



**Contract Number**

22-181 A-1

**SAP Number**

## Human Services

<b>Department Contract Representative</b>	Raul Gudino
<b>Telephone Number</b>	909-388-0320
<b>Contractor</b>	Myette Christian
<b>Contractor Representative</b>	
<b>Telephone Number</b>	
<b>Contract Term</b>	March 26, 2022 through March 25, 2025
<b>Original Contract Amount</b>	Initial Hourly Rate \$53.19
<b>Amendment Amount</b>	
<b>Total Contract Amount</b>	Current Hourly Rate \$59.77
<b>Cost Center</b>	4980002240

**IT IS HEREBY AGREED AS FOLLOWS:**

**AMENDMENT NO. 1:**

It is hereby agreed to amend Contract No. 22-181, effective August 22, 2023 as follows:

**SECTION I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR** Paragraph M is amended to read as follows:

M. Special Assignment Compensation (SAC) duties include but are not limited to:

1. Establish and implement organizational policies and procedures for IHSS PA operations; monitor effectiveness of policies and procedures, and make revisions or recommendations as necessary.
2. Direct and coordinate the fiscal and analytical operations of the IHSS PA, which may include the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, capital improvements, and data processing.
3. Supervise subordinate supervisors of operational programs or administrative support activities in the organization served; select, train, evaluate and discipline staff; explain new policies, procedures, methods and systems; serve as reference for substantial problems; prepare or supervise the preparation of reports, records, correspondence, and other documents.

4. Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine actions appropriate for improvements; advise the IHSS PA Governing Board and/or San Bernardino County Administrative Office on findings and methods of effective solutions.
5. Coordinate various activities and programs in assigned area of responsibility with governmental agencies and private entities.
6. Direct preparation of the IHSS PA budget; explain needs and provide justification for items to the IHSS PA Governing Board; review and decide on expenditure requests and budget variances; work within the County budget process to establish the availability of requested funds.
7. Direct preparation of and review grant proposals for various programs and projects of the IHSS PA; interface with governmental agencies' personnel regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions in order to gain approval for programs and projects.
8. Coordinate all audits related to the IHSS PA or program operation and services; explain procedures to auditors and serve as reference for questions.
9. Review, interpret and analyze new and proposed legislation; determine effects of legislation on operations and programs of the organization served; advise superiors of findings; take appropriate action in order to ensure compliance with existing rules and regulations; propose legislation on own initiative or upon request.
10. Attend and represent the IHSS PA at various governmental and citizen group meetings; make presentations on various programs and services provided.
11. Manage and direct personnel actions; interview, hire, assign, train and evaluate subordinate supervisors and other personnel; define and resolve complex work problems; establish work standards and operational objectives in assigned area of responsibility.
12. Supervise employee-employer relations between the IHSS PA and labor organizations representing or seeking to represent IHSS providers. These activities will include labor representation actions as well as negotiations for wages and health benefits.
13. Other duties as assigned.

**SECTION IV. COMPENSATION OF CONTRACTOR** is amended to read as follows:

A. **SALARY RATE**

Contractor shall be compensated for services at a rate of \$59.77 per hour, which is equivalent to Step 11 of Range 71C, of the current Exempt salary schedule. Contractor shall be eligible to receive step increases pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance.

Contractor is eligible to receive any salary adjustments provided to the County's Exempt employees, however, Contractor is also subject to any economic reductions imposed on the County's Exempt employees. Contractor shall be eligible for longevity pay pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance.

Special Assignment Compensation of 7.5% may be granted until the Executive Director of IHSS PA position is filled to recognize the temporary assignment of additional responsibilities that are significant in nature and beyond the normal scope of the position, pursuant to the terms and conditions set forth in the San Bernardino County Exempt Working Conditions Ordinance.

Payment for services shall be made on a bi-weekly basis on the same reporting system and payroll schedule as County Exempt Employees. Contractor does not gain probationary or regular status during the term of this Contract.

Amendment No. 1 is effective beginning May 31, 2023.

This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

**All other terms and conditions of Contract No. 22-181 remain in full force and effect.**

IN-HOME SUPPORT SERVICES PUBLIC AUTHORITY



\_\_\_\_\_  
Dawn Rowe, Chair, Board of Directors

Dated: \_\_\_\_\_

SAN BERNARDINO COUNTY



\_\_\_\_\_  
Dawn Rowe, Chair, Board of Supervisors


Dated: \_\_\_\_\_

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

By \_\_\_\_\_  
Deputy

In-Home Supportive Services Public Authority  
*(Print or type name of corporation, company, contractor, etc.)*

By  \_\_\_\_\_  
*(Authorized signature - sign in blue ink)*




Name Myette Christian  
*(Print or type name of person signing contract)*

Title Deputy Director  
*(Print or Type)*

Dated: \_\_\_\_\_

Address 784 E. Hospitality Lane  
San Bernardino, CA 92415

**FOR COUNTY USE ONLY**

Approved as to Legal Form   _____ Cynthia O'Neill, Principal Assistant County Counsel  Date _____	Reviewed for Contract Compliance   _____ Patty Stevens, Contract Manager  Date _____	Reviewed/Approved by Department   _____ Diana Alexander, Assistant Executive Officer  Date _____
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