

SUSPENSION



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

June 5, 2015

Erie County Legislature  
92 Franklin Street 4<sup>th</sup> Floor  
Buffalo, New York 14202

**Re: Consultant Contract for Erie County Senior Services Matter of Balance classes**

Dear Honorable Members:

The attached resolution requests authorization to enter into a contract with Ms. Lisa M. Rood to present Matter of Balance classes. The contract is for the period of June 1, 2015, through March 31 2016.

Should your Honorable Body require any further information, I encourage you to contact Randy Hoak at the Department of Senior Services. Thank you for your consideration on this matter.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Mark C. Poloncarz".

Mark C. Poloncarz, Esq.  
Erie County Executive

Enclosure  
MCP/mc

cc: Randy Hoak, Commissioner, Department of Senior Services

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## MEMORANDUM

To: Honorable Members of the Erie County Legislature  
From: Department of Senior Services  
Re: Consultant Contract for Erie County Senior Services Matter of Balance classes  
Date: June 5, 2015

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### **SUMMARY**

Approve the attached resolution to allow the Department of Senior Services to contract with Ms. Lisa M. Rood to present Matter of Balance (MOB) classes throughout Erie County. The contract is for the period of June 1, 2015, through March 31, 2016.

### **FISCAL IMPLICATIONS**

Existing appropriations to pay for the contract are available in the 163CSE1516 grant Professional Services Contracts and Fees accounts. Additional county funds are not required.

### **REASONS FOR RECOMMENDATION**

Ms. Lisa M. Rood was selected through a RFP process to assist the Department in presenting Matter of Balance classes to senior citizens through Erie County.

### **BACKGROUND INFORMATION**

Older adults are hospitalized for fall-related injuries five times more often than they are for injuries from other causes. Among community-dwelling older adults, fall-related injury is one of the 20 most expensive medical conditions. By the year 2020, the annual direct and indirect cost of fall injuries is expected to reach \$67.7 billion (in 2012 dollars).

The Erie County Department of Senior Services is committed to the mission of reducing the incidents of falls. The Department is invested in the evidence based Matter of Balance program developed by Boston University. Professional services are required to help sustain the current upward trend of classes taught and number of individuals being educated on the principles of Matter of Balance.

### **CONSEQUENCES OF NEGATIVE ACTION**

The Department of Senior Services will be unable to fulfill its mission of reducing the incidents of falls in seniors in Erie County.

### **STEPS FOLLOWING APPROVAL**

The Department of senior Services will enter into the contract with Ms. Lisa M. Rood to begin presenting the Matter of Balance classes.

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## A RESOLUTION SUBMITTED BY: DEPARTMENT OF SENIOR SERVICES

RE: Consultant Contract for Erie County  
Senior Services Matter of  
Balance classes

WHEREAS, the Department of Senior Services is in need of assistance in meeting the departmental objective of helping seniors to remain their health and independence; and

WHEREAS, older adults are hospitalized for falls five times more often than they are for injuries from other causes; and

WHEREAS, the Department of Senior Services issued a RFP to select a consultant to present Matter of Balance classes to seniors throughout county as well as train volunteers to teach these classes; and

WHEREAS, Ms. Lisa M. Rood is a Matter of Balance Master Trainer who has taught and trained in this area before; and

WHEREAS, the Department of Senior Services now desires to contract with Ms. Lisa M. Rood, at a cost not to exceed \$20,000 to function as the consultant to not only teach Matter of Balance classes but also recruit participants and volunteer teachers and build a support system for the Department to assess each coach's understanding and ability to teach for the period June 1, 2015, through March 31, 2016; and

WHEREAS, appropriations are available in the 163CSE1516 grant to pay for these consulting services.

NOW, THEREFORE, BE IT

RESOLVED, that the County Executive be and is hereby authorized to enter into a consultant contract, not to exceed \$20,000 with Ms. Lisa M. Rood to assist in presenting Matter of Balance classes and guidance and support to the Department of Senior Services during the period June 1, 2015, through March 31, 2016, and be it further

RESOLVED, that available appropriations in the 163CSE1516 grant Professional Services Contracts and Fees account be utilized to pay for these consulting services, and be it further

RESOLVED, that certified copies of this resolution be forwarded to the County Executive's Office, the Division of Budget and Management, the Comptroller's Office, and the Department of Senior Services.

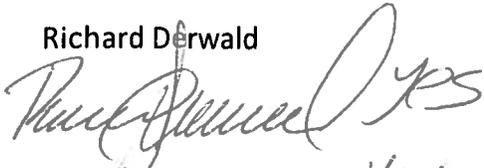
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Meeting Notes – June 1, 2015

After individually reviewing and scoring the proposal submitted by Lisa Rood the Selection Committee believes that Lisa Rood is well qualified and capable of doing a good job presenting Matter Of Balance classes throughout Erie County enabling our aging population the opportunity to live better quality lives without the fear of falling.

Recorded vote of the Selection Committee:

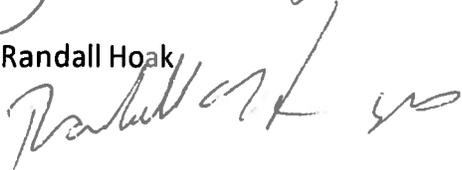
Richard Derwald



Timothy Hogues



Randall Hoak





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ECMC 462 GRIDER STREET | BUFFALO, NEW YORK 14215  
(716) 898-3000 | (716) 898-5178 FAX

ECMC.EDU

April 16, 2015

To Whom It May Concern,

I have had the opportunity to work with Lisa Rood on several falls prevention projects. We worked together on the set up of a fall kit pilot project between Erie County Department of Senior Services and Erie County Medical Center. Lisa created a notice for the kits which includes programmatic and referral information for various services offered through New York Connects. She also assisted with the design and acquisition of materials for the kits which are being given to fall related patients at ECMC.

Lisa was the leader of the Erie County Falls Prevention Coalition that I participate in. I and a few of the members were further trained by Lisa as Matter of Balance Coaches. Lisa ran the two day training and provided each new coach with the markers and visual materials for the overhead projectors. She further provided handouts and tips to engage the participants. Lisa then assisted with the first class to ensure its success. Lisa's organization of materials was a great benefit.

Lisa brings a wealth of knowledge and a lot of enthusiasm to every project that she is engaged in. I am confident that she will do well with any project presented to her.

Sincerely,

*Beth A. Moses RN*

Beth A. Moses, RN  
Trauma Injury Prevention and Education Coordinator



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Sylvia Wisher  
6345 W. Tillen Road  
Boston, NY 14025

April 15, 2015

Mr. Randall Hoak  
Commissioner of Senior Services  
Buffalo, NY 14202

Dear Mr. Hoak,

I have worked with Lisa Rood as a trainee to lead Matter of Balance classes.

My two days' small group training with Lisa was enjoyable and easy to follow. She included video, written materials, group discussion and role playing in the training process. A Leader's Manual was issued to each of us complete with all materials we would need to lead a class.

My first leader experience went smoothly thanks to the thorough preparation I had, and Lisa continued to be available for questions and consultation.

I would recommend Lisa continue in a leadership role to promote this valuable program.

Sincerely,

Sylvia Wisher

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*Lisa M. Rood*  
*8798 Zimmerman Road*  
*Hamburg, New York 14075*  
*(716) 941-5703 [lisarood@outlook.com](mailto:lisarood@outlook.com)*

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## Experience:

### Oct. 2014 – present Older Adults Program Developer & Implementation Consultant

- Available as a consultant for creating, implementing and training staff and volunteers for various programs with a focus on falls prevention for older adults. I excel in bringing programs to fruition and pay attention to the details along the way. Using my organizational and people skills, with a touch of humor, I have found that programs flourish under my watch. Give me a job to do and it gets done - efficiently!
- Currently teaching QiGong T'ai Chi classes at the Rath Building for the Erie County Employee Wellness program and for the WNYDDSO.

### August 2002 – Oct. 2014 Erie County Senior Services

Erie County Sr. Services  
95 Franklin St.  
Buffalo, NY 14202  
(716) 858-8526 \

- Falls Prevention: created QiGong T'ai Chi classes for older adults at various sites & integrated peer leaders for sustainability.
- Certified Master Trainer and class leader for: evidence based A Matter of Balance (MOB) classes
- Certified Master Trainer and class leader for: evidence based Powerful Tools for Caregivers (PTC) classes
- Create, maintain and recruit for all MOB and PTC class schedules and registration
- Aided multiple churches in establishing & implementing no cost respite programs for the memory impaired utilizing volunteers.
- Present Department Overview and workshops on Department Services at events and to graduate college classes
- Schedule and assess Home Safety Assessments visits
- Schedule and assess Alzheimer's Proofing Your Home visits
- Create and maintain department brochures using Microsoft Office Suite software
- Create, chair and serve several various Coalition/Task Forces in WNY
- Department Employee Wellness coordinator
- Member EC Online Learning Team

### July 2004 – present Church Treasurer

Hamburg United Methodist  
116 Union St.  
Hamburg, NY 14075  
649-8080

Responsible for budget, payroll, reports, accounting, bill payments and maintenance using Power Church software.

### 2010 – present Developmental Disabilities Staff per diem

OPWDDSO  
1200 East and West Road  
West Seneca, NY 14224

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(716) 674-6300

Duties included daily administration of clients, (many of whom were seniors), specific programming, charting and computer input of client data, scheduling of client specific activities, administration of medication and coordination of client care.

**July 2002 – July 2003 Exec. Director, Southtowns Meals on Wheels**

STMOW  
8500 Boston St. Rd  
Boston, NY 14025

- Oversee home delivered meal program for the elderly, frail, homebound
- Wrote and administered budget, insurance, grants, reports and contracts
- Worked with other agencies, churches, coordinators and the media to promote and enhance program
- Recruited volunteers and clients for the program
- Updated all websites, databanks and agency directories associated with the program
- Created brochures and other printed materials
- Coordinated volunteer training, recognition party and fund raisers
- Obtained and maintained equipment as necessary

**Jan. 2002 - August 2002 Energy Crisis Worker II**

Erie County Sr. Services  
95 Franklin Street  
Buffalo NY 14202  
(716) 858-8084

- Conducted interviews of applicants for County HEAP program
- Assisted applicants with application and created a file for each and inputted data into database
- Verified all necessary documents required
- Computed benefits available for applicant and advised clients and proper agencies of award of benefit

**Jan. 1998 - Dec. 2001 Supervisor Town of Boston**

8500 Boston State Road  
Boston NY 14025  
(716) 941-6113

- Developed and administered \$3.7K budget as Chief Fiscal Officer
- Obtained over \$1.7K in grant monies for various programs and town projects
- Oversaw and coordinated daily functions of town departments (Building, Recreation, Seniors, Nutrition, Judicial, Parks, etc.)
- Created, developed and coordinated new water districts in the Town of Boston
- Addressed residents problems and resolved complaints on a daily basis
- Worked to create and obtain funding for a new, regional "Southtowns Meals on Wheels" program
- Negotiated contracts for Town services (cable television, garbage, highway, water, etc.)
- Initiated "Boston Hillfest"- a town wide community celebration

**Positions held as Supervisor:**

<u>1997 - 2002</u>	Erie County Sewer District #3 Board of Managers - Board of Director
<u>2000 - 2002</u>	Southtowns Meals on Wheels - Chairman
<u>2001 - 2003</u>	United Way Assets Committee
<u>1998 - 2002</u>	United Way Mini Grants Committee
<u>2000 - 2002</u>	Association of Erie County Governments - Board of Director
<u>2000 - 2002</u>	Buffalo Development Fund Loan Committee - Board of Director
<u>2000 - 2002</u>	Community Development Building Grant Site Selection Committee
<u>1997 - 2003</u>	Boston Hillfest Committee - Founder and member

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### 1995 - 1997 Town of Boston Councilman

8500 Boston State Road  
Boston NY 14025  
(716) 941-6113

- Obtained \$5K grant from the National Tree Trust and developed town based tree planting program
- Created new programs in recycling, thereby reducing costs to budget
- Organized and oversaw "Boston Young at Heart" senior program

### 1992 - 1996 Developmental Disabilities Staff

West Seneca Developmental  
Disabilities Service Office  
1200 East and West Road  
West Seneca, NY 14224  
(716) 674-6300

Duties included daily administration of clients, (many of whom were seniors), specific programming, charting and computer input of client data, scheduling of client specific activities, administration of medication and coordination of client care.

**Education:** ECC/Hilbert course work pursuing degree in business/accounting and social work  
Graduate of Hamburg Central High School 1976 Regents Diploma  
Multiple classes and seminars in fiscal management, grant writing, etc.

### **Other Information:**

- 2012 Received Ranking Diploma of Recognition in WU YI JIE HE Family System of Chinese Healing and Martial Arts from Glenridge Martial Arts Academy in the Arts of QiGong Instructor.
- Married for 28 years to David G. Rood, with a 26-year-old son, Timothy.
- Member of Hamburg United Methodist Church for 30 years
- Leader of Thundering Hoofbeats 4-H Club for 19 years
- Possess clean New York State driver's license

**References available upon request**