



Agenda

INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
March 28, 2016

Supervisor John Gioia, Chair
Supervisor Candace Andersen, Vice Chair

Present: John Gioia, Chair; Candace Andersen, Vice Chair

Staff Julie DiMaggio Enea, Staff

Present:

Attendees: Theresa Speiker, Chief Asst. CAO; Alan Smith; Chad Godoy, Contra Costa Agricultural Commissioner; Katherine Braden; Linda Rodgers; Betsy Burkhart, Media & Communications Director; Jessica Hudson, County Librarian; Greg Enholm; Diana Oyler, Public Works Fiscal; Joe Yee, Deputy PW Director; Carlos Velasquez, Fleet Svcs Manager; Mary Ann Huisington; Jami Napier, Senior Deputy CAO - CoB; Gail McPartland, County Library; Brooke Converse, County Library; Mackenzie Chaveler; Peter Wilson; Barbara Riveira, CAO; Julie Linford; Lisa Kirk; Camilla Rand, EHSD; Christine Reick, EHSD; Kathleen Gilcrest; Beth Ward, Animal Services Director; Arturo Castillo, Animal Services Dept; Ajit Kaushal; Arnold Fitzpatrick, Jr.; Lindy Lavendar, District IV Supervisor's Office; Renee Zeimer; Mary Ann Smith

DRAFT

1. Introductions

Chair Gioia convened the meeting at 11:00 a.m. and self-introductions were made by attendees.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No members of the public requested to speak during the general public comment period.

3. RECEIVE and APPROVE the Record of Action for the February 29, 2016 IOC meeting.

The Committee approved the Record of Action for the February 29, 2016 IOC meeting as presented.

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

4. ACCEPT 2014/15 annual report from the Public Works Director on the Internal Services Fund for the County's Vehicle Fleet and identify low-mileage vehicles.

Deputy Public Works Director Joe Yee presented the report highlights:

- Only two low-mileage vehicles were identified, as compared to nine last year. Public Works will reassign or make the vehicles available through their department vehicle pool to increase utilization.*
- 44 hybrid vehicles were purchased.*
- Fleet Services added a mobile repair van to its array of services. The mobile repair van saves customer time in ferrying vehicles, keeps the vehicles in service longer.*
- Continues to install GPS telematic devices in the vehicles to track engine performance, location, vehicle speed, and idling time. The devices also qualify the vehicles for the for State's continuous smog testing pilot program, making those vehicles exempt from the biennial smog testing requirement, which saves the County time and money. For those vehicles not equipped with telematic devices, Public Works is now certified to perform its own smog testing.*

Fleet Services Manager Carlos Velasquez reported that 75% of the fleet staff are now ASE (Automotive Service Excellence) Blue Seal-certified, which has increased technical competency and employee morale. He also commented that the County leverages purchasing incentives to lower the County cost for purchasing hybrid vehicles.

Supervisor Gioia asked about the apparent spike in new vehicle purchases. Mr. Velasquez confirmed that new purchases would continue to be high this year and begin to drop next year, due to the purchasing cycle. He clarified that the average life span for sedans is 100,000 miles; however, patrol vehicles are depreciated over three years vs. a non-patrol sedan, which is depreciated over seven years.

The Committee accepted the report as presented and directed IOC staff to forward the report to the Board of Supervisors on Consent.

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

5. The policy is going to be put into an Administrative Bulletin format, and made available to all employees. The Target Solutions training modules and intranet site with guidelines for use and other resources is expected to be ready for use by September 1, 2016, allowing the policy to go into full effect before the end of the year.

OCM Director Betsy Burkhart presented the status report. She indicated that she expects that the social media policy approved by the Board in 2014 will be fully implemented by September 1, upon completion of staff training. She commented that the social media landscape continues to change rapidly and new issues continue to emerge, such as policies on social media records, and the existence of multiple department accounts, and unverified accounts.

Supervisor Andersen Ms. Burkhart to investigate if the County could obtain full access/privileges to NextDoor, which usually is limited only to residents.

Ms. Burkhart commented that departments are adept at publishing their own information but not as adept at monitoring and handling what is said about them on social media sites. She is going to demo products that might be implemented countywide. She also observed that the old news cycles no longer exist; in an emergency, the expectation is that information will be immediately available via social media, not just available during the next news cycle, e.g. the 5 o'clock news.

She reported that the County has developed a new intranet site on the same system as the internet site, Civics Plus.

The Committee accepted the report.

6.
 1. ACCEPT report from the Animal Services Director on the Animal Benefit Fund;
 2. CONSIDER recommendations of the Animal Services Director and PROVIDE direction to staff regarding next steps:
 - authorize the CCCAS Director to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355 (**NOTE:** County policy requires Department Heads to notify the CAO regarding donations exceeding \$1,000 and obtain Board of Supervisors approval for donations exceeding \$10,000),
 - approve the continued use of the Animal Benefit Fund,
 - establish new programs that receive assistance under that Fund,
 - authorize the CCCASD Director to solicit donations for the benefit of shelter animals, and
 - require the CCCAS Director to provide an annual report to the I/O Committee.

Animal Services Director Beth Ward presented the staff report.

Supervisor Gioia cautioned Ms. Ward about expanding the donation program in a way that does not increase demands on the department that cannot be met. Ms. Ward said she was hopeful that expanding the donation program would also lead to new grant opportunities and increased revenues.

The following individuals commented in support of the recommendations: Peter Wilson (statement attached), Linda Rodgers (statement attached), Lisa Kirk, and Julie Linford.

Supervisor Gioia commented that the County's resources are limited and that we do not fully recover our costs to provide contract city services.

The Committee accepted the report, approved the recommendations, and directed staff to schedule the matter for discussion at a future Board of Supervisors meeting. The Committee will recommend that authority be delegated to the Animal Services Director to accept any monetary donations and that she be required to report annually to the Board identifying the donations that were accepted. The Committee will not recommend any changes to purchasing or contracting authority, but will rely on the County's existing policies and procedures for purchasing and contracting.

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

7.
 1. Accept follow-up report on questions and information previously requested by the IOC.
 2. Maintain the Airport Land Use Commission and Aviation Advisory Committee as separate bodies.
 3. Approve for Board of Supervisors consideration the revised mission statement and work program, delineation of powers, duties, membership, meeting plan and staffing for the Agricultural Task Force.
 4. Maintain the Hazardous Materials Commission and the Public and Environmental Health Advisory Board (PEHAB) as separate bodies and direct the Health Services Department to report back to the IOC in 60 days with recommendations for revitalizing the PEHAB.
 5. Allow the Library Commission to sunset, as scheduled, on June 30, 2016, or rewrite the Commission bylaws to reduce the size of the membership and/or the frequency of the meetings and restructure their charge/duties.

Terry Speiker presented the report and recommendations on the Aviation Advisory Commission (AAC), the Advisory Council on Aging, the Commission for Women, and the Emergency Medical Care Committee.

Camilla Rand presented the report and recommendations on the Economic Opportunity Council. EOC members Ajit Kaushal and Renee Zeimer commented that the EOC was not aware that it was being reviewed, and is being characterized as problematic instead of progressive and hardworking. Mr. Kaushal asked to make a presentation to the IOC regarding the EOC's activities. Supervisor Gioia responded that he didn't see a need for a separate EOC presentation, and that this information will be shared with the EOC and the Board of Supervisors. Ms. Rand commented that she referenced the triennial review process in a prior director's report to the EOC.

Agricultural Commissioner Chad Godoy presented the report and recommendations on the Agricultural Task Force.

Supervisor Gioia proposed that the PEHAB should transition to an environmental sustainability committee staffed by the County's Sustainability Coordinator (Department of Conservation and Development).

County Librarian Jessica Hudson presented the report and recommendations on the County Library Commission. The following individuals commented on this issue: Alan Smith (statement attached), Greg Enholm (statement attached), Peter Wilson (statement attached), Judy Waterson, and Katherine Braden.

Following is a summary of the Committee's actions:

- *The Committee concurred that the ALUC and the AAC should be maintained as separate advisory bodies.*
- *The Committee accepted the report and directed staff to return with final recommendations for reconfiguring the Advisory Council on Aging and revising the bylaws, if necessary.*
- *The Committee approved the revised mission statement, work program,*

delineation of powers, duties membership, meeting plan and staffing for the Agricultural Task Force and directed staff to forward those recommendations to the Board of Supervisors.

- *The Committee accepted the report on the EOC. No further action is necessary.*
- *The Committee accepted the report on the Commission for Women and proposed that the Commission be reconfigured, via attrition from "5 District seats, 15 At Large seats, and 1 Alternate" to 10 District seats, 10 At Large seats, and 1 Alternate". The Committee directed staff to propose this change to the Commission for Women, receive comments, and present the recommendation to the Board of Supervisors.*
- *The Committee accepted the report on the Emergency Medical Care Committee. No further action is necessary.*
- *The Committee decided that the Hazardous Materials Commission should be maintained in its current form, and the PEHAB should be transitioned to an environmental sustainability committee staffed by the County's Sustainability Coordinator (Department of Conservation and Development).*
- *The Committee directed staff to request of the Board of Supervisors a six-month postponement, through December 31, 2016, of the expiration of the County Library Commission, and directed the County Librarian to consult with the city managers and the Commission regarding how the Commission size can be reduced and reconfigured to be more efficient, and report back to the IOC.*

Supervisor Gioia left the meeting at this point.

Terry Speiker advised that Phase 2 of the Triennial Review would be presented to the IOC in the fall, and that the Advisory Body training and updated handbook for appointees will be put on line beginning in May 2016..

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

8. The next meeting is currently scheduled for April 25, 2016.
9. Adjourn

Vice Chair Andersen adjourned the meeting at 12:30 p.m.

For Additional Information Contact:

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