

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

September 26, 2023

FROM

DIANA ALEXANDER, Assistant Executive Officer, Human Services

SUBJECT

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

RECOMMENDATION(S)

1. Approve **Employment Contract No. 23-1017** with Liliana Carlos to provide services to the Children and Families Commission for San Bernardino County as an Office Assistant III, for the estimated annual cost of \$54,627 (\$38,584 Salary, \$16,043 Benefits), for the period of October 7, 2023 through October 2, 2026.
2. Approve **Employment Contract No. 23-1018** with Ileana Conley to provide services to the Children and Families Commission for San Bernardino County as an Accountant II, for the total estimated annual cost of \$82,785 (\$57,616 Salary, \$25,169 Benefits), for the period of October 7, 2023 through October 2, 2026.
3. Authorize the Assistant Executive Officer to execute amendments to extend the term of the contracts for a maximum of three successive one-year periods, on behalf of the County, subject to County Counsel review.
4. Direct the Assistant Executive Officer to transmit all contract amendments 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 Office Assistant III employment contract is \$54,627 and the estimated annual cost of the Accountant II employment contract is \$82,785. Both will be reimbursed by the Children and Families Commission (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 Office Assistant III position was recently vacated due to a promotion. This position provides front desk reception coverage, typing, filing, and ordering of office supplies. The recommended employment contract will be effective October 7, 2023 through October 2, 2026, subject to the termination provisions of the contract.

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The Commission Accountant II position was recently vacated due to a promotion. This position prepares a variety of detailed accounting and financial statements, analyzes fiscal documents, makes complex or difficult adjusting entries, assists in preparation of budgets, and establishes budgetary controls. The recommended employment contract will be effective October 7, 2023 through October 2, 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.

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 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

At the request of the Commission, Human Resources provided a certification list of 38 eligible candidates for the Office Assistant III position. Of the 38 eligible candidates, 21 were contacted to interview. Four had already accepted positions within San Bernardino County, three waived, six never replied, five declined, and one did appear for the scheduled interview. On June 16, 2023, and June 20, 2023, the Commission's Chief Financial Officer and Business Support Manager interviewed the remaining two candidates. Based on her experience the Commission recommends an employment contract with Liliana Carlos as an Office Assistant III at a starting salary of \$18.55 per hour, contingent on Board approval.

For the Accountant II position, Human Resources provided a certification list of ten eligible candidates. Six candidates were contacted for an interview; five candidates were scheduled and one waived. Three candidates were interviewed, one canceled, and one was a no show. The interview panel included the Commission's Chief Financial Officer and Section Manager. Based on her education and current experience as an E-commerce Manager, the Commission recommends an employment contract with Ileana Conley as an Accountant II at a starting salary of \$27.70 per hour, contingent on Board approval.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on September 14, 2023; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on September 14, 2023; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on September 14, 2023; Finance (John Hallen, Administrative Analyst, 388-0208) on September 14, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on September 14, 2023.

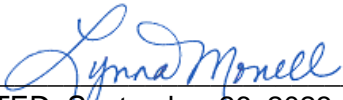
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 26, 2023



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

JLL 09/26/2023