

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

July 27, 2021

**FROM**

**JANICE RUTHERFORD, Second District Supervisor, Board of Supervisors**

**SUBJECT**

Employment Contract for Support Services to the Second Supervisorial District

**RECOMMENDATION(S)**

Approve new **Employment Contract No. 21-557** with Kenneth Hunt to provide support services to the Second District Supervisor as Chief of Staff, effective July 31, 2021, for an estimated annual cost of \$252,465 (Salary - \$156,125, Benefits - \$96,340).  
(Presenter: Janice Rutherford, 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 this employment contract will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Second District's 2021-22 budget to fund the costs related to this employment contract.

**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 employment contract would engage Kenneth Hunt to provide support services to the Second District Supervisor as Chief of Staff, effective July 31, 2021. 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**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) July 19, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on July 19, 2021; Finance (Stephenie Shea, Administrative Analyst, 387-4919) on July 15, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on July 15, 2021.

**Employment Contract for Support Services to the Second  
Supervisory District  
July 27, 2021**

Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

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

Lynna Monell, CLERK OF THE BOARD

BY   
DATED: July 27, 2021



cc:    BOS - Shea w/agree  
     Contractor - C/O BOS w/agree  
     File - w/agree  
CCM   07/27/2021