

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

June 25, 2024

FROM

JOE BACA, JR., Fifth District Supervisor, Board of Supervisors

SUBJECT

Employment Contract for Support Services to the Fifth Supervisorial District

RECOMMENDATION(S)

Approve **Employment Contract No. 24-500** with Josie De Vera to provide support services to the Fifth District as a Communications Officer, effective June 29, 2024, for an estimated annual cost of \$105,451 (Salary - \$61,630, Benefits - \$43,821).
(Presenter: Joe Baca, Jr., 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 this employment contract will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Fifth 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.

Approval of this contract would engage Josie De Vera to provide support services as a Communications Officer for the Fifth District Supervisor, effective June 29, 2024, and contingent upon successful completion of the background process.

The employment contract may be terminated by either party without cause with a prior 14-day 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 (Richard Luczak, Deputy County Counsel, 387-5455) on June 11, 2024; Human Resources (Sandra Wakcher, Division Chief, 387-9676)

**Employment Contract for Support Services to the Fifth Supervisorial
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June 25, 2024**

on June 12, 2024; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on June 11, 2024; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on June 12, 2024.

**Employment Contract for Support Services to the Fifth Supervisorial
District
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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: June 25, 2024



cc: BOS - Maldonado w/agree
Contractor - c/o BOS w/agree
File - w/agree
CCM 06/26/2024