

APPROVED
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REPORT OF GENERAL MANAGER

NO. 08-309

DATE November 7, 2008

**BOARD OF RECREATION
and PARK COMMISSIONERS**

C.D. 11 and 12

BOARD OF RECREATION AND PARK COMMISSIONERS

SUBJECT: SENIOR CITIZEN SOCIAL SERVICES PROGRAM – PERSONAL SERVICES CONTRACT WITH DYNAMIC NURSING SERVICES, INC., TO PROVIDE IN-HOME HOMEMAKER AND CHORE SERVICES AND PERSONAL CARE SERVICES FOR SENIOR CITIZENS

R. Adams _____
H. Fujita _____
S. Huntley _____
*V. Israel _____

J. Kolb _____
F. Mok _____
K. Regan _____
M. Shull _____

[Signature]
General Manager

Approved _____

Disapproved _____

Withdrawn _____

RECOMMENDATION:

That the Board:

1. Approve the proposed Personal Services Contract (Contract) with Dynamic Nursing Services, Inc., substantially in the form on file in the Board Office, to provide in-home homemaker and chore services and personal care services for senior citizens, subject to the approval of the Mayor and City Attorney as to form;
2. Find, in accordance with Charter Section 1022, that the Department does not have available in its employ, personnel with the expertise to undertake these specialized tasks, and that it is more feasible to secure these services by contract;
3. Find, in accordance with Charter Section 371 and Los Angeles Administrative Code Section 10.15(a)(2), that in order to allow for continuity of services currently provided to senior citizens in the Senior Citizen Social Services Program in the middle of a grant cycle and to allow time for the Department to perform a Request for Proposal process, that a competitive bidding process is not practicable or advantageous to the Department;
4. Direct the Board Secretary to transmit forthwith the proposed Contract to the Mayor in accordance with Executive Directive No. 3 and concurrently to the City Attorney for review and approval as to form; and,

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5. Authorize the Board President and Secretary to execute the Contract, upon receipt of the necessary approvals.

SUMMARY:

The Senior Citizen Social Services Program (SCSSP) is a part of a larger program federally funded by the Older Americans Act (OAA) through the City of Los Angeles Department of Aging (DOA). SCSSP is a multi-phase program, geared towards providing senior citizens with needed social services aimed at increasing the health and welfare of this burgeoning population, as well as lowering their exposure to risk and fraud. Senior citizens can participate in this program and receive such services as Information & Assistance, Telephone Reassurance and Money Management advice from the Case Managers at the Felicia Mahood Senior Multipurpose Center and Robert M. Wilkinson Senior Multipurpose Center (MPC) that work with the seniors. In-Home Services such as personal care (which includes bathing, grooming and dressing) and homemaker and chore services (which covers services ranging from shopping assistance to light and heavy housework) are also a part of SCSSP.

A request for a Charter Section 1022 determination was submitted to the Personnel Department. On April 18, 2008, the Personnel Department determined there is no City classification that can perform the services required. Dynamic Nursing Services, Inc., employees are required to obtain a Certified Nursing Assistant Certificate from the State of California which allows an individual to touch elderly clients for the purposes of bathing, grooming, and dressing.

The OAA Grant is awarded in four year cycles and the Department has a contractual obligation to provide Units of Service in each of the social services categories including In-Home Services per the grant agreement. We are currently in the middle of a grant cycle, requiring services provided by Dynamic Nursing Services, Inc. In the meantime, the Department intends to develop a Request for Proposal (RFO) to meet the competitive bidding requirement. However, as the RFP process will take approximately twelve (12) months to result in an executed agreement, it is requested that this Contract be approved to provide the necessary services so that there is continuity of services and to ensure that contract requirements with the DOA are met. Further, since these In-Home Services are targeted to the elderly, who are considered in the field of elderly care providers to be an at-risk population, the inability to provide these services may cause severe detriment to those in need. By continuing to work with Dynamic Nursing Services, Inc., the Department will ensure services are provided to participants, many of whom have worked with the same Dynamic Nursing Services, Inc., staff for years and have established a comfort level with them. Therefore, in accordance with Los Angeles Administrative Code Section 10.15(a)(2), competitive bidding for a contract for the services currently provided by Dynamic Nursing Services, Inc., is neither practicable nor advantageous to the Department at this time.

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Multi-Purpose Center Directors, who are in charge of the oversight of these programs, have solicited quotes and other cost information from additional service providers in the Westside Aging Service Area and Northwest Valley Aging Service Area. Dynamic Nursing Services, Inc., was found to be the most cost effective of the providers. The company currently charges \$16.50 per hour for housekeeping services, and \$17.00 per hour for personal care services, which is about \$2.50 per hour less than that of the next most competitive provider.

FISCAL IMPACT STATEMENT:

There is no fiscal impact to the Department's General Fund as Dynamic Nursing Services, Inc., will be paid for with Older Americans Act grant funds.

This report was prepared by Olujimi A. Hawes, Management Analyst II, Pacific Region.