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DATE: 11/17/08
TIME: 3:25pm
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Seymour Housing Authority

➤ 857th Meeting

The 857th Meeting, a special meeting of the Seymour Housing Authority, was held at Smithfield Gardens Assisted Living located at 26 Smith Street, Seymour, Connecticut in the Multi-Purpose Room on Thursday, November 13, 2008 and was called to order by Vice-Chairman Dota at 2:15 p.m.

➤ Roll Call

Answering the Roll Call were Commissioners Dota, Horelick, Skurat and Zullo.

Also present were Secretary and Executive Director David Keyser, and Donna DeSantis, MRC Director.

Public Comment

None

➤ New Business

Vice-Chairman Dota introduced the Meal Services RFP selection.

The Executive Director briefly described the selection process, rating and ranking and price proposals. (See the bid tabulation sheet Exhibit I) He discussed the interview panel and the interviews held on November 12, 2008.

Discussion followed and Commissioner Zullo discussed the interviews and the results of the process relative to each vendor. Vice-Chairperson Dota offered comments about the various vendors as well. The Executive Director informed the Commission about the budget constraints and that the apparent low bid from Unidine best fits the budget concerns. He stated that this price does not include meal servers and we would maintain our own staff. He and the MRC Director explained the current rate for meals being charged to the residents is \$665.51 per day. The MRC Director further informed that the current vendor cost is Vendor cost is \$677.50 per day; and is currently scheduled to increase to \$711.50 per day on December 1, 2008. She stated that on top of this expense, Smithfield Gardens Operation carries the cost of \$128.00 per day for our "on" staff meal servers. She discussed that it was our impression that the \$665.51 per day was mandated or driven by an Oversight Agency. We have recently concluded that this price can be raised and will be raised beginning in January or February and again in June or July subsequent to proper notification and discussion with the residents. The Executive Director stated and the Commissioners concurred that it is in the best interest of the

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operation to have the meal service provider assume the Waite Staff roles. The Executive Director explained that we cannot do this at this time; however we can work to achieve that in the next two to four years with planned and gradual increases in the daily cost of the meals to the residents, and perhaps to be met with increases in Core Service Fees. He stated, however, right now, it is not possible. Unidine's proposed menu and alternative meal choices was also briefly discussed.

After some further brief discussion Commissioner Zullo motioned to accept the Meal Services bid from Unidine in the amount of \$699.50 per day and to authorize the Executive Director to negotiate a contract to begin December 1, 2008. Commissioner Dota seconded the motion. Vice-Chairperson Dota acknowledged the motion and its second and asked all those in favor of the motion to signify by voting aye. Voting Aye were Commissioners Dota, Horelick, Skurat, and Zullo. Vice-Chairperson Dota declared the motion carried.

➤ Any Other Business

The Executive Director inquired and confirmed that we would proceed in the usual manner with the Annual Meeting after identifying a source of funds.

The Executive Director also announced plans for a Board of Commissioners Strategic Planning/Training to occur on November 20, 2008 at 4:30 P.M. Concerns followed about the Board being in full attendance. The date was not confirmed at this time, and the Executive Director would follow up with alternative dates.

➤ Adjournment

Vice-Chairperson Dota asked for a motion to adjourn the 857th meeting of the Seymour Housing Authority. At 2:37 P.M. Commissioner Zullo motioned to adjourn the 857th Meeting of the Seymour Housing Authority. Commissioner Skurat seconded the motion. Vice-Chairperson Dota acknowledged the motion and its second and asked all those in favor by voting aye. Voting aye were Commissioners Dota, Horelick, Skurat and Zullo. Vice-Chairperson Dota declared the motion carried and the 857th Meeting, a Special Meeting, adjourned.

Submitted by:



David J. Keyser, Secretary and
Executive Director

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EXHIBIT I

Smithfield Gardens

Meal Services RFP

Criteria	Weight	Unidine	Lindley	Creative Culinary	Nayyarsons
1 Prior Work (as in-house food service vendor)	3	3	3	3	3
2 Staffing Capabilities (success with other communities)	3	3	2	3	3
3 Supervision Capabilities	3	3	2	3	3
4 Understanding of Project	2	2	2	2	2
5 Capability to handle 56 meals/3x per day	3	3	3	3	3
6 Ability to coordinate related services (nutritionist, menu planner, etc.)	3	3	3	0	3
7 Credentials	3	3	3	3	3
8 Overall Response to RFP	2	2	2	1	2
9 Base price provided with and without wait staff for 3 meals per day for 50 residents	3	3	3	1	2
Base price with wait staff for 3 meals per day for 50 residents		\$916.50	\$987.50	\$900.33	\$978.70
Price without wait staff for 3 meals per day for 50 residents		\$699.50	\$711.50	Not provided	\$784.81
TOTAL SCORE		25	23	19	24