



# COUNTY of VENTURA

**MELISSA LIVINGSTON**  
Director

June 3, 2025

County of Ventura Board of Supervisors

**HUMAN SERVICES AGENCY**

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Ventura, CA 93003  
805-477-5100

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**JAIMÉ DUNCAN**

Deputy Director  
Community Services

**Subject:** Ratification of the Second Amendment to the Contract for the Senior Nutrition Program with Revolution Foods, PCB, to Increase the Not-to-Exceed Amount from \$110,000 to \$150,000, an Increase of \$40,000, Effective May 1, 2025, through June 30, 2025; and Authorization for the Human Services Agency Director to Approve and Sign Additional Limited Contract Modifications, Subject to Certain Conditions. (Levine Act Item.)

**Recommendations:**

1. Ratify, and authorize the Human Services Agency (HSA) Director or designee to sign, Amendment No. 2 to the contract for the Senior Nutrition Program with Revolution Foods, PCB, to increase the not-to-exceed amount from \$110,000 to \$150,000, an increase of \$40,000, effective May 1, 2025, through June 30, 2025.
2. Authorize the HSA Director, or designee, to approve and sign additional modifications to (a) increase the amount of the contract up to 10%, (b) decrease the amount of the contract by any amount, or cancel the contract due to funding limitations or other circumstances allowable per contract terms, and (c) make corrections, clarifications, technical changes and budget modifications, when the changes are consistent with the original purpose of the contract, subject to County Executive Office and County Counsel review and approval.

**Reason for Ratification:**

Recent months have seen a swift increase in meals provided to seniors, quickly utilizing the budgeted funds of this program. Due to the pace of the rapid increase, and your Board's meeting schedule, we were unable to seek your Board's approval of a second contract amendment until today.

**Fiscal Impact:**

There is no net County cost associated with this action. There are sufficient revenues and appropriations in the HSA budget for Fiscal Year (FY) 2024-25. County's funding for the

meal program comes through a state allotment of federal Older American's Act dollars, and does not incur General Fund costs.

Summary of Revenue and Costs	FY 2024-25
Revenues	\$40,000
Costs	\$40,000
Net County Cost	\$0

Funding Source: Federal, State (Older American's Act)  
Match Requirement: No

**Discussion:**

The Senior Nutrition Program provides high-quality, nutritionally balanced meals to persons aged 60 years and older, through congregate meals (in an atmosphere that is pleasant and encourages socialization) and home-delivered meals (to those who are homebound), giving preference to those with the greatest economic or social need. The goals of the program are to maintain or improve the physical, psychological and social well-being of older individuals by providing or securing appropriate nutrition services, reducing hunger and food insecurity, promoting socialization, and promoting health and well-being to delay the onset of adverse health conditions resulting from poor nutritional health or sedentary behavior. Meal sites are located throughout Ventura County to help ensure those in need in every city have access.

HSA holds contracts with municipalities and non-profits to operate the Senior Nutrition Program, and also holds contracts with Revolution Foods and other suppliers of premade meals against which each meal site places orders from a pre-set menu with the costs of the meals included in the contracts between HSA and the meal suppliers. From July 2024 through March 2025, the Senior Nutrition Program provided 229,819 meals to seniors, with orders to Revolution Foods for both congregate and home-delivered meals increasing swiftly in recent months. Increasing the contract with Revolution Foods will allow the meal sites to order and serve an additional 6,700 nutritiously prepared meals beyond what was previously estimated, while remaining within the overall budgets established and incurring no additional General Fund costs.

**Strategic Plan:**

The Senior Nutrition Program contributes to the Board of Supervisors' 2024-2027 Strategic Plan priority of 'Healthy, Safe, and Resilient Communities', Goal (1) Provide equitable and timely access to quality healthcare, mental health, and public health services.

We ask that your Board ratify, and authorize the HSA Director to sign, the contract amendment with Revolution Foods to increase the not-to-exceed amount by \$40,000, and delegate authority to the HSA Director to approve and sign limited contract modifications within the parameters described in recommendation number two.

This item has been reviewed by the County Executive Office, the Auditor-Controller's Office and County Counsel. If you have any questions, please contact me at 805-477-5301, or Elaine Martinez, Deputy Director, Aging & Disability Services, at 805-477-5401.

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Melissa Livingston  
Director

Attachment:  
Exhibit 1 – Amendment No. 2 Revolution Foods