

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

November 16, 2021

FROM

SHANNON D. DICUS, Sheriff/Coroner/Public Administrator

SUBJECT

Employment Contract for Chief Deputy Director of Sheriff's Administration

RECOMMENDATION(S)

Approve **Employment Contract No. 21-855** with Colleen E. Welty for the position of Chief Deputy Director of Sheriff's Administration, for an estimated annual cost of \$375,000 (Salary - \$206,586, Benefits - \$168,414) effective November 20, 2021 through November 20, 2025. (Presenter: John Ades, Deputy Chief, 387-3760)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

Improve County Government Operations.

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

FINANCIAL IMPACT

Approval of this item will not result in the use of additional Discretionary General Funding (Net County Cost). The recommended position will be funded by the deletion of a Sheriff's Captain position, which will result in anticipated ongoing annual savings of \$79,125 for the Sheriff/Coroner/Public Administrator (Department), as the budgeted cost of a Sheriff's Captain position is \$454,125. The deletion of the Captain position will be included in the First Quarter Budget Report.

BACKGROUND INFORMATION

Historically, a Sheriff's Captain has been assigned to oversee the Sheriff's Bureau of Administration (BofA), including responsibility for the department's \$800 million budget (including all budget units). Typically, the incumbent in this position would rotate approximately every two years resulting in a recurring gap in knowledge base. To improve efficiency, effectiveness, and allow for continuity of operations and succession planning, the Department is recommending an organizational structure within the BofA to be led by a professional with the requisite specialized skills and experience in finance, budgeting, accounting, and governmental operations. Additional responsibilities have been assigned to the division to centralize fiscal and administrative operations, including payroll, position control, facilities planning, and fiscal responsibilities of the inmate welfare program. To accommodate these functions, the department is requesting to contract with a Chief Deputy Director of Sheriff's Administration to provide oversight of the entire division, similar to positions performing this same function in other counties.

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The recommended action will create a strong organizational structure that promotes fiduciary responsibility, efficiency and effectiveness, proper segregation of duties, and succession planning.

Either party may terminate this 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 November 9, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on November 11, 2021; Finance (Carolina Mendoza, Administrative Analyst, 387-0294) on November 9, 2021; and County Finance and Administration (Robert Saldana, Deputy Executive Officer, 387-5423) on November 9, 2021.

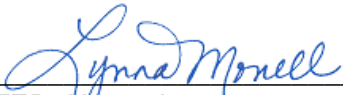
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Record of Action of the Board of Supervisors
San Bernardino County

APPROVED (CONSENT CALENDAR)

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

Lynna Monell, CLERK OF THE BOARD

BY 
DATED: November 16, 2021



cc: Sheriff - Ades w/agree
Contractor - C/O Sheriff w/agree
File - w/agree
CCM 11/18/2021