

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

April 8, 2025

**FROM**

**GILBERT RAMOS, Assistant Executive Officer, Human Services**

**SUBJECT**

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

**RECOMMENDATION(S)**

1. Terminate Employment Contract No. 08-331 with Karen Scott effective April 18, 2025.
  2. Approve **Employment Contract No. 25-203** with Karen Scott, as Executive Director, to support the Children and Families Commission for San Bernardino County, for the estimated annual cost of \$264,115 (\$197,101 Salary, \$67,014 Benefits), for the period of April 19, 2025, through April 14, 2028.
  3. 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.
  4. 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: Gilbert Ramos, 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 annual cost of \$264,115 will be 100% reimbursed by the Children and Families Commission (Commission) Trust Fund which is funded 100% through Proposition 10 tobacco tax. 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 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 from the prenatal stage to five years of age, and their families. The Commission consists of seven members: a member of the Board of Supervisors (Board), the County Public Health Officer, the Assistant Executive Officer for Human Services and others appointed by each of the Board members.

On January 23, 2001 (Item No. 59), the Board approved Memorandum of Understanding No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and

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efficiently implement the Commission's mission, with automatic renewals annually until terminated by either party.

On April 22, 2008 (Item No. 52), the Board approved Employment Contract No. 08-331 with Karen Scott (Ms. Scott) to work under the direction of the Commission. As the Executive Director, Ms. Scott participates in the further development of the Commission's County Strategic Plan; by providing technical assistance, administrative support, promoting broad based community outreach, and managing day to day operations.

Contact No. 08-331 will terminate on April 18, 2025, and the Employment Contract (Contract) with Ms. Scott, in Recommendation No. 2, will become effective on April 19, 2025. The new Contract is being recommended to offer Ms. Scott a standard benefits package and salary structure consistent with all contracted Commission employees. The recommended Contract will be effective April 19, 2025, through April 14, 2028, subject to the termination provisions of the Contract, with the option to extend for a maximum of three successive one-year periods. The County or the contract employee 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. This item will authorize the Assistant Executive Officer to execute any amendments to extend the term of the Contract a maximum of three one-year extensions, on behalf of the County, subject to County Counsel review.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on March 19, 2025; County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on March 21, 2025; Human Resources (Gina King, Assistant Director, 387-5570) on March 21, 2025; Finance (John Hallen, Principal Administrative Analyst) on March 20, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0332) on March 21, 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: April 8, 2025



cc: HS - Tucci w/agree  
Contractor - c/o HS w/agree  
File - w/agree  
MBA 04/9/2025