

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

October 26, 2021

FROM

LEONARD X. HERNANDEZ, Chief Executive Officer, County Administrative Office

SUBJECT

Employment Contracts for American Rescue Plan Act

RECOMMENDATION(S)

1. Terminate Employment Contract No. 19-01 and approve new Employment **Contract No. 21-769** with Matthew Knox to provide services as the American Rescue Plan Act Program Officer, effective October 23, 2021 through December 31, 2026, with one-year option to extend the contract, for an estimated annual cost of \$234,255 (Salary - \$148,532, Benefits - \$85,723).
2. Authorize the Chief Executive Officer to execute an amendment to extend the term of the contract for a maximum of one successive one-year period on behalf of the County, subject to County Counsel review.
3. Approve Employment **Contract No. 21-770** with Morvarid Naghshineh to provide services as the American Rescue Plan Act Evaluation Officer, effective November 20, 2021 through December 31, 2026, for an estimated annual cost of \$156,015 (Salary - \$96,445, Benefits - \$59,570).

(Presenter: Leonard X. Hernandez, Chief Executive Officer, 387-5417)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Promote the Countywide Vision.

Improve County Government Operations.

Operate in a Fiscally-Responsible and Business-Like Manner.

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

FINANCIAL IMPACT

Approval of this item may result in the use of Discretionary General Funding (Net County Cost). San Bernardino County has received a direct allocation of \$423.5 million under the American Rescue Plan Act (ARPA) – State and Local Fiscal Recovery Fund (Recovery Fund) to bolster the County's response to the COVID-19 Pandemic and its economic impact. The Board of Supervisors (Board) approved an expenditure plan for the use of these funds, known as the County Local Fiscal Recovery Spending Plan (Spending Plan), on June 8, 2021 (Item No. 121). The Government Operations Program of the Spending Plan will fund administrative costs in an annual amount of \$3 million. The salaries and covered benefits for such administrative services are an eligible use of the ARPA Recovery Fund until the ARPA Recovery Fund is expended for its obligated service on or before December 31, 2026, as prescribed by the United States Department of the Treasury. Under Recommendation No. 1, any necessary budget adjustments will be presented to the Board in a future quarterly report for the annual cost of this

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position should the option be exercised for one additional year, from January 1, 2027 through December 31, 2027.

BACKGROUND INFORMATION

On March 11, 2021, ARPA was signed into law and established the \$350 billion Coronavirus State and Local Fiscal Recovery Fund to distribute resources to state and local governments throughout the nation. On June 8, 2021 (Item No. 121), the Board took the initial step towards investing the County's \$423.5 million share of the funds by passing the Spending Plan to include programs under categories for Pandemic Response, Economic Recovery, and Government Operations. The Spending Plan would focus on efforts to:

- Support urgent COVID-19 response efforts to continue to decrease spread of the virus and continue to bring the pandemic under control.
- Replace lost public sector revenue to strengthen support for vital public services and help retain jobs;
- Support immediate economic stabilization for households and business; and
- Address systemic public health and economic challenges that have contributed to the inequitable impact of the pandemic on certain populations.

Under Recommendations Nos. 1 and 2, the recommended employment contract would engage Matthew Knox to provide services as the ARPA Program Officer, effective October 23, 2021 through December 31, 2026, with one successive one-year option to extend the contract, under the Government Operations program for administrative oversight. The ARPA Program Officer will manage and coordinate stakeholder engagement opportunities, identify and align resources across agencies, and assist with leveraging funding in an effort to maximize impact. This position will also plan and direct program and project support, oversee program staff, and ensure that operational objectives of the project and programs are met, and operations remain in compliance.

As part of the "ARPA Administration Team," under Recommendation No. 3, the ARPA Evaluation Officer will assist the County in creating ARPA specific program evaluations that will be structured to include specific evidence-based components. The recommended employment contract will engage Ms. Naghshineh to be the ARPA Evaluation Officer for the period November 20, 2021 through December 31, 2026. This position will have primary responsibility for monitoring and ensuring high-quality, evidence-based analysis of ARPA projects, and for ensuring that projects maintain strategic vision and that its activities result in the achievement of intended outputs in a cost effective and timely manner.

Either party may terminate their respective contract at any time without cause with a 14-day prior written notice to the other party. The contract may be terminated for just cause immediately by the County.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on October 18, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on October 19, 2021; Finance (Joon Cho, Administrative Analyst, 387-5402, and Stephenie Shea, Administrative Analyst, 387-4919) on October 14, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on October 19, 2021.

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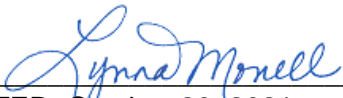
Record of Action of the Board of Supervisors
San Bernardino County

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: October 26, 2021



cc: CAO- Snoke w/agree
Contractor- C/O CAO w/agree
File- w/agree
LA 10/27/2021