

**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

Employment Contract for the Senior Community Service Employment Program

RECOMMENDATION(S)

1. Approve **Employment Contract No. 25-664** with Mark Berndt for the Senior Community Service Employment Program, as a Senior Community Service Employment Program Administrative Aide, for an estimated annual cost of \$32,760 (\$27,300 Salary, \$5,460 Benefits), for the period of September 20, 2025, through July 10, 2026.
2. Authorize the Assistant Executive Officer of Human Services 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 of Human Services to transmit all amendments to the employment contract to the Clerk of the Board of Supervisors within 30 days of execution.
(Presenter: Sharon Nevins, Director, 891-3917)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Create, Maintain and Grow Jobs and Economic Value in the County.

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

FINANCIAL IMPACT

Approval of this item will not require additional Discretionary General Funding (Net County Cost). The estimated annual cost of \$32,760 is funded with 90% federal funding and 10% local match. The local match is funded with existing Net County Cost. Adequate appropriation, revenue and NCC have been included in the Department of Aging and Adult Services (DAAS) 2025-26 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Department of Labor (DOL) administers the Title V Senior Community Service Employment Program (SCSEP). The DOL contracts with a variety of organizations to manage the program at the state and local level. The purpose of the program is to provide income and gainful part time training/work activities for low-income older adults, 55 years of age and older, in nonprofit and government locations. Under the California Department of Aging, DAAS manages SCSEP through part-time contract positions due to the limited funding available for this program.

The SCSEP Administrative Aide plays a key role in supporting the program by developing and maintaining relationships with nonprofit organizations and government agencies. They assist in the creation, writing, and upkeep of internal program policies and procedures while also entering and managing participant data in the DOL automated system. Additionally, they ensure that all

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older adults placed in SCSEP meet eligibility requirements and are appropriately assigned to training sites. The Administrative Aide also provides technical assistance to program participants, answers incoming calls, and assists the public at the SCSEP office to ensure efficient program operations and participant support.

The recommended Employment Contract (Contract) with Mr. Berndt will be effective September 20, 2025, and shall remain in effect through July 10, 2026, subject to the termination provisions of the Contract. Under the recommended Contract, the contract employee will not work more than 50 hours per pay period unless expressly authorized by the Director of DAAS.

Authorization is requested to allow for the Assistant Executive Officer of Human Services to execute amendments on behalf of the County to extend the term of the Contract for a maximum of three successive one-year periods, subject to County Counsel review. 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

The application was posted on the San Bernardino County Human Resources website from May 27, 2025, through June 3, 2025. Once closed, Human Resources sent applications that met the requirements to DAAS for review. About 20 applications were reviewed, and 10 applicants were selected for interviews. The interview process, held on June 13, 2025, involved a series of job-related questions, with candidates given 15 minutes to review beforehand and 30 minutes for the interview. The panel unanimously agreed on the selected candidate based on their work experience, qualifications, and responses. Mr. Berndt was determined to be the most qualified and a strong fit for the position.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on July 7, 2025; County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on August 8, 2025; Human Resources (Gina King, Assistant Director, 387-5570) on August 8, 2025; and County Finance and Administration (John Hallen, Principal Administrative Analyst, 388-0208) on August 19, 2025.

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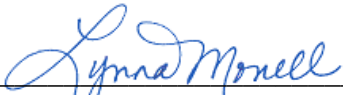
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT 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: DAAS - Petersen w/agree
Contractor - c/o DAAS w/agree
File - w/agree

CCM 09/10/2025