

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

September 14, 2021

**FROM**

**JANKI PATEL, Children's Network Officer, Children's Network**

**SUBJECT**

Employment Contract for Children's Network Child Abuse Prevention Coordinator Position

**RECOMMENDATION(S)**

1. Approve employment **Contract No. 21-656** with Xeneida Brown, Child Abuse Prevention Coordinator for an estimated annual cost of \$76,835 (\$51,563 Salary, \$25,272 Benefits), for the period of September 25, 2021 through September 24, 2024.
2. Authorize the Assistant Executive Officer of Human Services 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 of Human Services to transmit all documents in relation to the employment contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Janki Patel, Children's Network Officer, 383-9696)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Create, Maintain and Grow Jobs and Economic Value in the County.**

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

**FINANCIAL IMPACT**

Approval of this item does not impact Discretionary General Funding (Net County Cost). The recommended contract in the amount of \$76,835 will be 75% (\$57,626) funded through a grant from Children and Families Commission for San Bernardino County and 25% (\$19,209) funded through the Child Welfare Services (CWS) allocation as part of the Human Services Administrative Claim. The CWS allocation is 44% (\$8,452) federally funded and 56% (\$10,757) realignment funded. Adequate appropriation and revenue have been included in the Human Services Administrative Claim 2021-22 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

Approval of the recommended employment contract will allow Children's Network to fill the Child Abuse Prevention Coordinator position to meet staffing needs. The Child Abuse Prevention Coordinator position is responsible for organizing, coordinating, and implementing public awareness campaigns relating to child abuse prevention within San Bernardino County.

The recommended contract will be effective September 25, 2021 through September 24, 2024, subject to termination provisions of the contract. The contract can be terminated by either party

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Coordinator Position  
September 14, 2021**

without cause upon 14 days written notice to the other party. The County may terminate the contract immediately for just cause.

In 1985, the San Bernardino County Grand Jury recommended that an inter-agency council be established to study and coordinate services for children in San Bernardino County. The Children's Network was created the following year in an effort to improve outcomes for children and their families. Children's Network helps to establish and support partnerships with other public and private child serving agencies throughout San Bernardino County and beyond.

**PROCUREMENT**

The Child Abuse Prevention Coordinator position became vacant in January 2021. Children's Network opened a competitive recruitment on May 8, 2021 and closed recruitment on May 21, 2021. Children's Network received a list of qualified candidates from Human Resources on June 18, 2021. On June 28, 2021, the Children's Network Officer, Associate Network Officer, and Community & Events Coordinator conducted interviews with six candidates for the position. Based on the interviews, resumes and references, Ms. Brown was offered a position on June 30, 2021 contingent upon approval by the Board of Supervisors.

Ms. Brown has a Bachelor's Degree in Sociology and has worked as the Children and Family Specialist with Inland SoCal United Way. During her time as the Children and Family Specialist, Ms. Brown has provided support to San Bernardino County Children and Family Services to ensure that vulnerable system-involved families have access to needed resources and services within the county. Due to her education and experience, it is recommended that Ms. Brown begin employment at the rate of \$24.79 per hour.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on August 12, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on August 13, 2021; Human Services Contracts (Becky Giroux, Contracts Manager, 388-0241) on August 11, 2021; Finance (John Hallen, Administrative Analyst, 388-0208) on August 24, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on August 24, 2021.

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Coordinator Position  
September 14, 2021**

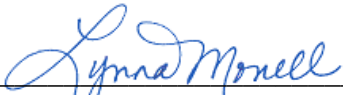
Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. Seconded: Dawn Rowe

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: September 14, 2021



cc: Children's Network- Baxter w/agree  
Contractor- C/O Children's Network w/agree  
File- w/agree  
LA 09/20/2021