

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

May 23, 2023

FROM

JOE BACA JR., Fifth District Supervisor, Board of Supervisors

SUBJECT

Employment Contract for Support Services to the Fifth Supervisorial District

RECOMMENDATION(S)

Approve **Employment Contract No. 23-431** with Desiree Ramirez to provide support services to the Fifth District as an Intern Staff Assistant I, effective May 20, 2023, for an estimated annual cost of \$22,752 (Salary - \$17,664, Benefits – \$5,088).

(Presenter: Joe Baca Jr., Fifth District Supervisor, 387-4565)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

Approval of this employment contract will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Fifth District's 2022-23 budget to fund the costs related to this employment contract 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.

Approval of this contract would engage Desiree Ramirez to provide support services as an Intern Staff Assistant I for the Fifth District Supervisor, retroactively effective May 20, 2023, and contingent upon successful completion of the hiring process.

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 May 5, 2023; Human Resources (Amy Coughlin, Assistant Director, 387-6051) on May 7, 2023; Finance (Stephanie Maldonado, Administrative Analyst, 387-4378) on May 5, 2023; and County Finance and Administration (Paloma Hernandez-Barker, Deputy Executive Officer, 387-5423) on May 12, 2023.

Employment Contract for Support Services to the Fifth Supervisorial District
May 23, 2023

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/agree
Contractor - C/O BOS w/agree
File - w/agree
CCM 05/25/2023