

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

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
AND RECORD OF ACTION**

August 6, 2024

FROM

DIANA ALEXANDER, Assistant Executive Officer, Human Services

ROXANNE YOUNG, Executive Director, In-Home Supportive Services Public Authority

SUBJECT

Employment Contracts for the In-Home Supportive Services Public Authority

RECOMMENDATION(S)

1. Acting as the governing body of San Bernardino County:
 - a. Approve employment **Contract No. 24-693** between San Bernardino County, In-Home Supportive Services Public Authority and Jose A. Barrera, as a Supervising Office Specialist, for the estimated annual cost of \$110,377 (\$69,503 Salary, \$40,874 Benefits), for the period of August 18, 2024, through August 17, 2027.
 - b. Approve employment **Contract No. 24-694** between San Bernardino County, In-Home Supportive Services Public Authority and Romina V. Price as an Office Specialist, for an estimated annual cost of \$78,290 (\$55,994 Salary, \$22,296 Benefits), for the period of August 18, 2024, through August 17, 2027.
 - c. Authorize the Executive Director of In-Home Supportive Services Public Authority, or 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.
2. Acting as the governing body of In-Home Supportive Services Public Authority:
 - a. Approve employment Contract No. 24-693 between San Bernardino County, In-Home Supportive Services Public Authority and Jose A. Barrera as a Supervising Office Specialist, for the estimated annual cost of \$110,377 (\$69,503 Salary, \$40,874 Benefits), for the period of August 18, 2024, through August 17, 2027.
 - b. Approve employment Contract No. 24-694 between San Bernardino County, In-Home Supportive Services Public Authority and Romina V. Price as an Office Specialist, for an estimated annual cost of \$78,290 (\$55,994 Salary, \$22,296 Benefits), for the period of August 18, 2024, through August 17, 2027.
 - c. Authorize the Executive Director of the In-Home Supportive Services Public Authority, or the Assistant Executive Officer, to execute amendments to extend the term of the contracts for a maximum of three successive one-year periods, on behalf of the County, subject to County Counsel review.
 - d. Direct the Executive Director of the In-Home Supportive Services Public Authority to transmit contract amendments to the Secretary of the Board of Directors within 30 days of execution.

**Employment Contracts for the In-Home Supportive Services Public Authority
August 6, 2024**

(Presenter: Roxanne Young, Executive Director, 891-9108)

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 total estimated annual cost of \$188,667 is 100% funded by state and federal funds. Adequate appropriation and revenue have been included in the In-Home Supportive Services Public Authority (IHSS PA) 2024-25 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

IHSS was created in 1973 to serve elderly, blind, or disabled individuals who are not able to remain in their homes without assistance. Some of the services provided include meal preparation, house cleaning, and assistance with personal care. Ordinance No. 3842, adopted by the Board of Supervisors on January 8, 2002 (Item No. 58), established the IHSS PA to act as the employer for San Bernardino IHSS providers pursuant to Welfare and Institution Code (WIC) section 12301.6, subdivision (c)(1), and to perform other IHSS functions as required by WIC section 12301.6, subdivision (e) and not retained by the County.

On August 21, 2018 (Item No. 70), the governing bodies of San Bernardino County and IHSS PA approved Employment Contract No. 18-622 with Mr. Barrera as a Supervising Office Specialist and Employment Contract No. 18-617 with Ms. Price as an Office Specialist, both for the period of August 18, 2018, through August 17, 2021. Both contracts were extended for the maximum of three successive one-year periods through August 17, 2024.

The recommended employment contracts with Mr. Barrera and Ms. Price will be effective August 18, 2024 through August 17, 2027, subject to the termination provisions of the contracts, and with the option to extend for a maximum of three successive one-year periods. Either party may terminate the contracts at any time without cause, upon 14 days prior written notice to the other party. The County may terminate the contracts immediately for just cause.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on June 18, 2024; County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on August 1, 2024; Human Resources (Gina King, Assistant Director, 387-5570) on July 9, 2024; Finance (Paul Garcia, Administrative Analyst, 386-8392) on July 16, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on July 18, 2024.

**Employment Contracts for the In-Home Supportive Services Public Authority
August 6, 2024**

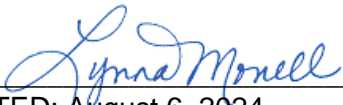
Record of Action of the Board of Directors
In-Home Supportive Services Public Authority

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/SECRETARY

BY 
DATED: August 6, 2024



cc: HS - Tucci w/ agree
Contractor c/o HS w/ agree
File w/ agree
JLL 08/7/2024