

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

March 1, 2022

FROM

GARY HALLEN, Director, Community Development and Housing

SUBJECT

Employment Contract to Assist with the Emergency Rental Assistance Program

RECOMMENDATION(S)

Approve an **Employment Contract No. 22-114** with Rosmery Martinez as a Staff Analyst II to provide analytical and reporting services for the Community Development and Housing Department from March 1, 2022 to June 30, 2024, for an estimated annual cost of \$111,321 (Salary - \$74,214, Benefits - \$37,107).
(Presenter: Gary Hallen, Director, 387-4411)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

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

FINANCIAL IMPACT

This item will not result in the use of Discretionary General Funding (Net County Cost). If approved, the employment contract will be funded with the administrative funds from the Emergency Rental Assistance (ERA) Round 1 funding from the U.S. Department of Treasury (Treasury) and Round 2 funds administered by the California Department of Housing and Community Development to San Bernardino County (County) to assist with marketing, administration, and outreach activities. Sufficient appropriation and revenue for this position has been included in the Community Development and Housing Department (CDH) 2021-22 budget (621-2476) and will be included in future recommended budgets.

BACKGROUND INFORMATION

On February 9, 2021 (Item No. 23), the Board of Supervisors (Board) ratified and approved the submission of a non-competitive grant application and concurrent acceptance of award terms, to receive a direct payment of \$52,023,225 from the Treasury to create the ERA Program. The purpose of ERA is to assist qualified households that are unable to pay rent and utilities due to the COVID-19 pandemic. On March 9, 2021 (Item No. 14), the Board authorized the establishment of a County ERA in compliance with the Federal Consolidated Appropriations Act of 2021. The County undertook the initial steps to allow County residents to apply for emergency rental assistance through either the County's Rental Relief Partnership Program (targeted for households with incomes up to 50% of the average median), or the State's "Housing is Key" rental assistance program (targeted for households with incomes between 50%-80% of the average median). On June 8, 2021 (Item No. 39), the County received \$56,786,650 of ERA Round 2 grant funds from the Treasury (Contract No. 21-465). On October

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26, 2021 (Item No. 28), the Board ratified and approved the termination of County Contract No. 21-465 with the Treasury, returning \$56,786,650 of ERA Round 2 Grant Funds to have the San Bernardino County ERA Program administered by the California Department of Housing and Community Development. This action allowed \$42,035,971 of the State's proportional share of Federal ERA Round 2 grant funds to be allocated to San Bernardino County. Up to \$3,000,000 of ERA Round 2 grant funds will be provided by the State to San Bernardino County to market and undertake various activities to assist households with securing funds administered by the State.

CDH is in a critical phase working with the State and Federal governments, and other County agencies, to help more effectively end chronic homelessness, and support community and economic recovery. While the County's local program transitioned to the State effective October 1, 2021, the County is still responsible for ongoing administrative actions (i.e., compliance efforts related to expenditures that occurred during the active local program, and local marketing of the State's active ERA program "Housing is Key"), intended to serve County residents.

Therefore, CDH is requesting to fill a limited-term contract Staff Analyst II position to expand its staffing capacity. The contract Staff Analyst II position will assist with the Federal Emergency Rental Assistance Program through ongoing efforts to complete compliance monitoring of financials and services provided by the County's partner agency, Inland So Cal 211+, related to the County's emergency rental assistance program (ERA Round I). Additionally, the contract Staff Analyst II will support administrative and marketing efforts associated with the State's "Housing is Key" program.

If approved, CDH is requesting to fill the limited-term contract Staff Analyst II position with Rosmery Martinez for a period of two years and two months at an annual cost of approximately \$111,321, who is currently assisting the department as a temporary employee. Ms. Martinez's expertise in fiscal and public communication will provide the essential support needed to continue the efforts of serving County residents.

The salary offered has been reviewed by Human Resources and is within their guidelines based on the duties performed and previously budgeted positions. CDH recommends an employment contract with Ms. Martinez be approved with a term of March 1, 2022 through June 30, 2024, based on the recruitment process, Ms. Martinez' interview, education and experience. Either party may terminate the contract at any time without cause with a 14-day prior written notice to the other party. The contract may be terminated by the County immediately with just cause.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on January 24, 2022; Human Resources Department (Gina King, Human Resources Deputy Director, 387-5571) on January 22, 2022; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on February 3, 2022; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on February 11, 2022.

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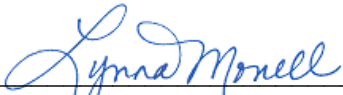
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Dawn Rowe

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: March 1, 2022



cc: CDH - Hallen w/agree
Contractor - C/O CDH w/agree
File - w/agree

CCM 03/2/2022