

**COUNTY OF SAN DIEGO
BOARD OF SUPERVISORS
TUESDAY, JUNE 24, 2025**

MINUTE ORDER NO. 2

SUBJECT: APPROVE ADJUSTMENT OF COMPENSATION FOR THE CHIEF ADMINISTRATIVE OFFICER (CAO), CLERK OF THE BOARD, AND PROBATION CHIEF; APPROVE AN EMPLOYMENT CONTRACT FOR THE PROBATION CHIEF; AND, APPROVE CONTRACT AMENDMENTS FOR THE CAO AND CLERK OF THE BOARD (DISTRICTS: ALL)

OVERVIEW

The Board of Supervisors completed 2025 performance evaluations for the following Board appointed executives: Chief Administrative Officer (“CAO”), Clerk of the Board, and Chief Probation Officer (“Probation Chief”). Today's action approves a salary increase for the CAO, Clerk of the Board, and the Probation Chief. In addition, today’s action approves a new employment contract and amendments to existing employment contracts.

RECOMMENDATION(S)

VICE-CHAIR TERRA LAWSON-REMER

1. Approve adjustments to the pay for the Chief Administrative Officer (CAO), Clerk of the Board, and Chief Probation Officer (Probation Chief). The compensation for the CAO is set at an hourly rate of \$197.51 effective June 27, 2025. Clerk of the Board is set at an hourly rate of \$113.55 effective June 27, 2025; and compensation for the Probation Chief is set at an hourly rate of \$137.61 effective June 27, 2025.
2. Approve the Employment Agreement between the County of San Diego and the Probation Chief and authorize the Vice Chair of the Board of Supervisors to execute the agreement.
3. Approve the Amendment to the Employment Agreement between the County of San Diego and the CAO and authorize the Vice Chair of the Board of Supervisors to execute the agreement.
4. Approve the Amendment to the Employment Agreement between the County of San Diego and the Clerk of the Board and authorize the Vice Chair of the Board of Supervisors to execute the agreement.

EQUITY IMPACT STATEMENT

This action is requested to compensate experienced leaders in their respective capacities as CAO, Clerk of the Board, and Probation Chief. The County of San Diego promotes a culture of equity, belonging, and racial justice. We serve the needs of communities with diverse groups including Black, Indigenous, people of Color, LGBTQIA+, people with disabilities, people of low-income, the young, the older, immigrants, refugees and communities that have historically faced inequality and inequity. In addition, the County centers its budgetary efforts on equity through the continued implementation and operationalization of the Budget Equity Assessment Tool. The tool ensures there is a framework to use an equity lens to evaluate the development of the County's budget.

SUSTAINABILITY IMPACT STATEMENT

The County of San Diego is building a sustainable future for all. The County's strategic plan guides County activities to ensure sustainability as it relates to the region's economy, climate, environment, and communities. These collective efforts strengthen communities, ensure accountability, and protect public resources by aligning available resources through services and initiatives.

FISCAL IMPACT

Funds associated with this request are included in the fiscal year 2025-26 Operational Plan.

BUSINESS IMPACT STATEMENT

N/A

ACTION:

Noting for the record that Clerk of the Board of Supervisors Andrew Potter and Chief Administrative Officer Ebony Shelton were not present at the dais for this item; and noting for the record that, prior to the Board taking action, the Assistant Clerk of the Board of Supervisors read a statement into the record regarding the summary of recommendations on the salary and compensation paid in the form of fringe benefits for the Chief Administrative Officer, Clerk of the Board of Supervisor, and Probation Chief; ON MOTION of Supervisor Montgomery Steppe, seconded by Supervisor Lawson-Remer, the Board of Supervisors took action as recommended, on Consent.

AYES: Anderson, Lawson-Remer, Montgomery Steppe, Desmond

ABSENT: (District 1 Seat Vacant)

State of California)
County of San Diego) §

I hereby certify that the foregoing is a full, true and correct copy of the Original entered in the Minutes of the Board of Supervisors.

ANDREW POTTER
Clerk of the Board of Supervisors



Signed
by Andrew Potter

