

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

July 23, 2024

FROM

JESSE ARMENDAREZ, Second District Supervisor, Board of Supervisors

SUBJECT

Employment Contract for Support Services to the Second Supervisorial District

RECOMMENDATION(S)

Approve **Amendment No. 2 to Employment Contract No. 24-302** with Kimberly Mesen to continue to provide support services to the Second District as a District Director Consultant, updating the salary range and tour of duty, effective July 13, 2024, for an estimated annual cost of \$12,539 (Salary - \$12,539, Benefits - \$0).

(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 Amendment No. 2 (Amendment) to Employment Contract No. 24-302 (Employment Contract) 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 8, 2020 (Item No. 5), the Board approved Employment Contract No. 20-1165 with Kimberly Mesen (Ms. Mesen) to provide support services to the First District Supervisor as District Director, effective January 2, 2021, through the term of the First District Supervisor, or when the Supervisor otherwise leaves office. Ms. Mesen will continue to provide support services to the First District Supervisor as District Director and will continue to receive existing benefits under Contract No. 20-1165.

On April 9, 2024 (Item No. 3), the Board approved this Employment Contract with Ms. Mesen to provide temporary support services as a District Director Consultant for the Second District Supervisor, effective March 9, 2024, through June 28, 2024.

On June 25, 2024 (Item No. 4), the Board approved Amendment No. 1 to the Employment Contract to update the salary range and revise the end date to June 27, 2025. The recommended Amendment No. 2 will update the salary range to decrease the bi-weekly amount and tour of duty retroactively effective July 13, 2024.

**Employment Contract for Support Services to the Second Supervisorial
District
July 23, 2024**

Either party may terminate this Employment Contract at any time without cause with a 14-day prior written notice to the other party. The Employment 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 July 9, 2024; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on July 9, 2024; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on July 8, 2024; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on July 9, 2024.

**Employment Contract for Support Services to the Second Supervisorial District
July 23, 2024**

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.), Dawn Rowe, Curt Hagman, Joe Baca, Jr.
Absent: Jesse Armendarez

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: July 23, 2024



cc: BOS - Maldonado w/agree
 Contractor - c/o BOS w/agree
 File - w/agree
MBA 07/23/2024