

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS
OF THE COUNTY OF SAN BERNARDINO
AND RECORD OF ACTION**

November 17, 2020

FROM

CASONYA THOMAS, Assistant Executive Officer, Human Services

SUBJECT

Project Roomkey

RECOMMENDATION(S)

1. Approve continued operation of Project Roomkey, the County's emergency sheltering program to add isolation and quarantine capacity to California's shelter and housing inventory to slow the spread of the pandemic, through December 30, 2020.
2. Approve **Contract No. 20-1142** with Prime Hospitality, Inc. DBA Woody's Classic Grill to provide meals to County residents currently in emergency, non-congregate shelter due to COVID-19 pandemic as part of Project Roomkey in an amount not to exceed \$650,000 for the period of July 6, 2020 through December 30, 2020.

(Presenter: Tom Hernandez, Chief of Homeless Services, 501-0611)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies.

FINANCIAL IMPACT

This item will impact Discretionary General Funding (Net County Cost) if no other funding is available for this program. The total estimated cost for Project Roomkey from March 21, 2020 through December 30, 2020 is \$9,042,000. Based on prior experience with cost recovery for emergency response and emergency protective measures, staff is estimating the potential need for a local cost match to be approximately \$1,285,017. Discussion is ongoing between staff at County OES, Auditor-Controller, and Legislative Affairs to solidify the eligibility parameters of the program in order to fully explore all cost recovery options.

BACKGROUND INFORMATION

On March 4, 2020, California Governor Gavin Newsom proclaimed a State of Emergency as a result of the threat of COVID-19. On March 21, 2020, he issued Executive Order N-32-20, which addresses the need for a more focused approach to bring unsheltered Californians indoors and add new isolation and quarantine capacity to California's shelter and housing inventory to slow the spread of the pandemic. In response to the Executive Order, the County implemented Project Roomkey for emergency, non-congregate sheltering.

Project Roomkey was initiated through a collaboration between County, non-profit agencies, and local businesses, including the hospitality industry. The purpose of Project Roomkey is to provide non-congregate shelter and options, including emergency food services, for people experiencing homelessness, protect human life, and minimize the strain on the health care

system capacity. To date, Project Roomkey has provided emergency, non-congregate sheltering to approximately 926 unduplicated individuals. Project Roomkey gives people who are experiencing homelessness and are recovering from COVID-19, or have been exposed to COVID-19, a place to recuperate and properly quarantine outside of a hospital. It also provides a safe place for isolation for people who are experiencing homelessness and at high risk for medical complications were they to become infected. Currently the County is providing these non-congregate shelter services at Glen Helen Regional Park and two motels in the cities of San Bernardino and Victorville, respectively. In addition, the County is also contracting for non-congregate shelter services with Homeless Emergency Aid Program (HEAP) providers throughout the County who combined are currently serving over 800 individuals. Upon separation from or termination of Project Roomkey, OHS will transition participants to other homeless and housing assistance programs, such as Homekey and Moving Forward, or provide referrals to other resources and services. The operation of this program has begun to ramp down and is anticipated to expire on December 30, 2020. However, should this program need to be extended beyond this date, an item will be presented to the Board of Supervisors (Board) for approval to continue the program.

The recommended Contract with Woody's will continue the Project Roomkey emergency food services for the provision of meals to high-risk residents currently in non-congregate shelter as a response to COVID-19, to help protect public health and safety, lessen and/or avert the threats created by these exigent circumstances. The Contract is effective July 6, 2020 through December 30, 2020, but may be terminated earlier upon 30 day notice should Project Roomkey conclude prior to December.

The recommended Contract is being presented at this time as this is the first date available for presentation following discussion between the department, County OES, Auditor-Controller, and Legislative Affairs to determine the most effective way to utilize available funding and also to complete the required operational, fiscal, and legal reviews. Approval by the Board at this time will have no impact on services as Woody's continues to provide meal preparation and delivery pending payment of outstanding invoices upon execution of the Contract.

PROCUREMENT

Emergency food program requirements include, but are not limited to, the provision of nutritionally appropriate and balanced meals, sourcing local produce when applicable, and ensuring the utilization and support of existing local restaurant and industrial kitchen operations that demonstrate commitment to fair employment practices. Food service offered under Project Roomkey was coordinated for hotels/motels that did not offer food service to recipients. Several food service providers were contacted to meet the requirements of Project Roomkey. Only one provider, Woody's, was able to meet the immediate needs of providing meal service to recipients who are offered isolation assistance.

In April 2020, Purchasing authorized issuance of a Purchase Order to Woody's for the provision of meals under the Project Roomkey emergency feeding program. Purchasing has since authorized issuance of additional Purchase Orders for continuation of this program in response to COVID-19. Due to the prolonged nature of the COVID-19 pandemic with no estimated end date, the total combined payments under the Purchase Orders with Woody's has reached the Purchasing authority limit of \$200,000, requiring Board approval. Approval of the recommended Contract will allow for payment of outstanding invoices to Woody's for services provided since July 6, 2020, exceeding Purchasing's authority.

REVIEW BY OTHERS

**Project Roomkey
November 17, 2020**

This item has been reviewed by County Counsel (Julie Surber, Principal Assistant County Counsel, 387-5455) on October 29, 2020; Purchasing Department (Michelle Churchill, Supervising Buyer, 387-2063) on October 28, 2020; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3195) on November 3, 2020; Finance (Christopher Lange, Administrative Analyst, 386-8393) on November 2, 2020; County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-4342) on November 2, 2020; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on November 2, 2020.

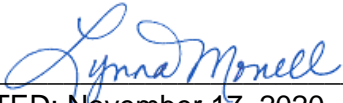
Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 17, 2020



cc: HS - Hernandez w/agree
Contractor - C/O HS w/agree
File - w/agree

CCM 11/25/2020