

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

May 24, 2022

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Employment Contract to Provide Registered Dietitian Services at Detention Facilities

RECOMMENDATION(S)

1. Approve **Employment Contract No. 22-352** with Darlene J. Martens to provide services to the Sheriff/Coroner/Public Administrator as a Registered Dietitian, for an estimated annual cost of \$112,722 (Salary - \$81,026; Benefits - \$31,696), for the period of September 29, 2021 through September 28, 2024.
2. Authorize the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to extend the term of the contract for a maximum of three one-year periods on behalf of the County, subject to County Counsel review.
3. Direct the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: John Ades, Deputy Chief, 387-3760)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The estimated annual cost for this position is \$112,722 (Salary - \$81,026; Benefits - \$31,696). Sufficient appropriation is included in the Sheriff/Coroner/Public Administrator's (Department) 2021-22 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

The Department utilizes the services of a contract employee to serve as a Registered Dietitian to comply with the California Code of Regulations, Title 15, Division I, Chapter 1, Subchapter 4, Sections 1242 & 1248 (CCR Title 15), which requires correctional menu planning, including medical diets, to be reviewed and approved by a registered dietitian prior to use for inmates at County detention facilities.

On September 25, 2018 (Item No. 46), the Board of Supervisors (Board) approved Contract No. 18-697 with Ms. Darlene J. Martens to provide services as a Registered Dietitian for the period of September 29, 2018 through September 28, 2021, with the option to extend the contract term

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by three one-year extensions. Due to an administrative error, the contract was not extended prior to the original end date of September 28, 2021, as authorized by the Board.

To maintain compliance with the requirements established by CCR Title 15, and avoid any lapse in services, the Department recommends a new three-year contract with Ms. Martens to continue to serve as the Sheriff's Registered Dietitian, with a retroactive start date of September 29, 2021 through September 28, 2024. The proposed contract provides compensation at an hourly rate of \$38.95, in addition to benefits consistent with other contract employees.

Authorization is requested for the Sheriff/Coroner/Public Administrator, Undersheriff or Assistant Sheriff to execute amendments to the term of the contract for a maximum of three successive one-year periods, subject to County Counsel review. The contract may be terminated by either party without cause with 14 days advance written notice. The County may terminate the contract immediately for just cause.

PROCUREMENT

The recommendation to approve a new employment contract with Ms. Martens is based on her past performance as a Registered Dietitian, as well as her skills and experience meeting the requirements of this position.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on April 27, 2022; Human Resources (Gina King, Division Chief, 387-5571) on April 27, 2022; Finance (Tom Forster, Administrative Analyst, 387-0294) on May 2, 2022; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 4, 2022.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Janice Rutherford

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: May 24, 2022



cc: Sheriff - Welty w/agree
Contractor - C/O Sheriff w/agree
File - w/agree
CCM 05/25/2022