



INTERNAL OPERATIONS COMMITTEE

February 3, 2014
10:30 A.M.

651 Pine Street, Room 101, Martinez

Supervisor Karen Mitchoff, Chair

Supervisor Candace Andersen, Vice Chair

Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. CONSIDER approving nominations to fill four seats on the Hazardous Materials Commission. (*Michael Kent, Hazardous Materials Ombudsman*)
4. CONSIDER accepting report on the Auditor-Controller's audit activities for 2013 and approving the proposed schedule of financial audits for 2014. (*Elizabeth Verigin, Asst. Auditor-Controller*)
5. CONSIDER approving 2014 Committee meeting schedule and work plan. (*Julie DiMaggio Enea, IOC Staff*)
6. CONSIDER approving the proposed plan and schedule for the recruitment to fill four Board of Supervisors seats on the Contra Costa County Employees' Retirement Association Board of Trustees and one seat each on the County Planning Commission and the Contra Costa County Fire Protection District Fire Advisory Commission that will become vacant on July 1, 2014. (*Julie DiMaggio Enea, IOC Staff*)
7. The March 3, 2014 has been canceled. The next meeting is currently scheduled for March 17, 2014.
8. Adjourn

The Internal Operations Committee will provide reasonable accommodations for persons with disabilities planning to attend Internal Operations Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and

distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.

Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff
Phone (925) 335-1077, Fax (925) 646-1353
julie.enea@cao.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 02/03/2014

Submitted For: William Walker, M.D., Health Services Director

Department: Health Services

Referral No.: IOC 13/5

Referral Name: ADVISORY BODY RECRUITMENT

Presenter: Michael Kent, Hazardous Materials
Ombudsman

Contact: Michael Kent (925)
313-6587

Referral History:

The IOC reviews nominations made by the Hazardous Materials Commission and environmental firms for appointments all Commission seats except the City seats.

On September 17, 2013, the Board of Supervisors appointed Ed Morales, of Martinez, to the Environmental Engineer Alternate seat on the Hazardous Materials Commission to complete the unexpired term ending December 31, 2013 and to a new term ending December 31, 2017.

Referral Update:

Attached is a memo from the Hazardous Materials Ombudsman seeking approval of various nominations and one reassignment. All supporting documents are attached for reference.

Recommendation(s)/Next Step(s):

APPROVE the following actions as requested by the Hazardous Materials Commission:

<u>Action</u>	<u>Name</u>	<u>Seat</u>	<u>Term Exp</u>
RE-APPOINT	George Smith	Environmental Engineering Firms	12/31/2017
RE-ASSIGN FROM	Ed Morales	Environmental Engineering Firms Alt	12/31/2017
RE-ASSIGN TO	Ed Morales	Environmental Organizations #1 Alt	12/31/2017
RE-APPOINT	Ralph Sattler	Environmental Organizations #1	12/31/2017
APPOINT	Fred Glueck	Business #1 - West Co. of Industries	12/31/2014

Fiscal Impact (if any):

None.

Attachments

Mem HazMat Comm Trans Nominations

HazMat Comm Application - George Smith

HazMat Comm Application - Ralph Sattler

Support Letter - Sattler

HazMat Comm Application - Fred Glueck

Support Letter - Glueck

HazMat Comm Application - Ed Morales

Support Letter - Morales

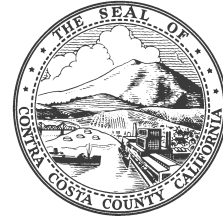
Announce Env Eng

Announce Env Alt

Announce Env Eng

Announce Env

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION



January 27, 2014

To: Internal Operations Committee

From: Michael Kent, Executive Assistant to the Hazardous Materials Commission

Re: Appointment recommendations to the Hazardous Materials Commission

The Hazardous Materials Commission was established in 1986 to advise the Board, County staff and the mayor's council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a hazardous materials storage and transportation plan and ordinance, coordinating the implementation of the hazardous materials release response plan and inventory program, and to analyze and develop recommendations regarding hazardous materials issues with consideration to broad public input, and report back to the Board on Board referrals.

The bylaws of the Commission provide that the Environmental Seat #1 and Environmental Seat #1 Alternate be nominated and appointed by the Board of Supervisors. The term for the Environmental Seat #1 held by Ralph Sattler expired on December 31, 2013. The Environmental Seat #1 Alternate position is currently vacant. The Commission recommends that the Board of Supervisors re-appoint Ralph Sattler to the Environmental Seat #1. The Commission also recommends that the Board of Supervisors transfer the current Environmental Engineer Alternate, Ed Morales, into the vacant Environmental Seat #1 Alternate seat, and declare the Environmental Engineer Alternate seat vacant. Letters of nomination for Ralph Sattler and Ed Morales from Communities for a Safe Environment and their applications are attached. Both terms will expire on December 31, 2017. Materials advertising these open seats are attached.

The bylaws of the Commission provide that the Environmental Engineer Seat be nominated and appointed by the Board of Supervisors. The Environmental Engineer Seat held by George Smith expired on December 31, 2013. The Commission recommends that the Board of Supervisors re-appoint George Smith to the Environmental Engineer Seat. This term will expire on December 31, 2017. His application is attached. Materials advertising this open seat are attached.

Members: George Smith, Chair, Rick Alcaraz, Scott Anderson, Don Bristol, Henry Clark, Lara DeLaney, Frank Gordon, Steven Linsley, Jim Payne, Ralph Sattler, Leslie Stewart, Don Tatzin

The bylaws of the Commission provide that the Business Seat #1 be nominated by the West County Council of Industries and appointed by the Board of Supervisors. This seat, with a term ending December 31, 2014, was vacated by a Board Order dated January 21, 2014 and posted by the Clerk of the Board for 10 days. The West County Council of Industries nominated Fred Glueck to fill the vacant Business Seat #1. His application and letter of nomination are attached.

Members: George Smith, Chair, Rick Alcaraz, Scott Anderson, Don Bristol, Henry Clark, Lara DeLaney, Frank Gordon, Steven Linsley, Jim Payne, Ralph Sattler, Leslie Stewart, Don Tatzin

597 Center Ave., Suite 200 Martinez, CA 94501 (925) 313-6712



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD

651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

HAZARDOUS MATERIALS COMMISSION

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

ENVIRONMENTAL ENGINEER

PRINT EXACT SEAT NAME (if applicable)

1. Name:
(Last Name) (First Name) (Middle Name)

2. Address:
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones:
(Home No.) (Work No.) (Cell No.)

4. Email Address:

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved	MASTERS DEGREE
--	----------------

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UNIV. OF ARKANSAS	CHEMICAL ENGINEERING	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	B.S.	1970
B) HARVARD UNIVERSITY	BUSINESS	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	M.B.A.	1976
C) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
<input type="text"/>	<input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <u>3/05</u> To <u>PRESENT</u> Total: Yrs. <u>8</u> Mos. <u>10</u> Hrs. per week <u>40+</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>PRESIDENT</u> Employer's Name and Address <u>GBR SMITH GROUP</u> <u>2351 DAPPLEGRASS LANE</u> <u>WALNUT CREEK, CA</u> <u>94596</u></p>	<p>Duties Performed <u>MANAGEMENT,</u> <u>MANAGEMENT CONSULTING,</u> <u>RECRUITING,</u> <u>ENVIRONMENTAL</u> <u>CONSULTING/ENGINEERING</u></p>
<p>B) Dates (Month, Day, Year) From <u>5/02</u> To <u>2/05</u> Total: Yrs. <u>2</u> Mos. <u>9</u> Hrs. per week <u>40+</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>PROGRAM MANAGER</u> Employer's Name and Address <u>ARCADIS</u> <u>RICHMOND, CA</u></p>	<p>Duties Performed <u>ENVIRONMENTAL</u> <u>CONSULTING/</u> <u>ENGINEERING</u></p>
<p>C) Dates (Month, Day, Year) From <u>2/93</u> To <u>5/02</u> Total: Yrs. <u>9</u> Mos. <u>3</u> Hrs. per week <u>40+</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>PROGRAM MANAGER</u> Employer's Name and Address <u>HARDING LAWSON ASSOCIATES</u> <u>NOVATO, CA</u></p>	<p>Duties Performed <u>ENVIRONMENTAL</u> <u>CONSULTING/</u> <u>ENGINEERING</u></p>
<p>D) Dates (Month, Day, Year) From <u>3/81</u> To <u>7/92</u> Total: Yrs. <u>5</u> Mos. <u>4</u> Hrs. per week <u>40+</u> Volunteer <input type="checkbox"/></p>	<p>Title <u>PROJECT MGR./OPS. MGR.</u> Employer's Name and Address <u>AND TECHNOLOGIES</u> <u>SO. SAN FRANCISCO, CA</u></p>	<p>Duties Performed <u>ENVIRONMENTAL</u> <u>CONSULTING/</u> <u>ENGINEERING</u></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other

CURRENT
COMMISSIONER

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Cor ta County.

Sign Name:

Date:

12/27/13

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at **651 Pine Street, Room 106, Martinez, CA 94553**.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.



Contra
Costa
County

For Office Use Only
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For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Contra Costa Hazardous Materials Comm

Environmental Organization # 1

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name:	Sattler	Ralph	James
	(Last Name)	(First Name)	(Middle Name)
2. Address:		Martinez	CA 94553-1973
	(No.) (Street) (Apt.) (City) (State) (Zip Code)		
3. Phones:			
	(Home No.) (Work No.) (Cell No.)		
4. Email Address:			

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved AA degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Seattle University	Industrial Psychology	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	3		none	
B) Los Angeles City College	Industrial Psychology/ Photography	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AA	June 1962
C) University of Montana	Industrial Psychology	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	3		none	
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>			

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<p>A) Dates (Month, Day, Year)</p> <p>From <u> </u> To <u> </u></p> <p>1990 <u> </u> current <u> </u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Steering Committee Member</p> <p>Employer's Name and Address</p> <p>Communities for a Safe Environment</p>	<p>Duties Performed</p> <p>Worked on issues regarding proposed toxic waste incinerator, fence line monitoring, bucket brigade, Risk Management Program, Industrial Safety Ordinance & other issues regarding refineries and air pollution</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u> </u> To <u> </u></p> <p>2009 <u> </u> current <u> </u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Member of the Board of Directors</p> <p>Employer's Name and Address</p> <p>Contra Costa CAER</p>	<p>Duties Performed</p> <p>Work on the Community Warning System, Community Outreach, Community Preparedness, Shelter in Place drills and other issues related to community and environment safety</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u> </u> To <u> </u></p> <p>2007 <u> </u> current <u> </u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Member/Shell Community Advisory Panel</p> <p>Employer's Name and Address</p> <p>Shell Community Advisory Panel- Martinez Shell</p>	<p>Duties Performed</p> <p>CAP interacts with company regarding issues affecting the community and the environment</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u> </u> To <u> </u></p> <p>1992 <u> </u> Current <u> </u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Member - Solvay Community Advisory Panel</p> <p>Employer's Name and Address</p> <p>Solvay Community Advisory Panel Martinez, CA</p>	<p>Duties Performed</p> <p>CAP interacts with company regarding issues affecting the community and the environment. I am one of the original members of the CAP.</p>

THIS FORM IS A PUBLIC DOCUMENT

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☐ Other ☐ I am a current commissioner

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:

Date:

1/27/14

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THIS FORM IS A PUBLIC DOCUMENT

Communities For a Safe Environment
1204 Ulfinian Way
Martinez, CA 94553-1973

December 16, 2013

To: Michael Kent

Contra Costa County Hazardous Materials Commission

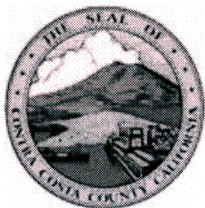
Please continue Ralph Sattler's representation of Communities For a Safe Environment on the Hazardous Materials Commission.

Sincerely,

Thomas E Peters

Steven A. Young

Paul R. Gray



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

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651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials Commission

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Glueck Fred Scott
(Last Name) (First Name) (Middle Name)

2. **Address:** 129 Peake Pl. Alamo Ca. 94507
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. **Phones:** 925-820-9184 510-233-6552 510-812-6806
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** fglueck125@AOL.Com

5. **EDUCATION:** Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved M.B.A. Bus. Adm.-Finance

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) U.C. Berkeley	Bus. Adm. - Finance	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.S.	6/1976
B) Golden Gate University	Bus. Adm.- Finance	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			M.B.A.	12/1981
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
U.C. Davis	Haz. Materials Mgmt.	30	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>2002</div> <div>2014</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>12</div> <div></div> <p>Hrs. per week <div>3</div> . Volunteer <input checked="" type="checkbox"/></p> </p></p>	<p>Title <div>President/ Director</div> <p>Employer's Name and Address <div>Council of Industries</div> <div>Richmond, Ca.</div> </p> </p>	<p>Duties Performed <div>President of Organization. Director of Organization.</div> <div>Community Affairs.</div> </p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>20007</div> <div>2010</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>13</div> <div></div> <p>Hrs. per week <div>3</div> . Volunteer <input checked="" type="checkbox"/></p> </p></p>	<p>Title <div>Chair/ Various Comm. Chairs</div> <p>Employer's Name and Address <div>Bay Area Air Quality Mgmt. District Advisory Council. San Francisco, Ca.</div> </p> </p>	<p>Duties Performed <div>Sat on Adv. Council for full Term. of approx. 13 years. Multiple Comm. Assignments.</div> <div>Community Affairs.</div> </p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>1984</div> <div>1994</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>10</div> <div></div> <p>Hrs. per week <div>4</div> . Volunteer <input checked="" type="checkbox"/></p> </p></p>	<p>Title <div>President/ Director</div> <p>Employer's Name and Address <div>Alamo Improvement Association</div> <div>Alamo, Ca.</div> </p> </p>	<p>Duties Performed <div>Sat as Director, President, Committee Chair.</div> <div>Community Affairs</div> </p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>1990</div> <div>1992</div> <p>Total: <u>Yrs.</u> <u>Mos.</u> <div>2</div> <div></div> <p>Hrs. per week <div>1</div> . Volunteer <input checked="" type="checkbox"/></p> </p></p>	<p>Title <div>Diretor</div> <p>Employer's Name and Address <div>Contra Costa County Z-36 Landscape and Lighting District.</div> <div>Alamo, Ca.</div> </p> </p>	<p>Duties Performed <div>Sat as Director. Appointed by CCC BOS. Local Landscape and Lighting District.</div> <div>Community Affairs.</div> </p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Council of Industries

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name:

Fred Glueck

Date:

1-24-2014

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5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
 2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
 3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
 4. First cousin;
 5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
 6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
 7. Registered domestic partner, pursuant to California Family Code section 297.
 8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
 9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



THE COUNCIL OF INDUSTRIES

**P.O. BOX 70088
Pt. Richmond, CA 94807
(510)215-9325 office (510)260-4820 cell (510)215-9029 fax
www.councilofindustries.org**

January 22, 2014

Michael Kent
Contra Costa Health Services
Hazardous Materials Ombudsman
597 Center Ave., Suite 100
Martinez, CA 94553

RE: Nomination of MR. FRED GLUECK to the Hazardous Materials
Commission, Business Seat #1

On behalf of the Council of Industries I would like to request that Mr. Fred Glueck of Plant Reclamation be nominated to the Contra Costa County Hazardous Materials Commission Business Seat #1, replacing Jimmy Rodgers, in representation of the business membership at the Council of Industries.

Please consider our request for Mr. Glueck's nomination.

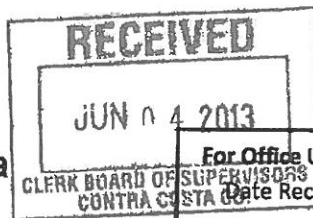
Should you have any questions, contact the undersigned

Regards,

Katrinka Ruk
Executive Director
kpruk@sbcglobal.net



Contra
Costa
County



For Office Use Only
Date Received:

Print Form

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292

PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials Commission

Environmental Engineering Seat - Alternate

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (If applicable)

1. Name: Morales Edward Robert
(Last Name) (First Name) (Middle Name)

2. Address: Martinez, CA 94553
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: _____
(Home No.) (Work No.) (Cell No.)

4. Email Address: _____

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma ☐ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐

Give Highest Grade or Educational Level Achieved B.S.

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>UC Berkeley</u>	<u>Chemistry</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<u>BS</u>	<u>1982</u>
B) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
C) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed: <input type="text"/>	Course Studied <input type="text"/>	Hours Completed <input type="text"/>	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Ralph Sattler

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Na

Date: 6-3-13

Important Information

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: 651 Pine Street, Room 106, Martinez, CA 94553.
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

THIS FORM IS A PUBLIC DOCUMENT

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.

II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:

1. Mother, father, son, and daughter;
2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
4. First cousin;
5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
7. Registered domestic partner, pursuant to California Family Code section 297.
8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

Communities For a Safe Environment
1204 Ulfinian Way
Martinez, CA 94553-1973

December 16, 2013

To: Michael Kent

Contra Costa County Hazardous Materials Commission

Re: Environmental Organization Seat One - Alternate

We would like for Ed Morello to also represent Communities For a Safe Environment on the Hazardous Materials Commission.

Sincerely,

Thomas E. Peters
Steven A. Youngs
Paul R. Emery

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an **Environmental Engineering Seat**.

You may apply if you ...

- are nominated by an environmental engineering organization; or firm
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- can commit to regular attendance at monthly Commission meetings and a monthly Committee meeting.

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine Street 1st Floor, Martinez CA 94553.

You may also download an application from the County's website:

<http://www.contracosta.ca.gov/DocumentView.aspx?DID=6433>

Filing Date: Applications must be postmarked by October 4, 2013 and mailed to the Clerk of the Board.

*Members: George Smith – Chair, Rick Alcaraz, Scott Anderson, Don Tatzin, Henry Clark, Lara DeLaney,
Frank Gordon, Steven Linsley, Jim Payne, Jimmy Rodgers, Ralph Sattler, Leslie Stewart, Don Bristol*

597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721

**** PLEASE POST or DISTRIBUTE ****

CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS

DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an **Environmental Seat - Alternate**.

You may apply if you ...

- are nominated by an environmental organization; or firm
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- can commit to regular attendance at monthly Commission meetings and a monthly Committee meeting, in the event the seat holder is unavailable;

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

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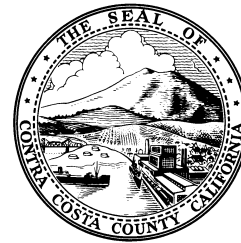
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597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721

CONTRA COSTA COUNTY
HAZARDOUS MATERIALS COMMISSION



September 23, 2013

Dear Colleague:

The Contra Costa Hazardous Materials Commission is seeking applicants to fill an Environmental Engineering Seat. Applications must be postmarked by October 4, 2013.

Appointed by the Board of Supervisors to advise them on hazardous materials issues, including industrial safety, the 13-member Commission is comprised of representatives of industry, labor, environmental groups, civic groups, the public, engineers/industrial hygienists, and elected officials. Members serve four-year terms, and must live or work in Contra Costa County.

I hope your organization will take up this rare opportunity and nominate an applicant. The Commission offers a chance for direct participation in creating county policy on vital issues of great public concern.

Enclosed you will find leaflets for posting and or distribution.

The Commission would also like to extend an invitation to any interested party to attend Commission meetings which are generally held the 4th Thursday of every month at the County Connection, 2477 Arnold Industrial Way, in Concord. Please check the website for the next scheduled meeting. <http://cchealth.org/hazmat/hmc/>

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine Street, 1st Floor, Martinez CA 94553. You may also download an application from the County's website:

<http://www.contracosta.ca.gov/DocumentView.aspx?DID=6433>

Should you have further questions, please do not hesitate to call me. I can be reached directly at (925) 313-6587.

Sincerely,

Michael Kent
Executive Assistant to the Hazardous Materials Commission

Enclosure

*Members: George Smith – Chair, Rick Alcaraz, Scott Anderson, Don Tatzin, Henry Clark, Lara DeLaney,
Frank Gordon, Steven Linsley, Jim Payne, Jimmy Rodgers, Ralph Sattler, Leslie Stewart, Don Bristol*

597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721

CONTRA COSTA COUNTY
HAZARDOUS MATERIALS COMMISSION



September 23, 2013

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<http://www.contracosta.ca.gov/DocumentView.aspx?DID=6433>

Should you have further questions, please do not hesitate to call me. I can be reached directly at (925) 313-6587.

Sincerely,

Michael Kent
Executive Assistant to the Hazardous Materials Commission

Enclosure

*Members: George Smith – Chair, Rick Alcaraz, Scott Anderson, Don Tatzin, Henry Clark, Lara DeLaney,
Frank Gordon, Steven Linsley, Jim Payne, Jimmy Rodgers, Ralph Sattler, Leslie Stewart, Don Bristol*

597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 02/03/2014

Submitted For: Robert Campbell, Auditor-Controller

Department: Auditor-Controller

Referral No.: IOC 14/2

Referral Name: Review of the Annual Audit Schedule

Presenter: Elizabeth Verigin, Asst
Auditor-Controller

Contact: Joanne Bohren
925-646-2233

Referral History:

The Internal Operations Committee was asked by the Board in 2000 to review the process for establishing the annual schedule of audits, and to establish a mechanism for the Board to have input in the development of the annual audit schedule and request studies of departments, programs or procedures. The IOC recommended a process that was adopted by the Board on June 27, 2000, which called for the IOC to review the schedule of audits proposed by the Auditor-Controller and the County Administrator each December. However, due to the preeminent need during December for the Auditor to complete the Comprehensive Annual Financial Report, the IOC, some years ago, rescheduled consideration of the Auditor's report to February of each year.

Referral Update:

Attached is a report from the Auditor-Controller reviewing the department's audit activities for 2013 and transmitting the proposed schedule of financial audits for 2014, which are already in progress.

Assistant Auditor-Controller Elizabeth Verigin and Chief of Internal Audits Joanne Bohren will present the report.

Recommendation(s)/Next Step(s):

ACCEPT report on the Auditor-Controller's audit activities for 2013 and APPROVE the proposed schedule of financial audits for 2014.

Fiscal Impact (if any):

There is no fiscal impact related to providing input into the annual audit schedule. The financial auditing process may result in positive and negative fiscal impacts, depending on the audit findings.

Attachments

Mem Auditor trans 2014 audit plan

Attachment 1 - Proposed Audit Listing

Attachment 2 - Completed Audit Listing

Attachment 3 - Audits in Progress Listing

Attachment 4 - Postponed Audits Listing

Office of the Auditor-Controller
Contra Costa County

Robert R. Campbell
Auditor-Controller

625 Court Street
Martinez, California 94553-1282
Phone (925) 646-2181
Fax (925) 646-2649




Elizabeth A. Verigin
Assistant Auditor-Controller

Harjit S. Nahal
Assistant Auditor-Controller

February 3, 2014

TO: Internal Operations Committee

FROM: Robert R. Campbell, Auditor-Controller
By: Joanne M. Bohren, CPA 

SUBJECT: Annual Report on the Financial Audits Program

The Board of Supervisors adopted a policy on June 27, 2000, directing the Auditor-Controller to annually report to the Internal Operations Committee on the proposed schedule of Internal Audit projects for the following calendar year. The attached "*Schedule of Internal Audit Projects*" provides the proposed project schedule for 2014 and summarizes the status of the projects that were scheduled for completion in 2013.

In 2013, the Internal Audit Division completed thirty-eight (38) projects during the year. There were forty-one (41) projects originally scheduled for 2013. Of the projects not complete, two (2) are in progress and one (1) is on the schedule for 2014. Attached are schedules showing the status of the 2013 scheduled projects as completed, in progress, or rescheduled/postponed.

The Chief Auditor and the Assistant Auditor-Controller performed a thorough review of existing, recurring projects as well as identifying potential new projects that should be incorporated into the 2014 schedule. The emphasis and priority in scheduling projects was based on the perceived risk to the County. The schedule is composed of legally required projects, such as the Treasury cash counts, reoccurring projects, and new projects.

Legally required projects have their basis in government code. Reoccurring projects have a preferred cycle attached to them based on their perceived amount of inherent risk. If a concern comes to the attention of the Chief Auditor or the Assistant Auditor-Controller, a reoccurring project may be planned prior to it being due based on the preferred cycle, or a new project may be planned and scheduled.

In addition to performing Internal Audit projects, the Internal Audit Division is responsible for preparing the County's Comprehensive Annual Financial Report (CAFR) and providing assistance to other County departments and the County's external auditors. The CAFR process consumes approximately four months of staff time. Also, the Internal Audit Division is the chief coordinator of the "Single Audit" performed by the County's external auditors.

The County's financial operations are subject to audit by a firm of independent external auditors, Macias Gini & O'Connell, LLP, Certified Public Accountants (MGO). The external auditors are responsible for performing an annual audit of the general-purpose financial statements of the County and the Public Financing Authority. The external auditors also perform an annual "Single Audit" of the County's federal financial-assistance programs. Other independent auditors perform annual audits of the Contra Costa County Employees' Retirement Association, the County Housing Authority, state grant programs, and the FIRST 5 Contra Costa Children and Families Commission.

Attachments

**Schedule of Internal Audit Projects
Calendar Year 2014**

	Department	Historical		Prefd.	Scheduled	Audit
	Project Description	Estimated	Last Done	Audit	For	Hours
		Hours	Through	Cycle (yrs)	2014	2014
	<u>Board of Supervisors</u>					
1102	District 2 General Department Audit (Including MACs)	60	1/07	4	X	10
	<u>Risk Management</u>					
0043	General Department Audit	250	5/05	2	X	300
	<u>Auditor-Controller</u>					
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	60	6/13	1 (Law)	X	60
0116	Medical & Dental Premium Payments	200	3/05	2	X	240
0037	Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)	60		1	X	60
	<u>Treasurer-Tax Collector</u>					
0151	Treasury Cash & Investments - 1st qtr	100	2/13	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 2nd qtr	100	5/13	1/4 (Law)	X	100
0151	Treasury Cash & Investments - July 1	100	7/1/13	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	100	9/12	1/4 (Law)	X	100
0151	Treasury Cash & Investments - 4th qtr	100	12/12	1/4 (Law)	X	100
0153	Tax Collector's Special Trust (8314)	50	8/04	4	X	60
0154	Supplemental Tax Collection	150	12/08	2	X	180
0155	Duplicate payment trust (8315)	65	4/04	4	X	75
0172	Treasury Oversight Committee (calendar year)	120	12/12	1 (Law)	X	175
	<u>Purchasing</u>					
1491	Purchasing	175	NEW	4	X	175
1493	Procurement Card Program - 3rd qtr	30	9/13	1/4 (CAO)	X	40
1493	Procurement Card Program - 4th qtr	30	12/12	1/4 (CAO)	X	40
1493	Procurement Card Program - 1st qtr	30	3/13	1/4 (CAO)	X	40
1493	Procurement Card Program - 2nd qtr	30	6/13	1/4 (CAO)	X	40
	<u>Department of Information Technology</u>					
0147	General Department Audit	100	9/07	3	X	100
	<u>Sheriff-Coroner</u>					
3005	Inmates' cash	400	12/05	2	X	500
	<u>Probation</u>					
3081	General Departmental Audit	200	12/11	2(Law)	X	220
	<u>Health Services</u>					
4501	Public Health	250	2/08	2	X	275
5408	CCHP Vendor Payments	150	7/04	3	X	160
	<u>Employment & Human Services</u>					
	Trust Funds	100	Special		X	100

**Schedule of Internal Audit Projects
Calendar Year 2014**

		Historical		Prefd.	Scheduled	Audit
	Department	Estimated	Last Done	Audit	For	Hours
	Project Description	Hours	Through	Cycle (yrs)	2014	2014
	<u>Public Works</u>					
0791	Craft inventories and Custodial Supplies Inventory (combined)	100	6/09	3	X	150
1481	Print and Mail (Central Services) Inventory	120	6/09	3	X	120
	<u>Contra Costa Fire Protection District</u>					
9502	General Department Audit	300	1/06	2	X	310

**Schedule of Internal Audits Completed
Calendar Year 2013**

	Department	Last Done	Prefd.	Scheduled	Audit	Total
	Project Description	Through	Audit	For	Hours	Project
			Cycle (yrs)	2013	2013	Hours
	<u>Auditor-Controller</u>					
0105	Revolving/Cash Diff. Fund & Shortage Report (fiscal year)	6/13	1 (Law)	X	60	40
0037	Misc A-C duties (ie Petty Cash ICQ; Relief of Shortage; Increase/New Petty Cash; Recons)		1	X	60	-
	<u>Treasurer-Tax Collector</u>					
0151	Treasury Cash & Investments - 1st qtr	2/13	1/4 (Law)	X	85	76.5
0151	Treasury Cash & Investments - 2nd qtr	5/13	1/4 (Law)	X	85	76.5
0151	Treasury Cash & Investments - July 1	7/1/13	1/4 (Law)	X	85	62
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	9/12	1/4 (Law)	X	85	71
0151	Treasury Cash & Investments - 4th qtr	12/12	1/4 (Law)	X	85	70.5
0152	State of California trust (8011)	4/13	4	X	80	105.5
0172	Treasury Oversight Committee (calendar year)	12/12	1 (Law)	X	160	212
	<u>Purchasing</u>					
1493	Procurement Card Program - 3rd qtr (2012)	9/12	1/4 (CAO)	X	40	64
1493	Procurement Card Program - 4th qtr	12/12	1/4 (CAO)	X	40	64
1493	Procurement Card Program - 1st qtr	3/13	1/4 (CAO)	X	40	64
1493	Procurement Card Program - 2nd qtr	6/13	1/4 (CAO)	X	40	64
1493	Procurement Card Program - 3rd qtr (2013)	9/13	1/4 (CAO)	X	40	64
	<u>Clerk-Recorder</u>					
	GC27361(d)(4) project re: SSN truncation - Required to be performed by 12/31/2013	2013	4	X	120	94
	<u>Sheriff-Coroner</u>					
2553	Seized & Forfeited Property	12/12	5	X	150	275
	<u>Agriculture</u>					
3351	General Departmental Audit	3/13	4	X	150	135
	<u>Health Services</u>					
5403	Materials Management	3/13		X	200	146.5
	<u>County Libraries</u>					
6201	General Departmental Audit	12/12	4	X	300	230.5
	<u>Public Works</u>					
1492	Capital Leases	6/13	3	X	230	203
0632	Vehicle Inventory	6/13	3	X	175	164
	<u>Contra Costa Fire Protection District</u>					
9501	Other Supplies Inventory	6/13		X	80	119

**Schedule of Internal Audits Completed
Calendar Year 2013**

	Department	Last Done	Prefd.	Scheduled	Audit	Total
	Project Description	Through	Cycle (yrs)	For	Hours	Project
				2013	2013	Hours
	<u>Additional Projects as discussed with Elizabeth</u>					
0014	Examination of Mitigation Funds, MACs/TACs, and Other Funds with Board Discretion			X	360	770
	<u>Mitigation Funds (also brought up by Supervisor Gioia @ Finance Committee Mtg 2/7/11)</u>					
	Crockett Co-Generation	3/13				
	Rodeo Unocal	3/13				
	Livable Communities Trust	12/12				
	County Regional Enhancement Contribution	12/12				
	Transient Occupancy Tax/Contra Costa Futures	12/12				
	Navy Transportation	2/13				
	Tosco/Solano Transportation	2/13				
	<u>MACs/TACs</u>					
	BOS District #3:					
	Byron MAC	3/13				
	Diablo MAC	3/13				
	Knightsen TAC	3/13				
	Bethel Island MAC	3/13				
	BOS District #5:					
	Bay Point MAC	12/12				
	Pacheco MAC	12/12				
	Rodeo MAC	12/12				
	<u>General Purpose with Board Discretion</u>					
	Child Care Affordability Fund	12/12				
	Dougherty Valley Transit Fees	12/12				
	Industrial Job Training & Education Fee	12/12				

**Schedule of Internal Audits in Progress at the End of Calendar Year 2013
To be Completed in Calendar Year 2014**

	Department	Estimated	Last Done	Prefd.	Scheduled	In
	Project Description	Hours	Through	Audit	For	Progress
				Cycle (yrs)	2013	2014
	<u>Board of Supervisors</u>					
1102	District 2 General Department Audit (Including MACs)	60	1/07	4	X	X
	<u>Treasurer-Tax Collector</u>					
0151	Treasury Cash & Investments - 3rd qtr (Auditor recommendation)	100	9/12	1/4 (Law)	X	X

**Schedule of Internal Audit Projects Postponed
Calendar Year 2013**

	Department	Estimated	Last Done	Prefd.	Scheduled	Scheduled	
	Project Description	Hours	Through	Audit	For	for	
				Cycle (yrs)	2013	2014	
	<u>Sheriff-Coroner</u>						
3005	Inmates' cash	400	12/05	2	X	X	The Office of the Sheriff-Coroner pushed back the start date for the audit. Ultimately, the assigned internal auditor was reassigned pending the Office of the Sheriff-Coroner agreeing to a date for the entrance meeting. The audit is included in the 2014 audit plan and got underway January 22, 2014.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 02/03/2014

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: N/A

Referral Name: N/A

Presenter: Julie DiMaggio Enea, IOC Staff **Contact:** Julie DiMaggio Enea 925.335.1077

Referral History:

The Board of Supervisors made the following referrals to the 2014 Internal Operations Committee:

Standing Referrals

1. Continued policy oversight and quarterly monitoring of the Small Business Enterprise and Outreach programs, and e-Outreach
2. Review of the annual audit schedule
3. Review of annual Master Vehicle Replacement List and disposition of low-use vehicles
4. Local Vendor Preference Program
5. Advisory Body Recruitment (Planning Commission: At Large 1 seat; Retirement Board: BOS 5, 6 & 7 and Alternate seats); CC Fire Commission: At Large 2 seat)
6. Review of Process for allocation of funds by the Fish and Wildlife Committee
8. Project Labor Agreement annual update

Non-Standing Referrals

7. Review of Procedures Governing Employee Involvement in Contracts with Prospective Employers
9. Waste Hauler Ordinance
10. Social Media Policy
11. Contra Costa Television Policy and Procedure Update
12. Policy on Records Retention and Destruction for Advisory Bodies.
13. Contra Costa County Employees Retirement Association Recruitment
14. Local Enforcement Agency Hearing Panel Members Recruitment

The Committee members have selected the first Monday of each month at 10:30 a.m. as the standing meeting date/time for 2014.

Referral Update:

Attached for the Committee's review is the proposed meeting schedule, developed in consultation with your schedulers, and the proposed work plan for hearing each of the 2014 referrals. Note that due to a conflict with the CSAC Legislative Conference, staff is proposing that the March 3 meeting be canceled and a special meeting be scheduled for March 17.

Recommendation(s)/Next Step(s):

APPROVE the proposed 2014 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

Fiscal Impact (if any):

None.

Attachments

Proposed 2014 IOC Meeting Schedule and Work Plan

**2014 Internal Operations Committee Discussion Schedule
As of January 22, 2014**

Meeting Date	Subject	Staff Contacts
February 3	<ul style="list-style-type: none"> ◆ IOC Schedule and Work Plan for 2014 ◆ Internal Audit Work Plan for 2014 ◆ Recruitment plan for CCCERA, Planning Commission, & CCCFPD Fire Commission 	Julie Enea Elizabeth Verigin/Joanne Bohren Julie Enea
March 17	<ul style="list-style-type: none"> ◆ ISF/Low Mileage Vehicle Disposition ◆ Fish & Wildlife Propagation Fund allocations ◆ AB Records Retention/Destruction Schedule ◆ Local Enforcement Agency Hearing Panel interviews 	Julie Bueren/Fleet Mgr Maureen Parkes/Danny Pellegrini Tiffany Lennear/Vicky Mead Joe Doser/Marilyn Underwood
April 7	<ul style="list-style-type: none"> ◆ Screen Fire Advisory & Planning Commission applications ◆ Waste Hauler Ordinance – Final Draft ◆ Social Media Policy ◆ Project Labor Agreement Update 	Julie Enea Joe Doser/Marilyn Underwood Betsy Burkhart Steve Kowalewski
May 5	<ul style="list-style-type: none"> ◆ Interview candidates for Fire Advisory & Planning Commissions, screen Retirement Board applications ◆ SBE/Outreach Semi-Annual Report 	Julie Enea Antoine Wilson/Vicky Mead
June 2	<ul style="list-style-type: none"> ◆ Retirement Board interviews 	Julie Enea
July 7	<ul style="list-style-type: none"> ◆ CCTV Policies & Procedures ◆ Employee Involvement in Contracts with Prospective Employers 	Betsy Burkhart Julie Enea
August 4	◆	
September 1	◆	
October 6	<ul style="list-style-type: none"> ◆ 2013/14 Local Vendor Preference Program Report 	David Gould
November 3	<ul style="list-style-type: none"> ◆ SBE/Outreach Semi-Annual Report 	Antoine Wilson/Vicky Mead
December 1	◆	



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 02/03/2014

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 13/5

Referral Name: ADVISORY BODY RECRUITMENT

Presenter: Julie DiMaggio Enea, IOC Staff **Contact:** Julie DiMaggio Enea 925.335.1077

Referral History:

The Board of Supervisors has directed the IOC to personally conduct interviews of applicants for At Large seats on the Contra Costa County Fire Protection District's (CCCYPD) Fire Advisory Commission, the East Contra Costa County Fire Protection District Board of Directors, the County Planning Commission and the Board appointees to the Contra Costa County Employees' Retirement Association (CCCERA) Board of Trustees.

On June 30, 2014, the terms of Board of Supervisors Appointees #5, #6, #9 and the BOS Alternate seats on the CCCERA Board of Trustees; the At Large #1 seat on the County Planning Commission; and the At Large #2 seat on the CCCYPD Fire Advisory Commission will expire.

Referral Update:

Since the IOC personally conducts interviews of applicants for the County appointees to the CCCERA Board of Trustees, the County Planning Commission and the CCCYPD Fire Advisory Commission, it is important that the IOC develop a recruitment schedule that permits the Board to make its appointments prior to July 1, 2014, when the new seat terms are to become effective. Staff recommends the following schedule:

February 14	Issue press release advertising vacancies
March 28	Application Deadline for Fire Advisory & Planning Commissions (6 week application period)
April 7	IOC Committee Meeting: Screen Fire Advisory & Planning Commission applications
April 8-18	Staff to schedule Fire Advisory & Planning Commission interviews for May 5
April 18	Application Deadline for Retirement Board (9 week application period)
May 5	IOC Committee Meeting: Interview candidates for Fire Advisory & Planning Commissions, screen Retirement Board applications
May 6-16	Staff to schedule Retirement Board interviews for June 2

May 13	Board of Supervisors Meeting: Board consideration of IOC nominations for Fire Advisory & Planning Commissions
June 2	IOC Committee Meeting: Interview candidates for Retirement Board
June 17 and/or 24	Board of Supervisors Meeting: Board consideration of IOC nominations and/or interview of finalists for Retirement Board
July 1	All appointments take effect

It may be impractical for the IOC to individually interview all applicants. The IOC may need to screen applications to reduce the pool of candidates to be interviewed and use group interviews if there remain a large number of candidates for each body. Staff intends to do an initial screening of applicants against the specifications for each seat and will provide initial recommendations to the Committee for applications that should be rejected

Recommendation(s)/Next Step(s):

APPROVE the proposed plan and schedule for the recruitment to fill four Board of Supervisors seats on the Contra Costa County Employees' Retirement Association Board of Trustees, and one seat each on the County Planning and Contra Costa County Fire Protection District Fire Advisory Commissions that will become vacant on July 1, 2014.

Fiscal Impact (if any):

None.

Attachments

No file(s) attached.
