

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

June 28, 2022

FROM

SUPRIYA BARROWS, Deputy Executive Officer, Community Development and Housing Department

SUBJECT

Amendment to Employment Contract for Housing and Homelessness Services

RECOMMENDATION(S)

Approve **Amendment No. 1** to Employment **Contract No. 20-142** between San Bernardino County and Marisela Manzo, for the position of Housing Project Manager to support Housing and Homelessness services, extending the term for one year, for a total term of March 24, 2020 through June 30, 2023, for an estimated annual cost of \$121,294 (Salary - \$83,294, Benefits - \$38,000).

(Presenter: Supriya Barrows, Deputy Executive Officer, 387-7417)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

This item will not result in the use of Discretionary General Funding (Net County Cost). This position will be funded with multiple Community Development and Housing Department (CDH) programs, which consist of Federal Grants (67%), State Grants (7%) and other non-grants funding (26%). Sufficient appropriation and revenue for this position have been included in the CDH 2022-23 budget.

BACKGROUND INFORMATION

On March 24, 2020 (Item No. 21), the Board of Supervisors approved Employment Contract No. 20-142 between San Bernardino County and Marisela Manzo, for the period of March 24, 2020 to June 30, 2022, as the Housing Project Manager to support Housing and Homelessness services. Approval of the recommended item extends the contract term for one year.

CDH is in a critical phase working with the State and other County agencies to help more effectively address chronic homelessness. This limited term position assists with additional efforts to increase collaboration with these groups, provides additional emphasis on homelessness activities, and assists with strategy development for ending chronic homelessness.

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This limited term position also aids with Housing and Homelessness activities, administration and management of the State and Federal housing and homeless programs, and the management of the CDH homelessness efforts.

CDH has received an additional workload and funding from the State housing programs due to the need to help end homelessness, and Ms. Manzo's expertise and knowledge provide additional help to meet the needs of CDH to continue to provide housing and homelessness support. Either party may terminate the contract at any time without cause with a 14-day prior written notice to the other party. The contract may be terminated by the County immediately with just cause.

The salary offered has been reviewed by Human Resources and is within County guidelines based on the duties performed and previously budgeted positions. Based upon her experience and knowledge, it is recommended that the contract amendment with Ms. Manzo be approved for an additional year from July 1, 2022 to June 30, 2023.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on June 9, 2022; Human Resources Department (Gina King, Deputy Director, 387-5571) on June 9, 2022; Finance (Christopher Lange, Administrative Analyst, 386-8393) on June 13, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on June 14, 2022.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 28, 2022



cc: CDH- Barrows w/agree
Contractor- C/O CDH w/agree
File- w/agree
LA 06/30/2022