

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

March 11, 2025

**FROM**

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

**SUBJECT**

Standard Employment Contract Template for the Children and Families Commission for San Bernardino County

**RECOMMENDATION(S)**

1. Approve Standard Employment Contract Template for the following positions, to support the Children and Families Commission for San Bernardino County, for the period of March 22, 2025 through March 31, 2028:
  - a. Contract Executive Administrative Assistant III
  - b. Children and Families Commission Assistant Director
  - c. Children and Families Commission Chief Financial Officer
  - d. Children and Families Commission Deputy Director
  - e. Contract Administrative Supervisor I
  - f. Contract Communications Officer
  - g. Contract Supervising Accountant
  - h. Contract Business Support Manager
  - i. Contract Staff Analyst II
  - j. Contract System Integration Officer
  - k. Contract Statistical Analyst
  - l. Contract Marketing Aide
  - m. Contract Accountant III
  - n. Contract Accountant II
  - o. Contract Fiscal Assistant
  - p. Contract Office Assistant III
2. Authorize the Assistant Executive Officer to execute the individual employment contracts identified in Recommendation No. 1, on behalf of the County, subject to review by County Counsel.
3. Authorize the Assistant Executive Officer to execute amendments to extend the term of the contracts for a maximum of three one-year extensions on behalf of the County, subject to review by County Counsel.

(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**

**Standard Employment Contract Template for the Children and Families  
Commission for San Bernardino County  
March 11, 2025**

This item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of the employment contracts will be 100% reimbursed by the Children and Families Commission (Commission) Trust Fund which is funded 100% through Proposition 10 tobacco tax. Adequate appropriation and revenue have been included in the Commission's 2024-25 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

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 from the prenatal stage to five years of age, and their families.

On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Memorandum of Understanding (MOU) No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission, which auto-renews annually until terminated by both parties. The terms and conditions of the MOU require Human Services to provide the Commission with support for the administration of staff benefits, review and act on Board items and personnel related issues and provide employment contract administration services. MOU No. 01-50 with the Commission 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.

The recommended Standard Employment Contract Template (Template) may be used for the period of March 22, 2025 through March 31, 2028, subject to the termination provisions of the contract, with the option to extend for a maximum of three successive one-year periods. The Template will be utilized as a replacement document to standardize contracting for these positions. The County and the contract employee may terminate the individual employment 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. This item will authorize the Assistant Executive Officer to execute the individual employment contracts identified in Recommendation No. 1, as well as any amendments to extend the term of the contracts for a maximum of three one-year extensions, on behalf of the County, subject to County Counsel review. Once an individual employment contract is prepared using the Template and is executed by the Assistant Executive Officer and the contract employee, any existing employment contract will be superseded by the terms of the individual employment contract.

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on February 5, 2025; County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on March 5, 2025; Human Resources (Gina King, Assistant Director, 387-5570) on February 18, 2025; Finance (John Hallen, Principal Administrative Analyst, 388-0208) on February 19, 2025; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0332) on February 24, 2025.

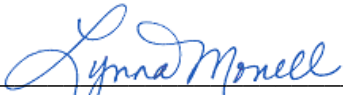
**Standard Employment Contract Template for the Children and Families  
Commission for San Bernardino County  
March 11, 2025**

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: March 11, 2025



cc: File - Human Services w/attach  
CCM 03/13/2025