

**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**

Employment Contract for the Children and Families Commission Business Support Manager

**RECOMMENDATION(S)**

1. Approve **Employment Contract No. 20-75** between County of San Bernardino and Children and Families Commission for Traci Homan to provide services to Children and Families Commission as a Business Support Manager, for the total estimated annual cost of \$86,602 (\$54,330 Salary, \$32,272 Benefits), effective February 15, 2020 through February 14, 2023.
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 documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(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 the employment contract is \$86,602, and is 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 Business Support Manager position will maintain the internal business technology infrastructure; manage the administrative needs of the systems, programs and Community Engagement Teams; oversee the Commission's Emergency Services planning; and supervise the work of assigned support staff. The employment contract shall be effective February 15, 2020 through February 14, 2023, subject to the termination provisions of the contract.

**Employment Contract for the Children and Families Commission  
Business Support Manager  
February 11, 2020**

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 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**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on February 5, 2020; Human Resources (Mark DeBoer, Assistant Director of Human Resources, 387-5570) on February 5, 2020; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on February 5, 2020; Finance (John Hallen, Administrative Analyst, 388-0208) on February 5, 2020; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on February 6, 2020.

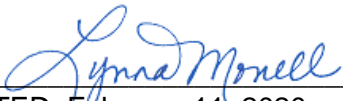
**Employment Contract for the Children and Families Commission  
Business Support Manager  
February 11, 2020**

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 02/19/2020