

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

April 21, 2026

FROM

JESSE ARMENDAREZ, Second District Supervisor, Board of Supervisors

SUBJECT

Amendment to Employment Contract for Support Services to the Second Supervisorial District

RECOMMENDATION(S)

Approve **Amendment No. 2 to Employment Contract No. 23-09** with Priscilla Bugayong to continue to provide support services to the Second Supervisorial District, changing her employment status from full-time to part-time and updating associated benefits, effective May 2, 2026, for an estimated annual cost of \$37,895 (Salary - \$36,390, Benefits \$1,505).

(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 the recommendation will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Second District's 2025-26 budget to fund the costs related to this amendment 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 January 10, 2023 (Item No. 4), the Board approved Employment Contract No. 23-09 to engage Priscilla Bugayong to provide support services as a Field Representative I for the Second District Supervisor, effective January 14, 2023.

On March 24, 2026 (Item No. 9), the Board approved Amendment No. 1 to Ms. Bugayong's employment contract, adding provisions governing when a new employment contract or amendment is required, amending the term of the contract, and adding Special Assignment Compensation, with no other changes to the contracts.

Approval of Amendment No. 2 will change Ms. Bugayong's employment status from full-time to part-time, based on mutual agreement, to align staffing needs with operational requirements of the Second District Supervisor, and update associated benefits accordingly. If approved, this Amendment No. 2 will be effective on May 2, 2026.

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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

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on April 3, 2026; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on April 6, 2026; and County Finance and Administration (Penelope Chang, Principal Administrative Analyst, 387-4886) on April 2, 2026.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: April 21, 2026



cc: BOS - Chang w/agree
Contractor - c/o BOS w/agree
File - w/agree
MBA 04/21/2026