



**Contract Number**

14-173 A-2

**SAP Number**

## Board of Supervisors

**Department Contract Representative  
Telephone Number**

Stephenie Shea  
387-4919

**Contractor**

Laura Mancha (hereinafter called  
"Contractor")

**Contractor Representative  
Telephone Number**

On File

**Contract Term**

**Original Contract Amount**

**Amendment Amount**

**Total Contract Amount**

**Cost Center**

1005001000

### IT IS HEREBY AGREED AS FOLLOWS:

Effective August 17, 2019, Contract No. 14-173 is hereby amended as follows:

ADD, SECTION IV. COMPENSATION OF CONTRACTOR, Subsection F. PORTABLE COMMUNICATION DEVICE ALLOWANCE, as follows:

F. PORTABLE COMMUNICATION DEVICE ALLOWANCE

CONTRACTOR shall receive a bi-weekly portable communication device allowance of \$92.31. With written approval of the Fifth District Supervisor, the CONTRACTOR shall be subject to adjustments to the bi-weekly portable communication device (increases or decreases), but any increase shall not exceed the maximum amount allowable for the Exempt Group B level benefit, pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance.


All other terms and conditions of this Contract No. 14-173 and all amendments remain unchanged and are incorporated herein by this reference.

COUNTY OF SAN BERNARDINO

►   
Curt Hagman, Chairman, Board of Supervisors

Dated: AUG 20 2019  
SIGNED AND CERTIFIED THAT A COPY OF THIS  
DOCUMENT HAS BEEN DELIVERED TO THE  
CHAIRMAN OF THE BOARD

By   
Lynna Monell  
Clerk of the Board of Supervisors  
of the County of San Bernardino  
Deputy



Laura Mancha

(Print or type name of corporation, company, contractor, etc.)  
By   
(Authorized signature - sign in blue ink)


Name Laura Mancha  
(Print or type name of person signing contract)

Title Community Services Liaison – Fifth District  
(Print or Type)

Dated: \_\_\_\_\_

Address \_\_\_\_\_

**FOR COUNTY USE ONLY**

Approved as to Legal Form  
►   
, Supervising Deputy County Counsel  
Date 8/15/19

Reviewed for Contract Compliance  
► \_\_\_\_\_  
Date \_\_\_\_\_

Reviewed/Approved by Department  
► \_\_\_\_\_  
Date \_\_\_\_\_

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

August 20, 2019

**FROM**

**JOSIE GONZALES, Vice Chair and Fifth District Supervisor, Board of Supervisors**

**SUBJECT**

Employment Contract Amendments for Support Services to the Fifth Supervisorial District

**RECOMMENDATION(S)**

1. Approve **Amendment No. 1** to Employment **Contract No. 19-46** with Jordan Wright to continue to provide support services to the Fifth District Supervisor as a Board of Supervisors Administrative Analyst, adjusting the benefits offered to include a portable communication device allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective August 17, 2019, for an estimated annual cost of \$134,589 (Salary - \$84,469, Benefits - \$50,120).
2. Approve **Amendment No. 1** to Employment **Contract No. 19-98** with Evelyn Estrada to continue to provide support services to the Fifth District Supervisor as a Constituent Services Representative, adjusting the benefits offered to include a portable communication device allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective August 17, 2019, for an estimated annual cost of \$97,251 (Salary - \$64,064, Benefits - \$33,187).
3. Approve **Amendment No. 2** to Employment **Contract No. 14-173** with Laura Mancha to continue to provide support services to the Fifth District Supervisor as a Community Services Liaison, adjusting the benefits offered to include a portable communication device allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective August 17, 2019, for an estimated annual cost of \$29,132 (Salary - \$26,000, Benefits - \$3,132).

(Presenter: Supervisor Josie Gonzales, 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 these employment contract amendments will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Fifth District's 2019-20 budget to fund the costs related to these employment contract amendments, 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.

**Employment Contract Amendments for Support Services to the Fifth  
Supervisory District  
August 20, 2019**

On August 25, 2015 (Item No. 3), the Board approved Employment Contract No. 15-605 that engaged Jordan Wright to provide support services to the Fifth District Supervisor as a Field Representative I. On January 10, 2017 (Item No. 3), the Board terminated Employment Contract No. 15-605 and approved Employment Contract No. 17-01 that engaged Mr. Wright as a Policy Advisor I for the Fifth District Supervisor. On January 29, 2019 (Item No. 4), the Board terminated Employment Contract No. 17-01 and approved Employment Contract No. 19-46 that engaged Mr. Wright as a Board of Supervisors Administrative Analyst. Recommendation No. 1 will adjust the benefits offered to include a portable communication device allowance, resulting in increased benefits.

On March 12, 2019 (Item No. 4), the Board approved Employment Contract No. 19-98 that engaged Evelyn Estrada as a Constituent Services Representative. Recommendation No. 2 will adjust the benefits offered to include a portable communication device allowance, resulting in increased benefits.

On April 8, 2014 (Item No. 4), the Board approved Employment Contract No. 14-173 that engaged Laura Mancha as a Community Services Liaison. On February 12, 2019 (Item No. 3), the Board approved Amendment No. 1 to the contract to add the option to participate in the 457(b) salary savings plan with no County match. Recommendation No. 3 will adjust the benefits offered to include a portable communication device allowance, resulting in increased benefits.

These employment contract amendments shall be effective August 17, 2019. Either party may terminate their respective contract 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**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Supervising Deputy County Counsel, 387-5455) on July 25, 2019; Human Resources (Mark DeBoer, Interim Assistant Director of Human Resources, 387-5568) on July 9, 2019; Finance (Stephenie Shea, Administrative Analyst, 387-4919) on July 5, 2019; and County Finance and Administration (Katrina Turturro, Deputy Executive Officer, 387-5423) on July 8, 2019.

**Employment Contract Amendments for Support Services to the Fifth  
Supervisory District  
August 20, 2019**

Record of Action of the Board of Supervisors  
County of San Bernardino

**APPROVED (CONSENT CALENDAR)**

Moved: Josie Gonzales Seconded: Dawn Rowe  
Ayes: Janice Rutherford, Dawn Rowe, Curt Hagman, Josie Gonzales  
Absent: Robert A. Lovingood

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: August 20, 2019



cc: BOS- Shea w/agree  
Contractor- C/O BOS w/agree  
File- w/agree  
la 08/21/2019