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COUNTY EXECUTIVE

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DEBORAH C. RIITANO  
COMMISSIONER

August 26, 2021

Honorable Andrew Joyce, Chairman  
Albany County Legislature  
112 State Street, Room 710  
Albany, NY 12207

Dear Chairman Joyce:

The Department for Aging (DFA) requests legislative approval to enter into a Memorandum of Understanding with Cornell Cooperative Extension, to subcontract Dietician Services for our Congregate and Home Delivered Meal programs in Albany County. It is a NYSOFA regulation that all Aging Departments shall have a full-time staff person or equivalent who directs all activities related to the nutrition program which may include the planning, preparation and delivery of nutritious meals and supportive services. This person is responsible for nutrition oversight and operations; supervision of contractors providing food service and other nutrition services. This person must have requisite knowledge and experience in nutrition and food service.

The services of the subcontracted Registered Dietitian, shall be utilized for an adequate amount of time to perform nutrition related responsibilities. Job responsibilities may include but are not limited to monitoring meal preparation sites, congregate sites, and home delivered meal delivery, menu planning and certification, development of nutrition information and education programs, providing nutrition counseling, diet prescription reviews, participation in case management and participant team reviews, providing technical assistance and training, and administrative activities. A minimum of 16 hours per week. The hours of the registered dietitian employed by the subcontractor will count toward fulfillment of the minimum hours required.

Grant Award Amount – \$38,000.00  
Funding Source – 100% - County  
Expense Line – Aging – A96772, 44046

Grant Term – 1/1/2022 – 12/31/2022  
Budget Amendment – No

Respectfully Submitted,

Deborah C. Riitano  
Commissioner

cc: Hon. Dennis Feeney, Majority Leader  
Hon. Frank Mauriello, Minority Leader  
Rebekah Kennedy, Majority Counsel  
Arnis Zilgme, Minority Counsel