

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

May 23, 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 **Amendment No. 3 to Employment Contract No. 22-1178** with Cindy Dalton to continue to provide support services to the Second District as an Executive Secretary, changing the salary range and adding the auto allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective May 20, 2023, for an estimated annual cost of \$161,763 (Salary - \$91,413, Benefits - 70,350).
2. Approve **Amendment No. 1 to Employment Contract No. 23-39** with Michael Stoffel to continue to provide support services to the Second District Supervisor as a Deputy Chief of Staff, changing the salary range, effective May 20, 2023, for an estimated annual cost of \$245,791 (Salary - \$156,000, Benefits - \$89,791).
3. Terminate Employment Contract No. 23-07 with Naseem Farooqi effective May 20, 2023 (Four votes required).
4. Approve **Employment Contract No. 23-430** with Naseem Farooqi to provide support services to the Second District as Deputy Chief of Staff for Policy & Communications, effective May 20, 2023, for an estimated annual cost of \$250,822 (Salary - \$156,000, Benefits - 94,822).

(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.

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

**Employment Contracts for Support Services to the Second  
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May 23, 2023**

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. On January 24, 2023 (Item No. 5), the Board approved Amendment No. 2 to the employment contract, adding the portable communication device allowance to the contract. Recommendation No. 1 will approve Amendment No. 3 to Ms. Dalton's employment contract changing the salary range and adding the auto allowance, retroactively effective May 20, 2023.

On January 24, 2023 (Item No. 5), the Board approved Employment Contract No. 23-39 to engage Michael Stoffel as a Deputy Chief of Staff to provide support services for the Second District Supervisor. Recommendation No. 2 will approve Amendment No. 1 to Mr. Stoffel's employment contract changing the salary range, retroactively effective May 20, 2023.

On January 10, 2023 (Item No. 4), the Board approved Employment Contract No. 23-07 to engage Naseem Farooqi as a Special Assistant to provide support services for the Second District Supervisor. Recommendation No. 3 will terminate the existing Employment Contract No. 23-07 and requires four votes per the County Charter and the termination provisions within this contract. Recommendation No. 4 will initiate a new employment contract to engage Mr. Farooqi as a Deputy Chief of Staff for Policy & Communications, retroactively effective May 20, 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 16, 2023; Human Resources (Amy Coughlin, Assistant Director, 387-6051) on May 16, 2023; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on May 9, 2023; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5426) on May 16, 2023.

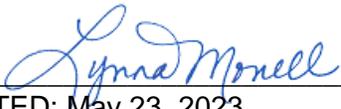
**Employment Contracts for Support Services to the Second  
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Record of Action of the Board of Supervisors  
San Bernardino County

**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