

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

February 11, 2020

FROM

CASONYA THOMAS, Assistant Executive Officer, Human Services

SUBJECT

Amendment to Employment Contract for the Children and Families Commission

RECOMMENDATION(S)

Approve **Amendment No. 2**, effective February 15, 2020, to **Employment Contract No. 18-171** between the County of San Bernardino, Children and Families Commission and Tania Offerrall, Staff Analyst II, updating contract language to include Bilingual Compensation, for an annual cost of \$98,173 (\$65,944 Salary, \$32,229 Benefits), with no change to the contract term of April 28, 2018 through April 27, 2021.

(Presenter: CaSonya Thomas, Assistant Executive Officer, 387-4717)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

Pursue County Goals and Objectives by Working with Other Agencies.

FINANCIAL IMPACT

Approval of this item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of \$98,173, which includes the bilingual pay, is fully reimbursed by the Children and Families Commission's (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission's 2019-20 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Commission is recommending an amendment to the employment contract with Tania Offerrall to add Bilingual Compensation language to the contract to further assist customers in need of this service.

The Commission uses California's tax on cigarettes and tobacco products to provide services for 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 prenatal through age five and their families.

On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Contract No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission. The terms and conditions of the contract require Human Services (HS) to provide the Commission with support for the administration of staff benefits, review and act on Board agenda items and personnel-related issues, and provide

**Amendment to Employment Contract for the Children and Families
Commission
February 11, 2020**

employment contract administration services. The contract 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.

PROCUREMENT

A procurement was not performed at this time as this is a current contract employee and the contract is presented solely to update the compensation language of the contract.

On April 17, 2018 (Item No. 24), the Board approved Contract No. 18-171, between the Commission and Tania Offerrall, Staff Analyst II, effective April 28, 2018, for a total annual cost of \$85,347. Approval of the recommended amendment will update compensation language to add bilingual compensation language, with no change to the contract period.

REVIEW BY OTHERS

This item has been reviewed by Human Resources (Mark DeBoer, Assistant Director of Human Resources, 387-5570) on January 27, 2020; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on January 27, 2020; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on January 22, 2020; Finance (John Hallen, Administrative Analyst, 388-0208) on January 28, 2020; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on January 28, 2020.

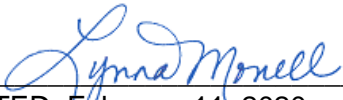
**Amendment to Employment Contract for the Children and Families
Commission
February 11, 2020**

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, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: February 11, 2020



cc: HS- Baxter w/agree
Contractor- C/O HS w/agree
File- w/agree
la 02/20/2020