

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

September 10, 2024

**FROM**

**ARLENE MOLINA, Assistant Director, Preschool Services Department**

**SUBJECT**

Standard Employment Contract Templates for Contract Employees for the Fatherhood-Family-Focused, Interconnected, Resilient and Essential Program

**RECOMMENDATION(S)**

1. Approve Standard Employment Contract Templates for the following Preschool Services Department Fatherhood-Family-Focused, Interconnected, Resilient and Essential program contract positions to service low-income fathers in the Head Start and Early Head Start programs, effective upon execution through June 30, 2027, with the option to extend the term for a maximum of two successive one-year periods:
  - a. Program Generalist – Case Manager (\$21.90 - \$23.59 hourly salary range)
  - b. Program Generalist – Workshop Facilitator (\$21.90 - \$23.59 hourly salary range)
  - c. Program Supervisor (\$25.72 - \$27.69 hourly salary range)
2. Authorize the Director of Preschool Services Department to execute the individual employment contracts and execute amendments to extend the term of the contracts for a maximum of two one-year extensions. on behalf of the County, subject to review by County Counsel.

(Presenter: Arlene Molina, Assistant Director, 383-2078)

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

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

**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 will not impact Discretionary General Funding (Net County Cost). The cost to the Preschool Services Department (PSD) for all Fatherhood Family Focused, Interconnected, Resilient, and Essential (Fatherhood FIRE) Head Start/Early Head Start positions will be funded by the United States Department of Health and Human Services, Administration for Children and Adequate revenue, and appropriations have been included in PSD's 2024-25 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

PSD aims to increase child and family well-being through a series of evidence-based practices that address healthy relationships, improve parenting skills, and increase economic stability. Fatherhood FIRE services and activities include recruitment of Head Start fathers, risk and needs assessments, goal setting with measurable activities and milestones, intensive case management services, and supportive services through referrals to community partners. This

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program also offers a Successful Pathways Apprenticeship Program, which is designed to deliver Head Start, Early Head Start, and California State Preschool Program parents with job training and knowledge that provide a competitive edge over other candidates to achieve employment at PSD, certified high school education programs, and participation in The Nurturing Fathers Program curriculum workshops.

PSD will utilize contract templates for the classifications listed in the Recommendation to hire staff who will provide Fatherhood FIRE program services to assist fathers in the Head Start /Early Head Start program. To ensure these positions are filled to address turnover, PSD is requesting approval of standard employment contract templates to be executed by the Director of PSD, subject to review by County Counsel.

The employment contract templates may be terminated by either party, at any time without cause, with a 14-day-prior written notice to the other party and may be terminated for just cause immediately by the County.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on July 17, 2024; County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on August 1, 2024; Human Resources (Gina King, Assistant Director, 387-5570) on August 1, 2024; Finance (Paul Garcia, Administrative Analyst, 386-8392) on August 15, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on August 22, 2024.

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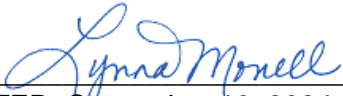
Record of Action of the Board of Supervisors  
San Bernardino County

**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: September 10, 2024



cc: File - Preschool Services Department w/attach

MBA 09/13/2024