniel Harlan, consultants with Alvarez and Marsal (A&M), stated they are working on financial assessment of the county programs but they are waiting for cost figures from Fastran and the ADHC conversion rates. Jennifer Robinson is in the process of getting this information for A&M. The completed assessment will be available, to include the fiscal categories examined and associated figures, for the Steering Committee to review and discuss. The goal is to have this completed by the next Steering Committee Meeting.</p>	<p>Jennifer will get them the outstanding data by the end of the week pending Fastran's ability to gather the needed data by then</p>
<p>Benchmarking Update</p>	<p>Robin Wilson created a survey for eight top quality ADHCs to complete. The survey included all of the recommendations from the last steering committee meeting and several items requested by the consultants. The survey was sent to Insight Memory Care's Executive Director to pilot after which he offered valuable feedback and recommended edits to the survey. Jennifer took the initial survey and felt that it needed to be shortened. The committee recommended that the HD make the edits recommended by IMCC Director before sending the tool out for their review and input.</p>	<p>Jennifer, Robin, and Shauna will go back over the survey to narrow its focus on the information needed for A&M's to conduct the cost- benefit analysis</p> <p>Jennifer will send out the link to the revised tool to the rest of the steering committee for review.</p> <p>Will meet with A&M and Katie Horstman to review and finalize the tool once we have feedback from committee members.</p>
<p>Update on Meeting with BACs</p>	<p>Shauna Severo provided an overview of the ADHC LOB Phase II Charter to the Health Care Advisory Board and the Council on Aging. Jennifer did the same with the Disabilities Services Board.</p>	

Agenda Item	Discussion	Outcome/Action Steps
Set Next Meeting Agenda	<ol style="list-style-type: none"> 1. Review benchmarking results 2. Review County Program Fiscal Assessment 3. Review feedback from the caregiver meetings 4. Discuss value of taking a field trip to other local centers that were included in the benchmarking study 	Given the need to review and have a robust discussion of the deliverables it would be best if members could attend in person if possible
Discussion	Conduct some advanced planning for the caregiver discussions: e.g., perhaps to develop an agenda in advance or at least be prepared with questions to facilitate useful discussion.	Agendas will be sent out ahead of future meetings.
Adjournment	The meeting was adjourned at 10:30 a.m.	

Next Steering Committee Meeting Date: Lincolnia Senior Center 7/31/17 9:00 am – 10:30 am