

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

March 15, 2022

FROM

DIANA ALEXANDER, Assistant Executive Officer, Department Operations – Human Services

SUBJECT

Staff Analyst Employment Contracts for the Children and Families Commission for San Bernardino County

RECOMMENDATION(S)

1. Approve employment contracts between San Bernardino County and Children and Families Commission for San Bernardino County with the following individuals, for the period of March 26, 2022 through March 25, 2025:
 - a. Jammy A. Gutierrez as Staff Analyst II, for the estimated annual cost of \$90,413 (\$61,090 Salary, \$29,323 Benefits) **Contract No. 22-171.**
 - b. Wendy Lee as Staff Analyst II – Section Manager Evaluation and Impact, for the estimated annual cost of \$134,615 (\$88,171 Salary, \$46,444 Benefits) **Contract No. 172.**
2. Authorize the Assistant Executive Officer of Department Operations to execute amendments to extend the term of the contracts for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.
3. Direct the Assistant Executive Officer of Department Operations to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Diana Alexander, Assistant Executive Officer, 387-4261)

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 the employment contracts is \$225,028, and will be reimbursed by the Children and Families Commission's (Commission) Trust Fund. Adequate appropriation and revenue have been included in the 2021-22 Commission budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Staff Analyst II position is responsible for various research, evaluation, analytic and work effort oversight functions to enhance the viability and effectiveness of services promoting, supporting and improving the early development of children from the prenatal stage to five years of age.

**Staff Analyst Employment Contracts for the Children and Families
Commission for San Bernardino County
March 15, 2022**

The Staff Analyst II – Section Manager Evaluation and Impact position is responsible to lead and train other Staff Analyst II's and support staff, participate in the Strategic Planning Process, and provide oversight of all aspects of evaluation frameworks.

The recommended employment contracts will be effective March 26, 2022 through March 25, 2025, subject to the termination provisions of the contract.

The Commission uses California's tax on cigarettes and tobacco products to provide services for the State's youngest residents and their families. The Commission collaborates with the community and child-serving agencies to fulfill their mission of promoting, supporting, and enhancing the health and early development of children prenatal through age five, and their families.

On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Contract No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission. The terms and conditions of the contract require Human Services to provide the Commission with support for the administration of staff benefits, review and act on Board agenda items and personnel-related issues, and provide employment contract administration services. The contract has been amended several times to revise language regarding services or to add services provided by the County. The Commission fully reimburses the County for the cost of these services.

PROCUREMENT

At the request of the Commission, Human Resources provided a certification list of seven eligible candidates to fill a Staff Analyst II position. Three candidates were interviewed on November 16, 2021, by two members of the Commission's Executive Team. Based on her extensive professional experience, the Commission recommends an employment contract with Jammy A. Gutierrez as Staff Analyst II at starting salary of \$29.37 per hour, contingent on Board approval.

In December 2021, working through an internal recruitment process among five current and eligible Commission contract Staff Analyst II's, the Commission offered the Staff Analyst II's an option to express interest and interview competitively for the position of Staff Analyst II – Section Manager over the Evaluation Unit. Based on her extensive experience in program development and evaluations, as well as child trauma and early mental health, the Commission recommends an employment contract with Wendy Lee as Staff Analyst II – Section Manager at starting salary of \$42.39 per hour.

On August 21, 2018 (Item No. 32), the Board approved Contract No. 18-635 between the Commission and Wendy Lee, Staff Analyst II, for an estimated annual cost of \$102,720 (\$67,579 Salary, \$35,141 Benefits) for the period of September 1, 2018 through August 31, 2021, with the option to extend the contract a maximum of three consecutive one-year periods. In addition, this item authorized the Assistant Executive Officer of Human Services (currently titled Assistant Executive Officer of Department Services) to execute the extension options on behalf of the County, subject to review by County Counsel.

On August 25, 2021, the Assistant Executive Officer of Department Operations (formerly titled Assistant Executive Officer of Human Services) exercised the first one-year option to Contract

**Staff Analyst Employment Contracts for the Children and Families
Commission for San Bernardino County
March 15, 2022**

No. 18-635 between the Commission and Wendy Lee, Staff Analyst II, for an estimated annual cost of \$113,583 (\$78,333 Salary, \$35,250 Benefits), extending the contract through August 31, 2022. Upon Board approval of this current item, Contract No. 18-635 will be terminated and the new employment contract will take effect.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on February 1, 2022; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on January 31, 2022; Human Resources (Gina King, Human Resources Division Chief, 387-5570) on February 14, 2022; Finance (John Hallen, Administrative Analyst, 388-0208) on February 24, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on March 1, 2022.

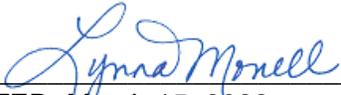
**Staff Analyst Employment Contracts for the Children and Families
Commission for San Bernardino County
March 15, 2022**

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: HS - Baxter w/agrees
Contractor - C/O HS w/agree
File - w/agree
CCM 03/16/2022