

Planning Committee Meeting

@PEACE, Inc., 217 S. Salina St., 2nd Fl.
(zoom option is available)

Wednesday, September 10, 2025

MEMBERS PRESENT: Steve Hodgens, Paula Freedman, Tysha Martin, Mitayah Donerlson
MEMBERS EXCUSED: Shirley Copes
MEMBERS ABSENT: None
STAFF PRESENT: Carolyn Brown, Todd Goehle

CALL TO ORDER:

The September 10, 2025 Planning Committee meeting was called to order at 4:50 PM by Steve Hodgens. It was noted for the record that a quorum was present.

APPROVAL OF PREVIOUS MINUTES

Paula Freedman made a motion to approve the June 2025 minutes, seconded by Mitayah Donerlson. The motion carried.

PRESENTATION:

Senior Nutrition Audit Report (see attachment)

Executive Director Carolyn Brown discussed the Onondaga County Senior Nutrition Audit Report, and pointed out the positive results of the program under the leadership of Karl Dawkins.

Kresge Funding Report Out

Vice President of Operations and Strategy Todd Goehle reported on funding from the Kresge Foundation which is supporting work on the Strategic Plan.

Federal Funding Update

Carolyn Brown reported on the state of the Federal Funding, noting that funds for the Foster Grandparent Program previously impounded by the Office of Management and Budget had been released. FGP will resume programming.

CURRENT GRANT SUMMARY REPORT:

Todd Goehle discussed the grants report (attached)

OLD BUSINESS:

None

NEW BUSINESS:

Todd Goehle discussed the Rooftop BBQ Event scheduled for Thursday, September 18, 2025.

Carolyn Brown updated the committee on plans to redesign the annual board retreat.

ADJOURNMENT

The meeting was adjourned at 5:40 PM.



County of Onondaga

Department of Adult & Long Term Care Services

Aging • NY Connects • Adult Protective Services
John H. Mulroy Civic Center, 10th Floor
421 Montgomery Street, Syracuse, NY 13202

J. Ryan McMahon, II
County Executive

JoAnne Spoto Decker
Commissioner

July 18, 2025

Karl Dawkins, Food Services Director
PEACE Inc. Senior Nutrition Program
6756 Pickard Drive
Syracuse, NY 13211

Dear Karl,

Enclosed is a copy of your agency's 2024-2025 annual program evaluation. We appreciate your cooperation during the audit and for providing the requested documentation.

Please review the included Corrective Action form for the areas requiring attention (I.H Training). Kindly submit the completed form to me by August 5, 2025.

The PEACE congregate dining program remains a valued and beloved service for its participants. The PEACE senior service staff's commitment to their participants is evident. Thank you for the services your agency provides to Onondaga County senior residents.

Sincerely,

Laura Brown MS, RD, CDN
Project Director Senior Nutrition Program

cc: Carolyn D. Brown, Executive Director
JoAnne Spoto Decker, DALTCS Commissioner
Maria Mahar, DALTCS Deputy Commissioner

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NY Connects
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Adult Protective Services
315.435.2815 Fax: 315.435.2801
Long Term Care Resource Center
315.435.5600 Fax: 315.435.5615

2025-2026 PEACE Subcontractor Annual Assessment Checklist

April 1, 2025 - March 31, 2026

- ☐ Agency Organizational Chart
- ☐ Job Descriptions
- ☐ Board of Directors listing
- ☐ Equal Employment Opportunity Policy
- ☐ ServSafe® Certification
- ☐ In-Service Training Plan
- ☐ In-Service Training dates, agendas, and corresponding attendance list (includes Food Safety Training and Emergency Situations)
- ☐ Policy on contribution procedures; proof of Blanket Bond
- ☐ Copies of printed or published materials recognize Administration on Aging, New York State Office for the Aging and Onondaga County Office for Aging
- ☐ Sick Worker Policy
- ☐ Audit five (5) clients for registration forms – OFA will randomly select 5 clients
- ☐ Policy that addresses serving meals to disabled persons under 60
- ☐ Policy for dealing with threatening/dangerous circumstances
- ☐ Policy for providing meals for guests/staff under 60
- ☐ Policy and Procedure to handle service disruptions and/or cancellations
- ☐ Take home food policy
- ☐ Grievance policy
- ☐ Participant satisfaction surveys
- ☐ Cycle menu (minimum four weeks)
- ☐ Current calculated food costs
- ☐ Standardized recipes
- ☐ Portion Guide
- ☐ Vendor invoices, inventory records, production sheets
- ☐ Invoices for equipment maintenance/service
- ☐ Documentation of suspected food-borne illness outbreaks (if applicable) – N/A

2025-2026 PEACE Subcontractor Annual Assessment Checklist

April 1, 2025 - March 31, 2026

- ☐ DOH Operating Permit
- ☐ DOH Inspection Reports
- ☐ Evacuation Plan
- ☐ Fire Drill Documentation
- ☐ Written disaster/emergency plan
- ☐ Written plan for virus outbreak
- ☐ Current emergency contact list for all site managers
- ☐ Agency contact for Food Services
- ☐ Targeting Objectives and Results
- ☐ Provider site agreement (for leases)
- ☐ Copy of DEC certified pest extermination bill, if appropriate
- ☐ Yearly total or average monthly amount of SNAP benefits collected – N/A
- ☐ Yearly dollar amount spent with Food Bank of Central New York – N/A

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

Onondaga County
Department of Adult and Long Term Care Services
Office for the Aging

Contractor: **PEACE**
Date: **7/14/25**

NUTRITION SERVICES FOR THE ELDERLY CONTRACTOR REVIEW 2025-2026

References to the Nutrition Program Standards (19-PI-26) are in parentheses. Please refer to them for detailed information as needed to determine compliance with each standard.

S: SATISFACTORY

R: REQUIRES ACTION

NA: NOT APPLICABLE

Areas to be commended:

The staff at PEACE, Inc. has continued to demonstrate strong dedication to delivering high-quality meal services to older adults. Efforts to manage costs and enhance meal quality remain evident through ongoing positive feedback in customer satisfaction surveys. Open, consistent communication with PEACE staff remains a key strength, contributing to the success of the congregate meal program and a positive experience for participants.

PEACE has also worked collaboratively with DALTCS nutrition staff in the development of menus that highlight nutrition education topics and promote cultural awareness. Incorporating meals aligned with cultural holidays supports participant engagement and strengthens the program's impact.

As the program moves forward, it is recommended that the agency continue emphasizing strong food safety practices—specifically, ensuring that opened food items are consistently labeled and dated for clear identification. Holding regular training sessions at least quarterly can help reinforce safe and effective food handling practices.

In addition, maintaining current participant registrations and reinforcing the reservation system will be important in supporting smooth program operations and accurate meal planning.

DALTCS appreciates the continued partnership with PEACE, Inc. and looks forward to working together in the upcoming year to support older adults through nutritious meals and meaningful social engagement.

Any outstanding discrepancies from prior annual assessment, audit OR monthly assessment? ☐ Yes ☒ No
If Yes, describe:

I. Program Management

- A. [S] Provider has a sufficient number of trained staff to meet nutrition service needs (such as Nutrition Program for the Elderly Director, food service manager and Home Delivered Meal coordinator), having the necessary qualifications, experience and training. (I.G.4)
Provider(s) have an individual designated as responsible for its operation. (I.G.5)
- [Obtain copy of agency's 2025 – 2026 Organization Chart] (I.A.2a)
 - Designated staff attends all OCDALTCS required menu planning, food service planning and management meetings.
- ✓ **Received organizational chart.**

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

- ✓ **Yes. Director Food Services and Assistant Director of Food Services attend required meetings; other designated staff attend meetings as requested.**
- B. [S] Obtain copy of Board of Directors listing, with affiliations.
- When do the terms change?
 - ✓ **Received copy of Board members with expiration of terms.**
 - ✓ **Terms are 3 years.**
- C. [S] Preference is given to persons age 60 or over in the hiring for all staff positions, when other qualifications are equal. (I.G.1)
- ✓ **There are 31 total food service personnel (staff positions and dining site managers), of which 16 are 60 or older than 60.**
- D. [S] Staff have been provided with job descriptions. (I.A.2c)
- ✓ **Received job descriptions for all food service staff, senior nutrition program assistant, site manager and additional positions that support the senior nutrition program.**
- E. [S] Staffing patterns reflect minority representation in the total population.
- ✓ **Agency serves a diverse population; approximately 27% of clients are minorities.**
 - ✓ **Agency staffing reflects a similar representation of minorities.**
- F. [S] Equal Employment Opportunity sign posted in a prominent location.
- ✓ **Sign is posted on bulletin board in the hallway near break room and offices.**
- G. [S] An individual knowledgeable in food handling, production and service supervises and trains food production staff. (I.G.4)
- There is a staff person certified by the National Restaurant Association Educational Foundation's ServSafe® Food Program.
 - Does this individual attend the NYSOFA sponsored Annual Food Protection and Nutrition Training?
 - ✓ **ServSafe certificate on file for Karl Dawkins and Aaron Shortell.**
 - ✓ **Director of Food Services attended NYSOFA virtual training (certificate on file).**
- H. [R] Orientation and training is conducted at least quarterly for staff and volunteers. Required annual topics include procedures for emergency situations (ex: safety training, fire safety, medical issues, weather related) and food safety and sanitation. (I.G.6, 6a, 6b)
- Records of training plans, schedules agendas and attendance are maintained by provider. **Keep on file for 1 year (I.H.1j)**
 - *[Obtain copy of 2024-25 sign-in attendance list and 2025-26 Training schedule]*
 - ✓ **Received Training plan for 2025-2026.**
 - ✓ **See training attendance sheets.**
 - ✓ **See Section VIII.A for fire safety and emergency training documentation.**

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

- **The training schedule provided is not occurring on a quarterly basis, as required. Training must be conducted at least quarterly to ensure ongoing compliance and staff awareness of food safety standards.**

I. [S]

Congregate meal contribution procedures are consistent with current NYSOFA policies (18-PI-17): counted by two people concurrently and entered on a duplicate receipt. (I.C, I.F.2h)
All personnel who handle contributions (both paid and volunteer) must be bonded. A "blanket bond" may be obtained for all personnel. (I.D.1g)

Keep collection & deposit records on file for 6 years (I.H.2c)

- *[Obtain copy of written contribution procedures]*
- ✓ **See DALTCS Contribution Policy for Congregate Dining**
- ✓ **See agency Contribution Policy.**
- ✓ **See insurance policy.**
- ✓ **See Contribution Poster**
- ✓ **See sample monthly contributions ledger.**

J. [S]

All program public information and published materials, whether printed or electronic, give due recognition to Administration on Aging, New York State Office for the Aging, and Onondaga County Department of Adult and Long Term Care Services.

- *[Obtain updated copy of all letters and correspondence sent to clients]*
- ✓ **See DALTCS Contribution Communication Guidelines policy**
- ✓ **See website and brochure.**

K. [S]

Sick worker policy is in writing and posted in kitchen.

- *[Obtain copy of sick worker policy]*
- ✓ **Sick policy is posted in the kitchen.**

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

II. Congregate Participant Eligibility

- A. [S] Services are provided to individuals age 60 or older and the spouses of these individuals. (II.A.1)
- ✓ See **DALTCS Eligibility for Congregate Dining Programs policy.**
 - ✓ **Eligibility information included on contribution posters in Section 1.1.**
 - ✓ **Participant Eligibility is outlined in agency Contribution Policy in Section 1.1.**
- B. [S] Congregate participants are registered in accordance with NYSOFA's reporting requirements and information is kept confidential. (III.A.10). The following client level data is obtained: name, address, phone numbers, emergency contact, physician, birthdate, proof of age or signed declaration of age, gender, live alone, minority status, limited English speaking, rural status, client income level, units of service, expenditures, date of entry or re-entry into the service system, and nutritional risk score. **Keep registration forms & sign in sheets on file for 6 years (I.H.2a)**
- ✓ **Audited 5 client registration forms – current and on file**
 - **2694083**
 - **2544712**
 - **1744033**
 - **2844033**
 - **2147001**
- C. [S] Compliant with National Aging Program Information System (NAPIS) electronic reporting, including units of service provided. Client data entered accurately and timely in the web-based PeerPlace™ reporting system. Each quarter's data must be accurate within 15 days after the quarter ends.
- What is the quality of the data?
 - ✓ **Quality of data is good. Noted data units entered timely and staff receptive to requests for data corrections.**
- D. [S] If serving meals to individuals with disabilities under 60, these individuals either 1) reside in a housing facility occupied primarily by older adults where congregate meals are served, or 2) reside at home with an eligible older adult who receives congregate meals. (II.A.2, 3a)
- ✓ **Yes, these individuals meet eligibility guidelines. See DALTCS Eligibility Policy in Section II.A.**
- E. [S] Individuals under age 60 who provide volunteer services to the congregate meal program during meal hours may be offered a meal on the same basis as meals are provided to eligible participants (i.e. they are given the opportunity to voluntarily contribute towards its cost). (II.A.3b) Such meals are eligible for NSIP reimbursement. (IX.A.2b)
- ✓ **One meal is allowed per day at each dining site for volunteers under 60 years old who assist with the congregate meal program. Agency adheres to this policy.**

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

III. Congregate Meals Program Service Delivery & Accessibility

- A. [S] Services and assistance are concentrated on the target groups of minority, low-income frail and vulnerable elderly, and efforts are made to reach older adults in greatest social and/or economic need. (9 CRR-NY 6554.3, III.A.1)
- ✓ **Locations of dining sites target areas that have a higher senior population, especially those in greater economic need.**
 - ✓ **Neighborhood Advisors promote dining sites when working with seniors.**
 - ✓ **Other PEACE programs promote and refer seniors when appropriate.**
 - ✓ **PEACE's social media and website are geared toward reaching most at-risk populations.**
- B. [S] Facility is in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. (III.A.3)
- ✓ **Senior dining sites where meals are served meet ADA compliance.**
- C. [S] Congregate site is open at least one hour before and after the meal is served to permit all participants to eat a leisurely meal, enjoy social contact, and take advantage of other services at the site. (III.A.5)
- ✓ **Sites are open both before and after the meal to encourage socialization.**
- D. [S] Nutrition education, nutrition counseling, and other nutrition services, as appropriate, are provided based on the needs of meal participants. (III.A.6)
- ✓ **Responses from annual participant survey used when developing nutrition plan and materials (see 2025 annual plan).**
 - ✓ **In-person nutrition education provided under the guidance of RD and based on client feedback.**
- E. [S] To the maximum extent possible, there is space available for supportive services (which protects the privacy of individual participants), educational services, and/or recreational services and activities. (III.A.7)
- ✓ **Most dining sites have areas that can be utilized for services and protect participant privacy.**
- F. [S] Congregate site is open to the public so that eligible participants may gain access. It is clear that there is no requirement to be a member, pay an entrance fee, be a resident, or participate in another program or service in order to gain access to the congregate meal. (III.A.9)
- ✓ **Dining sites are open to the public.**
- G. [S] Participants are monitored for the possible need for home delivered meals instead of congregate meals and referrals are made as necessary. (III.A.11)
- ✓ **Dining site managers are typically the first person to identify needs of participants.**
 - ✓ **During the training for dining site managers, they are informed about HDM and how to make a referral.**

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

- ✓ **Some locations have program staff who will assess participants for HDM and make the referral.**

- H. [S] Any conditions or circumstances identified as a danger to participants, staff, volunteers, etc. were communicated with AAA (i.e. disgruntled participant, harassment, etc.). (III.A.12)
- What is the policy?
 - Documentation of incident and communication to necessary entities is available, if applicable.
- ✓ **See DALTCS Grievances & Disruptive Clients – Nutrition Subcontractors Policy.**
 - ✓ **See PEACE Incident Report and Accident Report.**
- I. [S] Procedures are in place that ensure eligible participants are given priority for meals over all guests and staff under 60. (III.C.1)
- ✓ **Dining site managers are trained to ensure eligible participants are given priority for meals.**
- J. [S] Meal charges for guests and staff under 60 are based on actual food and disposables cost. (III.C.2)
- ✓ **Fee for meals for guests and staff under 60 years old is \$7.00.**
- K. [NA] Provider has agreements with third-party payers for reimbursement of eligible nutrition services such as Long Term Home Health Care Program (LTHHCP), Medicaid providers, etc. (III.D.1, 2)
- What third-party payer agreements are in place?
- L. [S] Upon request, the needs of individuals with disabilities or limited mobility are accommodated (i.e. appropriate food containers, utensils, or other assistive devices). (III.E.3)
- ✓ **See Adaptive Wear policy.**
 - ✓ **See DALTCS Congregate Clients with Disabilities**
- M. [S] Procedures describe how to handle service disruptions and/or cancellations. (III.E.4, 5b,5c)
- *[Obtain copy of procedures]*
 - ✓ **See Emergency Closing policy**
 - ✓ **See DALTCS Agency Closing policy**
- N. [S] There is a written policy regarding participants' taking food home from the congregate meal site. (I.2q, III.E.5e)
- *[Obtain copy of written policy]*
 - ✓ **See DALTCS Take-out for Special Circumstances**

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

O. [S]

Procedures describe how to handle grievances from older individuals who are dissatisfied with or are denied service. (OAA Sec 306(a)(10), 17-PI-04)

- ✓ See DALTCS Grievances & Disruptive Clients – Nutrition Subcontractors Policy in Section III.H.

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

IV. Menu and Nutrient Requirements

- A. [S] Participant and staff meal comments are gathered annually and used to ensure that congregate meals are palatable, attractive and satisfying. Client satisfaction surveys are documented **and summarized**. (I.A.2n, IV.A.1,2) **Keep on file for 1 year (I.H.1h)**
- Survey instruments include measurement of method and frequency, and inquiries about the impact that the service has on the client's ability to maintain his/her independence. Survey instruments include space for additional concerns, comment or suggestions.
 - Client satisfaction is measured for the following services, including method, frequency, **number of clients or participants**, and **response rate**. (OAA §306(6)(A), 9 NYRCC §6654.8)
- ✓ See Customer Satisfaction Survey Results for full responses.
- ✓ Highlights include:
- 97% rating of staff as either Excellent or Good
 - 91.7% of clients rate the meals as Excellent (34.8%) or Good (56.9%)
 - No change from last year of 93% (42% Excellent, 51% Good)
 - 40.5% and 51% of clients felt they eat "much healthier" and "somewhat healthier", respectively, because they eat at the dining site
 - Stable from last year (44% Much Healthier, 48% Somewhat Healthier)
 - 24.3% for less than 1 year, 43.4% of clients have participated in the program for 1-3 years, 13.1% for 4-7 years, and 19.1% for more than 7 years
 - New question for this year shows 81% of participants always feel welcome and safe at the dining site (15.7% most of the time).
 - New question for this year shows 45.9% of participants have noticed improvements in their health and wellbeing since participating in the lunch program.
- ✓ The overall feedback from participants is very positive regarding the meals, service and staff.
- B. [S] At minimum, a four-week cycle menu is used. (IV.A.3)
- ✓ See menus.
- C. [S] Menus are planned based on the recommendations of the current U.S. Dietary Guidelines. (IV.A.4)
- ✓ Dietary Guidelines for Americans used as the basis for menu planning. See menu analysis.
- D. [S] Menu items are suitable to program operations. (IV.A.5)
- ✓ Director of food services and DALTCS nutrition staff work together to select menu items appropriate for operations.
- E. [S] Menu analysis completed by Registered Dietitian confirms that meals provide 1/3, 2/3, or 3/3 of the Dietary Reference Intakes (DRI), depending on the number of meals provided in a day. (OAA Sec. 339(2)(A)(ii), IV.B.1, 2) **Keep on file for 1 year (I.H.1f)**

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

- ✓ See menu analysis completed by DALTCS Nutrition Assistant and approved DALTCS registered dietitians.

F. [S]

All foods served are noted on a master menu including approved menu changes. (IV.B.3)
Keep on file for 1 year (I.H.1f)

- ✓ PEACE staff follow appropriate procedure for requesting substitutions; they are diligent about communicating requests and receiving approval.
- ✓ Changes documented on the master menu.

G. [S]

Special menus are available, where feasible and appropriate, to meet the particular dietary needs arising from the health requirements, religious requirements, or cultural meal preferences of eligible individuals (IV.C.1).

- ✓ **Substitutions are not available.**

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

V. Food Service Practices

- A. [S] Observation of food preparation and service practices comply with all applicable federal, New York State Sanitary Code Part 14 and local health and sanitation regulations, specifically that bulk and home food delivery methods, equipment and service prevent contamination. (V.1, VI.B.1)
- ✓ Food service staff adhere to food safety and sanitation protocols.
 - ✓ Staff address any concerns promptly.
 - ✓ Monthly kitchen assessments demonstrate compliance with food safety and sanitation practices.
 - ✓ Overall, monthly dining site assessments demonstrate compliance with food safety and sanitation practices. Any concerns are addressed by DALTCS nutrition staff onsite with dining site managers/coordinators and relayed to PEACE food service director/assistance director if additional follow-up or corrective action is needed.
- B. [S] Food costs are accurately determined and calculated quarterly. (V.2) Food purchasing practices are cost effective. **Keep on file for 1 year (I.H.1g)**
- ✓ See Meal Cost Calculations submitted.
- C. [S] Meal forecasting methods avoid under/over production. (V.3)
- ✓ See DALTCS Congregate Reservations
 - ✓ See reservation policy.
 - ✓ Use average attendance, based on history, for ordering and planning purposes.
- D. [S] Standardized recipes are used. (V.4)
- ✓ Standardized recipes are provided to DALTCS nutrition staff and kept on file.
 - ✓ Agency is responsive when requesting new recipes for use in menu analysis.
- E. [S] Food items on approved menus are clearly identified and portion sizes are indicated as needed. (V.5) Portion control is maintained during food preparation and service to be consistent with certified menu requirements. (III.E.2, V.6)
- ✓ Agency uses standard portion size guide provided by DALTCS to portion meals.
 - ✓ Proper portioning is observed during meal service at meal sites.
 - ✓ Agency staff is responsive if any issues related to portion size are identified.
 - ✓ See example meal portion guide.
- F. [S] Time and temperatures of potentially hazardous foods (as defined in NYS Sanitary Code Subpart 14-1.31) are taken and recorded for final cooking temperatures. (VI.B.2a)
- ✓ Temperatures are recorded daily and submitted to DALTCS on a monthly basis. Temperature log sheets are reviewed by DALTCS nutrition staff and kept on file.
 - ✓ Monthly review demonstrates compliance with regulations. Any concerns are promptly addressed and corrected. Additional training is provided at annual site manager in-service.

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

- G. [S] Bulk food temperatures are taken daily prior to delivery, at delivery and at serving time. Temperatures are within safe ranges. (VI.B.2b) **Keep on file for 1 year (I.H.1a)**
✓ **Review of temperature logs and observations during meal site assessments demonstrate overall compliance. Any concerns are addressed promptly by staff.**
- H. [NA] If frozen meals are prepared and stored, procedures are consistent with State and local health guidelines including Hazard Analysis of Critical Control (HACCP) guidelines. (9 CRR-NY 6654.10(b)(4), V.1, VI.B.1, 2)
- I. [S] If foods are prepared for the next day or leftovers are available, the handling of these foods is consistent with State and local health guidelines including the current NYSOFA Food Service Policy and Procedure Manual. (V.1, VI.B.1, 2)
✓ **Observation of food practices is consistent with local health guidelines.**
✓ **Kitchen is inspected monthly by DALTCS nutrition staff; assessment reports are kept on file.**
- J. [S] Vendor invoices and production sheets are available.
Keep on file for 1 year (I.H.1g)
✓ **See vendor invoices.**
✓ **See production sheets.**
- K. [S] Food service equipment and production areas are safe and efficient. (V.1)
✓ **Kitchen is inspected monthly by DALTCS nutrition staff; assessment reports are kept on file.**
✓ **Observation at the dining sites during site assessments demonstrates overall compliance with food safety and sanitation practices. Any concerns are addressed by DALTCS nutrition staff onsite with dining site managers/coordinators and relayed to PEACE food service director/assistance director if additional follow-up or corrective action is needed.**
- L. [S] Provider equipment is routinely checked and serviced. (I.E.1d)
✓ **See invoices.**
- M. [S] Storage space for food and supplies is adequate and meets sanitary codes. (V.1)
✓ **Kitchen is inspected monthly by DALTCS nutrition staff; assessment reports are kept on file.**
✓ **Observation at the dining sites during site assessments demonstrates overall compliance with food safety and sanitation practices. Any concerns are addressed by DALTCS nutrition staff onsite with dining site managers/coordinators and relayed to PEACE food service director/assistance director if additional follow-up or corrective action is needed.**
- N. [S] Food, equipment and supplies are kept in secure areas. (1.A.2m, V.1)
✓ **Kitchen is inspected monthly by DALTCS nutrition staff; assessment reports are kept on file.**

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

- ✓ **Observation at the dining sites during site assessments demonstrates overall compliance with food safety and sanitation practices. Any concerns are addressed by DALTCS nutrition staff onsite with dining site managers/coordinators and relayed to PEACE food service director/assistance director if additional follow-up or corrective action is needed.**

O. [NA]

Outbreaks of suspected food-borne illnesses were reported to the local Health Department, NYSOFA and the Area Agency on Aging immediately. (VI.B.3)

- **Documentation of incident and communication to necessary entities is available.**

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

VI. Facility Compliance and Safety Procedures

- A. [S] Provider has informed AAA of any changes in the days, times and location of meal sites. (VI.A.3)
- ✓ Agency communicates plan when closed due to weather.
 - ✓ Agency maintains communication with DALTCS regarding changes at dining sites (i.e. increase number of days open, site closings, re-opening of sites).
- B. [S] Review of Department of Health (DOH) inspection reports note compliance with the NYS DOH Sanitary Code. (VI.A.4)
- *[Compare inspection reports for kitchen to standard]*
 - ✓ See inspection reports. 1 violation noted (not critical) – DALTCS staff reviewed at following inspection and observed it had been corrected.
 - ✓ Agency maintains inspection reports on file.
- C. [S] Valid DOH operating permit is posted at food preparation and service sites. (VI.A.5)
Keep Health Department permits and inspection reports on file for 1 year (I.H.1c)
- ✓ DOH permit is posted. Current permit was issued on 2/1/2025 and expires on 1/31/2027.
 - ✓ Received copies of all current dining site permits.
- D. [S] Food service facility exits are clearly identified, have lighted signs and are free of obstacles. Fire extinguishers are strategically placed and inspected annually. (VI.A.6a,6b)
Evacuation plan is posted in an accessible location. (VI.A.6c)
- ✓ Exits are clearly marked and free of obstacles. Several fire extinguishers are located in PEACE's production facility kitchen; current tags expire 4/2025.
 - ✓ Fire extinguishers are available and current at the dining sites, as observed during meal site assessments.
 - ✓ Evacuation plan is visibly posted in PEACE's main food service facility.
 - ✓ Evacuation plans are visibly posted at the dining site locations, as observed during the meal site assessments. See copies of all dining site evacuation plans.
 - ✓ If evacuation plans are missing at dining sites, corrective action is requested.
- E. [S] Fire drills are conducted annually and documented. (9 CRR-NY 6654.10(b)(12), VI.A.7)
- ✓ Documentation of fire drills completed for 2024 and 2025 at all dining site locations was received. Fire drills are completed annually.
 - ✓ Annual fire drill was conducted at PEACE food service facility Oct 2024 . Next fire drill is scheduled 9/15/25.

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

VII. Nutrition Education and Counseling Services (Primarily OCDALTCs responsibility)

- A. [S] Nutrition education and information is approved by the registered dietitian. (VII.1)
Each site identifies a Nutrition Education Liaison who attends required annual nutrition education training. (I.G.6)
✓ See DALTCS nutrition education policy and sample of materials approved by RD.
✓ Nutrition education training conducted as part of dining site coordinator training.
- B. [S] Nutrition information is provided to congregate meal participants at least monthly. (VII.2a)
✓ Distributed Table Tents monthly with nutrition information corresponding to Annual Nutrition Education Plan.
- C. [S] Nutrition education presentations are provided by, or under the direction of a Registered Dietitian (RD)/Diet Technician Registered (DTR), at each congregate site a minimum of six times per year. (VII.2b)
✓ In-person nutrition educations conducted at all dining sites. Nutrition educations are planned and will be completed by 12/31/25.
- D. [S] Nutrition education planning procedures consider participant needs, comments and requests. (VII.3)
✓ Clients surveyed annually and considered in creating the annual nutrition education plan (see 2025 annual plan).
- E. [S] Nutrition education and counseling methods and resources are appropriate. Evaluation practices are in place to determine effectiveness. (VII.4, VIII.4)
✓ Monthly printed materials provided to agency under the guidance of a registered dietitian. All information comes from credible sources.
✓ Evaluation is conducted for both nutrition education and counseling.
- F. [S] A screening/intake process is in place to identify individuals requiring nutrition counseling. (VIII.1)
✓ Dining site managers are informed/reminded during annual training about nutrition counseling services.
✓ Registration form includes NSI.
- G. [S] Nutrition counseling and follow-up activities are provided by a Registered Dietitian. (VIII.2)
Keep counseling records on file for 1 year (I.H.1e)
✓ Nutrition counseling provided by an RD, or under the guidance of an RD. Activities are documented in PeerPlace.

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

VIII. Emergency and Disaster Preparedness

- A. [S] Training is provided at least annually to site staff on the use of fire extinguishers and evacuation procedures. (I.G.6a)
✓ **Emergency situations training scheduled for 10/21/24.**
- B. [S] Meal site staff are familiar with written procedures concerning emergency situations such as flood, fire, loss of power, storms, or when a participant is choking or faints. (I.A.2I, I.G.6a, III.E.5a)
• Is there a written disaster/emergency plan?
[Obtain copy of written plan]
✓ **See Emergency Preparedness Manual.**
- C. [S] There are written procedures concerning the occurrence of a virus outbreak within the organization that impacts meal service.
• Key items: 1) a safety plan is in place, 2) agency has signed the letter of affirmation, and 3) safety protocols are in place for in-person dining when mandated by state or local government.
• How will meals be provided to dining sites/clients if the provider must close for an extended period of time, or if a large number of staff/volunteers are impacted?
✓ **See DALTCS Emergency Procedures – Congregate Senior Dining Programs**
- D. [S] An up-to-date listing of emergency contact information for all site managers is kept and easily accessible.
✓ **See contact list.**
- E. [S] Agency contact for Food Services is reviewed and updated yearly, with changes forwarded to the Office of the County Executive for inclusion in the Emergency Operations Center (EOC) database.
• [Obtain/confirm contact information]
✓ **Updated and on file.**
- F. [NA] Does facility have a generator that can support kitchen equipment?
No, they do not have a generator.

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

IX. Meeting Service Objectives and CAARS Reporting

- A. [S] Targeting objectives have been met. (I.A.2k, I.F.2d)
- *[Check 2024-2025 targeting objectives with actual reported data]*
 - ✓ See Targeting policy and objectives.
 - ✓ 2024-25 PeerPlace report demonstrates reaching low-income, minority, living alone, and rural seniors in need.
 - 65% live alone
 - Unchanged from 65% in 2023-2024
 - 67% live below 185% of poverty level, with 57% <150% of poverty level
 - Unchanged from 66% (56% for <150%) in 2023-2024
 - 26% are minorities
 - Slight increase from 24% in 2023-2024.
 - 18% are low-income minorities
 - Unchanged from 18% in 2023-2024.
 - 32% of clients have self-reported NSI ≥6 (nutritionally high risk)
 - Unchanged from 31% in 2023-2024
 - 8% live in rural area (local rural)
 - Unchanged from 8% in 2023-2024.
 - ✓ 2025-26 PeerPlace report demonstrates continuing trends
 - 65% live alone, 68% live below 185% of the poverty level (58% below 150%), 28% are minorities, 21% are low-income minorities
- B. [S] Meals eligible for AoA Nutrition Services Incentive Program (NSIP) reimbursement are reported consistent with NYSOFA guidelines. (IX.A.4)
- C. [S] AoA Nutrition Services Incentive Program (NSIP) payments are used solely for the purchase of U.S. grown and produced products. (IX.A.3a.i)
- D. [S] Service definitions used are consistent with the current NYSOFA Standard definitions for Service and Service Units (case management; home delivered meals; congregate meals; nutrition education; nutrition counseling). (I.F.2b)
- E. [S] Units of service and fiscal reports are provided to AAA per reporting schedule. Are reports submitted on time (meal census and financial report within 10 days)?
- ✓ Financial reports submitted on time.
- F. [S] Unit costs and service expenditures are reasonable and consistent with approved funding applications. **Keep contract & budget on file for 6 years** (I.H.2e)
- ✓ Meal cost calculations are submitted. Actual costs used to determine funding for the next fiscal year.
- G. [S] Funds received from the Onondaga County Office for Aging cannot be used to support sectarian, political and/or lobbying activities.
- ✓ Expenditures demonstrate that money is used for approved expenses.

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

X. Contracts and Agreements

- A. [S] Provider site agreements cover necessary items. There are written site agreements between the provider and all sites serving meals. (I.E.1, I.F)
- B. [NA] If provider serves meals to community-based residential care facility residents, agreements in place are consistent with 89-PI-7. (III.D.1, 2)
- C. [S] DEC certified pest extermination services are used, as needed. (I.F.2e, V.1, VI.A.5)
✓ See invoices.

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

XI. Miscellaneous

- A. [S] Efforts are made to assist participants in accessing SNAP benefits. (IX.C.1)
✓ **SNAP referrals are primarily made by Neighborhood Advisors and staff that are on-site at congregate dining locations.**
- B. [NA] Providers are certified to accept SNAP benefits as voluntary contributions. (IX.C.2)
What is the yearly total or monthly average amount of SNAP collected?
- C. [NA] Provider utilizes products from the Food Bank of CNY.
What is the yearly total dollar amount of Food Bank products?

CONGREGATE MEALS AND RELATED SUPPORTIVE SERVICES

XII. Fiscal Monitoring (OCDALTCS Fiscal Unit responsibility)

Use fiscal monitoring form.

2025-2026 Annual Evaluation Corrective Action Plan

Subcontractor: PEACE, Inc

COMPLIANCE ISSUES	PLANNED CORRECTIVE ACTION	Responsible PERSON	START DATE	PROJECTED COMPLETION DATE
1. In accordance with 19-P1-26, I.G.6, training is conducted at least quarterly for staff and volunteers.				

1. Training – Training for staff and volunteers is currently not scheduled on a quarterly basis.

For use by OCDAL TCS:
Date Received: _____

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter
Onondaga County - AEI	Early Childhood Career Pathways	Family Services	N/A	N/A	Awarded	4/18/24	\$84,878	Todd Goehle
Jim and Juli Boenheim Foundation	HOLA Summer Camp	Family Services	Deadline: 10/15/2025	\$5,000	In progress			Maribel Arce
Mother Cabrini Health Foundation	Family Reentry Program	Family Services	4/19/24 LOI, Full grant 6/27/24	75000 per year, \$150,000 total	Awarded	9/25/24	\$150,000	Maribel Arce
Oswego County Youth Bureau	BBBS Oswego County/Central Square School-Based	BBBS	8/21/25	\$10,000	Submitted			Maribel Arce
Allyn Foundation	FTP	FTP	8/20/25	\$50,000	Submitted			Todd Goehle
Onondaga County Youth Bureau	BBBS Onondaga County Mentorship Programs	BBBS	8/1/25	\$50,000	Submitted			Maribel Arce
SOFA	Community Conversations	Community Engagement	8/1/25	\$2,000	Awarded	8/6/25	\$2,000	Maribel Arce & Todd Goehle
Broadview FCU	BBBS	BBBS	7/14/25	\$10,000	Awarded	7/31/25	\$10,000	Maribel Arce
NYS Fair	NYS Fair passes	FRC & FTP	6/24/25	In Kind (50 packets)	Awarded	In Kind (40 packets)		Maribel Arce

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter
Food Bank CNY - HPNAP	Food Pantries	Family Services	6/13/25	\$91,639	Submitted	7/14/25	\$30,600	Stephanie Bingham
M&T Charitable Foundation	Back Pack Giveaway	Family Services	6/11/25	\$2,500	Awarded	6/20/24	\$2,500	Maribel Arce
Onondaga County Office of the Aging	Facility Improvement Eastwood	Facilities	5/18/25	\$11,957	Awarded	7/28/2025	\$11,957	Maribel Arce
KeyBank Foundation	Free Tax Prep	Free Tax Prep	5/7/2025	\$18,000	Submitted	6/13/2025	\$20,000	Maribel Arce & Todd Goehle
Arby's Foundation	BBBS	BBBS	5/1/25	\$25,000	Awarded	7/10/25	\$25,000	Maribel Arce
National Grid	Homes & Health	DEHS & Family Services	3/26/25	\$50,000	Submitted	4/1/25	\$50,000	Todd Goehle

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter
Connect Kids to Parks - OPRHP	Let Me Be Great	Family Services	3/20/25	\$12,440	Awarded	4/29/25	\$12,440	Andrea Bernard
Renew Americas NonProfits	ESFRC Renovation	Facilities	3/15/25	\$200,000	Discontinued (do not qualify)			Maribel Arce
Connect Kids to Parks - OPRHP	Let Me Be Great	Family Services	3/1/25	TBD	Submitted	4/28/25	\$12,440	Andrea Bernard
DOT Foods 2025	Champions of Diversity Sponsorship	Community Engagement	3/1/25	\$2,500	Awarded	4/23/25	\$2,500.00	Todd Goehle
Literacy Coalition of CNY	Foster Grandparent Program	FGP	2/14/25	\$3,000	Awarded	3/1/25	\$3,000	Maribel Arce
City of Syracuse NBD CDBG2 PY51	Let Me Be Great	Family Services	2/6/25	\$32,929	Awarded	6/12/25	\$31,091	Maribel Arce
Key Bank Foundation	Super Saturday	Free Tax Prep	02/04/25	\$3,000	Awarded	2/21/2025	\$3,000	Todd Goehle
Snow Foundation Memorial Trust	Facilities	Facilities	1/31/2025	\$20,000	Awarded	6/21/25	\$20,000	Maribel Arce & Todd Goehle
Dicks Sporting Goods	Canal Day	BBBS	1/27/25	\$1,500	Declined			Maribel Arce
Micron Technology - Green Chips Act	ESFRC Renovation	Facilities	01/27/25	\$200,000	Declined			Maribel Arce

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter
Micron Technology - Green Chips Act	Early Childhood Career Pathways	Family Services	1/15/25	\$200,000	Submitted			Todd Goehle
City of Syracuse NBD CDBG PY51	Overcoming Barriers to Weatherization	DEHS	10/25/24	\$159,971	Awarded	6/12/25	\$63,352	Maribel Arce
Dorothy and Marshall M. Reisman Foundation	Free Tax Prep	Free Tax Prep	10/25/24	\$25,000	Awarded	12/4/24	\$25,000	Maribel Arce & Todd Goehle
Berkshire Hathaway Bank Foundation	Free Tax Prep	Free Tax Prep	10/15/24	\$5,000	Awarded	11/4/24	\$3,000	Maribel Arce, Todd Goehle
Onondaga County DCFS - YDPS	BBBS Onondaga County Mentorship Programs	BBBS	10/9/24	\$15,000	Awarded	9/14/24	\$15,000	Maribel Arce
FOCUS Greater Syracuse	Whole Family Summit	Community Engagement	9/29/24	\$12,825	Awarded	9/30/24	\$12,825	Todd Goehle & Maribel Arce
Syracuse City School District	Alternative Learning Site	Family Services, ESFRC	9/9/24	2024: \$124,923 2025: \$128,082 2026: \$131,336	Awarded	10/3/23	2024: \$100,000	Lucy Totino & Maribel Arce

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter
Oswego County Youth Bureau	BBBS Oswego County/Central Square School-Based	BBBS	9/6/24	\$10,000	Awarded	10/20/24	\$10,000	Maribel Arce
Huntington Family Centers partnership for NYS - Office of	Mental Health Training	Family Services	8/30/24	In Kind \$4100	Declined			Amy Durkin & Maribel Arce
Kresge Foundation	Meeting the Moment in Syracuse: BOOSTing Socioeconomic Mobility	Agencywide	7/8/24	\$100,000	Awarded	9/3/2024	\$100,000	Todd Goehle
FOCUS Greater Syracuse	Whole Family Community Connections	Community Engagement	5/22/24	\$6,940	Awarded	7/11/25	\$6,500	Rita Reicher
Jim and Juli Boeheim Foundation	HOLA Summer Camp	Family Services	5/3/24	\$5,000	Awarded	7/1/24	\$5,000	Maribel Arce
Onondaga County Department of Adult and Long Term Services	EISIP	Senior Supports	3/27/24	\$164,000	Awarded		\$164,000	Maribel Arce & Beth O'Hara
Central New York Community Foundation	Early Childhood Career Pathways	Family Services	3/8/24	\$55,000	Awarded	7/8/24	\$55,000	Maribel Arce
Gifford Foundation	Fatherhood Initiative	Family Services	2/26/24	\$10,000	Awarded	4/12/24	\$9,079	Maribel Arce

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter
Assemblymember. Pamela J. Hunter. - OCFS TM12133	Free Tax Prep	Free Tax Prep	2/1/24	\$25,000	Awarded	7/31/24	\$25,000	Todd Goehle
Snow Foundation	Free Tax Prep	FTP	2/1/24	\$10,000	Awarded	6/15/24	\$10,000	Maribel Arce
State Assemblyman William B. Magnarelli - OCFS TM 12132	Tech Upgrades	IT/AgencyWide	2/1/24	\$25,000	Awarded	7/31/24	\$25,000	Todd Goehle
Micron Technology	Early Childhood Career Pathways	Family Services	1/2/24	\$1,000,000 for 5 years	Approved	1/1/24	\$1,000,000 for 5 years	Todd Goehle
DASNY - NICIP	WSFRC Capital Improvement	Maintenance	12/15/23	\$434,000	Approved	7/8/24	\$410,000	Maribel Arce & Jerry Barker
OPWDD	Project Connections	ESFRC	9/8/23	\$448,871	Awarded	9/8/23	\$448,871	Mary Beth Welch, Nancy Turo
Syracuse City School District	Alternative Learning Site	Family Services, ESFRC	8/11/23	2024: \$124,923 2025: \$128,082	Awarded	10/3/23	\$131,336	Lucy Totino

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter
Syracuse City School District	Alternative Learning Site	Family Services, ESFR	8/11/23	2024: \$124,923 2025: \$128,082 2026: \$131,336	Awarded	10/3/23	\$128,082	Lucy Totino
Syracuse City School District	Alternative Learning Site	Family Services, ESFR	8/11/23	2024: \$124,923 2025: \$128,082 2026: \$131,336	Awarded	10/3/23	2024: \$100,000	Lucy Totino
United Way of Central New York 2025	BBBS	BBBS	8/11/23	\$11,000	Awarded	12/31/24	\$11,000	Maribel Arce
United Way of Central New York 2025	Free Tax Prep	Free Tax Prep	8/11/23	\$101,800	Awarded	12/31/24	\$101,800	Maribel Arce
JP Morgan Chase Bank	Free Tax Prep	Free Tax Prep	8/8/23	\$7,500	Awarded	11/14/23	\$7,500	Todd Goehle
State Senator Mannion DASNY-CREST	Vehicle Replacements for Nutrition and Maintenance	Nutrition, Maintenance	7/21/23	\$250,000	Awarded	11/26/24	\$249,675	Todd Goehle & Maribel Arce
State Assemblyman William B. Magnarelli - OCFS TM 11426	Free Tax Prep	Free Tax Prep	5/18/23	\$25,000	Awarded	4/24/24	\$25,000	Todd Goehle & Maribel Arce

Funding Source	Project	Program	Submission Date	Request Amount	Status	Award Date	Award Amount	Lead Writer/ Submitter
National Grid	ESFRC Senior Program	Family Services	9/20/22	\$5,000	Awarded	10/24/22	\$5,000	Lucy Totino
US Department of Justice, Office of Violence Against Women	Engaging Men and Boys as Allies in the Prevention of Violence Against Women and	Vera House / Family Services Collaboration	4/12/22	\$120,003 for PEACE, Inc. (\$350,000 total request)	Awarded	9/23/22	\$130,426.54	Vera House - Amanda Eyeam, George Kilpatrick, Loren
Onondaga County - Save the Rain	Southside Family Resource Center	Facilities	12/14/21	\$82,676	Awarded	10/2/23	\$50,800	Jerry Barker
Assemblyman William Magnarelli	FGP- stipends and training	FGP		\$40,000	Awarded	7/29/25	\$40,000	Todd Goehle
Central New York Community Foundation	ESFRC Health Fair	Family Services		\$500	Awarded	5/8/24	\$500	Maribel Arce
ECC Senator Rachel May	Facility Improvement Eastwood	Facilities		\$150,000	Awarded	8/11/23	\$150,000	Todd Goehle