

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

August 5, 2025

FROM

JESSE ARMENDAREZ, Second District Supervisor, Board of Supervisors

SUBJECT

Employment Contract Amendment for Support Services to the Second Supervisorial District

RECOMMENDATION(S)

Approve **Amendment No. 1 to Employment Contract No. 25-98** with Yan Feng to continue to provide support services to the Second District Supervisor, as a Supervisors Executive Aide II, adding the Salary Savings Plan, Life Insurance, Dependent Care Assistance and Flexible Spending Account Plan for Medical Expense Reimbursement, Short-Term Disability, and Long-Term Disability benefits pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective August 9, 2025, for an estimated annual cost of \$65,353 (Salary - \$41,902, Benefits - \$23,451). (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 this item will not result in 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 Employment Contract No. 25-98 (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 February 11, 2025 (Item No. 4), the Board approved the Contract with Yan Feng to provide support services to the Second District Supervisor as a Supervisors Executive Aide II.

The recommended Amendment No. 1 to the Contract would add the Salary Savings Plan, Life Insurance, Dependent Care Assistance and Flexible Spending Account Plan for Medical Expense Reimbursement, Short-Term Disability, and Long-Term Disability benefits, pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective August 9, 2025.

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.

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PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) July 2, 2025; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on July 3, 2025; and County Finance and Administration (Penelope Chang, Principal Administrative Analyst, 387-4886) on June 25, 2025.

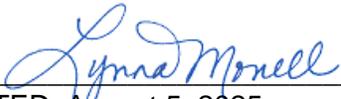
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Record of Action of the Board of Supervisors
San Bernardino County

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: August 5, 2025



cc: CAO - Chang w/agree
Contractor - c/o CAO w/agree
File - w/agree
CCM 08/7/2025