

**County of Milwaukee**  
Interoffice Communication

DATE: November 16, 2017

TO: Sup. Theodore Lipscomb, Sr., Chairman, Milwaukee County Board of Supervisors  
Sup. Peggy West, Chair, Committee on Finance and Audit

FROM: Holly Davis, Executive Director, Department on Aging

RE: From Executive Director, Department on Aging, submitting a passive review contract totaling \$180,000 between Milwaukee County Department on Aging and SET Ministry, Inc. to provide Nutrition Site Supervision Services (Multiple Sites)

The Milwaukee County Department on Aging purchases an array of supportive services and community programs designed to sustain the independence and well-being of Milwaukee County seniors. The Department contracts with nonprofit and for-profit vendors to provide those services. All proposed purchase of service contracts for aging programs come from the Milwaukee County Commission on Aging under Chapter 53 of Milwaukee County Code of Ordinances.

The Commission on Aging recommends a 2018 contracts with SET Ministry Inc. to provide Nutrition Site Supervision Services at nine of the 23 congregate meal sites of the Milwaukee County Senior Meal Program. Sites include the following senior housing locations and community centers: Arlington Court, Beulah Brinton, College Court, Convent Hill, Elks Lodge #46, Franklin City Hall Community Center, Lapham Park, Lois and Tom Dolan Community Center, and St. Aloysius. The recommendation is based upon an open and competitive request for proposals held between August 3, 2017 and September 5, 2017. SET Ministry Inc. was the only agency to submit a proposal for the 2018 contracts.

Nutrition site supervision involves the administration of congregate meal sites within the Milwaukee County Senior Meal Program. The nutritious meals offered at each site are delivered by caterers under separate contracts with Milwaukee County. Site supervisors oversee the scheduling and serving of meals and arrange programs of interest to meal participants. In addition to offering nutritious mid-day meals, the congregate sites service as a gathering place designed to reduce isolation, enhance social contacts, offer educational and cultural programming, provide linkages to community resources, and foster connections between seniors and the community-at-large.

The 2018 nutrition site supervision program is funded through allocations from the federal Older Americans Act of 1965, as amended.

If you have any questions about the resolution or the report, please call me at 2-6876.



Holly Davis, Executive Director  
Milwaukee County Department on Aging

cc: County Executive Chris Abele  
Raisa Koltun (email only)  
Kelly Bablitch  
Lisa Wozny  
Stephen Cady  
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Mary Proctor Brown  
Jill Klecha  
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Jon Janowski  
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Attachments