

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

August 8, 2023

FROM

JOE BACA JR., Fifth District Supervisor, Board of Supervisors

SUBJECT

Employment Contracts for Support Services to the Fifth Supervisorial District

RECOMMENDATION(S)

1. Terminate Employment Contract No. 22-1009 with Jessica Andalon as an Executive Secretary, effective August 11, 2023 (Four votes required).
 2. Approve **Employment Contract No. 23-839** with Jessica Andalon to provide support services to the Fifth District as a Constituent Services Representative, effective August 12, 2023, for an estimated annual cost of \$116,556 (Salary - \$72,800, Benefits - \$43,756).
 3. Approve **Employment Contract No. 23-840** with Jessica Avena to provide support services to the Fifth District as an Executive Secretary, effective August 12, 2023, for an estimated annual cost of \$97,730 (Salary - \$55,515, Benefits - \$42,215).
- (Presenter: Joe Baca Jr., Fifth District Supervisor, 387-4565)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

Approval of these employment contracts will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Fifth District's 2023-24 budget to fund the costs related to these employment contracts 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 October 25, 2022 (Item No. 6), the Board approved Employment Contract No. 22-1009 to engage Jessica Andalon to provide support services as an Executive Secretary for the Fifth District. On June 27, 2023 (Item No. 3), the Board approved Amendment No. 1 to Ms. Andalon's contract to increase the auto allowance. Approval of Recommendation No. 1 will terminate the existing Employment Contract No. 22-1009 effective August 11, 2023, which requires four votes per Section 210 of the County Charter and the termination provisions within this contract. Recommendation No. 2 will initiate a new employment contract to engage Ms. Andalon as a Constituent Services Representative for the Fifth District, effective August 12, 2023.

Employment Contracts for Support Services to the Fifth Supervisorial District
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Approval of Recommendation No. 3 would engage Jessica Avena to provide support services as an Executive Secretary for the Fifth District Supervisor, effective August 12, 2023, and contingent upon the successful completion of the background process.

The employment contracts may be terminated by either party without cause with a 14-day prior written notice to the other party. Contracts may be terminated for just cause immediately by the County.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on July 31, 2023; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on August 2, 2023; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on July 28, 2023; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on August 3, 2023.

**Employment Contracts for Support Services to the Fifth Supervisorial
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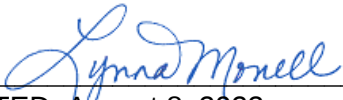
Record of Action of the Board of Supervisors
San Bernardino County

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: August 8, 2023



cc: CAO - Maldonado w/agrees
Contractor - c/o CAO w/agree
File - w/agree

CCM 08/9/2023