

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

December 17, 2024

FROM

DIANA ALEXANDER, Assistant Executive Officer, Human Services

SUBJECT

Standard Employment Contract Template for the California Statewide Automated Welfare System

RECOMMENDATION(S)

1. Approve Standard Employment Contract Template for the following California Statewide Automated Welfare System program positions, for the period of January 1, 2025, through June 30, 2028:
 - a. Executive Assistant
 - b. Business Analyst
 - c. Policy Manager
 - d. Development, Test and Release Director
2. Authorize the Assistant Executive Officer to execute the individual employment contracts identified in Recommendation No. 1, on behalf of the County, subject to review by County Counsel.
3. Authorize the Assistant Executive Officer to execute amendments to extend the term of the contracts for a maximum of three one-year extensions on behalf of the County, subject to review by County Counsel.

(Presenter: Diana Alexander, Assistant Executive Officer, 387-4261)

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 and Stakeholders.

FINANCIAL IMPACT

Approval of this item will not result in the use of Discretionary General Funding (Net County Cost). The estimated annual cost will be 100% state and federally funded through the California Statewide Automated Welfare System (CalSAWS) Joint Powers Authority (JPA). Adequate appropriation and revenue have been included in the Human Services Administrative Claim 2024-25 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

In 1996, the Consortium IV (C-IV), which comprises San Bernardino, Riverside, Merced, and Stanislaus Counties, was formed and contractually joined together in a collaborative effort for the development, implementation, and maintenance of an automated welfare system, which supports six core programs: California Work Opportunity and Responsibility to Kids, Supplemental Nutritional Assistance Program, Medi-Cal, Foster Care, Refugee Assistance, and County Medical Services. The following functions are supported by the automated welfare

**Standard Employment Contract Template for the California Statewide
Automated Welfare System
December 17, 2024**

system: eligibility determination, benefit computation, benefit delivery, case management and information management.

At the initiation of C-IV project, employment contracts were utilized for positions, as the job duties required did not match any County classification. The County does not have any classified positions with regard to C-IV duties, thus these remain contracted positions. The C-IV formed a JPA, by agreement with member counties, to develop and manage the project known as CalSAWS after additional California counties began migrating to a single statewide system which incorporated the functionalities of C-IV and other consortia.

The CalSAWS JPA was created for the purpose of designing, developing, implementing, operating, and maintaining an automated welfare system statewide. The JPA is an independent government agency, organized under California law, comprising representatives from six CalSAWS regions, which encompasses all 58 California counties. The JPA is governed and administered by a Board of Directors comprised of County Welfare Directors. The County is a member agency of one of the six CalSAWS regions of the JPA. These contracted positions are fully reimbursed to the County by the JPA.

The recommended Standard Employment Contract Template (Template) may be used for the period of January 1, 2025, through June 30, 2028, subject to the termination provisions of the contract, with the option to extend for a maximum of three successive one-year periods. The Template will be utilized, as a replacement document, to standardize contracting for these positions. The County and the contract employee may terminate the individual employment 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. This item will authorize the Assistant Executive Officer to execute the individual employment contracts identified in Recommendation No. 1, as well as any amendments to extend the term of the contracts for a maximum of three one-year extensions, on behalf of the County, subject to County Counsel review.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on November 26, 2024; Human Resources (Gina King, Assistant Director, 387-5570) on November 26, 2024; County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on November 26, 2024; Finance (John Hallen, Principal Administrative Analyst, 388-0208) on November 26, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on November 26, 2024.

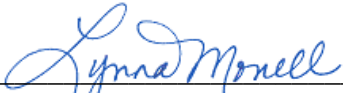
**Standard Employment Contract Template for the California Statewide
Automated Welfare System
December 17, 2024**

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: December 17, 2024



cc: File - Human Services w/attach
MBA 12/26/2024