

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

June 10, 2025

FROM

ARLENE MOLINA, Director, Preschool Services Department

SUBJECT

Standard Employment Contract Templates for Home Visiting Program Contract Positions

RECOMMENDATION(S)

1. Approve Standard Employment Contract Templates for the following Home Visiting Program contract positions, to provide home visiting services, effective upon execution through June 30, 2028, with the option to extend the term for a maximum of three successive one-year periods:
 - a. Accountant II
 - b. Behavioral Health Specialist
 - c. Health Education Specialist
 - d. Home Base Child and Family Support Worker
 - e. Program Generalist
 - f. Program Supervisor
 - g. Site Supervisor II
 - h. Special Education Specialist
 - i. Staff Analyst II
 - j. Teacher III
2. Authorize the Director of the Preschool Services Department to execute the individual employment contracts identified in Recommendation No. 1, on behalf of the County, execute amendments to extend the term of the contracts for a maximum of three successive one-year extensions, as well as to make non-substantive changes to the individual employment contracts, subject to review by County Counsel.

(Presenter: Arlene Molina, Director, 383-2078)

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.

Pursue County Goals and Objectives by Working with Other Agencies and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not impact Discretionary General Funding (Net County Cost). The cost of the Preschool Services Department (PSD) contract positions will be funded by the California Department of Social Services Home Visiting Program (HVP), formerly known as the Home Visiting Initiative, allocation under a Memorandum of Understanding with Transitional Assistance Department (TAD). Adequate revenue and appropriation have been included in the PSD 2024-25 budget and will be included in future recommended budgets.

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BACKGROUND INFORMATION

TAD provides economic assistance to financially struggling the county residents who are pregnant or parents, with the goal of helping them achieve self-sufficiency.

PSD provides Head Start services to county residents, which include home visits. PSD has been providing Early Head Start home-based program services since 1999. TAD collaborates with PSD by linking qualified program participants to PSD Home Visitors to enable receipt of HVP services. Home Visitors work with infants and toddlers providing early learning experiences, and supportive services to families in order to contribute to the attainment of the child and family goals. Supportive services help achieve positive health, development, and wellbeing outcomes for pregnant and parenting women, families, and infants born into poverty. This service is anticipated to result in expanding future educational, economic, and financial opportunities, and improving the likelihood that participants will exit poverty.

The recommended Standard Employment Contract Template will be used for positions outlined in Recommendation No. 1 and when turnover occurs. These positions will support the overarching mission and goal of HVP: to improve the wellbeing of children, empower families, and strengthen communities through various programs. The County and the contract employee may terminate the individual employment 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.

For administrative efficiency, this item will authorize the Director of PSD to execute the individual employment contracts, execute any amendments to extend the term of the contracts for a maximum of three successive one-year extensions, as well as make non-substantive changes to the individual employment contracts on behalf of the County, subject to County Counsel review. Non-substantive changes include filling in blanks in the individual employment contract template, updating names, and making any non-substantive clerical changes.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by Human Services Contacts (Patty Steven, Contracts Manager, 388-0241) on March 27, 2025; County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on May 20, 2025; Human Resources (Gina King, Assistant Director, 387-5570) on April 8, 2025; Finance (Allegra Pajot, Administrative Analyst, 386-0218) on May 16, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0332) on May 22, 2025.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Curt Hagman

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 10, 2025



cc: File - Preschool Services Department w/attach
CCM 06/23/2025