



**Contract Number**

20-1170 A2

**SAP Number**

**Board of Supervisors**

<b>Department Contract Representative</b>	Penelope Chang
<b>Telephone Number</b>	909-387-4886
<b>Contractor</b>	Tami Godfrey (hereinafter called "Contractor")
<b>Contractor Representative</b>	
<b>Telephone Number</b>	On File
<b>Contract Term</b>	
<b>Original Contract Amount</b>	
<b>Amendment Amount</b>	
<b>Total Contract Amount</b>	
<b>Cost Center</b>	1001001000

**IT IS HEREBY AGREED AS FOLLOWS:**

Effective May 3, 2025, San Bernardino County (County) and Tami Godfrey (Contractor) agree that Contract No. 20-1170 is hereby amended as follows:

**1. REPLACE SECTION I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR, with the following:**

**I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR**

Contractor shall be employed as a Board of Supervisors Executive Secretary for the First District Supervisor of San Bernardino County. Contractor shall have the following duties:

- A. Provides general administrative support to the Supervisor and executive staff;
- B. Relieves the Supervisor of administrative detail;
- C. Manages the Supervisor's appointment calendar;
- D. Manages clerical and secretarial support functions for the office;
- E. Schedules and coordinates District events, and provides other administrative oversight;
- F. Such other duties as may be assigned by the First District Supervisor.

**2. REPLACE SECTION IV. COMPENSATION OF CONTRACTOR, Subsection A., SALARY RATE, with the following:**

IV. COMPENSATION OF CONTRACTOR

A. SALARY RATE

CONTRACTOR shall be compensated for services at a rate of \$42.11 per hour, which is equivalent to Step 1 of Range 60B of the current Exempt salary schedule. CONTRACTOR shall receive any across-the-board salary adjustments (increases or decreases) and other approved incentives provided to, and at the same time as, employees in Exempt Group B. With the written approval of the First District Supervisor, CONTRACTOR shall be subject to salary adjustments (increases or decreases), but any salary increase shall not exceed the top step of salary Range 60B of the current Exempt salary schedule.

Payment for services shall be made bi-weekly in accordance with procedures established by the County Auditor-Controller/Treasurer/Tax Collector.

All other terms and conditions of this Contract No. 20-1170 remain unchanged and are incorporated herein by this reference.

This Amendment No. 2 to Contract 20-1170 may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Amendment No. 2. The parties shall be entitled to sign and transmit an electronic signature of this Amendment No. 2 (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Amendment No. 2 upon request.

SAN BERNARDINO COUNTY

►

Dawn Rowe, Chair, Board of Supervisors

Dated: \_\_\_\_\_

SIGNED AND CERTIFIED THAT A COPY OF THIS DOCUMENT HAS BEEN DELIVERED TO THE CHAIRMAN OF THE BOARD

Lynna Monell  
Clerk of the Board of Supervisors  
San Bernardino County

By \_\_\_\_\_  
Deputy

TAMI GODFREY

\_\_\_\_\_  
(Print or type name of corporation, company, contractor, etc.)

By ►

\_\_\_\_\_  
(Authorized signature - sign in blue ink)

Name

Tami Godfrey

\_\_\_\_\_  
(Print or type name of person signing contract)

Title Board of Supervisors Executive Secretary –  
First District

\_\_\_\_\_  
(Print or Type)

Dated: \_\_\_\_\_

Address On File  
\_\_\_\_\_

FOR COUNTY USE ONLY

Approved as to Legal Form

►  
Scott Runyan, Principal Assistant County Counsel

Date \_\_\_\_\_

Reviewed for Contract Compliance

►  
\_\_\_\_\_

Date \_\_\_\_\_

Reviewed/Approved by Department

►  
\_\_\_\_\_

Date \_\_\_\_\_