

**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**

June 25, 2024

**FROM**

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

**SUBJECT**

Employment Contract for Executive Director for In-Home Supportive Services Public Authority

**RECOMMENDATION(S)**

1. Acting as the governing body of San Bernardino County:
  - a. Approve **Employment Contract No. 24-491** between San Bernardino County, In-Home Supportive Services Public Authority, and Roxanne Young as Executive Director, for the estimated annual cost of \$240,368 (\$168,961 Salary, \$71,407 Benefits), for the period of June 29, 2024, through July 11, 2027.
  - b. Authorize the Assistant Executive Officer to 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 Employment Contract No. 24-491 between San Bernardino County, In-Home Supportive Services Public Authority, and Roxanne Young as Executive Director, for the estimated annual cost of \$240,368 (\$168,961 Salary, \$71,407 Benefits), for the period of June 29, 2024, through July 11, 2027.
  - b. Authorize the Assistant Executive Officer to execute amendments to extend the term of 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.
  - c. Direct the Assistant Executive Officer to transmit all contract amendments to the Secretary of the Board of Directors 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 \$240,368 will be 82.5% (\$198,304) state and federally funded and 17.5% (\$42,064) Social Services Realignment funded. Adequate appropriation and revenue have been

**Employment Contract for Executive Director for In-Home Supportive Services Public Authority  
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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 San Bernardino County (County) on January 8, 2002 (Item No. 58), established the IHSS PA to act as the employer for San Bernardino IHSS providers pursuant to Welfare and Institutions Code (WIC) section 12301.6, subdivision (c)(1), and to perform other IHSS functions as required by WIC section 12301.6, subdivision (e) and not retained by the County.

After a recruitment process overseen by the Human Resources Department, the search for an Executive Director of IHSS PA attracted a total of 92 applicants. An initial screening of applications narrowed the candidate pool. This initial screening was followed by a more detailed assessment to identify top candidates based on their skills, enthusiasm, and suitability for the role as outlined by the County Administrative Office.

As a result of the recruitment process, Roxanne Young was appointed as IHSS PA Executive Director by the governing body of IHSS PA on June 11, 2024. Roxanne has served the County for over thirty years and most recently held the role of Deputy Director at the Department of Aging and Adult Services (DAAS). Roxanne has worked in senior information and assistance programs to ensure individuals are able to live safely in their own homes, thus avoiding the need for out of home care. This experience harmonizes with the goal of the IHSS program. Ms. Young has also represented DAAS on committees at the State level and was recently recommended to serve on the Legislative and Homeless Services committees with the California Welfare Directors Association.

The recommended employment contract with Ms. Young will be effective June 29, 2024, through July 11, 2027, subject to the termination provisions of the contract, and with the option to extend for a maximum of three successive one-year periods. 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**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on June 14, 2024; County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on June 14, 2024; Human Resources (Gina King, Assistant Director, 387-5570) on June 14, 2024; Finance (Paul Garcia, Administrative Analyst, 386-8392) on June 14, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on June 14, 2024.

**Employment Contract for Executive Director for In-Home Supportive Services Public Authority  
June 25, 2024**

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: June 25, 2024



cc:    HS - Gudino w/ agree  
      Contractor c/o HS w/ agree  
      File w/ agree  
JLL    06/25/2024