

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

August 22, 2023

FROM

CURT HAGMAN, Fourth District Supervisor, Board of Supervisors

SUBJECT

Employment Contracts for Support Services to the Fourth Supervisorial District

RECOMMENDATION(S)

1. Approve **Amendment No. 4 to Employment Contract No. 14-967** with Melissa Compani to continue to provide support services to the Fourth District Supervisor as a Supervisors Executive Aide III, increasing the salary range, effective July 1, 2023, for an estimated annual cost of \$58,193 (Salary - \$35,485, Benefits - \$22,708).
2. Approve **Amendment No. 1 to Employment Contract No. 18-829** with Ruby Long to continue to provide support services to the Fourth District Supervisor as a Field Representative I, increasing the salary range, effective July 1, 2023, for an estimated annual cost of \$73,197 (Salary - \$53,227, Benefits - \$19,970).
3. Approve **Employment Contract No. 23-861** with Jodi James to provide support services to the Fourth District Supervisor as a Special Assistant, effective September 5, 2023, for an estimated annual cost of \$105,957 (Salary - \$75,130, Benefits - \$30,827).
(Presenter: Curt Hagman, Fourth District Supervisor, 387-4866)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Operate in a Fiscally-Responsible and Business-Like Manner.

FINANCIAL IMPACT

Approval of these employment contracts will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Fourth District's 2023-24 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.

On December 16, 2014 (Item No. 5), the Board approved Employment Contract No. 14-967 with Melissa Compani to provide services as a Supervisors Executive Aide III. On March 17, 2015 (Item No. 19), the Board approved Amendment No. 1 to Employment Contract No. 14-967 to amend language to be consistent with updates to the Exempt Group Working Conditions Ordinance. On November 17, 2015 (Item No. 3), the Board approved Amendment No. 2 to Employment Contract No. 14-967 to offer additional leave benefits. On August 22, 2017 (Item No. 3), the Board approved Amendment No. 3 to Employment Contract No. 14-967 to adjust the leave benefits to include Administrative Leave, pursuant to the terms and conditions set forth in

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the Exempt Group Working Conditions Ordinance. Approval of Recommendation No. 1 will approve Amendment No. 4 to Ms. Compani's employment contract to increase the salary range retroactively effective July 1, 2023.

On December 4, 2018 (Item No. 5), the Board approved Employment Contract No. 18-829 with Ruby Long to provide services as a Field Representative I. Recommendation No. 2 will approve Amendment No. 1 to Ms. Long's employment contract to increase the salary range retroactively effective July 1, 2023.

Approval of Recommendation No. 3 would engage Jodi James to provide support services as a Special Assistant for the Fourth District Supervisor, effective September 5, 2023, and contingent on the successful completion of the background process.

Either party may terminate each of these employment contracts at any time without cause with a 14-day prior written notice to the other party. 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 (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on August 15, 2023; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on August 15, 2023; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on August 8, 2023; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on August 16, 2023.

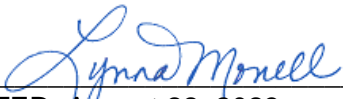
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: August 22, 2023



cc: BOS - Maldonado w/ agrees
Contractor c/o BOS w/ agree
File w/ agree
JLL 08/23/2023