



**Contract Number**

**20-1139 A-1**

**SAP Number**

**4400015065**

## Department of Behavioral Health

<b>Department Contract Representative</b>	Christopher Carso
<b>Telephone Number</b>	(909) 382-0856
<b>Contractor</b>	West End Family Counseling Service
<b>Contractor Representative</b>	Alma Valdez-Carreon
<b>Telephone Number</b>	(909) 983-2020
<b>Contract Term</b>	January 1, 2021 through June 30, 2026
<b>Original Contract Amount</b>	\$2,250,000
<b>Amendment Amount</b>	\$500,000
<b>Total Contract Amount</b>	\$2,750,000
<b>Cost Center</b>	9203372200
<b>Grant Number (If applicable)</b>	N/A

### AMENDMENT NO. 1

#### IT IS HEREBY AGREED AS FOLLOWS:

#### WITNESSETH:

It is hereby agreed to amend Contract No. 20-1139, by and between San Bernardino County, a political subdivision of the State of California (hereinafter called the County), and West End Family Counseling Service (hereinafter called Contractor) as follows:

- I. The original Contractor, West End Family Counseling Services, Inc. informed the County that its legal name is "West End Family Counseling Service". Therefore, all rights, title and interest therein, are assigned to West End Family Counseling Service and West End Family Counseling Service accepts all of West End Family Counseling Services, Inc. obligations, responsibilities and duties. All references to "West End Family Counseling Services, Inc." in the contract are replaced with "West End Family Counseling Service".
- II. ARTICLE IV FUNDING AND BUDGETARY RESTRICTIONS, paragraph H is hereby amended and paragraph I is hereby added to read as follows:

- H. The maximum financial obligation under this contract shall not exceed \$2,750,000 for the contract term.
- I. This amendment hereby adds Schedules A and B for FY 2025-26 as set forth in Exhibit I. All previously approved schedules remain in effect.
- III. ARTICLE XIII DURATION AND TERMINATION, paragraphs A is hereby amended to read as follows:
- A. The term of this Agreement shall be from January 1, 2021 through June 30, 2026 inclusive.
- IV. ARTICLE XVI PERSONNEL, paragraphs L and M are hereby added to read as follows:
- L. Executive Order N-6-22 Russia Sanctions
- On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine (<https://home.treasury.gov/policy-issues/financial-sanctions/sanctions-programs-and-country-information/ukraine-russia-related-sanctions>), as well as any sanctions imposed under state law (<https://www.dgs.ca.gov/OLS/Ukraine-Russia>). The EO directs state agencies and their contractors (including by agreement or receipt of a grant) to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should it be determined that Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. Contractor shall be provided advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the County.
- M. Levine Act - Campaign Contribution Disclosure (formerly referred to as Senate Bill 1439)
- Contractor has disclosed to the County using Attachment III – Levine Act - Campaign Contribution Disclosure (formerly referred to as Senate Bill 1439), whether it has made any campaign contributions of more than \$500 to any member of the Board of Supervisors or other County elected officer [Sheriff, Assessor-Recorder-Clerk, Auditor-Controller/Treasurer/Tax Collector and the District Attorney] within the earlier of: (1) the date of the submission of Contractor's proposal to the County, or (2) 12 months before the date this Contract was approved by the Board of Supervisors. Contractor acknowledges that under Government Code section 84308, Contractor is prohibited from making campaign contributions of more than \$500 to any member of the Board of Supervisors or other County elected officer for 12 months after the County's consideration of the Contract.
- In the event of a proposed amendment to this Contract, the Contractor will provide the County a written statement disclosing any campaign contribution(s) of more than \$500 to any member of the Board of Supervisors or other County elected officer within the preceding 12 months of the date of the proposed amendment.
- Campaign contributions include those made by any agent/person/entity on behalf of the Contractor or by a parent, subsidiary or otherwise related business entity of Contractor.
- V. ATTACHMENT III Levine Act-Campaign Contribution Disclosure (formerly referred to as SB 1439) is hereby added.
- VI. Exhibit I Schedules A and B for FY 2025-26 are hereby added.

VII. All other terms, conditions and covenants in the basic agreement remain in full force and effect.

This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Agreement. The parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Agreement upon request.

SAN BERNARDINO COUNTY

West End Family Counseling Service

*(Print or type name of corporation, company, contractor, etc.)*

By \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*

Name Laura Tapia  
*(Print or type name of person signing contract)*

Title Chief Executive Officer  
*(Print or Type)*

Dated: \_\_\_\_\_

Address 855 N. Euclid Ave. Ontario, CA 91762

►  
\_\_\_\_\_  
Dawn Rowe, Chair, Board of Supervisors

Dated: \_\_\_\_\_  
SIGNED AND CERTIFIED THAT A COPY OF THIS  
DOCUMENT HAS BEEN DELIVERED TO THE  
CHAIRMAN OF THE BOARD

Lynna Monell  
Clerk of the Board of Supervisors  
of San Bernardino County

By \_\_\_\_\_  
Deputy

**FOR COUNTY USE ONLY**

Approved as to Legal Form

►  
\_\_\_\_\_  
Dawn Martin, Deputy County Counsel

Date \_\_\_\_\_

Reviewed for Contract Compliance

►  
\_\_\_\_\_  
Michael Shin, Administrative Manager

Date \_\_\_\_\_

Reviewed/Approved by Department

►  
\_\_\_\_\_  
Georgina Yoshioka, Director

Date \_\_\_\_\_

SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
PREVENTION AND EARLY INTERVENTION

Actual Cost Contract (cost reimbursement)

Contractor Name: West End Family Counseling Service  
Region: Central Valley  
Contract #: 20-1139  
Address: 855 N. Euclid Ave  
Ontario, CA 91762  
Date Form Completed: 4/14/2025  
Updated:

Prepared by: Raymond Vargas  
Title: Director of Operations and Finance

FY 2025 - 2026  
July 1, 2025 to June 30, 2026

	PEI County Program: OLDER ADULT COMMUNITY SERVICES							TOTAL
	State Defined Program: PREVENTION							
	Distribution	2.00%	38.00%	45.00%	15.00%			
		Mode 15		Mode 45				
		Early Intervention Services		Prevention Services				
#	COMPONENTS	Case Management 01-09	Mental Health Services 10-19; 30-38; 40-48; 50-57	Mental Health Promotion 10-19	Community Client Services 20-29			
1	EXPENSES							
2	SALARIES	\$ 1,834	\$ 34,855	\$ 41,276	\$ 13,759		\$ 91,724	
3	BENEFITS	\$ 411	\$ 7,809	\$ 9,248	\$ 3,083		\$ 20,551	
4	(2+3 must equal total staffing costs)	\$ 2,246	\$ 42,665	\$ 50,524	\$ 16,841		\$ 112,275	
5	OPERATING EXPENSES	\$ 255	\$ 4,836	\$ 5,726	\$ 1,909		\$ 12,725	
6	TOTAL EXPENSES (2+3+5)	\$ 2,500	\$ 47,500	\$ 56,250	\$ 18,750		\$ 125,000	
7	AGENCY REVENUES							
8	PATIENT FEES						\$ -	
9	PATIENT INSURANCE						\$ -	
10	GRANTS/OTHER						\$ -	
11	TOTAL AGENCY REVENUES (8+9+10)	\$ -	\$ -	\$ -	\$ -		\$ -	
12	CONTRACT AMOUNT (6-11)	\$ 2,500	\$ 47,500	\$ 56,250	\$ 18,750		\$ 125,000	
13	FUNDING							
14	MHSA	\$ 2,500	\$ 47,500	\$ 56,250	\$ 18,750		\$ 125,000	
15	TOTAL FUNDING	\$ 2,500	\$ 47,500	\$ 56,250	\$ 18,750		\$ 125,000	
16	COUNTY CONTRACT RATE	\$ 2.20	\$ 2.99					
17	TARGET COST PER UNIT OF SERVICE (Minutes)	\$ 0.77	\$ 0.77					
18	UNITS OF TIME (Minutes)	\$ 3,250	\$ 61,751					
19	UNDUPLICATED PARTICIPANTS							
20	TOTAL UNDUPLICATED PARTICIPANTS	0	12	1,000	1,118		2,130	
21	COST PER UNDUPLICATED PARTICIPANT	\$ -	\$ 3,958.34	\$ 56.25	\$ 16.77		\$ 58.69	
22	SERVICES							
23	TOTAL SERVICES	0	12	1,000	1,118		2,130	
24	COST PER TOTAL SERVICES	\$ -	\$ 3,958.34	\$ 56.25	\$ 16.77		\$ 58.69	

APPROVED:

Raymond Vargas	Apr 15, 2025	Thelma Rodriguez	Apr 16, 2025	Jeanine Wymer	Apr 16, 2025
PROVIDER AUTHORIZED SIGNATURE	DATE	DBH FISCAL SERVICES	DATE	DBH PROGRAM MANAGER	DATE
Raymond Vargas		Thelma Rodriguez		Jeanine Wymer	
PROVIDER AUTHORIZED SIGNER (PRINT NAME)		DBH FISCAL SERVICES (PRINT NAME)		DBH PROGRAM MANAGER (PRINT NAME)	

## SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

Schedule B

## STAFFING DETAIL

FY 2025 - 2026

July 1, 2025 to June 30, 2026

(12 months)

Contractor Name: West End Family Counseling Service

Contract # 20-1139

Staffing Detail - Personnel (Includes Personal Services Contracts for Professional Services)

CONTRACTOR NAME: West End Family Counseling Service

Name	Degree/ License	Position Title	Full Time Annual Salary	Full Time Fringe Benefits	Total Full Time Salaries & Benefits	% Time Spent on Contract Services	Total Salaries and Benefits Charged to Contract Services	Service Hours of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Chief Executive	Imft	Chief Executive	189,155	37,776	226,931	1.51%	3,427	31	2,856	571
Program Director	Imft	Program Director	129,296	25,007	154,303	10.11%	15,600	210	13,072	2,528
Program Coordinator	msw	Coordinator/Clinician	107,818	18,658	126,476	20.00%	25,295	416	21,564	3,731
MH Specialist	Imft	Clinician	58,194	15,612	73,806	60.00%	44,284	1,248	34,916	9,368
Quality Assurance	Imft	QA Manager	120,127	24,058	144,185	1.51%	2,177	31	1,814	363
Operations	MBA	Operations Director	126,863	25,466	152,329	1.51%	2,300	31	1,916	384
Financial Services	as	FS Manager	96,660	19,963	116,623	1.51%	1,761	31	1,460	301
Financial Services		FS Specialist	63,057	19,963	83,020	1.51%	1,254	31	952	302
Financial Services		FS Assistant	41,847	19,963	61,810	1.51%	933	31	632	301
Admin Support		Admin Services	36,677	8,702	45,379	25.00%	11,345	520	9,169	2,176
Admin Support		Admin Services Manager	83,939	8,702	92,641	1.51%	1,399	31	1,267	132
Billing		Billing Support Specialist	53,974	8,702	62,676	1.51%	946	31	815	131
Billing		Billing Assistant	36,600	8,702	45,302	1.51%	684	31	553	131
Human Resources		HR Specialist	48,890	8,702	57,592	1.51%	870	31	738	132
					0	0.00%	0	0	0	0
									91,724	20,551
TOTAL COST A:							112,274	2,708		

Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation,  
Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

**EXHIBIT I**

**SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B**

FY 2025 - 2026

Prepared by: Raymond Vargas  
Title: Director of Operations and Finance

Contractor Name: West End Family Counseling Service  
Region: Central Valley  
Contract #: 20-1139  
Address: 855 N. Euclid Ave  
Ontario, CA 91762  
Date Form Completed: 4/14/25  
Updated: \_\_\_\_\_

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

**July 1, 2025 to June 30, 2026**

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO CONTRACT	TOTAL COST TO CONTRACT
1 Utilities	\$54,731	98%	\$53,905	2%	\$826
2 Telephone/Communications	\$56,421	98%	\$55,569	2%	\$852
3 Mental Health Promotion	\$16,659	98%	\$16,407	2%	\$252
4 IT Services	\$108,243	98%	\$106,609	2%	\$1,634
5 Electronic Health Record	\$86,594	98%	\$85,286	2%	\$1,308
6 Computer Hardware	\$21,648	98%	\$21,321	2%	\$327
7 Professional Services	\$63,322	98%	\$62,366	2%	\$956
8 Insurance	\$79,017	98%	\$77,824	2%	\$1,193
9 Equipment Rental	\$10,824	98%	\$10,661	2%	\$163
10 General and Administrative Expenses	\$164,256	98%	\$161,776	2%	\$2,480
11 Training	\$60,616	98%	\$59,701	2%	\$915
12 Travel	\$37,885	98%	\$37,313	2%	\$572
13 Client Expenses	\$33,236	98%	\$32,734	2%	\$502
14 Indirect Expenses	\$744	0%	\$0	100%	\$744
15			\$0		\$0
16					\$0
<b>SUBTOTAL B:</b>	\$794,196				\$12,725
<b>GROSS TOTAL STAFFING AND OPERATING COSTS</b>					\$125,000

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
BUDGET NARRATIVE  
FY 2025 - 2026

Prepared by: Raymond Vargas  
Title: Director of Operations and Finance

Contractor Name: West End Family Counseling Service  
Region: Central Valley  
Contract #: 20-1139  
Address: 855 N. Euclid Ave  
Ontario, CA 91762  
Date Form Completed: 4/14/25  
Updated:

**Budget Narrative for Operating Expenses.** Explain each expense by line item. Provide an explanation for determination of all figures ( rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.

**July 1, 2025 to June 30, 2026**

ITEM	Justification of Cost
1 Utilities	Utilities is based on the allocated portion to this Program for the utilities we pay at the Ontario Headquarters located at 855 N Euclid Ave. Allocation is based on square footage used to service this program.
2 Telephone/Communications	Telephone/Communications costs are based on a percentage of users of telephone and fax services used to service this program.
3 Mental Health Promotion	Mental Health Promotion is based on the allocated amount of clinical FTEs for this program for promotional materials and personnel recruitment.
4 IT Services	IT Services is based on the % of clinical FTEs for this program for services provided by VC3 Computer Solutions, Bamboo HR and SAGE.
5 Electronic Health Record	Electronic Health Records is based on Clinical FTEs allocated to this program for client records.
6 Computer Hardware	Computer Hardware is the amount we are budgeting to replace computer hardware for this program for direct client care.
7 Professional Services	Professional Services is allocated based on clinical FTEs for the program.
8 Insurance	Insurance is the allocated portion to this program based on the clinical FTEs needed for the Program.
9 Equipment Rental	Equipment Rental is based on the allocated portion of Clinical FTEs that use the equipment in this program.
10 General and Administrative Expenses	General and Administrative Expenses is based on the allocated portion of Clinical FTEs providing services in this program for various supplies, maintenance and materials needed for the program.
11 Training	Training is calculated based on the clinical FTEs allocated to this program.
12 Travel	Travel is estimated mileage reimbursement to perform direct services for the clients in this program.
13 Client Expenses	Client Expenses is based on the anticipated unduplicated clients served in this program and materials we need to furnish them for client care.
14 Indirect Expenses	INDIRECT EXPENSE is allocated to this program for expenses that are not associated to client services. (indirect costs not to exceed 15% of direct costs)
15	
16	



SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
FY 2025 - 2026

July 1, 2025 to June 30, 2026

Contractor Name: West End Family Counseling Service  
Region: Central Valley  
Contract # 20-1139  
Address: 855 N. Euclid Ave  
Ontario, CA 91762  
Date Form Completed: 04/14/25  
Updated

Year to Date Unduplicated Participant Count			
Early Intervention		Mental Health Promotion	Comm. Client Services
Case Management	MHS		
0	12	1,000	1,118
			2,130

**PEI County Program: OLDER ADULT COMMUNITY SERVICES**

**State Defined Program: PREVENTION**

Service Projections for:		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Early Intervention Services	Case Management	0	0	0	0	0	0	0	0	0	0	0	0	0
	Mental Health Services	1	1	1	1	1	1	1	1	1	1	1	1	12
Mental Health Promotion		84	84	84	84	83	83	83	83	83	83	83	83	1000
Community Client Services		94	94	93	93	93	93	93	93	93	93	93	93	1118
TOTAL		179	179	178	178	177	177	177	177	177	177	177	177	2130
Hours Projections for:		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Early Intervention Services	Case Management	5	5	5	5	5	5	5	5	5	5	5	5	54
	Mental Health Services	86	86	86	86	86	86	86	86	86	86	86	86	1,029
Mental Health Promotion		102	102	102	102	102	102	102	102	102	102	102	102	1,219
Community Client Services		34	34	34	34	34	34	34	34	34	34	34	34	406
TOTAL		226	226	226	226	226	226	226	226	226	226	226	226	2,708
Cost Projections for:		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Early Intervention Services	Case Management	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 208	\$ 2,500
	Mental Health Services	\$ 3,958	\$ 3,958	\$ 3,958	\$ 3,958	\$ 3,958	\$ 3,958	\$ 3,958	\$ 3,958	\$ 3,958	\$ 3,958	\$ 3,958	\$ 3,958	\$ 47,500
Mental Health Promotion		\$ 4,688	\$ 4,688	\$ 4,688	\$ 4,688	\$ 4,688	\$ 4,688	\$ 4,688	\$ 4,688	\$ 4,688	\$ 4,688	\$ 4,688	\$ 4,688	\$ 56,250
Community Client Services		\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 1,563	\$ 18,750
TOTAL		\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 125,000



## SCHEDULE A - Planning Estimates

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
PREVENTION AND EARLY INTERVENTION

Actual Cost Contract (cost reimbursement)

Contractor Name: **West End Family Counseling Service**  
 Region: **West Valley**  
 Contract #: **20-1139**  
 Address: **855 N. Euclid Ave  
Ontario, CA 91762**  
 Date Form Completed: **4/14/2025**  
 Updated:

Prepared by: **Raymond Vargas**  
 Title: **Director of Operations and Finance**

FY 2025 - 2026  
 July 1, 2025 to June 30, 2026

PEI County Program: OLDER ADULT COMMUNITY SERVICES							
State Defined Program: PREVENTION							
Distribution		2.00%	38.00%	45.00%	15.00%		
		Mode 15		Mode 45			
		Early Intervention Services		Prevention Services			
#	COMPONENTS	Case Management 01-09	Mental Health Services 10-19; 30-38; 40-48; 50-57	Mental Health Promotion 10-19	Community Client Services 20-29		TOTAL
1	EXPENSES						
2	SALARIES	\$ 5,165	\$ 98,134	\$ 116,211	\$ 38,737		\$ 258,247
3	BENEFITS	\$ 1,068	\$ 20,300	\$ 24,040	\$ 8,013		\$ 53,422
4	(2+3 must equal total staffing costs)	\$ 6,233	\$ 118,434	\$ 140,251	\$ 46,750		\$ 311,669
5	OPERATING EXPENSES	\$ 1,267	\$ 24,066	\$ 28,499	\$ 9,500		\$ 63,331
6	TOTAL EXPENSES (2+3+5)	\$ 7,500	\$ 142,500	\$ 168,750	\$ 56,250		\$ 375,000
7	AGENCY REVENUES						
8	PATIENT FEES						\$ -
9	PATIENT INSURANCE						\$ -
10	GRANTS/OTHER						\$ -
11	TOTAL AGENCY REVENUES (8+9+10)	\$ -	\$ -	\$ -	\$ -		\$ -
12	CONTRACT AMOUNT (6-11)	\$ 7,500	\$ 142,500	\$ 168,750	\$ 56,250		\$ 375,000
13	FUNDING						
14	MHSA	\$ 7,500	\$ 142,500	\$ 168,750	\$ 56,250		\$ 375,000
15	TOTAL FUNDING	\$ 7,500	\$ 142,500	\$ 168,750	\$ 56,250		\$ 375,000
16	COUNTY CONTRACT RATE	\$ 2.20	\$ 2.99				
17	TARGET COST PER UNIT OF SERVICE (Minutes)	\$ 0.92	\$ 0.92				
18	UNITS OF TIME (Minutes)	\$ 8,161	\$ 155,062				
19	UNDULICATED PARTICIPANTS						
20	TOTAL UNDULICATED PARTICIPANTS	18	36	1,500	1,800		3,354
21	COST PER UNDULICATED PARTICIPANT	\$ 416.67	\$ 3,958.33	\$ 112.50	\$ 31.25		\$ 111.81
22	SERVICES						
23	TOTAL SERVICES	18	36	1,500	1,800		3,354
24	COST PER TOTAL SERVICES	\$ 416.67	\$ 3,958.33	\$ 112.50	\$ 31.25		\$ 111.81

APPROVED:

<i>Raymond Vargas</i>	Apr 15, 2025	<i>Thelma Rodriguez</i>
PROVIDER AUTHORIZED SIGNATURE	DATE	DBH FISCAL SERVICES
Raymond Vargas		Thelma Rodriguez
PROVIDER AUTHORIZED SIGNER (PRINT NAME)		DBH FISCAL SERVICES (PRINT NAME)

Apr 16, 2025	<i>Jeanine Wymer</i>	Apr 16, 2025
DATE	DBH PROGRAM MANAGER	DATE
	Jeanine Wymer (Apr 16, 2025 08:31 PDT)	
	Jeanine Wymer	
	DBH PROGRAM MANAGER (PRINT NAME)	

SAN BERNARDINO COUNTY DEPARTMENT OF BEHAVIORAL HEALTH

Schedule B

STAFFING DETAIL

FY 2025 - 2026  
July 1, 2025 to June 30, 2026 (12 months)

Contractor Name: West End Family Counseling Service

Contract # 20-1139

Staffing Detail - Personnel (Includes Personal Services Contracts for Professional Services)

CONTRACTOR NAME: West End Family Counseling Service

Name	Degree/ License	Position Title	Full Time Annual Salary	Full Time Fringe Benefits	Total Full Time Salaries & Benefits	% Time Spent on Contract Services	Total Salaries and Benefits Charged to Contract Services	Service Hours of Contract Services	Total Salaries Charged to Contract Services	Total Benefits Charged to Contract Services
Chief Executive	Imft	Chief Executive	189,155	37,776	226,931	4.54%	10,303	94	8,588	1,715
Program Director	Imft	Program Director	129,296	25,007	154,303	30.57%	47,170	636	39,526	7,644
Program Coordinator	msw	Coordinator/Clinician	107,818	18,658	126,476	70.00%	88,533	1,456	75,473	13,060
Clinician	Imft	Clinician	87,791	15,612	103,403	36.00%	37,225	749	31,605	5,620
MH Specialist		Clinician	58,194	15,612	73,806	90.00%	66,425	1,872	52,375	14,050
Quality Assurance	Imft	QA Manager	120,127	24,058	144,185	4.54%	6,546	94	5,454	1,092
Operations	MBA	Operations Director	126,863	25,466	152,329	4.54%	6,916	94	5,760	1,156
Financial Services	as	FS Manager	96,660	19,963	116,623	4.54%	5,295	94	4,388	907
Financial Services		FS Specialist	63,057	19,963	83,020	4.54%	3,769	94	2,863	906
Financial Services		FS Assistant	41,847	19,963	61,810	4.54%	2,806	94	1,900	906
Admin Support		Admin Services	36,677	8,702	45,379	55.00%	24,958	1,144	20,172	4,786
Admin Support		Admin Services Manager	83,939	8,702	92,641	4.54%	4,206	94	3,811	395
Billing		Billing Support Specialist	53,974	8,702	62,676	4.54%	2,845	94	2,450	395
Billing		Billing Assistant	36,600	8,702	45,302	4.54%	2,057	94	1,662	395
Human Resources		HR Specialist	48,890	8,702	57,592	4.54%	2,615	94	2,220	395
					0	0.00%	0	0	0	0
									258,247	53,422
							TOTAL COST A:	311,669	6,801	

Detail of Fringe Benefits: Employer FICA/Medicare, Workers Compensation,  
Unemployment, Vacation Pay, Sick Pay, Pension and Health Benefits

**EXHIBIT I**

**SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B**

FY 2025 - 2026

Prepared by: Raymond Vargas  
Title: Director of Operations and Finance

Contractor Name: West End Family Counseling Service  
Region West Valley  
Contract # 20-1139  
Address: 855 N. Euclid Ave  
Ontario, CA 91762  
Date Form Completed: 4/14/25  
Updated \_\_\_\_\_

Operating Expenses - Please list all operating costs charged to this program, including administrative support costs and management fees along with a detail explanation of the categories below.

**July 1, 2025 to June 30, 2026**

ITEM	TOTAL COST TO ORGANIZATION	% CHARGED TO OTHER FUNDING SOURCE	TOTAL COST TO OTHER FUNDING SOURCE	PERCENT CHARGED TO CONTRACT	TOTAL COST TO CONTRACT
1 Utilities	\$54,731	95%	\$52,246	5%	\$2,485
2 Telephone/Communications	\$56,421	95%	\$53,859	5%	\$2,562
3 Mental Health Promotion	\$16,659	95%	\$15,903	5%	\$756
4 IT Services	\$108,243	95%	\$103,329	5%	\$4,914
5 Electronic Health Record	\$86,594	95%	\$82,663	5%	\$3,931
6 Computer Hardware	\$21,648	95%	\$20,665	5%	\$983
7 Professional Services	\$63,322	95%	\$60,447	5%	\$2,875
8 Insurance	\$79,017	95%	\$75,430	5%	\$3,587
9 Equipment Rental	\$10,824	95%	\$10,333	5%	\$491
10 General and Administrative Expenses	\$164,256	95%	\$156,799	5%	\$7,457
11 Training	\$60,616	95%	\$57,864	5%	\$2,752
12 Travel	\$37,885	95%	\$36,165	5%	\$1,720
13 Client Expenses	\$33,236	95%	\$31,727	5%	\$1,509
14 Indirect Expenses	\$27,308	0%	\$0	100%	\$27,308
15		100%	\$0		\$0
16		100%	\$0		\$0
<b>SUBTOTAL B:</b>	<b>\$820,760</b>				<b>\$63,331</b>
<b>GROSS TOTAL STAFFING AND OPERATING COSTS</b>					<b>\$375,000</b>

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
BUDGET NARRATIVE  
FY 2025 - 2026

Prepared by: Raymond Vargas  
Title: Director of Operations and Finance

Contractor Name: West End Family Counseling Service  
Region: West Valley  
Contract #: 20-1139  
Address: 855 N. Euclid Ave  
Ontario, CA 91762  
Date Form Completed: 4/14/25  
Updated:

Budget Narrative for Operating Expenses. Explain each expense by line item. Provide an explanation for determination of all figures ( rate, duration, quantity, Benefits, FTE's, etc.) for example explain how overhead or indirect cost were calculated.

July 1, 2025 to June 30, 2026

ITEM	Justification of Cost
1 Utilities	Utilities is based on the allocated portion to this Program for the utilities we pay at the Ontario Headquarters located at 855 N Euclid Ave. Allocation is based on square footage used to service this program.
2 Telephone/Communications	Telephone/Communications costs are based on a percentage of users of telephone and fax services used to service this program.
3 Mental Health Promotion	Mental Health Promotion is based on the allocated amount of clinical FTEs for this program for promotional materials and personnel recruitment.
4 IT Services	IT Services is based on the % of clinical FTEs for this program for services provided by VC3 Computer Solutions, Bamboo HR and SAGE.
5 Electronic Health Record	Electronic Health Records is based on Clinical FTEs allocated to this program for client records.
6 Computer Hardware	Computer Hardware is the amount we are budgeting to replace computer hardware for this program for direct client care.
7 Professional Services	Professional Services is allocated based on clinical FTEs for the program.
8 Insurance	Insurance is the allocated portion to this program based on the clinical FTEs needed for the Program.
9 Equipment Rental	Equipment Rental is based on the allocated portion of Clinical FTEs that use the equipment in this program.
10 General and Administrative Expenses	General and Administrative Expenses is based on the allocated portion of Clinical FTEs providing services in this program for various supplies, maintenance and materials needed for the program.
11 Training	Training is calculated based on the clinical FTEs allocated to this program.
12 Travel	Travel is estimated mileage reimbursement to perform direct services for the clients in this program.
13 Client Expenses	Client Expenses is based on the anticipated unduplicated clients served in this program and materials we need to furnish them for client care.
14 Indirect Expenses	INDIRECT EXPENSE is allocated to this program for expenses that are not associated to client services. (indirect costs not to exceed 15% of direct costs)
15	
16	

# EXHIBIT I

SAN BERNARDINO COUNTY  
DEPARTMENT OF BEHAVIORAL HEALTH  
SCHEDULE B  
FY 2025 - 2026

July 1, 2025 to June 30, 2026

Contractor Name: West End Family Counseling Service  
Region: West Valley  
Contract #: 20-1139  
Address: 855 N. Euclid Ave  
Ontario, CA 91762  
Date Form Completed: 04/14/25  
Updated

Year to Date Unduplicated Participant Count				
Early Intervention		Mental Health Promotion	Comm. Client Services	Program
Case Management	MHS			
18	36	1,500	1,800	3,354

## PEI County Program: OLDER ADULT COMMUNITY SERVICES

### State Defined Program: PREVENTION

Service Projections for:		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Early Intervention Services	Case Management	2	2	2	2	2	2	1	1	1	1	1	1	18
	Mental Health Services	3	3	3	3	3	3	3	3	3	3	3	3	36
Mental Health Promotion		125	125	125	125	125	125	125	125	125	125	125	125	1500
Community Client Services		150	150	150	150	150	150	150	150	150	150	150	150	1800
TOTAL		280	280	280	280	280	280	279	279	279	279	279	279	3354
Hours Projections for:		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Early Intervention Services	Case Management	11	11	11	11	11	11	11	11	11	11	11	11	136
	Mental Health Services	215	215	215	215	215	215	215	215	215	215	215	215	2,584
Mental Health Promotion		255	255	255	255	255	255	255	255	255	255	255	255	3,060
Community Client Services		85	85	85	85	85	85	85	85	85	85	85	85	1,020
TOTAL		567	567	567	567	567	567	567	567	567	567	567	567	6,801
Cost Projections for:		Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL
Early Intervention Services	Case Management	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 625	\$ 7,500
	Mental Health Services	\$ 11,875	\$ 11,875	\$ 11,875	\$ 11,875	\$ 11,875	\$ 11,875	\$ 11,875	\$ 11,875	\$ 11,875	\$ 11,875	\$ 11,875	\$ 11,875	\$ 142,500
Mental Health Promotion		\$ 14,062	\$ 14,062	\$ 14,062	\$ 14,062	\$ 14,062	\$ 14,062	\$ 14,062	\$ 14,062	\$ 14,062	\$ 14,062	\$ 14,062	\$ 14,062	\$ 168,750
Community Client Services		\$ 4,687	\$ 4,687	\$ 4,687	\$ 4,687	\$ 4,687	\$ 4,687	\$ 4,687	\$ 4,687	\$ 4,687	\$ 4,687	\$ 4,687	\$ 4,687	\$ 56,250
TOTAL		\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 31,250	\$ 375,000





## Levine Act – Campaign Contribution Disclosure (formerly referred to as Senate Bill 1439)

The following is a list of items that are not covered by the Levine Act. A Campaign Contribution Disclosure Form will not be required for the following:

- Contracts that are competitively bid and awarded as required by law or County policy
- Contracts with labor unions regarding employee salaries and benefits
- Personal employment contracts
- Contracts under \$50,000
- Contracts where no party receives financial compensation
- Contracts between two or more public agencies
- The review or renewal of development agreements unless there is a material modification or amendment to the agreement
- The review or renewal of competitively bid contracts unless there is a material modification or amendment to the agreement that is worth more than 10% of the value of the contract or \$50,000, whichever is less
- Any modification or amendment to a matter listed above, except for competitively bid contracts.

### DEFINITIONS

Actively supporting or opposing the matter: (a) Communicate directly with a member of the Board of Supervisors or other County elected officer [Sheriff, Assessor-Recorder-Clerk, District Attorney, Auditor-Controller/Treasurer/Tax Collector] for the purpose of influencing the decision on the matter; or (b) testifies or makes an oral statement before the County in a proceeding on the matter for the purpose of influencing the County's decision on the matter; or (c) communicates with County employees, for the purpose of influencing the County's decision on the matter; or (d) when the person/company's agent lobbies in person, testifies in person or otherwise communicates with the Board or County employees for purposes of influencing the County's decision in a matter.

Agent: A third-party individual or firm who, for compensation, is representing a party or a participant in the matter submitted to the Board of Supervisors. If an agent is an employee or member of a third-party law, architectural, engineering or consulting firm, or a similar entity, both the entity and the individual are considered agents.

Otherwise related entity: An otherwise related entity is any for-profit organization/company which does not have a parent-subsidary relationship but meets one of the following criteria:

- (1) One business entity has a controlling ownership interest in the other business entity;
- (2) there is shared management and control between the entities; or
- (3) a controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.

For purposes of (2), "shared management and control" can be found when the same person or substantially the same persons own and manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a regular and close working relationship between the entities.

Parent-Subsidiary Relationship: A parent-subsidiary relationship exists when one corporation has more than 50 percent of the voting power of another corporation.

Contractors must respond to the questions on the following page. If a question does not apply respond N/A or Not Applicable.

1. Name of Contractor: West End Family Counseling Service
2. Is the entity listed in Question No.1 a nonprofit organization under Internal Revenue Code section 501(c)(3)? ☒ Yes If yes, skip Question Nos. 3-4 and go to Question No. 5 No ☐
3. Name of Principal (i.e., CEO/President) of entity listed in Question No. 1, if the individual actively supports the matter and has a financial interest in the decision: N/A
4. If the entity identified in Question No.1 is a corporation held by 35 or less shareholders, and not publicly traded ("closed corporation"), identify the major shareholder(s):  
N/A
5. Name of any parent, subsidiary, or otherwise related entity for the entity listed in Question No. 1 (see definitions above):

Company Name	Relationship
N/A	

6. Name of agent(s) of Contractor:

Company Name	Agent(s)	Date Agent Retained (if less than 12 months prior)
N/A		

7. Name of Subcontractor(s) (including Principal and Agent(s)) that will be providing services/work under the awarded contract if the subcontractor (1) actively supports the matter and (2) has a financial interest in the decision and (3) will be possibly identified in the contract with the County or board governed special district.

Company Name	Subcontractor(s):	Principal and/or Agent(s):
N/A		

8. Name of any known individuals/companies who are not listed in Questions 1-7, but who may (1) actively support or oppose the matter submitted to the Board and (2) have a financial interest in the outcome of the decision:

Company Name	Individual(s) Name
N/A	

9. Was a campaign contribution, of more than \$500, made to any member of the San Bernardino County Board



of Supervisors or other County elected officer within the prior 12 months, by any of the individuals or entities listed in Question Nos. 1-8?

No ☒ If no, please skip Question No. 10.

Yes ☐ If yes, please continue to complete this form.

10. Name of Board of Supervisor Member or other County elected officer: N/A

Name of Contributor: N/A

Date(s) of Contribution(s): N/A

Amount(s): N/A

Please add an additional sheet(s) to identify additional Board Members or other County elected officers to whom anyone listed made campaign contributions.

By signing the Contract, Contractor certifies that the statements made herein are true and correct. Contractor understands that the individuals and entities listed in Question Nos. 1-8 are prohibited from making campaign contributions of more than \$500 to any member of the Board of Supervisors or other County elected officer while award of this Contract is being considered and for 12 months after a final decision by the County.



Signature

Date: **4/2/2025**