

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

**May 9, 2023**

**FROM**

**DIANA ALEXANDER, Assistant Executive Officer, Human Services**

**SUBJECT**

Implementation Coordinator Employment Contract for the California Statewide Automated Welfare System

**RECOMMENDATION(S)**

1. Approve **Employment Contract No. 23-326** with Eric Fortenberry as an Implementation Coordinator for the California Statewide Automated Welfare System, for an estimated annual cost of \$88,823 (\$66,331 Salary, \$22,492 Benefits), for the period of May 20, 2023 through December 29, 2023.
2. Authorize the Assistant Executive Officer to execute amendments to extend the term of the employment contract for a maximum of three successive one-year periods, on behalf of the County, subject to review by County Counsel.
3. Direct the Assistant Executive Officer to transmit all employment 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 \$88,823 will be state and federally funded through the California Statewide Automated Welfare System (CalSAWS) Joint Powers Authority (JPA). Adequate appropriation and revenue have been included in the Human Services Administration Claim 2022-23 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

In 1996, the Consortium IV (C-IV), comprised of San Bernardino, Riverside, Merced, and Stanislaus Counties, was formed and contractually joined together in a collaborative effort for the development, implementation, and maintenance of an automated welfare system. At the initiation of the C-IV project, employment contracts were utilized for positions, as the job duties required did not match any County classification. The County does not have any regular classified positions with regard to C-IV duties, thus these remain contracted positions. This contracted position is fully reimbursed to the County by the C-IV project. The C-IV project continues to be a County administered automated welfare system requiring continuous design enhancements and maintenance as C-IV transitions to CalSAWS.

**Implementation Coordinator Employment Contract for the California  
Statewide Automated Welfare System  
May 9, 2023**

The CalSAWS JPA was created for the purpose of designing, developing, implementing, operating, and maintaining an automated welfare system. The JPA, an independent government agency organized under California law, is comprised of 39 counties, and governed and administered by a Board of Directors comprised of County Welfare Directors. San Bernardino County is a member of the JPA.

The Implementation Coordinator represents CalSAWS in the development and migration into CalSAWS. This position is responsible for leading project tasks, reviewing technical specifications, working with the Application Development and Test teams, and collaborating with information technology staff.

The recommended contract is a time limited position that will be effective May 20, 2023, and shall remain in effect through December 29, 2023, subject to the termination provisions of the contract, with the option to extend for a maximum of three successive one-year periods if needed. Notwithstanding the foregoing, either party may terminate the contract at any time without cause, upon 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause.

**PROCUREMENT**

CalSAWS initiated an open recruitment for CalSAWS project staff from December 9, 2022, through January 6, 2023. There were 12 applications received for various positions, and qualified applicants were interviewed through January 25, 2023. Eric Fortenberry was identified as having the qualifications and experience to fill one Implementation Coordinator position related to the CalSAWS project. Upon approval of the Director of the Transitional Assistance Department, Eric Fortenberry was given a conditional job offer contingent on Board of Supervisors (Board) approval. CalSAWS recommends an employment contract with Eric Fortenberry as an Implementation Coordinator at a starting salary of \$31.89 per hour, contingent on Board's approval.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on March 23, 2023; Human Resources (Gina King, Deputy Director, 387-5570) on April 10, 2023; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on March 27, 2023; Finance (John Hallen, Administrative Analyst, 388-0208) on April 6, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on April 10, 2023.

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Record of Action of the Board of Supervisors  
San Bernardino County

**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

BY   
DATED: May 9, 2023



cc: HS - Gudino w/agree  
Contractor - C/O HS w/agree  
File - w/agree  
CCM 05/11/2023