



ERIC GARCETTI  
MAYOR

October 21, 2020

Honorable Nury Martinez, Chairperson  
Ad Hoc Covid-19 Recovery And Neighborhood Investment Committee  
Council District 6  
200 N Spring St, Suite 470  
Los Angeles, CA 90012

**ADDENDUM TO SENIOR MEALS PROGRAM REPORT - IMPACT OF SEPARATION INCENTIVE PROGRAM**

The Senior Meals Emergency Response Program initially envisioned a temporary measure to respond to the need for social distancing and being safer at home for vulnerable populations. Now seven months into the program, the administrative support necessary must also be addressed. The department does not have the staff resources to continue supporting a new program that has a workload equivalent to the regular senior nutrition programs. In addition to existing vacancies, the Department of Aging anticipates that six of its most senior staff will be retiring in the coming months as part of the City's early retirement program.

The department is already experiencing severe staff shortages with a vacancy rate of 21.6% and the addition of the SIP vacancies will increase the vacancy rate to 37.3%. The department's ability to maintain any level of operational integrity will require staff resources.

With the exception of the Assistant General Manager, all other positions charge their time to grants and are responsible for the associated deliverables. Given the Department's already limited staff resources, any prolonged additional vacancies will directly impede our ability to comply with existing state services contracts, creating grant savings that will be returned to the State. This will be challenging as timely payments to our vendors is critical for businesses during this economically difficult time.

I am requesting an Exemption for the Department of Aging from the current managed hiring and that we be allowed to fill our grant funded positions. The position are listed in priority of importance to operating our senior nutrition programs.

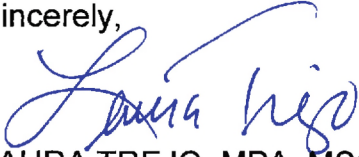
- The pandemic has specifically targeted older adults (8 out of 10 deaths due to COVID-19) and our work is specifically responding to the ever-growing needs resulting from the current public health emergency.

- The Department is a predominantly grants funded entity. The staff vacancies only result in unspent grant funds that must be returned to the funders and have the potential to cause harm to the most vulnerable older adults in the City.
1. Assistant General Manager is the operational lead for department. Direct reports include 2 Sr. MAII, Sr.MA I responsible for Program/Contracts Management Division and Principal Accountant II who serves a chief financial officer. This is a majority grant funded position. Current responsibilities under the Senior Meals Program is to manage the 3.5 FTE fiscal positions responsible for processing invoicing and setting up FMS accounts. Filling in for upper level fiscal approval of all program related transactions in FMS. Preparation of program funding requests and committee reports.
  2. Senior Management Analyst II oversees Direct Services and Administrative Services Divisions. This position is grant funded and provides both administrative and direct service functions. Filling in for upper level fiscal approval of all Senior Meals/Great Plates Program related transactions in FMS related to account set up, encumbrances, and payments.
  3. Senior Management Analyst is responsible for contract monitoring, negotiations, and oversight. This position is responsible for supervision of both the program administrator of the Senior Meals/Great Plates Program and the Department Nutritionist. This is a grant funded position. The position's responsibility includes supervisory level review and approval of submitted contracts, amendments, funding allocations, and invoices.
  4. Senior Management Analyst is responsible for department budget, payroll allocation, purchasing. This is a grant funded position. The SMAI II prepares the regular FEMA expenditure reports to the CAO for FEMA reimbursement including the expenditures for the Senior Meals/Great Plates Program.
  5. Nutritionist responsible for ensuring compliance with regulation regarding all senior nutrition programs. This is a grant funded position. The job responsibilities are to ensure food safety to protect the health of senior, especial for those who are more vulnerable to food borne illness. Provides inspections and constructive recommendations on how caterers/production kitchens can improve food handling processes for better safety.
  6. Senior Systems Analyst responsible for internal and external operation of management information systems. This is a grant funded position. Position maintains the department server which is not covered by ITA and also supports the Senior Meals/Great Plates Program fiscal and administrative staff who are all working remotely.

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Honorable Nury Martinez  
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Thank you for considering my request, I look forward to discussing it with you.

Sincerely,

A handwritten signature in blue ink that reads "Laura Trejo". The signature is fluid and cursive, with the first name "Laura" and last name "Trejo" clearly legible.

LAURA TREJO, MPA, MSG  
General Manager

LT:mn:Senior Meals Impact SIP

cc: City Administrative Officer  
Chief Legislative Analyst