

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

January 28, 2025

**FROM**

**DAWN ROWE, Chair and Third District Supervisor, Board of Supervisors**

**SUBJECT**

Employment Contracts for Support Services to the Third Supervisorial District

**RECOMMENDATION(S)**

1. Approve Employment **Contract No. 25-55** with Robin Bull to provide support services to the Third District Supervisor, as a Field Representative I, effective February 3, 2025, for an estimated annual cost of \$111,145 (Salary - \$65,562, Benefits - \$45,583).
  2. Approve **Amendment No. 2 to Employment Contract No. 21-920** with Christina Garcia to continue to provide support services to the Third District Supervisor, as a Supervisors Executive Aide III, increasing the number of hours worked per pay period from 50 hours to 60 hours, for the limited period of January 25, 2025, through January 24, 2027, for an estimated annual cost of \$66,274 (Salary - \$49,951, Benefits - \$16,323).
- (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 these recommendations will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Third District's 2024-25 budget to fund the costs related to these employment contracts 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.

Recommendation No. 1 will approve an employment contract that would engage Robin Bull to provide support services for the Third District Supervisor as a Field Representative I, effective February 3, 2025.

On January 8, 2019 (Item No. 3), the Board approved Employment Contract No. 19-04 to engage Christina Garcia to provide support services as a Supervisors Executive Aide II for the Third District Supervisor.

On December 14, 2021 (Item No. 4), the Board approved Employment Contract No. 21-920 to engage Ms. Garcia as a Supervisors Executive Aide III. On June 27, 2023, (Item No. 4), the Board approved Amendment No. 1 to Employment Contract No. 21-920 that added a portable

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communications device allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance and increased the average number of hours worked per pay period from an anticipated 50 hours to an anticipated 60 hours, retroactively effective June 3, 2023, through January 24, 2025. Amendment No. 1 states that effective January 25, 2025, the average number of hours worked reverts back to an anticipated 50 hours per pay period. Recommendation No. 2 will approve Amendment No. 2 to Employment Contract No. 21-920 to increase the average number of hours worked per pay period from 50 hours to 60 hours, effective January 25, 2025, through January 24, 2027.

Either party may terminate their respective contract at any time without cause with a 14-day prior 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 (Scott Runyan, Principal Assistant County Counsel, 387-5455) January 16, 2025; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on January 16, 2025; Finance (Penelope Chang, Administrative Analyst, 387-4886) on January 14, 2025; and County Finance and Administration (Stephenie Shea, Deputy Executive Officer, 387-5423) on January 15, 2025.


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Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: January 28, 2025



cc: BOS - Chang w/agree  
Contractor - c/o BOS w/agree  
File - w/agree  
MBA 01/28/2025