

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

October 5, 2021

**FROM**

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

**SUBJECT**

Employment Contract for Support Services to the Second Supervisorial District

**RECOMMENDATION(S)**

Terminate previous Employment Contract No. 10-1070 and approve new employment **Contract No. 21-721** with Dianna Lee to provide support services to the Second District Supervisor as a Field Representative II, effective October 9, 2021, for an estimated annual cost of \$188,516 (Salary - \$108,306, Benefits - \$80,210).

(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. On December 7, 2010 (Item No. 4), the Board approved Employment Contract No. 10-1070 to engage Dianna Lee as a Field Representative. On March 17, 2015 (Item No. 19), the Board approved various employment contract amendments, including Amendment No. 1 to Ms. Lee's contract, to change the contract language to be consistent with changes made to the Exempt Group Working Conditions Ordinance. On July 12, 2016 (Item No. 3), the Board approved Amendment No. 2 so that Ms. Lee's contract would reflect a part-time basis, effective August 20, 2016. On July 24, 2018 (Item No. 6), the Board approved Amendment No. 3 to this contract to revise the start date of Amendment No. 2 from August 20, 2016, to August 27, 2016, and revise language under the Leave Provisions section of the contract.

Approval of this item will engage Dianna Lee to provide support services to the Second District Supervisor as a Field Representative II, effective October 9, 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.

**Employment Contract for Support Services to the Second  
Supervisory District  
October 5, 2021**

**PROCUREMENT**

N/A

**REVIEW BY OTHERS**

This item has been reviewed by County Counsel (Cynthia O'Neill, Principal Assistant County Counsel, 387-5455) September 3, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on September 3, 2021; Finance (Stephenie Shea, Administrative Analyst, 387-4919) on September 2, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on September 13, 2021.

**Employment Contract for Support Services to the Second  
Supervisory District  
October 5, 2021**

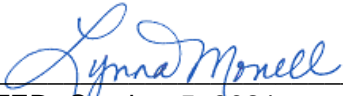
Record of Action of the Board of Supervisors  
San Bernardino County

**APPROVED (CONSENT CALENDAR)**

Moved: Joe Baca, Jr. 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: October 5, 2021



cc: BOS- Shea w/agree  
Contractor- C/O Shea w/agree  
File-w/agree  
LA 10/6/2021