



San Bernardino County

Legislation Text

File #: 7291, Agenda Item #: 23

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

January 10, 2023

FROM

DIANA ALEXANDER, Assistant Executive Officer, Department Operations

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 the Children and Families Commission for San Bernardino County, effective January 14, 2023 through January 13, 2026:
 - a. Traci Homan as Executive Secretary II, for the estimated annual cost of \$98,675 (\$61,672 Salary, \$37,003 Benefits).
 - b. Peiyong Yang as Accountant III, for the estimated annual cost of \$97,801 (\$66,082 Salary, \$31,719 Benefits).
2. Authorize the Assistant Executive Officer of Department Operations to execute amendments to extend the term of the employment 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 the employment 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 \$196,476, 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 2022-23 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Executive Secretary II position will perform various duties including providing confidential administrative support to the Executive Director, Assistant Director, and two Deputy Directors. This position also provides administrative support for the Commission and the Commission's Advisory Committee, which includes, but is not limited to, preparing and distributing monthly agendas and minutes, ensuring compliance with pertinent regulatory requirements, maintaining records, and supporting the filling of vacancies and appointments. The

recommended employment contract will be effective January 14, 2023 through January 13, 2026, subject to the termination provisions of the contract.

The Accountant III position performs various duties including oversight of the workflow for the fiscal section, tracking department expenditures, and reconciling the trial balance and related financial statements. The recommended employment contract will be effective January 14, 2023 through January 13, 2026, 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 February 11, 2020 (Item No. 41), the Board approved Contract No. 20-75 between the Commission and Traci Homan, Business Support Manager, for a total annual cost of \$86,602, for the contract period of February 15, 2020 through February 14, 2023. A new employment contract with Ms. Homan is recommended for the position of Executive Secretary II.

The Commission currently has 22 staff which are all contracted positions. The Executive Secretary II position is being filled due to prior staff retirement. The Accountant III position is being filled as the prior staff left the position due to accepting other employment.

PROCUREMENT

At the request of the Commission, Human Resources provided a certification list of five eligible candidates for the Accountant III position. All candidates were contacted, and two candidates were interviewed on September 25, 2022, by the Commission's Chief Financial Officer and the Assistant Director. Based on her experience, the Commission recommends an employment contract with Peiyong Yang as Accountant III at a starting salary of \$31.77 per hour, contingent on Board approval.

At the request of the Commission, Human Resources provided a certification list of 13 eligible candidates for the Executive Secretary II position. In addition, per the current recruitment eligibility list, one qualified internal Commission staff member (Business Support Manager) was also interviewed for this position. Five candidates were interviewed between September 20, 2022 and September 26, 2022. Based on her experience, the Commission recommends an employment contract with Traci Homan as Executive Secretary II at a starting salary of \$29.65 per hour, contingent on Board approval.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on November 18, 2022; Human Resources (Gina King, Deputy Director, 387-5570) on November 28, 2022; Human Services Contracts (Becky Giroux, Contracts Manager, 388-0241) on November 17, 2022; Finance (John Hallen, Administrative Analyst, 386-0208) on November 23, 2022; and County Finance and Administration (Cheryl Adams, Deputy Executive Officer, 388-0238) on November 29, 2022.