

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

**February 27, 2024**

**FROM**

**JACQUELYN GREENE, 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 27, 2025:
  - a. Accountant II
  - b. Behavioral Health Specialist
  - c. Health Education Specialist
  - d. Home Base Child and Family Support Worker
  - e. Office Assistant II
  - f. Program Generalist
  - g. Program Manager
  - h. Program Supervisor
  - i. Quality Assurance Technician II
  - j. Site Supervisor II
  - k. Special Education Specialist
  - l. Staff Analyst II
  - m. Teacher III
2. Authorize the Director of the Preschool Services Department to execute the individual employment contracts and amendments to extend the term of the contracts for a maximum of one year, on behalf of the County, subject to review by County Counsel.  
(Presenter: Jacquelyn Greene, Director, 383-2025)

**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 to the Preschool Services Department (PSD) for these 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 the Transitional Assistance Department (TAD). Adequate revenue and appropriation have been included in the PSD 2023-24 budget and will be included in the 2024-25 recommended budget.

**BACKGROUND INFORMATION**

Since the inception of HVP, additional funding has been received to allow for hourly rate increases in some positions, resulting in a revision to the employment contract templates. The recommended HVP employment contract templates have been updated with new salary tables, extended bereavement leave, an increase in Medical Premium Subsidy, and designation of the Director of PSD to exercise County rights under the contracts. PSD is requesting approval of these new standard employment contract templates and authority for the Director of PSD to execute individual contracts and amendments for extension.

TAD provides economic assistance to financially struggling San Bernardino County (County) residents who are pregnant or parents with the goal of helping them achieve self-sufficiency. The target population identified in HVP is a voluntary participant who is a member of a CalWORKs Assistance Unit, pregnant with no other children at the time of enrollment, or a first-time parent, or caretaker relative of a child less than 24 months of age at the time he or she enrolls in HVP. The County may serve additional CalWORKs clients with children under the age of two through HVP as long as the County continues to offer and provide home visiting services to the primary target population.

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 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 well-being outcomes for pregnant and parenting women, families, and infants born into poverty. This support is anticipated to result in expanding future educational, economic, and financial opportunities, and improving the likelihood that participants will exit poverty.

The requested contract positions support HVP as follows:

- Accountant II – participates in financial, compliance, and operational audits for the HVP.
- Behavioral Health Specialist – travels to HVP parent homes to observe, assess, and provide non-clinical recommendations to support positive social and emotional development in children.
- Health Education Specialist – ensures the timely delivery of health services such as medical, dental, and nutritional needs to all children enrolled in the HVP.
- Home Base Child and Family Support Worker – works with infants and toddlers providing early learning experiences and providing supportive services to the family in the home.
- Office Assistant II – provides general information, instruction, and assistance regarding programs and services to the public and other employees.
- Program Generalist – enrolls eligible participants into HVP and provides family support services.
- Program Manager – plans, organizes, and directs the activities and programs in an assigned major division of the HVP.
- Program Supervisor – supervises the Program Generalist and the provision of family engagement services.
- Quality Assurance Technician II – reviews children files for completion and accuracy, evaluates program operations and ensures that necessary steps are taken to meet mandated federal and state regulations.

**Standard Employment Contract Templates for Home Visiting Program**  
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- Site Supervisor II (three positions) – oversees the daily operation of the HVP typically with 30 home visitation classes and performs related duties.
- Special Education Specialist – identifies children participating in the HVP who are at risk for a variety of developmental delays, performs assessments, and provides education techniques to enhance the child's learning.
- Staff Analyst II – conducts research and analytical studies involving the operations and programs of the organization served.
- Teacher III – develops and facilitates workshops and training for staff and parents and identifies the needs of enrolled children and families or those seeking to participate in the HVP.

All HVP positions support the overarching mission and goal of the PSD, which is to improve the well-being of children, empower families, and strengthen communities through its various programs.

On January 29, 2019 (Item No. 26), April 2, 2019 (Item No. 17), and July 9, 2019 (Item No. 23), the Board of Supervisors (Board) approved standard employment contract templates for HVP, to be executed by the Director of PSD to ensure the required HVP positions are filled timely when turnover occurs.

On June 23, 2020 (Item No. 57), the Board approved standard employment contract templates for HVP, to allow for an hourly rate increase in some positions, and to extend the program for another year through June 30, 2021.

On June 8, 2021 (Item No. 52), the Board approved standard employment contract templates for HVP, to be executed by the Director of PSD to ensure the required HVP positions are filled timely when turnover occurs through June 30, 2023.

On April 12, 2022 (Item No. 23), the Board approved a one-time retention stipend in the amount of either \$922.50 or \$1,845, depending on hire date and number of hours worked, to non-represented contract employees in the PSD HVP, in a total amount not to exceed \$24,333.

The HVP employment contracts may be terminated by either party at any time without cause with a 14-day prior notice, and may be terminated for just cause immediately by the County.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on January 12, 2024; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on January 25, 2024; Human Resources (Gina King, Assistant Director, 387-5570) on February 2, 2024; Finance (Paul Garcia, Administrative Analyst, 386-8392) on February 8, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on February 8, 2024.

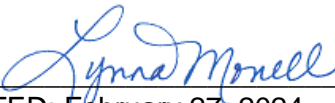
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Contract Positions  
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: February 27, 2024



cc: File - Preschool Services Department w/attach  
CCM 03/1/2024