

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

20-1085 A-1

SAP Number

Human Services

Department Contract Representative	<u>Marianna Martinez</u>
Telephone Number	<u>909-388-0212</u>
Contractor	<u>Erika Willhite</u>
Contractor Representative	
Telephone Number	<u>909-528-6248</u>
Contract Term	<u>December 5, 2020 to December 4, 2024</u>
Original Contract Amount	<u>Initial Hourly Rate \$34.98</u>
Amendment Amount	
Total Contract Amount	<u>Current Hourly Rate \$44.11</u>
Cost Center	<u>9033009900</u>

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1:

It is hereby agreed to amend Contract No. 20-1085, effective December 5, 2023, as follows:

SECTION III. TERM is amended to read as follows:

This Contract shall be effective December 5, 2020, and is extended from its expiration date of December 4, 2023, to expire on December 4, 2024, subject to the termination provisions below. The Assistant Executive Officer – Human Services (formerly titled Assistant Executive Officer of Human Services) is authorized to execute amendments to the Contract to extend the term of the Contract for a maximum of two (2) successive one (1) year periods. Notwithstanding the foregoing, either party may terminate this Contract at any time, without cause, with a fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by the County. Contractor shall serve at the pleasure of the appointing authority, who shall have the full authority and discretion to exercise County rights under this paragraph.

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. 20-1085 remain in full force and effect.

SAN BERNARDINO COUNTY

Children and Families Commission (First 5)
(Print or type name of corporation, company, contractor, etc.)

▶ *Diana Alexander*
Diana Alexander, Assistant Executive Officer - Human Services

By ▶ *Erika Willhite*
(Authorized signature or blue ink)

Dated: 11-30-23
SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Name Erika Willhite
(Print or type name of person signing contract)

Title Staff Analyst II
(Print or Type)

Dated: November 21, 2023

Address 735 E. Carnegie Drive, Suite 150
San Bernardino, CA 92415

FOR COUNTY USE ONLY

Approved *Cynthia O'Neill*
Cynthia O'Neill, Principal Assistant County Counsel
Date November 21, 2023

Reviewed for Contract Compliance *Patty Steven*
Patty Steven, Contract Manager
Date November 21, 2023

Reviewed/Approved by Department *Karen Scott*
Karen Scott, Executive Director
Date November 22, 2023



County of San Bernardino DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

CLERK OF THE
BOARD OF SUPERVISORS
2023 DEC -5 PM 1:37

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors action to execute grant applications, awards, amendments or other agreements on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel and County Administrative Office review prior to signature by designee.

Note: This process should NOT be used to execute documents under a master agreement or template, or for construction contract change orders. Contact your County Counsel for instructions related to review of these documents.

Complete and submit this form, along with required documents proposed for signature, via email to the department's County Counsel representative and Finance Analyst. If the documents proposed for signature are within the delegated authority, the department will submit the requisite hard copies for signature to the County Counsel representative. Once County Counsel has signed, the department will submit the signed documents in hard copy, as well as by email, to CAO Special Projects Team for review. If approved, the department will be provided routing instructions as well as direction to submit one set of the executed documents to the Clerk of the Board within 30 days.

For detailed instructions on submission requirements, reference Section 7.3 of the Board Agenda Item Guidelines as the Delegation of Authority does not eliminate the document submission requirements.

Department/Agency/Entity: Human Services Administration

Contact Name: Marianna Martinez Telephone: 909-388-0212

Agreement No.: 20-1085 Amendment No.: 1 Date of Board Item 11/17/20 Board Item No.: 46

Name of Contract Entity/Project Name: Employment Contract Amendment for Human Services - Erika Willhite

Explanation of request/Special Instructions:

Human Services Administration is requesting to execute Amendment No. 1, effective December 5, 2023, executing the option to extend the contract for an additional one year with no change to the annual contract amount (with the exception of increases for cost of living and appropriate step increases). The Assistant Executive Officer's signature is required for the extension of Employment Contract with Erika Willhite, Employment Contract No. 20-1085, through the delegation of authority authorized by the Board on November 17, 2020 (Item No. 46). The estimated annual cost of the contract is \$123,694 (\$91,749 Salary, \$31,945 Benefits) for the period of December 5, 2023 through December 4, 2024.

Insert check mark that the following required documents are attached to this request:

- Documents proposed for signature (Note: For contracts, include a signed non-standard contract coversheet for contracts not submitted on a standard contract form).
- Board Agenda item that delegated the authority

Department Routed to County Counsel	County Counsel Name: <u>Cynthia O'Neill</u>	Date Sent: <u>11/21/2023</u>
Reviewing County Counsel Use Only	Review Date <u>November 21, 2023</u> DocuSigned by: <u>Cynthia O'Neill</u> F94EF2ACA30E4F1... Signature	Determination: <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority
CAO-Special Projects Use Only	Review Date <u>11/29/23</u> <u>Jennifer McCall-Sandil</u> Signature	Disposition: <input checked="" type="checkbox"/> Route for signature to: <u>AEO</u> <input type="checkbox"/> Chair <input type="checkbox"/> CEO <input type="checkbox"/> Department <input type="checkbox"/> Return to Department for preparation of agenda item