

HEALTH SERVICES COMMITTEE  
OFFICE FOR THE AGING AGENDA  
May 23, 2022

**Committee Members:** Supervisors Frasier, McDevitt, Hogan, Braymer, Conover, Beaty and Geraci - *Chair of the Board shall serve as an Ex-Officio member when needed in accordance with Section C (4) of the Rules of the Board*

- I. Committee meeting called to order by Chairman
- II. Motion to approve the minutes of the prior meeting
- III. Action Agenda/New Business Items:
  1. Request: Permission to fill Meal Site Manager #2, Grade 2, 30 hours/week (Warrensburg location), \$14.29/hr and back fill any positions that may be created by filling this one.  
Rationale: The person in this position resigned. This position is needed to ensure we are able to provide meals to residents of the Warrensburg/Chestertown and surrounding areas.
  2. Request: Amend resolutions 208 of 2019 and 121 of 2019 to remove Glens Falls Hospital Medical Alert and replace with Connect America.  
Rationale: In 2020 we assigned the Glens Falls Hospital Medical Alert contract over to Connect America for the provision of PERS (Personal Emergency Response Systems) services, as Glens Falls Hospital was no longer providing the service. We have contracts under both our CSE (Community Services for the Elderly) and EISEP (Expanded In-Home Services for the Elderly Program) for residents of Warren and Hamilton Counties. Each contract is in the amount of \$7,000 and the service is provided at a cost of \$30/installation fee and \$28/monthly service fee, per client.
  3. Request: Extend contract with PurFoods, LLC dba Mom's Meals for an additional year from September 1, 2022 through August 31, 2023.  
Rationale: Mom's Meals will only be used to provide meals on an as needed basis per resolution 372 of 2021.
  - 4.
- IV. Discussion Items:
  - a. Authorization for Deanna Park and RoseAnn O'Rourke to attend the ACUU Conference in person June 7-8, 2022, in the amount of \$195/each, plus hotel stay.
  - b. Authorization for Catherine Keating, Cathy Bearor, Hanna Hall and Cynthia Coulter to attend ACUU Conference virtually June 7-8, 2022, in the amount of \$145/each.
  - c. 2021 Annual Report
- V. Referrals/Pending Items:
  - a. Committee requested the pending item concerning returning to meal delivery five days per week remain as a standing pending item until the matter was fully resolved. (2.25.22)
- VI. Privilege of the Floor and Public Comment (please allow for 15 second delay on live stream meetings)

VII. Motion to adjourn

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Attachments:

1. 12 Notice of Intent to Fill – Meal Site Manager #2
  - a. Meal Site Manager Job Description
2. 20 Misc – Amend Resolutions 208 of 2019 & 121 of 2019 (Connect America)
  - a. Resolution 208 of 2019 – Agreements for CSE Contracts
  - b. Resolution 121 of 2019 – Agreements for EISEP Contracts
  - c. Resolution 410 of 2020 – Assigning Agreement with GFH for PERS
3. 04 Amend Existing Contract – PurFoods, LLC dba Mom’s Meals
  - a. Memo from Purchasing Department
  - b. WC 44-21 Contract Extension from PurFoods
  - c. Resolution 372 of 2021 – Accepting Proposal & Authorizing Agreement with PurFoods
4. 2021 Annual Report

# RESOLUTION REQUEST FORM NO. 12

Schedule "A"

## NOTICE OF INTENT TO FILL VACANT POSITION

This notice of intent is filed whenever a department head plans to fill an *existing* funded position in their budget that is vacated due to a retirement, resignation, termination or promotion. This notice may not be used for requests to create a *new* position. For complete instructions on the procedure to be followed, see the reverse of this form.

### DEPARTMENT HEAD COMPLETES THIS SECTION

Department: Office for the Aging Payroll Dept. No: 57.01  
Title of Position: Meal Site Manager #2 (Warrensburg) Base Salary of Position: \$22,301 (30hr/week) Grade: 2  
Filling at Step # (If Known): \_\_\_\_\_  
Budget code and title: A6772.110 Nutrition Program Warren - Salaries FT Union  Non-Union   
This position is vacated due to:  Retirement  Resignation  Termination  Promotion  Other  
Employee No./Last Name: 12304/Hill Date of Vacancy: \_\_\_\_\_  
Is this position mandated?  Yes  No Is the position reimbursable?  Yes  No  
Source of reimbursement:  Federal \_\_\_\_\_%  State 75%  Other \_\_\_\_\_%

### CIVIL SERVICE STATUS AND HUMAN RESOURCES DIRECTOR APPROVAL

Competitive-active eligible list  Competitive-no list (*hiring would be provisional*)  Non-Competitive  Other \_\_\_\_\_  
Actual Impact to Budget Report will be provided monthly by Human Resources Director.  
Candidate's qualifications must be approved by Personnel Officer prior to hiring. RON 5/3/22  
Human Resources Director has approved this form when initialed. AFig 5/3/22

### COUNTY ADMINISTRATOR COMPLETES THIS SECTION

The Administrator has no objection to the filling of the vacancy.  
 The Administrator objects to the filling of the vacancy.

Administrator Signature [Signature] Date 5/3/22

### BUDGET OFFICER COMPLETES THIS SECTION

The Budget Officer has no objection to the filling of the vacancy.  
 The Budget Officer objects to the filling of the vacancy.

Budget Officer Signature Frank E. Thomas Date 5/5/22

### SUPERVISORY COMMITTEE COMPLETES THIS SECTION

Name of Committee Health Services  
 The committee has no objection to the filling of the vacancy.  
 The committee objects to the filling of the vacancy.  
 In the case of an emergency, Committee Chair has no objection to the filling of the vacancy.  
 In the case of an emergency, Committee Chair objects to the filling of the vacancy.

Ranking Committee Member Signature Edna A. Fraser Date 5/23/22

# RESOLUTION REQUEST FORM NO. 12

## Schedule "A"

### **AUTHORITY FOR POLICY AND PROCEDURE**

Resolution 155 of 2003, amended by Resolution Nos. 497 of 2006, 719 of 2006, 318 of 2007, 374 of 2011 and 259 of 2014, provides the policy and procedure for the establishment, filling and increasing or decreasing of salaries for positions within Warren County. Copies of the resolutions are available from the Clerk of the Board.

### **WHAT FORM TO USE**

- For giving notice of intent to fill an existing vacant position, use this form.
- For creating a new position, complete Resolution Request Form No. 11.
- For increasing or decreasing salary of non-union position, complete Resolution Request Form No. 13.
- For reclassification of position, complete Resolution Request Form No. 14.

These forms are available from the Clerk of the Board.

### **HOW TO USE THIS FORM**

Department heads must first file this notice of intent with the Human Resources Director/Personnel Officer for review and approval of position details. Once the form has been initialed by both the Human Resources Director and Personnel Officer, it should be forwarded on to the County Administrator for approval. The County Administrator shall furnish a copy of the notice to the Budget Officer. Once both the County Administrator and the Budget Officer have executed the form, a copy must be submitted by the Department Head to the Supervisory Committee with their regular agenda. Once signed by the Chair of the Supervisory Committee, the Notice of Intent shall be submitted to the Clerk of the Board, who shall report the action on the Personnel Committee agenda and forward the fully executed form to the Department Head.

### **OBJECTIONS**

If either the County Administrator, Budget Officer or Supervisory Committee objects to the position being filled, each should affix their signature to this form indicating they have an objection. In this case, the department head is advised that the position may not be filled unless otherwise determined by the Board of Supervisors. All requests to fill vacant positions must be approved by the County Administrator, Budget Officer and a 2/3 majority vote of the Supervisory Committee or oversight Committee Chair approval as provided in the Rules of the Board.

### **NO OBJECTIONS**

If the County Administrator, Budget Officer and Supervisory Committee have no objection to the position being filled, each should affix their signatures to this form indicating they have no objection.

### **PAPERWORK**

To fill the position, complete the 426 Report of Personnel Change, attach the original of this form to the back of the 426, along with the Resolution approving same and submit to the Human Resources and Civil Service Department. Be certain to make a copy of both the 426 and this form for retention in your department files.

*Department Heads are reminded that an oath of office must be filed in the Office of the County Clerk. Oaths of Office forms are available from the County Clerk.*

Amended, Warren County Personnel, September 2, 2004

MEAL SITE MANAGER

GENERAL STATEMENT OF DUTIES: Supervises and participates in the serving of food at a meal site for the elderly; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class are responsible for overseeing the service of food and maintenance of cleanliness in dining areas at meal sites. Work is performed under the general direction of the Nutrition Service Coordinator. Supervision is exercised over the work of volunteer helpers who serve food to elderly persons at the site.

EXAMPLES OF WORK; (Illustrative only)

Supervises and participates in the setting of tables and service of food at a meal site;

Supervises the collection of and accounting for cash receipts;

Prepares site layouts and makes recommendations for the maintenance and improvement of plant and equipment;

Keeps records and prepares necessary reports for the Nutrition Service Coordinator and others;

Plans and conducts recreational programs for the elderly in conjunction with meals programs;

Provides information and referral services to elderly participants in the nutrition program;

Provides information to the Office for the Aging and other community agencies to promote increased interest in the nutrition program;

Receives, inspects, stores, and distributes supplies; maintains inventory and related records.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Good knowledge of the proper methods of food service; good knowledge of sanitary requirements and proper care for glassware, tableware, silverware and dining areas; ability to plan and supervise the work of others; ability to get along well with elderly people; ability to understand and follow oral and written instructions; ability to keep records and prepare reports; tact; resourcefulness; good physical condition.

ACCEPTABLE TRAINING AND EXPERIENCE: One year of experience in serving food or one year of experience in a paid or volunteer program involving direct service to the aging; or any equivalent combination of training and experience.

## ***RESOLUTION REQUEST FORM NO. 20***

### ***MISCELLANEOUS***

***\*Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.  
Please attach any backup information available and be as detailed as possible.***

**DEPARTMENT NAME: Warren/Hamilton Counties Office for the Aging**

**DATE: 5/2/2021**

- (a) Purpose of Request: Amend 208 of 2019 and 121 of 2019 to remove Glens Falls Hospital and replace with Connect America.
- (b) Details: Connect America took over providing PERS (Personal Emergency Response Services) for Glens Falls Hospital Medical Alert in 2020. At that time we assigned the contract to Connect America.
- (c) Previous Resolution Number: 75 of 2018; 62 of 2019; 208 of 2019; 121 of 2019
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title\* and Amount: A6772.470 (Warren County Contracts) - \$8,000; A6771.470 (Hamilton County Contracts) - \$6,000.

Sample: A.8021 470 Planning & Community Development – Contract

\* as listed in budget and LOGOS

# Warren County Board of Supervisors

## RESOLUTION NO. 208 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, BRAYMER, LEGGETT, LOEB, DRISCOLL, HYDE, MAGOWAN AND SOKOL

### AUTHORIZING AGREEMENTS CONTINUING CONTRACTUAL RELATIONSHIP FOR COMMUNITY SERVICES FOR THE ELDERLY PROGRAM WITHIN WARREN AND HAMILTON COUNTIES UNDER THE COMMUNITY SERVICES PROGRAM FOR THE OFFICE FOR THE AGING

RESOLVED, that Warren County continue the contractual relationships, (the previous contracts being authorized by Resolution No. 130 of 2015), with the various private and business agencies listed in Schedule "A," attached hereto, to provide Community Services for the elderly residents within Warren and Hamilton Counties, for amounts not to exceed the respective amounts set forth in Schedule "A" for a total program amount not to exceed One Hundred Four Thousand Ninety Dollars (\$104,090), for a term commencing April 1, 2019, and terminating March 31, 2020, and the Chairman of the Board of Supervisors be, and hereby is, authorized to execute said agreements, in the form approved by the County Attorney, and be it further

RESOLVED, that unless there should be a material change in contract terms or provisions, a change in amount of contract or a change or addition of a new contractor/agency, a further Board resolution will not be necessary for the Chairman of the Board of Supervisors to execute new contracts and/or continue the contracts in future years for one year terms, provided appropriations for such contracts are made in the Office for the Aging budget and the Department Head recommends continuation of said contracts, and said agreements shall automatically terminate upon the termination of State or Federal funding available for such contract purposes.

SCHEDULE "A"						
Community Services for the Elderly						
Subcontractor	Service Provided	State funds	County funds	Pd to Contractor	Contributions	TOTALS
Glens Falls Association for the Blind	In-Home/I&A	\$6,120.00	\$1,530.00	\$7,650.00		\$7,650.00
Glens Falls Hospital	Medical Alert	\$5,600.00	\$1,400.00	\$7,000.00		\$7,000.00
Greater Glens Falls Senior Citizens Center	In-Home/I&A/Senior Rec.	\$21,200.00	\$5,300.00	\$26,500.00		\$26,500.00
Legal Aid Society	Legal Assistance	\$14,360.00	\$3,590.00	\$17,950.00		\$17,950.00
Town of Chester	Transportation	\$3,016.00	\$755.00	\$3,771.00		\$3,771.00
Town of Hague	Transportation	\$768.00	\$192.00	\$960.00		\$960.00
Town of Horicon	Transportation	\$2,008.00	\$502.00	\$2,510.00		\$2,510.00
Town of Johnsonburg	Transportation	\$3,238.00	\$810.00	\$4,048.00		\$4,048.00
Town of Lake George	Transportation	\$2,922.00	\$743.00	\$3,665.00		\$3,665.00
Town of Lake Luzerne	Transportation	\$2,313.00	\$579.00	\$2,892.00		\$2,892.00
Town of Lake Pleasant	Transportation	\$915.00	\$229.00	\$1,144.00		\$1,144.00
Town of Long Lake	Transportation	\$3,640.00	\$910.00	\$4,550.00		\$4,550.00
Town of Stony Creek	Transportation	\$1,344.00	\$336.00	\$1,680.00		\$1,680.00
Town of Thurman	Transportation	\$1,437.00	\$360.00	\$1,797.00		\$1,797.00
Town of Warrensburg	Transportation	\$1,304.00	\$326.00	\$1,630.00		\$1,630.00
Town of Wells	Transportation	\$640.00	\$160.00	\$800.00		\$800.00
Warren/Hamilton County ACEO	Handyman Services	\$5,384.00	\$1,346.00	\$6,730.00		\$6,730.00
Hamilton County Public Health	Health Promotion	\$2,650.00	\$663.00	\$3,313.00		\$3,313.00
Warren County Public Health	Health Promotion	\$4,400.00	\$1,100.00	\$5,500.00		\$5,500.00
<b>Total</b>		<b>\$83,259.00</b>	<b>\$20,831.00</b>	<b>\$104,090.00</b>		<b>\$104,090.00</b>

# Warren County Board of Supervisors

## RESOLUTION NO. 121 OF 2019

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, BRAYMER, LEGGETT, LOEB, DRISCOLL, HYDE, MAGOWAN AND SOKOL

### AMENDING RESOLUTION NO. 62 OF 2019, WHICH AUTHORIZED AGREEMENTS FOR EXPANDED IN-HOME SERVICES FOR THE ELDERLY PROGRAM (EISEP) WITH VARIOUS ORGANIZATIONS FOR OFFICE FOR THE AGING, TO ADJUST CONTRACT AMOUNTS

WHEREAS, pursuant to Resolution No. 62 of 2019, the Warren County Board of Supervisors authorized agreements (previously authorized by Resolution No. 75 of 2018) with various organizations to provide services under the Expanded In-Home Services for the Elderly Program (EISEP), and

WHEREAS, the Director of Office for the Aging has requested to adjust the amounts of the agreements under the Expanded In-Home Services for the Elderly Program (EISEP), now, therefore, be it

RESOLVED, that the Chairman of the Board be, and hereby is, authorized to execute amendment agreements with the various organizations outlined on the attached Schedule "A" to adjust the amounts of agreements, and be it further

RESOLVED, that unless there should be a material change in contract terms or provisions, or a change in the amount of the contracts, these agreements may be continually renewed and the Chairman of the Board of Supervisors is authorized to execute such agreements without the need for a further Board Resolution, upon mutual agreement of the parties and provided appropriations for same are included in the Office for the Aging budget, and be it further

RESOLVED, that these agreements shall automatically terminate upon the discontinuance of State or Federal funding available for such contract purpose, and be it further

RESOLVED, that other than the changes outlined herein, all other terms and conditions of Resolution No. 62 of 2019 will remain the same.

<b>SCHEDULE "A"</b>					
<b>EISEP FUNDS</b>					
<b>Subcontractor</b>	<b>Service Provided</b>	<b>Specifics</b>	<b>State Funds</b>	<b>County Funds</b>	<b>Totals</b>
Glens Falls Hospital	Medical Alert	Warren - \$4,000; Hamilton - \$3,000; \$30 Set-up Fee; \$35 Monthly Fee	\$5,600	\$1,400	\$7,000
Greater Adirondack Home Aides, Inc.	PC1, PC2, CM and CD	PC1&PC2 - \$24/hr; CM - \$3,100/mo.; Add customer directed services	\$168,750	\$56,250	\$225,000
Ham. Co. DSS	CM	\$1,922/mo.	\$24,400	\$6,100	\$30,500
Ham. Co. Public Health	PC1 & PC2	PC1 & PC2 - \$30.31/hr.	\$26,325	\$8,775	\$35,100
Home Health Care Partners	PC1 & PC2	PC1 - \$25.40/hr. PC2 - \$25.69/hr.	\$32,000	\$8,000	\$40,000
Home Aide Services of the Central Adirondacks, Inc.	PC1 & PC2	PC1 & PC2 - \$25/hr.	\$32,000	\$8,000	\$40,000
Fort Hudson Health System	SADC	\$15/Transp. (One-way); \$35/half day; \$55/whole day	\$30,000	\$10,000	\$40,000
Countryside Adult Home	SADC	\$15 Transp. (one-way); \$45/whole day	\$16,366	\$4,092	\$20,458
<b>TOTALS</b>					<b>\$438,058</b>

# Warren County Board of Supervisors

## RESOLUTION NO. 410 OF 2020

RESOLUTION INTRODUCED BY SUPERVISORS MCDEVITT, BEATY, CONOVER, BRUNO, FRASIER, MAGOWAN AND SHEPLER

### ASSIGNING AGREEMENT WITH GLENS FALLS HOSPITAL FOR PERSONAL EMERGENCY RESPONSE SYSTEM

WHEREAS, Warren-Hamilton Office for the Aging has a contract with Glens Falls Hospital for personal emergency response system services, and

WHEREAS, Glens Falls Hospital is requesting permission from the County to assign this service to another entity in connection with the transfer of Glens Falls Hospital's personal emergency response business to such entity, and

WHEREAS, pursuant to Section V paragraph 6 of the Agreement the consent of Warren County is needed before any assignment of services can take place, now, therefore, be it

RESOLVED, that Warren County does hereby consent to the assignment of services from Glens Falls Hospital to an entity of their choosing in connection with the transfer of Glens Falls Hospital's personal emergency response business to such entity, upon the same terms and conditions as the original Agreement between Warren County and Glens Falls Hospital, and be it further

RESOLVED, that the Chairman of the Board of Supervisors be, and hereby is, authorized to execute an assignment agreement and other necessary documents in a form approved by the County Attorney.

## ***RESOLUTION REQUEST FORM NO. 4***

### ***Request for Extending, Rescinding or Amending Existing Contract***

**DEPARTMENT NAME: OFA**

**DATE: May 2, 2022**

- (a) Purpose of Contract Change: **Renew contract for an additional year, September 1, 2022 through August 31, 2023.**
- (b) Resolution Number, or Numbers if Amended, which Authorized the Original Contract: **372 of 2021**
- (c) Name of Contractor: **PurFoods, LLC dba Mom's Meals**
- (d) Address of Contractor: **3210 SE Corporate Woods Drive, Ankeny IA 50021**
- (e) Contractor's Contact Person and Telephone Number: **Nathan Jensen, PH#(866)716-3257, email: Nathan.Jensen@momsmeals.com**
- (f) Commencement Date of Extension: **9/1/2022**
- (g) Termination Date of Extension: **8/31/2023**
- (h) Payment Provisions:
  - i) lump sum amount
  - ii) hourly rate amount **\$7.49/meal**
  - iii) total amount not to exceed **see attached**
  - iv) how will payments be made (i.e. monthly, quarterly, upon completion of the project, etc.
- (i) Where are the Funds for this Contract? List Budget Code, Object Code, Full Title\* and Amount: **OR Capital Project OR Capital Reserve Project Number, and Title, and Amount: A.6772.470 Warren County Contracts (\$85,000) and A.6771.470 Hamilton County Contracts (\$10,000)**

**Sample: A.1010 470 Legislative Board – Contract Sxx.xx  
Capital Project No. H289.9550 480 – Old Jail Renovations Sxx.xx**

\*as listed in budget and LOGOS

WARREN COUNTY PURCHASING DEPARTMENT

1340 State Route 9  
Lake George, NY 12845  
Telephone: (518) 761-6538  
Fax: (518) 761-6395



Julie A. Butler, Purchasing Agent  
Jason M. Shpur, Deputy Purchasing Agent  
Amber N. Brownell, Purchasing Assistant

MEMO

**TO:** Deanna Park, Director  
Office for the Aging

**FROM:** Julie A. Butler, Purchasing Agent

**DATE:** May 2, 2022

**SUBJECT:** WC 44-21 - WARREN/HAMILTON COUNTIES OFFICE FOR THE AGING  
SENIOR NUTRITION MEAL PROGRAM

=====  
Transmitted herewith is a copy of the extension letter from PurFoods, LLC dba Mom's Meals for the above-referenced services which indicates the company's desire to extend their agreement for an additional year from September 1, 2022 through August 31, 2023.

It appears that an additional resolution IS required to extend this contract. Please see Resolution No. 372 of 2021, also attached hereto (which does not include additional extension language).

Please do not hesitate to contact me should you have any questions.

Encs.

WARREN COUNTY PURCHASING DEPARTMENT

1340 State Route 9  
Lake George, NY 12845  
Telephone: (518) 761-6538  
Fax: (518) 761-6395



Julie A. Butler, Purchasing Agent  
Jason M. Shpur, Deputy Purchasing Agent  
Amber N. Brownell, Purchasing Assistant

April 13, 2022

PurFoods, LLC dba Mom's Meals  
Attn: Mike Anderson  
3210 SE Corporate Woods Dr.  
Ankeny, IA 50021

RE: WC 44-21- CONTRACT  
EXTENSION

Mike:

The Warren County RFP for Warren/Hamilton Counties Office for the Aging Senior Nutrition Meal Program (WC 44-21) contains an extension clause which provides an option for the renewal of the contract for an additional year from September 1, 2022 through August 31, 2023.

Please advise whether your company is interested in extending this contract for the above term, upon the same terms and conditions, by completing, signing and circling your intent in the statement below and returning this page to the address indicated above.

If you have any questions or wish to discuss this matter further, please contact me by e-mail or phone.

Thank you for your attention to this matter.

Regards,

*Julie A. Butler*  
Julie A. Butler  
Purchasing Agent

I, Nathan Jensen \_\_\_\_\_ wish / do not wish  
(Print name) (Circle intent)

to extend the above-referenced bid upon the same terms and conditions for the term indicated above.

*Nathan Jensen*  
(Signature)

4/26/2022

(Date)

# Warren County Board of Supervisors

## RESOLUTION NO. 372 OF 2021

RESOLUTION INTRODUCED BY SUPERVISORS FRASIER, MCDEVITT, CONOVER, HOGAN AND STROUGH

ACCEPTING PROPOSAL AND AUTHORIZING AGREEMENT WITH PURFOODS, LLC D/B/A MOM'S MEALS FOR WARREN/HAMILTON COUNTIES OFFICE FOR THE AGING SENIOR NUTRITION MEAL PROGRAM REQUEST FOR PROPOSALS (WC 44-21)

WHEREAS, the Purchasing Agent requested proposals for Warren/Hamilton Counties Office for the Aging Senior Nutrition Meal Program Request for Proposals (WC 44-21), and

WHEREAS, the Director of Office for the Aging has recommended that Warren County award the agreement to PurFoods, LLC d/b/a Mom's Meals, 3210 Southeast Corporate Woods Drive, Ankeny, Iowa 50021, now, therefore, be it

RESOLVED, that the Warren County Purchasing Agent be, and hereby is, authorized and directed to notify PurFoods, LLC d/b/a Mom's Meals of the acceptance of its proposal, and be it further

RESOLVED, that the Warren County Board of Supervisors hereby authorizes the Chair of the Board of Supervisors to enter into an agreement with PurFoods, LLC d/b/a Mom's Meals, 3210 Southeast Corporate Woods Drive, Ankeny, Iowa 50021, for Warren/Hamilton Counties Office for the Aging Senior Nutrition Meal Program Request for Proposals, pursuant to the terms and provisions of the bid documents and proposal (WC 44-21), for a term commencing retroactive to September 1, 2021 and terminating August 31, 2022, or upon sixty (60) days written notice by either party, for Seven Dollars and Forty-Nine Cents (\$7.49) per meal to be billed monthly, in a form approved by the County Attorney, and be it further

RESOLVED, that funds in the amount of Eighty-Five Thousand Dollars (\$85,000) are hereby authorized to be expended under this agreement and shall be expended from Budget Codes A.6772 470 OFA-Warren County, Contract and A.6771 470 OFA-Hamilton County, Contract, and that the expenditure of such funds shall be reported to the Health Services Committee by the Director of the Office for the Aging as they are incurred, and be it further

*RESOLUTION No. 372 OF 2021**PAGE 2 OF 2*

RESOLVED, that any additional funds to be expended under this agreement shall be subject to future authorization by the Board of Supervisors, and be it further

RESOLVED, that aside from the Chester and Warrensburg meal sites, which are currently receiving meals under this agreement as of Friday, September 17, 2021, should any additional meal site subsequently require such meals, the Director of the Office for the Aging shall obtain prior approval from all county supervisors representing the clients serviced by that meal site prior to placing meal orders, and such discussions shall include the appropriate Chair of the Board of Supervisors, and be it further

RESOLVED, that the Director of the Office for the Aging is hereby directed to develop a program to ensure that in-person check-ins with home delivered meal clients who receive meals under this agreement occur minimally three times per week, and that such program be communicated to the Health Services Committee at its regularly scheduled meeting.