

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

July 9, 2024

FROM

JESSE ARMENDAREZ, Second District Supervisor, Board of Supervisors

SUBJECT

Amendment to Employment Contract for Support Services to the Second Supervisorial District

RECOMMENDATION(S)

Approve **Amendment No. 4 to Employment Contract No. 22-1178** with Cindy Dalton to continue to provide support services to the Second District as an Executive Secretary, adding the Modified Benefit Option pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective July 13, 2024, for an estimated annual cost of \$190,435 (Salary - \$105,068, Benefits – \$85,367).

(Presenter: Jesse Armendarez, Second District Supervisor, 387-4833)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

Approval of this employment contract amendment will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Second District's 2024-25 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 December 6, 2022 (Item No. 19), the Board approved Employment Contract No. 22-1178 (Contract) to engage Cindy Dalton as an Executive Secretary. On January 10, 2023 (Item No. 4), the Board approved Amendment No. 1 to the Contract to update funding costs to the County Administrative Office's 2022-23 budget from November 28, 2022, through December 30, 2022, and reflect that effective December 31, 2022, all costs related to the contract would be funded by the Second District's 2022-23 budget. On January 24, 2023 (Item No. 5), the Board approved Amendment No. 2 to the Contract, adding the portable communication device allowance to the Contract. On May 23, 2023 (Item No. 6), the Board approved Amendment No. 3 to Ms. Dalton's Contract, changing the salary range and adding the auto allowance effective May 20, 2023.

Approval of Amendment No. 4 to the Contract will add the Modified Benefit Option pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective July 13, 2024.

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Either party may terminate each contract at any time without cause with a 14-day prior written notice to the other party. Each contract may be terminated for just cause immediately by the County.

PROCUREMENT

Not applicable.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Richard Luczak, Deputy County Counsel, 387-5455) on June 25, 2024; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on June 24, 2024; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on June 24, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on June 26, 2024.

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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: July 9, 2024



cc: BOS - Maldonado w/agree
Contractor - c/o BOS w/agree
File - w/agree
CCM 07/10/2024