



# San Bernardino County

## Legislation Text

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**File #: 10435, Agenda Item #: 23**

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

**July 9, 2024**

**FROM**

**DIANA ALEXANDER, Assistant Executive Officer, Human Services**

**SUBJECT**

Employment Contract for the California Statewide Automated Welfare System

**RECOMMENDATION(S)**

1. Approve employment contract with Frederick Gains, as a Policy Manager for the California Statewide Automated Welfare System, for the estimated annual cost of \$179,488 (\$116,667 Salary, \$62,821 Benefits), for the period of July 13, 2024 through July 12, 2027.
2. Authorize the Assistant Executive Officer to execute amendments to extend the term of the employment contract for a maximum of three successive one-year periods, on behalf of San Bernardino County, subject to County Counsel review.
3. Direct the Assistant Executive Officer to transmit all amendments to the employment contract to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: Diana Alexander, Assistant Executive Officer, 387-4261)

**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 and Stakeholders.**

**FINANCIAL IMPACT**

This item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of \$179,488 will be state and federally funded through the California Statewide Automated Welfare System (CalSAWS) Joint Powers Authority (JPA). Adequate appropriation and revenue have been included in the Human Services Administrative Claim 2024-25 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

In 1996, the Consortium IV (C-IV), comprised of San Bernardino, Riverside, Merced, and Stanislaus Counties, was formed in a collaborative effort for the development, implementation, and maintenance of an automated welfare system. At the initiation of C-IV, employment contracts were utilized for positions as the job duties required did not match any San Bernardino County (County) classification. As the County does not have any regular classified positions compatible with C-IV staffing needs, these remain contracted positions. C-IV continues to be a County administered automated welfare system requiring continuous design enhancements and maintenance as C-IV transitions to CalSAWS.

The JPA, an independent government agency organized under California law, is comprised of all 58 California

counties, and is governed and administered by a Board of Directors comprised of County Welfare Directors. San Bernardino County is a member of the JPA.

The Policy Manager conducts complex and sensitive research assignments requiring locating and gathering of data from multiple sources and interpretation of often conflicting and ambiguous data to reach sound conclusions; identifies research problems and challenges; determines analytical techniques appropriate to an assignment's purpose; and develops statistical and information gathering processes to ensure quality, integrity, validity, and relevance of data obtained for analysis and decision making purposes.

The recommended contract will be effective July 13, 2024, and shall remain in effect through July 12, 2027, subject to the termination provisions of the contract, with the option to extend for a maximum of three successive one-year periods. Either party may terminate the contract at any time without cause, upon 14 days prior written notice to the other party. The County may terminate the contract immediately for just cause. The recommended employment contract will supersede Employment Contract No. 20-996, which was approved by the Board of Supervisors on October 27, 2020 (Item No. 45).

### **PROCUREMENT**

From March 25, 2024 through April 19, 2024, CalSAWS initiated an open recruitment for CalSAWS project staff. There were 10 applications received for this position, and 10 qualified applicants were interviewed through May 6, 2024. Frederick Gains was identified by CalSAWS as having the best qualifications and experience for this Policy Manager position. Upon approval of the Director of the Transitional Assistance Department, CalSAWS made Frederick Gains an employment offer contingent on Board of Supervisors approval of the recommended contract.

### **REVIEW BY OTHERS**

This item has been reviewed by Human Services Contracts (Patty Steven, Contracts Manager, 388-0241) on May 28, 2024; Human Resources (Gina King, Deputy Director, 387-5570) on June 10, 2024; County Counsel (Richard Luczak, County Counsel, 387-5455) on May 29, 2024; Finance (Paul Garcia, Administrative Analyst, 388-0208) on June 21, 2024; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on June 21, 2024.