

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

October 7, 2025

FROM

DAWN ROWE, Chair and Third District Supervisor, Board of Supervisors
COL. PAUL COOK (RET), First District Supervisor, Board of Supervisors

SUBJECT

Employment Contract for Support Services to the Third and First Supervisorial Districts

RECOMMENDATION(S)

Approve **Employment Contract No. 25-804** with Ashley Cordova, to provide support services to the Third District Supervisor and First District Supervisor, as a Supervisors Executive Aide I, effective October 4, 2025, for an estimated annual cost of \$72,344 (Salary - \$44,720, Benefits - \$27,624).

(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 recommendation will not require the use of additional Discretionary General Funding (Net County Cost). The total cost of this position will be equally funded by the Third and First Districts. Sufficient appropriation exists within the Third and First Districts' 2025-26 budgets 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 are provided through contractual arrangement, as required by the County Charter.

The recommended Employment Contract would engage Ashley Cordova to provide support services for the Third District Supervisor and First District Supervisor as a Supervisors Executive Aide I, effective October 4, 2025, as this is the first day of the closest pay period.

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

**Employment Contract for Support Services to the Third and First
Supervisory Districts
October 7, 2025**

This item has been reviewed by County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on September 19, 2025; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on September 22, 2025; and County Finance and Administration (Penelope Chang, Principal Administrative Analyst, 387-4886) on September 18, 2025.

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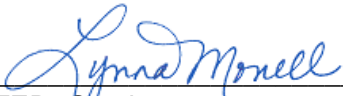
Record of Action of the Board of Supervisors
San Bernardino County

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: October 7, 2025



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

CCM 10/7/2025