



San Bernardino County

Legislation Text

File #: 5060, Agenda Item #: 4

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

October 26, 2021

FROM

DAWN ROWE, Third District Supervisor, Board of Supervisors

SUBJECT

Employment Contracts for Support Services to the Third Supervisorial District

RECOMMENDATION(S)

1. Terminate Employment Contract No. 19-21 and approve new Employment Contract with Claire Cozad to provide support services to the Third District Supervisor as Chief of Staff, effective October 23, 2021, for an estimated annual cost of \$222,299 (Salary - \$135,886, Benefits - \$86,413).
2. Approve Employment Contract with Frank Forbes to provide support services to the Third District Supervisor as a Field Representative I, effective October 23, 2021, for an estimated annual cost of \$40,898 (Salary - \$27,955, Benefits - \$12,943).
3. Approve Employment Contract with Glen Harris to provide support services to the Third District Supervisor as a Community Services Liaison, effective October 23, 2021, for an estimated annual cost of \$13,386 (Salary - \$13,000, Benefits - \$386).

(Presenter: Supervisor Dawn Rowe, Third District, 387-4855)

COUNTY AND CHIEF EXECUTIVE OFFICER GOALS & OBJECTIVES

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

FINANCIAL IMPACT

Approval of these employment contracts will not require the use of additional Discretionary General Funding (Net County Cost). Sufficient appropriation exists within the Third District's 2021-22 budget to fund the costs related to these employment contracts 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. On January 29, 2019 (Item No. 7), the Board approved Employment Contract No. 19-21 to engage Claire Cozad to provide support services as Policy Advisor II for the Third District Supervisor, effective February 2, 2019. The recommended employment contracts would engage Ms. Cozad, Frank Forbes and Glen Harris to provide support services as Chief of Staff, Field Representative I, and Community Services Liaison to the Third District Supervisor, respectively, effective October 23, 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 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) on October 19, 2021; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on October 19, 2021; Finance (Stephenie Shea, Administrative Analyst, 387-4919) on October 5, 2021; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on October 8, 2021.