

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

January 24, 2023

**FROM**

**JESSE ARMENDAREZ, Second District Supervisor, Board of Supervisors**

**SUBJECT**

Employment Contracts for Support Services to the Second Supervisorial District

**RECOMMENDATION(S)**

1. Approve Employment **Contract No. 23-39** with Michael Stoffel to provide support services to the Second District Supervisor as a Deputy Chief of Staff, effective January 14, 2023, for an estimated annual cost of \$214,603 (Salary - \$132,018, Benefits - \$82,585).
2. Approve **Amendment No. 2** to Employment **Contract No. 22-1178** with Cindy Dalton to continue to provide support services to the Second District as an Executive Secretary, adding the Portable Communication Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective January 14, 2023, for an estimated annual cost of \$154,612 (Salary - \$81,078, Benefits - \$73,534).

(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 these employment contracts will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Second 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. Recommendation No. 1 would engage Michael Stoffel as a Deputy Chief of Staff to provide support services for the Second District Supervisor, retroactively effective January 14, 2023.

On December 6, 2022 (Item No. 19), the Board approved Employment Contract No. 22-1178 to engage Cindy Dalton as an Executive Secretary. On January 10, 2023 (Item No. 4), the Board approved Amendment No. 1 to the employment contract to update funding costs to the County Administrative Office's 2022-23 budget from November 28, 2022, through December 30, 2022, and reflect that effective December 31, 2022, all costs related to the contract would be funded by the Second District's 2022-23 budget. Recommendation No. 2 will approve Amendment No. 2 to the employment contract, adding the Portable Communication Device Allowance to Ms. Dalton's contract, retroactively effective January 14, 2023.

**Employment Contracts for Support Services to the Second  
Supervisory District  
January 24, 2023**

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 January 10, 2023; Human Resources (Gina King, Deputy Director, 387-5571) on January 9, 2023; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on January 9, 2023; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, and Matthew Erickson, County Chief Financial Officer, 387-5423) on January 18, 2023.

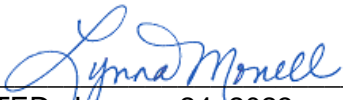
**Employment Contracts for Support Services to the Second  
Supervisorial District  
January 24, 2023**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: January 24, 2023



cc: BOS- Hernandez-Barker w/agree  
Contractor- C/O BOS w/agree  
File- w/agree  
LA 01/27/2023