

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

June 11, 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. 2 to Employment Contract No. 22-35** with Alexa Sonck to continue to provide support services to the Third District as a Policy Advisor I, removing the Auto Allowance effective June 15, 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 employment contract will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation has been included in the Third District's 2024-25 Recommended 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.

On January 25, 2022 (Item No. 7), the Board approved Employment Contract No. 22-35 with Alexa Flores to provide services as a Policy Advisor I. On January 10, 2023 (Item No. 5), the Board approved Amendment No. 1 to Contract No. 22-35 to change Alexa Flores' name to Alexa Sonck and add the Auto and Portable Communication Device Allowances, effective January 14, 2023. This item will approve Amendment No. 2 to the employment contract, to remove the Auto Allowance, effective June 15, 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.

**Employment Contract for Support Services to the Third Supervisorial  
District  
June 11, 2024**

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on June 3, 2024; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on June 3, 2024; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on June 3, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on June 5, 2024.

**Employment Contract for Support Services to the Third Supervisorial District  
June 11, 2024**

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: June 11, 2024



cc: CAO - Maldonado w/ agree  
Contractor c/o CAO w/ agree  
File w/ agree  
JLL 06/12/2024