

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

May 21, 2024

**FROM**

**DIANA ALEXANDER, Assistant Executive Officer, Human Services**

**SUBJECT**

Employment Contract for the Children and Families Commission for San Bernardino County

**RECOMMENDATION(S)**

1. Approve **Employment Contract No. 24-384** with Ronnie Robinson, as a Staff Analyst II, for the Children and Families Commission for San Bernardino County, for the estimated annual cost of \$131,010 (\$93,579 Salary, \$37,431 Benefits), for the period of June 1, 2024 through May 31, 2027.
2. Authorize the Assistant Executive Officer to execute amendments to extend the term of the employment contract for a maximum of three successive one-year periods, on behalf of San Bernardino County, subject to County Counsel review.
3. Direct the Assistant Executive Officer to transmit all amendments to the employment contract 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 the employment contract is \$131,010 and will be reimbursed by the Children and Families Commission's (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission's 2024-25 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

Upon the recent addition of an Administrative Supervisor position to the Commission, based on business needs and organizational structure of current staff, a change to the working title and salary of a current Staff Analyst II position was necessary as a prior lead role was no longer required. As a result, the recommended employment contract with Ronnie Robinson for the Staff Analyst II position revises the working title and salary of the contract for this existing employee, and shall be effective June 1, 2024 through May 31, 2027, subject to the termination provisions of the contract.

Ms. Robinson is currently providing services to the Commission in this Staff Analyst II position, which is responsible for various research, evaluation, analytic, and work effort oversight

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functions to enhance the viability and effectiveness of services promoting, supporting, and improving the early development of children from the prenatal stage to five years of age.

On July 24, 2018 (Item No. 20), the Board of Supervisors approved Employment Contract No. 18-533 with Ms. Robinson, previously known as Ronnie Thomas, for the period of July 21, 2018 through July 20, 2021, which was subsequently amended for extension through July 20, 2024, under the authority delegated to the Assistant Executive Officer. The recommended employment contract will supersede Employment Contract No. 18-533.

The new employment contract with Ms. Robinson will be effective June 1, 2024 through May 31 2027, subject to the termination provisions of the contract, and with the option to extend for a maximum of three successive one-year periods. Either party may terminate the contract at any time without cause, upon 14-day prior written notice to the other party. San Bernardino County (County) may terminate the contract immediately for just cause.

The Commission uses California's tax on cigarettes and tobacco products to provide services for the State's youngest residents and their families. The Commission collaborates with the community and child-serving agencies to fulfill its mission of promoting, supporting, and enhancing the health and early development of children prenatal through age five, and their families.

On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Contract No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission. The terms and conditions of the contract require Human Services to provide the Commission with support for the administration of staff benefits; review and act on Board items and personnel-related issues; and provide employment contract administration services. The contract has been amended several times to revise language regarding services or to add services provided by the County. The Commission fully reimburses the County for the cost of these services.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on April 22, 2024; County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on April 23, 2024; Human Resources (Gina King, Assistant Director, 387-5570) on April 22, 2024; Finance (John Hallen, Administrative Analyst, 388-0208) on May 6, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on May 6, 2024.

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Record of Action of the Board of Supervisors  
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**APPROVED (CONSENT CALENDAR)**

Moved: Curt Hagman    Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.  
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 21, 2024



cc:    HS - Arriola w/ agree  
      Contractor c/o HS w/ agree  
      File w/ agree

JLL    05/21/2024