

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

July 26, 2022

FROM

DIANA ALEXANDER, Assistant Executive Officer, Department Operations

SUBJECT

Development Test and Release Director Employment Contract for the California Statewide Automated Welfare System

RECOMMENDATION(S)

1. Approve **Employment Contract No. 22-675** with Michele Peterson as Development, Test and Release Director for the California Statewide Automated Welfare System, for an estimated annual cost of \$208,728 (\$139,152 Salary, \$69,576 Benefits) for the period of July 30, 2022 through July 29, 2025.
2. Authorize the Assistant Executive Officer of Department Operations 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 review by County Counsel.
3. Direct the Assistant Executive Officer of Department Operations to transmit all documents in relation to contract amendments 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 annual cost of \$208,728 will be state and federally funded through the California Statewide Automated Welfare System (CalSAWS), Joint Powers Authority (JPA). Adequate appropriation and revenue have been included in the Human Services Administration Claim 2022-23 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

In 1996, the Consortium IV (C-IV), comprised of San Bernardino, Riverside, Merced, and Stanislaus Counties, was formed and contractually joined together in a collaborative effort for the development, implementation, and maintenance of an automated welfare system. At the initiation of C-IV project, employment contracts were utilized for positions, as the job duties required did not match any County classification. The County does not have any classified positions with regard to C-IV duties, thus these remain contracted positions. This contracted position is fully reimbursed to the County by the C-IV project. The C-IV project continues to be a County administered automated welfare system requiring continuous design enhancements and maintenance as C-IV transitions to CalSAWS.

**Development Test and Release Director Employment Contract for the
California Statewide Automated Welfare System
July 26, 2022**

The CalSAWS JPA was created for the purpose of designing, developing, implementing, operating, and maintaining an automated welfare system. The JPA, an independent government agency organized under California law, is comprised of 39 counties, and governed and administered by a Board of Directors comprised of County Welfare Directors. San Bernardino County is a member of the JPA.

The Development, Test and Release Director develops and sustains positive relationships with project, regional, and county leadership to support attainment of strategic priorities and assist CalSAWS in prioritizing future strategic initiatives. This role identifies opportunities for partnership, centralized capabilities, and interoperability of systems. This role also oversees internal and external communications through appropriate channels ensuring that key stakeholders are informed and consulted on current events, strategies, and marketing of CalSAWS system functions/products. During migration, the Development, Test and Release Director will also apply strategic planning and change management expertise to facilitate the Training/Implementation team in driving organizational transformation to a statewide system.

The recommended contract will be effective July 30, 2022 and shall remain in effect through July 29, 2025, subject to the termination provisions of the contract, and with the option to extend for a maximum of three successive one-year periods. 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

The CalSAWS Leadership Team recruited and approved the employment contract with Michele Peterson as she currently holds an existing CalSAWS position and has the required knowledge and experience. Human Services concurs and is recommending Michele Peterson for the position of Development, Test and Release Director for CalSAWS.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on July 1, 2022; Human Resources (Gina King, Deputy Director of Human Resources, 387-5570) on July 12, 2022; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on July 1, 2022; Finance (John Hallen, Administrative Analyst, 388-0208) on July 7, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on July 12, 2022.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: July 26, 2022



cc: HS - Baxter w/agree
Contractor - C/O HS w/agree
File - w/agree
CCM 07/27/2022