

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

November 17, 2020

FROM

GARY HALLEN, Director, Community Development and Housing

SUBJECT

Approve an Employment Contract to Assist with the Management of Housing and Homeless Services/Programs

RECOMMENDATION(S)

1. Approve an employment contract between the County of San Bernardino and Diana Vasquez as a Housing Project Manager II to provide housing and homeless services for the Community Housing and Development Department from November 17, 2020 to September 30, 2022, for an estimated annual cost of \$137,101 (Salary - \$86,382 Benefits - \$50,719).
2. Authorize the Community Development and Housing Agency Deputy Executive Officer or the Community Development and Housing Director to execute amendments to extend the term of the contracts for a maximum of two successive one-year periods on behalf of the County, subject to review by County Counsel.
3. Direct the Community Development and Housing Agency Deputy Executive Officer or the Community Development and Housing Director to transmit all documents in relation to this contract to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Gary Hallen, Director, 387-4411)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Ensure Development of a Well-Planned, Balanced, and Sustainable County.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

This item will not result in the use of any Discretionary General Funding (Net County Cost). Adequate appropriation and revenue have been included in the Community Development and Housing (CDH) 2020-21 budget and will be included in future year's budget.

BACKGROUND INFORMATION

CDH is requesting to fill a limited-term, contract position with Diana Vasquez to expand its current staffing capacity. Ms. Vasquez is currently employed at a local municipality where she has performed the same and or similar functions of this position for approximately 13 years. She will fill a vacant, contract position and will be a new employee to the County and CDH.

In response to the COVID-19 pandemic, the County received additional federal and state Community Development Block Grant Coronavirus and Emergency Solutions Grant Coronavirus funding through the Coronavirus Aid, Relief, and Economic Security (CARES) Act to provide homeless and other public services. CDH must increase its staffing levels to effectively manage the additional funding, provide additional needed services, and meet grant performance and expenditure deadlines. Ms. Vasquez serving as the incumbent in this contract position will be integral to meeting those demands, as this position will provide assistance with housing and homelessness activities, the administration and management of the State and Federal housing

and homeless programs, and the management of the CDH housing efforts related to homelessness.

Ms. Vasquez's extensive experience, knowledge and expertise across many aspects related to housing and homelessness will provide the technical knowledge, skill and assistance needed to meet the demands for CDH to continue to provide housing and homelessness support and adequate respond to COVID-19.

The salary offered has been reviewed by Human Resources and is within their guidelines based on the duties performed and previously budgeted positions. Based upon her experience and knowledge it is recommended that the contract with Ms. Vasquez be approved for the term of November 17, 2020 through September 30, 2022. Either party may terminate the contract at any time without cause with a 14-day prior written notice to the other party. The contract may be terminated by the County immediately with just cause.

PROCUREMENT

Based on the recruitment process and her interview, education and experience, the Department recommends an employment contract with Ms. Vasquez.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5397) on October 29, 2020; Human Resources Department (Gina King, Human Resources Division Chief, 387-5571) on October 7, 2020; Finance (Kathleen Gonzalez, Administrative Analyst, 387-5412) on October 30, 2020; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-4342) on October 30, 2020.