

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

January 28, 2025

FROM

DIANA ALEXANDER, Assistant Executive Officer, Human Services

SUBJECT

Employment Contract for the Children and Families Commission for San Bernardino County

RECOMMENDATION(S)

1. Approve **Employment Contract No. 25-64** with Joshua Roche, as Statistical Analyst, to support the Children and Families Commission for San Bernardino County, for the estimated annual cost of \$90,044 (\$69,264 Salary, \$20,780 Benefits), for the period of February 8, 2025, through February 7, 2028.
 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 \$90,044 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 Statistical Analyst position will perform various duties including research, evaluation, analytics and oversight functions to enhance the viability and effectiveness of services. The Statistical Analyst will work under the direction of the Commission's Administrative Supervisor I, and collaborate with Commission staff by promoting, supporting and improving the early development of children from the prenatal stage to five years of age.

The Commission uses California's tax on cigarettes and tobacco products to provide services to 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 from the prenatal stage to five years of age, and their families.

**Employment Contract for the Children and Families Commission for
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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 annually 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. Contract No. 01-50 with the Commission 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.

Mr. Roche has extensive experience in data and statistical analysis, applied research, and presentation skills to a wide variety of audiences. Through positions he has held in the past and his educational credentials, Mr. Roche acquired the skills necessary to succeed in the position of Statistical Analyst. Mr. Roche holds a bachelor's degree in history and physics from Cal Poly University Pomona and a master's degree in mathematics from Cal State University, San Bernardino. In addition, Mr. Roche holds an associate's degree in computer science.

The recommended employment contract with Mr. Roche will be effective February 8, 2025, through February 7, 2028, 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

On October 9, 2024, the Commission requested a certification list which contained 11 eligible candidates for the position of Statistical Analyst. Eight candidates declined to interview. From October 28, 2024, through October 30, 2024, three members of the Commission's leadership team interviewed the three remaining candidates. Mr. Roche was selected as the qualified candidate who possesses the required knowledge and experience for this role. Human Services concurs and is recommending Mr. Roche for the position of Statistical Analyst.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on December 3, 2024; County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on January 10, 2025; Human Resources (Gina King, Assistant Director, 387-5570) on January 2, 2025; Finance (John Hallen, Principal Administrative Analyst) on January 8, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on January 9, 2025.

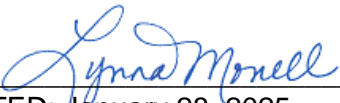
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Record of Action of the Board of Supervisors
San Bernardino County

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: January 28, 2025



cc: HS - Tucci w/agree
 Contractor - c/o HS w/agree
 File - w/agree
CCM 01/29/2025