

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

**March 12, 2024**

**FROM**

**SHARON NEVINS, Director, Department of Aging and Adult Services**

**SUBJECT**

Employment Contract Amendment for an Administrative Aide in the Senior Community Service Employment Program

**RECOMMENDATION(S)**

Approve **Amendment No. 4 to Employment Contract No. 19-99** with Bronell Ingram, Administrative Aide for the Senior Community Service Employment Program, exercising the final option to extend the contract term for an additional year and revising the compensation language in anticipation of the next California state minimum wage requirements, for an estimated annual cost of \$28,287 (\$22,100 Salary, \$6,187 Benefits), for the total contract period of March 16, 2019, through March 15, 2025.

(Presenter: Sharon Nevins, Director, 891-3917)

**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 will not require additional Discretionary General Funding (Net County Cost). The estimated annual cost of \$28,287 is funded by an annual allocation received from the California Department of Aging which consists of federal grant funding for Title V of the Older Americans Act. The Title V funding requires a 10% local match which is funded by existing County Discretionary General Funding received by the Department of Aging and Adult Services (DAAS). Adequate appropriation and revenue have been included in the DAAS 2023-24 budget and will be included in the 2024-25 recommended budget.

**BACKGROUND INFORMATION**

DAAS is recommending a contract amendment for one Senior Community Service Employment Program (SCSEP) Administrative Aide position to revise compensation language in anticipation of the upcoming state minimum wage requirements and extend the contract term. The Administrative Aide position develops relationships with non-profit and government entities; writes and maintains internal program policies and procedures; enters participant data into the Department of Labor (DOL) automated system; ensures all seniors placed in SCSEP are eligible for participation and appropriately placed at training sites; provides technical assistance to program participants; answers the phone; and assists the public in the SCSEP office.

The Administrative Aide is a contract position due to the limited funding available for SCSEP. The recommended contract amendment will be effective March 12, 2024, and shall remain in effect through March 15, 2025, subject to the termination provisions of the contract and funding

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availability. Either party may terminate the contract at any time without cause upon 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause.

The DOL administers the Older Americans Act Title V SCSEP. The purpose of the program is to provide income and gainful part-time training/work activities for low-income older individuals, 55 years of age and older, in non-profit and government locations. The DOL contracts with a variety of organizations to manage the program at the state and local level. DAAS administers SCSEP through part-time contract positions due to the limited funding available for this program.

**PROCUREMENT**

A procurement was not performed at this time as Bronell Ingram is a current contract Administrative Aide whose existing contract is being extended and DAAS would like to revise compensation language to align with the upcoming state minimum wage requirements. A contract amendment with Bronell Ingram is recommended as she has the necessary skills, knowledge, and experience to continue performing the duties required for the SCSEP Administrative Aide position.

On March 12, 2019 (Item No. 5), the Board of Supervisors (Board) approved Employment Contract No. 19-99 (Contract) with Bronell Ingram as an SCSEP Administrative Aide, for an estimated annual cost of \$20,035 (\$18,270 Salary, \$1,765 Benefits) for the contract period of March 16, 2019, through March 15, 2022. The Board also authorized the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contract for three successive one-year periods.

On March 15, 2022 (Item No. 5), the Board approved Amendment No. 1 the Contract with Bronell Ingram as an SCSEP Administrative Aide, extending the contract for an additional one-year period and revising the compensation language to align with the state minimum wage for an estimated annual cost of \$28,136 (\$24,960 Salary, \$3,176 Benefits) for the contract period of March 16, 2019, through March 15, 2023.

On March 15, 2023, Amendment No. 2 to Contract No. 19-99 was executed within the authority granted by the Board on March 12, 2019, extending the contract for an additional year through March 15, 2024, with no change to the estimated annual cost of \$28,136 (\$24,960 Salary \$3,176 Benefits).

On May 23, 2023 (Item No. 8), the Board approved Amendment No. 3 to the Contract with Bronell Ingram as an SCSEP Administrative Aide, revising the compensation language to align with the upcoming state minimum wage requirements, for an estimated annual cost of \$27,637 (\$21,450 Salary, \$6,187 Benefits), with no change to the total term of March 16, 2019, through March 15, 2024.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on February 20, 2024; County Counsel (Richard Luczak, Deputy County Counsel, 384-5455) on February 20, 2024; Human Resources (Gina King, Deputy Director, 387-5571) on February 21, 2024; Finance (John Hallen, Administrative Analyst, 388-0208) on February 26, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on February 26, 2024.

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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: March 12, 2024



cc: DAAS - Gudino w/agree  
Contractor - c/o DAAS w/agree  
File - w/agree  
CCM 03/14/2024