

April 9, 2019

MEMORANDUM

TO: Joyce Goodwin, Administrator, ODAS

FROM: Deloris Roach, Senior Coalition Coordinator

RE: A shortfall in funding for contract #03780-19 and a request for an amendment to the terms and conditions of the contract to allow for additional funding for the months/pay-periods of April, May and June 2019.

Joyce, per our recent conversations, I am requesting an amendment to my contract for the period of April 15 through June 30, 2019 to allow for additional funding to support work being performed for the Senior Coalition through the end of the current fiscal year. The functions or tasks for which the additional funds would be used are tied to the appropriate Scope of Work deliverables and are prioritized below as "Class A," for critical functions and "Class B," for tasks that are not as essential.

First, let me say I have very much enjoyed working with you; the current contract manger Gwendolyn Gill; Dr. Bela Matyas; other always-helpful ODAS and Health Department personnel; Coalition Chairperson The Rev. Robert T. Fuentes; the Coalition's Executive Committee; and the Coalition's general members. I've found the work engrossing, challenging and exciting.

Secondly, the shortfall is regrettable and unforeseen. It results from additional hours having to be spent last year on major projects such as the Centenarian Ceremony (see attached timeline for worked done, and by whom, to plan the event) the completion of the Coalition's Strategic Plan (see attached), a process that I worked with the Executive Committee to design and lead; and the start up or reactivation of 10 new Coalition committees (see committee list attached) that are working on such issues as low income/affordable housing for seniors; elder abuse awareness and prevention strategies; legislation related to important senior issues; strategies to combat senior poverty; and awareness around an issue that often goes unaddressed, isolation and loneliness among seniors. I've also worked with the Executive Committee and the Coalition's Marketing Committee to develop a publicity plan to bring more attention to the Coalition's general meetings and events; and a Senior Coalition Marketing Kit to help increase sponsorship of events.

The request for additional funding is as follows:

Class A (critical functions by Scope of Work deliverables' categories)

Scope of Work Item "D" - Support for Coalition Executive Committee and General Meetings

Tasks would include work with the Coalition's chairperson to construct agendas for meetings; posting and distributing agendas; writing and presenting a monthly report on coordination activities; preparing/securing all materials needed to conduct meetings, e.g., writing, typing, copying agendas, minutes, sign-in sheets and other handouts; performing set-up and take-down of meeting materials; writing and/or editing documents needed for meeting packets; writing and responding to emails and contacting speakers; and all other tasks and outreach pertaining to meetings and Coalition members, including maintaining membership rosters, keeping records needed for an annual report and working with ODAS to write staff reports for Board of Supervisors' agenda items, among other tasks.

The request is for additional funding for 36 hours per month for the months/pay periods in question. The number of hours requested is based on the average number of hours spent on meetings and related tasks over the last seven months.

In summary, the additional funding request for meetings support is: **36 hrs x \$52 hr x 3 months = \$5616 additional funding needed.**

Scope of Work Item "H" - Planning for the annual spring educational forum, "Active Aging - Resilient and Connected," which takes place on Friday, May 31st at the Fairfield Community Center.

We, the Coalition and I, have been working since January to plan what we think will be a helpful and exciting event for many Solano Seniors (see flyer for the event attached). Its focus will be on combating senior isolation and loneliness with presentations on relationship building, volunteerism and useful, but less-stressful, exercise. We have secured a nationally renowned psychologist and counselor Dr. Patrick Arbore from the Institute on Aging as a keynote speaker. His topic will cover how to build and maintain relationships as we age. Information gathered at the session from presenters and attendees will be used to help develop and recommend strategies to address the issue.

My function in the planning process has been to provide administrative assistance to the planning committee by performing such tasks as agenda building and distribution; note taking; creating and editing needed documents; getting documents copied/printed; working with the chairperson to create a budget; and developing a PR/Marketing and Outreach plan (see attached). I am also assisting in finding sponsors and was instrumental in attracting the event's top monetary sponsor to-date: State Assemblyman Jim Frazier. He is donating \$2500.

I am requesting additional funding for 30 hours spread over the next 8 weeks to allow me to continue to provide administrative assistance to the planning committee; to seek and work with sponsors; and ramp up efforts to promote the event as the event date approaches, in accordance with the attached PR and marketing plan. It should be noted we have promised sponsors a well publicized event. The number of estimated hours is based on the number used to assist in the planning of last's year's educational forum (63.25 hours) and the number that has already been expended (21.75) on planning this year's event. Slightly fewer hours should be spent on this year's event because some tasks I performed last year are being handled by committee members or sponsors (i.e., creating an event flyer; working with vendors to secure food for lunch; and writing, typing and designing the program handout for the event).

In summary, the additional funding request for Educational Forum support is: **30 hrs x \$52 hr = \$1560 in additional funding needed for next 8 weeks or \$780 per month for two months.**

Scope of Work Item "C" - Start-up Planning for the 2019 Centenarian Ceremony.

I am requesting a total of 10 hours spread over May and June to begin planning the 2019 Centenarian Ceremony. Tasks will include creating an excel tracking sheet to begin collecting information on Centenarians who may want to participate - eight Centenarians have already been identified - and updating our list of senior care facilities and last year's list of Centenarians to prepare for outreach that will begin in June.

In summary, the additional funding request for initial planning of the Centenarian Ceremony is: **10 hrs x \$52 hr = \$520 in additional funding or \$260 per month for two months.**

Total Class A Functions and Additional Funding Request for April, May and June, 2019

Scope of Work Item "D" - Meeting support: -	\$5616.00
Scope of Work Item "H" - Educational Forum support: -	1560.00
Scope of Work Item "C" - Centenarian Planning support: -	520.00

TOTAL CLASS A: \$7696.00

Or \$2565.33 per month for 3 months

Class B (non-critical functions for April, May and June, 2019 by Scope of Work deliverables' categories)

Scope of Work Item "E" - Staffing and participating in meetings of the Coalition's Committees.

Tasks would include doing research and writing for some committees such as the Marketing and Low Income/Affordable Housing committees; and note taking, typing and distribution of minutes for meetings.

This function, if kept, over the next three months/pay-periods would require approximately 6 hours; and that estimate is based on an average of two hours a month to perform the tasks listed.

In summary, the addition funding request for staffing and participating in Coalition committee meetings is: **6 hrs x \$52 x 3 = \$936.00 or \$312 per month for three months.**

Scope of Work Item "I" - Supporting Coalition members' events with promotion and outreach assistance.

Tasks would include distributing information via the Coalition's extensive email list serve and posting information on the Coalition's Facebook page, when needed.

This function, if kept, over the next three months/pay-periods would require approximately 3 hours total or one hour per month for three months.

In summary, the additional funding request for supporting the promotion of Coalition member's events is: **3 hrs x \$52 hr = \$156 or \$52 per month.**

Scope of Work Item "L" Performing traditional and social media outreach and marketing.

Tasks would include working with the Coalition's chairperson to write and distribute to the media press releases for each general monthly meeting and tracking publication of articles. Tasks would also include posting information about meetings, events and other pertinent information on the Coalition's Facebook page.

This function, if kept, over the next three months/pay-periods would require approximately two hours per month.

In summary, the addition funding request for media and marketing outreach is: **2 hrs x \$52 x 3 = \$312 or \$104 per month.**

Scope of Work Item "K" - Outreach at civic and or community meetings.

This function has been discussed at Executive Committee meetings and would entail teaming with Coalition Executive Committee members to make presentations before civic and community groups on the Coalition's mission and Strategic Plan goals. Tasks would include writing and designing an initial PowerPoint presentation and seeking opportunities to give the presentation. The Coordinator's Scope of Work calls for at least two such presentations to be given per fiscal year.

This function, if kept, would require an estimated 8 hours to write and design the initial presentation, and seek speaking opportunities. An additional two hours would be required to give two presentations at 1 hour each for a total of 10 hours for this function.

In summary, the additional funding request for presentations at two civic and/or community meetings is: **10 hrs x \$52 = \$520 or \$260 per presentation**

Total Class B Functions and Additional Funding Request for April, May and June, 2019

Scope of Work Item "E" - Staffing Coalition Committees: -	\$936.00
Scope of Work Item "I" - Supporting Coalition Member's Events: -	156.00
Scope of Work Item "L" - Marketing: -	312.00
Scope of Work Item "K" - Civic/Community Presentations: -	520.00

TOTAL CLASS B: \$1924.00

Or \$641.33 per month for 3 months

TOTAL REQUEST:

Class A:	\$7696.00
Class B:	1924.00

\$9,620.00

Or 3,206.66 per month for 3 months