

CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: May 12, 2014

AGENDA ITEM: Snohomish County Human Services Grant Agreement- Amended	
PREPARED BY: Jim Ballew	DIRECTOR APPROVAL:
DEPARTMENT: Parks and Recreation	
ATTACHMENTS: Contract	
BUDGET CODE:	AMOUNT: \$11,000.00

SUMMARY:

The Parks and Recreation Department has been awarded a renewal grant-in aid Agreement through the Snohomish County Division of Long Term Care and Aging Program to offset part-time personnel costs for the balance of 2014. The total grant is for \$11,000.00 which will cover the salaries and benefits for the Ken Baxter Community Center Program Clerk. This position supports the KBCC Manager position in a variety of functions and events throughout the year.

This is the ninth year the grant program provided by Snohomish County's Human Services Department will assist operations at the Senior Center and is designed as a reimbursable program. The Parks and Recreation Department will generate all reporting invoices as per program requirements.

This Agreement has been amended requiring new reporting procedures from the version approved by Council in January of 2014.

RECOMMENDED ACTION:

Staff recommends the City Council authorize the Mayor to sign the Amended Snohomish County Human Services Grant Agreement which will provide \$11,000 in reimbursed funds for the salaries and benefits of the Program Clerk position at the Ken Baxter Community Center through December 31, 2014.

SNOHOMISH COUNTY HUMAN SERVICES DEPARTMENT

3000 ROCKEFELLER AVENUE, M/S 305, EVERETT, WA 98201
(425) 388-7200



CONTRACT AMENDMENT

1. Contract Number A-14-75-01-200	2. Amendment Number 1	3. This Amendment herein- after identified as: A-14-75-01-200(1)	4. Amount of Contract Award as Amended: \$11,000
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5. Name and Address of Contracting Organization: City of Marysville / Ken Baxter Senior Community Center 6915 Armar Road Marysville, WA 98270	6. Title of Service: Senior Center Projects
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Vendor Subrecipient

7. THIS ITEM APPLIES ONLY TO BILATERAL AMENDMENTS AND MODIFICATIONS.
The Contract identified herein, including any previous amendments thereto, is hereby amended as set forth in Item 9 below by mutual consent of all parties hereto.

8. THIS ITEM APPLIES ONLY TO UNILATERAL CHANGE ORDERS AND MODIFICATIONS.
The Contract identified herein, including any previous amendments thereto, is hereby unilaterally amended as set forth in Item 9 below pursuant to that Changes and Modifications clause as contained herein.

9. TERMS OF AMENDMENT, MODIFICATION OR CHANGE ORDER. (Indicate the amount of an increase/decrease in contract and new beginning and ending dates, if applicable). The Contract referred to in Item 1 above is revised as follows:

- A. Exhibit A, Specific Terms and Conditions, is superseded by Exhibit A-1, as attached. Exhibit A-1 changes required reports as described in Section II. Reporting Requirements.
- B. Exhibit B, Statement of Work, is superseded by Exhibit B-1, as attached. Exhibit B-1 changes Section II, Minimum Service Requirements, and, deletes Section III, Additional Contract Requirements.
- C. Contract Amendment A-14-75-01-194(1) is effective April 1, 2014.

10. ALL OTHER TERMS AND CONDITIONS OF THE ORIGINAL CONTRACT AND ANY PREVIOUS AMENDMENTS THERETO REMAIN IN FULL FORCE AND EFFECT.

FOR THE CONTRACTING ORGANIZATION:

FOR SNOHOMISH COUNTY:

(Signature) (Date)

Kenneth Stark, Director (Date)
Department of Human Services

(Title)

EXHIBIT A-1

SPECIFIC TERMS AND CONDITIONS

SENIOR CENTER PROJECTS

I. DOCUMENTS INCORPORATED BY REFERENCE

In performing the services under this Contract, the Contractor shall comply with the following documents incorporated by reference and maintained on file at the Division of Long Term Care and Aging (LTCA):

- A. LTCA Program Instructions;
- B. Multipurpose Senior Center Guidelines (hereinafter Guidelines), as now or hereafter amended, published by the Washington State Aging and Long-Term Support Administration; and
- C. *Senior Center Standards and Self-Assessment Workbook: Guidelines for Practice*, 1990 Edition, The National Council on the Aging, Inc.

II. REPORTING REQUIREMENTS

The Contractor shall submit required reports on a format supplied or approved by LTCA. Overdue reports shall delay payment to the Contractor until the next billing month.

<u>Report Titles</u>	<u>Due</u>
Quarterly Senior Center Participant and Volunteer Hours Tracking Report	Due 15th of the month following the reporting quarter.
Quarterly Program Evaluation Project Report	Due 15th of the month following the reporting quarter.

- A. To be counted as a participant, a person must be a Snohomish County resident age 55 or older, who has signed in and participated in a face-to-face activity and for whom the Contractor has a name, date of birth, and address.
- B. Quarterly Participant and Volunteer Hours Tracking Report shall include:
 - 1. Unduplicated count of participants by reporting quarter and year-to-date;
 - 2. The number of participants residing outside of the city in which the Contractor is located, by reporting quarter and year-to-date; and

3. The number of volunteer hours by reporting quarter and year-to-date.

C. Quarterly Program Evaluation Project Report

1. Exhibit B, Scope of Work, Section II, Minimum Service Requirements, describes program evaluation projects.
2. Quarterly reports shall be submitted on a form submitted by LTCA.

III. HOURS OF SERVICE

The Contractor will be open and provide services during its normal business hours of 10:00 AM to 3:00 PM Monday through Friday.

IV. REIMBURSEMENT

- A. The request for reimbursement must be submitted on forms approved by LTCA. The monthly billing shall be based on allowable expenses and be accompanied by monthly expenditure reports showing line-item expenditures corresponding to the Approved Budget or amended Approved Budget Exhibit
- B. The Contractor must submit final request for reimbursement for 2014 expenses no later than January 9, 2015. Billings received after January 9, 2015 for expenses incurred in 2014 may not be processed.

V. TRAINING REQUIREMENTS

The Contractor shall establish a training plan for all employees performing services under this Contract. The plan shall provide for orientation of new employees and ongoing in-service training for continuing employees. The training must be provided by qualified persons and will include either formal training sessions or on-the-job training. The dates and topics of training received shall be documented in a central file or in the personnel files of all employees who have received the training.

VI. EMERGENCY PROCEDURES

The Contractor must establish a written plan that describes procedures to be followed in the event a client becomes ill or is injured while at the Contractor's Center or if staff is in the client's home. The plan must be thoroughly explained to staff and volunteers.

VII. CLIENT GRIEVANCE PROCEDURE

Written information regarding the Client Grievance Procedure shall be posted in a place readily visible to clients.

VIII. STAFF REQUIREMENTS

The Contractor shall retain sufficient qualified staff (paid or volunteer) to perform the following services:

- A. Administration and staff supervision;
- B. Accounting;
- C. Clerical services; and
- D. Custodial services.

IX. NON DISCRIMINATION

In addition to the provisions contained in the Basic Terms and Conditions Agreement (referenced on the Contract face page) between the Contractor and Snohomish County, the following term applies:

The Contractor and any subcontracting party shall comply with the Washington State Regulations for Barrier-Free Facilities, WAC 51-50-005, as amended. The Contractor and subcontractors shall provide barrier-free access to and egress procedures from facilities, meeting places, and structures that will enable the use of all program services for the disabled community.

X. PROCUREMENT STANDARDS

The Contractor shall procure all materials, property, supplies, or services in accordance with the requirements in the Basic Terms and Conditions Agreement and the Snohomish County Environmentally Preferable Purchasing and Product Utilization Policies.

EXHIBIT B-1

STATEMENT OF WORK

SENIOR CENTER PROJECTS

I. SERVICE DEFINITION

The Contractor shall operate, or provide for the operation of a Senior Center. A Senior Center is a community facility where Snohomish County residents age 55 and over meet, receive services and participate in activities that enhance their dignity and support their involvement in the life and affairs of the community.

II. MINIMUM SERVICE REQUIREMENTS

A. The Contractor shall:

1. Will continue to provide a minimum of six (6) different services/programs. Service areas include, and are not limited to: social needs, intellectual needs cultural needs, economic needs, physical needs, personal growth, leadership potential, self-image improvement, intergenerational, and cooperative with other agencies.
2. Shall collect accurate participant data that supports successful completion of the Quarterly Participant and Volunteer Hours Tracking report. To be counted as a participant, a person must be a Snohomish County resident, age 55 or older, who has signed in and participated in a Contractor-sponsored face-to-face activity and for whom the Contractor has a name, date of birth and address.
3. Shall comply with the new Program Survey process effective April 1, 2014. The process includes:
 - a. By March 31, 2014 provide, in writing, to LTCA staff six (6) cognitive and fitness programs/activities offered at its Center, and, submit a list of programs / activities that are provided at the Center's facility and that closely align with the priorities of the 1/10 of 1% Chemical Dependency and Mental Health program requirements.
 - b. Of the six (6) programs / activities LTCA will choose three (3) programs / activities to be surveyed, one per quarter, for the remaining of the year.
 - c. The Contractor will schedule the "survey" date(s) and time(s) one (1) month in advance of when the survey will be administered. Because

LTCA staff may choose to attend the survey process the one (1) month lead time allows LTCA staff to coordinate calendars.

- d. In collaboration with LTCA Staff the Contractor will organize and conduct a program survey in each remaining quarter of 2014.
- 4. Shall be organized and operate the Center in compliance with Snohomish County's senior center standards which are derived from the NISC Accreditation Standards and are included as Exhibit M attached to the Contract and incorporated therein by this reference (the "Snohomish County Senior Center Standards").
- B. The Contractor shall promptly forward all required reporting forms completed in prescribed detail and submitted on the dates set forth by the County. Overdue reports shall delay payment to the Contractor until the next billing month.
- C. The Contractor shall work with the County to establish protocols for data entry, data transfer and data sharing.
- D. The Contractor shall send a representative to the Council on Aging Senior Center Committee.

III. MONITORING

The Contractor will cooperate with LTCA as it conducts its assessment of senior center operations against the Senior Center Standards and County criteria for funding.