

THE INFORMATION IN THIS BOX IS NOT A PART OF THE CONTRACT AND IS FOR COUNTY USE ONLY



**Contract Number**  
23-1317 A-1

**SAP Number**  
N/A

## Sheriff/Coroner/Public Administrator

<b>Department Contract Representative</b>	Carolina Mendoza, Chief Deputy Director of Sheriff's Administration
<b>Telephone Number</b>	(909) 387-0640
<b>Contractor</b>	<b>Kimberley Henry</b>
<b>Contractor Representative</b>	-----
<b>Telephone Number</b>	On-File
<b>Contract Term</b>	01/13/2024 – 01/12/2027
<b>Original Contract Amount</b>	\$38.06 per hour
<b>Amendment Amount</b>	\$40.38 per hour (current rate per terms of the Contract)
<b>Total Contract Amount</b>	-----
<b>Cost Center</b>	4427051000
<b>Grant Number (if applicable)</b>	-----

IT IS HEREBY AGREED AS FOLLOWS:

### AMENDMENT NO. 1

San Bernardino County ("County") and Kimberley Henry ("Contractor") agree that Contract No. 23-1317 ("the Contract") for Contractor to provide services as Detentions Recreational Therapist to the County's Sheriff/Coroner/Public Administrator, is hereby amended effective December 10, 2025, as follows:

- 1) To replace Section III. TERM AND TERMINATION in its entirety, with a new Section III. TERM AND TERMINATION, which shall read as follows:

### III. TERM AND TERMINATION

This Contract shall be effective January 13, 2024 through January 12, 2027. The Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff are authorized to execute amendments to this Contract to extend the term for an additional two one-year periods. Notwithstanding the foregoing, either party

may terminate this Contract at any time without cause with a fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by the County. Contractor shall serve at the pleasure of the appointing authority, who shall have the full authority and discretion to exercise County rights under this paragraph.

This Amendment No. 1, and if applicable, any subsequent amendments, may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Amendment No. 1. The parties shall be entitled to sign and transmit an electronic signature of this Amendment No. 1 (whether by facsimile, PDF or other mail transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment No. 1 upon request.

Except as amended, all other terms and conditions of this Contract remain the same.

Signatures on the next page

IN WITNESS WHEREOF, San Bernardino County and the Contractor have each caused the Contract to be subscribed by its respective duly authorized officers, on its behalf.

SAN BERNARDINO COUNTY

►   
Rick Bessinger, Undersheriff

Dated: 11/24/25

Kimberley Henry  
(Print or type name of corporation, company, contractor, etc.)

By Kimberley Henry  
Kimberley Henry (Nov 18, 2025 15:57:21 PST)  
(Authorized signature - sign in blue ink)


Name Kimberley Henry  
(Print or type name of person signing contract)

Title Detentions Recreational Therapist  
(Print or Type)

Dated: 11/18/25

Address On-file

**FOR COUNTY USE ONLY**

Approved as to Legal Form  
►   
Scott Runyan (Nov 19, 2025 16:53:10 PST)  
Scott Runyan, Principal Assistant County Counsel  
Date 11/19/25

Reviewed for Contract Compliance  
► \_\_\_\_\_  
Date \_\_\_\_\_

Reviewed/Approved by Department  
► Carolina Mendoza  
Carolina Mendoza (Nov 19, 2025 16:58:53 PST)  
Carolina Mendoza, Chief Deputy Director of Sheriff's Administration  
Date 11/19/25



CLERK OF THE  
SAN BERNARDINO  
COUNTY OF SUPERVISORS

2025 NOV 26 PM 1:07

# San Bernardino County

## DELEGATED AUTHORITY – DOCUMENT REVIEW FORM

### Department Signature

This form is for use by any department or other entity that has been authorized by Board of Supervisors/Directors' action to execute agreements, amendments to agreements or grant applications/awards, on their behalf. All documents to be executed under such delegated authority must be routed for County Counsel review (and Clerk of the Board as needed) prior to signature by designee. **For detailed instructions on delegated authority, reference Section 7.2 of the [Board Agenda Item Guidelines](#).**

Department/Agency/Entity: Sheriff/Coroner/Public Administrator Due Back to Department By (Date): 11/16/25

Contact Name: Lili Flores Telephone: 909-387-0384

Agreement No.: 23-1317 Amendment No.: 1 Date of Board Item: 12/19/23 Board Item No.: 93

Name of Contract Entity/Project Name: Employment Contract for Recreational Therapy Services

Include information from the Board Agenda Item that delegates authority, a justification for approval by the specified authority and how it connects to the original recommendation. Also include a brief background on the request, including details as to what program is being served, documents that require signature, and any other pertinent information, such as dollar amounts, date changes and details that summarize the action requested. If additional space is needed, please attach a separate page.

On 12/19/2023 (Item No. 93), the Board of Supervisors (BOS) approved Contract No. 23-1317 with Kimberley Henry to provide recreational therapy services to the Sheriff/Coroner/Public Administrator (Department), for the period of January 13, 2024 through January 12, 2026. On the same item, BOS also Delegated Authority for the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to the contract to extend the term for three additional one-year periods on behalf of the County.

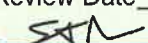
The Department is hereby requesting to exercise the first option to extend the contract for one additional year through January 12, 2027 for Kimberly Henry to continue services as a Detentions Recreational Therapist for the Department.

Undersheriff Rick Bessinger will be executing Amendment No. 1 for this contract on behalf of the County.

**Select the document proposed for signature, which must be submitted with this request:**

- ☒ Standard County Contract ☐ Signed Coversheet and Non-Standard County Contract  
☐ Grant Application ☐ Other:

Attach the Board Agenda Item that delegated the authority, copies of the initial document (agreement, grant award, etc.) and all subsequent amendments. **Note:** If there are numerous amendments, please contact the assigned County Counsel to determine if all amendments need to be attached.

Department Routed to County Counsel	County Counsel Name: Scott Runyan, Principal Assistant County Counsel	Date Sent: 11/07/25
Reviewing County Counsel Use Only	Review Date 11/21/25  Scott Runyan (Nov 21, 2025 15:49:06 PST) Signature	Determination: <input checked="" type="checkbox"/> Within Scope of Delegated Authority <input type="checkbox"/> Outside Scope of Delegated Authority; return to Department for preparation of agenda item

If the Board Agenda Item requires the document be returned to the Clerk of the Board, County Counsel will route the approved form and submission documents to [COB-Delegated Authority](#) with a cc to the department contact. Clerk of the Board will verify it meets the submission requirements and notify the department to transmit the executed hard copies within 30 days of execution. If the Board Agenda item does not require the document be returned to the Clerk of the Board, County Counsel will route the signed form back to the department.

**Note:** This process should NOT be used to execute documents under a master agreement or template, construction contract change orders, or approval of documents under County Policies 11-15 and 11-16. Contact your assigned County Counsel for instructions related to review of these documents.