

EVERETT CITY COUNCIL AGENDA ITEM COVER SHEET

PROJECT TITLE:

Memorandum of Understanding
between Senior Services of
Snohomish County and The Carl
Gipson Senior Center of Everett
(Everett Senior Center)

_____ Consent
 X Action
 _____ First Reading
 _____ Second Reading
 _____ Third Reading
 _____ Public Hearing

COUNCIL BILL # _____
 Originating Department Senior Center
 Contact Person Deborah Wright
 Phone Number 7102
 FOR AGENDA OF Feb. 10, 2010

Initialed by:
 Department Head _____
 CAA db
 Council President _____

<u>Location</u>	<u>Preceding Action</u>	<u>Attachments</u>	<u>Department(s) Approval</u>
		SENIOR SERVICES NUTRITION AGREEMENT	

Council approval of this agenda item authorizes a budget revision in the additional amount requested.

Expenditure Required	\$ 00.00	Account Number(s):
Amount Budgeted	\$ 00.00	
Additional Required	\$ 00.00	

DETAILED SUMMARY STATEMENT:

This Memorandum of Understanding between Senior Services of Snohomish County and the Carl Gipson Senior Center of Everett concerns the Title IIIC Nutrition Program. The program is designed to provide meals that meet specified nutrition standards to adults 60 years of age and older. The goal is to assist these adults and improve their health through proper nutrition and education.

RECOMMENDATION:

Authorize the Mayor to sign the Memorandum of Understanding between Senior Services of Snohomish County and the Carl Gipson Senior Center of Everett (Everett Senior Center).



MEMORANDUM OF UNDERSTANDING
between
SENIOR SERVICES OF SNOHOMISH COUNTY NUTRITION PROGRAM
and
EVERETT SENIOR CENTER

The purpose of this agreement is to set forth the essential elements of a cooperative working relationship between the parties to enhance the provision of nutrition to eligible seniors.

As a grantee to the Title III Nutrition Program for the Elderly, the Senior Nutrition Program is designed to provide a meal that meets specified nutrition standards to older adults 60 years of age and older. The goal is to assist these adults and improve their health through proper nutrition and nutrition education.

This agreement will be effective until December 2010 may be extended, revised, or amended by mutual agreement.

To achieve the above, Senior Services Senior Nutrition Program will:

1. During the time when the kitchen is fully operational, Senior Services will provide food in sufficient quantity to serve a minimum of 85 nutritionally sound meals per day, 5 days per week to eligible seniors and their spouses for the noon meal. One evening meal will also be provided.
2. In the course of construction and remodeling of the senior center scheduled to start February 2010, during the time when the kitchen is not operational, Senior Services will work with Center staff to develop a plan that will provide meals to as many seniors as possible. Meals may be prepared on site and limited to soup and sandwich type menus. An off-site provider, such as Everett Housing Authority, may also be used. Senior Services staff will coordinate efforts with all off-site providers.
3. Provide staff to be responsible for the storage, preparation, serving, and clean-up of meals on Title III serving days 4-5 hours per day when food is prepared on site. This person will direct the site volunteers assisting with the meal program.
4. Distribute certified menus each month at least two weeks prior to service. Special menus and theme days will be included on a regular basis.
5. Provide recipes for menued items. Provide copy of Senior Services Standard Operating Procedures for congregate sites.
6. Upon request, provide technical assistance in securing major food preparation, storage, and clean-up equipment.
7. Provide paper goods and supplies as follows in proportion to the number of meals:

napkins	bleach	plastic wrap	garbage bags	straws
juice cups	aluminum foil	liquid detergent	dish machine compound	
disposable bowls and plates as required by the menu and construction status				
8. Provide regular training for staff and volunteers on food handling, operation of the meal site, and other pertinent topics.
9. Provide group nutrition education on a schedule as mutually agreed upon.

10. Provide special event menus as requested by the center upon approval of the Senior Dining Program Manager.
11. Provide technical support to the meal site relative to site operation (food service, reservations, donations, data collection).
12. Evaluate and monitor the nutrition services on a regular basis and provide feedback to the site cook and site director.
13. Apply and pay for Board of Health Permit.
14. Senior Services will not, on the grounds of race, color, religion, sex, national origin, or handicap:
 - a. Deny any individual any services or other benefits provided under the program
 - b. Provide any services or other benefits to an individual which are different, or are provided in a different manner from those provided to others under the program
 - c. Subject an individual to segregation or separate treatment in any manner related to his receipt of any service(s) or other benefits provided under this program
 - d. Deny any individual an opportunity to participate in the program through the provision of services or otherwise, or will afford him an opportunity to do so which is different from that afforded others under the program.

The agency sponsoring the Nutrition Site agrees to provide the following:

1. Space and utilities for food preparation, service, clean-up, and storage that comply with Snohomish County Health District codes and regulations. For all activities using the kitchen facilities, assurance that all persons working in the kitchen possess a valid Food Worker Card and that health district codes and regulations, including HACCP (Hazard Analysis of Critical Control Points) are followed.
2. Communicate with Senior Services about status of the construction project as it impacts the nutrition program. Make space available (demonstration kitchen classroom) for modified meal preparation and service when needed. Provide support to assure as many seniors are served as possible.
3. Site keys to Senior Services with notification when locks have been changed.
4. Meal site operation in accordance with the Senior Nutrition Nutrition Services Program Standards of Washington State Department of Social and Health Services, Aging and Adult Services Administration and Senior Services Standard Operating Procedures. Responsibilities include:
 - a. Establishment and maintenance of a reservation system for meal service approved by the Senior Services Title IIIIC Nutrition Director is strongly encouraged.
 - b. Collection of data pertinent to the Nutrition Program. Data to include complete meal sign-up sheets, participant registration forms, caterer's invoices, and meal counts.
 - c. Collection of all donations for meals in a locked safe provided by Senior Services.
5. Notification to Senior Services as early as possible each day the site will be closed due to weather or other factors such as power outages.
6. Assistance with finding relief cooks and notification to Senior Services when a substitute cook (including volunteers) is working.
7. Notification to Senior Services BEFORE changing the menu and/or using donated foods. Approval must be granted by Senior Services before proceeding in these situations.
8. Notification to Senior Services thirty (30) days in advance of plans to cancel a regularly scheduled Title IIIIC meal with a statement of how the participants will be fed.
9. Assistance with monitoring food temperature of incoming food.

10. Copies of annual reports of fire/safety and health inspections to the Nutrition Program of Senior Services.
11. Routine maintenance and timely repair of all kitchen equipment. In the case a piece of equipment is not properly functioning (such as oven, refrigerator, freezer, dish machine), Senior Services must be notified to assist in modification of menus as needed. Provide routine cleaning of large equipment (ovens, hoods, refrigeration units, etc), and regular mopping of floors.
12. Referral of persons in need of nutrition counseling and home delivered meals to Senior Services Nutrition Program.
13. The sponsoring agency will not, on the grounds of race, color, religion, sex, national origin or handicap:
 - a. Deny any individual any services or other benefits provided under the program
 - b. Provide any services or other benefits to an individual which are different, or are provided in a different manner from those provided to others under the program
 - c. Subject an individual to segregation or separate treatment in any manner related to his receipt of any service(s) or other benefits provided under this program
 - d. Deny any individual an opportunity to participate in the program through the provision of services or otherwise, or will afford him an opportunity to do so which is different from that afforded others under the program.

This agreement may be terminated by either party upon 30 days notice delivered to the other in writing.

Senior Services hereby agrees to hold the Everett Senior Center harmless from any or all claims or loss or damage occasioned to it or any third person or property by reason of any acts or omissions on the part of Senior Services, its subcontractors, agents, employees, or persons working directly or indirectly in the performance of the contract and shall, after reasonable notice thereof, defend and pay the expense of defending any suit which may be commenced against the Everett Senior Center by any third person alleging injury by reason of such acts or omissions, and will pay any judgment which may be obtained against the Everett Senior Center in such suit.

Everett Senior Center hereby agrees to hold Senior Services harmless from any or all claims or loss or damage occasioned to the meal site or any third person or property by reason of any acts or omissions on the part of Everett Senior Center, its subcontractors, agents, employees, or persons working directly or indirectly in the performance of the contract and shall, after reasonable notice thereof, defend and pay the expense of defending any suit which may be commenced against Senior Services by any third person, alleging injury by reasons of such acts or omissions, and will pay any judgment which may be obtained against Senior Services in such suit.

A grievance process is provided for the use of any Nutrition Site participant who believes there is justifiable complaint. The following steps should be taken in resolving a grievance:

1. Contact the cook or person in charge of the meal site where the problem occurred. If the grievance involves on-site supervisory personnel, program policy, or possible discrimination, or if on-site personnel do not provide a satisfactory response within one working day, proceed to Step 2.
2. If the grievance has not been satisfactorily resolved in Step 1, the Nutrition Office should be contacted in writing. Within one working day, the Program Director will contact the client or community member to acknowledge receipt of the complaint. The Director will then investigate the grievance and set up a meeting within 15 days of receipt of the grievance. All parties will be notified in writing of the meeting date at least 10 days in advance. A written response to all parties involved in the grievance will be made within 15 days after the meeting.
3. If the client remains unsatisfied, they may request a hearing with the Snohomish County Division of Aging by contacting in writing:
Susie Starrfield, Program Manager
Snohomish County Division on Aging

2722 Colby Avenue Suite 104
Everett WA 98201

4. If the grievance remains unresolved, the Program Manager will refer the grievance to the Aging and Adult Services Administration Office.

DATED this ____ day of _____, 2010.

Ray Stephanson, Mayor

Martha Peppone

Senior Services of Snohomish County

APPROVED AS TO FORM:

ATTEST:

City Attorney

City Clerk