



BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name: Social Services
Department No.: 044
For Agenda Of: February 9, 2021
Placement: Administrative
Estimated Time:
Continued Item:
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors
FROM: Department Terri Nisich, Assistant CEO
Director(s) (805) 568-3412
Daniel Nielson, Social Services Director
(805) 346-7101
Contact Info: Daniel Nielson, Social Services Director
(805) 346-7101
SUBJECT: Agreement with Community Action Commission of Santa Barbara County dba
CommUnify for Senior Nutrition for Homebound Low Income Seniors

County Counsel Concurrence:

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve, ratify, and authorize the Chair to execute an Agreement with Community Action Commission of Santa Barbara County dba CommUnify to provide senior nutrition for homebound low income seniors for a total contract amount not to exceed \$77,237.60 for the period of February 1, 2021 through March 28, 2021;
- b) Determine that the activity is not a "Project" subject to California Environmental Quality Act (CEQA) review per CEQA Guideline Section 15378(b)(5), since the activity is an organizational or administrative activity of government that will not result in direct or indirect physical changes in the environment.

Summary Text:

This item is on the agenda in order to approve and execute the Agreement between the Department of Social Services (DSS) and Community Action Commission of Santa Barbara County dba CommUnify (CommUnify) to provide Senior Nutrition to Homebound Low Income Seniors for a total contract amount not to exceed \$77,237.60 for the period from February 1, 2021 through March 28, 2021 paid for with general funds appropriated in the County Executive Office's budget. This Agreement, when

combined with existing CommUnify county agreements, exceeds the County's \$200,000 cumulative contract threshold and requires Board approval.

Background:

On December 15, 2020, the Board of Supervisors (Board) heard from several organizations regarding senior nutrition needs due to the COVID emergency. In recognition of the potentially decreasing funding available to organizations to continue to serve home delivered meals to seniors during the COVID pandemic, the Board requested that a Request for Information (RFI) be prepared and sent out to local agencies in Santa Barbara County (County) that provide home delivered meals to seniors since March 2020 as a result of the COVID pandemic. DSS moved forward with this request, sending out RFI's on December 23, 2020.

The RFI was limited to the following population:

- Seniors 60 years and over who live alone or in households with no one under the age of 60.
- Seniors that meet the requirements for a Home Delivered Meal (2 deficiencies in Activity of Daily Living: eating, dressing, bathing, toileting, transferring in and out of bed/chair, and walking without assistance).
- Seniors who are low income (up to 322% of the Federal Poverty Level): \$41,088 for a household of one (1) and \$55,513 for a household of two (2).

The RFI was developed in response to the recognition that the need for home delivered meal services has increased. As measures to slow the spread of COVID has caused the closure of meal sites, and has left family members unable to visit and assist their elderly, the need for meal delivery services to seniors has increased. Local agencies are currently attempting to keep up with this increased demand by providing additional home delivered meals. In some instances, those agencies have fully utilized the COVID-related funding they received from federal and philanthropic sources and needed additional assistance to maintain their current service levels. The information gathered from the RFI is to assist in making a determination for the need of additional funding that would help the agencies throughout the County to provide seniors at greater risk with the meals they need.

On January 12, 2021, the results of the RFI were presented to the Board and the Board approved up to \$200,000 in general funds to contract for home delivered meals to low income seniors for eight weeks. In addition to the Agreement with CommUnify for \$77,237.60, separate purchasing contracts with Meals on Wheels of Santa Maria Valley for \$10,000 and Meals on Wheels Santa Ynez Senior Citizen Foundation for \$22,500.80 will be executed for this purpose for a total of \$109,738.40. This agreement will provide additional funds to organizations that have lost COVID-related funding while they continue to search for additional funding.

Performance Measure:

The following performance measures shall be included in the Agreement:

- Provide meals to 100% of clients identified that meet the criteria referenced in Section III of the Agreement.
- Additional performance measures shall be developed with CommUnify to support program integrity and quality service delivery.

Fiscal and Facilities Impacts:

Budgeted: Funding for this contract was approved by the Board on January 12, 2021.

Fiscal Analysis:

<u>Funding Sources</u>	<u>FY 20-21 Cost:</u>	<u>Annualized On-going Cost:</u>	<u>Total One-Time Project Cost</u>
General Fund	\$ 77,237.60		
State - 2011RE			
Federal			
Fees			
Other:			
Total	\$ 77,237.60	\$ -	\$ -

Narrative: The total cost of this eight-week contract is \$77,237.60, which will be paid out of general funds appropriated in the County Executive Office’s budget.

Key Contract Risks:

The risk assessment worksheet has been completed. DSS has determined that CommUnify is a medium risk vendor. County has significant experience with CommUnify and is confident of its ability to provide services.

Staffing Impacts:

Legal Positions:

None

FTEs:

None

Special Instructions:

Please scan, email and send one (1) duplicate original Agreement, and a copy of the minute order to:
 DSS Contracts Unit
 C/O Tricia Beebe
 2125 S. Centerpointe Parkway, 3rd Floor
 Santa Maria, CA 93455

Attachments:

1. Attachment 1 - Agreement – CommUnify – Senior Nutrition for Homebound Low Income Seniors

Authored by:

Daniel Nielson, DSS Director
 Tricia Beebe, Contracts Coordinator