

**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**

January 14, 2025

**FROM**

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

**ROXANNE J. YOUNG, Executive Director, In-Home Supportive Services Public Authority**

**SUBJECT**

Standard Employment Contract Templates for In-Home Supportive Services Public Authority Positions

**RECOMMENDATION(S)**

1. Acting as the governing body of San Bernardino County:
  - a. Approve Standard Employment Contract Templates between San Bernardino County, In-Home Supportive Services Public Authority, and the contract employee covering the following In-Home Supportive Services Public Authority positions, effective upon execution through January 10, 2028:
    - i. Office Assistant II
    - ii. Office Assistant III
    - iii. Office Assistant IV
    - iv. Social Worker II
    - v. Staff Analyst II
  - b. Authorize the Assistant Executive Officer to complete and execute the individual employment contracts using the Standard Employment Contract Templates, as well as 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.
2. Acting as the governing body of the In-Home Supportive Services Public Authority:
  - a. Approve Standard Employment Contract Templates between San Bernardino County, In-Home Supportive Services Public Authority, and the contract employee covering the following In-Home Supportive Services Public Authority positions, effective upon execution through January 10, 2028:
    - i. Office Assistant II
    - ii. Office Assistant III
    - iii. Office Assistant IV
    - iv. Social Worker II
    - v. Staff Analyst II
  - b. Authorize the Executive Director of the In-Home Supportive Services Public Authority to complete and execute the individual employment contracts using the Standard Employment Contract Templates, as well as execute amendments to extend the term of

**Standard Employment Contract Templates for In-Home Supportive Services Public Authority Positions**  
**January 14, 2025**

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.

(Presenter: Roxanne J. Young, Executive Director, 891-9108)

**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 total estimated annual cost is 100% funded by state and federal funds. Adequate appropriation and revenue have been included in the In-Home Supportive Services Public Authority (IHSS PA) 2024-25 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The In-Home Supportive Services (IHSS) program was created in 1973 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. Ordinance No. 3842, adopted by the County on January 8, 2002 (Item No. 58), established the IHSS PA to act as the employer for the County IHSS providers pursuant to Welfare and Institution Code (WIC) section 12301.6, subdivision (c)(1), and to perform other IHSS functions as required by WIC section 12301.6, subdivision (e).

IHSS PA facilitates the enrollment of approximately 18,000 to 20,000 service providers to provide care and assistance to IHSS clients. IHSS PA staff process approximately 1,000 new provider applications each month, including fingerprinting and background checks through the Department of Justice (DOJ). To ensure these IHSS PA employment positions are filled expeditiously, when turnover occurs, IHSS PA and the County are requesting approval of Standard Employment Contract Templates (Templates) to be executed by the Executive Director IHSS PA and the Assistant Executive Officer, respectively.

The Office Assistant II position provides general information, requests and accepts IHSS PA provider records such as fingerprinting paperwork and DOJ background checks, schedules appointments and meetings, sorts and distributes mail, and serves as the point of contact for IHSS PA providers and clients.

The Office Assistant III position processes fingerprint paperwork, assists with training activities for clients and providers, conducts home visits, and assists with the Provider Benefits Program of IHSS PA.

The Office Assistant IV position is responsible for the security, confidentiality, and maintenance of IHSS PA provider records, prepares statistical reports, conducts training classes for up to 50 IHSS PA providers and performs complex clerical work.

The Social Worker II position provides complex social work guidance and service coordination, completes Adult Protective Services and fraud referrals, determines eligibility and social service needs, and facilitates training for IHSS PA consumers and providers. This position also assists with matching IHSS PA providers to clients in need of caregiver services.

**Standard Employment Contract Templates for In-Home Supportive  
Services Public Authority Positions  
January 14, 2025**

The Staff Analyst II position plans and coordinates studies of administrative and operational activities, analyzes and makes recommendations in the development of various budgets and fiscal procedures, recommends and establishes contract forms and procedures, and prepares grant applications.

The recommended Templates shall be effective upon execution through January 10, 2028, subject to the termination provision of the contract. Notwithstanding the foregoing, any party may terminate the contract at any time without cause, upon 14 days prior written notice to the other party. The County and the IHSS PA may terminate the contract immediately for just cause.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on October 31, 2024; County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on January 10, 2025; Human Resources (Gina King, Assistant Director, 387-5570) on November 25, 2024; Finance (Allegra Pajot, Administrative Analyst, 388-0218) on December 18, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on December 19, 2024.

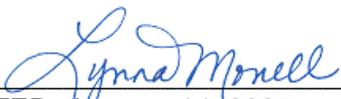
**Standard Employment Contract Templates for In-Home Supportive Services Public Authority Positions  
January 14, 2025**

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

BY   
DATED: January 14, 2025



cc:     File - Human Services w/attach  
MBA   01/22/2025