

Agency Report

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SACRAMENTO HOUSING AND REDEVELOPMENT AGENCY

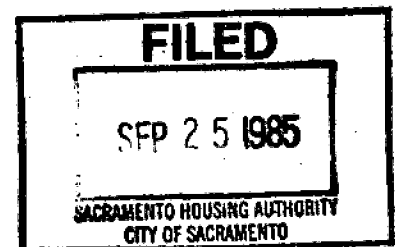
September 16, 1985

Housing Authority of the
City of Sacramento
Sacramento, California

CITY MANAGER'S OFFICE
RECEIVED
SEP 18 1985

Honorable Members in Session:

SUBJECT: Area 4 Agency on Aging Assessment of the
Sacramento Elderly Nutrition Program



SUMMARY

Attached for your review and consideration is the evaluation completed by the Area 4 Agency on Aging on the Sacramento Elderly Nutrition Program. This evaluation was completed on June 20, 1985 and focuses on the congregate and home-delivered meal components of the program.

BACKGROUND

For the Fiscal Year 1984-85 the Sacramento Elderly Nutrition Program (SENP) was funded to prepare, deliver and serve approximately 1200 hot, nutritious lunch meals daily, Monday through Friday, year-round, to senior citizens at 21 congregate meal sites and to the private residences of about 300 disabled or frail elderly.

The attached is the end of the year assessment which includes a review of program administration and service delivery operations. At the time of the evaluation the congregate daily participation was 97% of the contract level, and the home-delivered meal component was at 100% of the contract level. The Area Agency staff has made specific recommendations regarding program and nutrition operations to which the SENP staff have responded.

Recommendation No. 1: Verify annual fire inspection has been completed for each nutrition site.

Staff Response: The staff of SENP is working closely with the Area 4 Agency on Aging to verify annual fire inspections at all

9-25-85
All Districts

FILED
APR 1 1982
FBI - MEMPHIS
COMMUNICATIONS SECTION

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twenty-one sites. As of this date the three outstanding clearances are the Deterding site, Fruitridge Community Center and the Sacramento Community Services Center.

It must be noted that all the sites have been inspected, but we have been unsuccessful in our efforts to obtain the written clearances. Area 4 Agency on Aging staff will be intervening on our behalf with the fire districts to insure that written verification is obtained.

Resolution of this issue is expected within sixty days.

Recommendation No. 2: Continue efforts to maintain holding time under 2 hours for home delivered meals.

As stated in the assessment, "Project staff are conscientious in their efforts to maintain total holding time within 2 hours from preparation to service. Although this time is still exceeded, several procedures have been implemented during the past year to reduce holding time. Project staff acknowledges their commitment to further reduce holding time. Even small time changes can significantly impact staffing needs and service schedules in a program with this meal volume. One possible solution is reducing the size of current HDM routes so that route time is reduced. This would require not only more staff but an additional transportation vehicle and more delivery equipment."

Staff Response: SENP staff will continue to explore innovative ways to maximize the Central Kitchen's capabilities while adhering to the regulations governing food quality and safety.

FINANCIAL DATA

The attached resolution has no financial impact on the Agency budget.

POLICY IMPLICATION

The staff report is an informational item only, and there are no policy changes being recommended.

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RECOMMENDATION

The staff recommends receipt and filing of this report and authorizes the Executive Director to file the response with the Area 4 Agency on Aging.

Respectfully submitted,

William H. Edgar
WILLIAM H. EDGAR
Executive Director

TRANSMITTAL TO COUNCIL:

Walter J. Slupe

WALTER J. SLIPE, City Manager

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**AREA 4 AGENCY ON AGING
PROGRAM EVALUATION REPORT**

AGENCY/PROJECT: SACRAMENTO ELDERLY NUTRITION PROGRAM

PROJECT DIRECTOR: Charlene James

DATE OF REPORT: July 17, 1985

SITE(S) VISITED: Rio Linda; Central Kitchen

DATE(S) OF ONSITE: June 20, 1985

PERSONNEL INTERVIEWED: Charlene James, Project Director
Patty Sabo, HDM Coordinator;
Diana Stipe, Dietitian
Larue Wymore, Site Manager;
George Teaque, Storekeeper

EVALUATOR: EVIE MICHELL *Evie Michell*
JO ANN PROPHE *Jo Ann Prophet*

CURRENT PROJECT DATA:

Number Unduplicated Clients: _____

Period Covered: 7/1/84 - 6/30/85

SERVICE	SERVICE UNITS CONTRACTED		CONTRACT PERFORMANCE	
	Annual	Contracted Units to Date	# Units To Date	% of Contract To Date
Congregate Meals	225,000	225,000	217,680	97%
Home Delivered Meals	62,000	62,000	62,517	100%

RECEIVED
JUL 18 1985
S.E.N.P.

Raw Food Cost: \$1.17 (includes .09 commodity value)

SIGNIFICANT FINDINGS:

Home delivered meal service has been effectively expanded. Client assessments and reevaluations are completed within required time lines and volunteer as well as paid staff are receiving on going in-service training.

SENP will initiate meal service at a new adult day health care center beginning July 15th.

Central kitchen staff respond well to production demands. Project has established good internal controls for maintaining food quality, presentation and production.

ONSITE DATE: June 20, 1985

PROGRAM OPERATIONS

ADMINISTRATION

- . Staffing: There have been minimal staff changes in the past year.
- . Recordingkeeping: Records are well maintained. Monthly program and fiscal reports are accurate and submitted on time.
- . Facilities: Status of fire inspections were reviewed. Annual inspections have been requested for all sites. Project has 21 sites in addition to the central kitchen and administrative offices. Some are leased from another agency, i.e. Park and Recreation District, or Sacramento Community Services Center. These agencies must provide certification of an annual inspection to the project if facility is to continue to be used as a nutrition site. A4AA should be advised of any problems in obtaining inspections. Rio Linda facility which was observed for this onsite has ample space for dining and other activities as well as a large kitchen in an adjoining room.

SERVICE DELIVERY

- . Congregate Meals: Meal service was observed at Rio Linda. The site is located in the Community Center which is operated by Sacramento County Park and Recreation District. Average attendance at lunch is 50 persons. The Center has a number of other activities which the seniors enjoy. Bingo is played twice a week following the meal. Signs regarding donation and guest fees were posted. Menu was posted with daily signup sheets. Registration procedures observed were appropriate. Donations are counted and recorded by two persons as required.

HOME DELIVERED MEALS

Project is currently serving an average of 310 meals a day and has a waiting list of over 40 persons. Home assessments are completed within 5-days of request. Project is getting many calls from the south area (particularly zip code area 95831); other areas of high demand are the Watt Avenue route and 2 Oak Park routes. These routes are full.

On April 21st, SENP arranged a special picnic meal for all HDM participants. This achievement took much advance planning and coordination by SENP and Paratransit staff. Approximately 300 seniors and their guests attended.

Paid drivers for home delivered meals meet together for inservice training for 30 minutes every two weeks. The nutritionist has provided instruction on taking meal temperatures. Training packets are being developed and will be available for paid and volunteer drivers. Quarterly meetings with volunteer drivers at Rancho Cordova have been initiated. Similar meetings will be scheduled for volunteer drivers at Rio Linda. A packet is also being developed for home delivered meal participants which gives information on procedures, client and staff responsibilities, instructions for canceling a meal, person to be contacted for questions, complaints, etc.

ONSITE DATE: June 20, 1985

PROGRAM OPERATIONS

Assessment reports are up-to-date and well maintained. Report form has been expanded to include a comment section on client support systems. This identifies whether client receives other assistance from family, neighbors or other agencies on weekends or at other times.

Home Delivered Meal services are now at capacity for the vehicles available. Further expansion would have to be met by providing an evening or Saturday meal or adding another vehicle.

OTHER: SENP anticipates initiating meal service at an Adult Day Health Care Center around July 15. Area 4 was contacted for advance approval. Area 4 should be advised when service at this site actually begins.

Project also expects to negotiate an agreement with UC-Davis Medical Center to provide meals for their MSSP clients.

NUTRITION OPERATIONS

Meal Service. Participant response continues to be favorable regarding meals. During this assessment this was reinforced by participant comments at the Rio Linda site, project council meeting minutes, and daily comment sheets from each site. The project's efforts to establish regular monitoring of home delivered meals and congregate meal services quality through both personal contact and records review is commendable. A new program has been implemented which provides for a member of the SENP staff such as the HDM coordinator joining a HDM participant for lunch once a month.

The project has prepared and submitted a full year's menus for A4AA review and approval. Menus are approved each month by the project council and reflect regular input by participants.

Temperature records from all sites are maintained at the central office. A review of these indicated that hot food temperature are consistently above the required 140° F. Temperatures taken on-site at Rio Linda substantiated program records. Site staff there appeared knowledgeable and conscientious regarding food handling techniques and sanitation procedures. Food service and storage areas were clean and well maintained. Portion control was observed. A new volunteer in training on the day of the site visit was serving food without wearing the required head covering. The site supervisor indicated this would be corrected. All others serving food wore appropriate hair nets or caps.

Central Kitchen Operations. Food production and congregate food delivery continue to operate in an organized manner. Site personnel and project records indicate that delays in meal delivery and food shortages are minimal and that corrective action is made whenever possible. Central kitchen staff are knowledgeable and conscientious regarding food purchasing, storage and preparation. The new head cook has extensive school lunch experience.

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ONSITE DATE: June 20, 1985

PROGRAM OPERATIONS

The central kitchen continues to provide two meal services utilizing batch cooking to ensure food and nutritional quality. All cold food preparation is done the day before depending on the menu item. All congregate hot food and hot foods for approximately 200 HDM are prepared for packaging at 9:15 AM, and held in hot ovens until 10:15 for driver pickup. The last HDM for these routes are usually delivered by 12:15. Hot foods for the 100 meals on the later routes are prepared and packaged at 12:30 for 1:10 pickup by drivers and delivery no later than 3:10 PM.

Project staff are conscientious in their efforts to maintain total holding time within 2 hours from preparation to service. Although this time is still exceeded, several procedures have been implemented during the past year to reduce holding time. Project staff acknowledges their commitment to further reduce holding time. Even small time changes can significantly impact staffing needs and service schedules in a program with this meal volume. One possible solution is reducing the size of current HDM routes so that route time is reduced. This would require not only more staff but an additional transportation vehicle and more delivery equipment.

Home delivered meal temperatures are recorded daily on all routes. A review of the temperature records indicated that both hot and cold temperatures have consistently been within required ranges on all routes except during April on Rancho Cordova volunteer route. The project dietitian indicated that this problem had been identified and corrected. May temperature records reflected appropriate meal temperatures. In addition to daily driver records the project maintains useful summary sheet reflecting high and low temperatures for all HDM routes.

Overall central kitchen sanitation continues to be good. Evidence of regular maintenance and cleaning is clear. Storage practices are good and routine procedures are in effect. Refrigeration temperatures are monitored daily and maintained consistently within required ranges. During early June the A4AA nutritionist inspected the central kitchen as part of a California Department of Aging sanitation training course held in Sacramento for Nutrition Project Directors. The course was taught by a registered sanitation officer from Placer County. All persons attending the course complimented the facility on overall cleanliness and sanitation procedures. The major concern identified by the class and instructor was the vulnerability of the premises to rodent infestation because of poorly fitting doors and old pipe holes/cracks in walls which were not covered or filled in when the pipes were removed. Project staff had taken steps to correct these potential access spaces prior to this assessment visit. Other concerns regarding storage of some food and paper items were also corrected. A request for replacing broken quarry floor tiles and been previously submitted. The project is to be commended for their willingness to make their facility available for such a "white glove" inspection by a discerning group.

In-Service Training and Nutrition Education. Records of the three most recent food service training sessions were reviewed. Attendance records and evaluations were maintained.

Records indicate that nutrition education has been provided 62 times at 21 sites through May of this year. Presentations in May and June on "Food and Drug Interrelationships" have been particularly well-received. In order to maintain their scheduled program at all sites the project has hired two part-time assistants to work exclusively on nutrition education. Nutrition information is also regularly provided on the project's monthly participant menus.

AGENCY/PROJECT: SACRAMENTO ELDERLY NUTRITION PROGRAM

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ONSITE DATE: June 20, 1985

PROGRAM OPERATIONS

The following nutrition education materials were provided by the A4AA nutritionist:

Consumer's Boosters (Carnation)

Nutrition News to Keep You Healthy (Florida Citrus)

Food & Fitness (Blue Cross)

RECOMMENDATIONS

1. Verify annual fire inspection has been completed for each nutrition site.
2. Continue efforts to maintain total holding time under 2 hours for hot foods for HDM.

hm 7/15/85

TO: Reggie Young
FROM: GRANTLAND JOHNSON
9-25-85
30-1

Major General Lee V. Greer, USAF
Commander, Air Logistics Center
McClellan, Air Force Base
North Highlands, CA 95652

RE: Mr. Charles Yarborough's attendance at Regional Sewer
Connection Design Review Meetings

Dear General Greer:

This letter is to inform you that the Sacramento City
Council has directed that Mr. Melvin Johnson and/or his designee
be accompanied by Mr. Charles Yarborough, a community citizen,
when attending all McClellan Sewer Connection Design Review meetings.

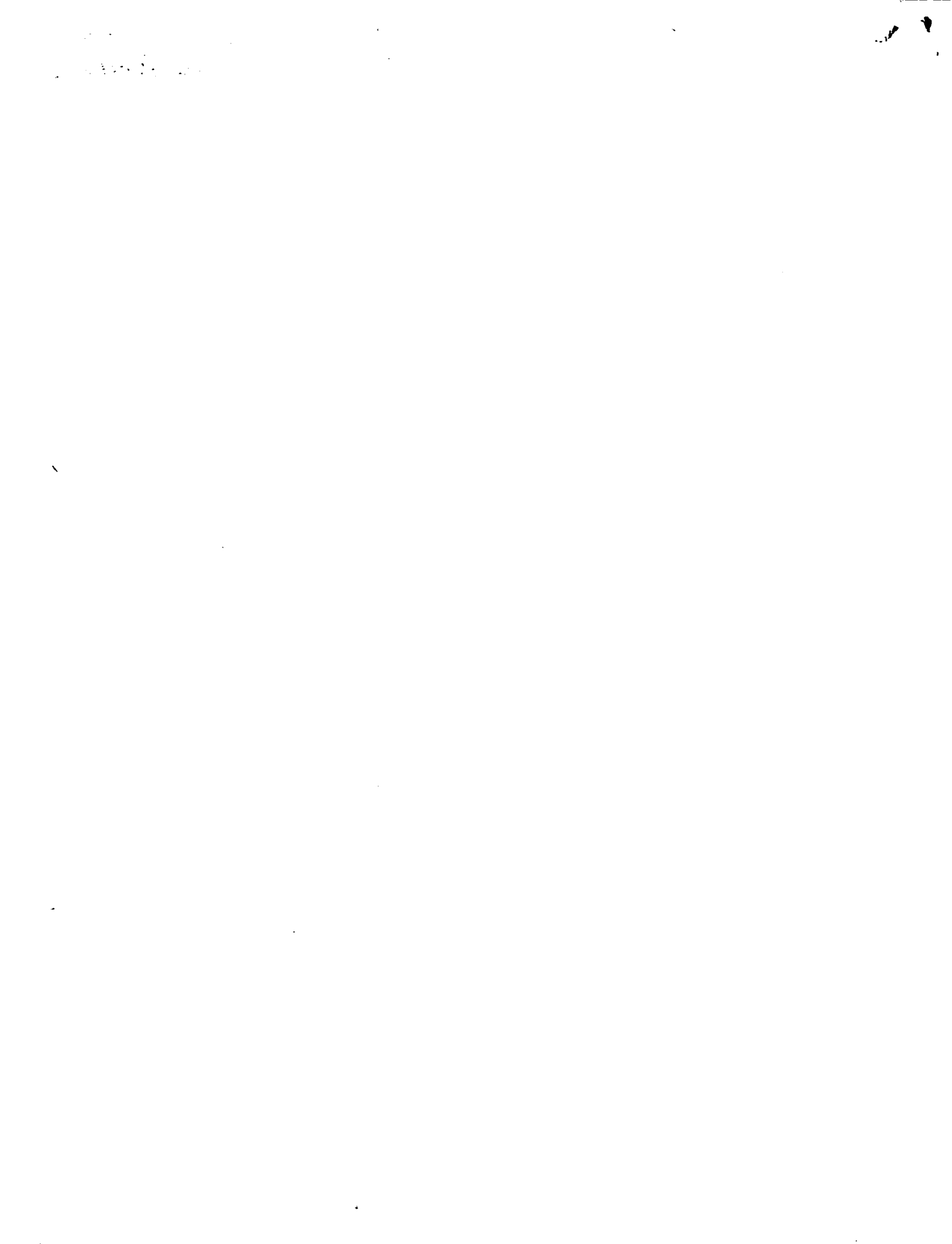
Allow me to thank you in advance for your cooperation.

Sincerely,

ANNE RUDIN
Mayor

cc: Mr. Melvin H. Johnson
Director of Public Works

Mr. Charles Yarborough
4914 Raley Boulevard
North Highlands CA 95652



December 10, 1985

RECEIVED
CITY CLERKS OFFICE
CITY OF SACRAMENTO

Major General Lee V. Greer, U.S. Air Force

DEC 16 4 58 PM '85

Commander, Air Logistics Center

McClellan, Air Force Base

NorthHighlands, CA 95652

Re: Mr. Charles Yarbrough's attendance at Regional Sewer Connection Design
Review Meetings

Dear General Greer:

The Sacramento City Council hereby requests that you authorize Mr. Charles Yarbrough, the Citizen member of McClellan 's Hazardous Waste/Ground Water Contamination Task Force, to attend all subsequent McClellan Sewer Connection Design Review Meetings. Mr. Yarbrough's attendance at these design reviews could allay citizen fears concerning the effluents discharged from McClellan through a sewer in the city streets.

Your early response to this request will be appreciated.

Sincerely,

Anne Rudin
Mayor

cc: Mr. Melvin H. Johnson, Director of Public Works

Mr. Charles Yarbrough
4914 Raley Boulevard
Northhighlands, CA 95652