

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

June 10, 2025

FROM

JOE BACA, JR., Vice Chair and Fifth District Supervisor, Board of Supervisors

SUBJECT

Employment Contract for Support Services to the Fifth Supervisorial District

RECOMMENDATION(S)

1. Terminate Employment Contract No. 23-839 with Jessica Andalon as a Constituent Services Representative, effective June 27, 2025 (Four votes required).
2. Approve **Employment Contract No. 25-352** with Jessica Andalon to provide support services to the Fifth District Supervisor, as a Chief of Staff, effective June 28, 2025, for an estimated annual cost of \$216,598 (Salary - \$136,115, Benefits - \$80,483).
(Presenter: Joe Baca, Jr., Vice Chair and Fifth District Supervisor, 387-4565)

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 Fifth District's 2025-26 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 October 25, 2022 (Item No. 6), the Board approved Employment Contract No. 22-1009 to engage Jessica Andalon to provide support services as an Executive Secretary for the Fifth District. On June 27, 2023 (Item No. 3), the Board approved Amendment No. 1 to Ms. Andalon's Contract No. 22-1009 to increase the auto allowance. On August 8, 2023 (Item No. 4), the Board approved Employment Contract No. 23-839 to engage Jessica Andalon to provide support services as a Constituent Services Representative for the Fifth District, effective August 12, 2023.

Recommendation No. 1 will terminate the existing Employment Contract No. 23-839 effective June 27, 2025, which requires four votes per Section 210 of the County Charter and the termination provisions within this contract.

Recommendation No. 2 will initiate a new employment contract to engage Ms. Andalon as Chief of Staff for the Fifth District, effective June 28, 2025.

**Employment Contract for Support Services to the Fifth Supervisorial
District
June 10, 2025**

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

This item has been reviewed by County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) May 21, 2025; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on May 23, 2025; Finance (Penelope Chang, Administrative Analyst, 387-4886) on May 6, 2025; and County Finance and Administration (Stephenie Shea, Deputy Executive Officer, 387-5423) on May 7, 2025.

**Employment Contract for Support Services to the Fifth Supervisorial District
June 10, 2025**

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: June 10, 2025



cc: BOS - Chang w/agree
Contractor - c/o BOS w/agree
File - w/agree
MBA 06/12/2025