

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

November 16, 2010

**FROM: DEANNA AVEY-MOTIKEIT, Director
Children and Family Services**

SUBJECT: EMPLOYMENT CONTRACTS FOR SUBSTANCE ABUSE CASE MANAGERS

RECOMMENDATION(S)

1. Approve employment **Agreement No. 10-1020** between the County of San Bernardino and Cynthia Munn-Haywood, to provide services to Children and Family Services as a Substance Abuse Case Manager for a total annual cost of \$74,285 (Salary \$52,000, Benefits \$22,285) effective November 20, 2010.
2. Approve employment **Agreement No. 10-1021** between the County of San Bernardino and Erica Crist, to provide services to Children and Family Services as a Substance Abuse Case Manager for a total annual cost of \$74,285 (Salary \$52,000, Benefits \$22,285) effective November 20, 2010.

(Affected Districts: All)

(Presenter: DeAnna Avey-Motikeit, Director, 388-0242)

BACKGROUND INFORMATION

Children and Family Services (CFS) administers programs designed to address child abuse and neglect in San Bernardino County including Child Protective Services and related programs, Adoptions, Foster Home Services, and Independent Living all focused on ensuring the safety, permanency, and well-being of our County's children. Unfortunately, some of the barriers to accomplishing this goal stem from parental substance abuse. In those cases, CFS provides parents with court-ordered substance abuse treatment to help them address/overcome dysfunctional behaviors that interfere with their ability to function in the family, the workplace, and the broader community.

Historically, CFS and Superior Court have used the services of a Substance Abuse Case Manager (Case Manager) to manage and coordinate the operation of the Dependency Drug Court Program, evaluate Dependency Drug Court clients, and serve as the liaison between the Dependency Drug Court, community-based organizations, and CFS Social Workers. Initial funding for the positions was provided by Superior Court through grant funding. When the grant funding ended, CFS provided Superior Court with the funding necessary to maintain the positions. Case Managers have helped to improve outcomes for voluntary participants in the areas of parenting, living a clean and sober life, family reunification, and responsible community involvement.

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cc: Human Services-Tanski w/agreements
Contractor c/o Human Services
w/agreement
EMACS/HR-Position Control
w/agreements
Human Resources-Montoya (4)
w/agreements & Resendez
C&FS-Avey-Motikeit
County Counsel-Hardy
Human Services-Klopfer
CAO-Ciabattini & Hallen
File - w/agreement
ml 11/16/10
ITEM 11

Record of Action of the Board of Supervisors

**APPROVED (CONSENT CALENDAR)
COUNTY OF SAN BERNARDINO
Board of Supervisors**

MOTION	<u>AYE</u> 1	<u>AYE</u> 2	<u>MOVE</u> 3	<u>AYE</u> 4	<u>SECOND</u> 5
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LAURA H. WELCH, CLERK OF THE BOARD

BY _____

DATED: November 16, 2010

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EMPLOYMENT CONTRACTS FOR SUBSTANCE ABUSE CASE
MANAGERS
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In order to ensure CFS's goals for the Case Manager positions continue to be a priority, CFS is assuming the responsibility of supervising the positions. Case Managers will be located in CFS regional offices, providing them with the necessary access to case Social Workers, case files, and the statewide automated child welfare case management system. CFS is recommending these positions be filled through employment contracts due to the uncertainty of future funding levels.

Recommendation No. 1: Cynthia Munn-Haywood has a Bachelor of Arts Degree in Sociology and is certified as a Drug and Alcohol Counselor. She has nine years of experience as substance abuse counselor/case manager. She currently serves as a Case Manager for San Bernardino County Superior Court, Drug Dependency Court and has been offered the position of Case Manager pending Board of Supervisors (Board) approval.

Recommendation No. 2: Erica Crist has a Bachelor of Science Degree in Criminology, three years of experience in training and certifying potential substance abuse counselors and seven years of experience as a Case Manager for the San Bernardino County Superior Court, Drug Dependency Drug Court and is currently a Substance Abuse Manager. She has been offered the position of Case Manager pending Board approval.

Approval of these employment contracts will allow CFS to continue to provide parents with the necessary substance abuse case management services. Contracts will be effective November 20, 2010, and will remain in effect for one year, and be automatically renewed for one-year periods subject to the termination provisions of the contract. The contract can be terminated by either party without cause upon 14 days prior written notice to the other party.

FINANCIAL IMPACT

Approval of this item will result in no additional local County cost. The estimated total annual cost for these employment contracts will not exceed \$148,570. The cost associated with these contracts is funded by the Wraparound Reinvestment Fund budget.

Approval of necessary budget adjustments is not requested at this time but will be included in the quarterly countywide budget report presented to the Board for approval in January 2011.

REVIEW BY OTHERS

These contracts have been reviewed by Human Resources (Karen Resendez, Human Resources Officer, 387-2451) on September 28, 2010; County Counsel (Kenneth Hardy, Deputy County Counsel, 387-5401) on October 4, 2010; and Human Services Contracts (Lory Klopfer, Contracts Manager, 388-0205) on September 29, 2010. This item has also been reviewed by the County Administrative Office [Lori Ciabattini (388-0253) and John Hallen (388-0208), Administrative Analysts] on October 26, 2010.