

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

February 9, 2021

FROM

CASONYA THOMAS, Assistant Executive Officer, Human Services

SUBJECT

Employment Contract for the Children and Families Commission for San Bernardino County – Accountant II

RECOMMENDATION(S)

1. Approve **Employment Contract No. 21-128** between the County of San Bernardino and Children and Families Commission for San Bernardino County for Arminda H. Loewenstein to provide services to Children and Families Commission as an Accountant II, for the estimated annual cost of \$82,700 (\$51,688 Salary, \$31,012 Benefits), effective February 13, 2021 through February 12, 2024.
2. Authorize the Assistant Executive Officer of Human Services 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.
3. Direct the Assistant Executive Officer of Human Services to transmit all documents in relation to the contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: CaSonya Thomas, Assistant Executive Officer, 387-4717)

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.

FINANCIAL IMPACT

Approval of this item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of the employment contract is \$82,700 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 2020-21 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Commission Accountant II position prepares a variety of detailed accounting and financial statements; analyzes fiscal documents; makes complex or difficult adjusting entries; assists in preparation of budgets and establishes budgetary controls. The recommended employment contract will be effective February 13, 2021 through February 12, 2024, 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

**Employment Contract for the Children and Families Commission for
San Bernardino County - Accountant II
February 9, 2021**

community and child-serving agencies to fulfill their mission of promoting, supporting, and 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 effectively and efficiently implement the Commission's mission. The terms and conditions of the contract require Human Services (HS) 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 employment contract administration services. The contract has been amended several times to revise language regarding services or to add services provided by the County. The Commission fully reimburses the County for the cost of these services.

PROCUREMENT

At the request of the Commission, Human Resources provided a certification list of 15 eligible candidates for the Accountant II position. Seven candidates were contacted and four candidates were interviewed on November 17, 2020, by the Commission's Chief Financial Officer, Accountant III and Section Lead Accountant II. Based on her education and current experience as an Accounting Technician, the Commission recommends an employment contract with Arminda H. Loewenstein as an Accountant II at a starting salary of \$24.85 per hour, contingent on Board approval.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on January 18, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on January 18, 2021; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on January 6, 2021; Finance (John Hallen, Administrative Analyst, 388-0208) on January 25, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on January 25, 2021.

**Employment Contract for the Children and Families Commission for
San Bernardino County - Accountant II
February 9, 2021**

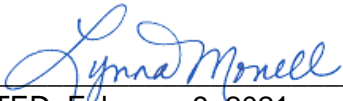
Record of Action of the Board of Supervisors
County of San Bernardino

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Janice Rutherford

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: February 9, 2021



cc: HS - Baxter w/agree
Contractor - C/O HS w/agree
File - w/agree

CCM 02/18/2021