

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

November 16, 2021

FROM

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

SUBJECT

Employment Contract for American Rescue Plan Act

RECOMMENDATION(S)

Approve Employment **Contract No. 21-854** with Guy Martinez to provide services as the American Rescue Plan Act Compliance Analyst, effective November 20, 2021 through December 31, 2026, for an estimated annual cost of \$154,115 (Salary - \$96,075, Benefits - \$58,040).

(Presenter: Luther Snoke, Chief Operating Officer, 387-3101)

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 (U.S. Treasury).

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;

**Employment Contract for American Rescue Plan Act
November 16, 2021**

- 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.

The recommended employment contract would engage Mr. Martinez to provide services as the ARPA Compliance Analyst, effective November 20, 2021 through December 31, 2026 under the Government Operations program. This position will have primary responsibility for accounting, reporting, and designing and monitoring the use of ARPA award funds as required by the U.S. Treasury.

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 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 29, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on November 1, 2021; Finance (Joon Cho, Administrative Analyst, 387-5402, and Stephenie Shea, Administrative Analyst, 387-4919) on October 28, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on October 31, 2021.

**Employment Contract for American Rescue Plan Act
November 16, 2021**

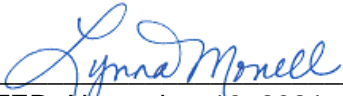
Record of Action of the Board of Supervisors
San Bernardino County

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: November 16, 2021



cc: CAO- Erickson w/agree
Contractor- C/O CAO w/agree
File- w/agree
LA 11/17/2021