

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

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

February 11, 2020

FROM

CASONYA THOMAS, Assistant Executive Officer, Human Services

ROSA HIDALGO, Executive Director, In-Home Supportive Services Public Authority

SUBJECT

Employment Contract for the In-Home Supportive Services Public Authority

RECOMMENDATION(S)

1. Acting as the governing body of the County of San Bernardino:
 - a. Approve an **Employment Contract No. 20-76** between the County of San Bernardino, the In-Home Supportive Services Public Authority, and Eva Muro, Office Specialist, for the three-year period of February 15, 2020 through February 14, 2023, for a total annual cost of \$53,820 (\$35,880 Salary, \$17,940 Benefits).
 - b. Authorize the Executive Director of the In-Home Supportive Services Public Authority to execute amendments to extend the term of the contract for a maximum of three successive one-year periods on behalf of the County, subject to review by County Counsel.
2. Acting as the governing body of the In-Home Supportive Services Public Authority:
 - a. Approve an **Employment Contract No. 20-76** between the County of San Bernardino, the In-Home Supportive Services Public Authority, and Eva Muro, Office Specialist, for the three-year period of February 15, 2020 through February 14, 2023, for a total annual cost of \$53,820 (\$35,880 Salary, \$17,940 Benefits).
 - b. Authorize the Executive Director of the In-Home Supportive Services Public Authority to execute amendments to extend the term of the contract for a maximum of three successive one-year periods on behalf of the In-Home Supportive Services Public Authority, subject to review by County Counsel.
 - c. Direct the Executive Director of the In-Home Supportive Services Public Authority to transmit all documents in relation to future contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Rosa Hidalgo, Executive Director, 891-9102)

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.

**Employment Contract for the In-Home Supportive Services Public Authority
February 11, 2020**

FINANCIAL IMPACT

This item does not impact Discretionary General Funding (Net County Cost). The total estimated annual cost of \$53,820 will be 82.5% (\$44,402) state and federally funded and 17.5% (\$9,418) Social Services Realignment funded. Adequate appropriation and revenue have been included in the In-Home Supportive Services Public Authority's (IHSS PA) 2019-20 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The In-Home Supportive Services Program 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 assisting with personal care.

IHSS PA created a One-Stop Center to facilitate the enrollment of approximately 18,000 to 20,000 service providers to work in the IHSS Program. Approximately 1,000 new providers a month complete orientation, fingerprinting, and obtain background checks through the Department of Justice. IHSS PA recommends an Office Specialist position be filled due to a vacancy. The Office Specialist position performs a variety of auditing, and fiscal functions; explains complex policies, procedures, and regulations to employees, customers, and service providers; researches and responds to problems and complaints outside or within the agency.

The recommended contract shall be effective February 15, 2020 through February 14, 2023, subject to the termination provisions of the contract. Authorization is requested for the Executive Director of IHSS PA to execute amendments to extend the term of the contract for a maximum of three successive one-year periods. 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 may terminate the contract immediately for just cause.

PROCUREMENT

IHSS PA initiated an open recruitment for the Office Specialist position from November 4, 2019 through November 7, 2019, during which 142 applications were received. On November 20, 2019, nine candidates were interviewed by a two-member panel, consisting of the IHSS PA Administrative Supervisor I and IHSS PA Staff Analyst.

Based on the candidate's knowledge and experience, IHSS PA recommends an employment contract with Eva Muro at a starting salary of \$17.25 per hour, contingent upon approval by the Board of Supervisor and IHSS PA Board of Directors.

REVIEW BY OTHERS

This item has been reviewed by Human Resources (Mark DeBoer, Assistant Director of Human Resources, 387-5570) on January 13, 2020; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on January 14, 2020; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on January 14, 2020; Finance (Paul Garcia, Administrative Analyst, 386-8392) on January 27, 2020; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on January 27, 2020.

**Employment Contract for the In-Home Supportive Services Public Authority
February 11, 2020**

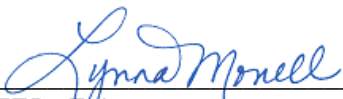
Record of Action of the Board of Supervisors
County of San Bernardino

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

APPROVED (CONSENT CALENDAR)

Moved: Robert A. Lovingood Seconded: Josie Gonzales
Ayes: Robert A. Lovingood, Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY 
DATED: February 11, 2020



cc: HS- Baxter w/agree
Contractor- C/O HS w/agree
File- w/agree
la 02/19/2020