



lacounty.gov

Gloria Molina
Mark Ridley-Thomas
Zev Yaroslavsky
Don Knabe
Michael D. Antonovich

County of Los Angeles COMMUNITY AND SENIOR SERVICES

3175 West Sixth Street • Los Angeles, CA 90020
Tel: 213-738-2600 • Fax 213- 487-0379

Enriching Lives Through Effective And Caring Services



css.lacounty.gov

Cynthia D. Banks
Director
Otto Solórzano
Chief Deputy

April 08, 2014

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

26 April 8, 2014

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

APPROVAL TO TERMINATE FOR CONVENIENCE THE ELDERLY NUTRITION, SUPPORTIVE SERVICES AND FAMILY CAREGIVER SUPPORT PROGRAMS CONTRACTS WITH ANTELOPE VALLEY COMMITTEE ON AGING AND INCREASE FUNDING TO THE YWCA OF SAN GABRIEL VALLEY AND SANTA ANITA FAMILY SERVICE TO CONTINUE PROVIDING ELDERLY NUTRITION, SUPPORTIVE SERVICES AND FAMILY CAREGIVER SUPPORT PROGRAMS SERVICES TO OLDER ADULTS IN THE ANTELOPE VALLEY AND SURROUNDING AREAS (FIFTH SUPERVISORIAL DISTRICT) (3 VOTES)

SUBJECT

Community and Senior Services (CSS) seeks: approval to terminate for convenience the three (3) contracts with Antelope Valley Committee on Aging (AVCOA) for the Elderly Nutrition Program (ENP), Supportive Services Program (SSP), and Family Caregiver Support Program (FCSP) and initiate the required Notice of Termination for each contract based on the Board of Supervisors' determination that it is in the best interest of the County; and authority to execute contract amendments to increase the contract amounts to the YWCA of San Gabriel Valley and Santa Anita Family Service during the current contract terms to continue respective ENP and FCSP services to the Antelope Valley and surrounding areas.

The ENP provides nutritional meals to eligible older adults at strategically located congregate meal sites as well as home-delivered meals to home-bound frail, elderly clients. The SSP provides a variety of services to older individuals to address functional limitations, maintain health and independence, promote socialization, and ensure access to the senior service system to avoid premature institutionalization. The FCSP provides support to caregivers caring for frail, elderly relatives to help minimize the negative emotional, physical, and financial consequences of unpaid family caregiving by providing access to available support services to enable unpaid caregivers to keep their loved ones at home for as long as possible.

IT IS RECOMMENDED THAT THE BOARD:

1. Determine that it is in the best interest of the County to terminate for convenience the three (3) contracts with AVCOA: ENP (contract number ENP-1216-01), SSP (contract number SSP-1014-04) and FCSP (contract number FCSP131701).
2. Delegate authority to the Director of CSS, or designee, to initiate the required written Notice of Termination to AVCOA for each contract, upon approval by your Board.
3. Delegate authority to the Director of CSS, or designee, to increase the current ENP annual contract sum of \$2.43 million for the YWCA of San Gabriel Valley for Fiscal Year (FY) 2013-14 by \$450,000 to a maximum of \$2.88 million. The \$450,000 will enable the YWCA of San Gabriel Valley to continue to provide ENP services to the Antelope Valley and surrounding areas through the current fiscal year ending June 30, 2014. CSS is also requesting to increase the maximum annual contract sum for FY 2014-15 and FY 2015-16 by approximately \$920,000 per fiscal year for the YWCA of San Gabriel Valley to continue ENP services throughout the term of the ENP contract ending June 30, 2016. Overall funding for the YWCA of San Gabriel Valley is subject to the availability of funds each fiscal year and the agency's performance in meeting the goals of the ENP in the County.
4. Delegate authority to the Director of CSS, or designee, to increase the current FCSP maximum annual contract sum for Santa Anita Family Service for FY 2014-15, FY 2015-16, and FY 2016-17 by approximately \$47,000 per fiscal year to allow for the continuance of FCSP services by Santa Anita Family Service to the Antelope Valley and surrounding areas throughout the term of the FCSP contract ending June 30, 2017. Overall funding for Santa Anita Family Service is subject to the availability of funds each fiscal year and the agency's performance in meeting the goals of the FCSP in the County.
5. Authorize the Director of CSS, or designee, to execute contract amendments with the YWCA of San Gabriel Valley and Santa Anita Family Service as needed, to increase the respective ENP and FCSP contract amounts in response to the continued need, availability of funding, and based on contractor performance provided that: (i) approval as to form by Counsel is obtained prior to any such amendment, and (ii) the Director of CSS, or designee, confirms in writing to the Board and the CEO within 30 days after such amendments have been executed. These actions will ensure continued nutrition, supportive services, and family caregiver support services to older adults residing in the Antelope Valley and surrounding areas.
6. Authorize the Director of CSS, or designee, to execute contract amendments with all current ENP contractors as needed throughout the remaining ENP contract term ending June 30, 2016, to increase or decrease the contract amounts in response to the availability of funding and based on contractor performance provided that: (i) any increase does not exceed 10% of each ENP contractor's total maximum contract sum, and the total allocation does not exceed funding availability, (ii) approval of Counsel as to form is obtained prior to any such amendment, and (iii) the Director of CSS, or designee, confirms in writing to the Board and the CEO within 30 days after such amendments have been executed.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

CSS is requesting that the Board of Supervisors determine it is in the best interest of the County to terminate, for convenience, the three (3) contracts with AVCOA. AVCOA was placed on suspension

November 1, 2013 and remains so, because AVCOA was unable to continue all of the County contract requirements, including the maintenance of Workers Compensation insurance, invoice payments to vendors in a timely manner, and the provision of meals and supportive services to clients, which jeopardized their safety and well-being. The recommended actions will enable CSS to continue administration and provision of the ENP, SSP and FCSP services to the Antelope Valley and surrounding areas for the remainder of the respective contract terms.

CSS canvassed all current ENP contractors to identify interest in providing nutrition services to the areas served by AVCOA. The YWCA of San Gabriel Valley was the only interested contractor with the capacity to provide comprehensive, temporary services to the needed areas. The YWCA of San Gabriel Valley (YWCA) responded to the area immediately and established an infrastructure to continue critical meal service without interruption within a 24-hour period. The agency hired the majority of the staff that had been laid off by AVCOA. Assessments were completed on all of the identified clients to ensure that needed services would continue uninterrupted. In order to alleviate the emergent situation without delay, CSS utilized its delegated authority to increase the YWCA's contract funding authority by 10 percent from \$2.21 million to \$2.43 million.

CSS also canvassed all current SSP and FCSP contractors to identify interest in providing the respective services to the areas served by AVCOA. The YWCA of San Gabriel Valley was the only interested contractor with the capacity to provide the supportive services to the needed areas. Santa Anita Family Service was the only contractor that responded to the need for family caregiver services to the areas. Assessments were completed on all of the identified clients to ensure that supportive and family caregiver services would continue uninterrupted.

The success of the ENP, SSP and FCSP continues to be determined based on performance measures which align with the Federal and State-mandated requirements. Without the current structure in place, seniors would not have received the nutrition, supportive and family caregiver services. The ability to increase each ENP contractor's contract amount by up to 10% of that contractor's total maximum contract sum will provide the flexibility to serve seniors on waiting lists for congregate or home-delivered meals when there are increases to any available funding.

Implementation of Strategic Plan Goals

Implementation of Strategic Plan Goals

The recommended actions support the Countywide Strategic Plan Goals: Goal 1: Operational Effectiveness; Goal 2: Fiscal Sustainability; and Goal 3: Integrated Services Delivery.

FISCAL IMPACT/FINANCING

The ENP is financed with Older American Act (OAA) and Older California Act (OCA) grant funds, and other funds provided by the California Department of Aging (CDA), Net County Cost (NCC), and Utility User's Tax (UUT) Cy Pres funds. The SSP and FCSP are financed with OAA grant funds. These funds are included in the Department's FY 2013-14 Budget and the FY 2014-15 proposed Budget.

The anticipated requested increase of approximately \$450,000 to the current ENP contract for the YWCA of San Gabriel Valley will allow the continued provision of ENP services to the Antelope Valley and surrounding areas through the current fiscal year ending June 30, 2014. The average combined cost for congregate and home-delivered meals to this area is approximately \$60,000 per month. Approximately, \$920,000 for each of the remaining fiscal years (FY 2014-15 and 2015-16)

will allow for the continuance of ENP services by the YWCA of San Gabriel Valley through June 30, 2016. This requested amount will cover the cost of the nutrition program for uninterrupted services to the Antelope Valley and surrounding areas utilizing the funding sources identified above currently allocated to AVCOA. This will not increase the overall expenditures of the ENP as this increase to the YWCA of San Gabriel Valley's allocation and contract maximum is completely offset by corresponding reductions to AVCOA's maximum contract sum.

In addition, the anticipated requested increase to the current FCSP contract of approximately \$47,000 per fiscal year will allow for the continuance of FCSP services by Santa Anita Family Service throughout the remainder of the four-year term of the FCSP contract, ending June 30, 2017. This requested amount will cover the cost of the family caregiver program for uninterrupted services to the Antelope Valley and surrounding areas utilizing the funding sources identified above currently allocated to AVCOA. This will not increase the overall expenditures of the FCSP as this increase to the Santa Anita Family Service's allocation and contract maximum is completely offset by corresponding reductions to AVCOA's allocation and contract maximum.

CSS will exercise its delegated authority to increase the funding allocation to the YWCA of San Gabriel Valley for the SSP contract services for the remainder of the current four-year contract term, ending June 30, 2014. This will not increase the overall expenditures of the SSP as this increase to the YWCA of San Gabriel Valley's allocation and contract maximum is completely offset by corresponding reductions to AVCOA's maximum contract sum.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The current ENP contracts for AVCOA and YWCA of San Gabriel Valley are due to expire on June 30, 2016. CSS released a Request for Proposals (RFP) in November 2011 to solicit proposals from qualified agencies to provide ENP services for a four-year contract term, commencing July 1, 2012 through June 30, 2016, contingent upon the availability of funds and contractor performance.

The current SSP contracts for AVCOA and YWCA of San Gabriel Valley are due to expire on June 30, 2014. CSS released a RFP in September 2009 to solicit proposals from qualified agencies to provide SSP services for a four-year contract term, commencing July 1, 2010 through June 30, 2014, contingent upon the availability of funds and contractor performance.

AVCOA and YWCA of San Gabriel Valley were recommended for funding and were in compliance with all Board and CEO requirements at the time of contract execution.

On October 18, 2013, CSS released a RFP to solicit proposals from qualified agencies to provide SSP services for a four-year contract term to commence July 1, 2014 through June 30, 2018. AVCOA submitted a proposal to provide SSP services by the proposal due date of December 4, 2013. All submitted proposals are currently in the evaluation process. CSS anticipates presenting recommendations for contract award to your Board in June 2014.

The current FCSP contracts for AVCOA and Santa Anita Family Service are due to expire on June 30, 2017. CSS released a RFP in October 2012 to solicit proposals from qualified agencies to provide FCSP services for a four-year contract term, commencing July 1, 2013 through June 30, 2017, contingent upon the availability of funds and contractor performance.

AVCOA and Santa Anita Family Service were recommended for funding and were in compliance with all Board and CEO requirements at the time of contract execution.

CONTRACTING PROCESS

On October 26, 2012, CSS released a RFP to solicit proposals from qualified agencies to provide FCSP services to eligible caregivers. On June 11, 2013, the Board approved contracts with AVCOA and Santa Anita Family Service. Santa Anita Family Service has demonstrated satisfactory contract performance during the funding cycle.

On November 30, 2011, CSS released a RFP to solicit proposals from qualified agencies to provide ENP services to eligible adults aged 60+ and their eligible companions. On May 22, 2012, the Board approved contracts with AVCOA and the YWCA of San Gabriel. YWCA of San Gabriel Valley has demonstrated satisfactory contract performance during the funding cycle.

On September 30, 2009, CSS released a RFP to solicit proposals from qualified agencies to provide SSP services to eligible adults aged 60+. On April 6, 2010, the Board approved contracts with AVCOA and the YWCA of San Gabriel. YWCA of San Gabriel Valley has demonstrated satisfactory contract performance during the funding cycle.

Monitoring

Monitoring of all ENP, SSP and FCSP contractors continues to be conducted on an annual basis and includes administrative and programmatic monitoring to ensure contract compliance. Program monitoring is accomplished through the CSS Contract Compliance Division. Fiscal compliance monitoring for all ENP, SSP and FCSP contractors will continue to be conducted biannually by an approved vendor procured through the A-C's Master Agreement.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The recommended actions assure the continuation of critical nutrition, supportive, and family caregiver services without interruption in the Antelope Valley and surrounding areas enabling older adults to continue healthy, independent living, and ensure eligible individuals receive the family caregiver services they need. Without these actions, services will be impacted, seniors will go hungry, and their well-being will be jeopardized.

CONCLUSION

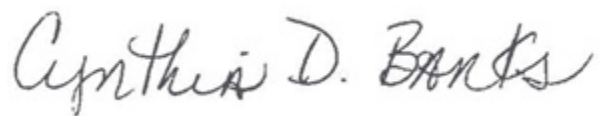
Upon Board approval, please provide one copy of the adopted Board letter to Ms. Sonja Ivey-Rojas, CSS, 3175 West Sixth Street, Room 403, Los Angeles, CA 90020. If you need to contact Ms. Ivey-Rojas, she can be reached by E-mail: siveyrojas@css.lacounty.gov or by telephone: (213) 351-8917.

The Honorable Board of Supervisors

4/8/2014

Page 6

Respectfully submitted,

A handwritten signature in cursive script that reads "Cynthia D. Banks". The signature is written in dark ink on a white background.

CYNTHIA D. BANKS

Director

CDB:SIR

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors