

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

May 23, 2023

FROM

DIANA ALEXANDER, Assistant Executive Officer, Human Services

SUBJECT

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

RECOMMENDATION(S)

1. Approve **Employment Contract No. 23-432** with Lucretia Dowdy to provide services to the Children and Families Commission for San Bernardino County, as a Marketing Aide for the total estimated annual cost of \$87,374 (\$60,258 Salary, \$27,116 Benefits), effective July 1, 2023 through June 30, 2026.
 2. Authorize the Assistant Executive Officer to execute amendments to extend the term of the employment contract for a maximum of three successive one-year periods, on behalf of the County, subject to County Counsel review.
 3. Direct the Assistant Executive Officer to transmit all employment contract amendments to the Clerk of the Board of Supervisors 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

Approval of this item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of the employment contract is \$87,374 and will be reimbursed by the Children and Families Commission's (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission's 2023-24 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Marketing Aide position will coordinate events for the Commission and act as a community liaison by sitting on collective impact convenings, regular meetings, and conferences to provide information on the Commission resources, programs, systems, and services available to families. This position is responsible for the procurement and management of all promotional items/inventory and assists the Media Specialist II with content for advertising, social media, and website postings. The recommended employment contract shall be effective July 1, 2023 through June 30, 2026, subject to the termination provisions of the contract.

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

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enhancing the health and early development of children prenatal through age five, and their families.

On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Contract No. 01-50 with the Commission to maintain a cooperative working relationship to implement the Commission's mission. The terms and conditions of the contract require Human Services to provide the Commission with support for the administration of staff benefits; review and act on Board agenda items and personnel-related issues; and provide contract employees for Commission administration services. The Commission fully reimburses the County for the cost of these services.

PROCUREMENT

A procurement was not performed at this time as this employee is a current Marketing Aide whose existing contract is coming to an end and has been in this contracted position since July 1, 2017. A new employment contract with Lucretia Dowdy is recommended as she has the necessary skills, knowledge, and experience to continue performing the duties required for the Marketing Aide position.

REVIEW BY OTHERS

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on April 17, 2023; County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on April 12, 2023; Human Resources (Gina King, Deputy Director, 387-5570) on April 10, 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: HS - Baxter w/agree
Contractor - C/O HS w/agree
File - w/agree
CCM 05/25/2023