

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

July 14, 2020

FROM

JANKI PATEL, Network Officer, Children's Network

SUBJECT

Employment Contract for Children's Network

RECOMMENDATION(S)

1. Approve **Employment Contract No. 20-580** with Dolores Mancha, Child Abuse Prevention Coordinator, for an estimated annual cost of \$66,955 (\$44,636 Salary, \$22,319 Benefits), for the period of June 6, 2020 through June 5, 2022.
2. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the employment 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 the employment contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Janki Patel, Network Officer, 383-9696)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Create, Maintain and Grow Jobs and Economic Value in the County.

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

FINANCIAL IMPACT

Approval of this item does not impact Discretionary General Funding (Net County Cost). The recommended contract in the amount of \$66,955 will be 75% (\$50,216) funded through a grant from Children and Families Commission for San Bernardino County and 25% (\$16,738) funded through the Child Welfare Services (CWS) allocation as part of the Human Services Administrative Claim. The CWS allocation is 44% (\$7,365) federally funded and 56% (\$9,373) realignment funded. Adequate appropriation and revenue have been included in the Human Services Administrative Claim 2020-21 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

Approval of the recommended employment contract will allow Children's Network to fill the Child Abuse Prevention Coordinator position to meet staffing needs. The Child Abuse Prevention Coordinator position is responsible for organizing, coordinating, and implementing public awareness campaigns relating to child abuse prevention within San Bernardino County.

The recommended contract will be effective June 6, 2020 through June 5, 2022, subject to termination provisions of the contract. Authorization is requested for the Assistant Executive Officer of Human Services to execute amendments to extend the term of the employment

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contract for a maximum of three successive one-year periods. The contract can be terminated by either party without cause upon 14 days written notice to the other party. The County may terminate the contract immediately for just cause. Due to a misunderstanding during the hiring process, the employee began working prior to the contract being presented to the Board of Supervisors (Board) for approval. Upon discovery, the employee was removed from the schedule and will return to work following the Board's approval of the employment contract. The contract process was completed and is being presented at this time as this is the first date available following the required operation, fiscal, and legal reviews.

In 1985, the San Bernardino County Grand Jury recommended that an inter-agency council be established to study and coordinate services for children in San Bernardino County. The Children's Network was created the following year in an effort to improve outcomes for children and their families. Children's Network helps to establish and support partnerships with other public and private child serving agencies throughout San Bernardino County and beyond.

PROCUREMENT

The Child Abuse Prevention Coordinator position became vacant in August 2019. Children's Network requested and received a list of qualified candidates from Human Resources on February 20, 2020. On March 12 and 16, 2020, the Children's Network Officer, Associate Network Officer, and Community & Events Coordinator conducted interviews with nine candidates for the position. Second interviews were conducted on April 9 and 10, 2020 with five candidates. Based on the interviews, resumes and references, Ms. Mancha was offered the position contingent upon approval by the Board.

Ms. Mancha holds a Master's Degree in Public Health with a concentration in Public Health Education from Cal State San Bernardino. She has one year of experience in providing oversight to the San Bernardino County Tobacco Control coalition, monitoring program subcontracts, creating and maintaining community partnerships in San Bernardino County. Ms. Mancha also has experience in evaluation and reporting requirements that will be important to this role. Due to her education and experience, it is recommended that Ms. Mancha begin employment at the rate of \$21.46 per hour.

REVIEW BY OTHERS

This item has been reviewed by Human Resources (Mark DeBoer, Human Resources Assistant Director, 387-5564) on July 1, 2020; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on June 30, 2020; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on June 23, 2020; Finance (John Hallen, Administrative Analyst, 388-0208) on June 23, 2020; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on June 25, 2020.

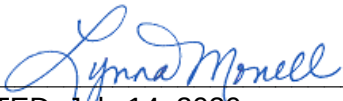
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Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: July 14, 2020



cc: HS- Baxter w/agree
Contractor- C/O HS w/agree
File- w/agree
la 07/16/2020