



# San Bernardino County

## Legislation Text

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**File #: 5485, Agenda Item #: 6**

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

**February 8, 2022**

#### **FROM**

**DAWN ROWE, Third District Supervisor, Board of Supervisors**

#### **SUBJECT**

Employment Contract Amendment for Support Services to the Third Supervisorial District

#### **RECOMMENDATION(S)**

Approve Amendment No. 1 to Employment Contract No. 20-251 with Evelyn Estrada to continue to provide support services to the Third District Supervisor as a Board of Supervisors Executive Secretary I, increasing the salary range, effective February 12, 2022, for an estimated annual cost of \$127,065 (Salary - \$79,747, Benefits - \$47,318).

(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 this employment contract 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 this employment contract 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 May 5, 2020 (Item No. 1), the Board approved Employment Contract No. 20-251 with Evelyn Estrada to provide support services as a Board of Supervisors Executive Secretary I for the Third District Supervisor. The recommended amendment would increase the salary range for the contract with Ms. Estrada, effective February 12, 2022 to align with the duties performed.

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) on January 25, 2022; Human Resources (Gina King, Human Resources Division Chief, 387-5571) on January 25, 2022; Finance (Stephenie Shea, Administrative Analyst, 387-4919) on January 25, 2022; and County Finance and Administration (Matthew Erickson, County Chief Financial Officer, 387-5423) on January 25, 2022.