



Contract Number

22-1011 A-1

SAP Number

4400020346

Department of Aging and Adult Services – Public Guardian

Department Contract Representative	Vanessa Esparza
Telephone Number	(909) 388-0252
Contractor	Rolling Start, Inc.
Contractor Representative	Lisa Hayes
Telephone Number	(909) 890-9516
Contract Term	July 1, 2022 through June 30, 2026
Original Contract Amount	\$1,200,000
Amendment Amount	\$ 250,000
Total Contract Amount	\$1,450,000
Cost Center	5298101036
Grant Number (if applicable)	N/A

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1

It is hereby agreed to amend Contract No. 22-1011, as follows:

SECTION B. CONTRACTOR RESPONSIBILITIES

Amend Section B.1. to read as follows:

1. Employ an Aging and Disability Resource Connection (ADRC) Program Manager in accordance with applicable laws, statutes, ordinances, administrative orders, rules and regulations, as ADRC funding is available. The ADRC Program Manager responsibilities shall include, but are not limited to:
 - a. Assist with the achievement of ADRC goals, objectives, and metrics as outlined and agreed upon in the FY 2024-25 Annual Plan. In addition, assist with the development and execution of any other annual plans requested by the California Department of Aging (CDA) (Attachment F).
 - b. Working with Department of Aging and Adult Services (DAAS) assigned Staff Analyst to develop policy and procedures for the ADRC.
 - c. Exchange live referrals through warm transfers with Inland SoCal United Way 211+, DAAS, and other extended partners, when appropriate.
 - d. Developing ADRC marketing campaign materials and strategy.
 - e. Hosting events and community outreach efforts.

- f. Creating and delivering training to partners on ADRC core elements and new shared tools.
- g. Serving as a point of contact between partners for all ADRC business.
- h. Monitoring ADRC performances against measurable indicators and regularly producing reports.
- i. Creating plans to continuously improve service delivery and coordination.
- j. Pursuing new funding streams to support the ADRC's long term sustainability.
- k. Being available as a subject matter expert on disability related services and resources.
- l. Making referrals to DAAS when appropriate.
- m. Facilitating the local ADRC Advisory Committee Meetings.
- n. Assisting with updates to the ADRC public facing website: <https://adrc.sbcounty.gov/>.
- o. Managing positions specifically hired for program and operations of the ADRC under the auspice of Rolling Start, including but not limited to:
 - 1) Transitions Coordinator, which provides information, supports consumers in decision making and coordinates multiple services from a variety of organizations to successfully move people with disabilities from medical or residential facilities to community based living arrangements.
 - 2) Accounting Clerk, which supports day to day accounting operations as they relate to the ADRC. This includes billing for the ADRC, CalFresh and CalAIM, and payroll for these programs.
- p. Managing CalFresh Expansion program to ensure the nutritional needs of people with disabilities are being met.

SECTION C. GENERAL CONTRACT REQUIREMENTS

Add Paragraph 67. to Section C. to read as follows:

67. **Levine Act - Campaign Contribution Disclosure (formerly referred to as Senate Bill 1439)** – Contractor has disclosed to the County using Attachment G – 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 within the earlier of: (1) the date of the submission of Contractor's proposal to the County, or (2) twelve (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 for twelve (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 within the preceding twelve (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.

SECTION D. TERM

Amend Section D. to read as follows:

This Amendment is effective as of July 1, 2022, and expires June 30, 2026, but may be terminated earlier in accordance with provisions of Section D.2. of the Contract. The Contract term may be extended for one (1) additional one year period by mutual agreement of the parties.

SECTION E. COUNTY RESPONSIBILITIES

Amend Section E. to read as follows:

County shall:

- 1. Make referrals to Contractor and extended partners when appropriate.

2. Compensate Contractor for approved expenses in accordance with the provisions of Section F of this Contract.
3. Assist with the achievement of ADRC goals, objectives, and metrics as outlined and agreed upon in the FY 2024-25 Annual Plan. In addition, assist with the development and execution of any other annual plans requested by the California Department of Aging (CDA).
4. Work with the ADRC Program Manager to develop policies and procedures for the ADRC.
5. Develop ADRC marketing campaign materials and strategy.
6. Assist in hosting events and community outreach efforts.
7. Assist in the development of and delivering training to partners on ADRC core elements and new shared tools.
8. Serve as a point of contact between partners for all ADRC business.
9. Communicate with CDA for ADRC matters and reporting.
10. Monitor ADRC performances against measurable indicators and work with the ADRC Program Manager to produce reports.
11. Assist in the creation of plans to continuously improve service delivery and coordination.
12. Pursue new funding streams to support the ADRC's long term sustainability.
13. Be available as a subject matter expert on aging related services and resources.
14. Manage positions specifically hired for administration, program, and operations of the ADRC under the auspice of DAAS as approved by the FY 2025-26 Program Budget with CDA.

SECTION F. FISCAL PROVISIONS

Amend Paragraph 1 of Section F. to read as follows:

1. The maximum amount of cost reimbursement under this Contract shall not exceed a cumulative total of \$1,450,000, of which 100% is State funded, and shall be subject to availability of funds to the County. The consideration to be paid to Contractor, as provided herein, shall be in full payment for all Contractor's services and expenses incurred in the performance hereof, including travel and per diem. Overtime and holiday make-up time will not be permitted. Payments are subject to provisions in the Payments, Budgets, Closeout, and Audits.

All other terms and conditions of Contracts No. 22-1011 remain in full force and effect.

This Amendment 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 Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (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 Amendment upon request.

[SIGNATURE PAGE FOLLOWS]

SAN BERNARDINO COUNTY

►

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
San Bernardino County

By _____
Deputy

ROLLING START, INC.

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

By ► _____
(Authorized signature - sign in blue ink)

Name Lisa Hayes

(Print or type name of person signing contract)

Title Executive Director

(Print or Type)

Dated: _____

Address 1955 Hunts Lane, Suite 101

San Bernardino, CA 92408

FOR COUNTY USE ONLY

Approved as to Legal Form	Reviewed for Contract Compliance	Reviewed/Approved by Department
► Jacqueline Carey-Wilson, Deputy County Counsel	► Patty Steven, Contracts Manager	► Sharon Nevins, Director
Date _____	Date _____	Date _____



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 (2) 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 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 (fifty percent (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 (50%) 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: Rolling Start, Inc.

2. Is the entity listed in Question No. 1 a non-profit 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:

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):

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 twelve (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: _____

Name of Contributor: _____

Date(s) of Contribution(s): _____

Amount(s): _____

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 below, 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 this matter is pending and for twelve (12) months after a final decision is made by the County.

Signature

Date

Print Name

Print Entity Name, if applicable