

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

November 17, 2020

**FROM**

**CASONYA THOMAS, 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. 20-1085** between the County of San Bernardino and Children and Families Commission for San Bernardino County for Erika Willhite to provide services to Children and Families Commission as a Staff Analyst II, for the estimated annual cost of \$104,703 (\$72,758 Salary, \$31,945 Benefits), for the period of December 5, 2020 through December 4, 2023.
2. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the 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 of Human Services to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: CaSonya Thomas, Assistant Executive Officer, 387-4717)

**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.**

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of the employment contract is \$104,703, 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 2020-21 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The Staff Analyst II position is responsible for oversight and monitoring of direct service contracts; performing research and analytic oversight; serving as the program representative, and representing the Commission at governmental and community meetings. The recommended employment contract will be effective December 5, 2020 through December 4, 2023, 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

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San Bernardino County  
November 17, 2020**

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 (HS) 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 nine eligible candidates to fill the Staff Analyst II position. Seven candidates were interviewed on August 26, 2020 and August 27, 2020 by members of the Commission's Executive Team. Based on her extensive professional experience, the Commission recommends an employment contract with Erika Willhite as Staff Analyst II at starting salary of \$34.98 per hour, contingent on Board approval.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on October 21, 2020; Human Resources (Gina King, Human Resources Division Chief, 387-5570) on October 21, 2020; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on October 27, 2020; Finance (John Hallen, Administrative Analyst, 388-0208) on October 28, 2020; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on October 28, 2020.

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November 17, 2020**

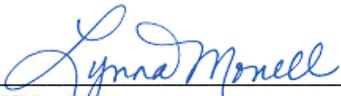
Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Robert A. Lovingood Seconded: Josie Gonzales

Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: November 17, 2020



cc: HS - Baxter w/agree  
Contractor - C/O HS w/agree  
File - w/agree

CCM 11/18/2020