

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



Contract Number

22-181 A-1

SAP Number

Human Services

Department Contract Representative	Raul Gudino
Telephone Number	909-388-0320
Contractor	Myette Christian
Contractor Representative	
Telephone Number	
Contract Term	March 26, 2022 through March 25, 2025
Original Contract Amount	Initial Hourly Rate \$53.19
Amendment Amount	
Total Contract Amount	Current Hourly Rate \$59.77
Cost Center	4980002240

IT IS HEREBY AGREED AS FOLLOWS:

AMENDMENT NO. 1:

It is hereby agreed to amend Contract No. 22-181, effective August 22, 2023 as follows:

SECTION I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR Paragraph M is amended to read as follows:

M. Special Assignment Compensation (SAC) duties include but are not limited to:

1. Establish and implement organizational policies and procedures for IHSS PA operations; monitor effectiveness of policies and procedures, and make revisions or recommendations as necessary.
2. Direct and coordinate the fiscal and analytical operations of the IHSS PA, which may include the functions of budgeting, fiscal control, accounting, purchasing, personnel, grant preparation and analysis, contract administration, capital improvements, and data processing.
3. Supervise subordinate supervisors of operational programs or administrative support activities in the organization served; select, train, evaluate and discipline staff; explain new policies, procedures, methods and systems; serve as reference for substantial problems; prepare or supervise the preparation of reports, records, correspondence, and other documents.

4. Conduct or direct complex studies pertaining to a variety of administrative and operational problems; determine actions appropriate for improvements; advise the IHSS PA Governing Board and/or San Bernardino County Administrative Office on findings and methods of effective solutions.
5. Coordinate various activities and programs in assigned area of responsibility with governmental agencies and private entities.
6. Direct preparation of the IHSS PA budget; explain needs and provide justification for items to the IHSS PA Governing Board; review and decide on expenditure requests and budget variances; work within the County budget process to establish the availability of requested funds.
7. Direct preparation of and review grant proposals for various programs and projects of the IHSS PA; interface with governmental agencies' personnel regarding requirements for obtaining funds and monitoring procedures; present proposals to various boards and commissions in order to gain approval for programs and projects.
8. Coordinate all audits related to the IHSS PA or program operation and services; explain procedures to auditors and serve as reference for questions.
9. Review, interpret and analyze new and proposed legislation; determine effects of legislation on operations and programs of the organization served; advise superiors of findings; take appropriate action in order to ensure compliance with existing rules and regulations; propose legislation on own initiative or upon request.
10. Attend and represent the IHSS PA at various governmental and citizen group meetings; make presentations on various programs and services provided.
11. Manage and direct personnel actions; interview, hire, assign, train and evaluate subordinate supervisors and other personnel; define and resolve complex work problems; establish work standards and operational objectives in assigned area of responsibility.
12. Supervise employee-employer relations between the IHSS PA and labor organizations representing or seeking to represent IHSS providers. These activities will include labor representation actions as well as negotiations for wages and health benefits.
13. Other duties as assigned.

SECTION IV. COMPENSATION OF CONTRACTOR is amended to read as follows:

A. SALARY RATE

Contractor shall be compensated for services at a rate of \$59.77 per hour, which is equivalent to Step 11 of Range 71C, of the current Exempt salary schedule. Contractor shall be eligible to receive step increases pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance.

Contractor is eligible to receive any salary adjustments provided to the County's Exempt employees, however, Contractor is also subject to any economic reductions imposed on the County's Exempt employees. Contractor shall be eligible for longevity pay pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance.

Special Assignment Compensation of 7.5% may be granted until the Executive Director of IHSS PA position is filled to recognize the temporary assignment of additional responsibilities that are significant in nature and beyond the normal scope of the position, pursuant to the terms and conditions set forth in the San Bernardino County Exempt Working Conditions Ordinance.

Payment for services shall be made on a bi-weekly basis on the same reporting system and payroll schedule as County Exempt Employees. Contractor does not gain probationary or regular status during the term of this Contract.

Amendment No. 1 is effective beginning May 31, 2023.

This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

All other terms and conditions of Contract No. 22-181 remain in full force and effect.

IN-HOME SUPPORT SERVICES PUBLIC AUTHORITY

► *Dawn Rowe*
Dawn Rowe, Chair, Board of Directors

Dated: AUG 22 2023

SAN BERNARDINO COUNTY

► *Dawn Rowe*
Dawn Rowe, Chair, Board of Supervisors
AUG 22 2023

Dated: _____

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD



By *Lynna Monell*
Lynna Monell, Clerk of the Board of Supervisors, San Bernardino County, Deputy

In-Home Supportive Services Public Authority
(Print or type name of corporation, company, contractor, etc.)

By ► *Myette Christian*
(Authorized Signature - Sign in blue ink)

Name Myette Christian
(Print or type name of person signing contract)

Title Deputy Director
(Print or Type)

Dated: 8/11/2023

Address 784 E. Hospitality Lane
San Bernardino, CA 92415

FOR COUNTY USE ONLY

Approved as to Legal Form
DocuSigned by:
► *Cynthia O'Neill*
Cynthia O'Neill, Principal Assistant County Counsel
Date 8/14/2023

Reviewed for Contract Compliance
DocuSigned by:
► *Patty Steven*
Patty Stevens, Contract Manager
Date 8/14/2023

Reviewed/Approved by Department
DocuSigned by:
► *Diana Alexander*
Diana Alexander, Assistant Executive Officer
Date 8/14/2023