

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

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

March 14, 2023

**FROM**

**DIANA ALEXANDER, Assistant Executive Officer, Department Operations**

**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 San Bernardino County:
  - a. Approve employment **Contract No. 23-197** between San Bernardino County, In-Home Supportive Services Public Authority and Ariana Hernandez as a Supervising Social Worker, for the estimated annual cost of \$104,613 (\$69,742 Salary, \$34,871 Benefits), for the period of March 25, 2023 through March 24, 2026.
  - 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 County Counsel review.
  - c. Direct the Executive Director of the In-Home Supportive Services Public Authority to transmit all contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.
2. Acting as the governing body of the In-Home Supportive Services Public Authority:
  - a. Approve employment **Contract No. 23-197** between San Bernardino County, In-Home Supportive Services Public Authority and Ariana Hernandez as a Supervising Social Worker, for the estimated annual cost of \$104,613 (\$69,742 Salary, \$34,871 Benefits), for the period of March 25, 2023 through March 24, 2026.
  - 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 County Counsel review.
  - c. Direct the Executive Director of the In-Home Supportive Services Public Authority to transmit all contract amendments to the Secretary of the Board of Directors 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 and Stakeholders.**

### **FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of \$104,613 is state and federally funded. Adequate appropriation and revenue have been included in the In-Home Supportive Services Public Authority (IHSS PA) 2022-23 budget and will be included in future recommended budgets.

### **BACKGROUND INFORMATION**

The Supervising Social Worker position is responsible for supervising and evaluating the work of the Registry Unit, conducting field supervision, providing training for staff, and may carry a specialized caseload.

The recommended employment contract shall be effective March 25, 2023 through March 24, 2026, subject to the termination provisions of the contract and with the option to extend 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-day prior written notice to the other party. The County may terminate the contract immediately for just cause.

IHSS was created in 1973 by the State of California 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 assistance with personal care. In 2002, the County established the IHSS PA to serve elderly, blind, or disabled individuals who are not able to remain in their homes without assistance. Ordinance No. 3842, adopted by the Board of Supervisors on January 8, 2002 (Item No. 58), established the IHSS PA to act as the employer for San Bernardino IHSS providers pursuant to Welfare and Institutions Code (WIC) section 12301.6, subdivision (c)(1), and to perform other IHSS functions as required by WIC section 12301.6, subdivision (e) and not retained by the County.

There are approximately 32,000 IHSS providers in the county. IHSS PA maintains a One-Stop Center to facilitate monthly enrollment, fingerprinting, employment verification, workers compensation, health benefits, and payroll support to approximately 12,000 to 15,000 providers monthly, who provide care and assistance to IHSS clients. IHSS PA staff processes approximately 1,200 new provider applications each month.

### **PROCUREMENT**

IHSS PA initiated a recruitment for the Supervising Social Worker position starting December 3, 2022 through December 16, 2022. Five candidates were interviewed on January 12, 2023. The candidates were interviewed by a two-member panel, consisting of the IHSS PA Deputy Director and an Administrative Supervisor I. Based on her knowledge and experience, IHSS PA recommends an employment contract with Ariana Hernandez as a Supervising Social Worker at a starting salary of \$33.53 per hour, contingent on Board of Supervisors/Board of Directors approval.

### **REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on February 7, 2023; Human Resources (Gina King, Deputy Director, 387-5570) on February 23, 2023; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on February 24, 2023; Finance (Paul Garcia, Administrative Analyst, 386-8392) on February 23, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on February 23, 2023.

**Employment Contract for the In-Home Supportive Services Public  
Authority  
March 14, 2023**


Record of Action of the Board of Supervisors  
San Bernardino County

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

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY   
DATED: March 14, 2023



cc: HS- Baxter w/agree  
Contractor- C/O HS w/agree  
File- w/agree  
LA 03/17/2023