

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

September 24, 2024

FROM

DIANA ALEXANDER, Assistant Executive Officer, Human Services

SUBJECT

Senior Staff Analyst Employment Contract for the Children and Families Commission for San Bernardino County

RECOMMENDATION(S)

1. Approve Employment **Contract No. 24-929** with Wendy Lee, as a Senior Staff Analyst, for the estimated cost of \$137,592 (\$98,280 Salary, \$39,312 Benefits), for the period of October 1, 2024 through September 30, 2027.
 2. Authorize the Assistant Executive Officer to execute amendments to extend the term of the contract for a maximum of three successive one-year periods, on behalf of the County, subject to County Counsel review.
 3. Direct the Assistant Executive Officer to transmit all amendments of the employment contract to the Clerk of the Board of Supervisors within 30 days of execution.
- (Presenter: Diana Alexander, Assistant Executive Officer, 387-4261)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Provide for the Safety, Health and Social Service Needs of County Residents.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The estimated total annual cost of the employment contract is \$137,592 and will be funded 100% with the Children and Families Commission for San Bernardino County (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission's 2024-25 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Senior Staff Analyst position is responsible for developing and sustaining effective relationships with community-based organizations, public agencies, community leaders, and elected officials. This position represents the Commission at various workgroups to address the needs of children and families. The Senior Staff Analyst is responsible to research grant opportunities and work collaboratively to write the applications and manage awards.

The Commission uses California's tax on cigarettes and tobacco products to provide services for the State's youngest residents and their families. The Commission collaborates with the community and child serving agencies to fulfill their mission of promoting, supporting, and enhancing the health and early development of children prenatal through age five, and their families.

**Senior Staff Analyst Employment Contract for the Children and Families
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On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Contract No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission, which auto renews annual until terminated by both parties. The terms and conditions of the contract require Human Services to provide the Commission with support for the administration of staff benefits, review and act on Board items and personnel related issues, and provide employment contract administration services. The contract has been amended several times to revise language regarding services or to add services provided by the County. The Commission fully reimburses the County for the cost of these services.

Currently, Ms. Wendy Lee is an analyst for the department. Due to changes in the design of the department, duties were shifted around to other positions. Ms. Lee's position has evolved to include different responsibilities and requires a change in position title. Her experience and background make her a good fit to meet the new responsibilities of a Senior Staff Analyst. Although she will now work under a new job title, the salary structure will be equal to her current position.

The recommended employment contract with Ms. Lee will be effective October 1, 2024 through September 30, 2027 subject to the termination provisions of the contract, and with the option to extend for a maximum of three successive one-year periods. Either party may terminate the contract at any time without cause, upon 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on July 31, 2024; County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on August 12, 2024; Human Resources (Gina King, Assistant Director, 387-5570) on August 12, 2024; Finance (John Hallen, Administrative Analyst, 388-0208) on September 5, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on September 9, 2024.

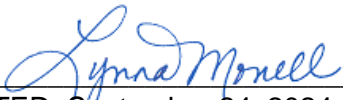
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 24, 2024



cc: HS - Tucci w/agree
 Contractor - c/o HS w/agree
 File - w/agree
MBA 09/27/2024