

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
SITTING AS THE GOVERNING BOARD OF THE FOLLOWING:  
COUNTY OF SAN BERNARDINO  
BOARD GOVERNED COUNTY SERVICE AREAS  
SAN BERNARDINO COUNTY FLOOD CONTROL DISTRICT  
AND RECORD OF ACTION**

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS  
OF THE FOLLOWING:  
BIG BEAR VALLEY RECREATION AND PARK DISTRICT  
BLOOMINGTON RECREATION AND PARK DISTRICT  
IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY  
INLAND COUNTIES EMERGENCY MEDICAL AGENCY  
SAN BERNARDINO COUNTY FIRE PROTECTION DISTRICT  
AND RECORD OF ACTION**

**May 18, 2021**

**FROM**

**LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office**

**SUBJECT**

Extension of Authority for Actions Related to COVID-19 Pandemic

**RECOMMENDATION(S)**

Approve extension of the following actions due to the local emergency within San Bernardino County resulting from the worldwide health threat related to the Novel Coronavirus, or COVID-19:

1. Acting as the governing body of the County of San Bernardino, Board Governed County Service Areas, San Bernardino County Flood Control District, Big Bear Valley Recreation and Park District, Bloomington Recreation and Park District, In-Home Supportive Services Public Authority, Inland Counties Emergency Medical Agency, and the San Bernardino County Fire Protection District, delegate authority to the Chief Executive Officer or Chief Operating Officer to modify County operations through June 30, 2021, due to the COVID-19 pandemic, and extend as necessary, subject to ratification by the Board of Supervisors at the next available Board meeting.
2. Acting as the governing body of the County of San Bernardino, Board Governed County Service Areas, San Bernardino County Flood Control District, Big Bear Valley Recreation and Park District, Bloomington Recreation and Park District, In-Home Supportive Services Public Authority, Inland Counties Emergency Medical Agency, and the San Bernardino County Fire Protection District, authorize the Chief Executive Officer, through June 30,

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2021, subject to ratification by the Board of Supervisors at the next available Board meeting, to:

- a. execute or terminate all contracts and amendments to previously-approved contracts to the extent the execution, termination or amendment to such contracts are in excess of the Purchasing Agent authority, so long as the total contract amount does not exceed \$5 million;
  - b. apply for and accept any grant awards or donations;
  - c. execute and amend leases or licenses for use in support of the COVID-19 pandemic response pursuant to County Code section 21.0105;
  - d. approve the competitive and non-competitive acquisition of any goods and equipment purchases, including unbudgeted fixed assets with a unit value over \$10,000, and personnel to support the emergency response to COVID-19 that would require Board of Supervisors' approval under current law, regulations or County policies, without changing the Purchasing Agent's authority as granted under County Policy 11-04;
  - e. approve and adopt resolutions which may be necessary in support of the COVID-19 pandemic response;
  - f. approve allocations from the mandatory contingencies or the General Purpose Reserve as allowed under the County's declaration of an emergency;
  - g. approve Transfers of Salaries and Benefits and Fixed Asset Appropriation, to support the emergency response to COVID-19.
3. Acting as the governing body of the County of San Bernardino, Board Governed County Service Areas, San Bernardino County Flood Control District, Big Bear Valley Recreation and Park District, Bloomington Recreation and Park District, In-Home Supportive Services Public Authority, Inland Counties Emergency Medical Agency, and the San Bernardino County Fire Protection District, authorize the Purchasing Agent, through June 30, 2021, as documented in a report from Purchasing to the Board of Supervisors quarterly, to temporarily increase CAL-Card limits to procure goods and equipment necessary to support the emergency response to COVID-19 without following any competitive process requirements or additional administrative approvals which may be required by County Policy or the Procurement Card Manual maintained by the Purchasing Agent.

(Presenter: Matthew Erickson, County Chief Financial Officer, 387-5423)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Promote the Countywide Vision.**

**Improve County Government Operations.**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

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

**FINANCIAL IMPACT**

The County continues to incur significant costs resulting from the COVID-19 pandemic. These costs may require the use of additional Discretionary General Funding should federal funding or other sources of funding not be available. Originally on March 24, 2020 (Item No. 67), and later extended on May 19, 2020 (Item No. 105), June 23, 2020 (Item No. 124), July 28, 2020 (Item No. 72), August 25, 2020 (Item No. 71), September 29, 2020 (Item No. 79), October 27, 2020 (Item No. 96), November 17, 2020 (Item No. 99), December 15, 2020 (Item No. 80), January 26, 2021 (Item No. 67), February 9, 2021 (Item No. 75), March 9, 2021 (Item No. 53), and April 6, 2021 (Item No. 51), the Board of Supervisors (Board) authorized the Chief Executive Officer (CEO) to use additional Discretionary General Funding (Net County Cost), in response to the

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COVID-19 pandemic, if necessary. Due to the continued threat of COVID-19, it is being recommended that this authority be extended through June 30, 2021. Should the CEO exercise such authority, a future item will be submitted to the Board for approval of additional Discretionary General Funding.

**BACKGROUND INFORMATION**

The COVID-19 virus originated in Wuhan, China in late 2019 and began spreading, initially, within China and then to other countries. On January 30, 2020, the World Health Organization declared the outbreak to be a “public health emergency of international concern”. This was followed on January 31, 2020 by the United States Human Services Secretary declaring a public health emergency. Cases internationally, within the US and within California (as evidenced by the Governor’s Proclamation) continue to rise.

On March 4, 2020, the State of California declared a state of emergency as a result of the COVID-19 outbreak due to the rising number of confirmed cases and anticipated complications for those infected, including potential deaths. On March 10, 2020, the County Public Health Officer declared a local health emergency to help ensure county government and the public were prepared for the possibility that COVID-19 would appear within the county. On March 10, 2020 (Item No. 75), San Bernardino County proclaimed the existence of a local emergency resulting from COVID-19, which causes infectious disease resulting in symptoms of fever, coughing and shortness of breath with outcomes ranging from mild to severe illness and in some cases, death.

**Recommendation No. 1**

On March 19, 2020, the Governor issued a statewide “Stay-at-Home” Order to help prevent the spread of COVID-19. In an effort to slow the spread of COVID-19, County offices were closed to the public during the “Stay-at-Home” Order. Certain County offices offered services online and over the phone during the closure. While this “Stay-at-Home” Order has been lifted, the County and additional entities (all referred to for convenience purposes in this item as “County”) continue to evaluate staffing needs to ensure vital services remain available to the public. Recommendation No. 1 will authorize the CEO or Chief Operating Officer to make adjustments to County operations, and extend as necessary through June 30, 2021, to respond to stay-at-home orders and future phases of recovery where such restrictions are eased or lifted. This would provide departments the flexibility to respond to public needs.

**Recommendation No. 2**

Recommendation No. 2 will continue to authorize the CEO to act on specific lease, purchasing, or finance matters necessary for the continuation of County operations in response to the COVID-19 pandemic, through June 30, 2021, should these matters require a response where time is of the essence. These matters under Recommendation No. 2 will be presented to the Board for ratification at the next available Board meeting.

Recommendation Nos. 1 and 2 were approved by the Board of Supervisors on March 24, 2020 (with an end date of May 31, 2020) (Item No. 67), and later extended on May 19, 2020 (Item No. 105), June 23, 2020 (Item No. 124), July 28, 2020 (Item No. 72), August 25, 2020 (Item No. 71), September 29, 2020 (Item No. 79), October 27, 2020 (Item No. 96), November 17, 2020 (Item No. 99), December 15, 2020 (Item No. 80), January 26, 2021 (Item No. 67), February 9, 2021 (Item No. 75), March 9, 2021 (Item No. 53), and April 6, 2021 (Item No. 51).

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**Recommendation No. 3**

Recommendation No. 3 will continue to authorize the Purchasing Agent to temporarily increase CAL-Card limits to procure goods and equipment necessary to support the emergency response to COVID-19, through June 30, 2021, without following any competitive process requirements or additional administrative approvals which may be required by County Policy or the Procurement Card Manual maintained by the Purchasing Agent. This will assist the Purchasing Agent with expediting procurement matters in relation to COVID-19 where time is of the essence. This recommendation was approved by the Board on March 10, 2020 (Item No. 76), but rescinded on November 17, 2020 (Item No. 99) to include it on one comprehensive item with other actions related to COVID-19, of which the authority for these actions were brought forth on the November 17, 2020 (Item No. 99), and were extended by the Board of Supervisors on December 15, 2020 (Item No. 80), January 26, 2021 (Item No. 67), February 9, 2021 (Item No. 75), March 9, 2021 (Item No. 53), and April 6, 2021 (Item No. 51).

**PROCUREMENT**

Not Applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Michelle Blakemore, County Counsel, 387-5455) on April 26, 2021; Finance (Stephenie Shea, Administrative Analyst, 387-4919) on April 25, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on April 26, 2021.

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Record of Action of the Board of Supervisors  
County of San Bernardino  
Board Governed County Service Areas  
San Bernardino County Flood Control District

Record of Action of the Board of Directors  
Big Bear Valley Recreation and Park District  
Bloomington Recreation and Park District  
In-Home Supportive Services Public Authority  
Inland Counties Emergency Medical Agency (ICEMA)  
San Bernardino County Fire Protection District

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY   
DATED: May 18, 2021



cc: File - Emergency/COVID-19  
CCM 05/27/2021