

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

June 8, 2021

**FROM**

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

**SUBJECT**

Employment Contract Amendments for Support Services to the Fifth Supervisorial District

**RECOMMENDATION(S)**

1. Approve **Amendment No. 2 to Employment Contract No. 20-1084** with Edward Chavez to continue to provide support services to the Fifth District Supervisor as Chief of Staff, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$238,310 (Salary - \$154,020, Benefits - \$84,290).
2. Approve **Amendment No. 1 to Employment Contract No. 20-1154** with Adam Acosta to continue to provide support services to the Fifth District Supervisor as Deputy Chief of Staff, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$195,144 (Salary - \$120,515, Benefits - \$74,629).
3. Approve **Amendment No.1 to Employment Contract No. 20-1155** with Kimberly Knaus to continue to provide support services to the Fifth District Supervisor as a Field Representative I, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$86,195 (Salary - \$55,432, Benefits - \$30,763).
4. Approve **Amendment No. 1 to Employment Contract No. 20-1156** with Sonja Pang to continue to provide support services to the Fifth District Supervisor as a Board of Supervisors Executive Secretary, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$69,035 (Salary - \$42,162, Benefits - \$26,873).
5. Approve **Amendment No. 1 to Employment Contract No. 20-1157** with Laura Mancha to continue to provide support services to the Fifth District Supervisor as a Community Services Liaison, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$41,803 (Salary - \$36,000, Benefits - \$5,803).
6. Approve **Amendment No. 1 to Employment Contract No. 20-1158** with Otoniel Mejia to continue to provide support services to the Fifth District Supervisor as a Board of Supervisors Administrative Analyst, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$155,105 (Salary - \$93,288, Benefits - \$61,817).

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7. Approve **Amendment No.1 to Employment Contract No. 20-1188** with Channing Hawkins to continue to provide support services to the Fifth District Supervisor as a Special Assistant, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$178,952 (Salary - \$119,690, Benefits - \$59,262).
  8. Approve **Amendment No. 1 to Employment Contract No. 20-1189** with Virginia Marquez to continue to provide support services to the Fifth District Supervisor as a Community Services Liaison, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective January 5, 2021, for an estimated annual cost of \$26,226 (Salary - \$20,800, Benefits - \$5,426).
  9. Approve **Amendment No. 1 to Employment Contract No. 21-156** with Roxanna Gracia to continue to provide support services to the Fifth District Supervisor as a Field Representative I, adding the Portable Communications Device Allowance pursuant to the terms and conditions set forth in the San Bernardino County Exempt Group Working Conditions Ordinance, effective June 5, 2021, for an estimated annual cost of \$91,988 (Salary - \$55,432, Benefits - \$36,556).
- (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 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 2021-22 recommended 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. The recommended contract amendments will add the Portable Communications Device Allowance of \$92.31 per pay period as a benefit to the respective employment contracts. These employment contract amendments will be effective June 5, 2021.

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, Principal Assistant County Counsel, 387-5455) on May 19, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on May 20, 2021; Finance (Stephenie Shea, Administrative Analyst, 387-4919) on May 17, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on May 20, 2021.

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

**APPROVED (CONSENT CALENDAR)**

Moved: Janice Rutherford    Seconded: Joe Baca, Jr.  
Ayes: Col. Paul Cook (Ret.), Janice Rutherford, Dawn Rowe, Curt Hagman, Joe Baca, Jr.

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: June 8, 2021



cc:    BOS - Shea w/agree  
      Contractor - C/O BOS w/agree  
      File - w/agree  
CCM  06/10/2021