



San Bernardino County

Legislation Text

File #: 3137, Agenda Item #: 25

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

October 27, 2020

FROM

JANKI PATEL, Network Officer, Children's Network

SUBJECT

Employment Contract for Children's Network

RECOMMENDATION(S)

1. Approve employment contract with Fatima Abdellatif, Child Abuse Prevention Coordinator, for an estimated annual cost of \$68,640 (\$45,760 Salary, \$22,880 Benefits), for the period of November 7, 2020 through November 6, 2022.
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, 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

This item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of \$68,640 will be 75% (\$51,480) funded through a grant from Children and Families Commission for San Bernardino County and 25% (\$17,160) funded through the Child Welfare Services (CWS) allocation as part of the Human Services Administrative Claim. The CWS allocation is 44% (\$7,550) federally funded and 56% (\$9,610) realignment funded. Adequate appropriation and revenue have been included in the Human Services Administrative Claim 2020-21 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Children's Network is requesting to fill the Child Abuse Prevention Coordinator position to serve as a liaison between Children's Network, community based organizations, the County of San Bernardino, and other governmental agencies to coordinate child abuse awareness efforts to meet department goals. 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 November 7, 2020 through November 6, 2022, subject to

termination provisions of the contract. Authorization is requested for 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. The contract can be terminated by either party 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 August 2019. Children's Network requested and received a list of qualified candidates from Human Resources on February 20, 2020. On March 12 and 16, 2020, the Children's Network Officer, Associate Network Officer, and Community & Events Coordinator conducted interviews with nine candidates for the position. Second interviews were conducted on April 9 and 10, 2020 with five candidates with an offer for the position being made on August 20, 2020. Based on the interviews, resumes and references, Ms. Abdellatif was offered the position contingent upon approval by the Board of Supervisors.

Ms. Abdellatif holds a Master's Degree in Public Health with a concentration in Public Health Education from Cal Baptist University with experience in implementing programs and systems integration activities that will be important to her role as the Child Abuse Prevention Coordinator. Ms. Abdellatif also has experience in developing and conducting presentations on sensitive subject matters to large audiences, as well as developing evaluation reports required for this position. Due to her education and experience, it is recommended that Ms. Abdellatif begin employment at the rate of \$22.00 per hour.

REVIEW BY OTHERS

This item has been reviewed by Human Resources (Gina King, Human Resources Division Chief, 387-5564) on October 13, 2020; County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on September 30, 2020; Human Services Contracts (Jennifer Mulhall-Daudel, Contracts Manager, 388-0241) on September 30, 2020; Finance (John Hallen, Administrative Analyst, 388-0208) on October 13, 2020; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on October 13, 2020.