



BOARD OF SUPERVISORS AGENDA ITEM REPORT

Requested Board Meeting Date: October 20, 2015

Title: Special Funding Request for Senior Meals on Wheels-Pima Council on Aging & Catholic Community Services of Southern Arizona

Introduction/Background:

Pima Council on Aging & Catholic Community Services of Southern Arizona have been providing meals to seniors with limitations that prevent them from preparing their own meals for over 30 years. The program prepares, freezes, stores and delivers over 300,000 meals to homebound seniors and community centers.

Discussion:

The program has been operating out of a state owned facility for over 15 years. They have been informed that they must leave the facility by the end of the calendar year. CCS has identified an alternative meal production location (Northwest Hospital). The program is now faced with having to purchase a vehicle to transport the frozen meals and has to move their owned food storage equipment to the new facility and do not have the funds in their operating budget to address these needs. They are seeking \$63,000 in funds through the BOS special request process to prevent any disruptions to the delivery of the meals to this fragile population.

Conclusion:

Pima Council on Aging & Catholic Community Services of Southern Arizona prepared the special request of \$63,000 and made their presentation to the Outside Agency Advisory Committee explaining the program, their current and future operating plan to continue providing their services.

Recommendation:

On September 22, 2015, the Outside Agency Advisory Committee evaluated the request and has determined it merits consideration for funding and voted (4 to 1) to forward this recommendation for funding for \$63,000 from the BOS Contingency Fund.

Fiscal Impact:

Expense of \$63,000 to General Funds

Board of Supervisor District:

1 2 3 4 5 All

Department: Community Development & Neighborhood Con Telephone: 724-6745 Margaret Kish

Department Director Signature/Date: [Signature] 10-7-2015

Deputy County Administrator Signature/Date: [Signature] 10-7-2015

County Administrator Signature/Date: [Signature] 10/7/15



Board of Supervisors Memorandum

October 20, 2015

Outside Agency Committee Consideration of Special Funding Request

Background

Pima Council on Aging (PCOA) and Catholic Community Services of Southern Arizona (CCS) have served older adults in Pima County through a program that serves and delivers more than 300,000 meals a year. The State of Arizona recently served notice that the kitchen where the meals are prepared and stored must be relocated by the end of the calendar year. While the agencies are working on a permanent solution that will include the building of a new facility, it is anticipated that the timeline for this project will take approximately 18 to 36 months. In the interim, the agencies have developed a temporary strategy that will require the purchase of equipment and a vehicle for the continued preparation and delivery of meals. The agencies are requesting that the Board of Supervisors allocate funding up to \$63,000 and this recommendation was approved by the Outside Agency Committee by a vote of four to one vote.

Discussion

In approximately 2000, Peg Harmon, Director of CCS, Marian Lupu, then Director of PCOA, and Ron Barber, then the regional program manager for the Department of Economic Security's (DES) Division of Developmental Disabilities (DDD), negotiated a long-term use agreement between DES and CCS for the use of the kitchen and cafeteria building on the former Arizona Training Program, Tucson (ATPT) campus. The kitchen was no longer being utilized to feed residents of the ATPT campus as they had all been transitioned to the community, and the campus was being used for a variety of out-patient and other non-residential uses. CCS was operating a vocational training program for DDD clients and agreed to involve those participating at that time and in the future in the operation of the kitchen.

Previously, PCOA had contracted with CCS to prepare meals in a kitchen on the CCS Speedway campus. The demand for meals, however, outgrew the capacity of that kitchen. The ATPT kitchen was larger and in exchange for continuing to provide vocational services for DDD clients in the kitchen, CCS was allowed to use the kitchen for free. DDD did not charge rent and also paid the utilities costs. Initially DDD also made necessary repairs. Earlier this spring, CCS was informed that they would be required to leave the facility by December 31, 2015.

The current kitchen is between 3,500 and 4,000 square feet. CCS contracts with a national senior nutrition vendor, Valley Services, to operate the kitchen. The kitchen prepares two types of meals for PCOA clients; flash frozen meals (five per week) in trays

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that are delivered twice a week to home-bound individuals (Pima Meals on Wheels); and hot food that is delivered to 11 of PCOA's 13 Senior Lunch congregate meal programs five days per week. Approximately 300,000 meals are prepared annually in the kitchen for PCOA clients.

PCOA began working with a group of agencies, active in meal preparation and delivery services to vulnerable individuals, to explore the development of a new collaborative community kitchen. This collaboration, which has received support from the Marshall Foundation and the Bank of America Foundation, includes:

- Pima Council on Aging
- Catholic Social Services
- Southern Arizona AIDS Foundation
- Interfaith Community Services
- Mobile Meals of Tucson
- The Community Food Bank

A number of key components of a model collaborative community kitchen have been identified and architectural designs, structural needs and costs estimates are being developed. The actualization of the community kitchen, however, may be 18 to 36 months after CCS and PCOA lose their access to a kitchen facility.

To ensure that there is no interruption in service, CCS and PCOA have made arrangements to modify their production process and will temporarily utilize existing kitchen facilities but will need to transport the meals for which the organizations have requested \$63,000 to purchase a vehicle and equipment.

Outside Agency Committee Review

On September 22, 2105 the Outside Agency Community Advisory Committee reviewed a Special Project Request from Catholic Community Services of Southern Arizona (CCS), in partnership with Pima Council on Aging, for \$63,000 to purchase a vehicle and equipment for their senior meals program. By a vote of four to one, the Committee recommends the Board of Supervisors fully fund the request of \$63,000 from the Board of Supervisors Contingency Fund. A report of the Committee's action from the Chair of the Committee is provided as Attachment A. A report from staff of the meeting is provided as Attachment B.

Subsequent to the meeting, several questions were raised, which are paraphrased below and to which responses are provided below.

1. **Question:** Catholic Community Services left money on the table last fiscal year. \$1591 for CCS Support of Services for deaf and blind, \$300 for CCS Emergency Services, \$3590 for CCS Childcare for Working Poor. Almost \$5500 in funds awarded but not utilized.
Response: CCS has reported that the funds were underused as a result of staff vacancies due to medical and maternity leave in these thinly staffed programs. CCS further noted that they "do our best to assure that the funds allocated are used for the purposes of the award and this year we were not able to do so."
2. **Question:** CCS/PCOA Senior Meals covers both Pinal and Cochise County. They have NOT been requested to contribute.
Response: The request is for services in Pima County only. The attached map (Attachment C) indicates the Pima Meals on Wheels service area, which is entirely in Pima County, and in which approximately 300,000 meals are provided each year.
3. **Question:** Pima County/Outside Agencies already support Mobile Meals, a senior food program, for \$21,700, so they are doing something along that venue.
Response: Mobile Meals is a very worth-while program but the purpose of the program is for special diet and limited time delivery for those who may not qualify for ongoing home delivered meals provided by PCOA/CCS at the time of their need. The qualification for home delivered meals in the PCOA / CCS partnership is based upon long term functional need which may not be the same. Mobile Meals, PCOA and CCS work together to assure that the range of community need is met and cross-refer people to assure that as many as possible are served.
4. **Question:** The request is for a 14 foot dry van with tailgate (which I interpret at some kind of lift gate) to carry up to 14K pounds for \$43,000. The cost for the trucks and relocation of equipment is high.
Response: CCS and PCOA received written bids for the vehicle specifications needed to move the number of meals required from the storage area to the staging area. This cost is \$43,000. A copy of that bid is provided as Attachment D. CCS and PCOA do not own the facilities where we will move the preparation and the staging area. Both are owned by private companies and we are required to follow their specifications for labor on their sites.

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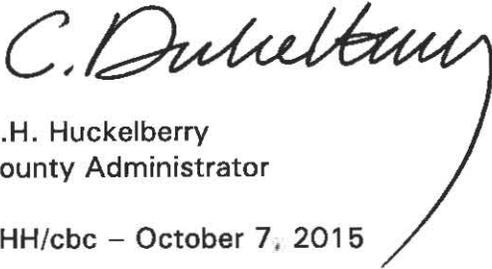
Conclusion

CCS and PCOA are seeking assistance from Pima County so that no older adult is without a meal because of the need to leave the state owned facility. The organizations have identified an alternate location which is the most cost effective alternative so that they do not reduce the number of meals served each day.

Recommendation

Pima Council on Aging and Catholic Community Services of Southern Arizona ensure older adults have food through a program that serves and delivers more than 300,000 meals to older Pima County residents. The organizations have lost access to the kitchen at which these meals are prepared and are developing plans for a community kitchen through a broad partnership. I recommend that the Board of Supervisors allocate funding up to \$63,000 from Board Contingency funds in the General Fund for a truck, equipment and costs associated with the relocation of kitchen equipment.

Respectfully submitted,



C.H. Huckelberry
County Administrator

CHH/cbc – October 7, 2015

Attachments

c: Jan Leshar, Deputy County Administrator for Community and Health Services
Margaret Kish, Director, Community Development and Neighborhood Conservation

Attachment A



PIMA COUNTY
COMMUNITY DEVELOPMENT

Memorandum

Date: September 22, 2015

To: Mr. Chuck Huckelberry, County Administrator
Ms. Jan Leshar, Deputy County Administrator

From: Jeannine Mortimer, Outside Agency Advisory Committee Chair

JM for JM

Re: Recommendation for Special Funding Consideration
Catholic Community Services Senior Meals Program

The Outside Agency Community Advisory Committee met on September 22, 2015 to review FY 2014-15 end of the year reports and develop some guidelines for the FY 2016-17 application process. One of the agenda items concerned a special funding request from Catholic Community Services of Southern Arizona for \$63,000 to purchase a vehicle and equipment for their senior meals program. At this time, the program does not have operational funds for this purpose.

Catholic Community Services of Southern Arizona has partnered with Pima Council on Aging for more than 30 years to provide both congregate and home delivered meals to seniors throughout Pima County. Each year, 3,500 individuals are served through this program. Due to the State of Arizona ending its lease on the building in December, 2015 which currently serves as the kitchen for this program, Catholic Community Services is forced to find a temporary alternative, utilizing food services through Northwest Hospital. In order to continue providing these services, there is a need to relocate equipment and purchase a temperature controlled box truck with a lift. Due to the fact that the program does not have operational funds for this purpose, an application was submitted to the County for funding consideration. Catholic Community Services is working with Pima Council on Aging to develop a permanent location for their senior meals kitchen, which may take up to two years. While the temporary relocation of the equipment and the purchase of a vehicle are a one-time expense, these will be fully utilized when the new facility is in operation.

The Outside Agency Committee has evaluated the request and has determined it merits your consideration. A motion was made, seconded and passed on a 4 to 1 vote to forward this recommendation to you for funding at the full request of \$63,000 with funding from the BOS Contingency Fund.

c: Margaret Kish, Director
Ana Durazo, Outside Agency Program Coordinator

Attachment B



PIMA COUNTY
COMMUNITY DEVELOPMENT

Memorandum

Date: September 22, 2015

To: Mr. Chuck Huckelberry, County Administrator
Ms. Jan Leshner, Deputy County Administrator

From: Margaret Kish, Director 

Re: Outside Agency Committee Consideration of Special Funding Request

The Outside Agency Community Advisory Committee met on September 22, 2015 and reviewed a Special Project Request from Catholic Community Services of Southern Arizona ("CCS"), in partnership with Pima Council on Aging, for \$63,000 to purchase a vehicle and equipment for their senior meals program.

In addition to receiving an application for the Special Project Request completed by CCS, the Outside Agency Committee asked for staff to present an overview of the request and then invited a representative from Catholic Community Services and one from Pima Council on Aging to address the Committee and answer questions.

During the Committee's discussion about this request, Ms. Hutts discussed information that she had received that, if approved, "there would be an offset for something for the next funding cycle" (reducing the OA budget by that same amount for the next fiscal year) as well as "there were no more requests coming out of contingency in general". Both the Chair and I stated our understanding that funds for these special requests, if ultimately approved, were from sources other than the existing Outside Agency funds. Additional discussion relating to this special request concerned the fiscal end of the year report that documented those agencies that did not draw down their full FY 2014-15 funding award. Ms. Hutts noted that two Catholic Community Services programs were on that list, although the Chair noted that the CCS Senior Meals program was not one of them. During the discussion on the Special Request Funding, Ms. Hutts made a motion to table the vote until the end of year report could be addressed. There was no second to this motion so the Committee did not vote on it.

When the Chair asked for a motion on the Special Request funding, Ms. Bullock made the motion and it was seconded by Ms. Davis, passing 4 to 1 to forward this recommendation to you for funding at the full request of \$63,000 with funding from the BOS Contingency. Ms. Hutts voted nay. Mr. Huffman was not present for the vote.

During the discussion of the later agenda item relating to the end of year report, Ms. Hutts' concerns relating to CCS and their drawing down of FY 2014-15 funds were satisfied by staff's report and explanation.

c: Jeannine Mortimer, Outside Agency Committee Chair
Ana Durazo, Outside Agency Program Coordinator

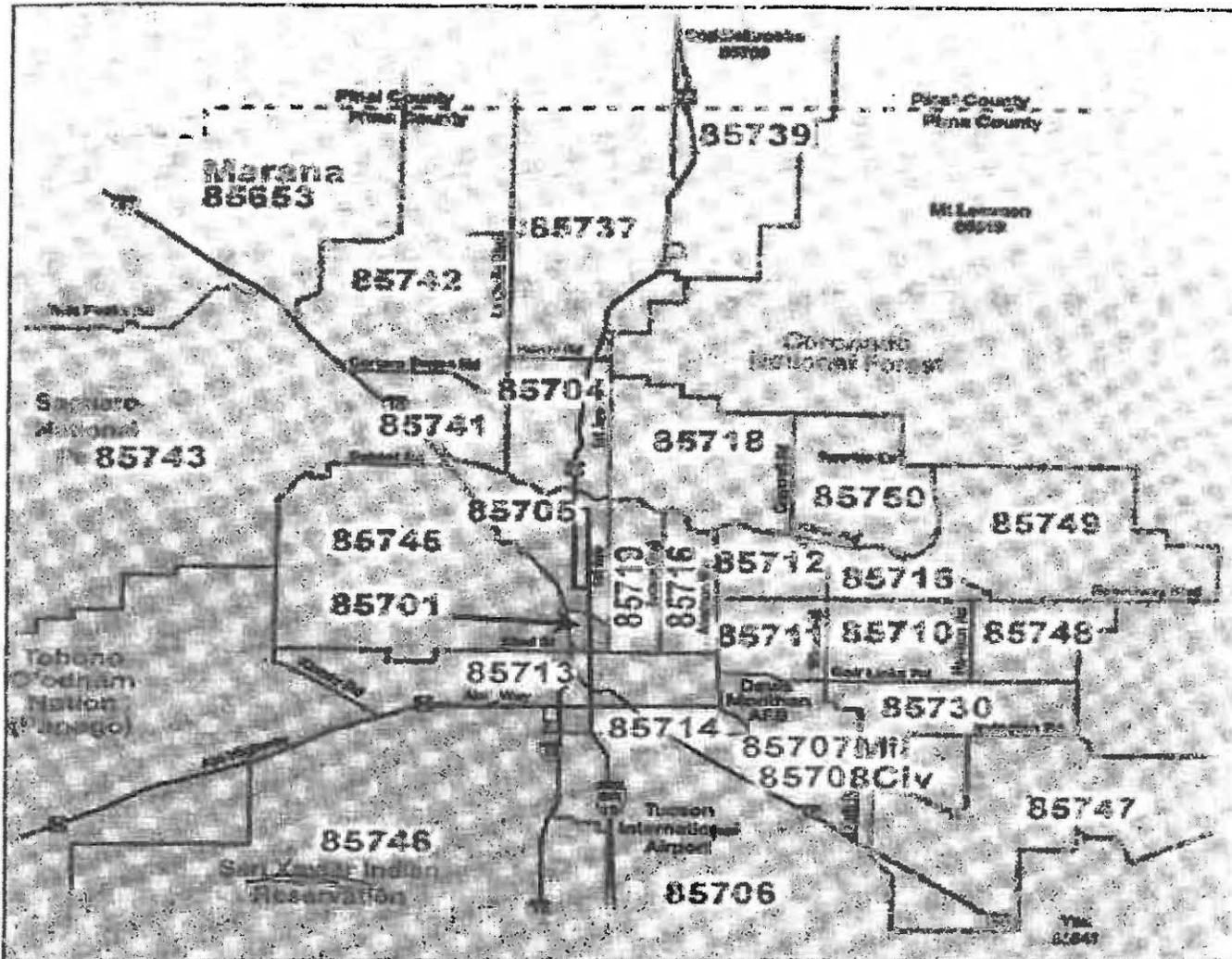
Pima County Community Development and Neighborhood Conservation

Kino Service Center

2797 East Ajo Way, 3rd floor, Tucson, Arizona 85713 • Phone: 520-724-3777 • Fax: 520-724-6796

Attachment C

PIMA MEALS ON WHEELS SERVICE AREA



CATHOLIC SOCIAL SERVICE

624-1562 (FAX: 519-1303)

- 85653 (Marana)
- 85654 (Rillito)
- 85321 - Ajo
- 85614/85622 (Green Valley)
- 85629 (Sahuarita)
- 85701
- 85704
- 85705
- 85706
- 85713
- 85714 (West of Campbell)
- 85735
- 85736
- 85741
- 85742*
- 85743
- 85745
- 85746
- 85756
- 85757 (Robles Junction, Three Points)

LUTHERAN SOCIAL SERVICES

514-7642, Ext. 258 (FAX: 514-7646)

- 85710
- 85711
- 85712
- 85714 (East of Campbell)
- 85715
- 85716
- 85718
- 85719
- 85730*
- 85747 (Vail/Rita Ranch)
- 85748 (Wrightstown)
- 85749*
- 85750*
- 85641* (Vail, Corona de Tucson)

Attachment D

Spec# 2A9411
 Total-\$43,500.70

Selector Details

2015 Chevrolet Express Cutaway Chassis 159 in. WB DRW 4500 Series

Vehicle ID :	2180300	Model :	CG33803
Created :	11/17/2014 3:33:09 PM	By :	DSHEPHER
Effective Date :	08/18/2014	Release Date :	11/05/2014
Fuel Economy :	City: Hwy:		
Description 1 :	Compass Group 14ft Dry Van w/ railgate		
Description 2 :	Quote#2180300 Spec#2A9411		
ClientPricing :	5968		

Picture for general illustration only.
 COLOR does not represent your
 selection

Selected Equipment

Type	Code	Description
	GAZ	(0 P) Summit White
	52W	(0 I) Neutral w/Vinyl Seat Trim
	2WT	Preferred Equipment Group 2WT
	AR7	Reclining High-Back Bucket Seats Includes outboard head restraints and inboard armrests.
	BNC	Body Soft-Mount Dorit & Bolt For mounting Upfit body to chassis.
	C71	GVWR: 14,200 lbs (6,441 kgs)
	D31	Manual Day/Night Inside Rearview Mirror
	DHC	Wide-Stance Sail Panel Mounted Outside Mirrors Provides Velvac convex combination right and left hand outside rear view mirrors that are sail panel mounted with arms that provide a wide stance. Mirrors can be utilized with bodies that are up to 96 inch width. Mirrors provide a 63.3 sq. inch flat glass positioned over a 30.1 sq. inch convex glass within a common head. Mirrors are shipped loose in vehicle.
	GT5	4.10 Rear Axle Ratio
	L96	Engine: Vortec 6.0L V8 Includes external oil cooler.
	MYD	Transmission: HD Electronic 6-Speed Automatic w/OD Includes tow/haul mode and internal transmission oil cooler.
	QT4	Wheels: 16" x 6.5" 8-Lug Painted Steel (6) (40.6 cm x 16.5 cm). Heavy duty.
	R05	Dual Rear Wheel Configuration
	US8	Radio: AM/FM Stereo w/CD/MP3 Player Includes seek-and-scan, digital clock, auto-tone control, Radio Data System (RDS), auxiliary jacks and 2 front door speakers.

- USB:USB Port

	UVC	Rear Vision Camera Mirror, camera and cable shipped loose
	XHF	Tires: Front LT225/75R16E AS BW Jack and spare tire equipment bracket are not included.
	YHF	Tires: Rear LT225/75R16E AS BW Jack and spare tire equipment bracket are not included.
	ZQ2	Power Convenience Package <ul style="list-style-type: none"> • A31:Power Windows • AU3:Power Door Locks --(Includes lock-out protection.)
	ZQ3	Convenience Package <ul style="list-style-type: none"> • TILT:Tilt-Wheel • K34:Cruise Control
	ZX2	Driver & Front Passenger High-Back Bucket Seats Includes head restraints.
	ZY1	Solid Paint
	~~W	Vinyl Seat Trim
	UPFITA01	MICKEY QUOTE# QQ1621V14 SPEC# 2A9411 14FT DRY VAN W/ RAILGATE
A	ARI	PROCUREMENT & HANDLING
A	DROPSHIP	VAN YORKBAC-115731 DLR-16-479
A	GM	GM FLEET INCENTIVE

D - Driver Paid A - Adjustments

Standard Equipment

Power and Performance

- Engine--Vortec 6.0L V-8 16 valve OHV SMPI 373 ft.lbs. @ 4,400 rpm
- Cylinders--8
- Transmission--6-spd automatic w/overdrive
- Drive Type--Rear-wheel drive
- Axle Ratio--4.10 axle ratio
- Exhaust--Partial stainless steel exhaust
- Battery--600 CCA battery
- Alternator--145 amp alternator

Active and Passive Safety

- Ignition Security--Immobilizer
- Braking System--4-wheel anti-lock brakes (ABS)
- Airbags--Dual airbags
- Airbags--Passenger Airbag Cancel

Comfort and Convenience Features

- Instrumentation--Trip odometer

- Warning Indicators--Battery warning
- Windows--Light tinted windows
- Air Conditioning--Manual air conditioning

Vehicle Specifications are subject to change without notice. The actual Manufacturers Invoice for factory orders will be used as the basis for final vehicle pricing.

START-UP COSTS FOR MEAL DELIVERY ALTERNATIVE

VEHICLE: 14 FT DRY VAN W/RAILGATE

COMMERCIAL REACH-IN FREEZER: TO BE LOCATED AT THE STAGING AREA

COMMERCIAL REACH-IN REFRIGERATOR: TO BE LOCATED AT THE STAGING AREA

RELOCATION OF EQUIPMENT: MOVING A WALK-IN FREEZER TO NORTHWEST HOSPITAL AND MOVING OF AN ICE MACHINE TO THE STAGING AREA

VEHICLE:	\$43,000
REACH-IN REFRIGERATOR:	4,750
REACH-IN FREEZER	4,750
RELOCATION OF EQUIPMENT	10,500
TOTAL:	\$63,000