

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

June 25, 2024

FROM

JESSE ARMENDAREZ, Second District Supervisor, Board of Supervisors

SUBJECT

Employment Contract for Support Services to the Second Supervisorial District

RECOMMENDATION(S)

Approve **Amendment No. 1 to Employment Contract No. 24-302** with Kimberly Mesen to continue to provide support services to the Second District as a District Director Consultant, updating the salary range and revising the contract end date, effective June 29, 2024, through June 27, 2025, for an estimated annual cost of \$26,000 (Salary - \$26,000, Benefits - \$0).

(Presenter: Jesse Armendarez, Second District Supervisor, 387-4833)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

Approval of Amendment No. 1 (Amendment) to Employment Contract No. 24-302 (Employment Contract) will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Second District's 2024-25 budget to fund the costs related to this Employment Contract and will be included in future recommended budgets.

BACKGROUND INFORMATION

Staff services to members of the Board of Supervisors (Board) are provided through contractual arrangement, as required by the County Charter.

On December 8, 2020 (Item No. 5), the Board approved Employment Contract No. 20-1165 with Kimberly Mesen (Ms. Mesen) to provide support services to the First District Supervisor as District Director, effective January 2, 2021, through the term of the First District Supervisor, or when the Supervisor otherwise leaves office. Ms. Mesen will continue to provide support services to the First District Supervisor as District Director and will continue to receive existing benefits under Contract No. 20-1165.

On April 9, 2024 (Item No. 3), the Board approved this Employment Contract with Ms. Mesen to provide temporary support services as a District Director Consultant for the Second District Supervisor, effective March 9, 2024, through June 28, 2024. The recommended Amendment will update the salary range and revise the end date to June 27, 2025.

Either party may terminate this Employment Contract at any time without cause with a 14-day prior written notice to the other party. The Employment Contract may be terminated for just cause immediately by the County.

**Employment Contract for Support Services to the Second
Supervisory District
June 25, 2024**

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on June 13, 2024; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on June 13, 2024; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on June 11, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on June 13, 2024.

**Employment Contract for Support Services to the Second
Supervisorial District
June 25, 2024**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Curt Hagman Seconded: Joe Baca, Jr.
Ayes: Col. Paul Cook (Ret.), Jesse Armendarez, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY  _____
DATED: June 25, 2024



cc: BOS - Maldonado w/agree
 Contractor - c/o BOS w/agree
 File - w/agree
CCM 06/26/2024