

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

December 3, 2024

**FROM**

**DAWN ROWE, Chair and Third District Supervisor, Board of Supervisors**

**SUBJECT**

Employment Contract for Support Services to the Third Supervisorial District

**RECOMMENDATION(S)**

Approve **Amendment No. 3 to Employment Contract No. 22-35** with Alexa Sonck to continue to provide support services to the Third District as a Policy Advisor I, updating the salary range, effective November 30, 2024, for an estimated annual cost of \$118,058 (Salary - \$78,541, Benefits - \$39,517).

(Presenter: Dawn Rowe, Chair and Third District Supervisor, 387-4855)

**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 Third District's 2024-25 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. This item will approve Amendment No. 3 to Employment Contract No. 22-35 (Contract) with Alexa Sonck to continue to provide support services to the Third District as a Policy Advisor I and increase the salary range retroactively effective November 30, 2024, to align with the start of the new pay period.

On January 25, 2022 (Item No. 7), the Board approved the Contract with Alexa Flores to provide services for the Third District Supervisor as a Policy Advisor I, effective January 29, 2022.

On January 10, 2023 (Item No. 5), the Board approved Amendment No. 1 to the Contract to change Alexa Flores' name to Alexa Sonck and add the Auto and Portable Communication Device Allowances, effective January 14, 2023.

On June 11, 2024 (Item No. 4), the Board approved Amendment No. 2 to the Contract, to remove the Auto Allowance, effective June 15, 2024.

**Employment Contract for Support Services to the Third Supervisorial  
District  
December 3, 2024**

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 Chief Assistant County Counsel, 387-5455) on November 21, 2024; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on November 14, 2024; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on November 14, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on November 14, 2024.

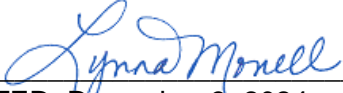
**Employment Contract for Support Services to the Third Supervisorial District  
December 3, 2024**

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: December 3, 2024



cc: BOS - Rowe w/ agree  
Contractor c/o BOS w/ agree  
File w/ agree  
JLL 12/4/2024