

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

November 18, 2025

FROM

GILBERT RAMOS, Assistant Executive Officer, Human Services

SUBJECT

Employment Contract for the Children and Families Commission of San Bernardino County

RECOMMENDATION(S)

1. Approve **Employment Contract No. 25-894** with Michael Limon as a Supervising Office Assistant, to support the Children and Families Commission for San Bernardino County for an estimated annual cost of \$63,889 (\$45,635 Salary, \$18,254 Benefits), for the period of November 29, 2025, through November 24, 2028, with the option to extend the term for a maximum of three successive one-year periods.
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 amendments in relation to the Employment Contract to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Gilbert Ramos, Assistant Executive Officer, 387-4261)

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

This item will not result in the use of Discretionary General Funding (Net County Cost). The estimated annual cost of \$63,889 will be funded 100% by the Children and Families Commission (Commission) Trust Fund which is funded through Proposition 10 tobacco tax. Adequate appropriation and revenue have been included in the Commission's 2025-26 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Commission uses California's tax on cigarettes and tobacco products to provide services to 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 from the prenatal stage to five years of age, and their families.

On January 23, 2001 (Item No. 59), the Board of Supervisors approved Memorandum of Understanding (MOU) No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission, with automatic

**Employment Contract for the Children and Families Commission of
San Bernardino County
November 18, 2025**

renewals annually until terminated by either party. The terms and conditions of the MOU require Human Services (HS) to provide the Commission with support for the administration of staff benefits, review and act on items and personnel related issues, and provide employment contract administration services.

MOU No. 01-50 with the Commission 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.

The recommended Employment Contract (Contract) with Michael Limon will be effective November 29, 2025, and shall remain in effect through November 24, 2028, subject to the termination provisions of the Contract.

Authorization is requested to allow for the Assistant Executive Officer of Human Services to execute subsequent amendments on behalf of the County to extend the term of the Contract for a maximum of three successive one-year periods, subject to County Counsel review. 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.

PROCUREMENT

The Commission posted a recruitment and received a certification list from the Human Resources Department on September 15, 2025, which contained 38 eligible candidates established for the position of Supervising Office Assistant. Out of the 38 eligible candidates, eight were scheduled for interviews. The interview process, held on October 1, 2025 and October 2, 2025, involved a series of job-related questions, with candidates given 15 minutes to review beforehand and 30 minutes for the interview. The interview panel and HS agreed on the selected candidate based on his work experience, qualifications, and responses.

REVIEW BY OTHERS

This item has been reviewed by Human Services (Lisa Rivas-Ordaz, Contracts Manager, 388-0222) on October 20, 2025; County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on October 29, 2025; Human Resources (Gina King, Assistant Director, 387-5570) on October 27, 2025; and County Finance and Administration (John Hallen, Principal Administrative Analyst, 388-0208) on October 29, 2025.

**Employment Contract for the Children and Families Commission of
San Bernardino County
November 18, 2025**

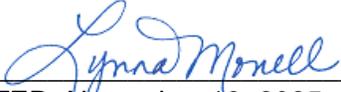
Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY



DATED: November 18, 2025



cc: HS - Zamets w/agree
 Contractor - c/o HS w/agree
 File - w/agree
CCM 11/19/2025