

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

March 15, 2022

FROM

SHARON NEVINS, Director, Department of Aging and Adult Services

SUBJECT

Employment Contract Amendment for the Department of Aging and Adult Services

RECOMMENDATION(S)

Approve **Amendment No. 1**, effective March 16, 2022, to Employment **Contract No. 19-99** with Bronell Ingram, Administrative Aide, exercising the first option to extend the contract term for an additional year and revising the Compensation language to align with the state minimum wage, for an estimated annual cost of \$28,136 (\$24,960 Salary, \$3,176 Benefits), for the total contract period of March 16, 2019 through March 15, 2023.

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

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

Create, Maintain and Grow Jobs and Economic Value in the County.

FINANCIAL IMPACT

Approval of this item will not require additional Discretionary General Funding (Net County Cost). The estimated annual cost of \$28,136 is funded by an annual allocation received from the California Department of Aging which consists of federal grant funding for Title V of the Older Americans Act. The Title V funding requires a 10% local match which is funded by existing County Discretionary General Funding received by the department. Adequate appropriation and revenue have been included in the Department of Aging and Adult Services (DAAS) 2021-22 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

DAAS is recommending a contract amendment for one Senior Community Service Employment Program (SCSEP) Administrative Aide position to revise compensation language to align with state minimum wage requirements and extend the contract term. The Administrative Aide position develops relationships with non-profit and government entities; writes and maintains internal program policies and procedures; enters participant data into the Department of Labor (DOL) automated system; ensures all seniors placed in the SCSEP are eligible for participation and appropriately placed in training sites; provides technical assistance to program participants; answers the phone; and assists the public in the SCSEP office.

The recommended contract amendment shall be effective March 16, 2022 and shall remain in effect through March 15, 2023, subject to the termination provisions of the contract. Notwithstanding the foregoing, either party may terminate the contract at any time without cause

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upon 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause.

The DOL administers the Older Americans Act Title V SCSEP. The purpose of the program is to provide income and gainful part-time training/work activities for low-income older persons, 55 years of age and older, in non-profit and government locations. The DOL contracts with a variety of organizations to manage the program at the state and local level. DAAS administers the SCSEP through part-time contract positions due to the limited funding available for this program.

PROCUREMENT

A procurement was not performed at this time as Bronell Ingram is a current contract Administrative Aide whose existing contract is coming to an end. A contract amendment with Bronell Ingram is recommended as she has the necessary skills, knowledge, and experience to continue performing the duties required for the SCSEP Administrative Aide position.

On May 23, 2017 (Item No. 8), the Board of Supervisors (Board) approved Contract No. 17-282 between DAAS and Bronell Ingram, SCSEP Administrative Aide, for a total annual cost of \$17,617 (\$16,312 Salary, \$1,305 Benefits) for the contract period of May 27, 2017 through May 26, 2020.

On March 12, 2019 (Item No. 5), the Board approved Contract No. 19-99 between DAAS and Bronell Ingram, SCSEP Administrative Aide, for a total annual cost of \$20,035 (\$18,270 Salary, \$1,765 Benefits) for the contract period of March 16, 2019 through March 15, 2022, with the option to extend the contract for a maximum of three successive one-year periods. This new contract revised hourly rate and salary rate language to allow the Director of DAAS to initiate some salary increases, as well as provided for a new three year contract. In addition, this item authorized the Assistant Executive Officer of Department Operations (formerly titled Assistant Executive Officer of Human Services) to execute the extension options on behalf of the County, subject to review by County Counsel.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on February 14, 2022; Human Resources (Gina King, Human Resources Deputy Director, 387-5564) on February 14, 2022; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on March 1, 2022; Finance (Christopher Lange, Administrative Analyst, 386-8392) on February 25, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0332) on March 1, 2022.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Janice Rutherford Seconded: Joe Baca, Jr.

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: March 15, 2022



cc: DAAS- Baxter w/agree
Contractor- C/O DAAS w/agree
File- w/agree
LA 03/16/2022