

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

June 14, 2022

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Employment Contract to Provide Services as a DNA Criminalist I

RECOMMENDATION(S)

1. Approve **Employment Contract No. 22-396** with Alexis Khodr for the provision of services as a DNA Criminalist I for the Sheriff/Coroner/Public Administrator, effective June 18, 2022 through June 17, 2023, with the option to extend the term for two additional one-year periods, for an estimated annual cost of \$106,826 (Salary - \$65,187, Benefits - \$41,639).
2. Authorize the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to execute amendments to the contract to extend the term for a maximum of two successive one-year periods on behalf of the County, subject to review by County Counsel.
3. Direct the Sheriff/Coroner/Public Administrator, Undersheriff, or Assistant Sheriff to transmit all documents in relation to contract amendments to the Clerk of the Board of Supervisors within 30 days of execution.

(Presenter: John Ades, Deputy Chief, 387-3760)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

Provide for the Safety, Health and Social Service Needs of County Residents.

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The estimated annual cost for this employment contract is \$106,826 (Salary - \$65,187; Benefits - \$41,639). This position is assigned to the Sheriff/Coroner/Public Administrator (Department), Scientific Investigations Division, Criminal Laboratory and will be funded by the 2021 Fiscal Year 21 DNA Capacity Enhancement for Backlog Reduction (CEBR) Program grant in the amount of \$692,471 (Award No. 15PBJA-21-GG-03087-DNAX), which was granted for the period of October 1, 2021 through September 30, 2023. Future grant awards the Department is awarded will be used in the event the employment contract is subsequently extended. Appropriation for this employment contract is included in the Department's 2022-23 recommended budget, and will be included in future recommended budgets, if necessary.

BACKGROUND INFORMATION

On January 11, 2022 (Item No. 37), the Board of Supervisors approved the acceptance of a grant award in the amount of \$692,471 from the United States Department of Justice, Bureau of Justice Assistance (BJA) with a performance period of October 1, 2021 through September 30, 2023. The Department has received funding under the CEBR Program in the past, which has been used to replace outdated equipment, purchase supplies, and provide training. The current

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grant award will fund a contract DNA Criminalist I position, overtime costs, training, travel, services and supplies, external audit fees, and replacement of aging computers and equipment.

Given the demanding caseload of the Criminal Laboratory, the Department recommends an employment contract with Alexis Khodr for the period of June 18, 2022 through June 17, 2023, with the option to extend the contract term for two additional one-year periods, subject to County Counsel review and continuation of grant funding. Approval of the contract will help the Department reduce or avoid delays in the analysis of casework samples generated by Sheriff-Coroner cases.

Either party may terminate the contract at any time without cause with 14-days' advance written notice to the other party. The contract may be terminated for just cause immediately by the County.

PROCUREMENT

Ms. Khodr is currently a part-time volunteer with the Department's Criminal Laboratory, assisting with deoxyribonucleic acid (DNA) analysis. Due to the urgency to fill an existing vacancy to expedite DNA analysis, the Department recommends an employment contract with Ms. Khodr based on her specific skills and experience that meet the requirements of the position.

REVIEW BY OTHERS

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) on May 19, 2022; Human Resources (Gina King, Division Chief, 387-5571) on May 26, 2022; Finance (Tom Forster, Administrative Analyst, 387-4635) on May 26, 2022; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on May 26, 2022.

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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

Moved: Dawn Rowe Seconded: Joe Baca, Jr.

Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: June 14, 2022



cc: Sheriff - Welty w/agree
Contractor - C/O Sheriff w/agree
File - w/agree

CCM 06/16/2022