

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

May 23, 2023

FROM

CURT HAGMAN, Fourth District Supervisor, Board of Supervisors

SUBJECT

Employment Contracts for Support Services to the Fourth Supervisorial District

RECOMMENDATION(S)

1. Terminate Employment Contract No. 17-19 with Michael Miller effective January 28, 2023 (Four votes required).
 2. Approve **Employment Contract No. 23-429** with Michael Miller to provide support services to the Fourth District as a Policy Advisor II, effective January 28, 2023, for an estimated annual cost of \$129,390 (Salary - \$98,616, Benefits – 30,774).
 3. Approve **Amendment No. 2 to Employment Contract No. 22-853** with Suzette Dang to continue to provide support services to the Fourth District Supervisor as a Field Representative, increasing the hours worked, effective May 6, 2023, for an estimated annual cost of \$118,358 (Salary - \$71,243, Benefits - \$47,115).
- (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 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 January 24, 2017 (Item No. 5), the Board approved Employment Contract No. 17-19 to engage Michael Miller as a Field Representative I. On March 28, 2017 (Item No. 4), the Board approved Amendment No. 1 to the employment contract to adjust the benefits offered to include leave benefits. On August 8, 2017 (Item No. 4), the Board approved Amendment No. 2 to the employment contract to adjust the benefits offered to include medical and dental coverage. On December 5, 2017 (Item No. 4), the Board approved Amendment No. 3 to the employment contract to increase the hours worked and adjust the medical, dental, and vision benefits offered. On September 27, 2022 (Item No. 3), the Board approved Amendment No. 4 to the employment contract, adjusting the benefits offered to include long-term disability and short-term disability. Recommendation No. 1 will terminate the existing Employment Contract No. 17-

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19 and requires four votes per the County Charter and the termination provisions within this contract. Recommendation No. 2 will initiate a new employment contract to engage Mr. Miller as a Policy Advisor II, retroactively effective January 28, 2023.

On September 27, 2022 (Item No. 3), the Board approved Employment Contract No. 22-853 to engage Suzette Dang as a Field Representative I. On October 25, 2022 (Item No. 4), the Board approved Amendment No. 1 to the employment contract, adjusting the benefits offered to decrease the auto allowance. Recommendation No. 3 will allow Ms. Dang to continue to provide services as a Field Representative I, increasing the hours worked, retroactively effective May 6, 2023.

Either party may terminate these contracts at any time without cause with a 14-day prior written notice to the other party. The 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 May 9, 2023; Human Resources (Amy Coughlin, Assistant Director, 387-6051) on May 9, 2023; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on May 8, 2023; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5426) on May 11, 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: May 23, 2023



cc: BOS - Maldonado w/agrees
Contractor - C/O BOS w/agree
File - w/agree
CCM 05/25/2023