

## Report LTCR-SS-14-14

**To:** Chair Burley and Members of the Social Services Committee  
**From:** Lynne Johnson, Director of Long Term Care and Mary Lou Spicer,  
Deputy Director of Finance  
**Meeting Date:** August 13, 2014  
**Subject:** **Funding of Food Procurement and Services Program**  
**Status:** Recommendation adopted by Committee as presented per Resolution  
SSC62-14; Endorsed by County Council September 2, 2014 per  
Resolution CC122-14;

### Recommendation(s)

**WHEREAS RFP-LTC-14-12 for food services and menu planning was awarded by resolution SSC-15-13 on January 16, 2013 and adopted by County Council on February 5, 2013;**

**AND WHEREAS report LTCR-SS-02-13 requested that the project be funded from each of the Long Term Care Homes Operational Reserves;**

**AND WHEREAS the project was not completed until 2014 due to delays;**

**NOW THEREFORE BE IT RESOLVED THAT Report LTCR-SS-14-14 be received;**

**AND THAT the funds required for this project be funded from each of the Long Term Care Homes Operational Reserves in the amount of:**

- **Grey Gables \$9,800**
- **Lee Manor \$13,800**
- **Rockwood Terrace \$7,800**

### Background

RFP-LTC-14-12 requested approval to procure a web based food management program that would be used in conjunction with electronic screen kiosks for the resident dining rooms. The resolution to approve the purchase occurred January 16, 2013 and

was adopted by County Council February 5, 2013. As the project was presented subsequent to the approval of the 2013 budget, the report recommended that the project be funded from each of the Long Term Care Homes Operational Reserves.

Due to unforeseen delays in coordinating the implementation of the project, work did not commence until 2014. The project resulted in a bigger change than anticipated and required the coordination of work with IT, the manufacturer of equipment, the software provider and homes' staff. There is a narrow window of opportunity to implement a new menu program without disrupting staff and the level of service; as a result, the project was delayed and not completed until 2014. The motion approving the funding of the project only applied to 2013; therefore staff is required to request approval in 2014 to fund the project from each of the Long Term Care Homes Operational Reserves. The dollar value is slightly different from the original report as during implementation, there were some modifications required due to space limitations in the dining rooms but the difference is not significant. Sufficient funds exist in each of the reserves to accommodate the project.

## Financial / Staffing / Legal / Information Technology

### Considerations

Delays in implementation resulted in the project not being completed until 2014; as the motion to fund the project was valid for 2013, a new motion is required in order to transfer funds from reserve in 2014.

### Link to Strategic Goals / Priorities

Nutritional Care is an important aspect of daily life. A goal of the approved Corporate Strategic Plan is achieving excellence in governance and service. Through the implementation of programs, the homes are better able to meet compliance, manage budgets and further enhance the quality of life for the residents.

### Attachments

[LTCR-SS-02-13 Award of RFP-LTC-14-12 Food Services and Menu Planning](#)

Respectfully submitted by,

Lynne Johnson

Director of Long Term Care

Mary Lou Spicer  
Deputy Director of Finance