

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

June 22, 2021

FROM

JANICE RUTHERFORD, Second District Supervisor, Board of Supervisors

SUBJECT

Employment Contract for Support Services to the Second Supervisorial District

RECOMMENDATION(S)

Terminate Employment Contract No. 20-27 and approve new **Employment Contract No. 21-454** with Suzette Swallow to continue to provide support services to the Second District Supervisor as a Field Representative I, effective June 19, 2021, for an estimated cost of \$167,145 (Salary - \$102,836, Benefits - \$64,309).

(Presenter: Janice Rutherford, 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 this employment contract will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Second District's 2021-22 budget to fund the costs related to this employment contract.

BACKGROUND INFORMATION

Staff services to members of the Board of Supervisors (Board) are provided through contractual arrangement, as required by the County Charter. On January 28, 2020 (Item No. 5), the Board approved Employment Contract No. 20-27 with Suzette Swallow to provide support services to the Second District Supervisor as a Communications Advisor I. Recommendation No. 1 would terminate Employment Contract No. 20-27 and create a new employment contract with Suzette Swallow and engage her to provide support services to the Second District Supervisor as a Field Representative I. The contract would be effective June 19, 2021. Either party may terminate the contract at any time without cause with a 14-day prior written notice to the other party. The contract may be terminated for just cause immediately by the County.

PROCUREMENT

N/A

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on June 16, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on June 16, 2021; Finance (Stephenie Shea, Administrative Analyst, 387-4919) on June 14, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on June 15, 2021.

**Employment Contract for Support Services to the Second
Supervisory District
June 22, 2021**

Record of Action of the Board of Supervisors
County of San Bernardino

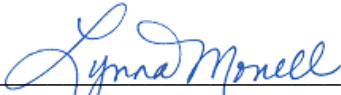
APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Dawn Rowe

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

Lynna Monell, CLERK OF THE BOARD

BY


DATED: June 22, 2021



cc: BOS - Shea w/agree
Contractor - C/O BOS w/agree
File - w/agree
CCM 06/23/2021