

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

May 23, 2023

FROM

SHARON NEVINS, Director, Department of Aging and Adult Services

SUBJECT

Employment Contract Amendment for an Administrative Aide in the Senior Community Service Employment Program

RECOMMENDATION(S)

Approve **Amendment No. 3 to Employment Contract No. 19-99** with Bronell Ingram, Administrative Aide for the Senior Community Service Employment Program, revising the compensation language for an estimated annual cost of \$27,637 (\$21,450 Salary, \$6,187 Benefits), effective June 3, 2023, with no change to the total term of March 16, 2019, through March 15, 2024.

(Presenter: Sharon Nevins, Director, 891-3917)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

**Provide for the Safety, Health and Social Service Needs of County Residents.
Create, Maintain and Grow Jobs and Economic Value in the County.**

FINANCIAL IMPACT

Approval of this item will not require additional Discretionary General Funding (Net County Cost). The estimated annual cost of \$27,637 is funded by an annual allocation received from the California Department of Aging which consists of federal grant funding for Title V of the Older Americans Act. The Title V funding requires a 10% local match which is funded by existing County Discretionary General Funding received by the Department of Aging and Adult Services (DAAS). Adequate appropriation and revenue have been included in the DAAS 2022-23 budget and will be included in the 2023-24 recommended budget.

BACKGROUND INFORMATION

DAAS is recommending a contract amendment for one Senior Community Service Employment Program (SCSEP) Administrative Aide position to revise the hourly rate with no change to the contract term. The Administrative Aide position develops relationships with non-profit and government entities; writes and maintains internal program policies and procedures; enters participant data into the Department of Labor (DOL) automated system; ensures all seniors placed in SCSEP are eligible for participation and appropriately placed at training sites; provides technical assistance to program participants; answers the phone; and assists the public in the SCSEP office.

The recommended contract amendment will be effective June 3, 2023, and shall remain in effect through March 15, 2024, subject to the termination provisions of the contract. Either party

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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.

The DOL administers the Older Americans Act Title V SCSEP. The purpose of the program is to provide income and gainful part-time training/work activities for low-income older individuals, 55 years of age and older, in non-profit and government locations. The DOL contracts with a variety of organizations to manage the program at the state and local level. DAAS administers SCSEP through part-time contract positions due to the limited funding available for this program.

PROCUREMENT

A procurement was not performed at this time as Bronell Ingram is a current contract Administrative Aide whose existing contract has been recently extended and DAAS would like to add a slight hourly rate increase. A contract amendment with Bronell Ingram is recommended as she has the necessary skills, knowledge, and experience to continue performing the duties required for the SCSEP Administrative Aide position.

On March 12, 2019 (Item No. 5), the Board of Supervisors (Board) approved Contract No. 19-99 between DAAS and Bronell Ingram, SCSEP Administrative Aide, for an estimated annual cost of \$20,035 (\$18,270 Salary, \$1,765 Benefits) for the contract period of March 16, 2019 through March 15, 2022. The Board also authorized the Assistant Executive Officer of Human Services to execute amendments to extend the term of the contract for three successive one-year periods.

On March 15, 2022 (Item No. 5), the Board approved Amendment No. 1 to Contract No. 19-99 between DAAS and Bronell Ingram, SCSEP Administrative Aide, extending the contract for an additional one-year period and revising the compensation language to align with the State minimum wage for an estimated annual cost of \$28,136 (\$24,960 Salary, \$3,176 Benefits) for the contract period of March 16, 2019 through March 15, 2023.

On March 15, 2023, Amendment No. 2 to Contract No. 19-99 was executed within the authority granted by the Board on March 12, 2019, extending the contract for an additional year through March 15, 2024, with no change to the estimated annual cost of \$28,136 (\$24,960 Salary \$3,176 Benefits).

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on April 25, 2023; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on May 5, 2023; Human Resources (Gina King, Deputy Director, 387-5571) on May 2, 2023; Finance (John Hallen, Administrative Analyst, 388-0208) on May 4, 2023; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on May 7, 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: Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Col. Paul Cook (Ret.)

Lynna Monell, CLERK OF THE BOARD

BY



DATED: May 23, 2023



cc: DAAS - Baxter w/agree
Contractor - C/O DAAS w/agree
File - w/agree
CCM 05/25/2023