



COUNTY ADMINISTRATOR  
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TO: Al Robinson, Chair  
Ways & Means Committee

THROUGH: Robert E. Guenzel  
County Administrator

FROM: Trenda Rusher, Director  
ETCS Group

DATE: July 5, 2000

SUBJECT: Nutrition Program for the Elderly (i.e., Senior Nutrition Program),  
comprised of the Congregate Meals Program and the Home  
Delivered Meals Program

**Board Action Requested:**

The Employment Training and Community Services (ETCS) Group is requesting the ratification of the County Administrator's signature on the grant application to the Area Agency on Aging 1-B for the Nutrition Program for the Elderly (also known as the Senior Nutrition Program), comprised of the Congregate Meals Program and the Home Delivered Meals Program, in the amount of \$755,457 for the period of October 1, 2000 through September 30, 2001; authorizing the Administrator to sign the Notice of Grant Award; approval of the budget; authorization for the County Administrator to sign delegate and lease contracts.

**Background:**

The ETCS Group has administered the Nutrition Program for the Elderly for twenty-eight years. This program served a total of 162,570 meals last year, of which 45,500 were at the congregate sites and 117,070 were home-delivered meals.

The Nutrition Program for the Elderly relies on community involvement for staffing, space, and funding. The program receives site management free of charge from the following resources: Ann Arbor Community Center, Milan Parks and Recreation Department – Milan Community and Senior Center, the Ypsilanti Parks and Recreation Department – Ypsilanti Senior Center, and Help Source Adult Day Care.

There are one hundred volunteers who work daily at the service delivery sites and in the delivery of meals. Though meals are provided without charge and no eligible person is denied service, donations are requested to defer the cost of the meals.

The eligibility for the Congregate Food Program requires the person to be at least sixty years of age or has a spouse who is at least sixty of age. Eligibility requirements of the

Homebound Food Program are the person must be sixty years of age and unable to leave the home or cook for him or herself. The target populations for the Senior Nutrition Program are persons with low income, minorities, and the frail and isolated persons; however, these targeted characteristics are not program requirements.

**Discussion:**

Funds in the amount of \$284,274 are necessary for the continuation of services for the Congregate Meals Program, which includes providing hot, nutritious, noontime meals and recreational programming for more than five hundred seventy (570) seniors over the age of 60 at fourteen sites throughout the Washtenaw County area.

Funds in the amount of \$471,183 are to be allocated to the Home Delivered Meal Program. These program funds are to serve approximately seven hundred fifty (750) eligible homebound seniors over the age of 60.

This year the Nutrition Program for the Elderly plans to serve a total of 160,570 meals. Of the 160,570 meals, 43,500 meals are designated for congregate sites and the remaining 117,070 meals are for home delivered meals.

There are seven leases, of which three of the leases are for no cash. The names of the agencies/organizations are listed below:

- Ann Arbor Housing – Miller Manor (no cash) and Baker Commons
- Faith In Action – Chelsea site
- Dexter Senior Citizens, Inc. – Dexter site
- Ypsilanti Township – Ypsilanti Township Senior Center (no cash)
- City of Ypsilanti – Parkridge (no Cash)
- Wesley Methodist Church – Whitmore Lake site

The agencies which are contracted to provide space and site management for the meal services are listed below:

- Ann Arbor Public Schools – Ann Arbor Senior Citizen Center
- Lincoln Consolidated Schools – Lincoln Senior Center
- Saline Area Seniors, Inc. – Saline Area Senior Center

Currently, the Nutrition Program for the Elderly, is undergoing a bid process for selecting the number of contractors whom will provide the meals for the Congregate and Homebound Meal Programs. Contractors, who are selected, are to be paid on a per meal reimbursement basis.

**Impact on Human Resources:**

The requested board action has no impact on Washtenaw County positions, personnel, policies or procedures.

**Impact on Budget:**

The total dollar amount of the program is \$755,457.

The federal allocation is in the amount of \$622,528. The County’s budgeted allocation is \$47,247, which is the same dollar amount from last year. Revenue is generated from donations for the meals. Donations are anticipated to contribute \$73,400 to the budget. An in-kind match of \$12,282 includes volunteer hours for meal preparation, service and clean up of meals and administrative time provided by the Ypsilanti Meals on Wheels Program. In summary, the impact on the budget is as follows:

Federal Allocation	\$622,528
County’s Budgeted Allocation	\$ 47,247
Anticipated Revenue	\$ 73,400
In-Kind Match	<u>\$ 12,282</u>
	<u>\$755,457</u>

**Impact on Indirect Costs:**

There are no indirect costs associated with this budget.

**Impact on Other County Departments or Outside Agencies:**

The requested board action has no impact on other county departments or outside agencies.

**Conformity to County Policies:**

This matter has been reviewed by the County Administrator’s Office, Corporation Counsel, the Washtenaw County Community Action Board, Finance Department, and the Ways and Means Committee. The requested board action is in conformity with County policies.

**Attachments/Appendices:**

- Application for Title III/State Funds for Nutrition Services
- Senior Nutrition Budget – Congregate Meals Program
- Senior Nutrition Budget – Home Delivered Meals Program
- County Budget

A RESOLUTION RATIFYING THE COUNTY ADMINISTRATOR'S SIGNATURE ON THE GRANT APPLICATION TO THE AREA AGENCY ON AGING 1-B FOR THE NUTRITION PROGRAM FOR THE ELDERLY (CONGREGATE MEALS PROGRAM AND HOME DELIVERED MEALS PROGRAM) IN THE AMOUNT OF \$755,457 FOR THE PERIOD OF OCTOBER 1, 2000 THROUGH SEPTEMBER 30, 2001 FOR THE EMPLOYMENT TRAINING AND COMMUNITY SERVICES GROUP; AUTHORIZING THE ADMINISTRATOR TO SIGN THE NOTICE OF GRANT AWARD; AMENDING THE BUDGET; AND AUTHORIZING THE COUNTY ADMINISTRATOR TO SIGN DELEGATE AND LEASE CONTRACTS.

WASHTENAW COUNTY BOARD OF COMMISSIONERS

July 5, 2000

WHEREAS, the Employment Training and Community Services (ETCS) Group has administered the Nutrition Program for the Elderly for twenty-eight years; and

WHEREAS, the ETCS Group is requesting ratification of the County Administrator's signature on the application to the Area Agency on Aging 1-B for funds in the amount of \$755,457 for the period of October 1, 2000 through September 30, 2001; and

WHEREAS, the funds are to be used for the Congregate Meal Program and the Home Delivered Meals Program, which are collectively called the Senior Nutrition Program; and

WHEREAS, the Congregate Meal Program provides hot, nutritional, noonday meals and recreational programming for persons age sixty and older, and the Home Delivered Meals Program provides meals to eligible homebound persons age sixty and older; and

WHEREAS, the total number of meals projected is 160,570, which includes an estimated number of 43,500 meals for congregated sites and 117,070 for home delivered meals; and

WHEREAS, the County match under this program remains the same as last year at \$47,247; and

WHEREAS, this matter has been reviewed by the Ways and Means Committee, the Washtenaw County Community Action Board, the County Administrator's Office, Corporation Counsel, the Finance Department, and the Human Resources Department

NOW THEREFORE BE IT RESOLVED that the Washtenaw County Board of Commissioners hereby ratifies the signature of the County Administrator on the application to the Area Agency on Aging 1-B for the Nutrition Program for the Elderly in the amount of \$755,457 for the period of October 1, 2000 through September 30, 2001 for the Employment Training and Community Services Group, as on file with the County Clerk

BE IT FURTHER RESOLVED that the Board of Commissioners hereby takes the following actions contingent upon receipt of the grant award in conformity with the application:

1. Authorizing the County Administrator to sign the Notice of Grant Award
2. Amending the budget as attached hereto and made a part thereof
3. Authorizing the County Administrator to sign the delegate and lease contracts upon review and approval of Corporation Counsel, to be filed with the County Clerk.

EMPLOYMENT TRAINING & COMMUNITY SERVICES  
FUND 2630 – SENIOR NUTRITION  
October 1, 2000 through September 30, 2001

REVENUES:

50000	Federal Revenue	\$622,528
67000	Other Rev & Reimb	73,400
69000	In-Kind	12,282
69500	Transfers In	47,247
	TOTAL	\$755,457

EXPENDITURES

70050	Personal Services	\$211,826
72600	Supplies/Other Svc	529,549
93500	In-Kind Charges	12,282
95000	Capital Outlay	1,800
	TOTAL	\$755,457