

**MEMORANDUM
PROBATION DEPARTMENT
COUNTY OF PLACER**

TO: Honorable Board of Supervisors
FROM: JM Marshall Hopper, Chief Probation Officer
DATE: July 8, 2014
SUBJECT: Contract for Provision of Food to Seniors First

ACTION REQUESTED

1. Approve and sign the contract to allow the Placer County Probation Department's Correctional Food Service Division to begin providing food at a cost of \$4.00 per meal to Seniors First for their use at congregate sites, as well as to allow for the possibility of their use for home deliveries.

BACKGROUND

As part of the planning for Correctional Food Service (CFS) operations that occurred in conjunction with the planning for and build-out of the new kitchen located at the South Placer Adult Correctional Facility, CFS staff has identified the fact that the new facility would have excess capacity. This excess capacity could be used to assist this internal service fund in its efforts to reduce and/or defray indirect expenses associated with the fund. The design of these efforts was to maintain costs to the greatest extent possible despite recent upward cost drivers (fuel costs, raw food costs, indirect costs passed onto the ISF from other County departments). One potential option for defraying costs that was identified during the planning was the provision of services to other local governmental entities and/or not for profit agencies.

Renee Harvey, Food Service Manager, has for the last several years had informal conversations with Seniors First regarding the possibility of CFS providing Seniors First with their meals for seniors at both Seniors First congregate sites, as well as potentially for home delivery. Software used to insure nutritional needs of Placer's inmate population would easily facilitate meeting the not dissimilar nutritional needs of Placer's seniors. Paper trays, initiated as a safety issue and a cost savings measure, readily allow for individually portioned meals to be delivered to Seniors First either pre-heated or cold (to be heated by seniors at home). Existing County staffing will be able to meet current operational needs while meeting the new additional needs from Seniors First. County staff will be supplemented with inmate labor from the minimum security barracks.

Approximately one year ago, Seniors First contacted Renee Harvey and engaged in discussions which ultimately resulted in the contract before you. Seniors First is to be charged a per meal fee based on the number of meals requested daily. Seniors First believes CFS will initially provide approximately 100 meals per day, for five days per week (approximately 20,000 meals annually) at a rate of \$4.00 per meal. The current charge per meal for inmates is \$3.77. The fee charged to Seniors First will cover the direct

expenses of providing these meals, while defraying a small amount of indirect expenses the fund is charged each year due to normal operations.

FISCAL IMPACT

This contract may offset some existing expense already paid by criminal justice agencies for CFS services. No new net county cost is anticipated and any adjustments to revenues and expenses will be reflected in this budget unit's final budget adjustments for Fiscal Year 2014 - 2015.

Copy on file for review at Clerk of the Board's Office.