

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

February 10, 2026

FROM

PETE MENDOZA, Director, Purchasing Department

SUBJECT

Department Annual Projected Increase for Prepaid Negotiables

RECOMMENDATION(S)

Approve an increase in the authorized amount for the purchase and distribution of prepaid gasoline and retail cards to eligible County clients by various departments in the amount of \$899,787 for a new total aggregate amount not to exceed \$12,594,048, with no change to the term of June 18, 2025 through June 17, 2030, as detailed in the Financial Impact section.
(Presenter: Pete Mendoza, Purchasing Director, 387-2073)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

- Improve County Government Operations.**
- Operate in a Fiscally-Responsible and Business-Like Manner.**
- Provide for the Safety, Health and Social Service Needs of County Residents.**

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The majority of funding for prepaid cards is provided by Federal and State sources including Public Safety Realignment, 1991 Realignment, Mental Health Services Act, ongoing net county costs, the Independent Living Skills Program, and Assembly Bill 2766 (AB 2766). Contract amounts and spending levels will be contingent upon overall available funding. Departments will not exceed the annual budgeted dollar amounts listed below:

The Participating Department Annual Projected Spend is as follows:

Department	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Human Services Administrative Claim Departments	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000	\$1,500,000
Aging and Adult Service	\$63,750	\$63,750	\$63,750	\$63,750	\$63,750	\$63,750
Behavioral Health	\$86,625	\$86,625	\$86,625	\$86,625	\$86,625	\$86,625
Workforce Development	\$112,500	\$310,500	\$310,500	\$310,500	\$310,500	\$310,500
Probation	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000
District Attorney	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000	\$30,000

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Department	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30
Human Resources	\$26,133	\$26,133	\$26,133	\$26,133	\$26,133	\$26,133
Total Authorized Distribution	\$1,934,008	\$2,132,008	\$2,132,008	\$2,132,008	\$2,132,008	\$2,132,008

Sufficient appropriation and revenue are included in the individual departments' 2026-27 and 2027-28 budgets and will be included in future recommended budgets.

BACKGROUND INFORMATION

Departments order prepaid cards primarily for issuance to clients as a supportive service to assist with program requirements or to assist victims of crime. State law mandates that counties provide transportation assistance to eligible clients to participate in mandated activities or upon client request. Approximately 94% of the total distribution is authorized for Human Services to comply with federal and state requirements. The majority of prepaid cards are for gasoline, enabling clients to attend meetings, doctor appointments, or job interviews. Prepaid cards are also issued as an incentive for participation in County employee benefit programs such as the County Rideshare Program.

On June 18, 2025 (Item No. 71), as the result of Invitation to Bid (ITB) No. AGENCY25-PURC-5654. The Board of Supervisors (Board) approved the issuance of Purchase Orders for Prepaid Negotiables with Blackhawk Network LTD (Blackhawk), InComm Digital Solutions, LLC dba InComm InCentives (InComm InCentives), and GiftCard Partners, Inc. dba Engage2Reward, LLC (Engage2Reward) for prepaid gasoline and retail cards, effective June 18, 2025, in an amount not to exceed \$11,694,261. Additionally, the Board authorized the Purchasing Agent to terminate the existing indefinite-term Agreement No. 21-929 with Blackhawk.

Workforce Development is requesting an increase in the amount of \$899,787 in its annual spend to further support and promote services for clients by providing enhanced supportive assistance to meet program requirements, address immediate needs, and offer aid to victims of crime. The additional funding will also support incentive programs and participation-based initiatives for County employees. The additional allocation will support their disbursement of additional, awarded grant funding which has, in turn, expanded their current programs significantly. The increase in authorized allowance will prevent delays in delivering timely support to clients and will support higher training completion rates, stronger job placement outcomes, and more sustainable employment.

The County Internal Controls and Cash Manual (Chapter 19) requires Board approval for the distribution of prepaid cards exceeding \$2,500 per department, per fiscal year. Departments must obtain authorization from the Auditor-Controller/Treasurer/Tax Collector's Internal Audits Division before purchasing and distributing prepaid cards.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Adam Ebright, Deputy County Counsel, 387-5455) on February 5, 2026; Purchasing (Leo Gomez, Purchasing Manager, 387-2063) on January 9, 2026; Risk Management (Stephanie Pacheco, Staff Analyst II, 386-9039) on December 30, 2025; Adult and Aging Services (Dianne Vadnais, Staff Analyst II, 891-9032) on December 5, 2025; Human Resources (Jeanette Simonetti, HR Administrative Manager, 387-

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5622) on December 4, 2025; Behavioral Health (Melinda Nickleberry, Senior Program Manager, 387-0824) on December 8, 2025; Probation (Scott Nichols, Administrative Manager, 387-9610) on December 4, 2025; District Attorney (Karen White, Administrative Supervisor I, 387-3674) on December 8, 2025; Workforce Development (Brenda Guillen, Administrative Supervisor I, 387-9871) on December 4, 2025; Human Services (John Hallen, Principal Administrative Analyst, 387-0208) on December 8, 2025; and County Finance and Administration (Kathleen Gonzalez, Administrative Analyst, 387-5412) on January 22 , 2026.

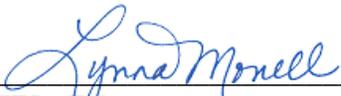
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: February 10, 2026



cc: File - Purchasing
MBA 02/11/2026