

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

March 25, 2025

FROM

JOSHUA DUGAS, Director, Department of Public Health

SUBJECT

Amendment to Employment Contracts for Public Health Veterinarian

RECOMMENDATION(S)

1. Approve **Amendment No. 1 to Employment Contract No. 24-819** with Dr. Naomi Chow, D.V.M. as a Contract Public Health Veterinarian, to amend the Benefits Upon Termination of Contract provision, effective March 25, 2025 with no change to the total annual compensation of \$290,222 (\$205,775 salary and \$84,447 benefits), for the period of September 21, 2024 through September 20, 2027, with the option to extend for two one-year periods.
2. Approve the Veterinarian Master Employment Contract template, effective March 25, 2025 through September 9, 2027.
3. Authorize the Director of Public Health to execute Veterinarian Employment Contracts utilizing the Veterinarian Master Employment Contract template with individual employees, effective upon the date of full execution with a flexible end date, not to exceed September 9, 2027, with the option to extend for two one-year periods subject to County Counsel review.
(Presenter: Joshua Dugas, Director, 387-9146)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Create, Maintain and Grow Jobs and Economic Value in the County.

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The cost of the employment contract with Dr. Naomi Chow, D.V.M (Dr. Chow) is not changing and is funded by the current Discretionary General Funding allocation with the Department of Public Health (DPH) Animal Care Division and revenue generated from fees collected for animal licenses and adoptions. Adequate appropriation and revenue have been included in DPH's 2024-25 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

On September 10, 2024 (Item No. 47), the Board of Supervisors (Board) approved an employment contract with Dr. Naomi Chow, D.V.M. for the contract position of Public Health Veterinarian, to provide veterinary services, for the total annual compensation of \$290,222 (\$205,775 salary and \$84,447 benefits), for the period of September 21, 2024 through September 20, 2027, with the option to extend for two one-year periods. On this same date, the Board also approved a Veterinarian Master Employment Contract template, effective September 10, 2024, through September 9, 2027.

**Amendment to Employment Contracts for Public Health Veterinarian
March 25, 2025**

Approval of Amendment No. 1 to Employment Contract No. 24-819 and the new Public Health Veterinarian Master Employment Contract template will replace the existing Section R., Benefits Upon Termination of Contract, with a revised Section R. to ensure contractors, if moving from a contractor to regular County employment, have the ability to maintain their existing hire date for the purposes of calculating benefits, also known as the Regular Hire Date. The Regular Hire Date establishes eligibility for benefits, including, but not limited to, retirement system contributions, longevity, health benefits, and leave accrual rates. The new Veterinarian Master Employment Contract template will replace the previous Veterinarian Master Employment Contract template, approved by the Board on September 10, 2024 (Item No. 47) and shall be effective March 25, 2025 through September 9, 2027.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on March 3, 2025; Human Resources (Gina Kina, Assistant Director, 387-5570) on March 3, 2025; Finance (Iliana Rodriguez, Administrative Analyst, 387-4205) on March 10, 2025; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on March 10, 2025.

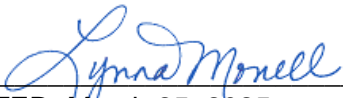
**Amendment to Employment Contracts for Public Health Veterinarian
March 25, 2025**

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: March 25, 2025



cc: PH - Saucedo w/agree
Contractor - c/o PH w/agree
File - w/agree
MBA 03/26/2025