

PALM BEACH COUNTY  
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: December 7, 2021       Consent     Regular  
     Ordinance     Public Hearing

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

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I. EXECUTIVE BRIEF

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

A) a Memorandum of Understanding (MOU) with the Area Agency on Aging Palm Beach/Treasure Coast, Inc. (AAA), for the period October 1, 2021 through September 30, 2022, to implement a Home Delivered Meals for Seniors Program, for a total amount of funding not-to-exceed \$44,484; and

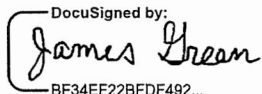
B) a budget amendment of \$44,484 in FY 2022 in the Division of Senior and Veteran Services (DSVS) Administration Fund to align the budget to the actual grant award.

**Summary:** The MOU serves the purpose of defining and outlining the responsibilities of both AAA and the Palm Beach County Division of Senior and Veteran Services (DSVS) in the implementation of the United Way of Palm Beach County, Inc.'s financial grant for the Home Delivered Meals Program. AAA will screen clients and make referrals to DSVS. AAA will reimburse the DSVS \$6.00 per meal for 7,414 home-delivered meals in the Palm Beach County Community Care Area A. This is the first MOU for this program. The United Way of Palm Beach County's Hunger Relief Initiative mission of feeding hungry people in the community is providing AAA with funding to serve seniors through donations received from fundraising events. Each senior is to receive seven (7) meals a week. DSVS will serve at least 24 seniors during the term of this MOU. The seniors to be served will be those released from AAA's home-delivered wait meals waitlist. DSVS is responsible for providing services north of Hypoluxo Road. The Mae Volen Center, Inc. is responsible for providing services in the areas south of Hypoluxo Road. Sufficient funding is included in the current budget to meet County obligations. **No County match is required.** (DSVS) Countywide except for portions of Districts 3, 4, 5, and 7 south of Hypoluxo Rd. (HH)

**Background and Justification:** DSVS will initiate meals for up to five (5) seniors each month from October 2021 through February 2022.

- Attachments:**
1. MOU
  2. Budget Amendment

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DocuSigned by:  
  
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**Recommended By:** \_\_\_\_\_ **Department Director**      **Date**

**Approved By:** Nancy L. Bolhm      11/23/21  
 Assistant County Administrator      Date

## II. FISCAL IMPACT ANALYSIS

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

Fiscal Years	2022	2023	2024	2025	2026
Capital Expenditures					
Operating Costs	\$44,484				
External Revenue	(\$44,484)				
Program Income					
In-Kind Match (County)					
<b>NET FISCAL IMPACT</b>	<b>-0-</b>				

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

#### Budget Account No.:


Fund 1006 Dept. 144 Unit 1459 Object Var. Program Code Var. Program Period Var.

### B. Recommended Sources of Funds/Summary of Fiscal Impact:

United Way of Palm Beach County financial grant to the AAA.

<b>Total Funding</b>	<b>1459</b>
<b>Funds</b>	<b>C2</b>
Grant	44,484
Match (10%)	0
NSIP	0
Program Income	0
Addnl. County Funds	0
<b>Total</b>	<b>44,484</b>

### C. Departmental Fiscal Review:

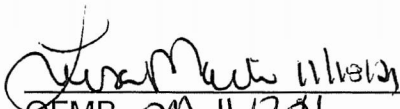
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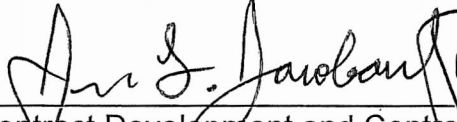
Julie Dowe, Director, Financial & Support Services

## III.

### REVIEW COMMENTS

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

  
 OFMB OIA 11-17-21  
 AP 11/18/21

  
 Contract Development and Control  
 11-22-21 TW

#### B. Legal Sufficiency:

\_\_\_\_\_  
 Senior Assistant County Attorney

#### C. Other Department Review:

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

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

**Memorandum of Understanding**  
Between  
**Area Agency on Aging Palm Beach/Treasure Coast, Inc.**  
And  
**Palm Beach County**  
For  
**Home - Delivered Meals Program**

**Section 1 – Term and Purpose of the Memorandum of Understanding**

- 1.1 The parties agree that the terms of this Memorandum of Understanding (MOU) shall commence on October 1, 2021 and shall end on September 30, 2022 (the “Term”).
- 1.2 The purpose of this MOU is to define the specific responsibilities of the Palm Beach County Division of Senior and Veteran Services (“Provider”) and Area Agency on Aging of Palm Beach/Treasure Coast, Inc. (“Agency”) to achieve the specific goals set forth in this MOU to implement the United Way of Palm Beach County financial grant to the Agency for the Home Delivered Meals for Seniors Program

**Section 2 – Scope of Program and Funding Requirements**

- 2.1 The Agency will provide the following funding to the Provider for the following program(s) in accordance with this MOU:
  - a. Reimburse the Provider \$6.00 per meal for 7,414 home-delivered meals in Palm Beach County Community Care Service Area A (See Attachment I ), serving at least 24 seniors during the term of this MOU.
  - b. Each senior is to receive 7 meals/week.
  - c. The total amount of funding to be provided by the Agency for the term will not exceed \$44,484.
- 2.2 No part of the above-referenced funding is intended to benefit any specific individual or recipient. The parties agree and understand that all funding is intended for the overall benefit of all recipients of the services provided by the program being funded herein.
- 2.3 The parties agree to comply with the terms of this MOU, and the Agency’s funding obligations under this MOU are contingent on the Provider’s compliance with the terms of this MOU.

**Section 3 – Responsibilities of Provider**

The Division of Senior and Veteran Services agrees to the following:

- 3.1 Distribute 7,414 home-delivered meals in Palm Beach County Community Care Service Area A and serve at least 24 seniors during the term of this MOU.
- 3.2 The seniors to be served will be those released from the Agency home-delivered meals waitlist. The Provider must initiate services for up to 5 seniors each month from October 2021 through February 2022.
- 3.3 Reporting Requirements: The Provider will submit monthly invoices by the 15<sup>th</sup> of each month to the Agency Fiscal Department with aggregate meals provided by client. (The clients are those

seniors in section 3.2 above who are released from the Agency home-delivered meals waitlist.)  
Provider shall retain delivery receipts on file.

- 3.4 To submit documents by the deadlines established and participate as required in the United Way of Palm Beach County grant monitoring process, which may include a site visit by Hunger Relief Initiative representatives reviewing programmatic and fiscal information.
- 3.5 Provider and its subcontractor must follow state and local standards for safe food handling and storage.
- 3.6 If applicable, Provider must do appropriate screening and background checks for volunteers and subcontractors.
- 3.7 Provider must involve a registered/licensed dietitian in planning meals consistent with USDA Dietary Guidelines for Americans.
- 3.8 Marketing: to communicate and educate that this is a component of the Palm Beach County Hunger Relief Initiative and the Agency’s mission of feeding hungry people in the community.
- 3.9 Provide input to the Home Delivered Meals Interim and Final Reports. (Templates attached.)

**Section 4 – Responsibilities of Agency**

The Area Agency on Aging of Palm Beach/Treasure Coast, Inc. agrees to the following:

- 4.1 To screen clients from the Agency Home-Delivered Meals waitlist to determine willingness to receive 7 meals/week delivered in packs of 14 meals every other week.
- 4.2 The Agency Helpline staff will inform the client to expect the next call regarding receiving food to come from the Provider.
- 4.3 Make referrals to Provider with client contact information.
- 4.4 Pay the Provider’s invoices upon the same payment schedule that currently exists between the Agency and the Provider for Older Americans Act funding.

IN WITNESS, WHEREOF, this MOU is hereby executed as of the date of the last party’s signature below by the following representatives who hereby warrant that they are authorized to execute this MOU and to bind the entity on whose behalf they are signing.

Provider: Palm Beach County Board of County Commissioners

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

By: \_\_\_\_\_  
Mayor

By: \_\_\_\_\_

Date: \_\_\_\_\_

Name: Dwight Chenette

Attest: Joseph Abruzzo, Clerk and Comptroller

Title: CEO

By: \_\_\_\_\_  
Deputy Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Federal Tax ID: 59-6000785  
Fiscal Year Ending Date: \_\_\_\_\_

Approved as to form and Legal Sufficiency

Approved as to Terms and Conditions

\_\_\_\_\_  
Senior Assistant County Attorney

Department Director   
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**EMERGENCY CERTIFICATION FOR RETROACTIVE PAYMENT**

Justification

The Palm Beach County Board of County Commissioners will be providing services to eligible clients under this MOU beginning October 1, 2021; however, since this MOU will not be signed by that time, it will require certification for retroactive payment back to October 1, 2021. The provision of these services will aid the client and/or caregiver in remaining independent and prevent or delay institutionalization.

The Area Agency on Aging of Palm Beach/Treasure Coast, Inc. will provide reimbursement at the rate of \$6.00 per meal back to October 1, 2021 service date as to prevent services from being delayed or interrupted and assure all funds are reimbursed. The extension until December 31, 2021 allows the Division of Senior and Veteran Services to start utilizing the new funding prior to the date signed by all parties.

Certification

I hereby certify this situation to constitute an emergency pursuant to Chapter 287, Florida Statutes, and approve payment of the MOU between the Area Agency on Aging and the Palm Beach County Board of County Commissioners starting October 1, 2021.

BELOW TO BE FILLED OUT BY THE AREA AGENCY ON AGING

\_\_\_\_\_

Name

\_\_\_\_\_

Title

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

\_\_\_\_\_

Date

## United Way Funding Agreement Monthly Invoice

CIRTS ID	Client Name	Number of Meals
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Total

Meal Rate	\$	6.00
<b>Invoice Total</b>	<b>\$</b>	<b>-</b>

BOARD OF COUNTY COMMISSIONERS  
PALM BEACH COUNTY, FLORIDA

BUDGET AMENDMENT

BGEX - 144 - 101521\*181

BGRV - 144 - 101521\*35

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 10/15/2021	REMAINING BALANCE
<b>REVENUE</b>								
<u>DOSS-C2</u>								
144 1459 6694	Grant From Oth Non-Govt	0	0	44,484		44,484		
<b>Total Revenue</b>		<b>11,118,815</b>	<b>11,118,815</b>	<b>44,484</b>	<b>0</b>	<b>11,163,299</b>		
<b>EXPENDITURE</b>								
<u>DOSS-C2</u>								
144 1459 3419	Contracted Food	550,695	550,695	44,484		595,179		595,179
<b>Total Expenditures</b>		<b>11,118,815</b>	<b>11,118,815</b>	<b>44,484</b>	<b>0</b>	<b>11,163,299</b>	<b>0</b>	<b>11,163,299</b>

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

Signatures

Date

By Board of County Commissioners  
At Meeting on December 7, 2021

DocuSigned by:  
*James Green*  
BE34EE22BEDE482

11/15/2021

\_\_\_\_\_  
Deputy Clerk to the  
Board of County Commissioners