

ADDENDUM

Eau Claire County Board of Supervisors
Tuesday, July 18, 2017 / 7 pm

Location:
Courthouse, County Boardroom (Room 1277)
721 Oxford Ave. Eau Claire, WI

Eau Claire County Mission Statement:

"To provide quality, innovative and cost-effective services that safeguard and enhance the well-being of residents and resources"

- (1) Indicates 1st Reading
- (2) Indicates 2nd Reading

10. REPORTS OF STANDING COMMITTEES, COMMITTEES, COMMISSIONS AND BOARDS UNDER 2.04.160 AND SECOND READING OF ORDINANCES

Committee on Human Resources

File No.

17-18/041 (1)

Add One 1.0 FTE Kitchen Manager Position (Grade I) and Two .73 FTE Cook Positions (Grade E) (pg. 2-5)

Please note that the above resolution was part of the 7/18/2017 county board agenda; however, the fact sheet was missing the 2nd page. The entire fact sheet is included as well as an addendum to the fact sheet.

Highway Committee

File No.

17-18/043 (1)

Authorizing Public-Private Partnership Agreement (Highway Committee will meet prior to the county board meeting to review Resolution) (pg. 6-7)

PLEASE NOTE: Upon reasonable notice, efforts will be made to accommodate the needs of individuals with disabilities through sign language, interpreters or other auxiliary aids. For additional information or to request the service, contact the County ADA Coordinator at 839-4710, (FAX) 839-1669 or 839-4735, tty: use Relay (711) or by writing to the ADA Coordinator, Human Resources, Eau Claire County Courthouse, 721 Oxford Avenue, Eau Claire, WI 54703.

FACT SHEET

TO FILE NO. 17/18-041

Background

The Aging & Disability Resource Center (ADRC) operates the elderly nutrition program for Eau Claire County. These programs are commonly known as Meals on Wheels and the Senior Dining programs. The ADRC serves roughly 78,000 meals per year of which 88% are for homebound seniors on the Meals on Wheels program and 12% are served at locations throughout the County. Without this program, many of Eau Claire County's seniors would not be able to live safely in their own homes.

Historically, the ADRC has used a caterer/contracted vendor for the provision of these prepared meals. Sacred Heart Hospital and Augusta Nursing and Rehabilitation are the vendors with contracts until December 31, 2017.

In partnership with the Purchasing Department the ADRC completed a request for proposal process for 2018 vendor(s). Upon completion of that process the result was one bid which would only provide services for the area currently served by Sacred Heart Hospital. Since the proposal process, that bidder rescinded their proposal leaving no interested vendors for the Eau Claire, Altoona and Fall Creek areas for 2018. Augusta Nursing and Rehabilitation submitted a quote of \$9 per meal in 2018 for the Augusta/Fairchild area which is a 30% cost increase over the current rate.

Recommended Solution

The ADRC is recommending to transition all food preparation in house through the operation of a central kitchen located in Fall Creek. Transitioning from a catering model to a central kitchen model will create long-term sustainability for this program, allowing us to control costs as well as quality. Geographically, Fall Creek is the center of Eau Claire County allowing for maximum efficiency and food safety for serving seniors living anywhere within the county. An in-house kitchen model is used in several other counties and tribes throughout Wisconsin and has proven to be one of the most cost effective, efficient, and flexible ways to operate the nutrition program. Those counties include: Florence, Forest, Sawyer, Washburn, Burnett, Barron, St. Croix, Taylor, Oconto, Marinette, Door, Waupaca, Adams, Marquette, Fond du Lac, Racine, Iowa and Lafayette. All 15 tribes in Wisconsin operate their own kitchens as well. Additionally, the ADRC will be able to obtain the majority of the raw food through a partnership with Feed My People at a very affordable rate.

Location of Kitchen Operation

The Fall Creek Nursing Home is currently vacant and has offered the ADRC a 3 year lease agreement to use the kitchen, all equipment, dining room, laundry facilities and offices in order to operationalize the model described above. The offer includes an 'all inclusive' fixed rent amount that includes the access and use of the space, all utilities, lawn care, snow removal and all equipment as well as building upkeep. This location and arrangement is ideal for the ADRC as a whole.

Benefits of the facility

The dining room will provide space for outreach events, classes, presentations, and special events, a senior dining site, etc. The office space will allow us to relocate the nutrition program team all to this location and also allow us to have satellite office hours to enable our rural resident's easier access to ADRC services, similar to our Augusta satellite office hours. Operationally, the kitchen will require a full-time Kitchen Manager position (1.0 FTE) and two part-time Nutrition Program Cooks (0.73 FTE each).

ADRC Requests & 2017 Fiscal Impact per Request

The current contracts terminate on December 31, 2017. In order to successfully operationalize these changes by 2018 the ADRC will need the kitchen staff on board in 2017. The ADRC would also like to start preparing some meals in 2017, slowly working up to the 300+ meals per day served by January 1, 2018. This will allow for a smoother transition for both staff and the homebound seniors that rely on these meals.

Below is a list of the requests needed to set this transition plan in motion:

- 1) Create a full-time Kitchen Manager position to be filled by September 1, 2017. \$20,648

	Salary	FICA	WRS Employer	Health Insurance	Life Insurance	Total
2017 Fiscal Impact						
Kitchen Manager, (Pay Range I) step 1	\$13,616	\$1,042	\$926	\$5,055	\$9	\$20,648

- 2) Create two part-time Nutrition Program Cook positions to be filled by October 15, 2017. \$11,886

	Salary	FICA	WRS Employer	Health Insurance	Life Insurance	Total
2017 Fiscal Impact						
Nutrition Program Cook, (Pay Range E) step 1	\$5,193	\$397	\$353	\$0	\$0	\$5,943

**Fiscal impact will only occur in 2017 because of startup and needing to operate both the kitchen model and catering model concurrently. It is anticipated that there will be minimal or no fiscal impact in 2018.*

Fiscal Impact: There is no levy impact. Fiscal impact of \$32,534 will be funded in part by State and Federal sources (\$12,785) and in part by the nutrition program fund balance (\$19,749). The total available funding in the nutrition program fund balance is \$56,887.

Respectfully Submitted,

Jennifer Speckien

Jennifer Speckien
ADRC Director

Jamie K Gower

Jamie Gower
Human Resources Director

Ordinance/17-18.041 Fact

FACT SHEET- ADDENDUM

TO FILE NO. 17-18/041

Total cost per meal

The ADRC has a standardized costing tool that is used to determine the full cost per meal for the nutrition program. This cost encompasses all operational expenses including administrative cost, position salaries and benefits, all supplies, delivery costs, etc.

The projected 2017 total cost per meal is \$9.10. This is based off of 2016 actual expenses. The *projected* 2018 total cost per meal utilizing the proposed central kitchen model is \$6.89 per meal. Since this model will be new, this figure was derived using data from other counties that operate their own kitchens. Eau Claire County's rate is represented lower because of the anticipated savings through a partnership with Feed My People for a portion of the raw food.

Kitchen Lease

The ADRC plans to enter into a 3 year lease agreement with the vacant Fall Creek Valley Care Center that closed a few months ago. The monthly rent will be a fixed amount that includes: use of the designated space, all building related expenses, maintenance, lawn care, snow removal, heating, cooling, electricity, etc.

Augusta Nursing & Rehabilitation Quote

Since the original fact sheet was drafted, the Augusta Nursing & Rehabilitation Center has revised their per meal quote for 2018. That quote is now \$7.20 per meal. This is a 3.5% increase over the 2017 rate.

However, the ADRC plans to pull all food preparation for the nutrition program 'in house' if the positions needed are approved. The only exception to this will be the evening meal that is served two times per month at the LE Phillips Senior Center. The Lismore Hotel- Banquet & Catering- will continue to prepare those meals in 2018.

Respectfully submitted,

Jennifer Speckien
ADRC Director

1 Enrolled No.

RESOLUTION

File No. 17-18/041

2
3 - ADD ONE 1.0 FTE KITCHEN MANAGER POSITION (GRADE I) AND TWO .73 FTE
4 COOK POSITIONS (GRADE E) -
5

6 WHEREAS, the Eau Claire County Code of General Ordinances requires that all regular
7 positions or changes therein be submitted to the board for authorization; and
8

9 WHEREAS, their regularly scheduled meeting on JULY 13, 2017 the aging and disability
10 resource center board approved a request from the aging and disability resource center to add one 1.0
11 fte kitchen manager position and two .73 fte cook positions to better meet the operational demands
12 of the adrc department; and
13

14 WHEREAS, the total increase is \$32,534 and is non-levy and will be funded with State and
15 Federal funds and the nutrition fund balance; and
16

17 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board hereby approves
18 to add one 1.0 fte kitchen manager position and two .73 fte cook positions.
19

20 BE IT FURTHER RESOLVED that the Eau Claire County Board hereby approves to to add
21 one 1.0 fte kitchen manager position and two .73 fte cook positions.
22
23
24

25
26 *Kathleen Clark*
27 *Sue Miller*
28
29 *M. J. R. A.*
30
31
32
33

34
35 Committee on Human Resources

36 /JM

37
38 Dated this 14th day of July, 2017.

ORDINANC/17-18/041

APPROVED BY
CORPORATION COUNSEL
AS TO FORM

Eau Claire County Highway Department



2000 Spooner Avenue
Altoona, Wisconsin 54720-1400

Jon Johnson
Highway Commissioner

Highway Committee
Chair-R Henning, Vice Chair-S Chilson
C Anton, K Clark, K Forsythe

Telephones:
Office 715-839-2952
Shop 715-839-2954
Fax 715-839-4952

Website:
www.eau-claire.wi.us

FACT SHEET

TO FILE NO. 17-18/043

Resolution authorizing Private Public Partnership Agreement

SUBJECT

Highway improvements to CTH EE using funding from Kwik Trip Inc.

REQUEST

Kwik Trip is in the process of building a new store at the intersection of CTH EE and USH 12. Part of this project requires construction improvements to CTH EE and the intersection of CTH EE and USH 12. I'm requesting that we accept a \$250,000.00 donation from Kwik Trip and enter into a partnership agreement for the improvements to the intersection of CTH EE and USH 12. The main improvement will be constructing traffic signals to make traffic flow more efficient at the intersection.

PURPOSE / JUSTIFICATION

The installation of traffic signals will promote safer and more efficient travel through the intersection of CTH EE and USH 12. The donation from Kwik Trip will fund the improvement.

Fiscal Impact: \$250,000.00

Respectfully Submitted,

Jon Johnson
Highway Commissioner

1 Enrolled No.

2 RESOLUTION

3 File No. 17-18/043

4 - AUTHORIZING PUBLIC-PRIVATE PARTNERSHIP AGREEMENT -

5 WHEREAS, highway improvements to CTH EE in the Town of Union and City of Eau
6 Claire are needed due to the increase of traffic flow from the new Kwik Trip store being built at
7 the intersection of CTH EE and USH 12; and

8
9 WHEREAS, Kwik Trip Inc. will donate two hundred and fifty thousand dollars
10 (\$250,000.00) to the Eau Claire County Highway Department for additional safety and traffic
11 improvements at the intersection of CTH EE and USH 12 ; and

12
13 WHEREAS, authorizing the Eau Claire County Highway Department to enter into a
14 public-private partnership agreement will allow the Highway Department to design and
15 coordinate the installation of new traffic signals at the intersection of CTH EE and USH 12 with
16 the use of Kwik Trip's funding donation to cover the cost of the project;

17
18 NOW THEREFORE BE IT RESOLVED that the Eau Claire County Board of
19 Supervisors hereby authorizes the Eau Claire County Highway Department Commissioner to
20 enter into a private public partnership agreement with Kwik Trip Inc. for the project at the
21 intersection of CTH EE and USH 12.

22
23
24 I certify that the foregoing correctly represents the
25 action taken by the undersigned committee on July
26 18, 2017 by a vote of ___ for, ___ against.

27
28
29
30
31 _____
32 Ray Henning, Chair
33 Highway Committee

34
35 Dated this _____ day of _____, 2017.

36
37 JJ/yk

38
39 17-18/043

40
APPROVED BY
CORPORATION COUNSEL
AS TO FORM