



# COUNTY OF HUMBOLDT

For the meeting of: 6/11/2024

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File #: 24-921

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**To:** Board of Supervisors

**From:** DHHS: Administration

**Agenda Section:** Consent

**Vote Requirement:** Majority

**SUBJECT:**

Professional Services Agreement with Area 1 Agency on Aging Up To \$84,106 Regarding the Provision of Administrative Services Related to the Development, Implementation and Administration of an Area Plan Pertaining to Support Services Provided to Older Adults Residing in Humboldt County.

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Area 1 Agency on Aging regarding the provision of administrative services related to the development, implementation and administration of an area plan pertaining to support services provided to older adults residing in Humboldt County in an amount not to exceed \$84,106 for the period of July 1, 2024, through June 30, 2025;
2. Authorize the Department of Health and Human Services Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Area 1 Agency on Aging, after review and approval by County Counsel, Risk Management and the County Administrative Office;
3. Find that paying Area 1 on Agency on Aging in advance for the provision of the administrative services required pursuant to the terms and conditions of the attached professional services agreement will serve a public purpose by ensuring continuity of support services provided to older adults residing in Humboldt County;
4. Authorize issuance of an advance payment in the amount of \$84,106 to Area 1 Agency on Aging for the provision of services required pursuant to the terms and conditions of the attached professional services agreement for the period of July 1, 2024, through June 30, 2025; and
5. Direct the Clerk of the Board to return one fully executed original copy of the attached professional services agreement with Area 1 Agency on Aging to the Department of Health and Human Services - Contract Unit for further processing.

**STRATEGIC PLAN:**

This action supports the following areas of your Board's Strategic Plan.

Area of Focus: Core Services/Other

Strategic Plan Category: 9999 - Core Services/Other

**DISCUSSION:**

Federal Older Americans Act (OAA) programs are operated by local Area Agencies on Aging to provide vital services for older adults related to nutrition, health and wellness, caregiver support, and more. The OAA requires states to designate responsibility for developing an Area Plan to a local government or non-profit agency. The California Department of Aging has designated the Area 1 Agency on Aging for this responsibility in Humboldt and Del Norte Counties. The California Code of Regulations Title 22, section 7318 requires the state-designated Area Agency on Aging to secure a minimum 25% local match funding for administration of the Area

Plan.

Approval of the attached professional services agreement with Area 1 Agency on Aging will allow for the continued development, implementation and administration of an area plan pertaining to support services provided to older adults residing in Humboldt County in accordance with the Older Americans Act.

Accordingly, the Department of Health and Human Services (DHHS) recommends that the Board approve, and authorize the Chair of the Board to execute, the attached professional services agreement with Area 1 Agency on Aging regarding the provision of administrative services related to the development, implementation and administration of an area plan pertaining to support services provided to older adults residing in Humboldt County for the period of July 1, 2024 through June 30, 2025. Staff also recommends that the Board authorize the DHHS Director, or a designee thereof, to execute any and all subsequent amendments to the attached professional services agreement with Area 1 Agency on Aging, after review and approval by County Counsel, Risk Management and County Administrative Office, in order to avoid any unnecessary delays in the development, implementation or administration of the above-referenced area plan.

**SOURCE OF FUNDING:**

Intergovernmental Transfer revenues received by Social Services Fund (1160-511)

**FINANCIAL IMPACT:**

<i>Expenditures (1160-511)</i>	<b>FY23-24</b>
<i>Budgeted Expenses</i>	\$84,106.00
<i>Total Expenditures</i>	\$84,106.00

*\*Projected amounts are estimates and are subject to change.*

<i>Funding Sources (Fund, Budget Unit)</i>	<b>FY23-24</b>
<i>State/Federal Funds</i>	\$84,106.00
<i>Total Funding Sources</i>	\$84,106.00

*\*Projected amounts are estimates and are subject to change.*

**Narrative Explanation of Financial Impact:**

The attached professional services agreement with Area 1 Agency on Aging has a maximum amount payable of \$84,106 for the period of July 1, 2024, through June 30, 2025. However, in the event that local, state or federal funding is reduced or eliminated, the County of Humboldt may reduce the above-referenced maximum amount payable or terminate the attached professional services agreement with Area 1 Agency on Aging in its entirety.

Federal statute and regulation (Supporting Older Americans Act of 2020 reauthorization, §305(b)(5)(B) 2 45 CFR, §1321.13(a)(1)(iv)) affirm the right of local governments to be provided the right of first refusal to operate the Area Agency on Aging within their jurisdiction. This is not recommended as the cost of developing the Area Plan and providing the services mandated by the Older Americans Act would exceed county available funds. The Area 1 Agency on Aging provides efficient and effective administration of the Area Plan and associated services.

Expenditure appropriations related to the attached professional services agreement with Area 1 Agency on Aging have been included in the proposed fiscal year 2024-2025 budget for DHHS - Social Services Budget Unit 1160-511. Funding for the attached professional services agreement with Area 1 Agency on Aging is available through intergovernmental transfer revenues received by DHHS - Social Services.

**STAFFING IMPACT:**

**Narrative Explanation of Staffing Impact:**

Approval of the attached professional services agreement with Area 1 Agency on Aging will not impact current staffing levels. However, pursuant to the terms and conditions of the attached professional services agreement, Area 1 Agency on Aging will provide contract monitoring for congregation and home-delivered meals and legal assistance programs, collect data from relevant service providers and report to the California Department of Aging and monitor, evaluate and comment on policies, programs and

community actions that will affect the older residents of Humboldt County; which would otherwise fall to DHHS staff to provide.

**OTHER AGENCY INVOLVEMENT:**

None

**ALTERNATIVES TO STAFF RECOMMENDATIONS:**

The Board could choose not to approve the attached professional services agreement with Area 1 Agency on Aging regarding the provision of administrative services related to the development, implementation and administration of an area plan pertaining to support services provided to older adults residing in Humboldt County. However, this alternative is not recommended as it would severely affect DHHS' ability to provide efficient and effective support services to the older adults of Humboldt County.

**ATTACHMENTS:**

1. Professional Services Agreement with Area 1 Agency on Aging Regarding the Provision of Administrative Services Related to the Development, Implementation and Administration of an Area Plan Pertaining to Support Services Provided to Older Adults Residing in Humboldt County

**PREVIOUS ACTION/REFERRAL:**

Meeting of: 04/22/14; 11/04/14; 05/12/15; 05/31/16; 03/06/18; 06/26/18; 06/18/19; 08/18/20; 08/10/21; 06/14/22; 06/27/23  
File No.: 16-0193; 14-1055; 15-510; 16-3613; 18-133; 18-768; 19-823; 20-938; 21-1044; 22-702; 23-836