

From: [Minh Tran](#)
To: [Frank Rojas](#)
Cc: [Ledesma, Maria](#); [Van Wagenen, Jeffrey](#)
Subject: Re: County Counsel offer
Date: Tuesday, June 14, 2022 3:50:25 PM

CAUTION: This email originated externally from the **Riverside County** email system. **DO NOT** click links or open attachments unless you recognize the sender and know the content is safe.

Dear Frank, Jeff and Maria,

I am very honored to accept the position of County Counsel with the County of Riverside. I understand that the offer and acceptance herein are contingent upon my successful passing pre-employment activities including reference check and a criminal record check through State DOJ and FBI, along with the County's answers to the following questions:

1. Is the relocation allowance paid by reimbursements or one-time lump sum? (It may take us several months to sell our Napa house and incur actual moving expenses).
2. Is the one-time annual leave credit of 80 hours given annually? Or is it one-time for life?
3. Is there a contract for this position?
4. Given today's high inflation, will there be an opportunity for annual COLAs (cost of living adjustments)?

Thank you for this opportunity and I look forward to seeing you in person soon.

Minh

On Friday, June 10, 2022, 11:25:58 AM PDT, Frank Rojas <[REDACTED]> wrote:

Hi Minh,

Maria sent your offer so we can discuss should you have any questions. Otherwise, please sign and email back as noted below.

Once done, this will initiate the background process by the County.

Maria is cc'd on this message so please send the signed documents back to 'reply to all'.

Thank you and congratulations!

Frank [REDACTED] (cell)

From: Ledesma, Maria <[REDACTED]>
Sent: Friday, June 10, 2022 11:20 AM
To: Frank Rojas <[REDACTED]>
Subject: RE: County Counsel offer

Good Morning Frank,

Attached, please find the offer documents for Mr. Tran. I will need the Relocation Allowance form and the Executive Vehicle Allowance Form signed by Mr. Tran and emailed back to me. Please let me know if you have any questions.

Thank you,

Maria Ledesma

From: [Bowers, Michael](#)
To: [Van Wagenen, Jeffrey](#); [Rogers, Dave](#)
Cc: [Hune, Brande](#); [Ledesma, Maria](#)
Subject: Minh Tran, County Counsel -Background Completed
Date: Wednesday, July 6, 2022 8:09:10 AM
Attachments: [image001.png](#)
[image002.png](#)
[image001.png](#)

JVW & Dave,

Mr. Tran has passed his background. He is requesting a start date of August 11th. He is also requesting that Napa County be allowed to announce his departure prior to RivCo announcing his hiring.

HR can begin to prepare a Form 11 for either July 26th or August 2nd BOS meeting.

Please let us know if the above plan is "good to go."

Thanks!
Mike

Michael Bowers
Interim Human Resources Director
County of Riverside
Office Phone: [REDACTED]
4080 Lemon St. 7th Floor, Riverside, CA 92502

Mainline: [REDACTED]
Mail Stop: 1081



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From: Minh Tran <[REDACTED]>
Sent: Tuesday, July 5, 2022 9:10 PM
To: Castaneda, Janet <[REDACTED]>

Cc: Ledesma, Maria <[REDACTED]>; Darby, Kim <[REDACTED]>; Frank Rojas <[REDACTED]>

Subject: Re: Minh Tran, County Counsel, Req# 21064 -Onboarding Documents

Thank you Janet. Since I will need some time to wrap up things in Napa and August 11 is the beginning of a pay period, I'd like to start then. Hopefully, that is a good date for all. Because Napa County has been recruiting for a County Counsel and now a CEO, I'd like to ask that you allow Napa to announce my departure before publicize my arrival to Riverside.

I really appreciate all the excellent work by everyone at HR (and also Frank Rojas). I look forward to working with you in the coming days.

Minh

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, July 5, 2022, 5:00 PM, Castaneda, Janet <[REDACTED]> wrote:

Mr. Tran,

I wanted to let you know that I had just received your background clearance. Congratulations!

At this point, my understanding that Maria Ledesma, lead recruiter, has reached out to you to secure a start date. Once a start date is agreed upon, I will prepare the final paperwork and request the creation of your employee ID number.

Feel free to contact me if you have any questions.

Thank you.

G. Janet Castañeda, MBA

Senior Human Resources Analyst

County of Riverside

 Tel [REDACTED]

 Fax ([REDACTED])

 [REDACTED]



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From: [Federico, Brooke](#)
To: [Ledesma, Maria](#); [Van Wagenen, Jeffrey](#)
Cc: [Rogers, Dave](#); [Bowers, Michael](#)
Subject: RE: Minh Tran, County Counsel -Background Completed
Date: Wednesday, July 13, 2022 9:00:53 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi, Maria. I'll reach out to Napa this week to coordinate timing and get back to everyone on this thread.

From: Ledesma, Maria <[REDACTED]>
Sent: Wednesday, July 13, 2022 8:53 AM
To: Van Wagenen, Jeffrey <[REDACTED]>
Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>; Federico, Brooke <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Good Morning,

I have prepared the Form 11 (appointment of Minh Tran) for the July 26th BOS meeting. I understand the date of the announcement can change to August 2nd based on the date Napa makes their announcement. Do we know a final date yet?

Thank you in advance.
Maria Ledesma

From: Ledesma, Maria
Sent: Monday, July 11, 2022 9:12 AM
To: Van Wagenen, Jeffrey <[REDACTED]>
Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>; Federico, Brooke <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Okay, we'll start working on it with a target date of 7/26.

Thank you,
Maria Ledesma

From: Van Wagenen, Jeffrey <[REDACTED]>
Sent: Monday, July 11, 2022 9:11 AM
To: Ledesma, Maria <[REDACTED]>
Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>; Federico, Brooke <[REDACTED]>

Subject: RE: Minh Tran, County Counsel -Background Completed

Let's shoot for 7/26. But that could slide to 8/2: Minh wants Napa and RivCo to coordinate on the announcement. I don't know what (or when) that looks like yet.

JWW

From: Ledesma, Maria <[REDACTED]>
Sent: Monday, July 11, 2022 8:56 AM
To: Van Wagenen, Jeffrey <[REDACTED]>
Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Good morning,

No worries. I just wanted to make sure Minh got a response from us. In terms of the Form 11, would you like to have HR prepare it for July 26th's or August 2nd's BOS meeting?

Thank you,
Maria Ledesma

From: Van Wagenen, Jeffrey <[REDACTED]>
Sent: Monday, July 11, 2022 8:44 AM
To: Ledesma, Maria <[REDACTED]>
Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>
Subject: Re: Minh Tran, County Counsel -Background Completed

Sorry: I am in agreement. I spoke with Minh and let him know, but I forgot to tell the person that really needed to know!

JWW

On Jul 11, 2022, at 8:40 AM, Ledesma, Maria <[REDACTED]> wrote:

Good Morning Jeffrey and Dave,

I just wanted to check-in and see if you and/or the Board are in agreement with the August 11th start date for Minh Tran for the County Counsel position? I'd like to reach out to Mr. Tran and confirm if we are in agreement with the start date just in case he needs to finalize announcement dates with Napa County.

Thank you in advance.
Maria Ledesma

From: Ledesma, Maria
Sent: Thursday, July 7, 2022 3:13 PM
To: Bowers, Michael <[REDACTED]>
Cc: Hune, Brande <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Hi Mike,

Have you heard back from JWV or Dave? I want to reach out to Minh to let him know we are in agreement with the August 11th start date but not before we have the green light from the Executive Office.

Thank you,
Maria

From: Bowers, Michael <[REDACTED]>
Sent: Wednesday, July 6, 2022 8:09 AM
To: Van Wagenen, Jeffrey <[REDACTED]>; Rogers, Dave <[REDACTED]>
Cc: Hune, Brande <[REDACTED]>; Ledesma, Maria <[REDACTED]>
Subject: Minh Tran, County Counsel -Background Completed

JWV & Dave,

Mr. Tran has passed his background. He is requesting a start date of August 11th. He is also requesting that Napa County be allowed to announce his departure prior to RivCo announcing his hiring.

HR can begin to prepare a Form 11 for either July 26th or August 2nd BOS meeting.

Please let us know if the above plan is "good to go."

Thanks!
Mike

Michael Bowers
Interim Human Resources Director
County of Riverside
Office Phone: [REDACTED]
4080 Lemon St. 7th Floor, Riverside, CA 92502

Mainline: [REDACTED]
Mail Stop: 1081



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From: Minh Tran <[REDACTED]>
Sent: Tuesday, July 5, 2022 9:10 PM
To: Castaneda, Janet <[REDACTED]>
Cc: Ledesma, Maria <[REDACTED]>; Darby, Kim <[REDACTED]>; Frank Rojas <[REDACTED]>
Subject: Re: Minh Tran, County Counsel, Req# 21064 -Onboarding Documents

Thank you Janet. Since I will need some time to wrap up things in Napa and August 11 is the beginning of a pay period, I'd like to start then. Hopefully, that is a good date for all. Because Napa County has been recruiting for a County Counsel and now a CEO, I'd like to ask that you allow Napa to announce my departure before publicize my arrival to Riverside.

I really appreciate all the excellent work by everyone at HR (and also Frank Rojas). I look forward to working with you in the coming days.

Minh

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, July 5, 2022, 5:00 PM, Castaneda, Janet <[REDACTED]> wrote:

Mr. Tran,

I wanted to let you know that I had just received your background clearance. Congratulations!

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Feel free to contact me if you have any questions.

Thank you.

G. Janet Castañeda, MBA

Senior Human Resources Analyst

County of Riverside

 Tel ([REDACTED])

 Fax ([REDACTED])

 [REDACTED]



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From: [Van Wagenen, Jeffrey](#)
To: [Harper, Kecia](#); [Rector, Kimberly](#); [Boydd, April](#)
Cc: [Rogers, Dave](#); [Bowers, Michael](#); [Federico, Brooke](#)
Subject: BOS Item 3.26
Date: Thursday, July 21, 2022 4:20:00 PM

Team COB –

Please delete board item 3.26 (New CoCo Contract). We will need to create a new item in MT and set it for August 2nd.

We need to time the announcement of the arrival in coordination with Napa County's announcement of the departure. And, Napa isn't ready yet.

Thank you.

JVW

From: [Bowers, Michael](#)
To: [Ashworth, Jeff](#)
Subject: FW: County Counsel
Date: Tuesday, February 21, 2023 8:00:50 AM
Attachments: [image001.png](#)

Michael Bowers

Human Resources Director

County of Riverside

Office Phone: [REDACTED]

4080 Lemon St. 7th Floor, Riverside, CA 92502

Mainline: [REDACTED]

Mail Stop: 1081



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From: Bowers, Michael

Sent: Tuesday, July 26, 2022 5:48 PM

To: Gomez, Megan <[REDACTED]>; Ledesma, Maria <[REDACTED]>

Cc: Obenberger, Carly <[REDACTED]>; Hune, Brande <[REDACTED]>

Subject: RE: County Counsel

Ok, Just got word that the County Counsel Form 11 has been pushed out to Aug. 30th BOS meeting.
Sorry.

Michael Bowers

Interim Human Resources Director

County of Riverside

Office Phone: [REDACTED]

4080 Lemon St. 7th Floor, Riverside, CA 92502

Mainline: [REDACTED]

Mail Stop: 1081



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From: Gomez, Megan <[REDACTED]>
Sent: Monday, July 25, 2022 4:35 PM
To: Ledesma, Maria <[REDACTED]>
Cc: Obenberger, Carly <[REDACTED]>; Hune, Brande <[REDACTED]>; Bowers, Michael <[REDACTED]>
Subject: RE: County Counsel

My pleasure

Thanks!

Megan Gómez, CIA, CGFM
Deputy Human Resources Director

Office: [REDACTED] | **Fax:** [REDACTED] | **Email:** [REDACTED]
For immediate assistance please call Becky Chavez, Executive Secretary at [REDACTED]

From: Ledesma, Maria <[REDACTED]>
Sent: Monday, July 25, 2022 4:34 PM
To: Gomez, Megan <[REDACTED]>
Cc: Obenberger, Carly <[REDACTED]>; Hune, Brande <[REDACTED]>; Bowers, Michael <[REDACTED]>
Subject: RE: County Counsel

Perfect! I had no updates on the body.

Thank you, Megan!

From: Gomez, Megan <[REDACTED]>
Sent: Monday, July 25, 2022 4:30 PM
To: Ledesma, Maria <[REDACTED]>

Cc: Obenberger, Carly <[REDACTED]>; Hune, Brande <[REDACTED]>; Bowers, Michael <[REDACTED]>
Subject: RE: County Counsel

I just updated the Board Date on the original F11 item.

Did you have any changes to the body of the item itself?

Megan Gómez, CIA, CGFM

Deputy Human Resources Director

Office: ([REDACTED]) | **Fax:** ([REDACTED]) | **Email:** [REDACTED]

For immediate assistance please call Becky Chavez, Executive Secretary at [REDACTED]

From: Ledesma, Maria <[REDACTED]>
Sent: Monday, July 25, 2022 2:57 PM
To: Gomez, Megan <[REDACTED]>
Cc: Obenberger, Carly <[REDACTED]>; Hune, Brande <[REDACTED]>; Bowers, Michael <[REDACTED]>
Subject: RE: County Counsel

Hello Megan,

I just heard from Mike and he informed me we'll need to resubmit the Form 11 for the announcement of our new County Counsel. They pulled the last Form 11 as they will not be announcing his appointment tomorrow. It will now be announced at the August 2nd BOS meeting and we just need to ensure the new form is submitted.

Are you able to submit this new one?

Thank you in advance.
Maria Ledesma

From: Ledesma, Maria
Sent: Thursday, July 14, 2022 10:35 AM
To: Gomez, Megan <[REDACTED]>
Cc: Obenberger, Carly <[REDACTED]>; Hune, Brande <[REDACTED]>
Subject: RE: County Counsel

Thank you, Megan!

From: Gomez, Megan <[REDACTED]>
Sent: Thursday, July 14, 2022 10:19 AM
To: Ledesma, Maria <[REDACTED]>

Cc: Obenberger, Carly <[REDACTED]>; Hune, Brande <[REDACTED]>
Subject: RE: County Counsel

Thanks for the update, Maria!

The Form11 is on its way through the approval workflow in MinuteTraq, and is currently with County Counsel for their approval. Next it will move to the EO for final approval before it is added to the appropriate Agenda.

I appreciate your diligence on this!

Megan Gómez, CIA, CGFM
Deputy Human Resources Director

Office: [REDACTED] | **Fax:** [REDACTED] | **Email:** [REDACTED]
For immediate assistance please call Becky Chavez, Executive Secretary at [REDACTED]

From: Ledesma, Maria <[REDACTED]>
Sent: Thursday, July 14, 2022 7:53 AM
To: Gomez, Megan <[REDACTED]>
Cc: Obenberger, Carly <[REDACTED]>; Hune, Brande <[REDACTED]>
Subject: RE: County Counsel

Good Morning Megan,

Quick update: I got a call from Bowers yesterday to check on the status of the Form 11 for the appointment of Minh Tran. I let him know I sent it over to you and he requested a copy of what I sent.

Per JWV the date of the announcement is still pending coordination with Napa County. Brooke Federico will be reaching out to Napa County this week to confirm the date of their announcement and will let me know once we have it. Bowers said he can “pull some strings” to ensure we have the item on the right BOS meeting.

Thank you,
Maria

From: Ledesma, Maria
Sent: Wednesday, July 13, 2022 7:13 AM
To: Gomez, Megan <[REDACTED]>
Cc: Obenberger, Carly <[REDACTED]>
Subject: RE: County Counsel

Good Morning Megan,

Attached, please find the draft Form 11 for the appointment of Minh Tran to County Counsel along with a copy of his offer letter. I took the information on the Form 11 for JVW and the one for Priamos' 2014 appointment and tried to combine the information. Feel free to make edits as necessary. I do need to confirm with JVW what date they intend to make the announcement. He previously indicated it would be July 26th or August 2nd but they are coordinating dates so they coincide with the announcement at Napa County. As soon as I have the confirmed date, I'll let you know.

Thank you,
Maria Ledesma

From: Gomez, Megan <[REDACTED]>
Sent: Monday, July 11, 2022 11:10 AM
To: Ledesma, Maria <[REDACTED]>
Cc: Obenberger, Carly <[REDACTED]>
Subject: RE: County Counsel

Oh also, for the Board Date, in order to be on the Agenda for July 26th, the draft and all workflow approvals would need to be completed by this Thursday. If we can make that deadline, I will change the Board Item date from August 2 to July 26

Thanks!

Megan Gómez, CIA, CGFM
Deputy Human Resources Director

Office: ([REDACTED]) | **Fax:** ([REDACTED]) | **Email:** ([REDACTED])
For immediate assistance please call Becky Chavez, Executive Secretary at ([REDACTED])

From: Ledesma, Maria <[REDACTED]>
Sent: Monday, July 11, 2022 11:07 AM
To: Gomez, Megan <[REDACTED]>
Cc: Obenberger, Carly <[REDACTED]>
Subject: RE: County Counsel

Thank you, Megan!

From: Gomez, Megan <[REDACTED]>
Sent: Monday, July 11, 2022 11:04 AM
To: Ledesma, Maria <[REDACTED]>
Cc: Obenberger, Carly <[REDACTED]>
Subject: RE: County Counsel

Importance: High

Hi Maria!

I've initiated a Form11 in Minute Traq for the August 2nd Board Date, using the recent CEO appointment as a starting point. I've attached a Word document for you to update the draft item for all areas shown in **red text**. Once your draft is ready, return it to me and I will load it into MinuteTraq and run it through the approval workflow.

In case you need it, here's a webpage from the Clerk of the Board with Form11 tips, tricks, and training info: <http://www.rivcocob.org/iqm2-training-videos/totw>

Thanks!

Megan Gómez, CIA, CGFM

Deputy Human Resources Director

Office: [REDACTED] | **Fax:** [REDACTED] | **Email:** [REDACTED]

For immediate assistance please call Becky Chavez, Executive Secretary at [REDACTED]

From: Ledesma, Maria <[REDACTED]>
Sent: Monday, July 11, 2022 9:44 AM
To: Gomez, Megan <[REDACTED]>
Cc: Obenberger, Carly <[REDACTED]>
Subject: FW: County Counsel

Good Morning Megan,

Happy Monday! I have been tasked with preparing a Form 11 for the announcement of our new County Counsel and was referred to you for guidance. The effective appointment date of the position will be August 11th, and the Form 11 will be presented at BOS meeting on July 26th (target date). I have not yet prepared a form 11 and was hoping you can tell me where to find the form/template?

Thank you in advance.
Maria Ledesma

From: Hune, Brande <[REDACTED]>
Sent: Monday, July 11, 2022 9:31 AM
To: Ledesma, Maria <[REDACTED]>
Cc: Obenberger, Carly <[REDACTED]>
Subject: FW: County Counsel

From: Michel, Johanne <[REDACTED]>
Sent: Tuesday, June 7, 2022 5:33 PM
To: Bowers, Michael <[REDACTED]>; Hune, Brande <[REDACTED]>
Subject: County Counsel

Hi Mike/Brande,

We do not have a renewal contract for Gregory Priamos ([REDACTED]). We have the attached Form 11 from when he was appointed back in 2014. I have also attached an email communication between Stacey and Erik regarding Greg's contract.

Hope this helps. Let me know if you need any additional information.

Thanks.

Johanne Michel
HR Employee Services Manager
County of Riverside Human Resources Department
Phone: ([REDACTED])
Fax: ([REDACTED])
Email: [REDACTED]
Mailstop: 1150

From: [Bowers, Michael](#)
To: [Ashworth, Jeff](#)
Subject: FW: Minh Tran, County Counsel -Background Completed
Date: Tuesday, February 21, 2023 7:57:01 AM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Michael Bowers

Human Resources Director

County of Riverside

Office Phone: [REDACTED]

4080 Lemon St. 7th Floor, Riverside, CA 92502

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From: Ledesma, Maria <[REDACTED]>
Sent: Wednesday, July 13, 2022 9:02 AM
To: Federico, Brooke <[REDACTED]>; Van Wagenen, Jeffrey <[REDACTED]>
Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Thank you, Brooke. I appreciate it.

Thank you,
Maria Ledesma

From: Federico, Brooke <[REDACTED]>
Sent: Wednesday, July 13, 2022 9:01 AM
To: Ledesma, Maria <[REDACTED]>; Van Wagenen, Jeffrey <[REDACTED]>
Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Hi, Maria. I'll reach out to Napa this week to coordinate timing and get back to everyone on this thread.

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Sent: Wednesday, July 13, 2022 8:53 AM
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Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>; Federico, Brooke <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Good Morning,

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To: Van Wagenen, Jeffrey <[REDACTED]>
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Subject: RE: Minh Tran, County Counsel -Background Completed

Okay, we'll start working on it with a target date of 7/26.

Thank you,
Maria Ledesma

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Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>; Federico, Brooke <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

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Sent: Monday, July 11, 2022 8:56 AM
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Subject: Re: Minh Tran, County Counsel -Background Completed

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JVW

On Jul 11, 2022, at 8:40 AM, Ledesma, Maria <[REDACTED]> wrote:

Good Morning Jeffrey and Dave,

I just wanted to check-in and see if you and/or the Board are in agreement with the August 11th start date for Minh Tran for the County Counsel position? I'd like to reach out to Mr. Tran and confirm if we are in agreement with the start date just in case he needs to finalize announcement dates with Napa County.

Thank you in advance.
Maria Ledesma

From: Ledesma, Maria
Sent: Thursday, July 7, 2022 3:13 PM
To: Bowers, Michael <[REDACTED]>
Cc: Hune, Brande <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Hi Mike,

Have you heard back from JVW or Dave? I want to reach out to Minh to let him know we are in agreement with the August 11th start date but not before we have the green light from the Executive Office.

Thank you,
Maria

From: Bowers, Michael <[REDACTED]>
Sent: Wednesday, July 6, 2022 8:09 AM
To: Van Wagenen, Jeffrey <[REDACTED]>; Rogers, Dave <[REDACTED]>
Cc: Hune, Brande <[REDACTED]>; Ledesma, Maria <[REDACTED]>
Subject: Minh Tran, County Counsel -Background Completed

JVW & Dave,

Mr. Tran has passed his background. He is requesting a start date of August 11th. He is also requesting that Napa County be allowed to announce his departure prior to RivCo announcing his hiring.

HR can begin to prepare a Form 11 for either July 26th or August 2nd BOS meeting.

Please let us know if the above plan is "good to go."

Thanks!
Mike

Michael Bowers
Interim Human Resources Director
County of Riverside
Office Phone: [REDACTED]
4080 Lemon St. 7th Floor, Riverside, CA 92502

Mainline: [REDACTED]
Mail Stop: 1081



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including attachments, is prohibited. If you are not the intended recipient, you are hereby notified that any dissemination or copy of this message, or any attachment, is strictly prohibited. If you have received a copy of this email in error, please notify the sender by reply email immediately, and remove all copies of the original message, including attachments, from your computer.

From: Minh Tran <[REDACTED]>
Sent: Tuesday, July 5, 2022 9:10 PM
To: Castaneda, Janet <[REDACTED]>
Cc: Ledesma, Maria <[REDACTED]>; Darby, Kim <[REDACTED]>; Frank Rojas <[REDACTED]>
Subject: Re: Minh Tran, County Counsel, Req# 21064 -Onboarding Documents

Thank you Janet. Since I will need some time to wrap up things in Napa and August 11 is the beginning of a pay period, I'd like to start then. Hopefully, that is a good date for all. Because Napa County has been recruiting for a County Counsel and now a CEO, I'd like to ask that you allow Napa to announce my departure before publicize my arrival to Riverside.

I really appreciate all the excellent work by everyone at HR (and also Frank Rojas). I look forward to working with you in the coming days.

Minh

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, July 5, 2022, 5:00 PM, Castaneda, Janet <[REDACTED]> wrote:

Mr. Tran,

I wanted to let you know that I had just received your background clearance. Congratulations!

At this point, my understanding that Maria Ledesma, lead recruiter, has reached out to you to secure a start date. Once a start date is agreed upon, I will prepare the final paperwork and request the creation of your employee ID number.

Feel free to contact me if you have any questions.

Thank you.


G. Janet Castañeda, MBA

Senior Human Resources Analyst

County of Riverside

 Tel ([REDACTED])

 Fax ([REDACTED])

 [REDACTED]



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From: [Bowers, Michael](#)
To: [Ashworth, Jeff](#)
Subject: FW: Minh Tran, County Counsel -Background Completed
Date: Tuesday, February 21, 2023 7:58:36 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Michael Bowers

Human Resources Director

County of Riverside

Office Phone: [REDACTED]

4080 Lemon St. 7th Floor, Riverside, CA 92502

Mainline: [REDACTED]

Mail Stop: 1081



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From: Ledesma, Maria <[REDACTED]>
Sent: Monday, July 25, 2022 8:35 AM
To: Bowers, Michael <[REDACTED]>
Subject: FW: Minh Tran, County Counsel -Background Completed

From: Federico, Brooke <[REDACTED]>
Sent: Wednesday, July 13, 2022 9:07 AM
To: Ledesma, Maria <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Hi, Maria. Hannah Tudor on my team will reach out to you to see if you have a resume, cv or bio of Minh Tran to begin the process of a news release announcement.

From: Ledesma, Maria <[REDACTED]>

Sent: Wednesday, July 13, 2022 9:02 AM

To: Federico, Brooke <[REDACTED]>; Van Wagenen, Jeffrey <[REDACTED]>

Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>

Subject: RE: Minh Tran, County Counsel -Background Completed

Thank you, Brooke. I appreciate it.

Thank you,
Maria Ledesma

From: Federico, Brooke <[REDACTED]>

Sent: Wednesday, July 13, 2022 9:01 AM

To: Ledesma, Maria <[REDACTED]>; Van Wagenen, Jeffrey <[REDACTED]>

Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>

Subject: RE: Minh Tran, County Counsel -Background Completed

Hi, Maria. I'll reach out to Napa this week to coordinate timing and get back to everyone on this thread.

From: Ledesma, Maria <[REDACTED]>

Sent: Wednesday, July 13, 2022 8:53 AM

To: Van Wagenen, Jeffrey <[REDACTED]>

Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>; Federico, Brooke <[REDACTED]>

Subject: RE: Minh Tran, County Counsel -Background Completed

Good Morning,

I have prepared the Form 11 (appointment of Minh Tran) for the July 26th BOS meeting. I understand the date of the announcement can change to August 2nd based on the date Napa makes their announcement. Do we know a final date yet?

Thank you in advance.
Maria Ledesma

From: Ledesma, Maria

Sent: Monday, July 11, 2022 9:12 AM

To: Van Wagenen, Jeffrey <[REDACTED]>

Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>; Federico, Brooke <[REDACTED]>

Subject: RE: Minh Tran, County Counsel -Background Completed

Okay, we'll start working on it with a target date of 7/26.

Thank you,
Maria Ledesma

From: Van Wagenen, Jeffrey <[REDACTED]>
Sent: Monday, July 11, 2022 9:11 AM
To: Ledesma, Maria <[REDACTED]>
Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>; Federico, Brooke <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Let's shoot for 7/26. But that could slide to 8/2: Minh wants Napa and RivCo to coordinate on the announcement. I don't know what (or when) that looks like yet.

JVW

From: Ledesma, Maria <[REDACTED]>
Sent: Monday, July 11, 2022 8:56 AM
To: Van Wagenen, Jeffrey <[REDACTED]>
Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Good morning,

No worries. I just wanted to make sure Minh got a response from us. In terms of the Form 11, would you like to have HR prepare it for July 26th's or August 2nd's BOS meeting?

Thank you,
Maria Ledesma

From: Van Wagenen, Jeffrey <[REDACTED]>
Sent: Monday, July 11, 2022 8:44 AM
To: Ledesma, Maria <[REDACTED]>
Cc: Rogers, Dave <[REDACTED]>; Bowers, Michael <[REDACTED]>
Subject: Re: Minh Tran, County Counsel -Background Completed

Sorry: I am in agreement. I spoke with Minh and let him know, but I forgot to tell the person that really needed to know!

JVW

On Jul 11, 2022, at 8:40 AM, Ledesma, Maria <[REDACTED]> wrote:

Good Morning Jeffrey and Dave,

I just wanted to check-in and see if you and/or the Board are in agreement with the August 11th start date for Minh Tran for the County Counsel position? I'd like to reach out to Mr. Tran and confirm if we are in agreement with the start date just in case he needs to finalize announcement dates with Napa County.

Thank you in advance.
Maria Ledesma

From: Ledesma, Maria
Sent: Thursday, July 7, 2022 3:13 PM
To: Bowers, Michael <[REDACTED]>
Cc: Hune, Brande <[REDACTED]>
Subject: RE: Minh Tran, County Counsel -Background Completed

Hi Mike,

Have you heard back from JVW or Dave? I want to reach out to Minh to let him know we are in agreement with the August 11th start date but not before we have the green light from the Executive Office.

Thank you,
Maria

From: Bowers, Michael <[REDACTED]>
Sent: Wednesday, July 6, 2022 8:09 AM
To: Van Wagenen, Jeffrey <[REDACTED]>; Rogers, Dave <[REDACTED]>
Cc: Hune, Brande <[REDACTED]>; Ledesma, Maria <[REDACTED]>
Subject: Minh Tran, County Counsel -Background Completed

JVW & Dave,

Mr. Tran has passed his background. He is requesting a start date of August 11th. He is also requesting that Napa County be allowed to announce his departure prior to RivCo announcing his hiring.

HR can begin to prepare a Form 11 for either July 26th or August 2nd BOS meeting.

Please let us know if the above plan is "good to go."

Thanks!
Mike

Michael Bowers

Interim Human Resources Director

County of Riverside

Office Phone: [REDACTED]

4080 Lemon St. 7th Floor, Riverside, CA 92502

Mainline: [REDACTED]

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From: Minh Tran <[REDACTED]>
Sent: Tuesday, July 5, 2022 9:10 PM
To: Castaneda, Janet <[REDACTED]>
Cc: Ledesma, Maria <[REDACTED]>; Darby, Kim <[REDACTED]>; Frank Rojas <[REDACTED]>
Subject: Re: Minh Tran, County Counsel, Req# 21064 -Onboarding Documents

Thank you Janet. Since I will need some time to wrap up things in Napa and August 11 is the beginning of a pay period, I'd like to start then. Hopefully, that is a good date for all. Because Napa County has been recruiting for a County Counsel and now a CEO, I'd like to ask that you allow Napa to announce my departure before publicize my arrival to Riverside.

I really appreciate all the excellent work by everyone at HR (and also Frank Rojas). I look forward to working with you in the coming days.

Minh

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, July 5, 2022, 5:00 PM, Castaneda, Janet <[REDACTED]> wrote:

Mr. Tran,

I wanted to let you know that I had just received your background clearance.
Congratulations!

At this point, my understanding that Maria Ledesma, lead recruiter, has reached out to you to secure a start date. Once a start date is agreed upon, I will prepare the final paperwork and request the creation of your employee ID number.

Feel free to contact me if you have any questions.

Thank you.

G. Janet Castañeda, MBA

Senior Human Resources Analyst

County of Riverside

 Tel ([REDACTED])

 Fax ([REDACTED])

 [REDACTED]



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From: [Minh Tran](#)
To: [Frank Rojas](#); [Ledesma, Maria](#)
Subject: Interview Travel Expenses
Date: Friday, July 15, 2022 9:18:18 AM
Attachments: [doc12510720220715085718.pdf](#)

CAUTION: This email originated externally from the **Riverside County** email system. **DO NOT** click links or open attachments unless you recognize the sender and know the content is safe.

Hi Frank and Maria,

I am excited and looking forward to beginning my tenure at Riverside County on August 11. I believe everything is now fully set and ready. We will work with Brooke Federico, County PIO, to coordinate public announcement next week. Thank you both for your help.

I have attached receipts of my interview travel expense. Please let me know if I need to do anything else to get them reimbursed as previously approved.

Have a happy Friday and a great weekend.

Minh

From: [Bowers Michael](#)
To: [Ashworth Jeff](#)
Subject: FW: Minh Tran, County Counsel, Req# 21064 -Onboarding Documents
Date: Tuesday, February 21, 2023 7:56:12 AM
Attachments: [image007.png](#)
[image008.png](#)
[image013.png](#)
[image010.jpg](#)
[image011.png](#)
[image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image009.jpg](#)
[image005.png](#)
[image006.png](#)
[image001.png](#)
[image002.png](#)
[image005.png](#)

Michael Bowers
Human Resources Director
County of Riverside
Office Phone: [REDACTED]
4080 Lemon St. 7th Floor, Riverside, CA 92502

Mainline: [REDACTED]
Mail Stop: 1081



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From: Ledesma, Maria <[REDACTED]>
Sent: Wednesday, July 6, 2022 7:09 AM
To: Hune, Brande <[REDACTED]>; Bowers, Michael <[REDACTED]>
Subject: FW: Minh Tran, County Counsel, Req# 21064 -Onboarding Documents

Good Morning Brande and Mike,

We received the below email from Minh Tran. He is requesting a start date of August 11th which is a little over a month out.

Thank you,
Maria Ledesma

From: Minh Tran <[REDACTED]>
Sent: Tuesday, July 5, 2022 9:10 PM
To: Castaneda, Janet <[REDACTED]>
Cc: Ledesma, Maria <[REDACTED]>; Darby, Kim <[REDACTED]>; Frank Rojas <[REDACTED]>
Subject: Re: Minh Tran, County Counsel, Req# 21064 -Onboarding Documents

Thank you Janet. Since I will need some time to wrap up things in Napa and August 11 is the beginning of a pay period, I'd like to start then. Hopefully, that is a good date for all. Because Napa County has been recruiting for a County Counsel and now a CEO, I'd like to ask that you allow Napa to announce my departure before publicize my arrival to Riverside.

I really appreciate all the excellent work by everyone at HR (and also Frank Rojas). I look forward to working with you in the coming days.

Minh

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, July 5, 2022, 5:00 PM, Castaneda, Janet <[REDACTED]> wrote:

Mr. Tran,

I wanted to let you know that I had just received your background clearance. Congratulations!

At this point, my understanding that Maria Ledesma, lead recruiter, has reached out to you to secure a start date. Once a start date is agreed upon, I will prepare the final paperwork and request the creation of your employee ID number.

Feel free to contact me if you have any questions.

Thank you.

G. Janet Castañeda, MBA

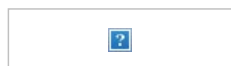
Senior Human Resources Analyst

County of Riverside

Tel: [REDACTED]

Fax: [REDACTED]

[REDACTED]



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From: Minh Tran <[REDACTED]>
Sent: Tuesday, July 5, 2022 3:09 PM
To: Castaneda, Janet <[REDACTED]>; Darby, Kim <[REDACTED]>
Cc: Ledesma, Maria <[REDACTED]>
Subject: Re: Minh Tran, County Counsel, Req# 21064 -Onboarding Documents

Thank you Janet. I will standby to hear more.

Minh

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, July 5, 2022, 1:25 PM, Castaneda, Janet <[REDACTED]> wrote:

Mr. Tran,

We are still pending you background clearance at the moment. I will notify you as soon as we receive your clearance.

As for you pre-employment physical, we received your clearance already.

Let me know if you have any other questions.

Thank you.

G. Janet Castañeda, MBA

Senior Human Resources Analyst

County of Riverside

Tel [REDACTED]

Fax [REDACTED]

[REDACTED]



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From: Minh Tran <[REDACTED]>
Sent: Tuesday, July 5, 2022 1:12 PM
To: Darby, Kim <[REDACTED]>; Castaneda, Janet <[REDACTED]>
Subject: Re: Minh Tran, County Counsel, Req# 21064 -Onboarding Documents

Hi Kim,

I am following up to see if there there is anything outstanding with my background check. I plan to give notice on my starting date at Riverside County Counsel's Office if all is in order.

Thank you very much for all your help.

Minh

[Sent from Yahoo Mail for iPhone](#)

On Wednesday, June 29, 2022, 2:07 PM, Darby, Kim <[REDACTED]> wrote:

Hi Minh,

Yes, I saw. Thank you so much. The Direct Deposit task is more for information purposes. You can go ahead and close it out. Here is the direct deposit form. You can bring this in with a voided check to your first day and they can interoffice mail it to Payroll for you.

Thank you,

Kimberly Darby

Human Resources Analyst

County of Riverside Human Resources

[REDACTED]

[REDACTED]



From: Minh Tran <[REDACTED]>

Sent: Wednesday, June 29, 2022 9:13 AM

To: Darby, Kim <[REDACTED]>; Castaneda, Janet <[REDACTED]>

Subject: Re: Minh Tran, County Counsel, Req# 21064 -Onboarding Documents

Good morning Kim and Janet,

I submitted all forms in NeoGov last night (except for the Direct Deposit, which seems to require a County email address). Please let me know if there are anything else outstanding.

Thank you.

Minh

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, June 28, 2022, 5:05 PM, Minh Tran <[REDACTED]> wrote:

I will try again in a couple of hours, Darby. I am actually in San Diego today. Thanks.

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, June 28, 2022, 4:57 PM, Darby, Kim <[REDACTED]> wrote:

Hi Minh,

It doesn't look like those were submitted. Once they are submitted they will move to the bottom of your list and the Pending ones will become blue. Unfortunately you can not work on those until they turn blue. Are you currently out of the country? Sometimes that can cause issues. Please give me a call or let me know when a good time to call you is if you have any issues.

Thank you,

Kimberly Darby
Human Resources Analyst II
County of Riverside Human Resources

[REDACTED]
[REDACTED]



From: Minh Tran <[REDACTED]>
Sent: Tuesday, June 28, 2022 4:54 PM
To: Darby, Kim <[REDACTED]>; Castaneda, Janet <[REDACTED]>
Subject: Re: Minh Tran, County Counsel, Req# 21064 -Onboarding Documents

Thanks Kim. Other than the top two items, I completed and submitted the rest last night. Are they showing "pending" because more is needed from me?

Thanks,

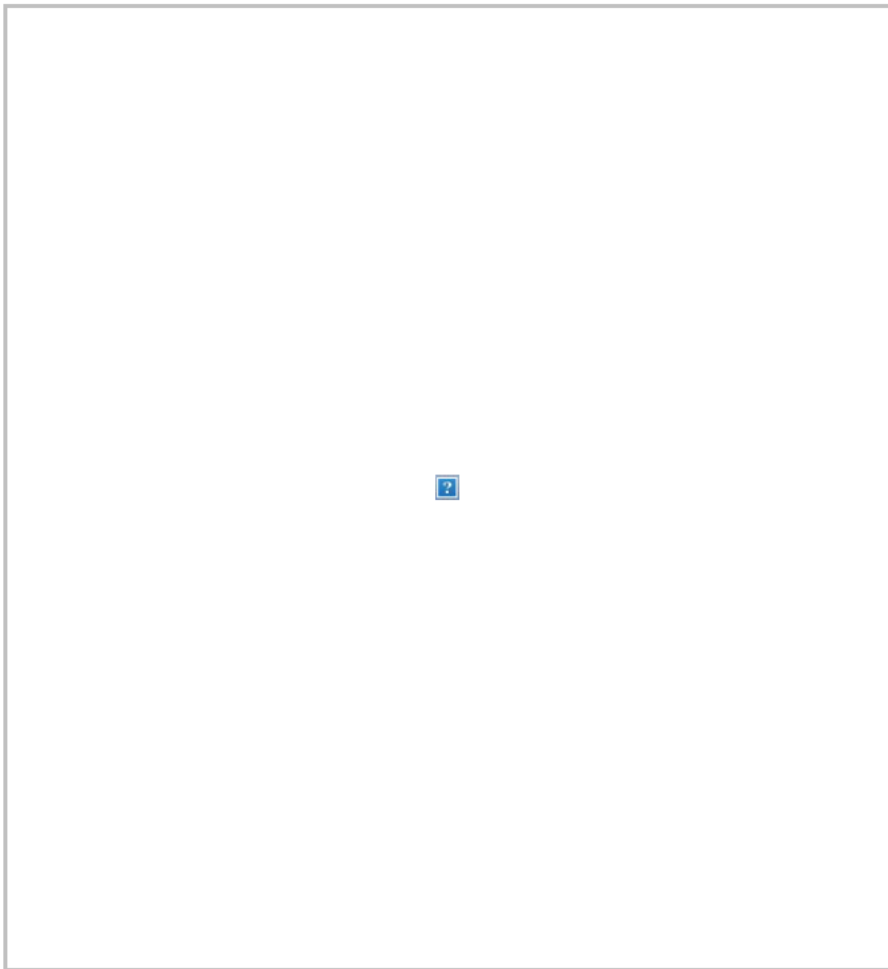
Minh

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, June 28, 2022, 3:14 PM, Darby, Kim <[REDACTED]> wrote:

Hi Minh,

There are currently tasks that need to be completed. When you log into your NEOGOV account they will be listed in your tasks? Please let me know if you have any questions or issues.



Thank you,

Kimberly Darby
Human Resources Analyst II
County of Riverside Human Resources



From: Minh Tran <[REDACTED]>
Sent: Tuesday, June 28, 2022 2:54 PM
To: Darby, Kim <[REDACTED]>; Castaneda, Janet <[REDACTED]>
Subject: Re: Minh Tran, County Counsel, Req# 21064 - Onboarding Documents

Thank you Kim. I believe I have completed most of not all the required docs in NeoGov already. I am traveling so please let me know if there are outstanding items.

Minh

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, June 28, 2022, 2:24 PM, Darby, Kim
<[REDACTED]> wrote:

Hi Minh,

Do you have any questions on the Onboarding documents in NEOGOV? Please feel free to reach out if you do. These will need to be completed prior to you starting.

Thank you,

Kimberly Darby
Human Resources Analyst II
County of Riverside Human Resources

[REDACTED]

[REDACTED]



From: Minh Tran
<[REDACTED]>
Sent: Tuesday, June 28, 2022 2:22 PM
To: Darby, Kim <[REDACTED]>;
Castaneda, Janet
<[REDACTED]>
Subject: Re: Minh Tran, County Counsel,
Req# 21064 -Onboarding Documents

Hi Kim and Janet,

Accurate CS emailed me that they cannot verify my current employment and asked that I submit current pay stub or other docs. I just uploaded my most recent paystub to Accurate CS account. Hopefully, that takes

care of what's needed. If not, please let me know. My cell is [REDACTED]. Texting is best way to contact me since I am traveling.

Thank you.

Minh

[Sent from Yahoo Mail for iPhone](#)

On Tuesday, June 28, 2022, 11:08 AM, Darby, Kim <[REDACTED]> wrote:

Good afternoon Minh,

I am following up on your Onboarding documents. I see that they haven't been started yet and wanted to see if you had any questions on them.

Thank you,

Kimberly Darby

Human Resources Analyst II

County of Riverside Human Resources

[REDACTED]

[REDACTED]



From: Minh Tran

<[REDACTED]>

Sent: Thursday, June 23, 2022
8:34 PM

To: Darby, Kim

<[REDACTED]>;

Castaneda, Janet

<[REDACTED]>
Subject: Re: Minh Tran, County
Counsel, Req# 21064 -
Background and Pre-
employment physical
instructions

Got it, Kim. I will log in
tonight. Thanks.

[Sent from Yahoo Mail for
iPhone](#)

On Thursday, June 23, 2022,
2:14 PM, Darby, Kim

<[REDACTED]> wrote:

Good afternoon
Minh,

To get a little jump
start on the
process, I have
assigned you your
Onboarding
documents. This
way once you have
cleared your
background and
physical you will
be done. Please
log in when you
can into your
NEOGOV account
to complete. Feel
free to reach out if
you have any
questions.

Thank you,

Kimberly Darby
Human Resources
Analyst II
County of
Riverside Human
Resources

[REDACTED]

[REDACTED]



From: Minh Tran
<[REDACTED]>
<[REDACTED]>
Sent: Monday,
June 20, 2022 7:50
PM
To: Castaneda,
Janet
<[REDACTED]>
<[REDACTED]>
Cc: Darby, Kim
<[REDACTED]>
<[REDACTED]>
Subject: Re: Minh
Tran, County
Counsel, Req#
21064 -
Background and
Pre-employment
physical
instructions

Got it. Thank you
Janet and have a
great vacation.

Hi Kimberly, thank
you for helping
out. I will call you
with questions, if
any.

Minh

[Sent from Yahoo
Mail for iPhone](#)

On Monday, June
20, 2022, 4:00 PM,
Castaneda, Janet
<[REDACTED]>
<[REDACTED]>
wrote:

Perfe
ct,

Let
me
know
if you
have
any
quest
ions
or
Kimb
erly
Darb
y in
my
abse
nce
at



Than
k
you!

**G.
Jan
et
Cas
tañ
eda**

**,
MB
A**

Senio
r
Hum
an
Reso
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Coun
ty of
River
side9
51



Tel



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[ojca](#)



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ge, or any attachment, is strictly prohibited. If you have received a copy of this email in error, please notify the sender by reply email immediately, and remove all copies of the original message, including attachments, from your computer.

From

:
Minh
Tran

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Sent:

Monday,
June
20,
2022
3:29
PM

To:

Castaneda,
Janet

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Subject:

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Senior
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