

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

August 22, 2023

FROM

PAUL COOK, First District Supervisor, Board of Supervisors

SUBJECT

Employment Contract for Support Services to the First Supervisorial District

RECOMMENDATION(S)

Approve **Amendment No. 1 to Employment Contract No. 22-802** with Samuel Shoup to continue to provide support services to the First District Supervisor as a Field Representative II, changing the salary range, and increasing the auto and cell phone allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective July 15, 2023, for an estimated annual cost of \$124,630 (Salary - \$73,611, Benefits - \$51,019).

(Presenter: Paul Cook, First District Supervisor, 387-4830)

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 First District's 2023-24 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. 6), the Board approved Employment Contract No. 20-1190 to engage Samuel Shoup to provide support services as a Field Representative I for the First District Supervisor. On September 13, 2022 (Item No. 4), the Board terminated Employment Contract No. 20-1190 and approved new Employment Contract No. 22-802 to engage Mr. Shoup as a Field Representative II.

Approval of this Recommendation will approve Amendment No. 1 to Mr. Shoup's Employment Contract changing the salary range, and increasing the auto and cell phone allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective July 15, 2023.

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

**Employment Contract for Support Services to the First Supervisorial
District
August 22, 2023**

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on August 1, 2023; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on August 2, 2023; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on August 1, 2023; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on August 4, 2023.

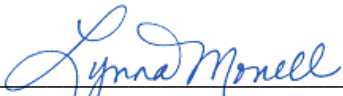
**Employment Contract for Support Services to the First Supervisorial District
August 22, 2023**

Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: August 22, 2023



cc: BOS - Maldonado w/ agree
Contractor c/o BOS w/ agree
File w/ agree
JLL 08/23/2023