

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

Meeting Date: September 18, 2018

<input checked="" type="checkbox"/>	Consent	<input type="checkbox"/>	Regular
<input type="checkbox"/>	Ordinance	<input type="checkbox"/>	Public Hearing

Department

Submitted By: Community Services

Submitted For: Division of Senior Services

I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

A) approve:

- Standard Agreement No. IR018-9500 for Respite for Elders Living in Everyday Families (RELIEF) with the Area Agency on Aging of Palm Beach/Treasure Coast, Inc. (AAA), for the period July 1, 2018 to June 30, 2019 in an amount not-to-exceed \$109,800, to provide volunteers to homebound seniors for in-home respite to family/caregivers;
- Standard Agreement No. IZ018-9500 for Alzheimer’s Disease Initiative (ADI) with AAA, for the period July 1, 2018 to June 30, 2019, in an amount not-to-exceed \$1,049,679, to assist seniors and caregivers by providing in-home services to help seniors live independently;
- Standard Agreement No. IC018-9500 for Community Care for the Elderly (CCE) with AAA, for the period July 1, 2018 to June 30, 2019, in an amount not-to-exceed \$1,628,057, to assist seniors and caregivers by providing in-home services to help seniors live independently; and
- Standard Agreement No. IH018-9500 for Home Care for the Elderly (HCE) with AAA, for the period of July 1, 2018 to June 30, 2019, in an amount not-to-exceed \$141,948, to assist older adults and their caregivers with the provision of care in a family-type living arrangement as an alternative to the institutional care.

B) receive and file purchase order for the Senior Companion Program (SCP) with the Florida Department of Elder Affairs (DoEA), for the period July 1, 2018, through June 30, 2019, in an amount not to exceed \$2,320 for reimbursement of volunteer support expenses; and

C) approve Budget Amendment of \$2,278,755 in the Division of Senior Services (DOSS) Administration Fund to align the budget to the actual grant award.

**Summary:** These agreements will allow DOSS to provide services to seniors and their caregivers. Under the RELIEF agreement, DOSS will directly provide volunteer service hours, at a unit reimbursement rate of \$9.00 for each hour of in-home respite and training provided to the volunteers. RELIEF services are funded with \$109,800 in State funds and \$40,187 in County funds. ADI allows DOSS to provide case management, in-home respite and facility based respite, which are funded with \$1,049,679 in State funds, \$27,449 in program income funds and \$429,369 in additional County funds. CCE assists seniors and caregivers by providing in-home services to help seniors live independently and is funded with \$1,628,057 in State funds, \$50,212 in program income funds and \$994,180 in additional County funds. HCE assists older adults and caregivers with the provision of care in a family-type living arrangement as an alternative to institutional care and is funded with \$141,948 in State funds and \$141,747 in additional County funds. Sufficient funding is included in the current budget to meet County obligations. The purchase order was executed by the Community Services Department Director in accordance with Agenda Item 3E-7, dated October 20, 2015, which delegated signatory authority to the Community Services Director to execute purchase orders and other necessary documents related to the Senior Companion Program. DoEA is implementing a purchase order, in place of a contract, to reimburse for volunteer support expenses. This purchase order will be utilized to reimburse DOSS \$2,320 to pay for volunteer level II background checks, training, supplies and recognition. The DoEA provides stipends, meals and mileage. Supervision of the Senior Companion volunteers, and \$56,447 in County funds, is provided by DOSS. In accordance with County PPM CW-O-051, all delegated contracts, agreements, and grants must be submitted by the initiating Department as a receive and file agenda item. The budget amendment is necessary to align the County budget with the actual grant award. DOSS is responsible for providing services north of Hypoluxo Rd. The areas of service include all of the districts, excluding District 3, 4, 5 and 7 south of Hypoluxo Rd. The Mae Volen Senior Center, Inc. is responsible for providing services in the areas south of Hypoluxo Rd. (DOSS) Countywide except for portions of Districts 3, 4, 5, and 7 south of Hypoluxo Rd. (HH)

Background Justification: (On page 3)

**Attachments:**

- Budget Amendment
- RELIEF Standard Agreement No. IR018-9500
- ADI Standard Agreement No. IZ018-9500
- CCE Standard Agreement No. IC018-9500
- HCE Standard Agreement No. HC018-9500
- 2018-2019 Senior Companion Program Purchase Order

Recommended By: *Tamara* 9/5/18  
 Department Director Date

Approved By: *Nancy R. Bolm* 9/13/18  
 Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

Fiscal Years	2018	2019	2020	2021	2022
Capital Expenditures					
Operating Costs	1,167,849	3,503,546			
External Revenue	(732,951)	(2,198,853)			
Program Income	(19,415)	(58,246)			
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>415,483</b>	<b>1,246,447</b>			

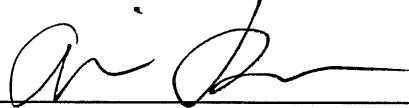
# ADDITIONAL FTE POSITIONS (Cumulative)					
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Is Item Included in Current Budget? Yes X No      
 Does this item include the use of federal funds Yes X No    

Budget Account No.:  
 Fund 1006 Dept 144 Unit 1443/1452/1472/1481/1482 Object Var. Program Code Var.  
 Program Period Var.


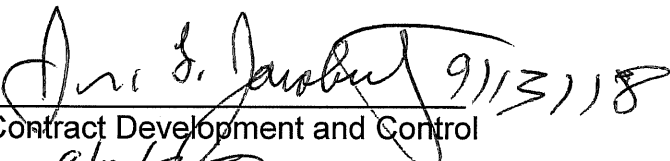
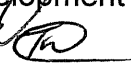
**B. Recommended Sources of Funds/Summary of Fiscal Impact:**  
 Funding sources are Federal and Palm Beach County.

Total Funding	1443	1472	1481	1482	1452	Total
Funds	CCE	ADI	HCE	RELIEF	SCP	Funds
Grant	1,628,057	1,049,679	141,948	109,800	2,320	2,931,804
Match (10%)	180,895	0	0			180,895
NSIP						0
Program Income	50,212	27,449	0			77,661
Addnl. County Funds	<u>813,285</u>	<u>429,369</u>	<u>141,747</u>	<u>40,187</u>	<u>56,447</u>	<u>1,481,035</u>
<b>Total</b>	<b>2,672,449</b>	<b>1,506,497</b>	<b>283,695</b>	<b>149,987</b>	<b>58,767</b>	<b>4,671,395</b>

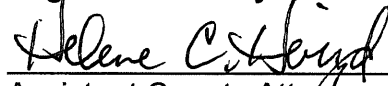
C. Departmental Fiscal Review:   
 Julie Dowe, Director, Financial & Support Svcs.

**III. REVIEW COMMENTS**

**A. OFMB Fiscal and/or Contract Development and Control Comments:**

 9/16/18  
 OFMB 49 9/16  
 9/13/18  
 Contract Development and Control  
 9/15/18 

**B. Legal Sufficiency:**

 9/13/18  
 Assistant County Attorney

**C. Other Department Review:**

\_\_\_\_\_  
 Department Director

**(Continued from page 1)**

**Background and Justification:** The DoEA offered RELIEF funding to DOSS in 1998. Recipients of RELIEF services are provided with in-home respite, including evening and weekends, in order to increase the ability of a family to continue to care for a homebound senior beyond the basic provisions of current programs. Volunteers providing respite through this agreement are stipend volunteers. ADI allows DOSS to provide assistance to seniors and caregivers by ensuring that persons afflicted with Alzheimer's disease and other forms of dementia are given essential services to help them live independently in their own homes or in the homes of relatives/caregivers. DoEA Senior Companion Program provides respite to caregivers of frail elders. By remaining active and contributing to their communities, Senior Companion volunteers benefit from the program along with the clients they serve. The program establishes social service roles for lower-income elder volunteers through which they maintain a sense of self-worth.

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA  
BUDGET AMENDMENT

BGEX - 144 - 081018\*1729  
BGRV - 144 - 081018\*448

FUND (1006) - DOSS - Administration

Use this form to provide budget for items not anticipated in the budget.

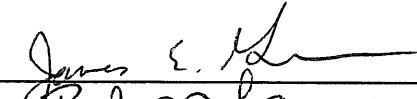
ACCT.NUMBER	ACCOUNT NAME	ORIGINAL BUDGET	CURRENT BUDGET	INCREASE	DECREASE	ADJUSTED BUDGET	EXPENDED/ ENCUMBERED AS OF 08/10/2018	REMAINING BALANCE
<b>REVENUE</b>								
<b>DOSS-CCE</b>								
144 1443	3469 State Grant Other Human Services	1,531,821	1,762,422	1,245,102		3,007,524		
<b>DOSS Senior Companion Program</b>								
144 1452	4699 Charge Services Other Human Services	1,200	1,200	2,020		3,220		
<b>Alzheimer'S Disease Initiative</b>								
144 1472	3469 State Grant Other Human Services	844,090	1,107,430	838,657		1,946,087		
<b>Home Care For The Elderly</b>								
144 1481	3469 State Grant Other Human Services	96,487	112,138	117,826		229,964		
<b>Relief/Respite Program</b>								
144 1482	3469 State Grant Other Human Services	138,600	162,342	75,150		237,492		
<b>Total Revenue</b>		<b>9,297,554</b>	<b>10,051,691</b>	<b>2,278,755</b>	<b>0</b>	<b>12,330,446</b>		
<b>EXPENDITURE</b>								
<b>DOSS-CCE</b>								
144 1443	1201 Salaries & Wages Regular	791,296	377,856	200,000		577,856	314,433	263,423
144 1443	3401 Other Contractual Services	1,752,298	1,917,559	1,045,102		2,962,661	1,679,891	1,282,770
<b>DOSS Senior Companion Program</b>								
144 1452	5101 Office Supplies	1,558	337	2,020		2,357	595	1,762
<b>Alzheimer'S Disease Initiative</b>								
144 1472	1201 Salaries & Wages Regular	13,094	386,574	100,000		486,574	292,429	194,145
144 1472	3401 Other Contractual Services	857,567	1,079,546	738,657		1,818,203	918,604	899,599
<b>Home Care For The Elderly</b>								
144 1481	1201 Salaries & Wages Regular	49,563	17,603	15,000		32,603	14,210	18,393
144 1481	3401 Other Contractual Services	82,318	82,318	102,826		185,144	78,978	106,166
<b>Relief/Respite Program</b>								
144 1482	1201 Salaries & Wages Regular	22,287	12,767	10,000		22,767	5,405	17,362
144 1482	4931 Allowances	87,482	125,777	65,150		190,927	48,909	142,018
<b>Total Expenditures</b>		<b>9,297,554</b>	<b>10,051,691</b>	<b>2,278,755</b>	<b>0</b>	<b>12,330,446</b>	<b>3,353,454</b>	<b>8,976,992</b>

Signatures

Date

By Board of County Commissioners  
At Meeting on September 18, 2018

COMMUNITY SERVICES  
INITIATING DEPARTMENT/DIVISION James Green  
Administration/Budget Department Approval  
OFMB Department - Posted

  
\_\_\_\_\_  
9/18/18

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Deputy Clerk to the  
Board of County Commissioners