

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

February 10, 2026

**FROM**

**LYNNA MONELL, Clerk of the Board of Supervisors**

**SUBJECT**

Amend San Bernardino County Code Section Relating to Clerk of the Board of Supervisors Duties

**RECOMMENDATION(S)**

1. Consider proposed ordinance relating to duties of the Clerk of the Board of Supervisors.
2. Make alterations, if necessary, to proposed ordinance.
3. Approve introduction of proposed ordinance.
  - An ordinance of San Bernardino County, State of California, to amend section 12.2303 of the San Bernardino County Code, relating to duties of the Clerk of the Board of Supervisors.
4. SCHEDULE ORDINANCE FOR FINAL ADOPTION ON TUESDAY, February 24, 2026 on the Consent Calendar.

(Presenter: Lynna Monell, Clerk of the Board of Supervisors, 387-3848)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

**Improve County Government Operations.**

**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) as it is non-financial in nature.

**BACKGROUND INFORMATION**

The Clerk of the Board of Supervisors (COB) provides administrative support to the San Bernardino County Board of Supervisors (Board) and is designated to perform certain functions such as: Agenda Services; Assessment Appeals management; Boards, Commission and Committee oversight; Environmental Filings; Records Management; and other duties mandated by the State of California and County Code.

County Code Section 12.2303 currently outlines the responsibilities of the COB. Periodic review of these duties ensures alignment with current operational practices, statutory requirements, and organizational needs. The proposed amendment updates language for clarity, incorporates current administrative functions, and reflects changes in governance processes.

Summary of Proposed Changes:

- Clarify responsibilities related to the COB.
- Update provisions for maintaining official records.

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- Include authority for operations.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Jolena Grider, Deputy County Counsel, 387-5455) on January 12, 2026; and County Finance and Administration (Penelope Chang, Principal Administrative Analyst, 387-4886) on January 14, 2026.

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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: February 10, 2026



cc: File - Final BAI

JLL 02/10/2026