

ORANGE COUNTY  
BOARD OF COMMISSIONERS

ACTION AGENDA ITEM ABSTRACT  
Meeting Date: November 5, 2009

Action Agenda  
Item No. 4-i

**SUBJECT:** Service Coordination Renewal Agreement with Manley Estates and the  
Department on Aging

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**DEPARTMENT:** Aging

**PUBLIC HEARING:** (Y/N)

Y  N

**ATTACHMENT(S):**  
Agreement

**INFORMATION CONTACT:**  
Jerry M. Passmore, Director, 245-2000

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**PURPOSE:** To renew the Agreement for the Department on Aging to provide on-site service coordination for the residents of the HUD 202 First Baptist and Manley Estates senior housing complex in Chapel Hill.

**BACKGROUND:** The Master Aging Plan Update included an objective (Goal B-3) to improve the provision of support services for older adults to age in place in all 55+ communities and senior housing projects. HUD makes available to its properties a monthly stipend for the purchase of such service. Often the service coordination is contracted to an outside consultant. If the consultant encounters a situation that needs further assistance, it makes a referral to the Department on Aging's Eldercare-Aging Transitions Program or other local care provider. Since 2002 the Department on Aging has provided the service coordination directly. The Aging Transitions staff will assess, monitor and arrange community services for residents such as transportation, medical appointments, Meals on Wheels, and senior center participation. This results in better access to community resources and to more intensive case management services should the need arise.

**FINANCIAL IMPACT:** There are no County funds required. Funds collected from Manley Estates (\$15/resident/month) will continue to pay for Department on Aging's part-time personnel expenses to provide the service.

- RECOMMENDATION(S):** The Manager recommends that the Board:
1. Approve the Agreement and authorize the Chair to sign the Agreement to provide service coordination for the residents of the First Baptist and Manley Estates senior housing complex in Chapel Hill; and
  2. Amend the Aging-Eldercare budget to include the \$7,200 in contract revenues and personnel expenditures.

**Orange County  
Department on Aging  
Service Coordination Agreement**

This Agreement is entered into this 1st day of July 2009, between First Baptist and Manley Estates, hereinafter known as the Housing Complex, and Orange County on behalf of the Department on Aging, hereinafter known as the Department. The period and duration of the Agreement shall be from July 1, 2009 to June 30, 2010.

**WITNESSETH:**

WHEREAS, the housing complex desires to engage the Department to render certain professional services, hereinafter described, now therefore the parties hereto mutually agree as follows:

**DEPARTMENT AGREES AND MAINTAINS THE RIGHT:**

1. To provide 10 hours of on-site service coordination each week at First Baptist and Manley Estates. Services will be provided by a non-permanent employee of the Orange County Department on Aging under the direct supervision of a Master's prepared social worker employed full time by the Department on Aging.
2. To offer individual appointments with new residents within 2 weeks of the move-in date to determine the scope of their needs and to assist them with the coordination of appropriate community resources.
3. To provide personal interviews/assessments every year or as needed to accommodate the residents' needs as they age in place.
4. To provide residents with access to information and assistance 5 days a week through the Department on Aging Information and Help Telephone Line.
5. To provide the Department services of an information specialist, an occupational therapist, a case manager, and a licensed clinical social worker as requested by the service coordinator.
6. To coordinate other community services, not directly provided by the Department on Aging, to meet the residents' individualized needs.
7. To coordinate quarterly presentations on community information, health, and senior resources.
8. To maintain and distribute a monthly activity calendar, including activities planned by the service coordinator, the Department on Aging, and the residents themselves.
9. To meet with the Board of Directors of First Baptist and Manley Estates when requested by either the Department or the Housing Complex to discuss service coordination.
10. To provide information and training for the Service Coordinator, regarding community resources and aging services.

2) **THE HOUSING COMPLEX HEREBY AGREES:**

1. To provide a monthly payment to the Orange County Department on Aging, based on the HUD approved amount for service coordination of \$15 per resident per month.
2. To provide a private office, including a desk, appropriate desk chair, a visitor chair, a telephone with an answering machine, a locking file cabinet, and general office supplies.
3. To provide convenient access to a computer, copier, and fax machine.

This agreement will be terminated by the Department on Aging if the housing complex management company does not remit payment within 60 days following issuance of monthly invoices mailed to:

First Baptist and Manley Estates  
805 S. Merritt Mill Road  
Chapel Hill, NC 27516

This agreement may be extended for an additional period if mutually agreed to by both parties.

**ORANGE COUNTY**

**FIRST BAPTIST AND MANLEY ESTATES**

By: \_\_\_\_\_  
Authorized Signature

By: \_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

“This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.”

\_\_\_\_\_  
Gary Humphreys, Finance Services Director

\_\_\_\_\_  
Date