



CITY OF CAMBRIDGE
INTEROFFICE CORRESPONDENCE

To Mr. James L. Sullivan
City Manager

Date October 27, 1975

From Robert P. Wheatly
Executive Director

Reference Council on Aging

Subject Status Report on ^{kw}Elderly Hot Meals Program (EAT)

The main reason for the delay in implementing this program stems from the fact of inability to hire a properly qualified professional person as Project Director. The original intention and expectation of the Steering Committee was that a Cambridge resident would be found and the position, therefore, would qualify for CETA funding.

The first advertisement appeared in the Cambridge Chronicle in early August, requiring food services experience and Cambridge residency. Only one qualified person was found to have replied, although many applications were received. This applicant was a former Cambridge resident, but now lives in Brighton. After several frustrating weeks of trying to devise a way of hiring this 64-year-old man with 30 years of experience, we reluctantly advertised again. A second ad appeared in the Chronicle on September 11, 1975, and although additional applications were received, none demonstrated sufficient food services management experience for the committee to feel justified in hiring.

With great reluctance the committee voted to seek a qualified professional person outside Cambridge even though this would require spending program funds for personnel. Accordingly, an ad in the Boston Globe brought new applications, among which were several possible qualified persons. From over 40 resumes and applications reviewed, the committee conducted 9 interviews, 3 of which were repeats.

We are glad to report that Mr. Erle T. MacDonald was hired, effective October 15, 1975. He is a man with some 25 years of experience in food management services, including hospitals, colleges and industrial feeding. His last employment was as Food Manager of Sherman Student Center, Brandeis University. His salary is at the rate of \$12,000 per annum.

To date, the only financial disbursements from EAT funds have been for 2 Cambridge Chronicle ads, 1 Boston Globe ad and Mr. MacDonald's salary for one week. The second position as Administrative Assistant to Mr. MacDonald will be a CETA funded position. No person has as yet been hired to fill it although interviews are going forward.

Mr. MacDonald reported to the EAT Committee at its meeting today that permission was received last Tuesday, October 21, 1975, from the School Committee to use kitchen and dining facilities of two

Memo to: Mr. James L. Sullivan

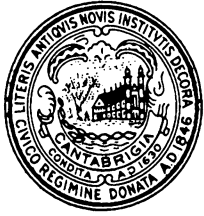
From: Robert P. Wheatly

community schools under consideration as meal sites. In addition, two other meal sites are under immediate consideration. The target date for opening the first four sites is the week of November 17, 1975.

Preceding these activities but following the approval by the City Council of the EAT Hot Meals Program, bids were solicited in successive advertisements in the local press by the Purchasing Department. These were opened on August 12, 1975. The EAT Committee felt that it was incumbent upon them to review with the Project Director the bids received from potential meal providers. These ranged from a low of 88¢ to a high of \$1.50 per meal, with interior variables to be weighed, including meals only/meals and service/ paper goods included or not, etc.

Several restaurants also submitted bids ranging from 99¢ to \$3.10 per meal and including one fast food vendor. This aspect of the bid procedure also presents complicating factors which the committee felt required professional expertise to evaluate.

Finally, 7 proposals were received from community groups and organizations, either volunteering services or asking certain nominal fees in order to have the benefit of the program on their premises. These include the four sites mentioned above.



CITY OF CAMBRIDGE

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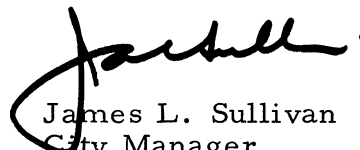
EXECUTIVE DEPARTMENT
JAMES L. SULLIVAN
City Manager

November 3, 1975

To the Honorable, the City Council:

I transmit herewith a Status Report on Elderly Hot Meals Program (EAT) submitted by Robert P. Wheatly, Executive Director of the Council on Aging.

Very truly yours,



James L. Sullivan
City Manager

JLS/mbf
Enc.

Agenda #1 F-427

Status Report on Elderly Hot Meals Program
(EAT)

In City Council,

Nov. 3, 1975

- Placed on File -