

County of Santa Clara  
Social Services Agency



**DATE:** May 29, 2019

**TO:** Board of Supervisors  
Jeffrey V. Smith, M.D., J.D., County Executive

**FROM:** Robert Menicocci, Agency Director

**SUBJECT: Off-Agenda Report regarding the estimated cost of paid staff members at the Vietnamese Congregate Meal Program**

At the May 21, 2019 Board of Supervisors (Board) meeting, the Board requested the Senior Nutrition Program (SNP) to provide an off-agenda report relating to the cost of bringing the Viet Tu Te Charity (Viet Tu Te) pilot meal site at Di Lac temple on Story Road up to a rate that would allow payment of Living Wage for Fiscal Year (FY) 2019-2020. The Board requested an estimate of the cost of paid staff members at the Vietnamese Congregate Meal Program on Story Road relating to the \$430,000 funding request.

The Board approved the Viet Tu Te pilot Vietnamese Meal Site (Leg File #91389) and directed to have its term match the terms of the other congregate meal sites. Throughout FY2018-19, the Board heard various items relating to the actual cost of providing meals at congregate meal sites in Santa Clara County by nonprofit providers. The last of these reports was presented to the Board on May 21, 2019 (Leg File #96497). That report identified a \$1.01/meal wage gap across nonprofit-run congregate meals sites, and the new per meal rate of \$10.87 for FY2019-20 would allow those providers to pay their staff Living Wage. The report also addressed contracts in the Senior Nutrition Program budget that would continue in FY2019-20. It did not assess the Viet Tu Te meal site because it is not part of the SNP budget and the contract was scheduled to end on June 30, 2019. If Viet Tu Te was to receive funding for FY2019-20, without knowledge of how many meals per day would be funded or how many days Viet Tu Te would be open, a minutes per meal analysis could not be performed and the number of hours that would staff would need to work in FY2019-20 could not be determined. For the current contract, which has a term of June 19, 2018 through June 30, 2019, Viet Tu Te has two paid staff members, 1716 paid staff hours, and the minutes per meal calculation is based on serving 200 meals per day.

A FY2019-20 inventory item is being presented for Viet Tu Te that would allow the meal site to continue operating through June 30, 2020. This inventory item, combined with rolled over funds from FY2018-19, would provide 17,940 meals at \$9.86 per meal, the planned per meal rate for FY2019-20 before the May 21, 2019 Board action. For 17,940 meals, this results in a funding gap of \$18,119.40 ( $\$1.01/\text{meal wage gap} * 17,940 \text{ meals} = \$18,119.40 \text{ wage gap for Viet Tu Te}$ ) that would be needed in addition to the \$430,000 approved on May 21, 2019. This would allow Viet Tu Te to even its per meal rate with the per meal rate paid to other nonprofit congregate meals providers in FY2019-20.

With \$18,119.40 in additional funding, there will be sufficient funds in Viet Tu Te's budget to pay the two staff members at, or above, the FY2019-20 living wage rate and that the minutes

per meal can increase from FY2018-19 levels. Thus, paring Viet Tu Te with the rate paid by other nonprofit congregate meal providers.

*\*In the current contract, SNP does not pay Viet Tu Te solely through a fee for service budget. In FY201819, start-up costs, general liability insurance, and bookkeeping costs were removed from the per meal rate and paid to Viet Tu Te on a cost reimbursement basis. The purpose of this was to allow Viet Tu Te to have more funds to begin operating, to allow them to afford insurance regardless of low meal attendance, and to help them build administrative capacity. For FY2019-20, SNP plans to continue excluding general liability insurance and bookkeeping expenses from the per meal rate, for an estimated adjusted per meal rate of \$10.32 per meal.*

c: Chief Board Aides  
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