



COUNTY ADMINISTRATOR
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MEMORANDUM

TO: Jeff Irwin, Chair
Ways and Means Committee

THROUGH: Robert E. Guenzel
County Administrator

FROM: Trenda Rusher, Executive Director
Employment Training and Community Services

DATE: July 6, 2005

SUBJECT: Employment Training and Community Services (ETCS) is requesting 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) for the period of October 1, 2005 through September 30, 2006.

BOARD ACTION REQUESTED:

Employment Training and Community Services (ETCS) is requesting 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 Meal Program, in the amount of \$902,312 for the period of October 1, 2005 through September 30, 2006; approval of the budget; authorization for the County Administrator to sign delegate and lease contracts.

BACKGROUND:

ETCS has administered the Nutrition Program for the Elderly for thirty-two years. This program served a total of 180,085 meals last year, of which 52,585 were at the congregate sites and 127,500 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 organizations:

- Ann Arbor Community Center
- Chelsea Senior Center
- Generations Together

- Helpsource Adult Day Care
- Milan Parks and Recreation Department – Milan Community and Senior Center
- Pittsfield Township Senior Center
- Turner Clinic/Silver Club/Brown Chapel
- Turner Senior Resource Center

There are over three hundred volunteers who donate time at the congregate meal sites and in the delivery of meals to the homebound. Though meals are provided without charge and no eligible person is denied service, donations are requested of program participants to help support the cost of the meals. A total of \$85,000 is anticipated in project revenue.

The eligibility for the Congregate Meal Program requires the person to be at least sixty years of age or have a spouse who is sixty of age or more. Eligibility requirements of the Homebound Meal Program are that the person 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 \$331,455 are necessary for the continuation of services for the Congregate Meal Program, which includes providing hot and nutritious noonday meals. Nutrition education, service information and recreational programming are provided for eight hundred (800) older adults over the age of 60 at nineteen sites throughout Washtenaw County. Funds in the amount of \$570,857 are to be allocated to the Home Delivered Meal Program. These program funds are used to serve approximately six hundred seventy-five (675) eligible homebound seniors over the age of 60. This year the Nutrition Program for the Elderly plans to serve a total of 178,585 meals. Of the 178,585 meals, 51,585 meals are designated for congregate sites and the remaining 127,000 meals are for home delivered meals.

There are six leases, three of which are for no cash. The names of the leasing agencies/organizations are:

- Faith In Action – (Chelsea Homebound)
- Dexter Senior Citizens, Inc. – (Dexter Dining Site)
- Wesley Methodist Church – (Whitmore Lake Dining Site)
- Ann Arbor Housing Commission – Baker Commons (0 cash)
- Ann Arbor Housing Commission – Miller Manor (0 cash)
- Ypsilanti Township – Ypsilanti Township Senior Center (0 cash)

The agencies which are contracted to provide staff for Dining Site Coordination for the meal services are:

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

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 Senior Nutrition Program is \$902,312. The following is a breakout of the budget:

- (a) Federal Allocation \$ 611,246
- (b) County's Budgeted Allocation \$ 53,058
- (c) Anticipated Revenue \$ 85,000
- (d) USDA Reimbursement \$100,008
- (e) In-Kind Match \$ 53,000, includes volunteer hours for meal service and delivery of meals and service provided by the Ypsilanti Meals on Wheels and the Motor Meals of Ann Arbor Programs.

TOTAL: \$902,312

IMPACT ON DIRECT 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 Washtenaw County Community Action Board, the County Administrator's Office, Corporation Counsel, the 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 EMPLOYMENT TRAINING COMMUNITY SERVICES (ETCS) GROUP'S 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 \$902,312 FOR THE PERIOD OF OCTOBER 1, 2005 THROUGH SEPTEMBER 30, 2006; 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 6, 2005

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

WHEREAS, ETCS 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 \$902,312 for the period of October 1, 2005 through September 30, 2006; 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, nutritious, 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 to be served is 178,585, which includes an estimated number of 51,585 congregate meals and 127,000 home-delivered meals; and

WHEREAS, the County match under this program is \$53,058, and

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

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 \$902,312 for the period of October 1, 2005 through September 30, 2006 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.

Washtenaw County ETCS
Summary Budget
Fund #2630 - Senior Nutrition
Fiscal Year Ending September 30, 2006

Revenues

50000	Federal Revenue	\$ 711,254
67000	Other Rev & Reimb	85,000
69000	In-Kind	53,000
69500	Transfers In	<u>53,058</u>
		\$ <u><u>902,312</u></u>

Expenditures

70050	Personal Services	\$ 317,372
72600	Supplies	479,273
80000	Other Services and Charges	206,548
93500	In-Kind Charges	53,000
95000	Capital Outlay	2,200
99000	Appropriations from CSBG	<u>(156,081)</u>
		\$ <u><u>902,312</u></u>