Agenda Item #: 3E-6

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: December 15, 2009	(X) Consent () Ordinance	()Regular ()Public Hearing		
Department				
Submitted By: Co	ommunity Services			
Submitted For: Di	vision of Senior Ser	vices		
Submitted For: [ivision of Senior Services			

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to approve: A) Collaborative Partnership Agreement with the Area Agency on Aging Palm Beach/Treasure Coast, Inc. (AAA) effective November 1, 2009, with no expiration date to provide volunteers for in-home respite services; and **B)** Budget Transfer of \$80,000 in the DOSS Administration Fund.

Summary: The purpose of this collaborative partnership is to recruit, train, and place volunteers, age 50 and older, for in-home respite services to frail seniors and their caregivers. AAA will provide in-kind services such as recruiting and training for volunteers who will provide quality in-home respite care to underserved seniors enabling them to remain self-sufficient in the community. The volunteers will work approximately 20 hours per week and will be paid a stipend of \$100 per month to assist with personal expenses including transportation costs and meals. This program will provide a cost-effective, innovative approach to serve more individuals with the same amount of funds. The additional individuals to be served are frail elders who would otherwise be on a wait list for services. The funds to be applied to this program are being transferred from a budget established to pay private vendors to perform the in-home services. Trained volunteers can provide the same services at a greatly reduced cost. (DOSS) <u>Countywide</u> (TKF)

Background and Justification: DOSS and AAA through their Caring Connection Program will provide intensive training for volunteers age 50+ who are recruited and trained to provide quality in-home respite care to underserved seniors enabling them to remain self-sufficient and independent in the community. The program is bilingual - English and Spanish. The majority of the clientele is a population in which language is a barrier. This program serves the population.

Attachments:

- 1. Collaborative Partnership Agreement
- 2. Budget Transfer in DOSS Administration Fund

Recommended by: **Department Director** 12/3/09 Approved By: Assistant County Administrator Date

II. FISCAL ANALYSIS IMPACT

A. Five Year Summary of Fiscal Impact:

Fiscal Years	<u>2010</u>	<u>2011</u>	<u>2012</u>	<u>2013</u>	<u>2014</u>
Capital Expenditures Operating Costs External Revenue Program Income (County) In-Kind Match (County)	80,000	<u>96,000</u>	96,000	96,000	<u>96,000</u>
NET FISCAL IMPACT	80,000	96,000	96,000	<u>96,000</u>	<u>96,000</u>
# ADDITIONAL FTE POSITIONS (Cumulative)					
Is Item Included in Curren Budget Account No.: Fur Prog	•	Yes Dept	No <u>X</u> UnitC)bj	

B. Recommended Sources of Funds/Summary of Fiscal Impact: County Funds only.

Departmental Fiscal Review: Tauna Malhotra

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Administration Comments:

OFMB

B. Legal Sufficiency:

Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

dministration ontract On 13/3/09

This Contract complies with our contract review requirements.

COLLABORATIVE PARTNERSHIP

BETWEEN

THE AREA AGENCY ON AGING, PALM BEACH/TREASURE COAST, INC.

AND

PALM BEACH COUNTY BOARD OF COUNTY COMMISSIONERS

DIVISION OF SENIOR SERVICES

I. PURPOSE

The purpose of this collaborative partnership is to recruit, train, and place volunteers to provide respite services to frail elders and their caregivers.

II. TERM OF AGREEMENT

The Agreement is effective on November 1, 2009. The memorandum has no expiration date and is continuously renewable unless termination by either party occurs.

III. RECRUITMENT

Volunteers will be recruited by both the Area Agency on Aging of Palm Beach/Treasure Coast, Inc. (AAA) and Palm Beach County Board of County Commissioners, Division of Senior Services (DOSS). Volunteers associated with the AAA Caring Connections program will be required to complete the necessary forms to also become DOSS volunteers.

IV. TRAINING

All volunteers providing respite care will receive 20-25 hours of intensive training provided by AAA staff and community partners as scheduled by AAA. This training will include the following topics:

- a. Orientation, to include position description, volunteer role and responsibility, standards of conduct, ethics, prohibited activities, record keeping, benefits and recognition
- b. Aging Process, Personal Safety, Crimes Against the Elderly/Victims' Services, Home Safety and Disaster Preparedness

c. Volunteer Respite Caregiving "Do's and Don'ts;" healthy aging (importance of nutrition/exercise/fitness); wellness and prevention; and accessing community resources

V. VOLUNTEER MANAGEMENT

- a. DOSS will work closely with AAA staff in placement of volunteers to meet needs of elders in daycare settings and identified as needing respite service to prevent nursing home placement.
- b. AAA will complete a Level II Background Check and Sexual Predator Check prior to the volunteer being placed in a home or daycare setting.
- c. The Assistant Director of Volunteer Programs will be responsible for working with DOSS personnel to provide the necessary forms and volunteer time sheets.
- d. AAA will be responsible for the daily management of the Caring Connection volunteers.
- e. AAA will provide monthly reflection meetings for all volunteers, these meetings may be conducted by a volunteer leader.
- f. AAA will provide secondary liability insurance for Caring Connection volunteers.
- g. DOSS will be responsible for providing the monthly incentive to all volunteers including processing and mailing checks on a monthly basis.

VI. TERMINATION

This agreement may be terminated by either party upon no less than sixty (60) calendar days notice without cause unless a lesser time is mutually agreed upon by both parties, in writing. Said notice shall be delivered by certified mail, return receipt requested, or in person with proof of delivery.

In witness thereof, the parties hereto have caused this four (4) page agreement to execute by their undersigned officials as duly authorized.

PALM BEACH COUNTY, FLORIDA, A Political Subdivision of the State of Florida Area Agency on Aging of Palm Beach/Treasure Coast, Inc.

NAME:______

DATE:_____

SIGNED BY: _____

SHARON R. BOCK, Clerk of Comptroller

BY:_____

DATE:_____

FEDERAL ID NUMBER 59-6000785

FISCAL YEAR END DATE: _____

Approved as to form and legal sufficiency

Assistant County Attorney

Approved as to terms and conditions

C h **Department Director**

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EMERGENCY CERTIFICATION FOR RETROACTIVE PAYMENT

Background

The Area Agency is partnering with the Palm Beach County Board of County Commissioners to recruit, train and provide volunteer management for the 2009 program year. The purpose of this collaborative partnership is to recruit, train and provide volunteer management for volunteers to provide respite services to frail elders and their caregivers.

Justification

The Palm Beach County Board of County Commissioners will provide the monthly stipend to the volunteers providing respite services beginning November 1, 2009; however, since the collaborative partnership agreement will not be signed by that time, it will require certification for retroactive payment back to November 1, 2009. The provision of these services will aid the client and/or caregiver in remaining independent and prevent or delay institutionalization.

Certification

I hereby certify this situation to constitute an emergency pursuant to Chapter 287, Florida Statues, and approve the terms of the collaborate agreement between the Area Agency on Aging and the Palm Beach County Board of County Commissioners starting November 1, 2009.

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BELOW TO BE FILLED OUT BY THE AREA AGENCY ON AGING

Name

Title

Area Agency on Aging of Palm Beach/Treasure Coast, Inc.

Date

BOARD OF COUNTY COMMISSIONERS PALM BEACH COUNTY, FLORIDA <u>BUDGET TRANSFER</u> FUND 1006 DOSS - Administration

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BGRV - 144- 111609*112 BGEX - 144- 111609*401

Use this form to provide budget for items not anticipated in the budget.						EXPENDED/		
		ORIGINAL	CURRENT			ADJUSTED	ENCUMBERED	REMAINING
ACCT.NUMBER	ACCOUNT NAME	BUDGET	BUDGET	INCREASE	DECREASE	BUDGET	AS OF 11/13/09	BALANCE
<u>REVENUES</u>								
DOSS-3E								
144-1461-8000	Transfer From General Fund 0001	396,840	396,840	· .	80,000	316,840		
DOSS-Caring Conn	ections							
144-1450-8000	Transfer From General Fund 0001	0	0	80,000	0	80,000		
	Total Receipts and Balances	8,122,756	8,122,756	80,000	80,000	8,122,756		
EXPENDITURES								
DOSS-3E								
144-1461-3401	Other Contractual Services	243,369	243,369		80,000	163,369	14,777	148,592
DOSS-Caring Conn	ections							
144-1450-4931	Allowances	0	0	80,000	0	80,000	0	80,000
	Total Appropriations & Expenditures	8,122,756	8,122,756	80,000	80,000	8,122,756	· · · · · · · · · · · · · · · · · · ·	
OFMB INITIATING DEPARTMENT/DIVISION Administration/Budget Department Approval OFMB Department Posted		Date 1/25/07		•	By Board of County Commissioners At Meeting of December 15, 2009 Deputy Clerk to the Board of County Commissioners			
OFMB Department	nt - Posted						Board of County C	ommission(

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