

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

September 14, 2021

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Employment Contracts for Bakery and Culinary Instructor Services

RECOMMENDATION(S)

1. Terminate Employment Contract No. 12-972 and approve new Employment **Contract No. 21-657** with Kathryn Betancur to update contract language and salary for the provision of Occupational Bakery Instructor services for the Sheriff/Coroner/Public Administrator, effective September 25, 2021 through September 24, 2024, for an estimated annual cost of \$110,656 (Salary -\$63,580; Benefits - \$47,076).
2. Terminate Employment Contract No. 13-210 and approve new Employment **Contract No. 21-658** with Dael B. Strange to update contract language and salary for the provision of Culinary Instructor services for the Sheriff/Coroner/Public Administrator, effective September 25, 2021 through September 24, 2024, for an estimated annual cost of \$110,656 (Salary - \$63,580; Benefits - \$47,076).
3. Authorize the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to the contracts to extend the contract terms for a maximum of three successive one-year periods on behalf of the County, subject to County Counsel review.
4. Direct the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to transmit all amendments in relation to the contracts to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: John Ades, Deputy Chief, 387-3760)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

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 estimated annual cost for these employment contracts is \$221,312 (Salary - \$127,160; Benefits \$94,152). The positions are assigned to the Inmate Services Division (ISU) and are funded by the Sheriff/Coroner/Public Administrator's (Department) Inmate Welfare Fund. Sufficient appropriation is included in the Department's 2021-22 budget and will be included in future recommended budgets.

BACKGROUND INFORMATION

In accordance with Title 15, California Code of Regulations, § 1061, the Department employs contracted instructors to provide a variety of academic education and/or vocational training for housed inmates. One such program is the Culinary Arts program at the Glen Helen

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Rehabilitation Center. Successful students receive a Certificate of Competency in Culinary Arts and Foodservice Occupations from the San Bernardino County Superintendent of Schools Regional Occupation Program as well as a Food Handler's Certificate from the County's Department of Public Health.

On December 18, 2012 (Item No. 85) and May 7, 2013 (Item No. 80) the Board of Supervisors (Board) approved employment contracts with Ms. Kathryn Betancur and Mr. Dael B. Strange, respectively, for the provision of services as bakery and culinary instructors for the Department. Approval of this item will update contract language to match current employment contract language, and adjust salaries based on a comparison of similar classifications in nearby counties conducted by the Human Resources Department.

Authorization is requested for the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to the contract term for an additional three one-year periods, subject to County Counsel review. Either party may terminate its respective contract at any time without cause with 14 days' advanced written notice to the other party. The contracts may be terminated for just cause immediately by the County.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel and Richard D. Luczak, Deputy County Counsel, 387-5455) on August 20, 2021; Human Resources (Gina King, Division Chief, 387-8304) on August 20, 2021; Finance (Carolina Mendoza, Administrative Analyst, 387-0294) on August 23, 2021; and County Finance and Administration (Valerie Clay, Deputy Executive Officer, 387-5423) on August 23, 2021.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Joe Baca, Jr. Seconded: Dawn Rowe
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: September 14, 2021



cc: Sheriff's- Welty w/agree
Contractor- C/O Sheriff's w/agree
File-w/agree

LA 09/20/2021