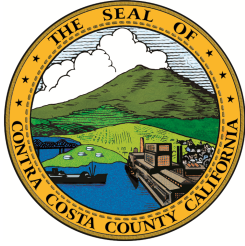


# DRAFT



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
September 26, 2016  
11:00 A.M.

Supervisor John Gioia, Chair  
Supervisor Candace Andersen, Vice Chair

Present: John Gioia, Chair  
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Allison Picard, Chief Asst CAO  
Theresa Speiker, Interim County Librarian  
Brooke Converse  
Alan Smith  
Mary Louise Smith  
David Gould, County Purchasing Services  
Manager  
Jami Napier, Sr Deputy CAO, Clerk of the Board  
Barbara Riveira, Sr. Mgmt Analyst, CAO  
Michael Kent, Health Services Department  
Jody London, Sustainability Coordinator  
Arnold Fitzpatrick  
Tom Sneller

### 1. Introductions

*Chairman Gioia convened the meeting at 11:41 a.m. and self-introductions were made around the room.*

### 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 asked to speak during the public comment period.*

### 3. RECEIVE and APPROVE the Record of Action for the August 22, 2016 IOC meeting.

*The Committee approved the Record of Action for the August 22, 2016 IOC meeting as presented.*

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

4. APPROVE Hazardous Materials Commission nomination to appoint Linus Eukel (Orinda) to the Environmental Organization #3 Alternate seat to complete the unexpired term ending on December 31, 2016 and to a new four-year term ending on December 31, 2020.

*The Committee approved the staff recommendation to appoint Linus Eukel (Orinda) to the Environmental Organization #3 Alternate seat on the Hazardous Materials Commission, to complete the unexpired term ending on December 31, 2016 and to a new four-year term ending on December 31, 2020.*

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

5. ACCEPT annual report prepared by the Public Works Department on the County's Local Bid Preference Program.

*The Committee accepted the FY 2015/16 report prepared by the Public Works Department on the County's Local Bid Preference Program and directed staff to schedule the report as a Discussion item on a future Board of Supervisors calendar.*

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

6. ACCEPT report on the status of Phase I of the Triennial Advisory Body Review and CONSIDER actions to be taken.

*The Committee accepted the report on the status of Phase I of the Triennial Advisory Body Review, and directed staff to prepare a Board Order recommending dissolution of the Public and Environmental Health Advisory Board (PEHAB), with the expectation that the Hazardous Materials Commission and the prospective Sustainability Advisory Committee would assume some of the charges formerly under the purview of PEHAB.*

AYE: Chair John Gioia, Vice Chair Candace Andersen

Passed

7. We have thoroughly reviewed the draft Revitalization Report's recommendations and proposed changes. Our assessment is that these proposals are sound and have the potential to modernize and reinvigorate the work and structure of the Library Commission.

In concert with the recommendations from the Mayor's Conference, we support reauthorization of the Library Commission, in the structure as recommended in the Conference report.

If both the Library Commission and the IOC Supervisors agree with the structure and future work for the Commission, as outlined and recommended in the draft Revitalization Report, we recommend the Board of Supervisors reauthorize the Commission until the end of December 2019. We further recommend that 2019 be set as the year for the next Triennial Review of the Library Commission.

If the IOC and BOS agrees with these recommendations, we propose the new Librarian begin to work with the Library Commission and County Counsel to rewrite the Commission bylaws to reflect the changes as outlined, in the Mayor's Conference report and the ad hoc Revitalization Committee report.

*Chair of the Library Commission, Alan Smith, and Library Commissioner Arnold Fitzpatrick attended the meeting, to represent the Commission and speak to the draft Revitalization Report prepared by the Library Commission's ad hoc Revitalization Committee.*

*The draft Revitalization Report and the proposals for restructuring the membership and duties of Library Commission were received very positively by the Supervisors. The Supervisors thanked the Commissioners for re-imagining the duties and structure of the Commission and commended them on all the work completed, to date. The Supervisors commented that having the Report still in draft affords the perfect opportunity for the incoming County Librarian to familiarize herself with the work that has already been done and for her and library administrative staff to continue to work with the Commissioners to finalize the document. The Supervisors reviewed and agreed with the recommendations from the Mayor's Conference ad hoc committee, the Library Commission and Library administration and CAO staff to reauthorize the Commission until the end of December, 2019, and directed library and county staff to bring reauthorization of the Commission and action a finalized Revitalization Report to the Board of Supervisors before the end of 2016. Highlights of the recommendations were:*

- The Library Commission proposed a slightly smaller voting membership structure that retains alternate members and changes most of the Special Representatives (except the Central Labor Council) to ex-officio/non-voting status. Alternates would vote only in the absence of the regular appointee. In addition, the City of Richmond passed a resolution to give up its membership on the Commission. With these changes, voting membership becomes 24, with 13 voting attendees needed for a quorum.*
- Off-cycle voting for a new Chair or Vice Chair will be allowed, to ensure that both a Chair and Vice Chair will be in place if a mid-term resignation occurs.*
- The agenda will be streamlined and notice and opportunities for the public to comment on issues will be made clearer and more prominent.*
- The number of meetings will remain at six per year.*
- Minutes will be streamlined and distributed electronically to members, unless requested otherwise.*
- Requests for information will be routed to designated library staff through the Chair of the Commission or an ad hoc committee chair.*
- Library Commission advisory duties will focus on planning, policy review, financial review, advocacy and funding recommendations, community outreach, support and advocacy for Library services.*

- *The prohibition against inquiry or investigation into personnel policies and practices and the day-to-day administrative operations of the County Library will continue in place.*

AYE: Chair John Gioia, Vice Chair Candace Andersen  
Passed

8. The next meeting is currently scheduled for October 24, 2016.
9. Adjourn

*Chairman Gioia adjourned the meeting at 12:00 p.m.*

For Additional Information Contact:

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