

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

**December 16, 2025**

**FROM**

**GILBERT RAMOS, Assistant Executive Officer, Human Services**

**SUBJECT**

Employment Contracts for the Children and Families Commission of San Bernardino County

**RECOMMENDATION(S)**

1. Approve Part-time Employment **Contract No. 25-1075** with Aileen Berrospe as a Community Engagement Assistant, to support the Children and Families Commission of San Bernardino County, for an estimated annual cost of \$21,154, for the period of December 27, 2025, through December 22, 2028, with the option to extend the term for a maximum of three successive one-year periods.
2. Approve Part-time Employment **Contract No. 25-1076** with Jordan Danzie as a Community Engagement Assistant, to support the Children and Families Commission of San Bernardino County, for an estimated annual cost of \$21,154, for the period of December 27, 2025, through December 22, 2028, with the option to extend the term for a maximum of three successive one-year periods.
3. Authorize the Assistant Executive Officer to execute amendments to extend the term of the contracts for a maximum of three successive one-year periods, on behalf of the County, subject to County Counsel review.
4. Direct the Assistant Executive Officer to transmit all amendments in relation to the Part-time Employment Contracts to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Gilbert Ramos, Assistant Executive Officer, 387- 4261)

**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**

This item will not result in the use of Discretionary General Funding (Net County Cost). The estimated annual cost of \$42,308 will be funded 100% by the Children and Families Commission (Commission) Trust Fund which is funded through Proposition 10 tobacco tax. Adequate appropriation and revenue have been included in the Commission's 2025-26 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The Commission uses California's tax on cigarettes and tobacco products to provide services to 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 from the pre-natal stage to five years of age, and their families.

**Employment Contracts for the Children and Families Commission of  
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On January 23, 2001 (Item No. 59), the Board of Supervisors approved Memorandum of Understanding (MOU) No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission, with automatic renewals annually until terminated by either party. The terms and conditions of the MOU require Human Services (HS) to provide the Commission with support for the administration of staff benefits, review and act on items and personnel related issues, and provide employment contract administration services.

MOU No. 01-50 with the Commission 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.

The recommended Employment Contracts (Contracts) with Aileen Berrospe and Jordan Danzie will be effective December 27, 2025, and shall remain in effect through December 22, 2028, subject to the termination provisions of the Contracts.

Authorization is requested to allow the Assistant Executive Officer to execute amendments on behalf of the County to extend the term of the Contracts for a maximum of three successive one-year periods, subject to County Counsel review. Either party may terminate the Contracts at any time without cause upon 14 days prior written notice to the other party. The County may terminate the Contracts immediately for just cause.

**PROCUREMENT**

The Commission posted a recruitment and received a certification list from the Human Resources Department on September 2, 2025, which contained 97 eligible candidates established for the position of Community Engagement Assistant. Out of the 97 eligible candidates, 12 were scheduled for interviews. The interview process, held from September 23 through September 29, 2025, involved a series of job-related questions, with candidates given 15 minutes to review beforehand and 30 minutes for the interview. The interview panel and HS agreed on the selected candidates based on their work experience, qualifications, and responses.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services (Lisa Rivas-Ordaz, Contracts Manager, 388-0222) on November 12, 2025; County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on November 24, 2025; Human Resources (Gina King, Assistant Director, 387-5570) on November 20, 2025; and County Finance and Administration (John Hallen, Principal Administrative Analyst, 388-0208) on November 24, 2025.

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Record of Action of the Board of Supervisors  
San Bernardino County

**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

BY   
DATED: December 16, 2025



cc: HS - Zamets w/agree  
Contractor - c/o HS w/agree  
File - w/agree  
MBA 12/22/2025