

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

August 22, 2023

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. 23-862** with Arminda Loewenstein as an Accountant III, to provide services to the Children and Families Commission for San Bernardino County, for the total estimated annual cost of \$96,241 (\$66,373 Salary, \$29,868 Benefits), for the period of August 26, 2023 through August 25, 2026.
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 the 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

Approval of this item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of the employment contract is \$96,241 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 2023-24 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Accountant III prepares a variety of detailed accounting and financial statements, analyzes fiscal documents, prepares complex or difficult adjusting entries, assists in preparation of budgets, and establishes budgetary controls. The recommended employment contract will be effective August 26, 2023 through August 25, 2026, subject to the termination provisions of the contract.

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 their mission of promoting, supporting, and enhancing the health and early development of children prenatal through age five, and their families.

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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 implement the Commission's mission effectively and efficiently. 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 agenda 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

Arminda Loewenstein is currently employed as an Accountant II within First 5 in a contract position under Contract No. 21-128. Due to her relevant experience, the Commission asked for and received the Human Resources Department's approval to offer the Accountant III vacant position to Arminda Loewenstein.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on July 31, 2023; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on August 2, 2023; Human Resources (Gina King, Assistant Director, 387-5570) on August 1, 2023; Finance (John Hallen, Administrative Analyst, 388-0208) on August 3, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on August 7, 2023.

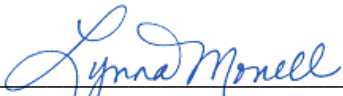
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: August 22, 2023



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

JLL 08/23/2023