

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

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
AND RECORD OF ACTION**

March 15, 2022

FROM

DIANA ALEXANDER, Assistant Executive Officer, Department Operations - Human Services

ROSA HIDALGO, Executive Director, In-Home Supportive Services Public Authority

SUBJECT

Employment Contracts for the In-Home Supportive Services Public Authority

RECOMMENDATION(S)

1. Acting as the governing body of San Bernardino County:
 - a. Approve Employment Contracts between San Bernardino County, In-Home Supportive Services Public Authority and the following individuals for the period of March 26, 2022 through March 25, 2025:
 - i. Myette Christian as Deputy Director, for the estimated annual cost of \$165,952 (\$110,635 Salary, \$55,317 Benefits) **Contract No. 22-181.**
 - ii. Tannya Munoz-Reyes as Administrative Supervisor I, for the estimated annual cost of \$111,321 (\$74,214 Salary, \$37,107 Benefits) **Contract No. 22-182.**
 - iii. Melissa Cardenas as Administrative Supervisor I, for the estimated annual cost of \$111,321 (\$74,214 Salary, \$37,107 Benefits) **Contract No. 22-183.**
 - iv. Sandy Gonzalez as Executive Secretary I, for the estimated annual cost of \$80,683 (\$53,789 Salary, \$26,894 Benefits) **Contract No. 22-184.**
 - v. Valerie Martinez as Supervising Office Specialist, for the estimated annual cost of \$81,183 (\$54,122 Salary, \$27,061 Benefits) **Contract No. 22-185.**
 - vi. Elisabet Moreno as Accounting Technician, for the estimated annual cost of \$63,461 (\$42,307 Salary, \$21,154 Benefits) **Contract No. 22-186.**
 - b. Authorize the Executive Director of the In-Home Supportive Services Public Authority to execute amendments to extend the term of the contracts for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.
2. Acting as the governing body of the In-Home Supportive Services Public Authority:
 - a. Approve Employment Contracts between San Bernardino County, In-Home Supportive Services Public Authority positions, for the period of March 26, 2022 through March 25, 2025:
 - i. Myette Christian as Deputy Director, for the estimated annual cost of \$165,952 (\$110,635 Salary, \$55,317 Benefits) **Contract No. 22-181.**
 - ii. Tannya Munoz-Reyes as Administrative Supervisor I, for the estimated annual cost of \$111,321 (\$74,214 Salary, \$37,107 Benefits) **Contract No. 22-182.**

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- iii. Melissa Cardenas as Administrative Supervisor I, for the estimated annual cost of \$111,321 (\$74,214 Salary, \$37,107 Benefits) **Contract No. 22-183.**
 - iv. Sandy Gonzalez as Executive Secretary I, for the estimated annual cost of \$80,683 (\$53,789 Salary, \$26,894 Benefits) **Contract No. 22-184.**
 - v. Valerie Martinez as Supervising Office Specialist, for the estimated annual cost of \$81,183 (\$54,122 Salary, \$27,061 Benefits) **Contract No. 22-185.**
 - vi. Elisabet Moreno as Accounting Technician, for the estimated annual cost of \$63,461 (\$42,307 Salary, \$21,154 Benefits) **Contract No. 22-186.**
- b. Authorize the Executive Director of the In-Home Supportive Services Public Authority to execute amendments to extend the term of the contracts for a maximum of three successive one-year periods on behalf of the In-Home Supportive Services Public Authority, subject to County Counsel review.
 - c. Direct the Executive Director of the In-Home Supportive Services Public Authority to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Rosa Hidalgo, Executive Director, 891-9102)

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 annual cost of the employment contracts totaling \$613,921 will be 82.5% (\$506,485) state and federally funded and 17.5% (\$107,436) Social Services Realignment funded. Adequate appropriation and revenue for these contract positions have been included in the In-Home Supportive Services Public Authority (IHSS PA) 2021-22 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

On November 8, 2021, IHSS PA completed a review of its organization, which included analysis of current practices and personnel duties in order to meet future operations and department goals. As a result of this organizational review, IHSS PA is recommending new employment contracts with the six current IHSS PA contract employees in the Recommendations to update position titles, job duties, and salaries.

The current Administrative Supervisor II position (incumbent Myette Christian) is being recommended as a Deputy Director position. The Deputy Director position will assist the IHSS PA Executive Director in formulating department policies, procedures, determining priorities, and in maintaining and developing funding sources; provides administrative direction and supervise casework involving the most complex, high exposure and sensitive referrals; responds to inquiries from the Board of Supervisors, administrative officers, department heads, the media, and/or a variety of interest groups in specific program areas.

The current Staff Analyst II position (incumbent Tannya Munoz-Reyes) is being recommended as an Administrative Supervisor I (Financial) position. The Administrative Supervisor I (Financial) position will be responsible for the Department's operating budget, fund balance, revenues, trending, impact analysis, balance sheets, State reimbursement claims, budget

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preparation and annual State and County audits, and responsible for overseeing the Care Provider Health Benefit program.

The current Supervising Social Worker position (incumbent Melissa Cardenas) is being recommended as an Administrative Supervisor I (Programs) position. The Administrative Supervisor I (Programs) position will be responsible to oversee the functioning and productivity of divisions; oversee the IHSS Advisory Committee planning and supervising the work of the assigned support staff; assist in recruitment; in employee performance and discipline, and establishing and setting strategic long and short-term goals and evaluating outcomes.

The current Office Specialist position (incumbent Valerie Martinez) is being recommended as a Supervising Office Specialist position. The Supervising Office Specialist position will supervise approximately eight staff; provide continuous training, direction and delegation required to maintain day-to-day operations; update staff of changes in laws and procedures to ensure department compliance with State revisions and updates.

The current Secretary I position (incumbent Sandy Gonzalez) is being recommended as an Executive Secretary I position. The Executive Secretary I position will perform a variety of administrative and support duties in support of the Department Head and Deputy Director; will be responsible for the department's personnel files, processes and County's employer/employee relations program; perform a variety of secretarial duties; serve as liaison between supervisors, officials and the public in situations requiring tact and judgement.

The new Accounting Technician position (Elisabet Moreno, currently filling the IHSS PA Office Assistant III contract employee position) will ensure separation of duties within the fiscal unit; assist the Administrative Supervisor and Deputy Director with the information necessary for the setting of expenses, preparation of claims, closing statements, and encumbrance of funds.

IHSS PA was created in 1973 to serve elderly, blind, or disabled individuals who are not able to remain in their homes without assistance. Some of the services provided include meal preparation, house cleaning, and assistance with personal care. In 2002, the County established the IHSS PA to serve elderly, blind, or disabled individuals who are not able to remain in their homes without assistance. Ordinance No. 3842 adopted on January 8, 2002 (Item No. 58) established the IHSS PA to act as the employer for San Bernardino IHSS providers pursuant to Welfare and Institutions Code section 12301.6, subdivision (c)(1), and to perform other IHSS functions as required by Welfare and Institutions Code section 12301.6, subdivision (e) and not retained by the County.

IHSS PA created a One-Stop Center to facilitate the enrollment of approximately 18,000 to 20,000 service providers to provide care and assistance to IHSS clients in the IHSS Program. IHSS PA staff processes approximately 1,000 new provider applications a month, processes fingerprinting paperwork, and obtains background checks through the Department of Justice (DOJ). Currently IHSS PA supports approximately 30,000 service providers.

The recommended employment contracts shall be effective March 26, 2022 through March 25, 2025, subject to the termination provisions of the contract. Notwithstanding the foregoing, 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

**Employment Contracts for the In-Home Supportive Services Public
Authority
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IHSS PA initiated an internal open recruitment for these positions from December 17, 2021 through December 20, 2021. Interviews were conducted between January 6, 2022 and January 13, 2022. The candidates were interviewed by a two-member panel, consisting of the IHSS PA Administrative Supervisor and/or IHSS PA Executive Director and/or IHSS PA Staff Analyst II. The Deputy Director position was interviewed by the IHSS PA Executive Director. IHSS PA has determined that the recommended contract employees were best suited for the positions.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on February 14, 2022; Human Resources (Gina King, Human Resources Division Chief, 387-5564) on February 28, 2022; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on March 1, 2022; Finance (Paul Garcia, Administrative Analyst, 386-8392) on March 1, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on March 1, 2022.

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Record of Action of the Board of Supervisors
San Bernardino County

Record of Action of the Board of Directors
In-Home Supportive Services Public Authority

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY  _____
DATED: March 15, 2022



cc: HS - Baxter w/agree
 Contractor - C/O HS w/agree
 File - w/agree
CCM 03/16/2022