

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

October 6, 2020

**FROM**

**SHARON NEVINS, Director, Department of Aging and Adult Services**

**SUBJECT**

Addition of New Office Assistant II Position and Budget Adjustment

**RECOMMENDATION(S)**

1. Authorize the addition of one new regular Office Assistant II position, Clerical Unit, Range 27A, to the Department of Aging and Adult Services' 2020-21 budget.
2. Authorize the Auditor-Controller/Treasurer/Tax Collector to post the adjustments as indicated in the Financial Impact section below to the Department of Aging and Adult Services 2020-21 budget in the amount of \$56,156 to allow sufficient appropriation to pay for the addition of the new regular Office Assistant II position (Four votes required).

(Presenter: Sharon Nevins, Director, 891-3917)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

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

**FINANCIAL IMPACT**

This item does not require additional Discretionary General Funding (Net County Cost). The annual estimated cost of \$56,156 to fund the Office Assistant II (OA II) position will be funded 100% through a revenue contract with the California Department of Aging (CDA) for the Multipurpose Senior Services Program (MSSP). The Department of Aging and Adult Services (DAAS) is requesting the following budget adjustments to its 2020-21 budget for the OA II MSSP position:

Fund Center	Commitment Item/GL	Description	Action	Amount
5290001036	51001010	Regular Salary	Increase	\$56,156
5290001036	40509155	Federal Pass Through	Increase	\$28,078
5290001036	40408955	State Grants	Increase	\$28,078

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**BACKGROUND INFORMATION**

The recommended new OA II position was originally approved by Human Resources and included in DAAS' 2020-21 recommended budget. The position was dedicated to DAAS' MSSP activities and funded entirely through MSSP funding provided by the California Department of Aging. However, during the 2020-21 recommended budget review process, the OA II position was removed from DAAS' recommended budget as a result of MSSP funding being terminated in the Governor's May Revise budget. On June 22, 2020, the State restored funding to MSSP, which allows DAAS to add the currently vacant OA II position back into its 2020-21 budget to perform the needed clerical duties within MSSP.

The Federal Older Americans Act promotes the welfare and dignity of older adults by providing valuable services in order to enable older adults to be independent, remain in their communities, and assist them to be engaged citizens. Since 1976, DAAS, as the County's designated Area Agency, receives funding to administer MSSP services. MSSP includes a wide range of social and healthcare management services, including housing; minor home repair; non-medical home equipment; chores; personal care; respite – in-home, respite – out-of-home, transportation escort; transportation – one-way trip; nutritional meal services; and communication devices.

The OA II will perform clerical support necessary to effectively and efficiently provide MSSP services to eligible clients. The position will support MSSP Case Manager and Fiscal Assistant staff with tasks that will include processing fiscal related items, client services orders, clerical forms/documents, as well as assisting in data collection for required state reporting.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jacqueline Carey-Wilson, Deputy County Counsel, 387-5455) on September 16, 2020; Human Resources (Gina King, Human Resources Division Chief, 387-5565) on September 15, 2020; Auditor-Controller/Treasurer/Tax Collector (Erika Gomez, General Accounting Manager, 382-3196) on September 3, 2020; Finance (Christopher Lange, Administrative Analyst, 386-8393) on September 3, 2020; and County Finance and Administration (Bratton, Deputy Executive Officer, 388-0332) on September 9, 2020.

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Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman   Seconded: Robert A. Lovingood  
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: October 6, 2020



cc:     File - Aging & Adult Services  
CCM   10/13/2020