

**SUBMITTAL TO THE BOARD OF SUPERVISORS
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA**



ITEM: 2.21
(ID # 19590)

MEETING DATE:
Tuesday, August 30, 2022

FROM : HUMAN RESOURCES AND County Counsel :

SUBJECT: HUMAN RESOURCES: County Counsel Employment Contract and Compensation Package, All Districts. [\$0]

RECOMMENDED MOTION: That the Board of Supervisors:


1. Approve the appointment of Minh Tran to the position of County Counsel, effective August 30, 2022, for a four-year term of office pursuant to Government Code section 27640, et seq.

ACTION:Consent

MINUTES OF THE BOARD OF SUPERVISORS

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried by unanimous vote, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Jeffries, Spiegel, Washington, Perez and Hewitt
Nays: None
Absent: None
Date: August 30, 2022
xc: HR

Kecia R. Harper
Clerk of the Board
By: 
Deputy

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FINANCIAL DATA	Current Fiscal Year:	Next Fiscal Year:	Total Cost:	Ongoing Cost
COST	\$ 0	\$ 0	\$ 0	\$ 0
NET COUNTY COST	\$ 0	\$ 0	\$ 0	\$ 0
SOURCE OF FUNDS: Department Budget			Budget Adjustment:	No
			For Fiscal Year:	23/24

C.E.O. RECOMMENDATION: Approve

BACKGROUND:

Summary

On April 11, 2022, the Riverside County Board of Supervisors initiated a nationwide search utilizing executive search firm Koff & Associates to fill the role of County Counsel, which was vacated on March 9, 2022.

After conducting a nationwide search and thorough review of the candidates, the Riverside County Board of Supervisors has selected Mr. Minh Tran to fill the position of County Counsel. This four-year term appointment will be made effective August 30, 2022.

The Board of Supervisors desires to memorialize the County Counsel appointment as described in the employment agreement. Attached herewith are the full terms and conditions of Mr. Tran's employment agreement (Attachment A). Mr. Tran shall be entitled to all fringe benefits that are afforded to Exempt Management as well as any other benefits that have been granted by the Board of Supervisors.

Impact on Residents and Businesses

Mr. Tran previously served Riverside County for over 8 years as a Deputy County Counsel. Since 2010, Mr. Tran has held various roles at Napa County, including Assistant County Counsel and County Counsel, and most recently a dual role as County Executive Officer and County Counsel of Napa County.

Additional Fiscal Information

This document serves as the memorialization of the salary and benefits afforded to Mr. Tran in the employment agreement and does not present any new costs to the County.

ATTACHMENT A. County Counsel Employment Agreement

SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,
STATE OF CALIFORNIA

Meghan Hahn
Meghan Hahn, Senior Management Analyst

7/14/2022

Megan Gomez
Megan Gomez, Assistant

7/13/2022

ATTACHMENT 1



EXECUTIVE OFFICE

JEFFREY A. VAN WAGENEN, JR.
COUNTY EXECUTIVE OFFICER

JUAN C. PEREZ
CHIEF OPERATING OFFICER

DAVE ROGERS
CHIEF ADMINISTRATIVE OFFICER

SAYORI BALDWIN, ASSISTANT CEO
HUMAN SERVICES

BRENDA DIEDERICH, ASSISTANT CEO
SPECIAL PROJECTS

CHARISSA LEACH, ASSISTANT CEO
PUBLIC WORKS & COMMUNITY SERVICES

ZAREH SARRAFIAN, ASSISTANT CEO
HEALTH SYSTEM

June 10, 2022

Minh Tran
P.O. Box 10678
Napa, CA 94581

Dear Mr. Tran,

On behalf of the Board of Supervisors, please consider this our formal offer of appointment to the position of County Counsel with the County of Riverside.

Based on your qualifications and experience, we would like to present you with the following compensation package:

- A salary at the rate of \$285,000.00, annualized.
- A monthly Executive Vehicle Benefit allowance of \$550.00.
- An Annual Leave accrual rate of 12.00 hours biweekly.
- A one-time Annual Leave credit of 80 hours.
- A one-time Relocation Allowance in the amount of \$10,000.00.

Our Human Resources team has confirmed, based on a review of our records, that you would remain a Tier I, Classic Member of CalPERS with a formula of 3% @ 60, so long as you do not withdraw your funds from CalPERS. Your previous County of Riverside employment was in effect prior to the CalPERS contract amendment on August 23, 2012.

This offer is contingent upon successfully passing pre-employment activities which will include reference checks and a criminal record check through the California Department of Justice and FBI.

This appointment is to a four-year term of office pursuant to Government Code section 27640, et seq.

On a personal note, I look forward to working with you in this capacity and having your knowledge and skills available for application to the issues and needs of Riverside County. If you have any questions about this offer or need additional information, please contact me at (951) 955-1110.

Sincerely,

Jeffrey A. Van Wagenen, Jr.
County Executive Officer