



BOARD OF SUPERVISORS **Agenda Number:**

AGENDA LETTER

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

Department Name: Public Health
Department No.: 041
For Agenda Of: March 5, 2024
Placement: Administrative
Estimated Time:
Continued Item: No
If Yes, date from:
Vote Required: Majority

TO: Board of Supervisors

FROM: Department Mouhanad Hammami, Director
Director(s) Public Health Department
Contact Info: Paola Hurtado, Assistant Deputy Director (805) 698-2418
Primary Care and Family Health

SUBJECT: Food Bank of Santa Barbara County Mobile Food Program (MFP) Agreement

County Counsel Concurrence

As to form: Yes

Other Concurrence: Risk Management

As to form: Yes

Auditor-Controller Concurrence

As to form: Yes

Recommended Actions:

That the Board of Supervisors:

- a) Approve and authorize the Public Health Department Director to execute the attached Agreement between the Food Bank of Santa Barbara County as the Eligible Recipient Agency (ERA) and the County of Santa Barbara as the Sub-Distributing Agency (SDA) to allow the distribution of United States Department of Agriculture donated food under the Emergency Food Assistance Program through the Food Bank's Mobile Food Distribution program. Per Title 7 of the Code of Federal Regulations (CFR) section 251.2(c)(2) the Agreement is, and must be, permanent; however, either party can cancel the Agreement upon a 30-day notice;
- b) Approve and authorize the Public Health Department Director to execute the attached Mobile Food Program (MFP) Agreement with the Food Bank of Santa Barbara County setting forth the responsibilities of each agency in conjunction with the SDA Agreement; and
- c) Approve and authorize the Public Health Department Director to make amendments as required by the SDA Agreement and Title 7 CFR section 251.2, to make amendments to the MFP Agreement, and to execute any addendums to the SDA Agreement so long as such actions do not expand the scope or cost of the program, upon approval of the Auditor-Controller, County Counsel, and Risk Management, unless otherwise directed by the Board; and
- d) Determine that the proposed actions do not constitute a "Project" within the meaning of California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(4) of the CEQA Guidelines,

because they consist of the creation of government funding mechanisms or other government fiscal activities, which do not involve any commitment to any specific project which may result in a potentially significant impact on the environment.

Summary Text:

The Food Bank of Santa Barbara County is a 501(c)3 non-profit organization with a mission of ending hunger and transforming the health of Santa Barbara County through good nutrition. Through these Agreements with the Food Bank of Santa Barbara County, the County of Santa Barbara Public Health Department (PHD) will participate in the Mobile Food Program (MFP) by scheduling monthly MFP distributions at the Lompoc and Santa Maria Health Care Centers. Through these Agreements, the patients of the Lompoc and Santa Maria Health Care Centers and general population will be given an opportunity to receive United States Department of Agriculture (USDA) nutritious food free of charge once per month at our Lompoc and Santa Maria Health Care Centers.

The monthly distributions will be scheduled for three (3) hours, plus one additional hour for set-up and closing procedures, totaling four (4) hours per event and requiring four (4) volunteers secured by the Public Health Department and 12-15 Food Bank of Santa Barbara volunteers per event. Additionally, 8-10 hours of administrative time per event will be needed for data entry performed by PHD volunteers and supervised by PHD's Food Coordinator. To limit the impact on the Santa Maria and Lompoc Health Care Centers' operations, our Public Health Department will be working with volunteers to staff the events.

Distribution Site	Distribution Frequency	PHD Staff	PHD Volunteers	PHD Volunteer Hours per Event	Food Bank Volunteers per Event	Total Estimated Hours per Event
Santa Maria Health Care Center	Once per month for 3 hours plus 1 hour set up/take down		4	4 hours	12-15	16 hours
Lompoc Health Care Center	Once per month for 3 hours plus 1 hour set up/take down		4	4 hours	12-15	16 hours
Data Entry	Once per month for each distribution site		1	8-10 hours	0	8-10 hours
Agency Food Coordinator	Coordinates with Food Bank, volunteers and staffing	2		0	0	8-10 hours

Background:

The Santa Barbara County Public Health Department is consistently seeking ways to facilitate resources for our patients and the community. From the 2022 Santa Barbara County Community Needs Assessment, 25.5% reported Food Insecurity, there was a 4% increase in overall Food Insecurity compared to 2019. Some demographics impacted more were Hispanics, those with a high school education or less, and households with income below \$35,000.

Currently, the PHD Health Care Centers have limited co-located food access opportunities. Four out of five of the Health Care Centers are co-located with the WIC program to ensure patients who are pregnant,

postpartum, and children under 5 are enrolled and receive benefits for healthy foods. The Lompoc Health Care Center partners weekly with Lompoc Route One Mobile Farmers Market to provide fresh, locally grown produce. Individuals can purchase the produce through CalFresh Benefits and participate in Market Match.

Only one PHD Health Care Center has a free Food Bank distribution in South County. Entering into this Agreement with the Food Bank of Santa Barbara County will allow for additional co-located food access opportunities and provide opportunities in Mid and North County. These two additional distribution sites will further facilitate resources available to our patients and communities and help address the increased Food Insecurity identified in the most recent Community Needs Assessment.

Performance Measure:

The Santa Barbara County Public Health Department will maintain records of families served during the distribution events to assess the ongoing community need for participation in the MFP. In addition, the volunteers secured by the PHD who work on the activities related to the MFP will be oriented on the requirements outlined in the Agreement. The designated Health Care Center supervisor for Santa Maria and Lompoc Health Care Centers will monitor the volunteers' performance and compliance. The PHD volunteers participating in this program must comply with Santa Barbara County Public Health Department's policies and procedures and be provided appropriate supervision to ensure compliance.

Fiscal and Facilities Impacts:

Budgeted: Yes

Fiscal Analysis:

Signing these agreements with the Food Bank of Santa Barbara County will have minimal fiscal impact on the Public Health Department. The Agency Food Coordinator will be the respective Health Care Center Administrator at Lompoc and Santa Maria Health Care Centers and will oversee the distribution activities. The PHD commitment for each distribution will be covered by volunteers secured by the Food Coordinator at Lompoc and Santa Maria Health Care Centers. The data entry will be performed by PHD volunteers and supervised by the PHD's respective Food Coordinator.

Twelve to fifteen volunteers from the Food Bank of Santa Barbara County will provide the remaining labor needed to run the monthly food distribution events.

Key Contract Risks:

The Mobile Food Program (MFP) Agreement is low risk in that it includes indemnification and insurance

<u>Legal Positions:</u>	<u>FTEs:</u>
0	0

There are no staffing impacts.

Special Instructions:

Please return an electronic copy of the Minute Order to the PHD Contracts Unit at PHDGROUPContractsUnit@sbcphd.org.

Attachments:

- A. Eligible Recipient Agency (ERA) Agreement with Sub-Distributing Agency (SDA) USDA
TEFAP AGENCY AGREEMENT
- B. Mobile Food Program Agreement

Authored by:

Paola Hurtado, Assistant Deputy Director, Primary Care and Family Health