



County of El Dorado

330 Fair Lane, Building A
Placerville, California
530 621-5390
FAX 622-3645
www.edcgov.us/bos/

Legislation Details (With Text)

File #: 15-0405 **Version:** 5

Type: Agenda Item **Status:** Approved

File created: 3/23/2015 **In control:** Board of Supervisors

On agenda: 12/13/2016 **Final action:** 12/13/2016

Title: Health and Human Services Agency (HHS) recommending the Board:
1) At the request of the Food Bank of El Dorado County, approve and authorize the Chair to sign letters of termination addressed to the Food Bank of El Dorado County and Cameron Park Community Service District, to terminate Memorandum of Understanding 523-M1510. The termination shall be effective the same day as the Board's approval of the termination;
2) Contingent upon County Counsel and Risk Management approval, approve and delegate authority to the Chief Administrative Officer to execute a Facility Use Agreement with the Cameron Park Community Services District to use the space located at 2502 Country Club Drive, Cameron Park, for the Senior Nutrition Program, for a term commencing February 1, 2017 through January 31, 2020; and
3) Adopt and authorize the Chair to sign Resolution 220-2016, which amends the Authorized Personnel Allocation Resolution for HHS to increase the Mealsite Coordinator allocation by .33 Full Time Equivalent (FTE) in order to operate the Cameron Park Senior Nutrition Program. The cost of adding .33 FTE Mealsite Coordinator is estimated to be \$9,500, which is offset by an estimated \$3,000 due to Senior Nutrition Program participant donations resulting in a Net County Cost of \$6,500. HHS acknowledges savings in the Senior Services programs that will cover the Net County Cost.

FUNDING: General Fund and Senior Nutrition Participant donations.

Sponsors:

Indexes:

Code sections:

Attachments: 1. 5A - Termination Letters 12-13-16, 2. 5B - Approved Contract Routing Sheet Personnel Allocation 12-13-16, 3. 5C - Personnel Allocation Resolution 12-13-16, 4. Executed Resolution 220-2016, 5. Executed Termination Letters, 6. 4A - CP Sr Nutrition Est Cost-Revenue 12-6-16, 7. 4B - CP Sr Nutrition-Annual Report 12-6-16, 8. Public Comment Rcvd 12-5-16 BOS 12-6-16, 9. 3A - Approved Contract Routing Sheet, 9-15-15, 10. 3B - Congregate Meal Site MOU 523-M1510, 9-15-15, 11. Public Comment Rcvd 4-12-15, 12. Executed Memorandum of Understanding

Date	Ver.	Action By	Action	Result
12/13/2016	5	Board of Supervisors	Approved	Pass
12/6/2016	4	Board of Supervisors	Approved	Pass
9/15/2015	3	Board of Supervisors	Approved	Pass
4/15/2015	2	Board of Supervisors	Approved	Pass
3/31/2015	1	Board of Supervisors	Continued	Pass

Health and Human Services Agency (HHS) recommending the Board:

- 1) At the request of the Food Bank of El Dorado County, approve and authorize the Chair to sign letters of termination addressed to the Food Bank of El Dorado County and Cameron Park Community Service District, to terminate Memorandum of Understanding 523-M1510. The termination shall be effective the same day as the Board's approval of the termination;
- 2) Contingent upon County Counsel and Risk Management approval, approve and delegate authority

to the Chief Administrative Officer to execute a Facility Use Agreement with the Cameron Park Community Services District to use the space located at 2502 Country Club Drive, Cameron Park, for the Senior Nutrition Program, for a term commencing February 1, 2017 through January 31, 2020; and

3) Adopt and authorize the Chair to sign Resolution **220-2016**, which amends the Authorized Personnel Allocation Resolution for HHSA to increase the Mealsite Coordinator allocation by .33 Full Time Equivalent (FTE) in order to operate the Cameron Park Senior Nutrition Program. The cost of adding .33 FTE Mealsite Coordinator is estimated to be \$9,500, which is offset by an estimated \$3,000 due to Senior Nutrition Program participant donations resulting in a Net County Cost of \$6,500. HHSA acknowledges savings in the Senior Services programs that will cover the Net County Cost.

FUNDING: General Fund and Senior Nutrition Participant donations.

DEPARTMENT RECOMMENDATION

Health and Human Services Agency (HHSA) recommending the Board approve and authorize the Chair to sign letters of termination addressed to Food Bank of El Dorado County and Cameron Park Community Services District, at the request of the Food Bank of El Dorado County to terminate Memorandum of Understanding (MOU) 523-M1510. The termination shall be effective the same day as the Board's approval of the termination.

Further, pursuant to Board direction provided on December 6, 2016 (File 15-0405, Item 43) and contingent upon County Counsel and Risk Management approval, HHSA recommending the Board approve and authorize the Chief Administrative Officer to execute a Facility Use Agreement with Cameron Park Community Services District to use the space located at 2502 Country Club Drive, Cameron Park, for the Senior Nutrition Program, for a term commencing February 1, 2017 through January 31, 2020.

Finally, HHSA recommends the Board adopt and authorize the Chair to sign a Resolution amending Personnel Allocation Resolution 103-2016 to increase the Mealsite Coordinator allocation by .33 fulltime equivalent (FTE) in order to operate the Cameron Park Senior Nutrition Program. The cost of adding .33 FTE Mealsite Coordinator is estimated to be \$9,500, which is offset by an estimated \$3,000 in Senior Nutrition Program participant donations, resulting in a Net County Cost of \$6,500 for the period February 1, 2017 through June 30, 2017. HHSA acknowledges savings Senior Services programs that will cover the Net County Cost.

DISCUSSION / BACKGROUND

On September 15, 2015, the Board approved tri-party non-financial MOU 523-M1510 with the Food Bank of El Dorado County, the Cameron Park Community Services District, and the Health and Human Services Agency (File 15-0405, Item 29). This MOU established the roles and responsibilities of each party, including but not limited to furnishing the facility, food, supplies, and staffing for congregate dining services to be offered to eligible seniors on Mondays and Fridays.

On November 29, 2016, the Food Bank of El Dorado County notified HHSA that effectively immediately, they requested to terminate MOU 523-M1510.

At its December 6, 2016 Board meeting, the Board directed staff to negotiate a Facility Use Agreement with the Cameron Park Community Services District, to use the space located at 2502 Country Club Drive, Cameron Park, for a Senior Nutrition Program congregate meal dining service (File 15-0405, Item 43). The Board also directed HHSA to submit a Personnel Allocation Resolution

to increase the Mealsite Coordinator allocation by .33 FTE, to operate the Cameron Park Senior Nutrition Program. The cost of adding .33 FTE Mealsite Coordinator is estimated to be \$9,500, which is offset by an estimated \$3,000 in Senior Nutrition Program participant donations resulting in a Net County Cost of \$6,500 for the period of February 1, 2017 through June 30, 2017. If the Facility Use Agreement and the Personnel Allocation Resolution are approved, the Senior Nutrition congregate meal site in Cameron Park will operate on Mondays and Fridays commencing February 1, 2017. Church of the Foothills in Cameron Park offers congregate meal dining services on Tuesdays and Thursdays.

ALTERNATIVES

Disapproval of the request to terminate MOU 523-M1510, will result in the MOU remaining in active status even though services are no longer being provided. Additionally, failure of the Board to adopt the Personnel Resolution will impact HHSA's ability to provide congregate meal dining services for Cameron Park and the surrounding communities.

OTHER DEPARTMENT / AGENCY INVOLVEMENT

N/A

CAO RECOMMENDATION

It is recommended that the Board approve this item.

FINANCIAL IMPACT

There is an increase of \$6,500 to the FY 2016-17 Net County Cost associated with this Agenda item. It is estimated that the expenditures related to a .33 FTE Mealsite Coordinator, extra help cost for sick or vacation coverage of the .33 FTE Mealsite Coordinator, and fleet mileage cost and fuel will total \$9,500. It also is estimated that donations from seniors who participate in the Cameron Park Congregate Meal program will generate revenue of approximately \$3,000, resulting in a Net County Cost of \$6,500. HHSA acknowledges savings in Senior Services programs that will cover the Net County Cost for FY 2016-17.

CLERK OF THE BOARD FOLLOW UP ACTIONS

- 1) Clerk of the Board to obtain signature of the Chair on two (2) originals of each termination letter for MOU 523-M1510, and return one (1) original of each letter to HHSA Contracts Unit at 3057 Briw Road.
- 2) Clerk of the Board to provide one (1) certified Resolution to HHSA Contracts Unit at 3057 Briw Road, and one (1) certified Resolution to Human Resources.

STRATEGIC PLAN COMPONENT

CONTACT

Patricia Charles-Heathers, Ph.D., Director