

**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 11, 2022

**FROM**

**DIANA ALEXANDER, Assistant Executive Officer, Department Operations - Human Services**

**ROSA HIDALGO, Executive Director, In-Home Supportive Services Public Authority**

**SUBJECT**

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

**RECOMMENDATION(S)**

1. Acting as the governing body of San Bernardino County:
  - a. Approve Standard Employment Contract Templates for the following In-Home Supportive Services Public Authority positions for the period of January 11, 2022 through January 10, 2025:
    - 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 execute the individual employment contracts.
2. Acting as the governing body of the In-Home Supportive Services Public Authority:
  - a. Approve Standard Employment Contract Templates for the following San Bernardino County and the In-Home Supportive Services Public Authority positions, for the period of January 11, 2022 through January 10, 2025:
    - 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 execute the individual employment contracts.

(Presenter: Rosa Hidalgo, Executive Director, 891-9102)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Create, Maintain and Grow Jobs and Economic Value in the County.**

**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). All costs associated with these contract positions are funded through state and federal grants, and Social Services Realignment. Adequate appropriation and revenue for these contract positions have been included in the In-Home Supportive Services Public Authority (IHSS-PA) 2021-22 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

IHSS PA 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. In 2002, the County established the IHSS PA to serve elderly, blind, or disabled individuals who are not able to remain in their homes without assistance. Ordinance No. 3842 adopted 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 section 12301.6, subdivision (c)(1), and to perform other IHSS functions as required by Welfare and Institutions Code section 12301.6, subdivision (e) and not retained by the County.

IHSS PA created a One-Stop Center to facilitate the enrollment of approximately 18,000 to 20,000 service providers to provide care and assistance to IHSS clients in the IHSS Program. IHSS PA staff processes approximately 1,000 new provider applications a month, processes fingerprinting paperwork, and obtains background checks through the Department of Justice (DOJ). To ensure these IHSS PA employment positions are filled expeditiously when turnover occurs, IHSS PA is requesting approval of standard employment contract templates to be executed by the Executive Director of IHSS PA.

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; serves as 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 assists with matching IHSS PA providers to client in need of caregiver services.

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.

**Standard Employment Contract Templates for the In-Home Supportive  
Services Public Authority  
January 11, 2022**

The recommended employment contract templates shall be effective January 11, 2022 through January 10, 2025, subject to the termination provisions of the contract. 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**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Becky Giroux, Contracts Manager, 388-0241) on December 15, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5564) on December 21, 2021; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on December 20, 2021; Finance (Paul Garcia, Administrative Analyst, 386-8392) on December 16, 2021; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on December 21, 2021.

**Standard Employment Contract Templates for the In-Home Supportive  
Services Public Authority  
January 11, 2022**

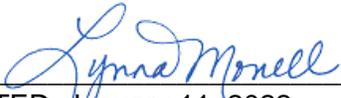
Record of Action of the Board of Supervisors  
San Bernardino County

Record of Action of the Board of Directors  
San Bernardino County Fire Protection District

**APPROVED (CONSENT CALENDAR)**

Moved: Dawn Rowe    Seconded: Janice Rutherford  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD/SECRETARY

BY   
DATED: January 11, 2022



cc:    File - Human Services w/attach  
      File - JPAs/IHSSPA  
CCM  01/18/2022