

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

June 11, 2024

FROM

SHARON NEVINS, Director, Department of Aging and Adult Services

SUBJECT

Employment Contract for Grant Administrator

RECOMMENDATION(S)

1. Approve **Employment Contract No. 24-448** with Jennifer Pohlman, as Grant Administrator, to oversee multiple competitive grant awards and related programs, for the estimated annual cost not to exceed \$175,385 (\$114,000 Salary, \$61,385 Benefits), for the period of June 15, 2024, through June 13, 2025.
2. Authorize the Assistant Executive Officer to execute amendments to extend the term of the Employment Contract for a maximum of two successive one-year periods, on behalf of the County, subject to review by County Counsel.
3. Direct the Assistant Executive Officer to transmit all contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Sharon Nevins, Director, 891-3917)

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.

FINANCIAL IMPACT

Approval of this item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost not to exceed \$175,385 is funded by the In-Home Supportive Services (IHSS) Administrative Allocation, which is 100% federal and state funding. Adequate appropriation and revenue have been included in the Human Services Administrative Claim 2023-24 budget and is included in the 2024-25 Recommended Budget.

BACKGROUND INFORMATION

The Department of Aging and Adult Services is recommending an employment contract with Jennifer Pohlman to ensure continuity of grant administration of multiple competitive grant awards and related programs, including but not limited to the Pacific Village expansion project. This position is vital to coordinate efforts for department related community homelessness initiatives, as well as serve as a resource for other San Bernardino County (County) projects serving IHSS clients and Adult Protective Services clients, including the new Pacific Village and Platinum Campus project, and other similar projects. This position will work closely with the Department of Behavioral Health (DBH) and other County departments to provide guidance in support of the growing emphasis within the county to address homelessness, with emphasis on older adults and individuals with disabilities.

**Employment Contract for Grant Administrator
June 11, 2024**

On September 13, 2022 (Item No. 5), the Board of Supervisors (Board) approved submission of a grant application, in the amount of \$14,165,593, to the California Department of Social Services (CDSS) for Community Care Expansion (CCE) - Capital Expansion Program funding to support expansion of the Pacific Village Campus. On January 6, 2023, CDSS issued an award notification announcing the Department of Aging and Adult Services (DAAS) had been selected to receive a CCE Capital Expansion grant award based on the application package submitted for the Pacific Village Platinum Campus. The program funding agreement (PFA) will be presented to the Board for approval and acceptance of grant funds prior to the end of the 2024 calendar year. As the designated point of contact with the CCE grant administrator, Horne LLP, Jennifer Pohlman possesses the historical knowledge, expertise, and professional relationships required to ensure the PFA is presented to the Board in accordance with mandated County policy and CDSS funding timelines.

On May 21, 2024 (Item No. 59), the Board approved the Design-Build Request for Proposal Package to provide design and construction services for the Pacific Village Campus Expansion Project. The County is expanding County-owned property known as the "Pacific Village Campus" located at 2626 Pacific Street in the City of San Bernardino to create a model campus that will offer housing and social services to county residents who are experiencing or are at risk of homelessness. The Pacific Village expansion project is a \$42,000,000 multi-use collective impact partnership between DAAS, DBH, Community Development and Housing (CDH), and third-party management providers to increase access to a safe home environment and resources for overall wellness and self-sufficiency.

Ms. Pohlman is a current regular County employee, employed as the DAAS-Public Guardian (DAAS-PG) Special Projects Manager. In her current position, she provides high-level administrative support to executive leadership, including acting as the Director's designee for high-profile grants and projects, such as the CCE grant and development of the Pacific Village collective impact project. As the designated point of contact with the CCE grant administrator, Ms. Pohlman is the most well versed, knowledgeable, and experienced employee regarding the terms of the grant, requirements to obtain the final funding documents, as well as ongoing administration, reporting requirements and oversight of the grant to draw down funds during construction of the project. As DAAS-PG does not have alternative funding streams for capital expansion, any interruption in the grant process will cause significant unintended impacts to the County's ability to meet state mandated timelines related to CCE funding, which is the sole funding stream available to DAAS-PG to support capital expansion at the Pacific Village campus to provide vital services for older adults and individuals with disabilities experiencing or at risk of homelessness.

Ms. Pohlman possesses the skills, historical knowledge, and expertise required to ensure the grants and projects are executed in accordance with state and County mandates.

The recommended contract shall be effective June 15, 2024, and shall remain in effect through June 13, 2025, subject to the termination provisions of the contract. Authorization is requested for the Assistant Executive Officer to execute amendments to extend the term of the contract for a maximum of two successive one-year periods. Either party may terminate the 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.

**Employment Contract for Grant Administrator
June 11, 2024**

PROCUREMENT

A procurement was not performed at this time as Ms. Pohlman is a current regular County employee, employed as a District Manager. Upon the effective date of this contract, Ms. Pohlman shall be considered a Contract employee in the County's Unclassified Service. A contract agreement with Jennifer Pohlman is recommended as she has the necessary skills, knowledge, and experience to perform the duties required for the Grant Administrator position.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on May 30, 2024; County Counsel (Richard Luczak, Deputy County Counsel, 387-0226) on May 30, 2024; Human Resources (Gina King, Assistant Director, 387-5571) on May 30, 2024; Finance (John Hallen, Administrative Analyst, 388-0208) on May 30, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on May 31, 2024.

**Employment Contract for Grant Administrator
June 11, 2024**

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 11, 2024



cc: DAAS - Arriola w/ agree
Contractor c/o DAAS w/ agree
File w/ agree
JLL 06/12/2024