

AARC Workgroup (1/12/2016)
Minutes

1. Status of kitchen renovations and interim Senior Meal program strategy.
Estimated completion:
 - a. Question 1: Once the construction date is be pushed out to March; what is the expected date to finish the construction?
 - i. Answer: I have not been given an expected completion date, only that construction can take 3 - 4 months.
 - b. Question 2: Can we start the 4 senior meal program per week in March?
 - i. Answer: In talking with staff, my preference is to expand the senior meal program to Mondays, once the commercial kitchen is completed and the new contracts take effect. The current long-term solicitation that will go before Council for approval in late spring, states that contracts may be awarded to provide meal service 4 days per week beginning June 1. At this time, the AARC does not have the staffing capacity to handle an expansion to Mondays in March (2 full-time position vacancies need to be filled and a second part-time temporary shuttle driver). Council allocated an additional \$32,000 for the senior meal program this fiscal year. Remaining dollars will be spent on a buffet line table, serving ware, plates, cups, utensils, pots and pans, etc. to finish-out the commercial kitchen. We also recently received a request from a vendor to purchase all lockable cabinetry for the new dry pantry area. These items were not included in the original \$600,000 bond dollars for the project. We will also use funding to translate materials (such as the visitor/program participant survey and senior meal program guidelines) into Chinese, Korean and Vietnamese as our seniors primarily speak these languages.
2. RFP for Senior Meal program after renovations
 - a. What are the current status of the interim food vendors? How many?
 - i. Our past two vendors have signed "hold over" agreements, EM Gourmet and Curry In Hurry. This week, I received documentation from Corporate Purchasing Office to begin seeking bids for interim food vendors for the time between the hold over period ending and the new contracts beginning so that we do not experience a "gap in service." I should know who those food vendors are sometime next month after an internal review/approval process. My hope is that we will have at least two interim food vendors.

- b. How long do the seniors stay at AARC when they come to the luncheon? Can we try to have programs/activities before or after the lunch for them? Maybe we can start with checking with them if they would be interested to be picked up earlier or go home later and have chance to attend other programs?
 - i. Seniors are picked up around 9:30am and 10:30am when there are two routes for transportation services. We have activities before (primarily wellness classes) and after meal time (conversational English, board games and karaoke). Please find attached the January 2016 Menu, Schedule of Activities and Transportation for more information.
 - c. Has AARC implemented a survey of what activities the seniors (who attend the senior meal program) want?
 - i. Yes. We provided written surveys to seniors when we began the program. In addition, our seniors are very vocal and often provide feedback. For example, some seniors approached us that they would like to play badminton, so we set up the equipment in the ballroom a few times. One of the most requested activities is dancing. Seniors often gather and dance with their own music. We would love to find a volunteer dance instructor and organize an official class.
- 3. Discussion about subpopulation data collection:
 - a. After reviewing the breakdown used by Houston in 2011, we recommend expanding our original list (see attached). For analysis, the responses could be grouped in 4 areas: East Asian, Southeast Asian, South Asian, Pacific Islander, Middle Eastern. This is consistent with the breakdown used by Asian Family Support Services for some of their Federal/State programs.
- 4. Other?
 - a. Translation budget city-wide to encourage departments.
 - b. AARC budget: Sport court, benches and useable shade space in great lawn, playscape
 - c. Feedback to AARC on Visitor Survey (attached)