

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

February 6, 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 Employment **Contract No. 24-120** with Raquel Torres to provide support services to the Third District Supervisor as an Executive Secretary, effective February 10, 2024, for an estimated annual cost of \$100,504 (Salary - \$62,046, Benefits - \$38,458).  
(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 exists within the Third District's 2023-24 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.

Approval of this contract would engage Raquel Torres to provide support services as an Executive Secretary for the Third District Supervisor, effective February 10, 2024, and contingent on the successful completion of the background process.

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on January 17, 2024; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on January 18, 2024; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on January 17, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on January 26, 2024.

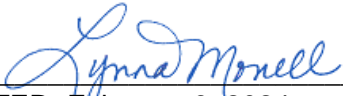
**Employment Contract for Support Services to the Third Supervisorial  
District  
February 6, 2024**

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: February 6, 2024



cc: BOS - Maldonado w/agrees  
Contractor c/o BOS w/agree  
File - w/agree  
MA 02/6/2024