

Agenda: Children and Families Commission 10-2023

October 25, 2023

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3	Approve Amendment A2 to Lease Agreement No. IC024 with 521 East 11th St., LLC, and 1250 Fairfax, LLC, for \$2,210,963 for 2023-28 for the lease of existing office space at Three Carnegie Plaza resulting in a cumulative total of \$5,545,705 to exercise the first option to extend the existing lease term for five (5) years from November 1, 2023 to October 31, 2028. (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)
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Item No.	INFORMATION
4	Receive information on First 5 San Bernardino's public awareness campaign promoting child safety. (Presenter: Kimberly VandenBosch, Communications Officer, 252-4283)
5	Receive information on approval of employment contracts entered into by San Bernardino County upon request of the Children and Families Commission for San Bernardino County with the following individuals: a. Liliana Carlos, Office Assistant III b. Ileana Conley as an Accountant II (Presenter: Karen E. Scott, Executive Director, 252-4252)

Public Comment

Persons wishing to address the Commission will be given up to three minutes and pursuant to Government Code 54954.2(a)(3) "no action or discussion will be undertaken by the Commission on any item NOT posted on the agenda."

Commissioner Roundtable

Open to comments by the Commissioners

Next Meeting

Wednesday, December 6, 2023
3:30 p.m.

The agenda and supporting documents are available for review during regular business hours at First 5 San Bernardino, 735 East Carnegie Drive, Suite 150, San Bernardino, California 92408.

Interpreters for hearing impaired and Spanish speaking individuals will be made available with forty-eight hours notice. Please call Commission staff (909) 386-7706 to request the service. This location is handicapped accessible.

First5sanbernardino.org



CHILDREN AND FAMILIES COMMISSION
for San Bernardino County
AGENDA: October 25, 2023

Subject: Information Relative to Possible Conflict of Interest

Instructions: Contractors, subcontractors, principals and agents are listed below for each applicable agenda item. Commissioners are asked to review the items for possible conflicts of interest and to notify the Commission secretary prior to the Commission meeting of conflicts concerning items on the meeting's agenda. This procedure does not relieve the Commissioner of his or her obligations under the Political Reform Act.

Background: The Political Reform Act of 1974 (Government Code section 87100 et. Seq.) prohibits public officials from making, participating in making or in any way attempting to use their official position to influence a governmental decision in which they have reason to know they have a "financial interest." Additionally, Government Code section 1090 et seq. prohibits public officers and employees from being financially interested in any contract made by them in their official capacity or by the board of which they are members. A limited exception is allowed for County Children's and Families Commissions. (See Government Code section 1091.3)

Item No.	Contractor	Principals & Agents	Subcontractors; Principals & Agents	Commissioner Abstentions
1	N/A	N/A	N/A	N/A
2	N/A	N/A	N/A	N/A
3	N/A	N/A	N/A	N/A
4	N/A	N/A	N/A	N/A
5	N/A	N/A	N/A	N/A
6	N/A	N/A	N/A	N/A
7	N/A	N/A	N/A	N/A



Minutes: Children and Families Commission Meeting

**Date, time,
location**

September 13, 2023
4:02 p.m.
First 5 San Bernardino Commission Conference Center

**Pledge of
Allegiance**

Pledge of Allegiance by Chair Weinstein

**Conflict of
Interest
Disclosure**

Commission members shall review agenda item contractors, subcontractors, and agents, which may require member abstentions due to conflict of interest and financial interests.

A Commission member with conflicts of interests shall state their conflict under the appropriate item. A Commission member may not participate in or influence the decision on a contract for which their abstention has been recorded.

Attendees

Commissioners

- Diana Alexander
- Supervisor Baca Jr.
- Dr. Gwendolyn Dowdy-Rodgers
- Gary Ovitt
- Elliot Weinstein, M.D.

Absent

- Commissioner Ted Alejandre
- Commissioner Joshua Dugas

Staff

- Erika Willhite, Staff Analyst II
 - Ronnie Robinson, Section Manager, Systems and Communication
-

**Changes to the
agenda**

Commission Clerk, Traci Homan, read the following change to Item 4 Recommendation #2: Agreement No. should read CF24134.

Closed Session

Public Employee Performance Evaluation (Government Code Section 54957)
Title: Executive Director

**Executive
Director's
Report**

Congratulations to Dr. Gwen Dowdy-Rodgers

Black Voice News ran a story on how Dr. Dowdy-Rodgers cultivates student triumph and community unity. She made history in 2022, as the first African American woman to serve on the San Bernardino County Board of Education.

SB 326 – MHSA Modernization Act

In an advocacy approach, First 5s and Association took an oppose to SB326. F5SB recently reached out to our elected officials and asked them to consider an amendment to the legislation to allocate 20% of the 50% set aside for early childhood mental health, to meet the needs specifically of children ages 0-5.

Programs needed to serve children ages 0–5 are uniquely positioned to help families overcome barriers to mental health care access, mitigate future mental health concerns, and are also most likely to reach families from historically marginalized communities, including immigrant and low-income families of color.

After a call from Secretary Mark Ghaly on Saturday, F5SB moved our position from Oppose to Support. While we are disappointed that a carve out for 0-5 wasn't included, this move to a support position was prompted by a few factors such as:

1. There is a carve out for “children” age 0-26.
2. The Administration included several new amendments that called out the 0-5 population as a priority the use of ACES screenings as a way to identify children at risk for behavioral health challenges.
3. Received clarity on the technical amendments to further prioritize children.

It is important that our local behavioral health systems understand that F5SB is not trying to jeopardize flexibility in MHSA funding, and we understand the huge needs, but most important, are here to partner and help navigate the waters for maximum benefit to our County families.

Legislative Platforms – State and Federal

In 2021, the following statement was added to the Human Services policy section: “*Support legislation, budget actions and proposals that promote a Whole Child, Whole Family, Whole Community approach to child development*” that still exists in the platform language.

F5SB and the County's legislative platforms support the statewide efforts towards Equity, to include allocation for services for the 0–5 population as it pertains to access, economic development (as with C/C Workforce, Home Visitors, CHW's) and Safety Net Services such as with FFPSA.

Because of Medicaid expansion through the Affordable Care Act, most people leaving California jails and prisons are eligible for Medi-Cal. Still, federal law has long barred the use of federal Medicaid funds for services for people who are incarcerated. In part for this reason, when people leave prison and jail, they often experience gaps in accessing health care in their community. In early 2023, as part of the CalAIM Initiative, California became the first state in the nation to receive federal approval to use Medi-Cal to cover a targeted set of services for people leaving jail or prison in the 90 days before their release. Correctional systems can start implementing this innovative approach as early as April 1, 2024.

With regard to the SB County jails, MHN and F5SB will oversee the implementation. Insurance companies (IEHP is on board, perhaps Kaiser and Molina will be on board as well) are another way that MHN is helping. Supporting these efforts ensure a smooth process for persons being released from jail, as there was no direct communication between the health insurance providers and the jail previously.

FAITHS, a local organization, offers a postpartum and pregnancy support program for recently released women through its aftercare component by providing ongoing coverage and treatment for around 32 women each month who require it after being incarcerated. Most women give birth following their release from imprisonment or prison. For this reason, coverage must be continuous. FAITHS is looking for more financing to assist this effort because it isn't enough to meet the needs. F5SB intends to discuss with them and learn how through the MHN Network we can help identify additional funding support, leverage existing funding, braid funding, and otherwise help bridge the gaps.

Help Me Grow – Inland Empire (HMG-IE)

To ensure that there are no gaps in the required early developmental screenings for children enrolled in Head Start, as was discussed at the most recent Shared Governance meeting, F5SB is requesting approval of the ongoing HMG-IE Initiative. This initiative aims to better coordinate and bridge the relationship between Loma Linda University Children's Hospital, HMG-IE, and our local PSD.

Promoting Literacy

At the San Bernardino County Board of Education meeting, Karen Scott, Dr. Dowdy-Rodgers, Ted Alejandro, and Heather Smith presented an in-depth presentation on Footsteps2Brilliance (FTB) to the attendees and public.

Great investment, great results as we continue to collaborate on improving literacy as indicated by 3rd grade reading scores and in support of the Countywide Vision – Vision to Read initiative.

F5SB will be at the SBCSSS Annual Early Literacy Summit, at CSUSB next week where Scott McGrath and our Reach Out and Read partner will be present. The event is geared to early education providers and professionals from the education field.

LuCretia Dowdy, our F5SB Communications Engagement Specialist, was acknowledged for reaching out to Safe Kids Worldwide, a monthly resource report that was shared with our stakeholders, that gives information about product and food recalls that could constitute a risk and/or could affect the health and well-being of our youngest children. As an example, there was a recall in August for **Go Healthy Probiotics for Infants**, Toddlers and Kids due to the potential to introduce foodborne illness. Another example was a warning issue advising consumers to immediately stop using the **La-La-Me Infant Loungers** because they do not comply with mandatory federal safety standards for infant sleep products, posing a suffocation risk and fall hazard to infants.

F5SB has reconnected with the Consulate of Mexico and will be partnering for a Health and Resource Fair on October 15, 2023.

The F5SB Kids Safe Summer campaign was led by Kimberly VandenBosch and covered by Channel 7 news, in partnership with the San Bernardino County Sheriff's department that stressed never to leave a child in a hot car.

More information to follow for the Gift a Kid a Book campaign.

Item No.	CONSENT
1	<p>Approve Minutes from August 2, 2023 Commission Meeting.</p> <p>Motion by Commissioner Baca, Jr., and seconded by Commissioner Alexander to approve the Consent Items.</p> <p>Without further comment or objection, motion carried by unanimous vote.</p>
2	<p>Approve Contract SI041 with Loma Linda University Children’s Hospital in the amount of \$1,128,762 retroactive to July 1, 2023 for Fiscal Years 2023-2025 for the Help Me Grow Inland Empire initiative. (Presenter: Iffat Quazi, Staff Analyst II, 252-4275)</p>
3	<p>Approve Subrecipient Monitoring Policy 23-01 for Federal Awards. (Presenter: Peiyong Yang, Section Manager, Accountant III, 252-4278)</p>

Item No.	DISCUSSION
4	<p>1. Approve the following Agreements with Riverside County Children and Families Commission:</p> <ul style="list-style-type: none"> a. Agreement No. CF24130 for the provision of services in the amount of \$1,684,067 retroactive to August 1, 2023, for Fiscal Years 2023-2025, awarded through First 5 California for the IMPACT Legacy RFA to support Quality Start San Bernardino. b. Agreement No. CF24134 for Professional Services for \$196,000 retroactive to August 1, 2023, for Fiscal Years 2023-2025 to support the Quality Start San Bernardino data system through the Region 9 Hub for the First 5 California IMPACT Legacy Initiative. <p>2. Authorize the Executive Director to execute Agreement Nos. CF24130 and CF24134 with Riverside County Children and Families Commission subject to any non-substantive changes and review by County Counsel. (Presenter: Erika Willhite, Staff Analyst II, 252-4262)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Motion by Commissioner Ovitt and seconded by Commissioner Dugas to approve Item 4.</p> <p>Without further comment or objection and with no public comments noted, motion carried by unanimous vote.</p>
5	<p>Approve Contract IC053 with Health Management Associates, Inc. in the amount of \$143,870 for September 13, 2023 through March 31, 2024 to provide an assessment of current pediatric health conditions and synthesizing available Medi-Cal, public health, and other data to inform identification of gaps and barriers in access to care. (Presenter: Ronnie Robinson, Section Manager: Systems & Communication, 252-4255)</p> <p><u>Discussion</u> None</p>

	<p><u>Public Comment</u> None</p> <p>Motion by Commissioner Alexander and seconded by Supervisor Baca, Jr., to approve Item 5.</p> <p>Without further comment or objection and with no public comments noted, motion carried by unanimous vote.</p>
<p>6</p>	<p>Authorize the Executive Director to coordinate with San Bernardino County Human Resources Department and assigned Human Resources Officer to recruit an Administrative Supervisor I position to better meet the business needs of First 5 San Bernardino. (Presenter: Karen E. Scott, Executive Director, 252-4252)</p> <p><u>Discussion</u> None</p> <p><u>Public Comment</u> None</p> <p>Motion by Commissioner Baca, Jr., and seconded by Commissioner Dowdy-Rodgers to approve Item 6.</p> <p>Without further comment or objection and with no public comments noted, motion carried by unanimous vote.</p>

Item No.	INFORMATION
<p>7</p>	<p>Receive information on approval of employment contracts entered into by San Bernardino County upon request of the Children and Families Commission for San Bernardino County with the following individuals:</p> <ul style="list-style-type: none"> a. Robert Mente as Staff Analyst II b. Arminda Lowenstein as Accountant III <p>(Presenter: Karen E. Scott, Executive Director, 252-4252)</p>

Public Comment None

Commissioner Roundtable Commissioners collectively thanked Karen Scott and the F5 team for doing a great job and all that they do. Commissioner Baca, Jr., gave a brief overview of the FAITHS program and thanked F5 for supporting the program. Vice-Chair Alexander suggested F5 should connect with Gilbert Ramos, who has Medi-Cal staff stationed at different jail locations. Commissioner Dowdy-Rodgers mentioned how LuCretia Dowdy is at community events promoting F5. Commissioner Ovitt mentioned that Chaffee College has a program similar to FAITHS called the Turning Point Program for the California Institution for Women and the California Institution for Men in Chino. He also welcomed the new F5 staff members.

The next Commission meeting will be held on the fourth and last Wednesday of the month, October 25, 2023 at 735 E. Carneige Drive, Suite 150, San Bernardino. The meeting adjourned at 4:38 p.m.

Next Meeting

***Wednesday, October 25, 2023
3:30 p.m.***

Attest

Elliot Weinstein, M.D., Chair

Traci L. Homan, Commission Clerk



AGENDA ITEM 2
October 25, 2023

Subject	Commission Meeting Schedule for 2024.
Recommendations	Approve Commission Meeting Schedule for Calendar Year 2024. (Presenter: Traci L. Homan, Executive Assistant, 252-4252)
Background Information	<p>Each year, the Commission reviews the meeting schedule for the next year. Commission Meetings occur on the first Wednesday of each month except for some months due to holidays or other previously scheduled commitments. There is no meeting scheduled for the month of November.</p> <p>January 10 February 14 March 6 April 3 May 8 June 5 July 10 August 7 September 11 October 23 November – No meeting December 4</p>
Financial Impact	None
Review	Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:



**AGENDA ITEM 3
October 25, 2023**

Subject	Amendment A2 to Lease Agreement No. IC024 for Children and Families Commission for San Bernardino County – First 5 San Bernardino
Recommendations	Approve Amendment A2 to Lease Agreement No. IC024 with 521 East 11th St., LLC, and 1250 Fairfax, LLC, for \$2,210,963 for 2023-28 for the lease of existing office space at Three Carnegie Plaza resulting in a cumulative total of \$5,545,705 to exercise the first option to extend the existing lease term for five (5) years from November 1, 2023 to October 31, 2028. (Presenter: Debora Dickerson-Sims, Chief Financial Officer, 252-4269)
Financial Impact	Included in budget
Background Information	<p>On August 7, 2013, the Commission approved Lease Agreement No. IC024 for the lease of existing office space at Three Carnegie Plaza for First 5 San Bernardino (F5SB) with a ten-year term period of November 1, 2013 through October 31, 2023, with two five-year options to extend the term of the lease. On August 3, 2016, the Commission approved Amendment A1 to Lease Agreement No. IC024 updating certain contract language.</p> <p>F5SB is requesting Lease Agreement No. ICO24 be amended to exercise one of the two existing five (5) year extension options to extend the term of the lease for the period of November 1, 2023 through October 31, 2028.</p> <p>As part of the Lease Agreement No. IC024, the landlord has also agreed to do upgrades to the office space at its cost, which includes new flooring, lights and painting.</p> <p>Pending Commission approval, Amendment A2 to Lease Agreement No. IC024 will go into effect November 1, 2023.</p>
Review	Dawn Martin, Commission Counsel

Report on Action as taken
Action:
Moved: _____ Second: _____
In Favor:
Opposed:
Abstained:
Comments: _____
Witnessed:

**CHILDREN
AND FAMILIES
COMMISSION
FOR
SAN BERNARDINO COUNTY
STANDARD CONTRACT**

<i>FOR COMMISSION USE ONLY</i>						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Change <input type="checkbox"/> Cancel	Vendor Code 10008364	SC	Dept. 903	A Contract Number ICO24 A-2		
Organization Children and Families Commission			Contractor's License No.			
Commission Representative Cindy Faulkner, Assistant Director		Telephone 909-386-7706		Total Contract Amount \$5,545,705.30		
Contract Type <input type="checkbox"/> Revenue <input checked="" type="checkbox"/> Encumbered <input type="checkbox"/> Unencumbered <input type="checkbox"/> Other:						
If not encumbered or revenue contract type, provide reason:						
Commodity Code 95200	Contract Start Date Nov. 1, 2013	Contract End Date Oct. 31, 2028	Original Amount \$3,335,013.00	Amendment Amount \$2,210,692.30		
Cost Center 9031009900		GL Account 52002905	Internal Order No.	Amount \$277,596.00		
Cost Center		GL Account	Internal Order No.			
Cost Center		GL Account	Internal Order No.	Amount		
Abbreviated Use <u>San Bernardino-CHILDREN AND FAMILIES COMMISSION FIRST 5 SB Three Carnegie Plaza 735 E. Carnegie Dr., Suite 150</u>		Estimated Payment Total by Fiscal Year				
	FY	Amount	I/D	FY	Amount	I/D
	FY23-24	\$277,596.00				
	FY24-25	\$424,721.92				
	FY25-26	\$437,463.56				
	FY26-27	\$450,587.44				
	FY27-28	\$464,105.03				
	FY28-29	\$156,218.35				

THIS CONTRACT is entered into in the State of California by and between the Children and Families Commission for San Bernardino County, hereinafter called the COMMISSION, and

Legal Name

521 East 11th St., LLC and 1250 Fairfax, LLC

Department/Division

Address
2030 Main Street, Suite 1300, Irvine, CA 92614

Program Address (if different from legal address):

Phone
(714) 573-7780

Federal ID No.

**IT IS HEREBY AGREED AS FOLLOWS:
AMENDMENT NO. 2**

IT IS HEREBY AGREED AS FOLLOWS:

WHEREAS, the COMMISSION, as a tenant, and 521 East 11th St., LLC and 1250 Fairfax, LLC (collectively the "LANDLORD"), as the landlord, previously entered into Lease Agreement, Contract No. ICO24 dated August 12, 2013, as amended by the First Amendment dated August 31, 2016 (collectively, the "Lease"), wherein LANDLORD leases approximately 15,422 square feet located at 735 East Carnegie Drive, Suite 150, San Bernardino, CA 92408, as more specifically described in the Lease, to the COMMISSION for a term that expires on October 31, 2023; and,

Auditor-Controller/Treasurer Tax Collector Use Only	
<input type="checkbox"/> Contract Database	<input type="checkbox"/> FAS
Input Date	Keyed By

WHEREAS, the COMMISSION and LANDLORD now desire to amend the Lease to reflect the COMMISSION's exercise of one of the two existing extension options to extend the term of the Lease for five(5) years for the period of November 1, 2023 through October 31, 2028, adjust the rental rate schedule, and amend certain other terms of the Lease as more specifically set forth in this amendment (the "Second Amendment").

NOW, THEREFORE, in consideration of mutual covenants and conditions, effective as of November 1, 2023, unless otherwise expressly provided herein, the parties hereto agree the Lease, is amended as follows:

1. Pursuant to COMMISSION's exercise of one (1) of its two (2) existing extension options in Paragraph 6, OPTION TO EXTEND TERM, EXTEND the term of the Lease as for five (5) years from November 1, 2023 through October 31, 2028 (the "First Extended Term").
2. DELETE in its entirety the existing Paragraph 4., RENT, and SUBSTITUTE, therefore, the following as a new Paragraph 4.A., RENT:

4. RENT:

- A. COMMISSION shall pay to LANDLORD the following monthly rental payments in arrears on the last day of each month, commencing November 1, 2023 and ("Commencement Date") expiring October 31, 2028, with three percent (3%) annual increases as reflected and included in the amounts set forth below:

November 1, 2023 thru October 31, 2024 – Monthly payments of \$34,699.50

November 1, 2024 thru October 31, 2025 – Monthly payments of \$35,740.49

November 1, 2025 thru October 31, 2026 – Monthly payments of \$36,812.70

November 1, 2026 thru October 31, 2027 – Monthly payments of \$37,917.08

November 1, 2027 thru October 31, 2028 – Monthly payments of \$39,054.59

- B. Rent for any partial month shall be prorated based on the actual number of days of the month. LANDLORD shall accept all rent and other payments from COMMISSION under this Lease via electronic funds transfer (EFT) directly deposited into the LANDLORD's designated checking or other bank account. LANDLORD shall reasonably cooperate with the COMMISSION to comply with directions and accurately complete forms provided by COMMISSION related to rent payments.

3. DELETE in its entirety the existing Paragraph 40.B. COMMISSION'S RIGHT TO TERMINATE LEASE and SUBSTITUTE, therefore, the following as new Paragraph 40.B. COMMISSION'S RIGHT TO TERMINATE LEASE:

B. The COMMISSION does hereby waive the right to terminate the Lease during the first of two (2) five-year option periods, which five-year period commences on or about November 1, 2023, as provided in the original Paragraph 40.B., in the Lease dated August 6, 2013.

In the event that the COMMISSION exercises the second of the two (2) five-year option periods, the COMMISSION shall have the right to terminate this Lease at any time during such second five-year option period, whenever COMMISSION, in its sole discretion, determines it would be in COMMISSION's best interests to terminate this Lease. The Director of the County of San Bernardino's Real Estate Services Department (RESA) shall give LANDLORD written notice of any termination pursuant to this paragraph at least ninety (90) days prior to the date of termination. In the event COMMISSION terminates this Lease pursuant to this paragraph, the LANDLORD shall have the right to receive from COMMISSION only the rent which will have been earned through the date of termination of the Lease.

4. DELETE in its entirety the existing Paragraph 41. LANDLORD'S IMPROVEMENTS, and

SUBSTITUTE, therefore, the following as a new Paragraph 41. LANDLORD'S IMPROVEMENTS:

41. LANDLORD'S IMPROVEMENTS:

LANDLORD, at its cost, agrees to make the improvements to the Premises set forth in Exhibit "A", Paint, Flooring, Lighting ("Landlord Improvements"). The Landlord Improvements shall be completed no later than February 28, 2024 ("Anticipated Completion Date"). LANDLORD agrees to use commercially reasonable efforts to perform Landlord Improvements with minimal disruption to COMMISSION's operations during its business hours and will perform such Landlord Improvements during evening hours of the weekdays (i.e. after 6:00 p.m. local time) and weekends. The failure of LANDLORD to timely complete the Landlord Improvements by the Completion Date shall be deemed a default of the Lease and may result in those remedies set forth in **Section 21. Commission's Remedies on Landlord's Default.**

- B. LANDLORD understands and agrees that from the time that this Second Amendment is executed through the Completion Date of the Landlord Improvements pursuant to Exhibit "A", and acceptance of the Landlord Improvements by COMMISSION, LANDLORD shall not assign or transfer a controlling interest in the Premises to a third party, without COMMISSION's prior review and approval.
 - (1) LANDLORD understands and agrees to provide to COMMISSION all documents and relevant information concerning any proposed transfer. COMMISSION will have ten (10) COMMISSION working days after receiving all such documents and information to complete its review. Upon COMMISSION approval of an assignment or transfer, the parties shall immediately execute an amendment to this Lease stating the change of ownership of the Premises.
- C. LANDLORD understands and agrees not to make any modifications to the Landlord Improvements as set forth in Exhibit "A", without first obtaining approval in the form of an amendment to this Lease. Any changes to these Landlord Improvements, without first acquiring said approval, will be at the expense of the LANDLORD and not the COMMISSION.
- D. In the event LANDLORD contracts for the construction of any portion of the Landlord Improvements set forth in Exhibit "A" LANDLORD shall comply with the applicable provisions of the California Public Contract Code 22000 through 22045 regarding bidding procedures and Labor Code Section 1720.2 and 1770 et seq. regarding general prevailing wages, only if required by applicable law. LANDLORD shall indemnify and hold harmless COMMISSION and its officers, employees, and agents from any claims, actions, losses, damages and/or liability arising out of the obligations set forth in this subparagraph. The LANDLORD's indemnity obligations shall survive the COMMISSION's tenancy, and shall not be limited by the existence or availability of insurance.
- E. Substantial Completion of Landlord's Work shall be defined as the date that Landlord provides the Commission with its notice that Landlord's Work is substantially completed, anticipated to be on or before 4-months from mutual execution of this Second Amendment (the "Anticipated Delivery Date"), subject to minor punch list items (the "Punch List Items"). Once the Commission and Landlord are able to conduct a walk-through and the COMMISSION provides LANDLORD with its list of Punch List Items, Landlord shall use commercially reasonable efforts to complete the Punch List Items within 30-days.
- F. If Landlord fails to provide its notice of Substantial Completion before the Anticipated Completion Date, or Landlord fails to commence completion of the Commission's list of Punch List Items within 30-days of the Commission providing such Punch List Items to Landlord, and if Landlord fails to complete such Punch List Items within a reasonably diligent

timeframe, then the Commission is entitled to exercise its right, with prior written notice to LANDLORD as to the COMMISSION's intent to exercise such right, to only pay eighty percent (80%) of the monthly rental due to LANDLORD, and the remaining twenty percent (20%) of the monthly rental will accrue from the Commencement Date of this Second Amendment but will not be paid to LANDLORD until all such Punch List Items have been completed and reasonably accepted by COMMISSION. If the COMMISSION withholds monthly rental payments under this subparagraph, the COMMISSION will not be in default and no interest or service charges will be added to the amounts due LANDLORD upon completion of the Punch List Items. The Punch List Items remaining to be completed are subject to subparagraph **13B, MAINTENANCE**.

5. DELETE in its entirety the existing Paragraph 56. AUTHORIZED SIGNATORS:, and SUBSTITUTE, therefore, the following as a new Paragraph 56. CAMPAIGN CONTRIBUTION DISCLOSURE (SB 1439)

56. CAMPAIGN CONTRIBUTION DISCLOSURE (SB 1439): LANDLORD has disclosed to the COMMISSION using Exhibit F - Campaign Contribution Disclosure Senate Bill 1439, whether it has made any campaign contributions of more than \$250 to any member of the COMMISSION within the earlier of: (1) the date of the submission of LANDLORD's proposal to the COMMISSION, or (2) 12 months before the date this Second Amendment was approved by the COMMISSION. LANDLORD acknowledges that under Government Code section 84308, LANDLORD is prohibited from making campaign contributions of more than \$250 to any member of the COMMISSION for 12 months after the COMMISSION's consideration of the Lease.

In the event of a proposed amendment to this LEASE, LANDLORD will provide the COMMISSION a written statement disclosing any campaign contribution(s) of more than \$250 to any member of the COMMISSION within the preceding 12 months of the date of the proposed amendment.

Campaign contributions include those made by any agent/person/entity on behalf of the LANDLORD or by a parent, subsidiary or otherwise related business entity of LANDLORD.

6. ADD new Paragraph 57. AUTHORIZED SIGNATORS:
57. AUTHORIZED SIGNATORS: Both parties to this Lease represent that the signators executing this document are fully authorized to enter into this agreement.
7. Replace former Exhibit "A" General Specifications and Room by Room Specifications, Key Plan, Flood Plan and two (2) building pictures in its entirety with the new "Exhibit A" attached hereto as "Paint-Flooring-Lighting."
8. Exhibit "F" Campaign Contribution Disclosure (SB 1439) is hereby added and attached hereto.
9. This Second Amendment may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Second Amendment. The parties shall be entitled to sign and transmit an electronic signature of this Second Amendment (whether by facsimile, PDF, or other mail transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Second Amendment upon request.

[REMAINDER OF THIS PAGE LEFT BLANK INTENTIONALLY]

All other provisions and terms of the Lease shall remain the same and are hereby incorporated by reference. In the event of any conflict between the Lease and this Second Amendment, the provisions and terms of this Second Amendment shall control.

CHILDREN & FAMILIES COMMISSION FOR
SAN BERNARDINO COUNTY

521 EAST 11TH ST., LLC & 1250 FAIRFAX LLC

Legal Entity

DocuSigned by:

Robert Hanasab

F3EE5FFE3229412...



Authorized Signature

Robert Hanasab

Printed Name

Manager/Member

Title

Dated



Authorized Signature

Elliot Weinstein M.D.

Printed Name

Commission Chair

Title

Dated

Official Stamp

1250 FAIRFAX LLC

Legal Entity

DocuSigned by:

Robert Hanasab

F3EE5FFE3229412...

Authorized Signature

Robert Hanasab
Samian Mostadim

Printed Name

Manager/Member

Title

Dated

Robert Hanasab

Reviewed for Processing

Approved as to Legal Form

Presented to Commission for
Signature

Cindy Faulkner

Assistant Director

Dawn Martin

Commission Counsel

Karen E. Scott

Executive Director

Date

Date

Date

EXHIBIT A

Paint – Flooring - Lighting

735 E. Carnegie Drive, Suite 150
San Bernardino, CA 92408

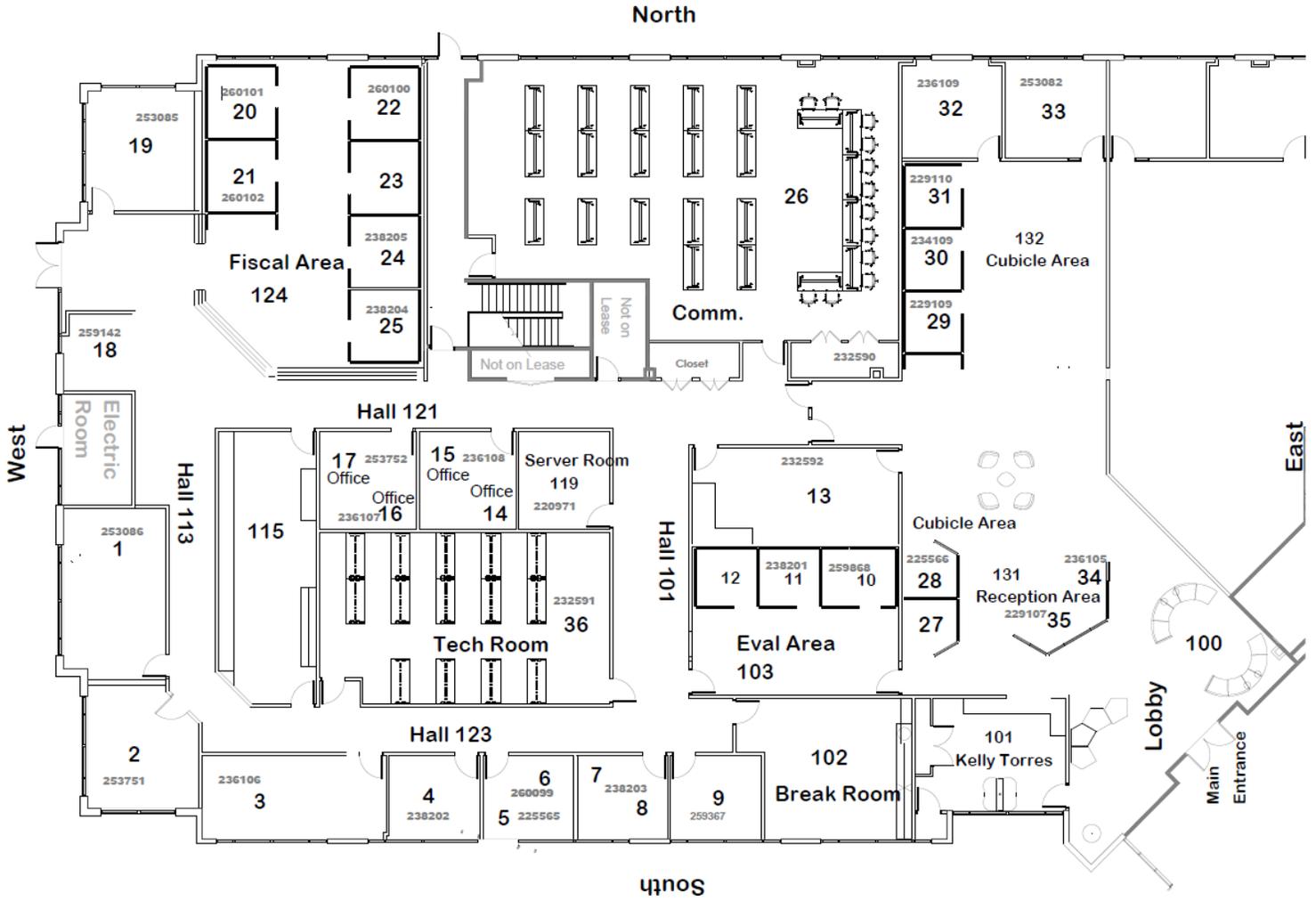
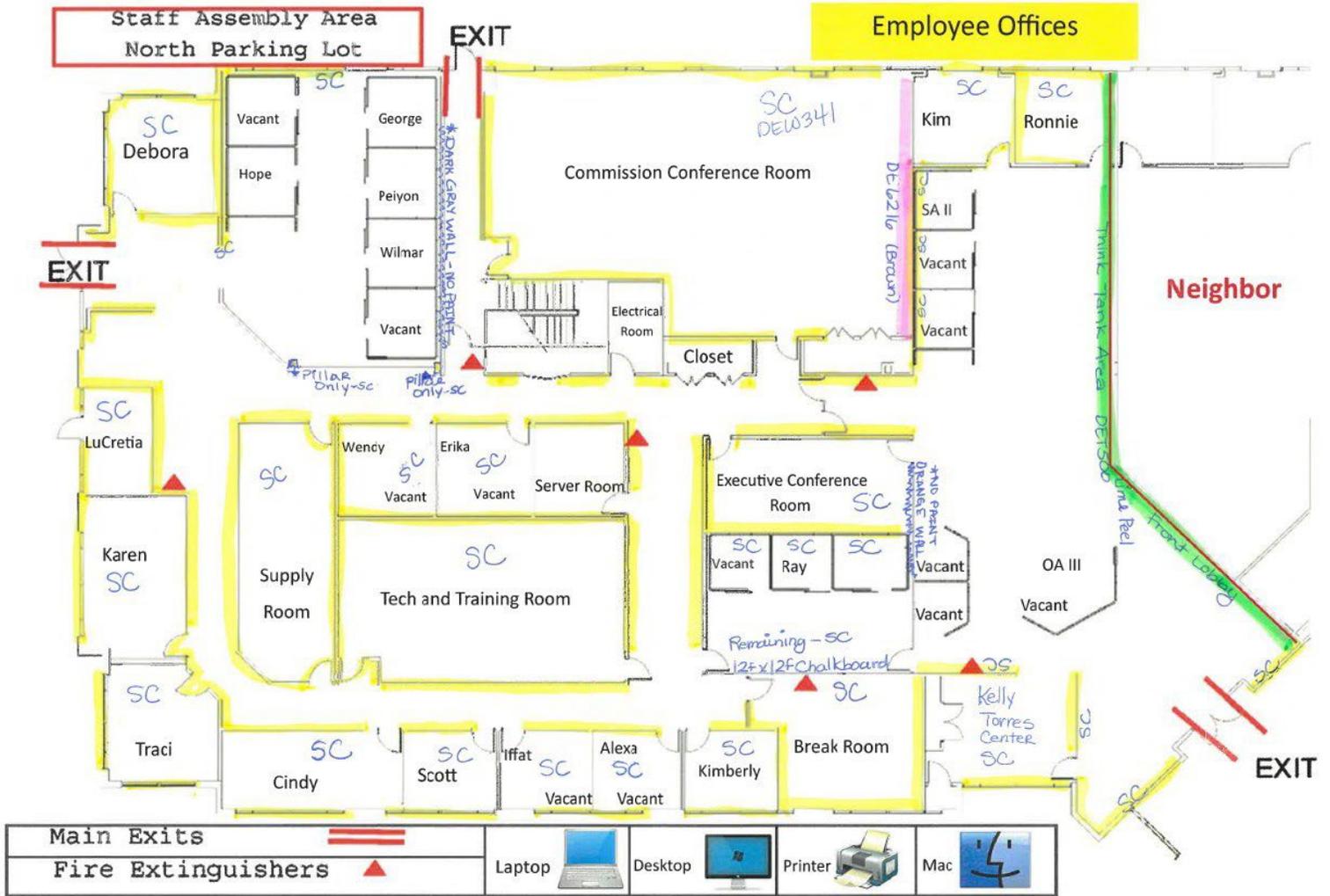


EXHIBIT A - Continued Paint – Flooring - Lighting

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*Dunn Edwards:

*DE6216 - Barrel Stove (Brown)

**DEW341 – Swiss Coffee (Off White)

***DET500 – Lime Peel (Light Green)



EXHIBIT A - Continued
Paint – Flooring - Lighting
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PAINT PLANS AND MAPPING

1. Lobby – Swiss Coffee DEW341 (1 right wall and left walls entry way)
2. Kelly Torres Room – Swiss Coffee DEW341
3. Think Tank Area – Lime Peel DET500 (Light Green)
4. Hallway near entrance to Commission Room – Swiss Coffee DEW341
 - Orange Wall (Left hand side of wall) – NO PAINTING
 - (Right hand side of wall) – Swiss Coffee DEW341 (Wall Art will have to be removed)
 - Molding – Dark Gray 217 Charcoal (Baseboards)
5. Pillar – Swiss Coffee DEW341 - Remove hand sanitizer stand & To Exit sign
6. Hallway – Swiss Coffee DEW341 (Needs Painting)
 - Remove Pictures
 - Swiss Coffee Paint DEW341
 - Molding – Dark Gray 217 Charcoal
7. Commission Room – Needs Painting – all walls Swiss Coffee DEW341 EXCEPT accent wall
 - Accent wall – Barrel Stove (Brown) DE6216 (needs touch up painting)
 - Commissioner picture frames need to be removed/First 5 lettering
 - Removed/map/calendar/tables & trash cans moved to the center of room
 - Molding – Dark Gray 217 Charcoal

8. Pillar – near server room needs painting

- Swiss Coffee DEW341

9. Breakroom – Needs painting

- Swiss Coffee DEW341
- Water cooler needs to be pulled away from the wall/ couch/table
- Molding – Dark Gray 217 Charcoal

10. Award Hallway Wall –Needs to be painted

- Swiss Coffee DEW341 (Remaining Wall Space)
- Molding – Dark Gray 217 Charcoal
- Remove Awards, plaques, and frames

11. Cubicle Entry Wall in front Ray office -

- Chalkboard Paint Wall – Center of Wall (Under Clock down to Molding) (Dimensions 12ft x 12ft)
- Swiss Coffee DEW341 (Remaining Wall Space)
- Molding – Dark Gray 217 Charcoal

12. Executive Conference Room – Needs painting

- Swiss Coffee Paint DEW341
- Molding – Dark Gray 217 Charcoal

13. Tech & Training Room – Needs to be painted

- Swiss Coffee Paint DEW341
- Molding – Dark Gray 217 Charcoal
- Remove pictures/TV/Calendar/map/trash cans, tables, chairs, lector moved to center of room.

14. Supply Room – Needs to be painted (Keeping Flooring)

- Swiss Coffee Paint DEW341
- Molding – Dark Gray 217 Charcoal

15. Hallway – in front Scott/Iffat/Cindy's offices - Needs to be painted

- Swiss Coffee Paint DEW341
- Molding – Dark Gray 217 Charcoal

16. Backdoor Area – Needs to be painted

- Swiss Coffee Paint DEW341
- Molding – Dark Gray 217 Charcoal
- Black Mat – Patcraft Modular - **I0304 Walk Right In II**

00590 Charcoal Collection: Foot In The Door II - Fiber: Polyester

17. Back Cubicles Area – Needs to be painted from parking lot window (left side)

- Swiss Coffee Paint DEW341
- Molding – Dark Gray 217 Charcoal
- Island/Chairs in front Willmar/Peiyong/George's offices – Dark Gray Back Wall – NO PAINTING back wall

18. Pillar next to hallway Exit Sign (side door exit)

- Swiss Coffee Paint DEW341
- Molding – Dark Gray 217 Charcoal

19. Carpet and Flooring - Patcraft:

- Wall Base – Finishworx:
 - 00066 – Slate
- Carpet - Style: I0465
 - Rise 575 Vertex - 00599 Point
 - Collection: Gradient Form

- Fiber: EcoSolution Q100 Nylon
- Flooring in the breakroom:
 - Style: 1559V Timber Grove II
 - Color: Shady Grove
- Back Door Entry Rug - I0304 Walk Right In II
 - 00590 Charcoal
 - Collection: Foot In The Door II
 - Fiber: Polyester

EXHIBIT A - Continued

Paint – Flooring - Lighting

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WALL BASE + ECOWALL BASE

[totalworx] patcraft®

finishworx

WALL BASE

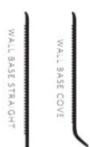
WALL BASE in backhorn / shown with ARBOR CREST in truffle



SPECIFICATION

Construction Thermoplastic Rubber or Vinyl
 Gauge Available in 1/8" or .080"
 Recommended S152V Tube Wall Base Adhesives
 Adhesives S133V Wall Base Adhesive (1 gal)
 Indoor Air Quality FloorScore® Certified

EDGE PROFILES



QUICK SHIP COLORS

ship in 10 business days*
 00002 00048
 00014 00049
 00023 00086
 00035 00090
 00043 00094

IN STOCK COLORS

ship in two business days*
 00001 00054
 00005 00064
 00011 00066
 00039 00067
 00040 00074

STYLE #	STYLE NAME	GAUGE	CONSTR	LENGTH	BOX QTY	PALLET QTY
215PC	Wall Base 4" Cove	1/8"	Rubber	48"	30 sticks	72 boxes
216PC	Wall Base 4" Cove	1/8"	Rubber	120"	1 roll	32 boxes
217PC	Wall Base 4" Straight	1/8"	Rubber	48"	30 sticks	72 boxes
218PC	Wall Base 4" Straight	1/8"	Rubber	120"	1 roll	32 boxes
219PC	Wall Base 4" Cove	.080"	Vinyl	48"	30 sticks	72 boxes
220PC	Wall Base 4" Cove	.080"	Vinyl	160"	1 roll	32 boxes
221PC	Wall Base 6" Cove	1/8"	Rubber	48"	24 sticks	48 boxes
222PC	Wall Base 6" Cove	1/8"	Rubber	96"	1 roll	20 boxes
223PC	Wall Base 4.5" Cove	1/8"	Rubber	48"	30 sticks	64 boxes

WALL BASE + ECOWALL BASE

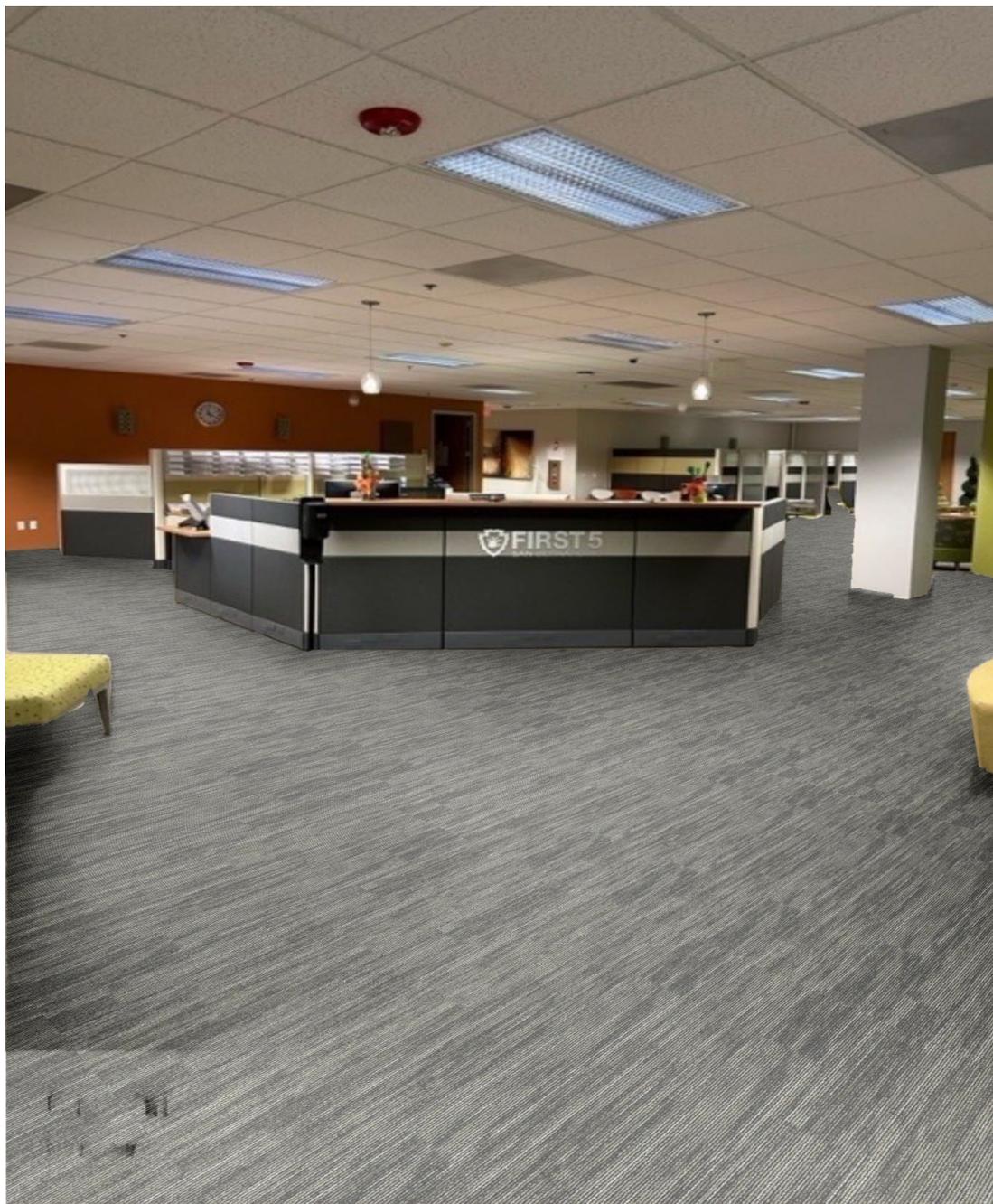
WALL BASE COLORWAYS (CONTINUED)

◊ Quick Ship color • In Stock color

00027 earthen	00029 slate blue	00030 light mint	00031 clover	00032 timberwolf	00033 harbor grey	00034 forest	00035 ◊ tarnished silver	00036 twilight	00037 olive	00038 meadow	00039 • woodland
00040 • smokey	00041 brunette	00042 flagstone	00043 ◊ falcon	00045 mangold	00046 concrete	00047 mustard	00048 ◊ latte	00049 ◊ antique white	00050 desert sand	00051 rose	00054 • cocoa
00056 powder blue	00057 rust	00059 merlot	00060 moccasin	00063 classic taupe	00064 • mahogany	00066 • slate	00067 • snow white	00069 moss	00070 putty	00074 • parchment	00079 caramel
00080 spice	00083 umber	00086 ◊ steel wool	00089 sage	00090 ◊ barrel	00092 fern	00093 emerald	00094 ◊ torched	00097 bisque	00098 warm grey	00111 navy	

*Maximum order quantity of 5,000 LF

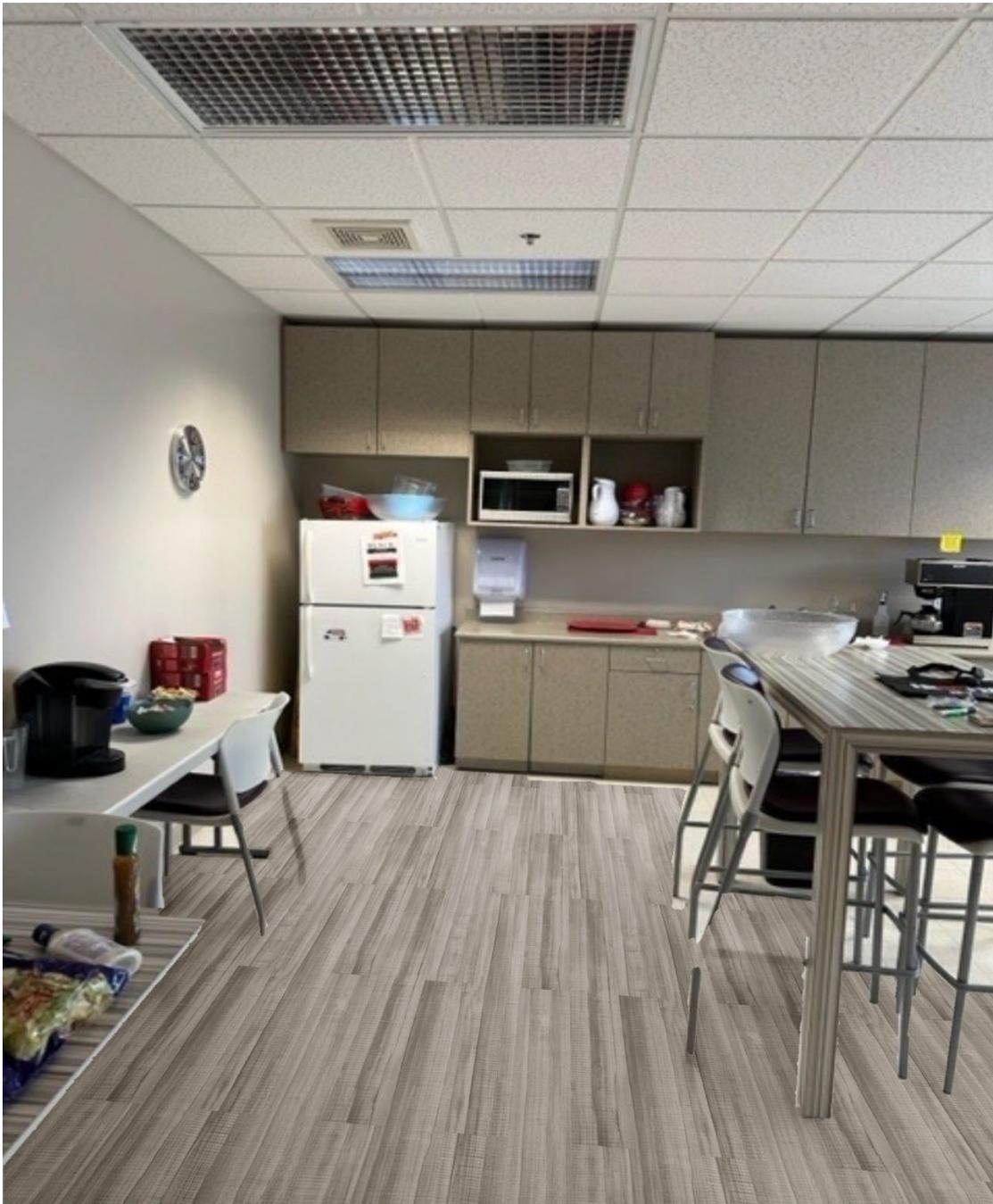
EXHIBIT A - Continued
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Rise
Vertex

patcraft.floorvanaplus.com

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Timber Grove II 5mm
Shady Grove-V3

EXHIBIT A - Continued

Paint – Flooring - Lighting

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Project	
Notes	
Type	Date
Cat. No.	

LT-CD™ UX ECO Series

Volumetric LED Troffer Field Adjustable

DESCRIPTION

The Aleo LT-CD™ XE Series LED Field Adjustable Troffer delivers industry-leading Versatility with deep energy savings and continuous dimming. The precision-formed diffuser produces comfortable and pleasant illumination, enhancing productive spaces in various applications.

APPLICATIONS

Provides architectural aesthetics for retail, schools, offices, healthcare, and other various commercial applications.



Specification Features



LT-CD Series	
2x4	25W / 30W / 34W
2x2	20W / 25W / 30W

Construction

Simple construction with minimal parts allows for easy handling and installation. Low profile design optimizes shipping, storage, and handling. Luminaire features matte white durable finish. Integral T-Bar clips built into luminaire. Diffuser requires no additional frame or fastener for easy installation.

Electrical

Luminaire utilizes high-efficiency LED packages maintained at cool temperatures for long life, high efficacy. Reliable driver features continuous dimming. Universal voltage (120-277V) for convenient installation. Comes equipped with luminaire quick-disconnect.

Rated Life	75,000 hours
Limited Warranty	7-years
Efficacy	Up to 136 LPW
Continuous Dimming	

Optical System

Reflector systems features highly reflective coating and delivers balanced, comfortable illumination for productive spaces. Diffuser lens reduces glare and improves occupant comfort while maintaining high efficiency emission.

Field-Adjustable CCT / Wattage

Increased versatility and reduced inventory burden. Wattage and Color Temp. can be adjusted in the field by selecting (3) different wattages and (3) different CCTs via switch on driver box



Certification

UL Listed. All components have UL certification. UL Class 2. Driver: SCP, OTP, OVP protection, FCC Part 15 Class B, UL8750 Class 2. DLC Premium QPL

Installation / Mounting

Installs in most standard T-Bar ceiling grid systems. Flange kit available for hard-lid/drywall applications

Quick Ship	
LT-CD-24-UXL-34/8CT G4 ECO	LT-CD-22-UXL-30/6CT G4 ECO

Warranty

7-year Limited Warranty. See warranty documentation for more information.

Controls / Dimming

Continuous dimming (0-10V) comes standard. Suitable for use with dimmers, sensors, daylight harvesting and other control strategies to achieve deeper energy-savings and code compliance.

Ordering Information

LT-CD-24-UXL-34/8CT G4 ECO

LT-CD	24	UXL	34	8	CT	[Blank]	[Blank]
Series LT-CD Volumetric LED Troffer - Center Diffuser	Form Factor 24 2'x4' 22 2'x2'	Lumen Package UXL Field Adjustable	Nominal Max Wattage 2'x4' 34 25W / 30W / 34W 2'x2' 30 20W / 25W / 30W <small>*Utilize 3-way switch to select</small>	CRI 8 83+	Color Temp CT Field Adjust. 3500K 4000K 5000K <small>* Utilize 3-way switch to select</small>	Input Voltage Blank 120V-277V	Dimming Blank 0-10V Continuous Dimming
Options							
Controls OSDL/BT AleoBlue Wireless Bluetooth Occupancy Sensor OSDL/BTEZ-B SimplBlue Occupancy Sensor						Emergency Backup EM700 700lm EM1400 1400lm	

Specifications and Dimensions subject to change without notice.

LT-CD™ UX ECO Series

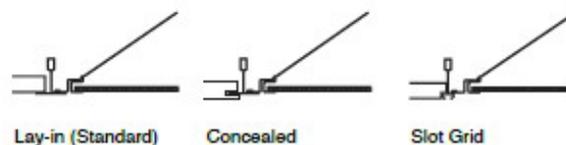
Volumetric LED Troffer Field Adjustable

Performance Summary

Input Voltage	120V-277V
Input Frequency	50/60 Hz
Rated Wattage	See Performance Table
Delivered Lumens	See Performance Table
Efficacy	> 125 LPW (typ.)
CRI	82+, R9 > 0
Field Adjustable CCT	3500K / 4000K / 5000K
Color Consistency ²	5-step MacAdam Ellipse
Rated Life	75,000 hours
L70 ³	> 72,000 hours
Power Factor	> 0.9
THD	< 20%
Dimming	0-10V Continuous (10-100%)
Operating Temp.	-20°C to 50°C



Mounting Information



* Fits 9/16, 15/16 and SS T-bar grid.
Flange kit available upon request

Performance Data

Form Factor	Catalog No.	Rated Wattage (W)	3500K		4000K		5000K	
			Delivered Lumens (lm)	Efficacy (lm/W)	Delivered Lumens (lm)	Efficacy (lm/W)	Delivered Lumens (lm)	Efficacy (lm/W)
2' x 4'	LT-CD-24-UXL-34/8CT G4 ECO	34	4284	126	4318	127	4352	128
		30	3900	130	3930	131	3960	132
		25	3350	134	3375	135	3400	136
2' x 2'	LT-CD-22-UXL-30/8CT G4 ECO	30	3750	125	3780	126	3810	127
		25	3250	130	3275	131	3300	132
		20	2640	132	2660	133	2680	134

NOTES:

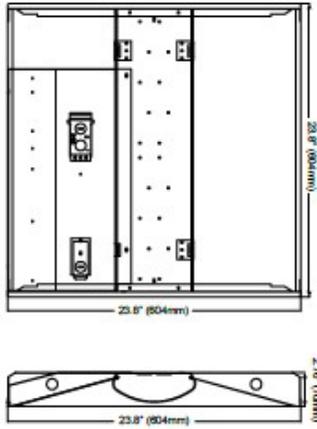
- ¹ Quick ship: 4000K. Other CCTs may require a lead time or be special order
- ² Typical color consistency. May vary or be changed.
- ³ L70 hours calculated based on LED package manufacturer LM80 report and ISTMT report of LED in luminaire. Stated values are for select catalog numbers.

Volumetric LED Troffer Field Adjustable

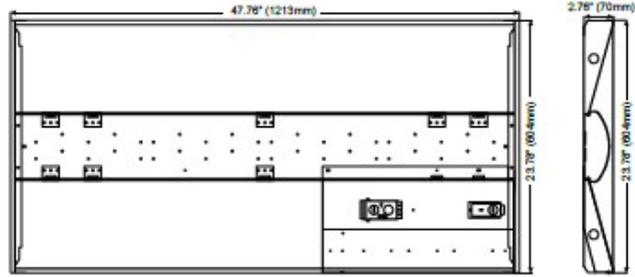
LT-CD™ UX ECO Series

Product Dimensions

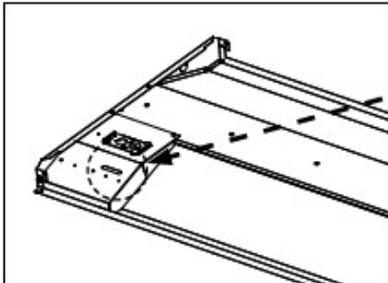
LT-CD-22



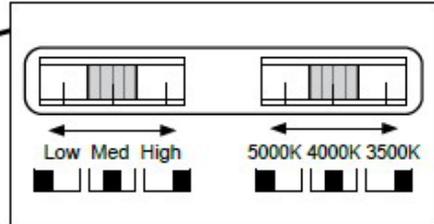
LT-CD-24



Field-Adjustable Wattage & CCT



Wattage and color temp. adjustable via switches on the driver box.



DLC QPL Data

QPL Model No.	Product ID	Technical Req.	Classification	Primary Use
LT-CD-24-UXL-34/BCT G4 ECO	PLHKWEQ6F4UY	4.4	Premium	2x4 Luminaires for Ambient Lighting of Interior Commercial Spaces
LT-CD-22-UXL-30/BCT G4 ECO	PLB2899XZ9M8	4.4	Premium	2x2 Luminaires for Ambient Lighting of Interior Commercial Spaces

EXHIBIT F
Campaign Contribution Disclosure
(SB 1439)

DEFINITIONS

Actively supporting the matter: (a) Communicate directly with a member of the Commission for the purpose of influencing the decision on the matter; or (b) testifies or makes an oral statement before the Commission in a proceeding on the matter for the purpose of influencing the Commission's decision on the matter; or (c) communicates with Commission employees, for the purpose of influencing the Commission's decision on the matter; or (d) when the person/company's agent lobbies in person, testifies in person or otherwise communicates with the members of the Commission or Commission employees for purposes of influencing the Commission's decision in a matter.

Agent: A third-party individual or firm who, for compensation, is representing a party or a participant in the matter submitted to the Commission. If an agent is an employee or member of a third-party law, architectural, engineering or consulting firm, or a similar entity, both the entity and the individual are considered agents.

Otherwise related entity: An otherwise related entity is any for-profit organization/company which does not have a parent-subsidary relationship but meets one of the following criteria:

- (1) One business entity has a controlling ownership interest in the other business entity;
- (2) there is shared management and control between the entities; or
- (3) a controlling owner (50% or greater interest as a shareholder or as a general partner) in one entity also is a controlling owner in the other entity.

For purposes of (2), "shared management and control" can be found when the same person or substantially the same persons own and manage the two entities; there are common or commingled funds or assets; the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis; or there is otherwise a regular and close working relationship between the entities.

Parent-Subsidiary Relationship: A parent-subsidiary relationship exists when one corporation has more than 50 percent of the voting power of another corporation.

Contractors must respond to the questions on the following page. If a question does not apply respond N/A or Not Applicable.

1. Name of Contractor: _____

2. Name of Principal (i.e., CEO/President) of Contractor, if the individual actively supports the matter and has a financial interest in the decision:

3. Name of agent of Contractor:

Company Name	Agent(s)

4. Name of any known lobbyist(s) who actively supports or opposes this matter:

Company Name	Contact

5. Name of Subcontractor(s) (including Principal and Agent(s)) that will be providing services/work under the awarded contract if the subcontractor (1) actively supports the matter and (2) has a financial interest in the decision and (3) will be possibly identified in the contract with the Commission.

Company Name	Subcontractor(s):	Principal and//or Agent(s):

6. Is the entity listed in Question No.1 a nonprofit organization under Internal Revenue Code section 501(c)(3)?

Yes

No

7. Name of any known individuals/companies who are not listed in Questions 1-5, but who may (1) actively support or oppose the matter submitted to the Commission and (2) have a financial interest in the outcome of the decision:

Company Name	Individual(s) Name

8. Was a campaign contribution, of more than \$250, made to any member of the Commission on or after January 1, 2023, by any of the individuals or entities listed in Question Nos. 1-7?

No If **no**, please skip Question No. 9.

Yes If **yes**, please continue to complete this form.

9. Name of Commission Member: _____

Name of Contributor: _____

Date(s) of Contribution(s): _____

Amount(s): _____

Please add an additional sheet(s) to identify additional Commission Members to whom anyone listed made campaign contributions.

By signing the Contract, Contractor certifies that the statements made herein are true and correct. Contractor understands that the individuals and entities listed in Question Nos. 1-7 are prohibited from making campaign contributions of more than \$250 to any member of the Commission while award of this Contract is being considered and for 12 months after a final decision by the Commission.



AGENDA ITEM 4
October 25, 2023

Subject	"Kid Safe Summer" child safety campaign.
Recommendations	Receive information on First 5 San Bernardino's public awareness campaign promoting child safety. (Presenter: Kimberly VandenBosch, Communications Officer, 252-4283)
Financial Impact	None
Background Information	<p>First 5 San Bernardino (F5SB) strategic framework serves as a model that drives investments for children and families in San Bernardino County. Included in that plan are strategic priority areas and goals in which F5SB organizes its investments to improve children's outcomes. A new campaign designed to elevate the importance of safety in children birth through age 5 was created and deployed late May through August 2023.</p> <p>Kid Safe Summer Campaign</p> <p>F5SB created a new, engaging summer safety campaign called Kid Safe Summer which focused on a different message each month – water safety, sun safety and on-the-move safety.</p> <p>GOAL: Create and implement a new, bilingual marketing and public relations campaign to raise awareness of the importance of children's safety during the summer months when they are engaging in more activities outside their homes.</p> <p>CORE STRATEGIES:</p> <ul style="list-style-type: none">• Advertising campaign with strategic broadcast (radio) and geotargeted digital/social media placements• Secure earned media opportunities for each campaign vertical• Identify compelling summer safety data to strengthen newsworthiness• Leverage owned channels for F5SB to complement advertising campaign <p>This item is informational in nature to keep the Commission informed and aware of the ongoing community engagement activities that are being conducted on behalf of F5SB. This promotion and community engagement supports the Commission's Strategic Plan of child health and family supports.</p>
Review	Dawn Martin, Commission Counsel



AGENDA ITEM 5
October 25, 2023

Subject	Employment Contracts: Liliana Carlos, Office Assistant III and Ileana Conley, Accountant II.
Recommendations	Receive information on approval of employment contracts entered into by San Bernardino County upon request of the Children and Families Commission for San Bernardino County with the following individuals: a. Liliana Carlos as Office Assistant III b. Ileana Conley as Accountant II (Presenter: Karen E. Scott, Executive Director, 252-4252)
Financial Impact	This item does not impact Discretionary General Funding (Net County Cost). The estimated annual cost of the employment contracts is \$210,218 and will be reimbursed by the Children and Families Commission's (Commission) Trust Fund. Adequate appropriation and revenue have been included in the 2023-2024 Commission budget and will be included in future recommended budgets.
Background Information	<p>On September 26, 2023, (Item No. 37), the San Bernardino Board of Supervisors (Board) approved Contract No. 23-1017 between the Commission and Liliana Carlos, Office Assistant II, for an estimated annual cost of \$54,627 (\$38,584 Salary, \$16,043 Benefits), for the period of October 7, 2023 through October 2, 2026, with the option to extend the contract a maximum of three consecutive one-year periods.</p> <p>The Office Assistant III position provides front desk reception coverage, typing, filing, and ordering of office supplies.</p> <p>On September 26, 2023, (Item No. 37), the Board approved Contract No. 23-1018 between the Commission and Ileana Conley, Accountant II, for an estimated annual cost of \$82,785 (\$57,616 Salary, \$25,169 Benefits), for the period of October 7, 2023 through October 2, 2026, with the option to extend the contract a maximum of three consecutive one-year periods.</p> <p>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.</p> <p>At the request of the Commission, Human Resources provided a certification list of 38 eligible candidates for the Office Assistant III position. Of the 38 eligible candidates, 21 were contacted to interview. Four had already accepted positions within San Bernardino County, three waived, six never replied, five declined, and one did appear for the scheduled interview. On June 16, 2023, and June 20, 2023, the Commission's Chief Financial Officer and Business Support Manager interviewed the remaining two candidates. The employment contract with Liliana Carlos as an Office Assistant III has a starting salary of \$18.55 per hour.</p> <p>For the Accountant II position, Human Resources provided a certification list of ten eligible candidates. Six candidates were contacted for an interview; five candidates were scheduled and one waived. Three candidates were interviewed, one canceled, and one was a no show. The interview panel included the Commission's Chief Financial Officer and Section Manager. The employment contract with Ileana Conley as an Accountant II has a starting salary of \$27.70 per hour.</p>
Review	Dawn Martin, Commission Counsel