

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

December 19, 2023

**FROM**

**SHANNON D. DICUS, Sheriff/Coroner/Public Administrator**

**SUBJECT**

Employment Contract for Recreational Therapy Services

**RECOMMENDATION(S)**

1. Approve **Employment Contract No. 23-1317** with Kimberley Henry as a Detentions Recreational Therapist to provide recreational therapy services, effective January 13, 2024 through January 12, 2026, for an estimated annual cost of \$108,456 (Salary - \$79,165; Benefits - \$29,291).
2. Authorize the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to the contract to extend the term for three additional one-year periods on behalf of the County, subject to County Counsel review.
3. Direct the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to transmit all Employment Contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Ernie Perez, Deputy Chief, 387-3760)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Operate in a Fiscally-Responsible and Business-Like Manner.**

**Provide for the Safety, Health and Social Service Needs of County Residents.**

**FINANCIAL IMPACT**

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The estimated annual cost for this employment contract is \$108,456 (Salary - \$79,165; Benefits - \$29,291). This position is assigned to the Community Service and Reentry Division (CSRD) and is funded by the Sheriff/Coroner/Public Administrator's (Department) Inmate Welfare Fund. Sufficient appropriation for this contract is included in the Department's 2023-24 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

This employment contract will allow the Department to contract with Kimberley Henry to provide therapeutic recreational activities and developmentally appropriate programming for individuals in a jail-based setting. The initial term of this employment contract is for three years but may be extended for three additional one-year periods. Either party may terminate the contract at any time without cause with 14-days' advance written notice to the other party. The contract may be terminated for just cause immediately by the County.

**Employment Contract for Recreational Therapy Services  
December 19, 2023**

**PROCUREMENT**

The CSRD program management staff interviewed the applicant and determined Ms. Henry possessed the education, experience, and character to provide services as a Detentions Recreational Therapist. The Department recommends a three-year contract with Ms. Henry, who has the necessary qualifications, licensure, and experience to serve as a Detentions Recreational Therapist.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on November 17, 2023; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on November 28, 2023; Finance (Erika Rodarte, Administrative Analyst, 387-4919) on November 30, 2023; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on December 1, 2023.

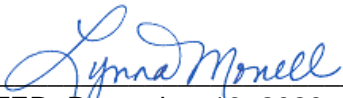
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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: December 19, 2023



cc: Sheriff - Welty w/agree  
Contractor - c/o Sheriff w/agree  
File - w/agree  
CCM 12/22/2023