



# San Bernardino County

## Legislation Text

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**File #: 4500, Agenda Item #: 25**

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

**July 13, 2021**

**FROM**

**DIANA ALEXANDER, Assistant Executive Officer, Department Operations - Human Services**

**SUBJECT**

Fiscal Assistant Employment Contract for the Children and Families Commission for San Bernardino County

**RECOMMENDATION(S)**

1. Approve employment contract between San Bernardino County and Children and Families Commission for San Bernardino County for George Potts to provide services to Children and Families Commission as a Fiscal Assistant, for the estimated annual cost of \$64,784 (\$44,678 Salary, \$20,106 Benefits), for the period of July 21, 2021 through July 20, 2024.
2. Authorize the Assistant Executive Officer of Human Services to execute amendments to extend the term of the 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 contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.  
(Presenter: Tanya Bratton, Deputy Executive Officer, 388-0332)

**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 the employment contract is \$64,784, and will be reimbursed by the Children and Families Commission's (Commission) Trust Fund. Adequate appropriation and revenue have been included in the Commission's 2021-22 budget and will be included in future recommended budgets.

**BACKGROUND INFORMATION**

The Fiscal Assistant position reviews and audits accounting documents, prepares a variety of accounting documents; and processes payments, invoices and billing. The recommended employment contract will be effective July 21, 2021 through July 20, 2024, subject to the termination provisions of the contract.

The Commission uses California's tax on cigarettes and tobacco products to provide services for the State's youngest residents and their families. The Commission collaborates with the community and child-serving agencies to fulfill their mission of promoting, supporting, and enhancing the health and early development of children prenatal through age five, and their families.

On January 23, 2001 (Item No. 59), the Board of Supervisors (Board) approved Contract No. 01-50 with the Commission to maintain a cooperative working relationship to effectively and efficiently implement the Commission's mission. The terms and conditions of the contract require Human Services (HS) to provide the Commission with support for the administration of staff benefits, review and act on Board agenda items and personnel-related issues, and provide employment contract administration services. The contract has been amended several times to revise language regarding services or to add services provided by the County. The Commission fully reimburses the County for the cost of these services.

#### **PROCUREMENT**

A procurement was not performed at this time as this employee is a current contract Fiscal Assistant whose existing contract is coming to an end. A new employment contract with George Potts is recommended as he has the necessary skills, knowledge, and experience to continue performing the duties required for the Fiscal Assistant position.

On November 3, 2015 (Item No. 20), the Board approved Contract No. 15-813 between the Commission and George Potts, Fiscal Assistant, for a total annual cost of \$52,437 (\$35,131 Salary, \$17,306 Benefits), for the contract period of November 14, 2015 through November 13, 2018, with the option to extend the contract for a maximum of three successive one-year periods.

On July 24, 2018 (Item No. 20), the Board approved Amendment No. 1 to Contract No. 15-813 between the Commission and George Potts, Fiscal Assistant, for a total annual cost of \$58,883 (\$39,541 Salary, \$19,342 Benefits) and extending the contract through July 20, 2021.

#### **REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on June 16, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5570) on June 16, 2021; Finance (Chris Lange, Administrative Analyst, 386-8393) on June 24, 2021; Human Services Contracts, and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on June 24, 2021.