

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

**September 13, 2022**

**FROM**

**PAUL COOK, First District Supervisor, Board of Supervisors**

**SUBJECT**

Employment Contract Amendments for Support Services to the First Supervisorial District

**RECOMMENDATION(S)**

1. Terminate Employment Contract No. 20-1190 and approve a new Employment **Contract No. 22-802** with Samuel Shoup to continue to provide support services to the First District Supervisor as a Field Representative II, effective August 13, 2022, for an estimated annual cost of \$100,766 (Salary - \$58,318, Benefits - \$42,448).
  2. Terminate Employment Contract No. 20-1167 and approve a new Employment **Contract No. 22-803** with Julia Robles to continue to provide support services to the First District Supervisor as a Policy Advisor I, effective August 13, 2022, for an estimated annual cost of \$85,812 (Salary - \$57,921, Benefits - \$27,891).
- (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 these employment contracts will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the First District's 2022-23 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 8, 2020 (Item No. 6), the Board approved Employment Contract No. 20-1190 to engage Samuel Shoup to provide support services as a Field Representative I for the First District Supervisor, effective January 2, 2021. The recommended employment contract would engage Mr. Shoup as Field Representative II, effective August 13, 2022.

On December 8, 2020 (Item No. 5), the Board approved Employment Contract No. 20-1167 to engage Julia Robles to provide support services as a Constituent Services Representative for the First District Supervisor, effective December 5, 2020. The recommended employment contract would engage Ms. Robles as Policy Advisor I, effective August 13, 2022.

**Employment Contract Amendments for Support Services to the First  
Supervisory District  
September 13, 2022**

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.

**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 26, 2022; Human Resources (Gina King, Division Chief, 387-5571) on August 29, 2022; Finance (Stephanie Maldonado, Finance Analyst, 387-4378) on August 25, 2022; and County Finance and Administration Finance (Paloma Hernandez-Barker, 387-5423, and Matthew Erickson, County Chief Financial Officer, 387-5423) on August 29, 2022.

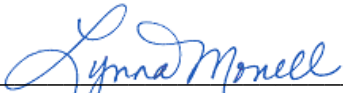
**Employment Contract Amendments for Support Services to the First  
Supervisory District  
September 13, 2022**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: September 13, 2022



cc: BOS- Hernandez-Barker w/agree  
Contractor- C/O BOS w/agree  
File- w/agree  
LA 09/16/2022