

COUNTY OF LOS ANGELES

Family and Social Services

FESIA A. DAVENPORT
Chief Executive Officer



DATE: Wednesday, March 29, 2023
TIME: 1:30 PM

THIS MEETING WILL CONTINUE TO BE CONDUCTED VIRTUALLY AS PERMITTED UNDER THE BOARD OF SUPERVISORS' FEBRUARY 7, 2023 ORDER SUSPENDING THE APPLICATION OF BOARD POLICY 3.055 UNTIL JUNE 30, 2023.

TO PARTICIPATE IN THE MEETING, PLEASE CALL AS FOLLOWS:
Teleconference Call-In Number: (323) 776-6996/ Conference ID: 599 009 090#
[MS Teams Meeting Link](#) (Ctrl + click to follow link)

AGENDA

Members of the Public may address any agenda item after all Informational Items are presented. Two (2) minutes are allowed for each item.

- I. **Call to Order**
- II. **Consent Item(s)** (Any Information Item is subject to discussion and/or presentation at the request of two or more Board offices):
 - a. **Aging and Disabilities Department:** Request to Award and Execute Fiscal Year 2023-24 Subaward for Health Insurance Counseling and Advocacy Program Services.
- III. **Presentation/Discussion Items:**
 - a. **Department of Public Health/ Office for the Advancement of Early Care** Supporting our Youngest Children: Early Care and Education During Covid-19 Recovery.
 - b. **Department of Public Social Services**
Medi-Cal Continuous Coverage Unwinding.
- IV. **Public Comment**
- V. Standing item(s) and those continued from a previous meeting of the Board of Supervisors or from a previous FSS Agenda Review meeting:
-- None --
- VI. **Adjournment**

**BOARD LETTER/MEMO
CLUSTER FACT SHEET**

Board Letter

Board Memo

Other

CLUSTER AGENDA REVIEW DATE	3/29/2023	
BOARD MEETING DATE	4/11/2023	
SUPERVISORIAL DISTRICT AFFECTED	<input checked="" type="checkbox"/> All <input type="checkbox"/> 1 st <input type="checkbox"/> 2 nd <input type="checkbox"/> 3 rd <input type="checkbox"/> 4 th <input type="checkbox"/> 5 th	
DEPARTMENT(S)	Aging and Disabilities (AD)	
SUBJECT	Authorize Aging and Disabilities Department to award and execute Fiscal Year 2023-24 Subaward for Health Insurance Counseling and Advocacy Program (HICAP) Services.	
PROGRAM	Health Insurance Counseling and Advocacy Program (HICAP)	
AUTHORIZES DELEGATED AUTHORITY TO DEPT	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
SOLE SOURCE CONTRACT	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
DEADLINES/ TIME CONSTRAINTS	The current HICAP subawards expire on June 30, 2023; AD released a competitive Information for Bid (IFB) on December 13, 2022, for new executed contract(s) for July 1, 2023, upon approval by the Board on April 18, 2023.	
COST & FUNDING	<p>The anticipated annual funding for the recommended Subaward is \$1,116,476. The requested delegated authority will allow AD to allocate funds for the HICAP Subaward annually for an anticipated combined four-year total of \$5,024,142 for the Subaward term of July 1, 2023 through June 30, 2027 (this includes three (3) annual options to extend). These funds are included in the final AD Fiscal Year (FY) which will also be included in the AD's final budget.</p>	<p>Funding source: HICAP is financed with federal and state monies including HICAP Reimbursements Insurance Fund, federal State Health Insurance Assistance Program (SHIP) funds, state HICAP funds, and Medicare Improvements for Patients and Providers Act (MIPPA) which are authorized under the Older American Act (OAA) and state monies (State HICAP fund). The federal monies originate from the federal grantor agency. The OAA authorizes the United States Department of Health and Human Services (HHS) to grant the federal monies to the California Department of Aging (CDA), the state pass-through entity. CDA provides this funding to AD to operate HICAP.</p>

	<p>TERMS (if applicable): One -12-month Subaward with three (3) 12-month options to extend through June 30, 2027, for a total Subaward term of four (4) years.</p> <p>Explanation: Upon Board approval, AD seeks to award and execute the Subaward for July 1, 2023- June 30, 2024, as a result of a competitive solicitation.</p>
<p>PURPOSE OF REQUEST</p>	<p>The current HICAP Subaward expires on June 30, 2023. AD is seeking your Board's approval to award and execute the Subaward for one 12- month term with three (3) options to extend, as a result of a competitive solicitation.</p>
<p>BACKGROUND (Include internal/external issues that may exist including any related motions)</p>	<p>AD has been designated by the California Department of Aging (CDA or State) to operate as an Area Agency on Aging for all areas of the County, except for the City of Los Angeles, which is served by another public agency. AD receives funding from CDA to administer these Program Services, which AD contracts to Service Providers. In this capacity, AD oversees the administration of a variety of social service programs, including HICAP Services, which are targeted towards Medicare Beneficiaries, their representative, or individuals aged 60 and older who are close to obtaining Medicare eligibility. HICAP is a volunteer-supported Program that provides community education, counseling assistance, and outreach events concerning Medicare and related health insurance issues; it assists clients in understanding how to use their Medicare benefits including Prescription Drug Plan coverage, Medicare Advantage plans, Medicare supplemental policies, Medicare Savings Programs, and long-term care insurance.</p> <p>.AD conducted a competitive Invitation for Bids (IFB) solicitation, which resulted in Center for Health Care Rights being selected as the successful Bidder, and we intend to award and execute this Subaward upon your Board's approval.</p> <p>AD is requesting delegated authority for the Director or designee, to execute a Subaward for the term of July 1, 2023 – June 30, 2024, and subsequently exercise three (3) annual extension options for a maximum Contract term of four (4) years and up to six (6) month-to-month extensions.</p>
<p>EQUITY INDEX OR LENS WAS UTILIZED</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain how: All funding for HICAP places emphasis in providing services to older individuals targeted towards Medicare Beneficiaries, their representative, or individuals aged 60 and older who are close to obtaining Medicare eligibility who have greatest economic and social need including individuals residing in rural areas.</p>
<p>SUPPORTS ONE OF THE NINE BOARD PRIORITIES</p>	<p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, please state which one(s) and explain how</p>
<p>DEPARTMENTAL CONTACTS</p>	<p>Name, Title, Phone # & Email: Anna Avdalyan at 213-200-2584 aavdalyan@ad.lacounty.gov</p>

BOARD OF SUPERVISORS

Hilda L. Solis
Holly J. Mitchell
Lindsey P. Horvath
Janice Hahn
Kathryn Barger

April 11, 2023

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

EXECUTIVE LEADERSHIP

Dr. Laura Trejo
Director

Lorenza C. Sánchez
Chief Deputy

Jose R. Perez
Administrative Deputy II

Anna Avdalyan
Assistant Director

Dear Supervisors:

**AUTHORIZE AGING AND DISABILITIES DEPARTMENT
TO AWARD AND EXECUTE FISCAL YEAR 2023-24
SUBAWARD FOR HEALTH INSURANCE COUNSELING AND
ADVOCACY PROGRAM SERVICES
(ALL SUPERVISORIAL DISTRICTS)
(3-VOTES)**

SUBJECT

County of Los Angeles Aging and Disabilities Department (AD) seeks approval and delegated authority to award and execute a Health Insurance Counseling and Advocacy Program (HICAP or Program) Subaward for the term effective July 1, 2023 through June 30, 2024, and subsequently execute up to three (3) annual extensions and six (6) month-to-month options for a maximum Subaward term of four (4) years and six (6) months with Center for Health Care Rights for an anticipated annual amount of \$1,116,476, or a maximum total of \$5,024,142 including all option years; and, execute amendments with this Subrecipient, as needed, during the Subaward term.

GET IN TOUCH

510 S. Vermont Avenue
Los Angeles, CA 90020
ad.lacounty.gov
info@ad.lacounty.gov

IT IS RECOMMENDED THAT YOUR BOARD

1. Approve and authorize AD Director, or designee, to award and execute the HICAP Subaward for the term effective July 1, 2023, through June 30, 2024, and subsequently execute up to three (3) annual options and six (6) month-to-month extensions for a maximum Subaward term of four (4) years and six (6) months with Center for Health Care Rights for an anticipated annual amount of \$1,116,476, or a maximum total of \$5,024,142. Allocation to the Subrecipient is subject to availability of funding and is contingent

**Aging & Adult Information &
Assistance Line:**
(800) 510-2020

Report Elder Abuse:
(877) 477-3646

Community & Senior Centers:
(800) 689-8514

**Disability Information &
Access Line:**
(888) 677-1199



upon Subrecipient's performance in meeting the goals of HICAP, as well as Subrecipient's adherence to its Subaward terms. AD will obtain County Counsel approval as to the form of the Subaward prior to executing this Subaward and shall provide written confirmation to the Chief Executive Officer (CEO) within thirty (30) working days of completing this action.

2. Approve and authorize AD Director, or designee, to execute amendments with this Subrecipient, which serve the best interests of the County of Los Angeles (County), during the Subaward term as follows: 1) add new, relevant, or updated federal, State, and/or County Subaward terms and conditions; and, 2) increase or decrease the Subaward amounts (including but not limited to baseline funds, one-time-only funds, and/or supplemental monies), which may exceed ten percent (10%) of the Maximum Subaward Sum, in response to the availability of funding and/or based on Subrecipient's performance provided that: (a) the total allocation does not exceed available funding; (b) AD obtains County Counsel approval as to the form of the amendment prior to any such amendment; and, (c) AD provides written confirmation to the CEO within thirty (30) working days of completing this action.
3. Delegate authority to the Director of AD, or designee, to terminate Subaward contracts with Subrecipient upon their request, and those that have closed or are in default of their Subaward requirement, for subrecipient default or for the convenience of the County, provided: a) County Counsel approval is obtained prior to termination of the Subaward, and b) Director of AD, or designee, notifies the Board and the CEO in writing within ten (10) business days after such termination.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTIONS

The California Department of Aging (CDA or State) have designated AD to operate as an Area Agency on Aging (AAA) for all areas of the County, except for the City of Los Angeles, which is served by another public agency. AD receives funding from CDA to administer Program Services, which AD contracts to Service Providers. In this capacity, AD oversees the administration of a variety of social service programs, including HICAP Services, which are targeted towards Medicare Beneficiaries, their representative, or individuals aged 60 and older who are close to obtaining Medicare eligibility. HICAP is a volunteer-supported Program that provides community education, counseling assistance, and outreach events concerning Medicare and related health insurance issues; it assists clients in understanding how to use their Medicare benefits including Prescription Drug Plan coverage, Medicare Advantage plans, Medicare supplemental policies, Medicare Savings Programs, and long-term care insurance.

AD conducted a competitive Invitation for Bids (IFB) solicitation, which resulted in Center for Health Care Rights being selected as the successful Bidder, and we intend to award and execute this Subaward upon your Board's approval.

Implementation of Strategic Plan Goals

The recommended actions support the following Countywide Strategic Plan Goals: Strategy I.1 (Increase Our Focus on Prevention Initiatives) by promoting self-sufficiency and independence among older adults; Strategy I.2 (Enhance Our Delivery of Comprehensive Interventions) by ensuring the delivery of a broad-range of community-based services for older adults; and Strategy II.2 (Support the Wellness of Our Communities) by increasing services that promote the well-being of older adults.

FISCAL IMPACT/FINANCING

HICAP is financed with federal and State monies including HICAP Reimbursements Insurance Fund, federal State Health Insurance Assistance Program (SHIP) funds, State HICAP Fund, and Medicare Improvements for Patients and Providers Act (MIPPA), which are authorized under the Older Americans Act (OAA), and State monies (State HICAP Fund). The federal monies originate from the Federal Grantor agency the United States Department of Health and Human Services (HHS). The OAA authorizes HHS to grant the federal monies to CDA, the State pass-through entity, and CDA provides this funding to AD to operate the Program.

The anticipated annual funding for the recommended Subaward is \$1,116,476. The requested Board authority will allow AD to allocate funds for the HICAP Subaward annually for an anticipated combined four-year and six (6) months total of \$5,024,142 for the Subaward term of July 1, 2023, through December 31, 2027 (which includes three (3) annual options plus six (6) month-to-month extensions). Funding will be included in AD's Fiscal Year (FY) 2023-24 budget. There is no Net County Cost associated with this program.

The federal portion of the funds have been assigned the following Assistance Listing Number (ALN) program numbers: 93.324 (State Health Insurance Assistance Program); 93.071 (Medicare Enrollment Assistance Program). The federal grantor for these funding sources is HHS.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Subrecipient is in compliance with all Board and County requirements. The Subaward includes standard County terms and conditions in addition to federal and State terms and conditions that are required for AD to administer/operate the Program. Further, the Subaward is not subject to the requirements for Proposition A, in which living wage laws would be applicable as confirmed by County Counsel. AD will obtain County Counsel approval as to the form of the Subaward prior to its execution and/or amendment.

The original term of the Subaward will commence on July 1, 2023 through June 30, 2024, and will include up to three (3) annual options plus six (6) month-to-month extensions for a maximum Subaward term of four (4) years and six (6) months.

CONTRACTING PROCESS

On December 13, 2022, AD released a competitive IFB solicitation (in accordance with federal, State, and County procurement standards) under bid number AAA-HICAP-2324 IFB. AD was seeking a qualified Bidder to provide HICAP Services Countywide, excluding the City of Los Angeles, which is served by another public agency. Notification of this release occurred as follows:

- **Newspaper Publication:** AD advertised the IFB in the following newspapers of general circulation in Los Angeles County and bordering counties: Los Angeles Times; Daily News; San Gabriel Valley Tribune; Long Beach Press Telegram; Antelope Valley Press; Torrance Daily Breeze; Orange County Register; La Opinion; and, Los Angeles Watts Times.
- **Posting on Internal Services Department (ISD)/Office of Small Business (OSB) Website:** In accordance with County requirements, AD posted notification of the IFB on the ISD website (which also meets the requirement to post on the OSB website) using multiple commodity/service codes associated with HICAP Services. Based on Web Ven registered vendors associated with those commodity/service codes, this notification was sent to approximately 4,656 potential Proposers.
- **GovDelivery Notifications:** AD utilizes GovDelivery, a web-based email subscription management system, which includes approximately 5,372 vendors that have signed up to receive news and information pertaining to contracting opportunities with AD. These vendors were notified regarding the release of this IFB.

A mandatory Proposers conference was held to address questions received from potential proposers, and no protests were received in response to the solicitation requirements.

AD received one (1) bid in response to the IFB. In accordance with County requirements, the bid was reviewed and determined to be responsive and responsible. There were no protests in response to this evaluation and the recommendation to award.

In accordance with Board Policy 5.130 (Contracting With Community Business Enterprise Firms) requiring disclosure of information pertaining to Community Business Enterprise (CBE) firms, AD has reflected this information in Attachment I. On final analysis and consideration of this award, the successful Bidder was selected without regard to race, creed, or color.

Monitoring Requirement

Administrative, programmatic, and fiscal monitoring of the Subrecipients will be conducted on an annual basis to ensure Subaward compliance. Administrative and programmatic monitoring are completed by AD' Contract Compliance Division. Fiscal monitoring is conducted by an approved vendor procured through the Los Angeles County Auditor-Controller's Master Agreement for As-Needed Contract Audits/Studies.

IMPACT ON CURRENT SERVICES

Approval of the recommended actions will allow for the continued provision of HICAP services Countywide. These services provide vital support and resources to the residents of Los Angeles County. As such, it is in the County's best interest to execute this Subaward.

CONCLUSION

Upon your approval of the recommended actions, AD Director, or designee, will proceed to execute the Subaward, and any future amendments as noted herein. Should you have any questions, please contact me directly, or your staff may contact Mr. Michael Kapp, Supervisor's Deputy IV, at mkapp@ad.lacounty.gov.

Respectfully Submitted,

DR. LAURA TREJO
Director

LT:LS:JRP:CD:HK:LT

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