

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

**May 20, 2025**

**FROM**

**COL. PAUL COOK (RET.), First District Supervisor, Board of Supervisors**

**SUBJECT**

Employment Contract Amendment for Support Services to the First Supervisorial District

**RECOMMENDATION(S)**

Approve **Amendment No. 2 to Employment Contract No. 20-1170** with Tami Godfrey to continue to provide support services to the First District Supervisor as a Board of Supervisors Executive Secretary, adding additional duties and changing the salary range retroactively effective May 3, 2025, for an estimated annual cost of \$144,231 (Salary \$87,589, Benefits \$56,642).

(Presenter: Paul Cook, First District Supervisor, 387-4830)

**COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES**

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

**FINANCIAL IMPACT**

Approval of this recommendation will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the First District's 2024-25 budget to fund the costs related to Employment Contract No. 20-1170 (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 the Contract to engage Tami Godfrey as a Board of Supervisors Executive Secretary, effective December 5, 2020. On December 17, 2024 (Item No. 6), the Board approved Amendment No. 1 to Ms. Godfrey's Contract to change the salary range. The recommended Amendment No. 2 will continue to engage Ms. Godfrey to provide support services to the First District Supervisor as a Board of Supervisors Executive Secretary (Working Title: District Coordinator), while expanding duties, such as district event scheduling, coordination and other administrative oversight. Amendment No. 2 is effective retroactively on May 3, 2025, as Ms. Godfrey has been providing the additional duties since that date.

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.

**Employment Contract Amendment for Support Services to the First  
Supervisory District  
May 20, 2025**

**PROCUREMENT**

Not applicable.

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Scott Runyan, Principal Assistant County Counsel, 387-5455) on May 9, 2025; Human Resources (Sandra Wakcher, Division Chief, 387-9676) on May 9, 2025; Finance (Penelope Chang, Administrative Analyst, 387-4886) on May 8, 2025; and County Finance and Administration (Stephenie Shea, Deputy Executive Officer, 387-4345) on May 9, 2025.

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: May 20, 2025



cc: BOS - Chang w/agree  
Contractor - c/o BOS w/agree  
File - w/agree  
CCM 05/21/2025