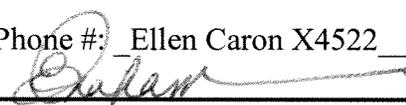


**BOARD OF COUNTY COMMISSIONERS  
AGENDA ITEM SUMMARY**

Meeting Date: 1/18-1/19 2012 Division: CAD

Bulk Item: Yes  No  Department: Social Services/Nutrition

Staff Contact /Phone #: Ellen Caron X4522



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**AGENDA ITEM WORDING:**

Request approval of the 2012 Vendor Agreement between Monroe County Social Services and Newtrition Concepts, Inc.

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**ITEM BACKGROUND:**

The Alliance for Aging requires Nutrition Programs to have an on-call dietician in planning and providing nutrition services. The Alliance further requires that an agreement be entered into which itemizes the responsibilities and functions of the dietician as well as the method of payment.

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**PREVIOUS RELEVANT BOCC ACTION:**

Approval on of the 2011 Vendor Agreement between Monroe County Social Services and Newtrition Concepts, Inc. on January 19, 2011.

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**CONTRACT/AGREEMENT CHANGES:**

None

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**STAFF RECOMMENDATIONS:**

Approval

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**TOTAL COST:** \$5000 **INDIRECT COST:** \_\_\_\_\_ **BUDGETED:** Yes  No

**DIFFERENTIAL OF LOCAL PREFERENCE:** \_\_\_\_\_

**COST TO COUNTY:** \$0 **SOURCE OF FUNDS:** Older Americans Act

**REVENUE PRODUCING:** Yes  No  **AMOUNT PER MONTH** \_\_\_\_\_ **Year** \_\_\_\_\_

**APPROVED BY:** County Atty \_\_\_\_\_ OMB/Purchasing CJ Risk Management MS

**DOCUMENTATION:** Included MS Not Required \_\_\_\_\_

**DISPOSITION:** \_\_\_\_\_ **AGENDA ITEM #** \_\_\_\_\_



**VENDOR AGREEMENT**  
**Between**  
**Monroe County Social Services**  
**1100 Simonton Street, Key West, FL 33040**

**And**

**Cathy Clark-Reyes, R.D., L.D/N**  
**Newtrition Concepts, Inc.**  
**PO Box 557083, Miami, FL 33255-7083**  
**Tel/Fax: 305 812-2186**

This agreement is made for Professional Nutritionist Consulting services between Monroe County Social Services (the Agency) and Cathy Clark-Reyes RD, LD/N (the Nutritional Consultant). The agreement is entered into effective this 1<sup>st</sup> day of January 2012 and expires on December 31, 2012 with the option to renew for one additional year on a year to year basis. The Nutritional Consultant agrees to perform the Responsibilities and Duties of the Dietitian/Nutritionist as related to Nutrition Program requirements.

The parties hereto, for the considerations herein set forth, mutually agree as follows:

The Nutritional Consultant agrees to assume full responsibility for the following nutrition consultation services:

**Responsibilities and functions shall include, but are not limited to, the following:**

- Participate in developing menus with input from the advisory council;
- Ensure all menus as written meet nutritional criteria as required by DOEA;
- Approve all menus (as indicated by an authorizing signature on each posted menu) 4 weeks prior to implementation;
- Monitor at least annually every meal site using the Nutrition Compliance Review Form;
- Participate in development and review of food service contract annually for adherence to current nutritional requirements and delivery components of the food service vendor contract;
- Participate in developing the annual and monthly Nutrition Education Plan and coordinate the provision of nutrition education so that it is effective and appropriate;
- Provide staff and volunteer training in areas of nutrition, food service management and food safety;
- Participate in the development of client satisfaction preference assessment tools, and review assessment of results;
- Provide nutrition counseling for clients, if nutrition service provider authorizes it for clients that have high risk scores (any score higher than 5.5 on the assessment tool).

**Entirety of Agreement**

This agreement ensures that these services are clearly and narrowly drafted in respect to the matters covered above. This agreement enters into consideration of the mutual covenants set forth herein and intending to be legally bound, the parties hereto agree as follow:

**Method of Payment:**

Monroe County Social Services agrees to pay the Consultant at the rate of

Fees:	On-site visits to Congregates Meal Sites	\$60 per hour
	Preparation Time Off-site Work	\$60 per hour
	Travel Time	\$60 per hour

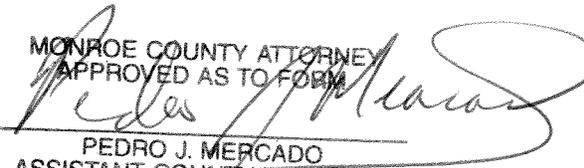
IN WITNESS WHEREOF, the parties here Monroe County Social Services, Sheryl Graham and the Nutritional Consultant Cathy Clark-Reyes, RD, LD/N have understood, negotiated and accepted the terms listed in this contract as of the date and year above to execute and renew this agreement.

\_\_\_\_\_  
Cathy Clark-Reyes, RD, LD/N  
Vendor/Dietitian

\_\_\_\_\_  
Sheryl Graham, MA, CWDP  
Monroe County Social Services

Beginning Date 01/01/2012

End Date 12/31/2012

MONROE COUNTY ATTORNEY  
APPROVED AS TO FORM  
  
\_\_\_\_\_  
PEDRO J. MERCADO  
ASSISTANT COUNTY ATTORNEY  
Date 4/3/12

2011 Agreement

AGREEMENT

Monroe County  
Social Services  
Key West, FL 33040

Cathy Clark-Reyes, R.D., L.D./N  
Concepts, Inc.  
Key West, FL 33255-7083

TEL/FAX: 305 812-2186

FILED FOR RECORD  
2011 APR 19 PM 2:53  
DASHLEY R. HAGE  
CLERK OF CIRCUIT COURT  
MONROE COUNTY, FL

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- Participate in developing menus with input from the Advisory Council;
- Ensure all menus as written meet nutritional criteria as required by DOEA;
- Approve all menus (as indicated by an authorizing signature on each posted menu) 4 weeks prior to implementation;
- Monitor at least annually local meal sites and home delivered meal routes for compliance with food safety and sanitation requirements;
- Monitor food service for adherence to contract specifications. This includes but is not limited to measuring potentially hazardous food temperatures and portion size;
- Participate in developing the Nutrition Education Plan and coordinate the provision of nutrition education so that it is effective and appropriate;
- Provide staff and volunteer training in areas of nutrition, food service management and food safety;
- Participate in the development of client satisfaction preference assessment tools, and assessment of results;
- Participate in developing nutrition standards and delivery components of the food service vendor contract; and
- Provide nutrition counseling for clients that have high risk nutrition scores.

**Entirety of Agreement**

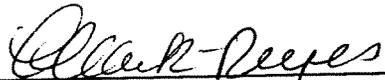
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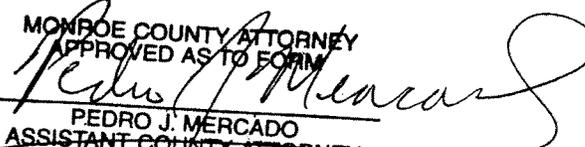
  
\_\_\_\_\_  
Cathy Clark-Reyes, RD, LD/N  
Vendor/Dietitian

  
\_\_\_\_\_  
Sheryl Graham, MA, CWDP  
Monroe County Social Services

Beginning Date 01/01/2011

End Date 12/31/2011

MONROE COUNTY ATTORNEY  
APPROVED AS TO FORM

  
\_\_\_\_\_  
PEDRO J. MERCADO  
ASSISTANT COUNTY ATTORNEY

Date 12/31/10