

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY  
AND RECORD OF ACTION**

December 19, 2023

**FROM**

**SHARON NEVINS, Director, Department of Aging and Adult Services**

**SUBJECT**

Amendment to Revenue Contract with the California Department of Aging for the Health Insurance Counseling and Advocacy Program

**RECOMMENDATION(S)**

Approve **Amendment No. 3 to Revenue Contract No. 21-411** (State Revenue Agreement No. HI-2122-20) with the California Department of Aging to provide Health Insurance Counseling and Advocacy Program services, updating Exhibit B – Budget Detail, Payment Provisions, and Closeout, updating Exhibit B, Attachment 1 – Budget Display, Exhibit D – Special Terms and Conditions, and Exhibit E – Additional Provisions, and increasing the total contract amount by \$21,432, from \$1,189,614 to \$1,211,046, with no change to the contract period of July 1, 2021 through March 31, 2024.

(Presenter: Sharon Nevins, Director, 891-3917)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.**

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The contract amount increase of \$21,432 is fully funded by the California Department of Aging (CDA). Adequate appropriation and revenue have been included in the Department of Aging and Adult Services (DAAS) 2023-24 budget.

**BACKGROUND INFORMATION**

The CDA administers programs that serve older adults, adults with disabilities, family caregivers, and residents in long-term care facilities throughout the state. The CDA provides funding through contracts with local Area Agencies on Aging (AAA) to help older and disabled individuals live independently, promote healthy aging, and assist family members in their caregiving role. As the designated local AAA, DAAS receives funding and distributes it to the Council on Aging-Southern California, the current contracted provider, to provide Health Insurance Counseling and Advocacy Program (HICAP) services to eligible residents throughout the county.

HICAP services include free and objective public information, education, and counseling assistance to Medicare beneficiaries and those nearing Medicare eligibility who are seeking options and information relating to medical insurance coverage. HICAP provides confidential one-on-one counseling to individuals and their representatives on Medicare options, benefits,

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December 19, 2023**

and costs. HICAP also provides application assistance services for the Medicare Savings Program and Low-Income Subsidy.

On June 8, 2021 (Item No. 13), the Board of Supervisors (Board) approved Revenue Contract No. 21-411 (State Revenue Agreement No. HI-2122-20) in the amount of \$410,240 to provide HICAP services, for the period of July 1, 2021 through June 30, 2022. This item also adopted Resolution No. 2021-106 authorizing the Chair of the Board, the Chief Executive Officer, or the Director of DAAS to execute all documents, including any subsequent non-substantive amendments, in relation to Revenue Contract No. 21-411, on behalf of the County, and subject to review by County Counsel. During the same meeting, as a result of a competitive procurement, the Board approved the only bid received for HICAP services from the Council on Aging-Southern California, in the amount of \$1,665,000, for the contract period of July 1, 2021 through October 31, 2024.

On May 10, 2022 (Item No. 5), the Board approved Amendment No. 1 to Revenue Contract No. 21-411, increasing the total contract amount by \$746,265, from \$410,240 to \$1,156,505, and extending the contract period one year and nine months, for a total contract period of July 1, 2021 through March 31, 2024, to provide HICAP services.

On January 24, 2023 (Item No. 6), the Board approved Amendment No. 2 to Revenue Contract No. 21-411, increasing the total contract amount by \$33,109, from \$1,156,505, to \$1,189,614, with no change to the contract period of July 1, 2021 through March 31, 2024. The additional funding allowed DAAS to assist approximately 85 additional Medicare beneficiaries in the county.

In the recommended amendment, Exhibit B is updated to reflect the increase in funding and clarifies some fiscal definitions/terms, Exhibit D updates some references and also clarifies several Special Terms and Conditions, and Exhibit E is updated to add new language associated with the allocation of these funds. Once approved, this additional funding will offset advertising and staffing costs associated with a publicity campaign to promote HICAP services. A new procurement will be conducted prior to the expiration of the current contract with the Council on Aging-Southern California.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on November 8, 2023; County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, 387-5455) on November 15, 2023; Finance (Paul Garcia, Administrative Analyst, 388-0208) on November 15, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on November 15, 2023.

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December 19, 2023**

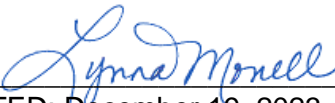
Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman Seconded: Col. Paul Cook (Ret.)

Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY  \_\_\_\_\_  
DATED: December 19, 2023



cc: DAAS - West w/agree for sign  
Contractor - c/o DAAS w/agree  
File - w/agree

CCM 12/20/2023