

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

January 28, 2025

FROM

CURT HAGMAN, Fourth District Supervisor, Board of Supervisors

SUBJECT

Employment Contracts for Support Services to the Fourth Supervisorial District

RECOMMENDATION(S)

1. Approve **Amendment No. 1 to Employment Contract No. 23-509** with Rebecca Boydston to continue to provide support services to the Fourth District Supervisor as a Policy Advisor II, adding the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, for an estimated annual cost of \$137,890 (Salary - \$92,144, Benefits \$45,746).
2. Approve **Amendment No. 4 to Employment Contract No. 14-941** with Andrea Castaneda to continue to provide support services to the Fourth District Supervisor as a Special Assistant, adding the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, for an estimated annual cost of \$120,098 (Salary - \$72,717, Benefits \$47,381).
3. Approve **Amendment No. 5 to Employment Contract No. 14-967** with Melissa Macinnis Compani to continue to provide support services to the Fourth District Supervisor as a Supervisors Executive Aide III, adding the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, for an estimated annual cost of \$61,896 (Salary - \$36,546, Benefits \$25,350).
4. Approve **Amendment No. 3 to Employment Contract No. 17-202** with Karen Haughey to continue to provide support services to the Fourth District Supervisor as a Field Representative I, adding the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, for an estimated annual cost of \$65,507 (Salary - \$48,984, Benefits \$16,523).
5. Approve **Amendment No. 2 to Employment Contract No. 18-829** with Rubicela Long to continue to provide support services to the Fourth District Supervisor as a Field Representative I, adding the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, for an estimated annual cost of \$78,198 (Salary - \$54,818, Benefits \$23,380).
6. Approve **Amendment No. 1 to Employment Contract No. 23-861** with Jodi James to continue to provide support services to the Fourth District Supervisor as a Special Assistant, adding the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective

Employment Contracts for Support Services to the Fourth Supervisorial District
January 28, 2025

January 25, 2025, for an estimated annual cost of \$119,334 (Salary - \$77,376, Benefits \$41,958).

7. **Approve Amendment No. 3 to Employment Contract No. 22-853** with Suzette Dang to continue to provide support services to the Fourth District Supervisor as a Field Representative I, adding the portable communication device allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, for an estimated annual cost of \$122,260 (Salary - \$73,091, Benefits \$49,168)
(Presenter: Curt Hagman, Fourth District Supervisor, 387-4866)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES
Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of these contracts will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Fourth District's 2024-25 budget to fund the costs related to these employment contracts 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 June 13, 2023 (Item No. 4), the Board approved Employment Contract No. 23-509 with Rebecca Boydston to provide support services to the Fourth District as a Policy Advisor II. Recommendation No. 1 will approve Amendment No. 1 to Employment Contract No. 23-509 to add the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, to align with the start of the pay period.

On December 2, 2014 (Item No. 4), the Board approved Employment Contract No. 14-941 with Andrea Castaneda to provide support services to the Fourth District as a Special Assistant. On January 6, 2015 (Item No. 4), the Board approved Amendment No. 1 to Employment Contract No. 14-941 to extend the term and remove the auto and portable communication device allowance. On March 17, 2015 (Item No. 19), the Board approved Amendment No. 2 to Employment Contract No. 14-941, revising the contract language to be consistent with changes made to the Exempt Group Working Conditions Ordinance. On September 27, 2016 (Item No. 3), the Board approved Amendment No. 3 to Employment Contract No. 14-941 adding, the portable communication device allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance. Recommendation No. 2 will approve Amendment No. 4 to Employment Contract No. 14-941 to add the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, to align with the start of the pay period.

On December 16, 2014 (Item No. 5), the Board approved Employment Contract No. 14-967 with Melissa Macinnis Compani to provide services to the Fourth District as a Supervisors Executive Aide III. On March 17, 2015 (Item No. 19), the Board approved Amendment No. 1 to Employment Contract No. 14-967, revising the contract language to be consistent with changes made to the Exempt Group Working Conditions Ordinance. On November 17, 2015 (Item No.

Employment Contracts for Support Services to the Fourth Supervisorial District
January 28, 2025

3), the Board approved Amendment No. 2 to Employment Contract No. 14-967 to offer additional leave benefits. On August 22, 2017 (Item No. 3), the Board approved Amendment No. 3 to Employment Contract No. 14-967 to adjust the leave benefits to include Administrative Leave, pursuant to the terms and conditions set forth in the Exempt Group Working Conditions Ordinance. On August 22, 2023 (Item No. 5), the Board approved Amendment No. 4 to Employment Contract No. 14-967 to increase the salary range. Recommendation No. 3 will approve Amendment No. 5 to Employment Contract No. 14-967 to add the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, to align with the start of the pay period.

On April 18, 2017 (Item No. 4), the Board approved Employment Contract No. 17-202 with Karen Haughey to provide services to the Fourth District as a Field Representative I. On August 22, 2017 (Item No. 3), the Board approved Amendment No. 1 to Employment Contract No. 17-202 to adjust the benefits offered to include medical and dental coverage. On September 27, 2022 (Item No. 3), the Board approved Amendment No. 2 to the Employment Contract No. 17-202, adjusting the benefits offered to include Pension, Long-Term Disability, and Short-Term Disability. Recommendation No. 4 will approve Amendment No. 3 to Employment Contract No. 17-202 to add the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, to align with the start of the pay period.

On December 4, 2018 (Item No. 5), the Board approved Employment Contract No. 18-829 with Rubicela Long to provide services to the Fourth District as a Field Representative I. On August 22, 2023 (Item No. 5), the Board approved Amendment No. 1 to Employment Contract No. 18-829 to increase the salary range. Recommendation No. 5 will approve Amendment No. 2 to Employment Contract No. 18-829 to add the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, to align with the start of the pay period.

On August 22, 2023 (Item No. 5), the Board approved Employment Contract No. 23-861 with Jodi James to provide support services to the Fourth District as a Special Assistant. Recommendation No. 6 will approve Amendment No. 1 to Employment Contract No. 23-861 to add the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, to align with the start of the pay period.

On September 27, 2022 (Item No. 3), the Board approved Employment Contract No. 22-853 to engage Suzette Dang as a Field Representative I. On October 25, 2022 (Item No. 4), the Board approved Amendment No. 1 to the employment contract, adjusting the benefits offered to decrease the auto allowance. On May 23, 2023 (Item No. 5), the Board approved Amendment No. 2 to the employment contract, increasing the hours worked. Recommendation No. 7 will approve Amendment No. 3 to Employment Contract No. 22-853 to add the portable communication device allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, retroactively effective January 25, 2025, to align with the start of the pay period.

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

Employment Contracts for Support Services to the Fourth Supervisorial District
January 28, 2025

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott Runyan, Principal Chief Assistant County Counsel, 387-5455) on January 22, 2025; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on January 22, 2025; Finance (Penelope Chang, Administrative Analyst, 387-4886) on January 21, 2025; and County Finance and Administration (Stephenie Shea, Deputy Executive Officer, 387-5423) on January 22, 2025.

Employment Contracts for Support Services to the Fourth Supervisorial District
January 28, 2025

Record of Action of the Board of Supervisors
San Bernardino County

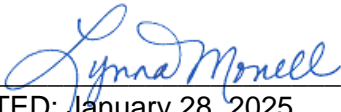
APPROVED (CONSENT CALENDAR)

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: January 28, 2025



cc: BOS - Chang w/agree
Contractor - c/o BOS w/agree
File - w/agree

MBA 01/29/2025