

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

**September 9, 2025**

**FROM**

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

**SUBJECT**

**Amendment to Contract for Older Californians Nutrition Program Services**

**RECOMMENDATION(S)**

Approve Amendment No. 1 to Contract No. 22-666 with the City of San Bernardino, for Older Californians Nutrition Program services, to increase the contract amount by \$375,000, from \$1,220,000 to a total contract amount not to exceed \$1,595,000, update Attachment C: Scope of Work to add services, and extend the contract term by one year, for a total contract period of July 1, 2022, through June 30, 2026.

(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.**

**FINANCIAL IMPACT**

This item does not require additional Discretionary General Funding (Net County Cost). The cost of the recommended amendment, in the amount of \$375,000, is funded by the Older Americans Act (OAA). Title IIIC funding requires an 11% match of in-kind funds, which can be met via a combination of cash and vendor volunteer in-kind resources. Adequate appropriation and revenue have been included in the Department of Aging and Adult Services (DAAS) 2025-26 budget.

**BACKGROUND INFORMATION**

As the designated Area Agency on Aging, DAAS has administered the Older California Nutrition Program (OCNP) for San Bernardino County (County) since 1978. The OCNP provides for the nutritional, wellness, and social needs of older adults 60 years of age or older, their spouses, and adults with disabilities living with eligible participants. Through the OCNP, DAAS provides approximately 388,789 meals in group dining settings that foster community engagement and 554,810 home delivered meals to older adults who are homebound. On May 19, 2025, DAAS received notice from the State that funding was being provided through the OAA for OCNP, allowing DAAS to allocate funds for the recommended amendment to continue providing these services.

On June 28, 2022 (Item No. 116), the Board of Supervisors (Board), acting as the governing body of the County, approved Contract No. 22-666 with the City of San Bernardino, in the amount of \$1,220,000, for the period of July 1, 2022, through June 30, 2025.

**Amendment to Contract for Older Californians Nutrition Program  
Services  
September 9, 2025**

Approval of the recommended amendment will allow DAAS to continue providing nutrition services to older adults throughout the county, ensuring uninterrupted delivery of congregate and home delivered meals.

DAAS is requesting retroactive approval of Amendment No. 1 to Contract No. 22-666 with the City of San Bernardino, for the period of July 1, 2025, through June 30, 2026. This amendment updates Attachment C: Scope of Work to add OCNP services, extends the contract term by one year for a total contract period of July 1, 2022, through June 30, 2026, and increases the total contract amount.

Amendment No. 1 to Contract No. 22-666 is being presented to the Board at this time, as it is the first date available after completing all necessary reviews and extended contract negotiations. Services were not disrupted during the negotiation period.

This contract includes language stating the County may terminate the contract immediately in the event funds are not available to the County, and without cause by the County, by serving a written notice to the contractor 30 days in advance of termination. County staff will review contractor performance metrics in monthly reports and conduct annual site visits to ensure compliance with contract requirements. DAAS will review the invoices and other documents submitted by the contractor to ensure charges are for eligible OCNP services and equipment prior to payment.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on August 6, 2025; County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, 387-5455) on August 7, 2025; and County Finance and Administration (John Hallen, Principal Administrative Analyst, 388-0208) on August 13, 2025.

**Amendment to Contract for Older Californians Nutrition Program  
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September 9, 2025**

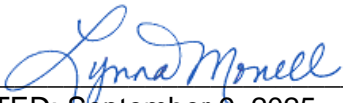
Record of Action of the Board of Supervisors  
San Bernardino County

**OFF CALENDAR**

Moved: Joe Baca, Jr. Seconded: Curt Hagman

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: September 9, 2025



cc: File - Aging & Adult Services  
CCM 09/10/2025