



AGENDA REPORT

Meeting Date: November 4, 2014
Item Number: D-12
To: Honorable Mayor & City Council
From: Noel Marquis, Assistant Director of Administrative Services - Finance
Subject: **APPROVALS RELATED TO VARIOUS CITY PURCHASING AND BUDGET TRANSACTIONS AS DESCRIBED HEREIN**
Attachments: **1. AGREEMENT**

ITEM A. APPROVAL OF AN AGREEMENT BETWEEN CITY OF BEVERLY HILLS AND JEWISH FAMILY SERVICE FOR COMMUNITY ASSISTANCE FUNDS, AND;

APPROVAL TO ISSUE A PURCHASE ORDER IN THE AMOUNT OF \$180,000 FOR CONTINUATION OF SERVICES DESCRIBED

RECOMMENDATION

Staff recommends City Council move to approve an agreement with Jewish Family Services to enable the continuation of the Senior Care Management program and approve a purchase order in the not to exceed amount of \$180,000.

INTRODUCTION

Jewish Family Service (JFS) was founded in 1854 and has a long history of providing services on a non-sectarian basis to families and individuals in need and is the leader in the continuum of care for older adults throughout Los Angeles County. Since 1977, JFS has worked to develop a community-based, long term delivery system dedicated to providing comprehensive health and social services and improve quality of life for Beverly Hills residents age 55 and older since 1992.

DISCUSSION

Grant funding will be used to support these residents through comprehensive case management. In addition, the Homecare Support / Emergency Purchase of Services program will expand and continue for a third year, making household help available to lower income and frail senior residents. Assistance with activities of daily living is provided by contracted homecare agencies and emergency purchase dollars may also be used to assist with limited emergency needs such as respite care, uncovered medical expenses or unforeseen bills. These added services make a difference in terms of quality of life and the ability to maintain older adults safely in their homes.

FISCAL IMPACT

Funds have been budgeted and are available for this purpose.

ITEM B. APPROVAL TO ISSUE A PURCHASE ORDER IN AN AMOUNT NOT-TO-EXCEED \$413,840.29 FOR THE PURCHASE OF THE 10 X-SERIES DEFIBRILLATORS

RECOMMENDATION

Staff recommends that the Council move to approve a purchase of the 10 X-Series Defibrillators from the Zoll Medical Corporation in an amount not-to-exceed, \$413,840.29.

INTRODUCTION

The Beverly Hills Fire Department (BHFD hereafter) needs to replace ten (10) defibrillator units within their ALS (Advanced Life Support) inventory that is near their end-of life.

BACKGROUND

A 'Fund 400' account was established in 2006 for this purchase. Pursuant to the Beverly Hills Municipal Code 3-3-205, the equipment purchase will be made through the BHFD's free membership with the Fire Rescue Group Purchasing, whose parent company is the National Purchasing Partners' (NPP), in-charge of instituting this cooperative purchasing program for participating government agencies.

A Selection Committee was also established by the BHFD. This group of firefighters/paramedics has conducted extensive research and a series of networking, with other regional fire departments, to ensure that this particular product lives up to its scopes and performance expectations.

DISCUSSION

Since the purchase of our current defibrillators in 2006, technological advances as well as changes to LA County Pre hospital Care Policy and community standards have left the BHFD without new capabilities. This request is also because the recommended lifespan of BHFD's defibrillator inventory will be at its maturity date in 2015.

FISCAL IMPACT

Funds have been budgeted and are available for this purpose.


Noel Marquis
Approved By

Attachment 1

AGREEMENT BETWEEN CITY OF BEVERLY HILLS AND
JEWISH FAMILY SERVICE FOR COMMUNITY
ASSISTANCE FUNDS

THIS AGREEMENT is made and entered into in the City of Beverly Hills by and between the City of Beverly Hills, a municipal corporation ("City"), and Jewish Family Service, a non-profit corporation ("Recipient").

RECITALS

WHEREAS it is City's intent to fund programs and services that benefit the residents of the City and programs that represent City's commitment to contribute to regional social and human services efforts;

WHEREAS, City desires to provide community assistance funds for the fiscal year 2014-2015 to continue to support the operation within the City of a valuable human service entity that provides a care management program and homecare support services/emergency purchase of services for seniors ("Project").

NOW, THEREFORE, in consideration of the mutual covenants of the parties hereto, it is agreed as follows:

Section 1. Fund Authorization. City authorizes the sum of One Hundred Eighty Thousand Dollars (\$180,000.00) to be paid to Recipient for the fiscal year 2014-2015. Payment shall be made to Recipient in the amount of Forty-Five Thousand Dollars (\$45,000.00) upon execution of this Agreement. Three additional payments of Forty-Five Thousand Dollars (\$45,000.00) each will be paid on October 1, 2014, January 1, 2015 and April 1, 2015, if Recipient complies with the terms of this Agreement.

Section 2. Use of Funds. Recipient shall use the community assistance funds for the operation and promotion of a Senior Care Management Program (\$95,000.00), and Homecare Support Services/Emergency Purchase of Services (\$85,000.00). Recipient shall perform all the services set forth in the Project Description, Exhibit A, attached hereto and incorporated herein by this reference.

Section 3. Reports. Recipient shall furnish comprehensive quarterly progress reports to the Human Services Administrator (hereinafter "Administrator") on a form provided by City as to the operation of the Project, including the use of funds provided to Recipient by City, specific Project activities and/or changes and the relative benefit of the Project to residents, visitors and/or employees of the City. The first report shall be furnished to the Administrator by October 1, 2014. Additional reports shall be furnished on January 1, April 1, and July 1, 2015.

Section 4. Assignments. This Agreement shall not be assigned by Recipient without the prior written consent of City.

Section 5. Independent Contractor Relationship. At all times during the term of this Agreement, Recipient shall be an independent contractor and Recipient, its officers, employees and agents shall not be employees of City.

Section 6. Termination. The term of this Agreement shall be twelve (12) months commencing July 1, 2014, unless terminated earlier as provided herein. City or Recipient may terminate this Agreement, without cause, upon thirty (30) days written notice.

Section 7. Entire Agreement. This Agreement represents the entire integrated agreement between City and Recipient, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both City and Recipient.

EXECUTED this ___ day of _____, 2014, in the City of Beverly Hills, California.

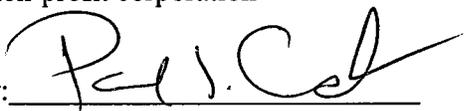
CITY OF BEVERLY HILLS,
a municipal corporation

LILI BOSSE
Mayor of the City of Beverly Hills, California

ATTEST:

_____ (SEAL)
BYRON POPE
City Clerk

JEWISH FAMILY SERVICE,
a non-profit corporation

By: 

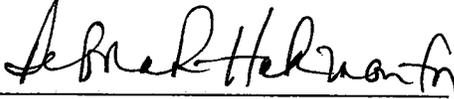
PAUL S. CASTRO
President/Chief Executive Officer

By: 

TODD SOSNA
Senior Vice President

[Signatures Continued]

APPROVED AS TO FORM:



LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

JEFFREY C. KOLIN
City Manager



STEVEN ZOET
Director of Community Services



JAMES R. LATTA, L.C.S.W.
Human Services Administrator



KARL KIRKMAN
Risk Manager

**CITY OF BEVERLY HILLS
SENIOR CASE MANAGEMENT PROGRAM
JULY 1, 2014 - JUNE 30, 2015**

EXHIBIT A: PROJECT DESCRIPTION

PURPOSE AND BENEFICIARIES

The purpose of the project is to provide a comprehensive approach to the physical and mental health care of frail City adults age 55 years of age and older (seniors), assisting them to remain in their homes and thereby avoiding premature institutionalization. The program will mainly benefit low- and moderate-income seniors.

CONTENT AND OPERATION

Jewish Family Service of Los Angeles, 3580 Wilshire Boulevard, Suite 700, Los Angeles, California 90010 ("Recipient"), will provide, under the supervision of City, all labor, administrative support, community outreach, determination of eligibility, facilities, and documentation necessary for development and implementation of a senior case management program for City seniors in all Census Tracts in the City, including Census Tracts 7006, 7007, 7008, 7009.01, 7009.02 and 7010.

The program will consist of assessing clients' needs, preparing care plans, coordinating service delivery and follow-up to ensure adequate care delivery, and monitoring of changing client needs.

Recipient shall coordinate with the staff at the Roxbury Park Community Center in City in the design and implementation of services offered at the Community Center.

The following activities will be included in the Scope of Services provided by Recipient under Agreement to City.

A. Community Outreach

A written plan for community outreach and program publicity shall be developed by Recipient.

Any/all public information materials shall be submitted for review to the City's Human Services Administrator/Housing and Development, or his designee, with approval of the content and method of distribution required prior to release.

Print Media Releases: print media releases such as flyers, brochures, press releases, etc., will be prepared, printed, and distributed online and through the mail to the news and community affairs media and to public and private community service centers in the area.

Cable Television: public information releases for Community Cable TV, or other nonprint media, may be developed.

Presentations: a program of presentations designed to engender awareness of the program in groups whose members may be potential beneficiaries, such as the Beverly Hills Active Adult Club, or who may be able to further communicate the availability of the program, such as the City Council, tenant groups, apartment and homeowners' associations, geriatric and patient discharge units of area hospitals, etc., shall be developed and implemented.

B. Provision of Services, Determination of Eligibility, Development of a Care Plan and Follow-Up

Telephone services shall be provided at the Pico/Robertson office five days a week, Monday through Thursday from 8:30 a.m. to 5:00 p.m. at the identified address and telephone number and Friday from 8:30 a.m. to 3:30 p.m. Walk-in service, without an appointment, will be available, and will be made available at designated times. Services will be available by appointment at other times. A case worker will have hours available at Roxbury Park or another campus location as determined by City on Monday mornings. Potential applicants who make inquiries about the program shall be counseled over the telephone or in person at the Recipient Pico/Robertson office, at the Roxbury Center, or at the applicant's home, if necessary. Potential applicants will be counseled about the nature of the program and advised of eligibility requirements and all pertinent application and other procedures. Informational materials shall be mailed upon request.

Eligible applicants shall be limited to persons who are City residents at the time they apply to the program and who are 55 years of age or older. Proof of a client's age and residency must be in the client's file. Proof may consist of a copy of identification indicating age plus a copy of a utility bill showing the client's name and address, or an affidavit signed by the social worker that the client meets the eligibility criteria. Income levels shall be determined by information provided by the applicant on the intake/application form. The intake form shall be submitted by the Recipient for review by the City Human Services Administrator.

A caseworker (geriatric social worker) shall provide case management services on behalf of City, handling cases involving City residents. The caseworker must have a Masters Degree in Social Work (MSW) or be a Marriage and Family Therapist (MFT) and preferably be licensed in their field, or working toward that license. The caseworker shall complete an intake form for each interested, eligible Beverly Hills' senior. A psychosocial assessment of the client shall be made at the caseworker's discretion.

The caseworker shall develop a care plan outlining the client's circumstances and the services to be provided by City, or by other service providers to which the client will be referred. The care plan shall be developed and implemented with the fullest participation of the client's family members as is appropriate and possible. The caseworker will visit the client's home as frequently as warranted, and it is expected that at least one visit to the client's home will occur during the needs assessment process, unless the circumstances prevent in-home visits. Specific services that shall be provided by Recipient as part of the care plan shall include but not be limited to:

Arranging and coordinating personal care assistance in the home;
Arranging and coordinating housekeeping assistance in the home;
Assistance with mail and other correspondence;
Arranging home delivered meals;
Communication with family members;
Referrals to, and consultation with, professionals as appropriate,
including, but not limited to medical, dental, legal, etc.;
Linkage with transportation services as appropriate;
Linkage with social activities;
Arranging for telephone reassurance, or friendly visitors;
Arranging aid in household moving in the event of eviction, possibly
including referral to the County Adult Protective Services;
Referrals for more extensive counseling services.

C. Homecare Support Services/Emergency Purchase of Services

In addition to the above essential services, Recipient shall provide the following services, shall include, but are not limited to:

- Providing homecare to assist clients who experience difficulties getting through their day in order to provide support so that clients can Age in Place and remain independent and safe within the community – reducing the risk of premature institutionalization.
- Expanding the food voucher program to meet the expanding needs of the community to meet the expanding needs of the community.
- Coordinating home repair services to ensure the safety of frail clients who do not qualify for other available resources.
- Arranging for additional taxi vouchers to assist clients with transportation resources to medical and other needed appointments.
- Offering assistance, based on significant need, with Medical and Dental assistance for seniors.
- One time only rent assistance to ensure housing retention and prevent evictions and reduce the risk of homelessness.
- One time only financial assistance with utilities and assist with development of a sustainability plan to reduce the risk of further debt which directly impacts housing retention.
- One time only assistance with moving expenses to assist clients who will be relocating to affordable and sustainable housing such as a lower cost apartment or to an assisted living/or nursing home.
- Professional assistance with excessive cluttering and unsanitary living situations. Identification of clients at risk for losing housing as a result of cluttering and

hoarding and make interventions which may include coordination of assistance from an organizing specialist or assistance with deep cleaning and clutter/trash removal. This also prevents possible evictions due to such conditions.

- Holiday assistance with food and needed household or personal items to approximately 40 clients without family or funds.
- Additional assistance for identified Holocaust survivors who have either exhausted their services through the Claims Conference or who may not be eligible for Claims Conference funds but who require assistance with homecare and other services.

D. Emergency Services:

Recipient is not an emergency service provider, but shall make every effort to avert crises before they occur through close monitoring of case management clients. Clients shall be provided with a list of emergency telephone numbers and caseworkers shall refer clients in need of emergency services to the appropriate agencies.

Funds from the Community Assistance Grants Fund (CAGF) will provide, in part, at least ten (10) Emergency Response System (ERS) units. An ERS unit is a device that is located in the senior's home, and through the telephone, is connected to a central emergency location. If the senior needs emergency medical assistance, he or she can simply press a button that is worn by the senior on a bracelet or necklace. The ERS will summon an ambulance to assist the senior.

The caseworker is responsible for follow-up of the care plan to ensure that services, as specified in the plan, are performed for the client. Follow-up may include seeing that appointments are kept, prescriptions filled, housekeeping services adequately discharged, etc.

If the program does not appear to meet the needs of a person being interviewed, that person shall be referred to appropriate service agencies.

E. Bilingual Services

In recognition of the substantial population of Persian seniors and their families who live in City and find it particularly difficult to access services due to language difficulties, the Pico-Robertson Center's Farsi/English-speaking caseworker will provide supportive services that are culturally appropriate and bilingual.

F. Documentation and Reports

Quarterly fiscal reports, including a quarterly statement, documentation of expenditures for the preceding month, and a request for the next month's financial advance shall be submitted to the City by the fifteenth working day of each month on forms approved by the City. All expenditures must be fully documented by receipt, time records, invoices, canceled checks, bank statements, and other appropriate records which fully and completely disclose the amount and nature of the expenditure. This includes indicating the number of hours per pay period that each employee works on behalf of City and the amount charged to City account for each of these employees.

Quarterly program reports shall be submitted to City by the ninth working day of each month and shall include a narrative summary and the following information for each new or newly recertified client:

- Client Identification Number
- Census Tract (screened for Beverly Hills residency)
- Age
- Sex
- Ethnicity AND Race
- Household Income Category (Low, Very Low, Above Low)
- Number of Persons in household
- Owner or Renter
- Client Status (new or recertified)
- Referral Source

Clients shall be classified as "new," or "recertified." "Recertified" will be used to signify those ongoing clients renewed each July to ensure income eligibility. All clients who have not been "terminated" will be considered current clients. Clients who are "terminated" and subsequently seek services shall be considered new clients.

The quarterly program report shall include a monthly client service form indicating the frequency and nature of services provided to clients. The form and categories of services shall be developed with and reviewed for approval by the City Human Services Administrator, or his designee. The quarterly program report shall also note the number of program inquiries.

A client file will be kept for each applicant and shall include a completed intake/application form, care plan, any client assessment, ongoing client monitoring, and any other information pertinent to that person's care.

G. Monitoring

All program and financial files pertaining to this Agreement shall be available to City on an as-needed basis, upon request.