

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

May 4, 2021

FROM

CASONYA THOMAS, Assistant Executive Officer, Human Services

SUBJECT

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

RECOMMENDATION(S)

1. Approve **Employment Contract No. 21-305** between the County of San Bernardino and Children and Families Commission for San Bernardino County for Kimberly VandenBosch to provide services to Children and Families Commission as a Communications Officer, for the estimated annual cost of \$90,419 (\$62,358 Salary, \$28,061 Benefits), for the period of May 8, 2021 through May 7, 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 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

This item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of the employment contract is \$90,419, 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's Communications Officer position is responsible for managing the development and coordination of internal and external communications, media/public relations, and marketing within the Commission. The recommended employment contract will be effective May 8, 2021 through May 7, 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

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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 20 eligible candidates to fill the Communications Officer position. Four candidates were interviewed between February 5, 2021 and February 17, 2021, by members of the Commission's Executive Team and the Communications Director. Based on her extensive professional experience, the Commission recommends an employment contract with Kimberly VandenBosch as Communications Officer at starting salary of \$29.98 per hour, contingent on Board approval.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on March 26, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5570) on March 29, 2021; Human Services Contracts (Tanya Bratton, Deputy Executive Officer, 388-0332) on March 30, 2021; Finance (John Hallen, Administrative Analyst, 388-0208) on April 14, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on April 15, 2021.

**Communications Officer Employment Contract for the Children and
Families Commission for San Bernardino County
May 4, 2021**

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

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Col. Paul Cook (Ret.)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 4, 2021



cc: HS - Baxter w/agree
Contractor - C/O HS w/agree
File - w/agree
CCM 05/5/2021