

**FORSYTH COUNTY  
BOARD OF COMMISSIONERS**

MEETING DATE: AUGUST 6, 2020

AGENDA ITEM NUMBER: \_\_\_\_\_

16

**SUBJECT: RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN FORSYTH COUNTY AND SENIOR SERVICES, INC., FOR THE PURPOSE OF PROVIDING HOME DELIVERED MEALS, FROZEN MEALS, AND CONGREGATE LUNCH PROGRAM SERVICES (FORSYTH COUNTY DEPARTMENT OF SOCIAL SERVICES)**

**COUNTY MANAGER'S RECOMMENDATION OR COMMENTS:**

**SUMMARY OF INFORMATION:**

Forsyth County will execute a contract for Senior Services, Inc., to provide home delivered meals, frozen meals, and congregate lunch program services for an estimated 115 individuals, providing an average of 1,545 meals per month. The estimated total meals, to be provided annually, are 17,000, based on annual funding availability. Contract rate is not to exceed \$4.71 for each meal provided to eligible individuals.

The contract amount is not to exceed \$81,000.00 for the 2020-2021 fiscal year. Provider shall provide services effective beginning July 1, 2020, upon written notice and, unless sooner terminated by mutual consent, shall provide services up to May 20, 2021. Contract end date of May 20, 2021, allows Forsyth County Department of Social Services (FCDSS) the ability to issue payment for services by May 30, 2021, and to claim reimbursement against the FY2021 State In-Home Services Fund Allocation.

The contract consists of \$10,125.00 in Federal Funds, \$.00 in State funds, and \$70,875.00 in County funds.

FCDSS Adult Division staff will conduct client assessments of need and eligibility and will provide meal service contracted provider with client service plan and scheduling. As service plans change, FCDSS will provide updated documents to contracted providers. FCDSS Adult Division supervisors will verify the monthly invoices including customers served and daily/unit billing. Approved invoices are processed by contracts manager and paid directly by the County. The County is required to maintain the contracts and ensure contract compliance.

ATTACHMENTS:       YES       NO

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

COUNTY MANAGER

**RESOLUTION AUTHORIZING EXECUTION OF AN AGREEMENT BETWEEN  
FORSYTH COUNTY AND SENIOR SERVICES, INC., FOR THE PURPOSE OF  
PROVIDING HOME DELIVERED MEALS, FROZEN MEALS, AND  
CONGREGATE LUNCH PROGRAM SERVICES  
(FORSYTH COUNTY DEPARTMENT OF SOCIAL SERVICES)**

**WHEREAS** Senior Services, Inc., will provide home delivered meals, frozen meals, and congregate lunch program services for an estimated 115 individuals, providing an average of 1,545 meals per month, with a contract rate not to exceed \$4.71 for each meal provided to eligible individuals;

**WHEREAS** the estimated total meals, to be provided annually, are 17,000, based on annual funding availability and the total contract amount is not to exceed \$81,000 for the 2020-2021 fiscal year; and

**WHEREAS** Senior Services, Inc., shall provide services beginning July 1, 2020, upon written notice and, unless sooner terminated by mutual consent, shall provide services up to May 20, 2021, which would allow Forsyth County Department of Social Services (FCDSS) the ability to issue payment for services by May 30, 2021, and to claim reimbursement against the FY2021 State In-Home Services Fund Allocation;

**NOW, THEREFORE, BE IT RESOLVED**, by the Forsyth County Board of Commissioners that the Chairman or County Manager and the Clerk to the Board are hereby authorized to execute, on behalf of the Forsyth County Department of Social Services, an agreement with Senior Services, Inc., to provide home delivered meals, frozen meals, and congregate lunch program services, in an amount not to exceed \$81,000, subject to a pre-audit certificate thereon by the County Chief Financial Officer, where applicable, and approval as to form and legality by the County Attorney; and

**BE IT FURTHER RESOLVED**, that the County Manager and Clerk to the Board are hereby authorized to execute, on behalf of Forsyth County, subsequent agreements or amendments with this Provider for these services within budgeted appropriations in the current and future fiscal years, for a maximum of three years duration, with agreements terminating no later than June 30, 2023, if these services continue to be necessary.

Adopted this 6<sup>th</sup> day of August 2020.

**SENIOR SERVICES, INC. - MEAL SERVICES (MOW)**

**FY 2019-2020 - UNITS/MEALS PROVIDED, RATES AND TOTAL INVOICED AMOUNTS**

**FY 19-20 EXPENDITURES**

|              | Jul-19          | Aug-19          | Sep-19          | Oct-19          | Nov-19          | Dec-19          | Jan-20          | Feb-20          | Mar-20          | Apr-20          | May-20          | TOTAL           | RATE   | LESS<br>CONTRIB | TOTAL<br>INVOICED |
|--------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|--------|-----------------|-------------------|
|              | Meals/<br>Units | Meals/<br>Units | Meals/<br>Units | Meals/<br>Units | Meals/<br>Units | Meals/<br>Units | Meals/<br>Units | Meals/<br>Units | Meals/<br>Units | Meals/<br>Units | Meals/<br>Units | Meals/<br>Units |        |                 |                   |
| <b>MEALS</b> | 1675            | 1496            | 1316            | 1404            | 1492            | 1494            | 1497            | 1146            | 1474            | 1315            | 890             | 15199           | \$4.71 | (\$787.00)      | \$70,800.29       |
|              |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |        |                 |                   |
|              |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |        |                 |                   |
|              |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |                 |        |                 |                   |

**1 MEAL = 1 UNIT**

**CONTRACT AMOUNT                      \$81,000.00**

|                                       |                   |
|---------------------------------------|-------------------|
| <b>AVERAGE MEALS/UNITS PER MONTH</b>  | <b>1382</b>       |
| <b>AVERAGE MONTHLY INVOICE AMOUNT</b> | <b>\$6,509.22</b> |