

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY

Meeting Date: April 6, 2021 [ X ] Consent [ ] Regular  
[ ] Ordinance [ ] Public Hearing

Department  
Submitted By: Community Services  
Submitted For: Division of Senior and Veteran Services

I. EXECUTIVE BRIEF

**Motion and Title: Staff recommends motion to approve:**

**A)** a Use of Facility Agreement for Government Entities with The City of Pahokee (Meal Site), at no cost to the County, for the five (5) year period April 6, 2021 through April 5, 2026, to provide a congregate meal site for seniors at The Pahokee Wellness Center; and

**B)** a Use of Facility Agreement for Government Entities with The City of South Bay (Meal Site), at no cost to the County, for the five (5) year period April 6, 2021 through April 5, 2026, to provide a congregate meal site for seniors at The City of South Bay Tanner Park Community Center.

**Summary:** The Division of Senior and Veteran Services (DSVS) receives federal funds from the Older Americans Act (OAA) to provide congregate meal sites. These agreements enable DSVS to operate congregate meal sites for seniors at no cost to the County for space and/or energy usage. The Meal Sites will recruit volunteers to operate the sites. DSVS will provide training for the volunteers. Meals and necessary food related services and supplies shall be furnished by the County through its designated food service vendor, subject to the availability of funds. The Meal Sites currently remain closed due to COVID-19. The OAA grant requires that the Use of Facility Agreements be in place prior to reopening. Seniors receiving home delivered meals prior and during the COVID-19 pandemic are continuing to do so without interruption in services. Due to the temporary closure of congregate meal sites during the COVID-19 pandemic, congregate meals are currently being managed in two (2) ways: 1) through home delivered meals for those seniors who do not have transportation to pick up their meals and 2) through "grab and go" at one distribution site. The City of Pahokee served 1,176 meals to seniors in Calendar Year (CY) 2019. The City of South Bay served 2,477 meals to seniors in CY 2019. The estimated total cost of the meals is \$13,938, and is funded under OAA in the amount of \$12,544 (90%) and \$1,394(10%) in County match. Sufficient funding is included in the current budget to meet County obligations. DSVS is responsible for providing services north of Hypoluxo Road. The areas of service exclude portions of Districts 3, 4, 5 and 7 south of Hypoluxo Road. The Mae Volen Center, Inc. is responsible for providing services in the excluded areas. **No additional County funds are required.** (Division of Senior Services) Countywide except for portions of Districts 3, 4, 5, and 7 south of Hypoluxo Rd. (HH)

**Background and Justification:** In accordance with the OAA, DSVS operates congregate meal sites to provide effective delivery of nutritious meals to low-income, socially isolated seniors to improve their quality of life and productivity.

**Attachments:** Use of Facility Agreements (2)

Recommended By: James Bream 3/10/2021  
Department Director Date

Approved By: Nancy L Bolten 3/18/21  
Assistant County Administrator Date

**II. FISCAL IMPACT ANALYSIS**

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

Fiscal Years	2021	2022	2023	2024	2025
Capital Expenditures					
Operating Costs	2,904	13,938	13,938	11,034	
External Revenue	(2,613)	(12,544)	(12,544)	(9,931)	
Program Income					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>291</b>	<b>1,394</b>	<b>1,394</b>	<b>1,103</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         No   X  

Budget Account No.:  
 Fund 1006 Dept. 144 Unit 1458 Object 3419 Program Code Var. Program Period Var.

**B. Recommended Sources of Funds/Summary of Fiscal Impact:**  
 No fiscal impact for use of facility. Pending meal costs below:

	<u>C-1</u>
Federal Funds (90%)	\$12,544
County Match (10%)	\$ 1,394
Total	\$13,938

**C. Departmental Fiscal Review:** DocuSigned by:  
Julie Dowe  
 Julie Dowe, Director, Financial & Support Services

**III. REVIEW COMMENTS**

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

Steve Martin 3/12/21  
 OFMB 3/2/21      AP 3/11

John J. Jarolent 3/16/21  
 Contract Development and Control  
 3-16-21/90

**B. Legal Sufficiency:**

Anne Delgent 3-17-21  
 Senior Assistant County Attorney

**C. Other Department Review:**

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 Department Director

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