

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

August 5, 2025

FROM

AMY COUGHLIN, Director, Department of Child Support Services

SUBJECT

Amendment to Non-financial Co-Tenant Plan of Cooperation with the Superior Court of California, County of San Bernardino, for Security Screening

RECOMMENDATION(S)

Approve **Amendment No. 1** to non-financial Co-Tenant Plan of Cooperation, **Contract No. 22-776**, with the Superior Court, County of San Bernardino, for coordination and delineation of responsibilities in relation to security screening for the Department of Child Support Services' employee access at the Superior Court Child Support Division facility located in San Bernardino, extending the term one year, for a total period of September 1, 2022 through August 31, 2026. (Presenter: Amy Coughlin, Director, 478-7459)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

The Co-Tenant Plan of Cooperation (POC) with the Superior Court of California, County of San Bernardino (Superior Court) is non-financial; therefore, it does not impact Discretionary General Funding (Net County Cost).

BACKGROUND INFORMATION

The recommended POC between the Department of Child Support Services (DCSS) and the Superior Court delineates the respective responsibilities of both agencies in relation to security screening for co-tenant employees at the Superior Court Child Support Division facility (Division facility) located in San Bernardino.

DCSS' responsibilities include:

- Conducting both state and federal criminal background checks for all DCSS employees assigned to work at the facility.
- Completing and submitting to the Superior Court an Employee ID Card Access Agreement for each DCSS employee considered for access to the facility.
- Designating an administrator to work with the Superior Court's Risk and Safety Administrator.
- Advising the Superior Court's Risk and Safety Administrator when a DCSS employee should no longer be granted access to the facility.
- Coordinating with the Superior Court's Risk and Safety Administrator for deliveries and after-hours access.
- Other public services as needed in accordance with federal code and California law.

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Superior Court's responsibilities include:

- Granting DCSS employee access to the facility upon receipt of the Employee ID Card Access Agreement, subject to the Superior Court's sole discretion to grant or revoke access.
- Terminating DCSS employee access when notified by DCSS such access should no longer be granted.
- Coordinating with DCSS for deliveries and after-hours access.

On August 23, 2022 (Item No. 17), the Board of Supervisors approved a non-financial POC (Contract No. 22-776) with Superior Court for security screening at the Division facility, for the period of September 1, 2022 through August 31, 2025, with the option of two additional one-year periods by mutual agreement of both parties.

The recommended amendment to the POC extends the term for the first successive one-year extension period from August 31, 2025 to August 31, 2026. Amendment No. 1 includes terms allowing the POC to renew for one additional one-year term unless terminated by either DCSS or Superior Court with 90 days written notice.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on June 26, 2025; County Counsel (John Tubbs II, Deputy County Counsel, 387-5455) on July 7, 2025; and County Finance and Administration (Allegra Pajot, Administrative Analyst, 388-0218) on July 9, 2025.

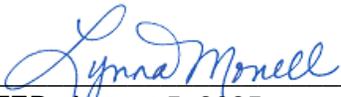
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Record of Action of the Board of Supervisors
San Bernardino County

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: August 5, 2025



cc: DCSS - West w/agree
Contractor - c/o DCSS w/agree
File - w/agree
CCM 08/14/2025