

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

**REPORT/RECOMMENDATION TO THE BOARD OF DIRECTORS
OF THE IN-HOME SUPPORTIVE SERVICES PUBLIC AUTHORITY
AND RECORD OF ACTION**

December 16, 2025

FROM

GILBERT RAMOS, Assistant Executive Officer, Human Services

ROXANNE YOUNG, Executive Director, In-Home Supportive Services Public Authority

SUBJECT

Standard Employment Contract Templates for the In-Home Supportive Services Public Authority

RECOMMENDATION(S)

1. Acting as the governing body of San Bernardino County:
 - a. Approve standard employment contract template between San Bernardino County and In-Home Supportive Services Public Authority positions, from the effective date, as defined in the contract template, through November 30, 2028, with the option to extend the term for a maximum of three successive one-year periods:
 - i. Contract Accounting Technician
 - ii. Contract Lead Office Assistant
 - iii. Contract Office Assistant II
 - iv. Contract Office Specialist
 - v. Contract Senior Office Assistant
 - vi. Contract Social Worker II
 - vii. Contract Staff Analyst II
 - b. Approve standard employment contract template between San Bernardino County and In-Home Supportive Services Public Authority positions, from the effective date, as defined in the contract template, through November 30, 2028, with the option to extend the term for a maximum of three successive one-year periods:
 - i. Contract Administrative Supervisor I
 - ii. Contract Supervising Office Assistant
 - iii. Contract Supervising Office Specialist
 - iv. Contract Supervising Social Worker
 - c. Authorize the Assistant Executive Officer to complete and execute the individual employment contracts using the standard employment contract templates identified in Recommendation Nos. 1.a. and 1.b. on behalf of the County, and to 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.
2. Acting as the governing body of the In-Home Supportive Services Public Authority:
 - a. Approve standard employment contract template between San Bernardino County and In-Home Supportive Services Public Authority positions, from the effective date, as

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defined in the contract template, through November 30, 2028, with the option to extend the term for a maximum of three successive one-year periods:

- i. Contract Accounting Technician
- ii. Contract Lead Office Assistant
- iii. Contract Office Assistant II
- iv. Contract Office Specialist
- v. Contract Senior Office Assistant
- vi. Contract Social Worker II
- vii. Contract Staff Analyst II

- b. Approve standard employment contract template between San Bernardino County and In-Home Supportive Services Public Authority positions, from the effective date, as defined in the contract template, through November 30, 2028, with the option to extend the term for a maximum of three successive one-year periods:
 - i. Contract Administrative Supervisor I
 - ii. Contract Supervising Office Assistant
 - iii. Contract Supervising Office Specialist
 - iv. Contract Supervising Social Worker
- c. Authorize the Executive Director of the In-Home Supportive Services Public Authority to execute the individual employment contracts identified in Recommendations Nos. 2.a. and 2.b., on behalf of the In-Home Supportive Services Public Authority, and to 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: Roxanne Young, Executive Director, 891-9102)

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

This item does not impact Discretionary General Funding (Net County Cost). All costs associated with these contract positions are funded 100% through the In-Home Supportive Services Public Authority (IHSS PA) administrative allocation which is 100% state and federal funding. Adequate appropriation and revenue for these contract positions have been included in the IHSS PA 2025-26 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

IHSS PA was created in 1973 to serve elderly, blind, or disabled individuals who are not able to remain in their homes without assistance. Some of the services provided include meal preparation, house cleaning, and assistance with personal care. In 2002, the County established the IHSS PA to serve elderly, blind, or disabled individuals who are not able to remain in their homes without assistance. Ordinance No. 3842 adopted by the County on January 8, 2002 (Item No. 58) established the IHSS PA to act as the employer for County IHSS providers pursuant to Welfare and Institutions (W & I) Code section 12301.6, subdivision (c)(1), and to perform other IHSS functions as required by W & I Code section 12301.6, subdivision (e) and not retained by the County.

In January 2014, IHSS PA created a One-Stop Center to facilitate the enrollment of approximately 18,000 to 20,000 service providers to provide care and assistance to IHSS clients

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in the IHSS Program. IHSS PA staff processes approximately 1,000 new provider applications a month, processes fingerprinting paperwork, and obtains background checks through the Department of Justice. On average, it takes about 30 days to complete the processing of a new provider application.

To ensure IHSS PA employment positions are filled expeditiously when turnover occurs, IHSS PA is requesting approval of standard employment contract templates to be executed by the Executive Director of IHSS PA.

The recommended standard employment contract templates will be used for positions outlined in Recommendation Nos. 1.a., 1.b., 2.a., and 2.b. and when turnover occurs. The employment contract templates will be used from the effective date, as defined in the contract template as the first day of a pay period following the completion of all of the following: 1) signed and approved by both parties; 2) successful completion by both parties of background and on-boarding processes; and 3) satisfaction of Section VI., Paragraph E, "Evidence of Eligibility to Work", through November 30, 2028, subject to the termination provisions of the contract. Notwithstanding the foregoing, either party may terminate the contract at any time without cause, upon 14 days prior written notice to the other party. The County and IHSS PA may terminate the contract immediately for just cause. These positions will support the overarching mission and goal of IHSS PA.

For administrative efficiency, this item will authorize the Assistant Executive Officer for the County and the Executive Director of the IHSS PA 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 and IHSS PA, respectively, subject to County Counsel review. Non-substantive changes include filling in blanks in the individual employment contract templates, updating names, removing unnecessary attachments, and making any non-substantive clerical changes. The Delegation of Authority will allow IHSS PA to execute contracts more quickly to support faster filling of positions, especially since the current provider processing time is approximately 30 days.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by Human Services (Lisa Rivas-Ordaz, Contracts Manager, 388-0222) on October 23, 2025; Human Resources (Gina King, Human Resources Division Chief, 387-5564) on November 14 2025; County Counsel (Scott Runyan, Principal Assistant County Counsel, Jackie Carey-Wilson, Deputy County Counsel, 387-5455) on November 14, 2025; and County Finance and Administration (John Hallen, Principal Administrative Analyst, 388-0208) on November 25, 2025.

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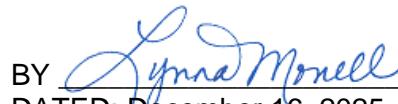
Record of Action of the Board of Supervisors
San Bernardino County

Record of Action of the Board of Directors
In-Home Supportive Services Public Authority

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY 
DATED: December 16, 2025



cc: File - Human Services w/attach
CCM 01/2/2026