



San Bernardino County

Legislation Text

File #: 4923, Agenda Item #: 32

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

October 5, 2021

FROM

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

SUBJECT

Employment Contracts for the Children and Families Commission for San Bernardino County

RECOMMENDATION(S)

1. Approve employment contracts with the following individuals to provide services to Children and Families Commission for San Bernardino County, effective October 9, 2021 through October 8, 2024:
 - a. Lacy Banis as Office Assistant II, for the estimated annual cost of \$44,154 (\$30,451 Salary, \$13,703 Benefits).
 - b. Willmar Gultom as Accountant II, for the estimated annual cost of \$100,011 (\$68,973 Salary, \$31,038 Benefits).
2. Authorize the Assistant Executive Officer of Department Operations to execute amendments to extend the term of the contracts 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 Department Operations to transmit all documents in relation to contract amendments 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 combined cost of the employment contracts is \$144,165, 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 Office Assistant II position will provide front desk reception coverage, typing, filing and ordering office supplies. The recommended employment contract will be effective October 9, 2021 through October 8, 2024, subject to the termination provisions of the contract.

The Accountant II position prepares a variety of detailed accounting and financial statements; analyzes fiscal documents; makes complex or difficult adjusting entries; assists in preparation of budgets and establishes

budgetary controls. The recommended employment contract will be effective October 9, 2021 through October 8, 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 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.

On November 3, 2015 (Item No. 20), the Board approved Contract No. 15-816 between the Commission and Willmar Gultom, Accountant II, for a total annual cost of \$75,859, for the contract period of November 14, 2015 through November 13, 2018.

On October 16, 2018, (Item No. 31), the Board approved Amendment No. 1 to Contract No. 15-816 between the Commission and Willmar Gultom, Accountant II, for a total annual cost of \$80,306, for the contract period of October 13, 2018 through October 12, 2021.

PROCUREMENT

At the request of the Commission, Human Resources provided a certification list of 26 eligible candidates for the Office Assistant II position. All candidates were contacted and five candidates were interviewed on July 28, 2021 and July 30, 2021, by the Commission's Chief Financial Officer and the Business Support Manager. Based on her experience the Commission recommends an employment contract with Lacy Banis as an Office Assistant II at a starting salary of \$14.64 per hour, contingent on Board approval.

Willmar Gultom is a current contract Accountant II. A new employment contract with Willmar Gultom is recommended as he has the necessary skills, knowledge, and experience to continue performing the duties required for the Accountant II position.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on September 16, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5570) on September 7, 2021; Human Services Contracts (Becky Giroux, Contracts Manager, 388-0241) on August 27, 2021; Finance (John Hallen, Administrative Analyst, 386-0208) on September 16, 2021; and County Finance and Administration (Tanya Bratton, Deputy Executive Officer, 388-0332) on September 16, 2021.