

CALENDAR FOR THE BOARD OF SUPERVISORS
CONTRA COSTA COUNTY
AND FOR SPECIAL DISTRICTS, AGENCIES, AND AUTHORITIES GOVERNED BY THE BOARD
**BOARD CHAMBERS ROOM 107, ADMINISTRATION BUILDING, 651 PINE STREET
MARTINEZ, CALIFORNIA 94553-1229**

FEDERAL D. GLOVER, *CHAIR*, 5TH DISTRICT
KAREN MITCHOFF, *VICE CHAIR*, 4TH DISTRICT
JOHN GIOIA, 1ST DISTRICT
CANDACE ANDERSEN, 2ND DISTRICT
DIANE BURGIS, 3RD DISTRICT

DAVID J. TWA, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 335-1900

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO
AN ITEM THAT IS ON THE AGENDA, WILL BE LIMITED TO TWO (2) MINUTES.

The Board Chair may reduce the amount of time allotted per speaker at the beginning of each item or public comment period depending on the number of speakers and the business of
the day. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair.

Staff reports related to open session items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

AGENDA
November 7, 2017

9:00 A.M. Convene and announce adjournment to closed session in Room 101.

Closed Session

A. CONFERENCE WITH LABOR NEGOTIATORS

1. Agency Negotiators: David Twa and Richard Bolanos.

Employee Organizations: Contra Costa County Employees' Assn., Local No. 1; Am. Fed., State, County, & Mun. Empl., Locals 512 and 2700; Calif. Nurses Assn.; Service Empl. Int'l Union, Local 1021; District Attorney's Investigators Assn.; Deputy Sheriffs Assn.; United Prof. Firefighters, Local 1230; Physicians' & Dentists' Org. of Contra Costa; Western Council of Engineers; United Chief Officers Assn.; Service Employees International Union Local 2015; Contra Costa County Defenders Assn.; Probation Peace Officers Assn. of Contra Costa County; Contra Costa County Deputy District Attorneys' Assn.; and Prof. & Tech. Engineers, Local 21, AFL-CIO; Teamsters Local 856.

2. Agency Negotiators: David Twa.

Unrepresented Employees: All unrepresented employees.

B. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Gov. Code, § 54956.9(d)(1))

1. *Kamal Randhawa v. County of Contra Costa*, Contra Costa County Superior Court Case No. C16-01528
2. *Diana Faz v. Contra Costa County*, WCAB No. ADJ8415557

C. CONFERENCE WITH LEGAL COUNSEL--ANTICIPATED LITIGATION

Initiation of litigation pursuant to Gov. Code, § 54956.9(d)(4): One potential case

9:30 A.M. Call to order and opening ceremonies.

Inspirational Thought- *"A true hero isn't measured by the size of his strength, but by the strength of his heart."* ~Hercules

CONSIDER CONSENT ITEMS (Items listed as C.1 through C.87 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

PRESENTATIONS (5 Minutes Each)

- PR.1** PRESENTATION recognizing hazardous materials incident response team success 2017-Continuing the Challenge Hazardous Categorization Contest. (Randy Sawyer, Environmental Health Director)
- PR.2** PRESENTATION recognizing November 2017 as Homeless Awareness month in Contra Costa County. (Jaime Jenett, Continuum of Care Planning and Policy Manager)
- PR.3** PRESENTATION recognizing the month of November 2017 as adoption awareness month. (Kathy Gallagher, Employment and Human Services Director)

DISCUSSION ITEMS

D. 1 CONSIDER Consent Items previously removed.

D. 2 PUBLIC COMMENT (2 Minutes/Speaker)

- D.3** CONSIDER adopting Resolution No. 2017/384, authorizing the submission of an application to the Contra Costa Local Agency Formation Commission to dissolve the Los Medanos Community Healthcare District and to name Contra Costa County as the successor agency, adopt related CEQA findings and take related actions. (Timothy Ewell, County Administrator's Office)
- D.4** Acting as the Governing Body of the Contra Costa County Fire Protection District, CONSIDER adopting Resolution No. 2017/388 approving the Memorandum of Understanding with United Professional Firefighters, Local 1230, for the period of July 1, 2017 through June 30, 2020. (David Twa, County Administrator)

- D.5** CONSIDER adopting Resolution No. 2017/407 approving the Side Letter between Contra Costa County and the Deputy Sheriffs Association Probation and Probation Supervisors Units regarding a successor Memorandum of Understanding. (David Twa, County Administrator)
- D.6** CONSIDER adopting Resolution No. 2017/412 to provide for salary increases for specified unrepresented Probation safety positions to parallel those in the new DSA Probation and Probation Supervisor Units Memorandum of Understanding for the period November 1, 2017 and beyond. (David Twa, County Administrator)
- D.7** CONSIDER accepting the report on the County Pre-Employment Screening Policy. (Dianne Dinsmore, Human Resources Director)

D. 8 CONSIDER reports of Board members.

11:00 A.M.

2017 Veterans' Day Celebration and Presentation of Colors to honor the men and women of Contra Costa County who have served and are currently serving in our United States Armed Forces. (Nathan Johnson, Veterans Service Officer)

Closed Session

ADJOURN in memory of
Stanley Garvin
Retired Captain Sheriff's Office

CONSENT ITEMS

Road and Transportation

- C. 1** APPROVE the Pacheco Boulevard Sidewalk Gap Closure Phase III Project and take related actions under the California Environmental Quality Act, and AUTHORIZE the Interim Public Works Director, or designee, to advertise the Project, Martinez area. (48% Active Transportation Program Funds, 45% Measure C Funds, 7% Martinez Area of Benefit Funds)
- C. 2** CONTINUE the emergency action originally taken by the Board of Supervisors on February 14, 2017, pursuant to Public Contract Code Sections 22035 and 22050, to repair the Alhambra Valley Road Washout Project, as recommended by the Interim Public Works Director, Pinole area. (100% Local Road Funds)
- C. 3** CONTINUE the emergency action originally taken by the Board of Supervisors on March 7, 2017, pursuant to Public Contract Code Sections 22035 and 22050, to repair the Morgan Territory Road Slide Repair Project, as recommended by the Interim Public Works Director, Clayton area. (100% Local Road Funds)

Engineering Services

- C. 4** ADOPT Resolution No. 2017/375 approving the third extension of the Subdivision Agreement (Right-of-Way Landscaping) for RA10-01246, for a project being developed by Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corporation, as recommended by the Interim Public Works Director, San Ramon (Dougherty Valley) area. (No fiscal impact)
- C. 5** ADOPT Resolution No. 2017/391 accepting an Offer of Dedication for Roadway Purposes for development permit DP15-03040, for a project being developed by Seaver Enterprises, LLC, a California limited liability company, as recommended by the Interim Public Works Director, North Richmond area. (No fiscal impact)
- C. 6** ADOPT Resolution No. 2017/402 approving and authorizing the Interim Public Works Director, or designee, to fully close the north bound lanes of Danville Boulevard between Orchard Lane and Jackson Way, and to fully close Jackson Way at the intersection with Danville Boulevard, on December 3, 2017, from 4:30 p.m. to 6:30 p.m., for the purpose of the Annual Alamo Tree Lighting event, Alamo area. (No fiscal impact)

Special Districts & County Airports

- C. 7** APPROVE and AUTHORIZE the Auditor-Controller, or designee, to issue a payment on behalf of the Interim Public Works Director, in the amount of \$1,500, from County Service Area R-7, payable to the Community Foundation of Alamo for the holiday lights at Andrew H. Young Park, Alamo Area. (100% County Service Area R-7 Funds)
- C. 8** ADOPT Resolution No. 2017/374 approving and authorizing the Interim Public Works Director, or designee, to fully close a portion of Knightsen Avenue between Delta Road and Curlew Connex, and all of 2nd Street on November 19, 2017, from 2:00 p.m. to 7:00 p.m., for the purpose of the Christmas Tree Lighting and Parade, Knightsen area. (No fiscal impact)
- C. 9** RECEIVE update regarding the Economic Development Incentive Program and Strategic Plan priority initiatives to strengthen and grow the Buchanan Field and Byron Airports, Concord and Byron areas. (100% Airport Enterprise Fund)

- C. 10** APPROVE and AUTHORIZE the Interim Chief Engineer, Contra Costa County Flood Control and Water Conservation District, or designee, to apply for grant assistance from the Sacramento–San Joaquin Delta Conservancy, Proposition 1 Grant in the amount of \$285,000, for planning of the Marsh Creek Reservoir Habitat and Capacity Restoration Project, Brentwood/Oakley area. (75% Delta Conservancy Funds and 25% Flood Control District Zone 1 Funds)
- C. 11** APPROVE the Buchanan Airport Taxiway Echo & Kilo Improvements Project contingency fund increase of \$90,000 for a new contingency fund total of \$245,996, and a new payment limit of \$1,805,957, effective November 7, 2017, as recommended by the Interim Public Works Director, Concord area. (100% Airport Enterprise Funds)

Claims, Collections & Litigation

- C. 12** DENY claims filed by Allstate Insurance as subrogee of Zheng Zhang, Antioch Mini Storage, Alison Clegg, Geico a subrogee of Romeo Ronquillo, Lynda Frandsen POA for Terry Meneze, State Farm Insurance a subrogee of Natalie Holt, Keith Tokita, and United Financial Casualty Company.

Honors & Proclamations

- C. 13** ADOPT Resolution No. 2017/405 recognizing Veterans in Contra Costa County, as recommended by Supervisor Mitchoff.
- C. 14** ADOPT Resolution No. 2017/385 recognizing Small Business Saturday in Contra Costa County on November 25, 2017, as recommended by Supervisor Glover.
- C. 15** ADOPT Resolution No. 2017/400 recognizing November 2017 as Adoption Awareness Month, as recommended by the Employment and Human Services Director.
- C. 16** ADOPT Resolution No. 2017/406 proclaiming November 2017 as Homelessness Awareness Month in Contra Costa County, as recommended by the Health Services Director.
- C. 17** ADOPT Resolution No. 2017/408 recognizing Daniel Vazquez and David LeCount for winning the 2017 Continuing Challenge Hazard Categorization contest, as recommended by the Health Services Director.
- C. 18** ADOPT Resolution No. 2017/409 recognizing the Hazardous Materials Incident Response Team for placing second in the Hazardous Material Response section at the 2017 Urban Shield Exercise, as recommended by the Health Services Director.

Ordinances

- C. 19** INTRODUCE Ordinance Code 2017-02 amending the County Ordinance Code to exclude from the Merit System the new classification of EHS Deputy Bureau Director-Exempt and delete the classification of Deputy Director-Workforce Services-Exempt, WAIVE READING and Fix November 14, 2017, for adoption.
- C. 20** INTRODUCE Ordinance No. 2017-28 to continue the established one dollar (\$1.00) per document recording fee for the Social Security Number Truncation Program, WAIVE reading, and FIX November 14, 2017 as the date for adoption, as recommended by the Clerk-Recorder. (100% Restricted revenue)

Appointments & Resignations

- C. 21** REAPPOINT Glenn Umont to the District 2 Seat of the Countywide Bicycle Advisory Committee, as recommended by Supervisor Candace Andersen.
- C. 22** REAPPOINT Clark Wallace to the District 3 seat on the Assessment Appeals Board, as recommended by Supervisor Burgis.
- C. 23** ACCEPT resignation of Brian Goldhammer, DECLARE a vacancy in the B4 – California Highway Patrol seat on the Emergency Medical Care Committee, and DIRECT the Clerk of the Board to post the vacancy, as recommended by the Health Services Director.
- C. 24** DECLARE vacant the District 3 Family Member seat on the Mental Health Commission, as recommended by Supervisor Burgis.
- C. 25** ADOPT Resolution 2017/413 to appoint Supervisor Diane Burgis as the Board of Supervisors' representative to the Contra Costa Family Justice Alliance and to update the Master List of Board Member appointments for 2017, as recommended by Supervisor Glover.
- C. 26** APPOINT Denise Clarke to the Consumer 2 - Central/South seat and Phelicia Lang to the Community 4 - East County seat on the Local Planning and Advisory Council for Early Care and Education, as recommended by the Family and Human Services Committee.
- C. 27** APPOINT Ed Benson to the Member At-Large 3 seat, Jagjit Bhambra to the Member At-Large 11 seat, and Steven Birnbaum to the Member At-Large 19 seat on the Advisory Council on Aging, as recommended by the Family and Human Services Committee.

- C. 28** APPOINT LaMar Anderson to the At-Large #2 seat on the Arts and Culture Commission of Contra Costa County, as recommended by the Family and Human Services Committee.
- C. 29** APPOINT Faud Orman to the Local Committee Concord seat on the Advisory Council on Aging with a term expiring September 30, 2019, as recommended by the Employment and Human Services Director.

Intergovernmental Relations

- C. 30** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute a Memorandum of Understanding with the Superior Court of Contra Costa County for the provision of court security services by the Sheriff's Office. (No fiscal impact)
- C. 31** AUTHORIZE the Board Chair to sign an authorization to register the County for 2020 Census Local Update for Census Addresses Operation (LUCA) and DESIGNATE the Department of Conservation and Development staff as the LUCA liaison, as recommended by the County Administrator.
- C. 32** SUPPORT position on House Resolution 443 (Gallagher): Recognizing the Importance and Effectiveness of Trauma-informed Care and DIRECT staff to engage local congressional representatives to co-sponsor this resolution.

Personnel Actions

- C. 33** ADOPT Position Adjustment Resolution No. 22014 to establish the class of EHS Deputy Bureau Director-Exempt (unrepresented), and add one (1) position in the Employment and Human Services Department. (48% Federal, 39% State, and 13% County)
- C. 34** ADOPT Position Adjustment Resolution No. 22116 to add one Network Administrator I (represented) position and cancel one Information Systems Technician II position in the Employment and Human Services Department. (42% Federal, 48% State, 10% County)
- C. 35** ADOPT Position Adjustment Resolution No. 22166 to cancel five Teacher-Project (represented) and one Associate Teacher-Project (represented) positions, and add two Infant/Toddler Teacher-Project (represented) and five Infant/Toddler Associate Teacher-Project (represented) positions in the Employment and Human Services Department Community Services Bureau. (Cost savings)

- C. 36** ADOPT Position Adjustment Resolution No. 22183 to add one Supervising Structural Engineer (represented) position in the Department of Conservation and Development. (100% Land Development Fund)
- C. 37** ADOPT Position Adjustment Resolution No. 22162 to add thirteen Infant/Toddler Teacher-Project (represented) positions and one Business Systems Analyst (represented) position in the Employment and Human Services Department, Community Services Bureau. (100% Federal)
- C. 38** ADOPT Position Adjustment Resolution No. 22180 to reassign one vacant Clerk-Experienced Level (represented) position from Department Budget Unit 0504 (Workforce Services) to Department Budget Unit 0503 (Aging and Adult Services) in the Employment and Human Services Department. (100% State)
- C. 39** ADOPT Position Adjustment Resolution No. 22186 to reassign two filled and one vacant Social Worker (represented) positions and three filled Social Service Employment Placement Counselor (represented) positions, and incumbents, from Department Budget Unit 0504 (Workforce Services) to Department Budget Unit 0501 (Administrative Services) in the Employment and Human Services Department. (100% State)
- C. 40** ADOPT Position Adjustment Resolution No. 22188 to add one Public Health Program Specialist I position (represented) and cancel one Health Services Planner/Evaluator-Level B Project position (represented) in the Health Services Department. (Cost savings)

Grants & Contracts

APPROVE and AUTHORIZE execution of agreements between the County and the following agencies for receipt of fund and/or services:

- C. 41** ADOPT Resolution No. 2017/387 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract with the California Department of Aging to accept funding in an amount not to exceed \$1,015,331 to provide Health Insurance Counseling and Advocacy Program services for the period July 1, 2017 through June 30, 2020. (29% Federal, 48% State, 23% County)
- C. 42** ADOPT Resolution No. 2017/386 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with the California Department of Aging to increase payment to the County by \$179,156 to a new payment limit of \$4,087,560 for the provisions of Older Americans Act, Title III and Title VII services, with no change in term of July 1, 2017 through June 30, 2018. (87% Federal, 9% State, 4% County)

- C. 43 APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract with the Bay Conservation and Development Commission (BCDC), to enable the County to be reimbursed up to \$10,000 to offset the cost of County staff participation in the Adapting to Rising Tides - Eastern Contra Costa County study being conducted by BCDC for the period October 16, 2017 through January 31, 2019. (100% BCDC funding)
- C. 44 APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with the California Department of Community Services and Development, to extend the term from December 31, 2017 through March 31, 2018 and increase payment to the County by \$556,435 to a new payment limit of \$4,315,658, to provide additional energy bill payment assistance and weatherization services through the Low Income Home Energy Assistance Program. (No County match)
- C. 45 ADOPT Resolution No. 2017/397 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract with the California Department of Aging to accept funding in an amount not to exceed \$33,056 for the provision of Supplemental Nutrition Assistance Program services to seniors for the period October 1, 2017 through September 30, 2018. (No County match)
- C. 46 ADOPT Resolution No. 2017/395 authorizing the Sheriff-Coroner, or designee, to apply for and accept State Homeland Security Grant Program funds in an initial amount of \$1,213,625 from the California Governor's Office of Emergency Services, make required grant assurances and authorize specified Sheriff's Office officials to act on behalf of the County to obtain funding for the period of September 1, 2017 through the end of grant fund availability. (100% Federal)
- C. 47 APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with the City of Hercules pertaining to building inspection and code enforcement services provided by the County to the City, to revise and increase the hourly rates with no change to other contract terms. (100% City of Hercules funding)
- C. 48 APPROVE and AUTHORIZE the Health Services Director, or designee, to accept a grant award in an amount not to exceed \$50,000 from John Muir Health for the County to provide oral health preventive services for elementary school-aged children in East and West County, for the period October 1, 2017 through June 30, 2018. (No County match)

APPROVE and AUTHORIZE execution of agreement between the County and the following parties as noted for the purchase of equipment and/or services:

- C. 49** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Sonja Robinson, R.N. (dba Healthcare Solutions USA), in an amount not to exceed \$384,000, to provide consultation on utilization review, authorization and referral processes for the Contra Costa Health Plan for the period from December 1, 2017 through November 30, 2018. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 50** APPROVE and AUTHORIZE the Director of Human Resources, or designee, to execute a contract with SkillSurvey, Inc., in an amount not to exceed \$210,000 to provide a cloud-based reference checking software system for the period October 1, 2017 through September 30, 2020. (33% General Fund; 67% Charges to User Departments)
- C. 51** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Ronel L. Lewis, M.D., to increase the payment limit by \$112,320 to a new payment limit of \$378,560 to provide professional child psychiatry services to additional clients at the Juvenile Hall and East County Children's Mental Health Clinic, with no change in the term of July 1, 2017 through June 30, 2018. (18% by Federal Medi-Cal; 18% State Early and Periodic Screening, Diagnosis, and Treatment; and 64% Mental Health Realignment)
- C. 52** APPROVE and AUTHORIZE the County Librarian, or designee, to execute a contract with OrangeBoy, Inc., including mutual indemnification, in an amount not to exceed \$76,275 for metrics analysis software, for the period November 1, 2017 through October 31, 2018. (100% Library Fund)
- C. 53** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Jon Whalen, M.D., in an amount not to exceed \$300,800 to provide outpatient psychiatric services for the period February 1, 2018 through January 31, 2019. (50% Mental Health Realignment, 50% Federal Medi-Cal)
- C. 54** APPROVE and AUTHORIZE the Interim Public Works Director, or designee, to execute a contract amendment with Contract Sweeping Services, Inc., to extend the term from October 31, 2017 through April 30, 2018 with no change to the payment limit, to provide street sweeping services countywide. (100% Stormwater Utility Assessment Fee Funds)
- C. 55** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Danny Wu, M.D., in an amount not to exceed \$174,000 to provide gastroenterology services at Contra Costa Regional Medical Center and Health Centers, for the period January 1, 2018 through December 31, 2020. (100% Hospital Enterprise Fund I)

- C. 56** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Quanmei Deng, M.D., in an amount not to exceed \$200,000 to provide anesthesiology services at Contra Costa Regional Medical Center and Health Centers, for the period November 1, 2017 through October 31, 2018. (100% Hospital Enterprise Fund I)
- C. 57** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Bay Area Executive Search, Inc., in an amount not to exceed \$170,000 to provide recruitment services for pharmacist candidates and specialized registered nurses for the Safety and Performance Improvement Unit at the Contra Costa Regional Medical Center, for the period November 1, 2017 through October 31, 2018. (100% Hospital Enterprise Fund I)
- C. 58** APPROVE and AUTHORIZE the County Counsel or designee to execute, on behalf of the County and the Contra Costa County Water Agency, an amendment to the joint defense agreement with Natural Resources Defense Council and The Bay Institute of San Francisco, effective October 1, 2017, to increase the payment limit by \$30,000 to a new payment limit of \$50,000 for shared legal and advocacy expenses related to *Firebaugh Canal Water District, et al. v. U.S. Department of Interior, Bureau of Reclamation, et al.*, and related cases, as recommended by the Conservation and Development Director. (100% Water Agency funds)
- C. 59** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Martinez Unified School District, in an amount not to exceed \$180,353, to provide mental health early intervention services to high school-aged youth in Central County, for the period July 1, 2017 through June 30, 2018, with a six-month automatic extension through December 31, 2018 in an amount not to exceed \$90,176. (100% Mental Health Services Act)
- C. 60** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Recovery Innovations, Inc., effective November 1, 2017, to increase the payment limit by \$73,422 to a new payment limit of \$3,744,552 for additional services for the Wellness and Recovery Centers in East, Central and West County, with no change in the term of July 1, 2016 through June 30, 2019. (78% by Mental Health Services Act, 22% Mental Health Realignment)
- C. 61** APPROVE clarification of Board action of October 24, 2017 (C.51), which authorized execution of an ordering document under the existing Oracle Master Agreement with Oracle America, Inc., effective November 27, 2017, by the County Administrator, for Oracle program technical support services, to accurately reflect the term to begin November 27, 2017 through November 26, 2018, with no change to the payment limit of \$215,345. (100% Department user fees)

- C. 62** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment, effective July 1, 2017, with Martinez Early Childhood Center, to increase the payment limit by \$22,000 to a new payment limit of \$236,000 for additional Early Head Start and Head Start program enhancement services, with no change to the term of July 1, 2017 through June 30, 2018. (100% Federal)
- C. 63** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment, effective July 1, 2017, with COCOKIDS, Inc., to increase the payment limit by \$27,260 to a new payment limit of \$339,260 for Early Head Start Program Enhancement program improvement services, with no change to the term of July 1, 2017 through June 30, 2018. (100% Federal)
- C. 64** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Traditions Psychology Group, Inc. (dba Traditions Behavioral Health), in an amount not to exceed \$45,000,000 to provide physician management and psychiatric staffing for the Inpatient Psychiatric Crisis Stabilization Unit at Contra Costa Regional Medical Center, the County's Main Detention Facility and mental health clinics, for the period December 1, 2017 through November 30, 2020. (100% Hospital Enterprise Fund I)
- C. 65** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Antioch Magnetic Imaging, A California Limited Partnership, in an amount not to exceed \$2,500,000 to provide diagnostic imaging services for Contra Costa Health Plan members for the period November 1, 2017 through October, 31 2019. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 66** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Colleen M. Kenney, DPM, in an amount not to exceed \$150,000 to provide podiatric wound care services for Contra Costa Health Plan members for the period November 1, 2017 through October 31, 2019. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 67** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Child's Best Interest in an amount not to exceed \$175,000, to continue providing ombudsman services to program applicants, recipients, community members, and staff for the period December 1, 2017 through November 30, 2018. (10% County, 48% State, 42% Federal)
- C. 68** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Marvell C. Allen (dba Millennium Career Advantage) in an amount not to exceed \$169,250, to provide leadership development services for the period January 1 through October 31, 2018. (10% County, 48% State, 42% Federal)

- C. 69** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Semon Bader, M.D., in an amount not to exceed \$400,000 to provide orthopedic services at Contra Costa Regional Medical Center and Health Centers, for the period January 1 through December 31, 2018. (100% Hospital Enterprise Fund I)
- C. 70** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Community Options for Families and Youth, Inc., in an amount not to exceed \$567,904 to provide mental health services and functional family therapy for seriously emotionally disturbed adolescents for the period July 1, 2017 through June 30, 2018, which includes a six-month automatic extension through December 31, 2018 in an amount not to exceed \$283,952. (45% Federal Medi-Cal, 55% Probation Mentally Ill Offenders Crime Reduction Grant)
- C. 71** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment, effective January 1, 2018, with Uplift Family Services to increase the payment limit by \$48,478 to a new payment limit of \$945,228, for additional kinship support services with no change to the original contract term of July 1, 2017 through June 30, 2018. (100% State)
- C. 72** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Treg Antioch I OP CO LP (dba Trevista Antioch LP), in an amount not to exceed \$153,000 for residential board and care services for post medical, surgical, and/or custodial care patients who have been discharged from the Contra Costa Regional Medical Center for the period November 1, 2017 through October 31, 2018. (100% County)
- C. 73** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with United Family Care, LLC (dba Family Courtyard) in an amount not to exceed \$467,456, to provide augmented board and care services for County-referred mentally disordered clients, for the period December 1, 2017 through November 30, 2018. (100% Mental Health Realignment)
- C. 74** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Department, a purchase order amendment with AGFA Healthcare Corporation to increase the payment limit by \$10,102 to a new payment limit of \$322,837 to add the cost of taxes for the Circles of Care Service Maintenance Agreement, with no change in the term of April 1, 2017 through March 31, 2018. (100% Hospital Enterprise Fund I)
- C. 75** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Bay Area Community Resources, Inc., effective July 1, 2017, to increase the payment limit by \$368,654 to a new payment limit of \$392,687 for additional substance abuse prevention and treatment services in West Contra Costa County, with no change in the term of July 1, 2017 through June 30, 2018. (94% Federal Drug Medi-Cal, 6% Assembly Bill 109)

- C. 76** APPROVE and AUTHORIZE the Purchasing Manager to execute a short form service contract with Joice Dementshuk, representative of the Tara Hills Community Association, in the amount of \$20,000 to provide support for beautification projects in the unincorporated Tara Hills area for the period of November 1, 2017 through June 30, 2018, as recommended by Supervisor Gioia. (100% Richmond Sanitary Service Abatement Funds)

Other Actions

- C. 77** CONTINUE the emergency actions originally taken by the Board of Supervisors on January 26 and February 14, 2017, and most recently continued by the Board on October 10, 2017, regarding the hazardous conditions caused by a series of severe rainstorms in Contra Costa County, as recommended by the County Administrator.
- C. 78** CONTINUE the emergency action originally taken by the Board of Supervisors on November 16, 1999, and most recently approved by the Board on October 17, 2017, regarding the issue of homelessness in Contra Costa County, as recommended by the Health Services Director. (No fiscal impact)
- C. 79** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with The Regents of the University of California, Berkeley, to provide supervised field instruction to dietician students at the Contra Costa Regional Medical Center and Health Centers, for the period October 1, 2017 through September 30, 2020. (Non-financial agreement)
- C. 80** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with The Regents of the University of California, on behalf of the University of California, Davis Health, to provide supervised field instruction to family medical residency students at the Contra Costa Regional Medical Center and Health Centers, for the period October 1, 2017 through September 30, 2022. (Non-financial agreement)
- C. 81** ADOPT Resolution No. 2017/394 authorizing the issuance of Multifamily Housing Revenue Bonds in an amount not to exceed \$121 million to finance the acquisition and development of Twenty One and Twenty Three Nevin Apartments, a 271-unit residential rental housing development located in the City of Richmond, at the southwest corner of Nevin Avenue and 23rd Street and 344 21st Street, as recommended by the Conservation and Development Director. (100% Special Revenue Funds)

- C. 82** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Samuel Merritt University, effective October 1, 2017, to include podiatric medical students to receive supervised field instruction at Contra Costa Regional Medical Center and Health Centers, with no change in the term of April 1, 2016 through March 31, 2018. (Non-financial agreement)
- C. 83** ACCEPT and APPROVE the Contra Costa Council on Homelessness By-Laws revisions and APPROVE the proposed seat changes to meet the requirements of the Continuum of Care Program interim rule, as recommended by the Health Services Director.
- C. 84** ACCEPT the Contra Costa County Mental Health Commission 2016 Annual Report, as recommended by the Health Services Director.
- C. 85** APPROVE the list of providers recommended by Contra Costa Health Plan's Medical Director and the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.
- C. 86** AUTHORIZE the Auditor-Controller to make pension prepayments for employees in the Contra Costa County Department of Child Support Services from the General Fund beginning July 1, 2018, as recommended by the County Administrator.
- C. 87** ACCEPT quarterly report of the Post Retirement Health Benefits Trust Agreement Advisory Body, as recommended by the Post Retirement Health Benefits Trust Agreement Advisory Body.

GENERAL INFORMATION

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402, including as the Housing Authority and the Successor Agency to the Redevelopment Agency. Persons who wish to address the Board should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, First Floor, Room 106, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Board votes on the motion to adopt.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After

persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 651 Pine Street Room 106, Martinez, CA 94553; by fax: 925-335-1913.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk, Room 106.

Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements.

Forms are available to anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda. Forms may be obtained at the Office of the County Administrator or Office of the Clerk of the Board, 651 Pine Street, Martinez, California.

Subscribe to receive the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 335-1900 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

www.co.contra-costa.ca.us

STANDING COMMITTEES

The **Airport Committee** (Supervisors Karen Mitchoff and Diane Burgis) meets on the fourth Wednesday of the month at 1:30 p.m. at the Director of Airports Office, 550 Sally Ride Drive, Concord.

The **Family and Human Services Committee** (Supervisors John Gioia and Candace Andersen) meets on the fourth Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Finance Committee** (Supervisors Karen Mitchoff and John Gioia) meets on the fourth Monday of the month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Hiring Outreach Oversight Committee** (Supervisors Federal D. Glover and Candace Andersen) meets on the first Monday of every other month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Internal Operations Committee** (Supervisors Candace Andersen and Diane Burgis) meets on the second Monday of the month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Legislation Committee** (Supervisors Diane Burgis and Karen Mitchoff) meets on the second Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Public Protection Committee** (Supervisors Federal D. Glover and John Gioia) meets on the first Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Transportation, Water & Infrastructure Committee** (Supervisors Diane Burgis and Karen Mitchoff) meets on the second Monday of the month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

Airports Committee	December 13, 2017	11:00 a.m.	See above
Family & Human Services Committee	November 13, 2017 Special Meeting	10:30 a.m.	See above
Finance Committee	November 6, 2017 Special Meeting Canceled December 25, 2017 Canceled		See above
Hiring Outreach Oversight Committee	TBD	TBD	See above
Internal Operations Committee	November 13, 2017	1:00 p.m.	See above
Legislation Committee	November 13, 2017 Canceled		See above
Public Protection Committee	December 4, 2017 Canceled	10:30 a.m.	See above
Transportation, Water & Infrastructure Committee	November 7, 2017 Special Meeting November 13, 2017 Canceled	1:00 p.m.	See above

AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.

Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

AB Assembly Bill

ABAG Association of Bay Area Governments

ACA Assembly Constitutional Amendment

ADA Americans with Disabilities Act of 1990

AFSCME American Federation of State County and Municipal Employees

AICP American Institute of Certified Planners

AIDS Acquired Immunodeficiency Deficiency Syndrome
ALUC Airport Land Use Commission
AOD Alcohol and Other Drugs
ARRA American Recovery & Reinvestment Act of 2009
BAAQMD Bay Area Air Quality Management District
BART Bay Area Rapid Transit District
BayRICS Bay Area Regional Interoperable Communications System
BCDC Bay Conservation & Development Commission
BGO Better Government Ordinance
BOS Board of Supervisors
CALTRANS California Department of Transportation
CalWIN California Works Information Network
CalWORKS California Work Opportunity and Responsibility to Kids
CAER Community Awareness Emergency Response
CAO County Administrative Officer or Office
CCE Community Choice Energy
CCCPCD (ConFire) Contra Costa County Fire Protection District
CCHP Contra Costa Health Plan
CCTA Contra Costa Transportation Authority
CCRMC Contra Costa Regional Medical Center
CCWD Contra Costa Water District
CDBG Community Development Block Grant
CFDA Catalog of Federal Domestic Assistance
CEQA California Environmental Quality Act
CIO Chief Information Officer
COLA Cost of living adjustment
ConFire (CCCPCD) Contra Costa County Fire Protection District
CPA Certified Public Accountant
CPI Consumer Price Index
CSA County Service Area
CSAC California State Association of Counties
CTC California Transportation Commission
dba doing business as
DSRIP Delivery System Reform Incentive Program
EBMUD East Bay Municipal Utility District
ECCPCD East Contra Costa Fire Protection District
EIR Environmental Impact Report
EIS Environmental Impact Statement
EMCC Emergency Medical Care Committee
EMS Emergency Medical Services
EPSDT Early State Periodic Screening, Diagnosis and Treatment Program (Mental Health)
et al. et alii (and others)
FAA Federal Aviation Administration
FEMA Federal Emergency Management Agency
F&HS Family and Human Services Committee
First 5 First Five Children and Families Commission (Proposition 10)
FTE Full Time Equivalent
FY Fiscal Year

GHAD Geologic Hazard Abatement District
GIS Geographic Information System
HCD (State Dept of) Housing & Community Development
HHS (State Dept of) Health and Human Services
HIPAA Health Insurance Portability and Accountability Act
HIV Human Immunodeficiency Virus
HOME Federal block grant to State and local governments designed exclusively to create affordable housing for low-income households
HOPWA Housing Opportunities for Persons with AIDS Program
HOV High Occupancy Vehicle
HR Human Resources
HUD United States Department of Housing and Urban Development
IHSS In-Home Supportive Services
Inc. Incorporated
IOC Internal Operations Committee
ISO Industrial Safety Ordinance
JPA Joint (exercise of) Powers Authority or Agreement
Lamorinda Lafayette-Moraga-Orinda Area
LAFCo Local Agency Formation Commission
LLC Limited Liability Company
LLP Limited Liability Partnership
Local 1 Public Employees Union Local 1
LVN Licensed Vocational Nurse
MAC Municipal Advisory Council
MBE Minority Business Enterprise
M.D. Medical Doctor
M.F.T. Marriage and Family Therapist
MIS Management Information System
MOE Maintenance of Effort
MOU Memorandum of Understanding
MTC Metropolitan Transportation Commission
NACo National Association of Counties
NEPA National Environmental Policy Act
OB-GYN Obstetrics and Gynecology
O.D. Doctor of Optometry
OES-EOC Office of Emergency Services-Emergency Operations Center
OPEB Other Post Employment Benefits
OSHA Occupational Safety and Health Administration
PACE Property Assessed Clean Energy
PARS Public Agencies Retirement Services
PEPRA Public Employees Pension Reform Act
Psy.D. Doctor of Psychology
RDA Redevelopment Agency
RFI Request For Information
RFP Request For Proposal
RFQ Request For Qualifications
RN Registered Nurse
SB Senate Bill

SBE Small Business Enterprise
SEIU Service Employees International Union
SUASI Super Urban Area Security Initiative
SWAT Southwest Area Transportation Committee
TRANSPAC Transportation Partnership & Cooperation (Central)
TRANSPLAN Transportation Planning Committee (East County)
TRE or **TTE** Trustee
TWIC Transportation, Water and Infrastructure Committee
UASI Urban Area Security Initiative
VA Department of Veterans Affairs
vs. versus (against)
WAN Wide Area Network
WBE Women Business Enterprise
WCCTAC West Contra Costa Transportation Advisory Committee



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: November 7, 2017

Subject: Dissolution of the Los Medanos Community Healthcare District

RECOMMENDATION(S):

1. ADOPT Resolution No. 2017/384, a resolution of application to the Contra Costa Local Agency Formation Commission (LAFCO) requesting that LAFCO initiate proceedings for the dissolution of the Los Medanos Community Healthcare District (the District) and to transfer all of the assets, rights, and responsibilities of the District to the County as the successor to the District.
2. APPROVE and AUTHORIZE the County Administrator, or designee, to submit to LAFCO an application for the dissolution of the District and a plan for providing services within the territory of the District, and to provide any additional data and information as may be required by LAFCO pertaining to the dissolution of the District.
3. AUTHORIZE the County Administrator, or designee, to execute an indemnification agreement between the County and LAFCO in substantial conformity with the agreement attached hereto as Attachment A.
4. FIND that the dissolution of the District is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines, based on the determination that there is no possibility that the dissolution of the District may have a significant effect on the environment; DIRECT the Director of Conservation and Development, or designee to file a Notice of Exemption (Attachment B) with the County Clerk.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Timothy Ewell, (925)
335-1036

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Lou Ann Texeira, Contra Costa LAFCO, Hon. Robert R. Campbell, Auditor-Controller

RECOMMENDATION(S): (CONT'D)

5. DIRECT the County Administrator, or designee, to arrange for the payment of (i) the \$5,690 application fee to LAFCO, (ii) a \$50 handling fee to the County Clerk for the filing of the Notice of Exemption, and (iii) a \$25 handling fee to the Department of Conservation and Development for processing costs related to the Notice of Exemption.

FISCAL IMPACT:

The immediate fiscal impact related to today's action is a \$5,690 filing fee due to LAFCO and \$75 in filing and handling fees related to the Notice of Exemption. 100% General Fund.

BACKGROUND:

District's Role in the Community

The Los Medanos Community Healthcare District (the "District") was established in 1945. Until it declared bankruptcy in 1994, the District operated the Los Medanos Community Hospital. The County played a key role in the bankruptcy proceedings by providing legal and technical support to the District. This allowed the District to restructure its debt, negotiate a long-term note with the California Office of Health Planning and Development (OSHDP) and exit bankruptcy.

To enable the community to continue to receive healthcare services, and to generate cash flow to repay the long-term debt owed to OSHDP, the District leased its primary asset, the medical facility located at 2311 Loveridge Road, Pittsburg, to the County. The District then entered into an agreement with the State of California under which all of the rent paid by the County under the lease would be paid to OSHDP. As a result of those agreements, the County has leased the facility, now known as the Pittsburg Health Clinic, since 1998 and has paid \$100,000 per year in rent directly to OSHDP. In addition to paying rent for the facility, the County has made substantial capital improvements to the facility. Since 1998, the County has paid approximately \$24 million for capital improvements to the building (Attachment C).

Since its bankruptcy, the District has not been a direct provider of healthcare services. Instead, the District operates a community healthcare grant program. Based on the District's most recent financial statements, in fiscal year 2015/2016 the amount spent by the District for community healthcare grant programs was \$268,569^[1], or approximately 25% of the District's total revenues of \$1,060,330^[2]. The District's largest expenditure category is general administration at \$345,383^[3], or 33% of total revenues. Recently, the Little Hoover Commission took note of the District's finances in an August 2017 report on special districts statewide, stating in relevant part:

"...three grand juries over a decade criticized Pittsburg-based Los Medanos Community Healthcare District in Contra Costa County, which reportedly spent half of its 2010-2011 revenue on community and health program and half on 'administrative and operating expenses, including stipends for the board of directors, travel and election fees and a board retreat'."^[4]

County's Role in the Community

The County is the largest provider of indigent healthcare services in the County and is mandated to provide those services pursuant to state law. The Pittsburg Health Clinic has expanded to become the largest clinic in the County health system with an average of **8,613 medical outpatient visits per month**, which equates to **well over 100,000 visits per year** in fiscal year 2016/17. Services range from primary adult and pediatric care to specialty services, which include audiology, orthopedics, podiatry and dental care services. On a regional basis, patient visits at the Pittsburg Health Clinic account for 65% of all County-operated clinic visits in the East Contra Costa County^[5].

The role of counties as the mandated providers of indigent healthcare has evolved since the 1945 adoption of the Local Hospital District Law (now the Local Health Care District Law^[6]), which originally provided for the establishment of community hospitals in California. In Contra Costa County, there have primarily been three

healthcare districts providing some level of health services. Each was established in 1948 following the passage of the local hospital district law. Those healthcare districts are:

1. Los Medanos Community Healthcare District
2. West Contra Costa Healthcare District
3. Mount Diablo Healthcare District^[7]

Of these three Districts, two have filed for bankruptcy (Los Medanos and West Contra Costa) and one has been reorganized and made a subsidiary district to a city (Mount Diablo). In all cases, none currently provides direct healthcare services or operates a community hospital.

Part of the reason healthcare districts have struggled is because hospital and healthcare finance, generally, has evolved into a very complex system. The majority of County residents accessing health care use government-subsidized health plans. For illustrative purposes, a 2015 study commissioned by the County noted that the “payer mix” for healthcare costs in Contra Costa County in 2014 was approximately 70% Government Payer (Medicare and MediCal) and 30% Private Payer (commercial health coverage and private payer)^[8].

Typically, government payer health plans (i.e. Medicare and MediCal) do not cover the full cost of providing services. Geographically, this imbalance is more pronounced in specific regions. As a result, the County health system is best poised to provide indigent healthcare services and is in the best position to be able to achieve economies of scale in its approach to deployment of those services into the community. The County’s capabilities are further evidenced by the fact that, following the bankruptcies and subsequent closures of the hospitals operated by the Los Medanos and West Contra Costa Healthcare Districts, the County was able to accommodate the healthcare needs of the populations within those Districts. It is important to note that non-County operated hospitals in surrounding areas also played a critical role in providing services to those residents as well.

Proposal for Dissolution

The County will request that the dissolution of the District be taken pursuant to Government Code section 56654, which authorizes the legislative body of an affected local agency to propose a change of organization by adopting a resolution of application.

The County will further request that, under the Contra Costa Local Agency Formation Commission’s (LAFCO) conditioning powers under Government Code section 56886, the dissolution of the District be subject to the following terms and conditions: All of the assets, rights and responsibilities of the District are to be transferred to the County as the successor to the District.

This proposal is consistent with the spirit of the Little Hoover Commission report findings released in August 2017, that of prior grand juries and similar to a dissolution governance option presented to LAFCO in its 2007 Healthcare District Municipal Services Review (MSR). Ultimately, this request is in the best interest of the residents served in the East County area and the most efficient use of both taxpayer dollars and publically-owned infrastructure.

^[1] FY2016 Annual Financial Report, Los Medanos Community Healthcare District (pp.28)

^[2] FY2016 Annual Financial Report, Los Medanos Community Healthcare District (pp.7)

^[3] FY2016 Annual Financial Report, Los Medanos Community Healthcare District (pp.7)

^[4] Special Districts: Improving Oversight and Transparency. Little Hoover Commission, August 2017 (pp. 44)

^[5] Including the Antioch, Brentwood and Pittsburg health clinics

^[6] Health and Safety Code § 32000 *et seq.*

^[7] In 2012, became the Concord/Pleasant Hill Healthcare District, a subsidiary district of the city of Concord

^[8] Independent Financial Review of Elements Related to the County’s Ambulance RFP. Citygate Associates, LLC, July 2015 (pp. 34)

CONSEQUENCE OF NEGATIVE ACTION:

The application seeking dissolution of the District will not be filed.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

Resolution No. 2017/384

Resolution No. 2017/384 - Exhibit A - District Map

Attachment A - Draft LAFCO Indemnification Agreement

Attachment B - CEQA Notice of Exemption

Attachment C - County Capital Improvement Costs, Pittsburg Health Clinic

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐
NO: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2017/384

**A RESOLUTION OF APPLICATION
BY THE COUNTY COSTA COUNTY BOARD OF SUPERVISORS
REQUESTING THE CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
TO INITIATE PROCEEDINGS FOR THE
DISSOLUTION OF THE LOS MEDANOS COMMUNITY HEALTHCARE DISTRICT**

RESOLVED by the Board of Supervisors of the County of Contra Costa that:

- A. The Board of Supervisors of the County of Contra Costa (the "County") desires to initiate proceedings pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code for the dissolution of the Los Medanos Community Healthcare District (the "District").
- B. The District's boundaries encompass the Pittsburg/Bay Point area as well as unincorporated portions of Clayton, Clyde, Antioch and Concord. A map of the District is attached as Exhibit A and incorporated by reference.

C. The principal reasons for the proposed dissolution of the District are as follows:

1. The District was formed in 1945 to operate the Los Medanos Community Hospital, but the District has not been a direct provider of healthcare services since declaring bankruptcy in 1994. Instead, the District provides financial support to third parties that provide programs and activities related to health, wellness and disease prevention. In fiscal year 2016, approximately 25% of the District's revenue was provided to third parties; the balance of the District's revenue was used to pay for program administration, general administration and operating expenses.
2. The County is the primary provider of healthcare services to low-income persons residing in Contra Costa County, including within the District's boundaries. The County operates a robust indigent healthcare delivery system comprised of a hospital and a satellite health clinic system. A 130,900-square-foot County health clinic known as the Pittsburg Health Center (the "Health Center") is located within the District's boundaries at 2311 Loveridge Road, Pittsburg, California. The Health Center is the former Los Medanos Community Hospital. The services provided by the County at the Health Center include, but are not limited to, family health services, women's health services, primary health care, pediatrics, neurology, cancer treatment, immunizations, ophthalmology, mental health services, health care for the homeless and dental services.
3. The District owns the real property where the Health Center is located. The County leases the property from the District under a 20-year lease that expires July 31, 2018. Under the terms of the lease, the County has paid rent in the amount of \$100,000 per year since August 1, 1998. Pursuant to a settlement agreement between the District and the State Office of Health Planning and Development (the "State") dated September 10, 1998, all of the rent payments made by the County are paid to the State.
4. In keeping with the County's commitment to providing quality healthcare services in safe, modern facilities, the County has made significant capital improvements to the Health Center during the term of the lease. Since 1998, the County has paid in excess of \$24 million for capital improvements to the Health Center.

D. The County requests that the dissolution of the District be taken pursuant to Government Code section 56654, which authorizes the legislative body of an affected local agency to propose a change of organization by adopting a resolution of application.

E. The County further requests that, under the Contra Costa Local Agency Formation Commission's conditioning powers

under Government Code section 56886, the dissolution of the District be subject to the following terms and conditions: All of the assets, rights and responsibilities of the District are to be transferred to the County as the successor to the District.

NOW, THEREFORE, BE IT RESOLVED that this Resolution of Application is hereby approved and adopted by the Board of Supervisors of the County of Contra Costa. The Contra Costa Local Agency Formation Commission is hereby requested to take proceedings for the dissolution of the Los Medanos Community Healthcare District, according to the terms and conditions stated above and in the manner provided by the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

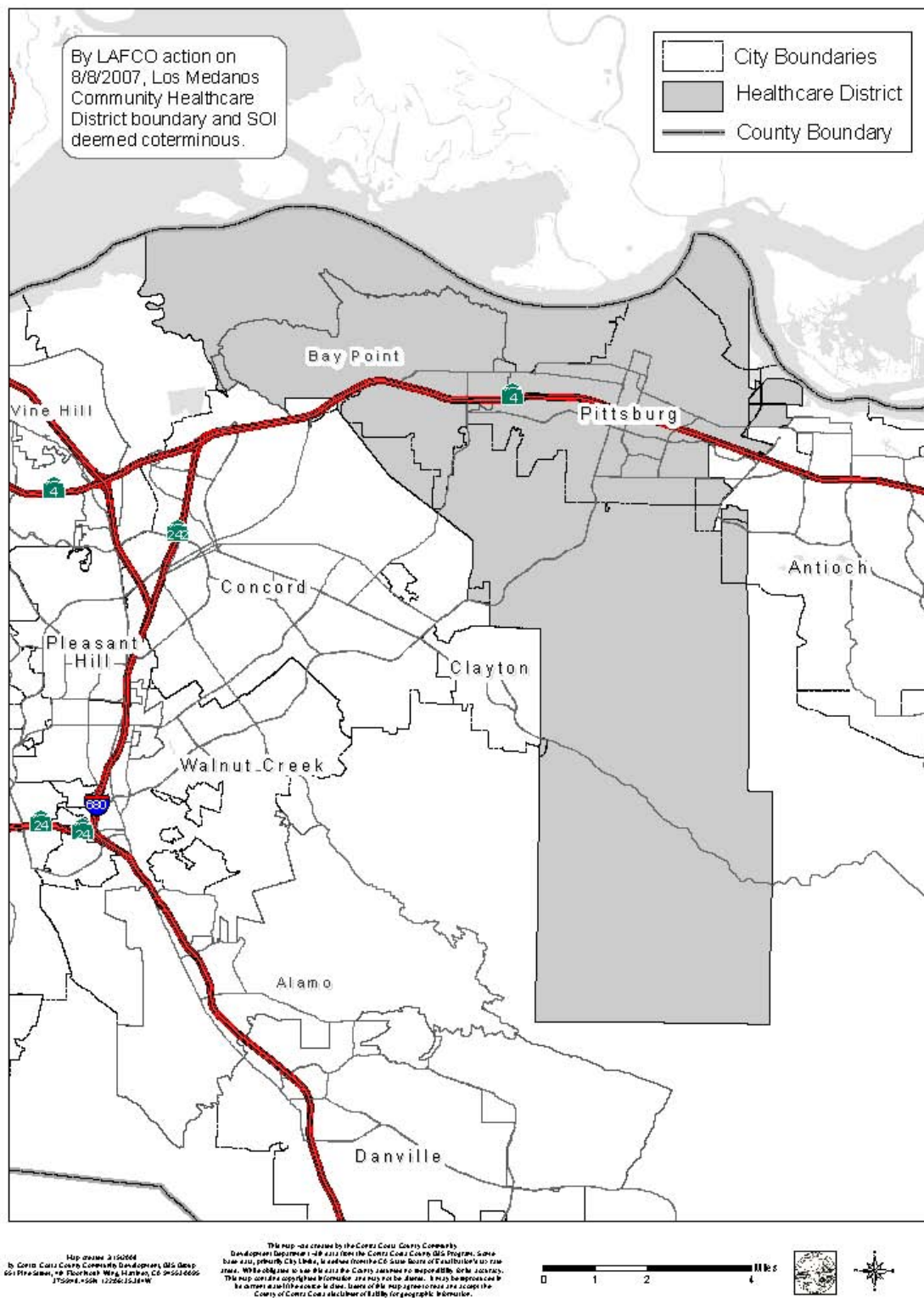
David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Timothy Ewell, (925) 335-1036

By: , Deputy

cc: Lou Ann Texeira, Contra Costa LAFCO, Hon. Robert R. Campbell, Auditor-Controller

Los Medanos Community Healthcare District



**AGREEMENT BETWEEN
CONTRA COSTA LOCAL AGENCY FORMATION COMMISSION
AND [APPLICANT]
REGARDING [ACTION] TO THE
[AGENCY(IES)] (LAFCO [NO.]**

THIS AGREEMENT, dated this _____ day of [Month, Year], is entered into by and between the Contra Costa Local Agency Formation Commission ("LAFCO"), a public agency, and the [Agency or Individual Name] ("Agency"), a [municipal corporation/political subdivision/special district] in the State of California.

Recitals

DRAFT

1. Agency submitted an application to LAFCO.
2. LAFCO's review and/or approval is conditioned upon, among other things, Agency and LAFCO entering into an agreement to indemnify LAFCO against any expenses arising from any legal actions challenging the application and subsequent actions.

NOW, THEREFORE, LAFCO and Agency agree as follows:

Section 1. Indemnification. In the event any legal action or proceeding is instituted against LAFCO (or naming LAFCO as a real party in interest) challenging the review and/or approval of the application, or any of LAFCO's actions related thereto, Agency shall indemnify LAFCO from any costs or liabilities incurred by LAFCO as a result of any such action or proceeding, including any award to opposing counsel of attorney's fees or costs. Agency also agrees to reimburse LAFCO for the Commission's reasonable expenses resulting from any such legal action or proceeding. Such expenses include LAFCO's counsel's charges for representing LAFCO in any such action, costs of preparing the administrative record in any such action (including LAFCO staff costs), and all other expenses incurred by LAFCO as a result of any such action or proceeding.

LAFCO intends to use its staff to represent it in this action. LAFCO will coordinate the defense of this action with the Agency. LAFCO retains the right to obtain outside counsel to represent it in litigation, if necessary. LAFCO will do so only after consultation with the Agency.

Section 2. Miscellaneous Provisions.

A. Successors and Assigns. This agreement shall apply to, bind and inure to the benefit of successors in interest of the parties hereto, including heirs, assigns, executors, administrators and all other parties, whether they succeed by operation of law or voluntary acts.

B. No Third-Party Beneficiaries. This agreement is entered only for the benefit of the parties executing this agreement and not for the benefit of any other individual, entity or person.

C. Amendments. This agreement may be amended in writing by the mutual agreement of the original parties or their successors in interest.

D. Applicable Law. This agreement shall be construed and enforced in accordance with the laws of the State of California.

E. Counterparts. This agreement may be executed and delivered in counterparts, each of which shall be an original and all of which shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties have executed this agreement the day and year first above written.

**CONTRA COSTA LOCAL AGENCY
FORMATION COMMISSION**

[AGENCY NAME]

LAFCO Executive Officer

Title: _____

DRAFT

Attest:

Approved as to form:

Approved as to form:

LAFCO Legal Counsel

Legal Counsel

CALIFORNIA ENVIRONMENTAL QUALITY ACT
Notice of Exemption

To: ☐ Office of Planning and Research
P.O. Box 30444, Room 113
Sacramento, CA 95812-3044

From: Contra Costa County
Dept. of Conservation & Development
30 Muir Road
Martinez, CA 94553

☒ County Clerk
County of: Contra Costa

Project Title: Los Medanos Community Healthcare District Dissolution / (CP17-42)

Project Applicant: **Contra Costa County**

Project Location – **Specific:** The activity is located in the incorporated and unincorporated Bay Point and Pittsburg, along with portions of Clayton, Clyde, Concord and Antioch.

Project Location – County: East Contra Costa

Description of Nature, Purpose and Beneficiaries of Project: The District was formed in 1948 to provide healthcare services to residents within the District. The Project includes application by the County to LAFCo for dissolution of the District and appointment of the County as the District's Successor Agency. The County is the largest provider of indigent healthcare services in the County and is best positioned to ensure provision of those services to residents in the future. This CEQA documentation addresses the adjustments to the incorporated and unincorporated Bay Point and Pittsburg, along with portions of Clayton, Clyde, Concord and Antioch.

Name of Public Agency Approving Project: **Contra Costa County**

Name of Person or Agency Carrying Out Project: **Contra Costa County**

Exempt Status:

- ☐ Ministerial Project (Sec. 21080(b) (1); 15268;
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));

- ☐ Categorical Exemption: Class ()
☐ Other Statutory Exemption, Code No.: _____
☒ General Rule of Applicability [Article 5, Section 15061 (b)(3)]

Reasons why project is exempt: This activity does not have the potential for causing a significant effect and can be seen with certainty to have no effect and in accordance with the California Environmental; Quality Act (CEQA), pursuant to Article 5 Section 15061 (b)(3) of the CEQA guidelines.

Lead Agency Contact Person: Timothy M. Ewell – **Senior Deputy County Administrator**. Area Code/Telephone/Extension: (925) 335-1036

If filed by applicant:

1. Attach certified document of exemption finding.

2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature:  Date: 10/30/17 Title: Principal Planner

☐ Signed by Lead Agency ☐ Signed by Applicant

AFFIDAVIT OF FILING AND POSTING	
I declare that on _____ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.	
Signature _____	Title _____

Applicant:

County Administration Bldg
651 Pine Street, 10th Flr.
Martinez, CA 94553
Attn: Timothy M. Ewell
Senior Deputy County Adm.
Phone: (925) 335-1036

Department of Fish and Game Fees Due

- ☐ EIR - \$3,078.²⁵
☐ Neg. Dec. - \$2,216.²⁵
☐ DeMinimis Findings - \$0
☒ County Clerk - \$50
☒ Conservation & Development - \$25

Total Due: \$75.00
Total Paid \$ _____

Receipt #: _____

[illegible]

Map shown at 100000
to Santa Clara County Community Development Office
6601 Pitts Street, at Franklin St., San Francisco, CA 94121-4605
1750001 - 504 12700215-00-W



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**CONTRA COSTA HEALTH SERVICES
PITTSBURG HEALTH CENTER
Capital Expenditures
By Fiscal Year**

Fiscal Year	ORIGINAL AMOUNT	CPI**	AMOUNT IN CURRENT DOLLARS
1998-99	\$1,224,162.00	172.5	\$1,890,134.51
1999-00	6,364,990.00	180.2	9,407,751.92
2000-01	5,988,167.00	189.9	8,398,695.90
2001-02	1,161,825.00	193.0	1,603,342.58
2002-03	14,981.00	196.4	20,316.19
2003-04	1,583,280.00	198.8	2,121,212.92
2004-05	(119,417.00)	202.7	(156,911.70)
2005-06	17,984.00	209.2	22,896.42
2006-07	1,642,042.00	216.0	2,024,309.57
2007-08	470,646.00	222.8	562,712.33
2008-09	15,237.00	224.4	18,085.45
2009-10	-	227.5	-
2010-11	-	233.4	-
2011-12	-	239.7	-
2012-13	-	245.0	-
2013-14	-	252.0	-
2014-15	-	258.6	-
2015-16	40.00	266.3	40.00
Current projects*	5,455,900.00		5,455,900.00
TOTAL	\$23,819,837.00		\$31,368,486.09

*Budgeted amounts for Elevator Repair & Modernization (\$2,200,000), 1st Floor Remodel (\$323,700) and 2nd floor Clinic Expansion (\$2,932,200)

**Bureau of Labor Statistics, San Francisco-Oakland-San Jose Consumer Price Index (1982-84=100)



**Contra
Costa
County**

To: Contra Costa County Fire Protection District Board of Directors

From: David Twa, County Administrator

Date: November 7, 2017

Subject: Memorandum of Understanding with United Professional Firefighters I.A.F.F. Local 1230

RECOMMENDATION(S):

Acting as the Governing Body of the Contra Costa County Fire Protection District, ADOPT Resolution No. 2017/388 approving the Memorandum of Understanding with United Professional Firefighters, International Association of Fire Fighters, Local 1230, for the period of July 1, 2017 through June 30, 2020.

FISCAL IMPACT:

The estimated cost of the negotiated contract is \$2.8 million for 2017/18 with wage increase and differentials beginning November 1, 2017 (eight months); \$8.0 million for FY 2018/19 (\$4.4 million from the previous wage and differential increases and \$3.6 million from the second 5% increase); and \$10.6 million for FY 2019/20 (\$8.3 million from the previous wage and differential increases and \$2.3 million from the last 3% increase). The three year contract has an estimated cost of \$21.5 million.

BACKGROUND:

United Professional Firefighters, Local 1230 began bargaining with the District on April 28, 2017. A Tentative Agreement was reached between the District and Local 1230 on October 17, 2017, and the agreement was ratified on October 25, 2017. The resulting Memorandum of Understanding (MOU), which is attached, includes modifications to wages, and other benefit changes.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Lisa Driscoll, County Finance
Director (925) 335-1023

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Robert Campbell, Auditor-Controller, Dianne Dinsmore, Human Resources Director

BACKGROUND: (CONT'D)

>

In summary, those changes include:

- Term
 - The term of the agreement is July 1, 2017 through June 30, 2020.
- Wages (Section 5)
 - Effective November 1, 2017, the base rate of pay for all classifications represented by IAFF, Local 1230 will be increased by five percent (5%).
 - Effective November 1, 2017, the District will eliminate the first two steps in the classification of Firefighter-Recruit (RPWD) and Firefighter-Paramedic Recruit (RP7A).
 - Effective July 1, 2018, the base rate of pay for all classifications represented by IAFF, Local 1230 will be increased by five percent (5%).
 - Effective July 1, 2019, the base rate of pay for all classifications represented by IAFF, Local 1230 will be increased by three percent (3%).
 - Added 5% differential for participation on the Hazardous Materials Response Team once operational.
- Training and Prevention Differential (Section 5.17)
 - Effective July 1, 2017, add Fire Captain – 40 hour (RPTC) classification to list of classes eligible for differential.
 - Limit of one Fire Captain assigned to the EMS Division to receive the differential.
 - Effective November 1, 2017, the differential shall be increased from 10% to 15%.
 - Effective June 30, 2020 add the new classifications of Fire Captain Paramedic-40 Hour and Fire Training Captain – Paramedic to the list of classifications eligible for the differential.
 - One Fire Captain-40 Hour (RPTC) assigned to the EMS Division will be eligible for the 15% differential.
- Temporary Staff Assignment Differential (Section 5.18)
 - Clarified which 40 hour assignments are eligible for the differential.
 - Deleted four-month restriction effective July 1, 2017
 - Effective November 1, 2017, the differential shall be increased from 10% to 15%.
 - Assignment to and removal from temporary assignment is a management right.
 - Added firefighter-paramedic recruit to temporary staff differential exclusion.
 - Effective June 30, 2020 Fire Engineer Paramedics-56 hour and Fire Captain Paramedics-56 hour who are placed in a 40-hour work week Temporary Staff Assignment as a Fire Engineer Paramedic-40 hour or Fire Captain Paramedic-40 hour, will receive the 15% differential.
- Mandatory Recall (Section 7.1)
 - Expanded the use of Mandatory Recall for emergency situations.
- Days and Hours of Work - Definitions (Section 8.1(C))
 - Deleted last sentence to allow for the use of a 4/10 work schedule.
- Vacation Leave (Section 10)
 - Changed vacation accrual from 15 years to 10 years. At years 11 – 15, employees may accrue 12-2/3 hours a month and 304 cumulative a year for 40-hour shift, and 16 hours a month and 384 cumulative a year for 56-hour shift.
- Worker's Compensation (Section 12)
 - Established a maximum amount of Workers Compensation time (3 hours) employees can use to attend Workers Compensation Doctor appointments.
- Health & Welfare, Life & Dental (Section 14)
 - Updated language to incorporate the Voluntary Vision Plan side letter.
- Grievance Procedure (Section 21)
 - Revised Steps 3 and 4.
- Mileage (Section 24)
 - Added voluntary employee paid commuter benefit.
- Minimum Staffing (Section 30)
 - Provided for minimum staffing of hazardous material specialists.
- Paramedic Pay Differentials (Section 32)

- Effective June 30, 2020, establish new classifications of Fire Engineer-Paramedic (40 hour and 56 hour), the classifications of Fire Captain-Paramedic (40 hour and 56 hour), and the classification of Fire Training Captain – Paramedic to be assigned in an Advanced Life Support Engine Company. The classifications will be paid 10% higher than non-paramedic classifications.
- Effective July 1, 2020, eliminate the paramedic pay differential.
- New Section – Hazardous Materials Response Team (HMRT)
 - Established minimum participation requirements, training, and mutual aid response for a hazardous materials response team.
- Revised Personnel Bulletin #82A
 - Clarified that personnel on “District assignment” shall not be assigned to mandatory OT.
- Re-ordered, re-numbered, and cleaned-up MOU sections as needed.

CONSEQUENCE OF NEGATIVE ACTION:

The District will be out of contract with United Professional Firefighters, Local 1230 and may experience recruitment and retention difficulties.

ATTACHMENTS

Resolution No. 2017/388

IAFF 1230 MOU 7/1/17 through 6/30/20

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐
NO: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2017/388

In The Matter Of: Memorandum of Understanding with United Professional Firefighters, Local 1230, for the period of July 1, 2017 through June 30, 2020.

The Board of Directors of the Contra Costa County Fire Protection District **RESOLVES THAT:**

The Board **ADOPTS** the Memorandum of Understanding (MOU) between the Contra Costa County Fire Protection District and United Professional Firefighters, Local 1230, providing for wages, benefits and other terms and conditions of employment for the period beginning July 1, 2017 through June 30, 2020, for those classifications represented by United Professional Firefighters, Local 1230. A copy of the MOU is attached.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Lisa Driscoll, County Finance Director (925) 335-1023

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Robert Campbell, Auditor-Controller, Dianne Dinsmore, Human Resources Director

MEMORANDUM OF UNDERSTANDING
BETWEEN
CONTRA COSTA COUNTY
FIRE PROTECTION DISTRICT
AND
IAFF, LOCAL 1230



JULY 1, 2017 – JUNE 30, 2020

IAFF LOCAL 1230

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ATTACHMENTS (A-B)

SUBJECT INDEX

**MEMORANDUM OF UNDERSTANDING
BETWEEN
CONTRA COSTA COUNTY
FIRE PROTECTION DISTRICT
AND
UNITED PROFESSIONAL FIRE FIGHTERS I.A.F.F.
LOCAL 1230**

This Memorandum of Understanding (MOU) is entered into pursuant to the authority contained in Board of Supervisors Resolution 81/1165 and has been jointly prepared by the parties.

The Employee Relations Officer (County Administrator) is the representative of the Contra Costa County Board of Supervisors in its capacity as ex-officio Governing Board of the Contra Costa County, Fire Protection District as provided in Board Resolution 81/1165.

The parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in the Fire Suppression and Prevention Unit and have freely exchanged information, opinions and proposals and have endeavored to reach agreement on matters relating to the employment conditions and employer-employee relations covering such employees.

For purposes of this Memorandum of Understanding, Fire Protection District Personnel Bulletins on the subject of Shift Activities (1), Morning Change of Shift Assembly (2), Roll Call (3), Firefighter-Paramedic Classification (51A), Paramedic Licensure and Accreditation (51C), Removal from the District Paramedic Program (51D), and Fire Station Assignments (81) are incorporated by reference to this Memorandum of Understanding and are made a part hereof as if fully set forth herein.

This Memorandum of Understanding shall be presented to the Contra Costa County Board of Supervisors in its capacity as ex-officio Governing Board of the Contra Costa County Fire Protection District as the joint recommendation of the undersigned for terms and conditions of employment for the term set forth herein.

DEFINITIONS

In the event provisions of this Memorandum of Understanding contradict any resolution, administrative bulletin or personnel rules of the County or District, the terms of this Memorandum of Understanding shall prevail.

DEFINITIONS

- A. Appointing Authority: Fire Chief unless otherwise provided by statute or ordinance.
- B. Class: a group of positions sufficiently similar with respect to the duties and responsibilities that similar selection procedures and qualifications may apply and that the same descriptive title may be used to designate each position allocated to the group.
- C. Class Title: the designation given to a class, to each position allocated to the class, and to the employees allocated to the class.
- D. County: Contra Costa County.
- E. Demotion: the change of a permanent employee to another position in a class allocated to a salary range for which the top step is lower than the top step of the class which the employee formerly occupied except as provided for under "Transfer" or as otherwise provided for in this Memorandum of Understanding or in the Personnel Management Regulations.
- F. District: Contra Costa County Fire Protection District.
- G. Director of Human Resources: the person designated by the County Administrator to serve as the Assistant County Administrator-Director of Human Resources.
- H. Eligible: any person whose name is on an employment or reemployment or layoff list for a given class.
- I. Employee: a person who is an incumbent of a position or who is on leave of absence in accordance with provisions of this Memorandum of Understanding and whose position is held pending the employee's return.
- J. Employment List: a list of persons, who have been found qualified for employment in a specific class.
- K. Layoff List: means a list of persons who have occupied positions allocated to a class in the Merit System and who have been involuntarily separated by layoff or displacement; or demoted by displacement; or have voluntarily demoted in lieu of layoff or displacement; or have transferred in lieu of layoff or displacement.

DEFINITIONS

- L. Merit System: the Contra Costa County Merit System.
- M. Permanent-Intermittent Position: any position which requires the services of an incumbent for an indefinite period but on an irregularly scheduled, less than full-time basis.
- N. Permanent Part-Time Position: any position which will require the services of an incumbent for an indefinite period but on a regularly scheduled, less than full-time basis.
- O. Personnel: the same as employee.
- P. Permanent Position: any position which has required, or which will require the services of an incumbent without interruption, for an indefinite period.
- Q. Project Employee: an employee who is engaged in a time-limited program or service by reason of limited or restricted funding. Such positions are typically funded from outside sources but may be funded from District revenues.
- R. Promotion: the change of a permanent employee to another position in a class allocated to a salary range for which the top step is higher than the top step of the class which the employee formerly occupied, except as provided for under "Transfer" or as otherwise provided for in this Memorandum of Understanding or in the Personnel Management Regulations.
- S. Position: the assigned duties and responsibilities calling for the regular full-time, part-time or intermittent employment of a person.
- T. Reallocation: the act of reassigning an individual position from one class to another class at the same range of the salary schedule or to a class which is allocated to another range that is within five (5) percent of the top step, except as otherwise provided for in the Personnel Management Regulations or other ordinances.
- U. Reclassification: the act of changing the allocation of a position by raising it to a higher class or reducing it to a lower class on the basis of significant changes in the kind, difficulty or responsibility of duties performed in such position.
- V. Reemployment List: a list of persons, who have occupied positions allocated to any class in the merit system and, who have voluntarily separated and are qualified for consideration for reappointment under the Personnel Management Regulations governing reemployment.
- W. Resignation: the voluntary termination of permanent employment with the District.

SECTION 1 - RECOGNITION

- X. Transfer: the change of an employee who has permanent status in a position to another position in the same class in a different department, or to another position in a class which is allocated to a range on the salary plan that is within five (5) percent at top step as the class previously occupied by the employee.
- Y. Union: International Association of Fire Fighters, Local 1230, A.F.L.-C.I.O.

SECTION 1 - RECOGNITION

1.1 Union Recognition. The Union is the formally recognized employee organization for the Fire Suppression and Prevention Unit and such organization has been certified as such pursuant to Resolution 81/1165 Chapter 34-12.

SECTION 2 - UNION SECURITY

2.1 Dues Deduction. Pursuant to Resolution 81/1165 Chapter 34-26 only a majority representative may have dues deduction and as such the union has the exclusive privilege of dues deduction for all members in its unit.

Dues deduction shall be based on the voluntary written authorization of the employee which shall remain in effect so long as the employee remains in a unit represented by the Union unless such authorization is canceled in writing by the employee in accordance with the provisions set forth in Section 2.4. The dues deduction shall be for a specified amount and uniform between members of the Union. The Union shall indemnify, defend, and hold the District harmless against any claims made and against any suit instituted against the District on account of dues deduction. The Union shall refund to the District any amounts paid to it in error upon the presentation of supporting evidence.

2.2 Union Dues Form. Employees hired in classifications assigned to the unit represented by the Union shall, as a condition of employment at the time of employment, complete a union dues authorization card provided by the Union and shall have deducted from their paychecks the membership dues of the Union. Said employees shall have thirty (30) days from the date of hire to decide if they do not want to become a member of the Union.

Such decision not to become a member of the Union must be made in writing to the Auditor-Controller with a copy to the Labor Relations Service Unit within said thirty (30) day period. If the employee decides not to become a member of the Union, any union dues previously deducted from the employee's paycheck during that thirty (30) day period shall be returned to the employee and said amount shall be deducted from the next dues deduction check sent to the Union. If the employee does not notify the County in writing of the decision not to become a member within the thirty (30) day period, the employee shall be deemed to have voluntarily agreed

SECTION 2 - UNION SECURITY

to pay the dues of the Union. Each such dues authorization form referenced above shall include a statement that the Union and the District have entered into a Memorandum of Understanding, that the employee is required to authorize payroll deductions of union dues as a condition of employment, and that such authorization may be revoked within the first thirty (30) days of employment upon proper written notice by the employee within said thirty (30) day period as set forth above. Each such employee shall, upon written completion of the authorization form, receive a copy of said authorization form which shall be deemed proper notice of the employee's right to revoke said authorization.

2.3 Maintenance of Membership. All employees in units represented by the Union who are currently paying dues to the Union and all employees in such units who hereafter become members of the Union shall, as a condition of continued employment, pay dues to the Union for the duration of this Memorandum of Understanding and each year thereafter so long as the Union continues to represent the position to which the employee is assigned, unless the employee has exercised the option to cease paying dues in accordance with Section 2.4.

2.4 Withdrawal of Membership. By notifying the Auditor-Controller's Department in writing, between June 1 to June 30 of any year, any employee may withdraw from Union membership and discontinue paying dues as of the payroll period commencing June 1st, and reflected in the July 10th paycheck. Immediately upon the close of the above-mentioned thirty (30) day period, the Auditor-Controller shall submit to the Union a list of the employees who have rescinded their authorization for dues deduction.

2.5 Communicating With Employees. The Union shall be allowed to use designated portions of bulletin boards or display areas in public portions of District buildings or in public portions of offices in which there are employees represented by the Union, provided the communications displayed have to do with official organization business such as times and places of meetings and further provided that the Union appropriately posts and removes the information. The Fire Chief reserves the right to remove objectionable materials.

Representatives of the Union, not on District time, shall be permitted to place a supply of employee literature at specific locations in District buildings if arranged through the Employee Relations Officer; said representatives may distribute employee organization literature in areas designated by the Fire Chief if the nature of the literature and the proposed method of distribution are compatible with the work environment and work in progress.

Such placement and/or distribution shall not be performed by on-duty employees. The Union shall be allowed access to work locations in which it represents employees for the following purposes:

- A. to post literature on bulletin boards;
- B. to arrange for use of a meeting room;

SECTION 2 - UNION SECURITY

- C. to leave and/or distribute a supply of literature as indicated above;
- D. to represent an employee on a grievance and/or to contact a union officer on a matter within the scope of representation.

In the application of this provision, it is agreed and understood that in each such instance advance arrangements, including disclosure of which of the above purposes is the reason for the visit, will be made with the Fire Chief or designee(s) and the visit will not interfere with the District services.

2.6 Use of District Buildings. The Union shall be allowed the use of areas normally used for meeting purposes for meetings of District-employees during non-work hours when:

- A. such space is available and its use by the Union is scheduled twenty-four (24) hours in advance;
- B. there is no additional cost to the District;
- C. it does not interfere with normal District operations;
- D. employees in attendance are not on duty and are not scheduled for duty;
- E. the meetings are on matters within the scope or representation.

The administrative official responsible for the space shall establish and maintain scheduling of such uses. The Union shall maintain proper order at the meeting, and see that the space is left in a clean and orderly condition. The use of District equipment (other than items normally used in the conduct of business meetings, such as desks, chairs, ashtrays, and blackboards) is strictly prohibited, even though it may be present in the meeting area.

2.7 Advance Notice. The Union shall, except in cases of emergency, have the right to reasonable notice of any ordinance, rule, resolution or regulation directly relating to matters within the scope or representation proposed to be adopted by the Board, or boards and commissions designated by the Board, and to meet with the body considering the matter.

The listing of an item on a public agenda, or the mailing of a copy of a proposal at least seventy-two (72) hours before the item will be heard, or the delivery of a copy of the proposal at least twenty-four (24) hours before the item will be heard, shall constitute notice.

In cases of emergency when the Board, or boards and commissions designated by the Board determines it must act immediately without such notice or meeting it shall give notice and opportunity to meet as soon as practical after its action.

SECTION 2 - UNION SECURITY

2.8 List of Employees with Dues Deduction. The District shall provide the Union with a monthly list of employees who are paying dues to the Union and a monthly list of employees who are paying health and welfare deductions to the Union.

2.9 Assignment of Classes to Bargaining Units. The Labor Relations Manager shall assign new classes in accordance with the following procedure:

- A. Initial Determination: When a new class title is established, the Labor Relations Manager shall review the composition of existing representation units to determine the appropriateness of including some or all of the employees in the new class in one or more existing representation units, and within a reasonable period of time shall notify all recognized employee organizations of the determination.
- B. Final Determination: The Labor Relations Manager's determination is final unless within ten (10) days after notification a recognized employee organization requests in writing to meet and confer thereon.
- C. Meet and Confer and other Steps: The Labor Relations Manager shall meet and confer with such requesting organizations (and with other recognized employee organizations where appropriate) to seek agreement on this matter within sixty (60) days after the ten-day period in subsection (B), unless otherwise mutually agreed. Thereafter, the procedures in cases of agreement and disagreement, arbitration referral and expenses, and criteria for determination shall conform to those in subsections (d) through (i) of Section 34-12.008 of Resolution 81/1165.

2.10 Written Statement for New Employees. The District will provide a written statement to each new employee hired into a classification in any of the bargaining units represented by the Union, that the employee's classification is represented by the Union and the name of a representative of the Union. The County will provide the employee with a packet of information which has been supplied by the Union and approved by the County.

2.11 Modification & Decertification. For the duration of this Memorandum of Understanding, the following shall apply:

Resolution 81/1165 Section 34-12.008 - Unit Determination (a) shall be modified in the first paragraph to delete the ten percent (10%) requirement for an employee organization intervening in the unit determination process and substitute therefore a thirty percent (30%) requirement.

Resolution 81/1165 Section 34-12.012 - Election Procedure (b) shall be modified in the first paragraph to delete the ten percent (10%) requirement for any recognized employee organization(s) to appear on the ballot and substitute therefore a thirty percent (30%) requirement.

SECTION 3 - NO DISCRIMINATION

Resolution 81/1165 Section 34-12.016 Modification of Representation Units shall be modified in the first sentence by adding words to the effect of "most recent" to the date of determination. This section shall be modified in the second sentence to require that petitions for modification of a representation unit be filed during a period of not more than one hundred and fifty (150) days nor less than one hundred and twenty (120) days prior to the expiration of the Memorandum of Understanding in effect. The last sentence of this section shall be modified so that modification of a representation unit shall not negate the term of an existing Memorandum of Understanding between the District and the recognized employee organization of the unit prior to the modification proceedings.

Resolution 81/1165 Section 34-12.018 Decertification Procedure shall be modified in the first sentence by adding words to the effect of "most recent" to the date of formal recognition and by requiring the petition be submitted during a period of not more than one hundred and fifty (150) days nor less than one hundred and twenty (120) days prior to the expiration of the Memorandum of Understanding in effect.

SECTION 3 - NO DISCRIMINATION

There shall be no discrimination because of race, creed, color, national origin, sex, sexual orientation or union activities against any employee or applicant for employment by the District; and to the extent prohibited by applicable State and Federal law there shall be no discrimination because of age. There shall be no discrimination against any disabled person solely because of such disability unless that disability prevents the person from meeting the minimum standards established for that position or from carrying out the duties of the position safely. There shall be no discrimination because of Union membership or legitimate Union activity against any employee or applicant for employment.

The District and the Union recognize that the District has an obligation in accordance with the Americans with Disabilities Act (ADA) to reasonably accommodate disabled employees. If by reason of the aforesaid requirement the District contemplates actions to provide reasonable accommodation to an individual employee to comply with the ADA which are in conflict with any provision of this MOU, the Union will be advised of such proposed accommodation. Upon request, the District will meet and confer with the Union on the impact of such accommodation. If the District and the Union do not reach agreement, the District may implement the accommodation without further negotiations. Nothing in this MOU shall preclude the District from taking actions necessary to comply with the requirements of the ADA or of any other State or Federal law governing discrimination, wages or hours. Subject to this provision, the Union may grieve any action by the District under this Section alleged by the Union and the employee(s) as a violation of the MOU.

SECTION 4 - OFFICIAL REPRESENTATIVES

SECTION 4 - OFFICIAL REPRESENTATIVES

4.1 Attendance at Meetings. Employees designated as official representatives of the Union shall be allowed to attend meetings held by County/District agencies during regular working hours on District time as follows:

- A. if their attendance is required by the District or County at a specific meeting;
- B. if their attendance is sought by a hearing body for presentation of testimony or other reasons;
- C. if their attendance is required for meeting required for settlement of grievances filed pursuant to Section 21 (Grievance Procedure) of this Memorandum;
- D. if they are designated as an official representative, in which case they may utilize a reasonable time at each level of the proceedings to assist an employee to present a grievance;
- E. if they are designated as spokesperson or representative of the Union and as such make representations or presentations at meetings or hearings on wages, salaries and working conditions; provided in each case advance arrangements for time away from the employee's work station or assignment are made with the Fire Chief and the District or County agency calling the meeting is responsible for determining that the attendance of the particular employee(s) is required;
- F. if their attendance does not conflict with Fire District emergency operations.

4.2 Union Representatives. Official representatives of the Union shall be allowed time off on District time for meetings during regular working hours when formally meeting and conferring in good faith or consulting with the Employee Relations Officer or other management representatives on matters within the scope of representation, and that advance arrangements for the time away from the work station or assignment are made with the Fire Chief and their attendance does not conflict with appropriate Fire District emergency operations.

SECTION 5 - SALARIES

5.1 General Wages.

The wages for all classifications in the Fire Suppression and Prevention Unit of IAFF, Local 1230 will be as shown in Attachment A – Class and Salary Listing.

SECTION 5 - SALARIES

- A. Effective November 1, 2017, the base rate of pay for all classifications represented by the Union will be increased by five percent (5%).
- B. Effective July 1, 2018, the base rate of pay for all classifications represented by the Union will be increased by five percent (5%).
- C. Effective July 1, 2019, the base rate of pay for all classifications represented by the Union will be increased by three percent (3%).

5.2 **Entrance Salary.** New employees shall generally be appointed at the minimum step of the salary range established for the particular class of position to which the appointment is made. However, the appointing authority may fill a particular position at a step above the minimum of the range.

Effective November 1, 2017, steps one (1) and two (2) shall be eliminated from the salary schedule for the classifications of Firefighter-Recruit (RPWD) and Firefighter-Paramedic Recruit (RP7A). All affected employees will be placed on the new step one (1).

5.3 **Anniversary Dates.** Anniversary dates will be set as follows:

- A. **New Employees.** The anniversary date of a new employee is the first day of the calendar month after the calendar month when the employee successfully completes six (6) months service provided however, if an employee began work on the first regularly scheduled workday of the month the anniversary date is the first day of the calendar month when the employee successfully completes six (6) months service.
- B. **Promotions.** The anniversary date of a promoted employee is determined as for a new employee in Subsection 5.3.A above.
- C. **Transfer, Reallocation and Reclassification.** The anniversary date of an employee who is transferred to another position or one whose position has been reallocated or reclassified to a class allocated to the same salary range or to a salary range which is within five percent (5%) of the top step of the previous classification, remains unchanged.
- D. **Reemployments.** The anniversary of an employee appointed from a reemployment list to the first step of the applicable salary range and not required to serve a probation period is determined in the same way as the anniversary date is determined for a new employee who is appointed the same date, classification and step and who then successfully completes the required probationary period.

- E. Notwithstanding other provisions of this Section 5, the anniversary of an employee who is appointed to a classified position from outside the County's merit system at a rate above the minimum salary for the employee's new class, or who is transferred from another governmental entity to this County's merit system, is one (1) year from the first day of the calendar month after the calendar month when the employee was appointed or transferred; provided however, when the appointment or transfer is effective on the employee's first regularly scheduled work day of that month, his/her anniversary is one (1) year after the first calendar day of that month.
- F. Performance Evaluation. A performance evaluation is required annually on or about an employee's anniversary date.

5.4 Increments Within Range. The performance of each employee, except those of employees already at the maximum salary step of the appropriate salary range, shall be reviewed on the anniversary date as set forth in Section 5.3 to determine whether the salary of the employee shall be advanced to the next higher step in the salary range. Advancement shall be granted on the affirmative recommendation of the appointing authority, based on satisfactory performance by the employee. The appointing authority may recommend denial of the increment or denial subject to one additional review at some specified date before the next anniversary which must be set at the time the original report is returned.

Except as herein provided, increments within range shall not be granted more frequently than once a year, nor shall more than one (1) step within-range increment be granted at one time. In case an appointing authority recommends denial of the within range increment on some particular anniversary date, but recommends a special salary review, the special salary review shall not affect the regular salary review on the next anniversary date.

Nothing herein shall be construed to make the granting of increments mandatory on the District. If the District verifies in writing that an administrative or clerical error was made in failing to submit the documents needed to advance an employee to the next salary step on the first of the month when eligible, said advancement shall be made retroactive to the first of the month when eligible.

5.5 Part-Time Compensation. A part-time employee shall be paid a monthly salary in the same ratio to the full-time monthly rate to which the employee would be entitled as a full-time employee under the provisions of this Section 5 as the number of hours per week in the employee's part-time work schedule bears to the number of hours in the full-time work schedule of the District.

5.6 Compensation for Portion of Month. Any employee who works less than any full calendar month, except when on earned vacation, authorized sick leave, or other authorized paid leave shall receive as compensation for services an amount which is in the same ratio to the established monthly rate as the number of days worked is to the actual working days in such employee's normal work schedule

SECTION 5 - SALARIES

for the particular month; but if the employment is intermittent, compensation shall be on an hourly basis.

5.7 Position Reclassification. An employee who is an incumbent of a position which is reclassified to a class which is allocated to the same range of the basic salary schedule as is the class of the position before it was reclassified, shall be paid at the same step of the range as the employee received under the previous classification.

An incumbent of a position which is reclassified to a class which is allocated to a lower range of the basic salary schedule shall continue to receive the same salary as before the reclassification, but if such salary is greater than the maximum of the range of the class to which the position has been reclassified, the salary of the incumbent shall be reduced to a maximum salary for the new classification. The salary of an incumbent of a position which is reclassified to a class which is allocated to a range of the basic salary schedule greater than the range of the class of the position before it was reclassified shall be governed by the provisions of Section 5.9 Salary on Promotion.

5.8 Salary Reallocation and Salary on Reallocation.

- A. In a general salary increase or decrease, an employee in a class which is reallocated to a salary range above or below that to which it was previously allocated, when the number of steps remain the same, shall be compensated at the same step in the new salary range the employee was receiving in the range to which the class was previously allocated. If the reallocation is from one salary range with more steps to a range with fewer steps or vice versa, the employee shall be compensated at the step on the new range which is in the same percentage ratio to the top step of the new range as was the salary received before reallocated to the top step of the old range, but in no case shall any employee be compensated at less than the first step of the range to which the class is allocated.
- B. In the event that a classification is reallocated from a salary range with more steps to a salary range with fewer steps on the salary schedule, apart from the general salary increase or decrease described in 5.8 A above, each incumbent of a position in the reallocated class shall be placed upon the step of the new range which equals the rate of pay received before the reallocation. In the event that the steps in the new range do not contain the same rates as the old range which is next above the salary rate received in the old range, or if the new range does not contain a higher step, at the step which is next lower than the salary received in the old range.
- C. In the event an employee is in a position which is reallocated to a different class which is allocated to a salary range the same as above or below the salary range of the employee's previous class, the incumbent shall be placed at the step in the new class which equals

SECTION 5 - SALARIES

the rate of pay received before reallocation. In the event that the steps in the range for the new class do not contain the same rates as the range for the old class, the incumbent shall be placed at the step of the new range which is next above the salary rate received in the old range; or if the new range does not contain a higher step, the incumbent shall be placed at the step which is next lower than the salary received in the old range.

5.9 Salary on Promotion. Any employee who is appointed to a position of a class allocated to a higher salary range than the class previously occupied, except as provided under Section 5.12 shall receive the salary in the new salary range which is next higher than the rate received before the promotion.

In the event this increase is less than five percent (5%), the employee's salary shall be adjusted to the step in the new range which is at least five percent (5%) greater than the next higher step; provided however that the next step shall not exceed the maximum salary for the higher class.

In the event of the appointment of a laid off employee from the layoff list to the class from which the employee was laid off, the employee shall be appointed at the step which the employee had formerly attained in that class unless such step results in a decrease in which case the employee is appointed to the next higher step. If however, the employee is being appointed into a class allocated to a higher salary range than the class from which the employee was laid off, the salary will be calculated from the highest step the employee achieved prior to layoff, or from the employee's current step, whichever is higher.

5.10 Salary on Involuntary Demotion. Any employee who is demoted shall have their salary reduced to the monthly salary step in the range for the class of position to which the employee has been demoted next lower than the salary received before demotion. In the event this decrease is less than five percent (5%), the employee's salary shall be adjusted to the step in the new range which is five percent (5%) less than the next lower step; provided, however, that the next step shall not be less than the minimum salary of the lower class.

Whenever the demotion is the result of layoff, cancellation of positions or displacement by another employee with greater seniority rights, the salary of the demoted employee shall be that step on the salary range which the employee would have achieved had the employee been continuously in the position to which the employee had been demoted, all within-range increments having been granted.

5.11 Salary on Voluntary Demotion. Whenever any employee voluntarily demotes to a position in a class having a salary schedule lower than that of the class from which the employee demotes, the employee's salary shall remain the same if the steps in the employee's new (demoted) salary range permit, and if not, the new salary shall be set at the step next below former salary.

SECTION 5 - SALARIES

5.12 Fire Investigation Unit.

- A. Fire Investigation Off-Duty Standby Differential. Represented members assigned to participate in the Fire Investigation Off-Duty Standby Team will receive a monthly pay differential of 5% of their base pay.

To be eligible for this differential, the employee must be on-call to the Fire Investigation Off-Duty Standby Team at least ten (10) days per month and must have their schedule approved by the Fire Marshal, or his designee.

- B. Fire Investigation Unit Staffing. The District may, at any time, consider the feasibility of changing the Fire Investigation Unit staffing to a 24-hour on-duty shift schedule. If, after considering the feasibility of this change, the District concludes that a 24-hour on-duty shift schedule is preferable to the current schedule, the Fire Investigation Unit staffing will be changed to a 24-hour on-duty shift schedule.

5.13 Acting in a Higher Class. In lieu of Pay for Work in Higher Classification, all employees may be required to act in a higher classification at the discretion of the District without additional compensation. Such assignments will not be made as alternatives to Merit System promotions.

5.14 Payment. On the tenth (10th) day of each month, the Auditor will draw a warrant upon the Treasurer in favor of each employee for the amount of salary due to the employee for the preceding month; provided, however, that each employee (except those paid on an hourly rate) may choose to receive an advance on the employee's monthly salary, in which case the Auditor shall, on the twenty-fifth (25th) day of each month, draw a warrant upon the Treasury in favor of such employee.

The advance shall be in an amount equal to one-third (1/3) or less at the option of the employee, of the employee's basic salary of the previous month except that it shall not exceed the amount of the previous month's basic salary less all requested or required deductions.

The election to receive an advance shall be made on or before April 30 or October 31 of each year or during the first month of employment by filing on forms prepared by the Auditor-Controller a notice of election to receive salary advance.

Each election shall become effective on the first day of the month following the deadline for filing the notice and shall remain effective until revoked.

In the case of an election made pursuant to this Section 5.15 all required or requested deductions from salary shall be taken from the second installment, which is payable on the tenth (10th) day of the following month.

SECTION 5 - SALARIES

5.15 Pay Warrants. Employee pay warrants shall be delivered to a work place designated by the District by 8:00 a.m. on the 10th and 25th of each month. Should the 10th or 25th of the month fall on Saturday, Sunday, or a holiday, pay warrants will be delivered by 8:00 a.m. on the preceding County workday.

5.16 Pay Warrant Errors. If an employee receives a pay warrant which has an error in the amount of compensation to be received and if this error occurred as a result of a mistake by the Auditor-Controller's Department, it is the policy of the Auditor-Controller's Department that the error will be corrected and a new warrant issued within forty-eight (48) hours, exclusive of Saturdays, Sundays and holidays from the time the Department is made aware of and verifies that the pay warrant is in error. If the pay warrant error has occurred as a result of a mistake by an employee (e.g. payroll clerk) other than the employee who is receiving the pay, the error will be corrected as soon as possible from the time the department is made aware that pay warrant is in error.

Pay errors in employee pay shall be corrected as soon as possible as to current pay rate but no recovery of either overpayments or underpayments to an employee shall be made retroactively except for the six (6) month period immediately preceding discovery of the pay error. This provision shall apply regardless of whether the error was made by the employee, the appointing authority or designee, the Director of Human Resources or designee, or the Auditor-Controller or designee. Recovery of fraudulently accrued over or underpayments are excluded from this section for both parties.

When the County notifies an employee of an overpayment and proposed repayment schedule, the employee may accept the proposed repayment schedule or may request a meeting through the County Labor Relations Department. If requested, a meeting shall be held to determine a repayment schedule which shall be no longer than three times (3) the length of time the overpayment occurred.

5.17 Training and Prevention Differential.

- A. Effective July 1, 2017, employees in the classifications of Fire Training Captain (RPTE), Fire Prevention Captain (RPTD), and Fire Captain – 40 hour (RPTC), who are permanently allocated to the Contra Costa Fire Protection District Training Division, Fire Prevention Bureau, or the EMS Division, shall receive a monthly pay differential of ten percent (10%) of base pay. No more than one Fire Captain – 40 hour (RPTC) assigned to the EMS Division will be eligible for the differential.
- B. Effective November 1, 2017, the differential in 5.17(A) shall be increased from 10% to 15% of base pay.
- C. Effective June 30, 2020, employees in the classifications of Fire Captain Paramedic - 40 Hour, or Fire Training Captain – Paramedic, who are permanently allocated to the Contra Costa Fire Protection District Training Division and Fire Prevention Bureau, shall receive a

SECTION 5 - SALARIES

monthly pay differential of fifteen percent (15%) of base pay.

5.18 Temporary Staff Assignment Differential.

- A. Effective July 1, 2017, employees in the following 56 - hour classifications: Firefighter - 56 hour (RPWA), Firefighter-Paramedic - 56 hour (RPWB), Fire Engineer - 56 hour (RPVC) and Fire Captain - 56 hour (RPTA), who are placed in a 40-hour work week Temporary Staff Assignment, as either a Firefighter - 40 hour (RPWF), Firefighter-Paramedic - 40 hour (RPWE), Fire Engineer - 40 hour (RPVD), or Fire Captain - 40 hour (RPTC), shall receive a pay differential in the amount of ten percent (10%) of base pay (excluding differentials) and will last for the duration of the 40-hour work week assignment.
- B. Effective November 1, 2017, the differential in 5.18(A) shall be increased from 10% to 15% of base pay.
- C. The District shall only utilize the 40-hour work week Temporary Staff Assignment differentials with employees who are serving the District in assignments as Trainers – primarily associated with the Firefighter Training Academy. No more than four (4) such assignments shall exist at any one time. Assignment to and removal from these Temporary Staff Assignments are at the discretion of the District.
- D. The Temporary Staff Assignment differential excludes: those employees who do not meet the aforementioned criteria; the classification of Firefighter Recruit, Firefighter - Paramedic Recruit; employees regularly working a 40-hour work week; and those employees regularly working a 56-hour assignment who are working a light-duty schedule or are otherwise already temporarily working a 40-hour schedule.
- E. Effective June 30, 2020, employees in the classifications of Fire Engineer Paramedic - 56 Hour or Fire Captain Paramedic - 56 Hour, who are placed in a 40-hour work week Temporary Staff Assignment as either a Fire Engineer Paramedic - 40 Hour or Fire Captain Paramedic - 40 Hour, shall receive a pay differential of fifteen percent (15%) of base pay. The differential will last the duration of the 40-hour work week assignment. Sections 5.18(C) and (D) also apply.

5.19 Hazardous Materials Response Team Differential. Eligible employees assigned to the District's Hazardous Materials Response Team ("HMRT") will receive a differential of five percent (5%) of the employee's monthly base rate of pay for each month of the assignment effective on the first day of the month following the District's written verification of the employee's assignment. To be eligible for this differential, employees must first:

- 1) Complete all minimum training and assignments required by the

District to qualify as an HMRT member; and

- 2) Receive written verification from the District that the employee qualifies and is assigned to the HMRT.
- 3) Complete and maintain any other prerequisites for the HRMT assignment that are identified in Personnel Bulletins.

The District has the sole discretion to assign or remove an employee from the HMRT. This HMRT Differential Section 5.19 will not be effective until the District determines that the HMRT is operational and notifies the union of such determination. This differential will be paid prospectively only from the effective date of this section.

SECTION 6 – OVERTIME

6.1 Overtime. Permanent full-time and part-time employees are entitled to receive overtime pay for any authorized hours worked in excess of the employee's daily number of scheduled hours. For example, an employee who is scheduled to work ten (10) hours per day and who works eleven (11) hours on a particular day would be entitled to one (1) hour of overtime. Overtime pay is compensated at the rate of one and one-half (1-1/2) times the employee's base rate of pay (not including shift and any other special differentials). Any shift or special differentials that are applicable during overtime hours worked will be computed on the employee's base rate of pay, not on the overtime rate of pay.

Fire Suppression Personnel: Employees in the classifications of Fire Captain-56 Hour (RPTA), Fire Engineer-56 Hour (RPVC), Firefighter-56 Hour (RPWA), and Firefighter-Paramedic-56 Hour (RPWB) who work a 56-hour shift within a 24-day/182 hour FLSA work period will receive an additional 2.61% of monthly base pay (plus paramedic pay, if applicable), as "FLSA pay" to compensate them for the ten (10) regularly scheduled hours each 24-day FLSA work period in excess of the 182 hour FLSA overtime threshold. These employees will receive this additional payment regardless of whether an individual actually works all of the 192 regularly scheduled work hours in the applicable 24-day FLSA work period.

Overtime for permanent employees is earned and credited in a minimum of one-tenth hour increments.

6.2 Overtime Recall List. The District and the Union have agreed on a recall list which shall be used for overtime work. The agreed upon list shall not apply to emergency overtime, nor shall it apply when employees are recalled to perform specialized duty assignments.

6.3 Eligibility for Overtime. Overtime is not authorized for employees who are AWOL/AWOP or serving disciplinary actions.

SECTION 7 - CALL BACK

SECTION 7 - CALL BACK

Employees called back for work performed outside their regular work schedule shall be compensated at the rate of one and one-half (1-1/2) times their regular hourly rate for time actually worked with a minimum of two (2) hours pay. This two (2) hours minimum does not apply when an employee is called back and reports to work less than two (2) hours before the beginning of the employee's regular shift.

7.1 Mandatory Recall. Mandatory recall is the recall of 56-hour or 40-hour personnel to respond to an emergency in progress, an expected or anticipated severe weather event, or staffing of apparatus or equipment for high fire conditions, such as a red flag warning or for other emergency considerations at the Fire Chief's discretion. Mandatory recall must be approved by the Duty Chief. All off-duty personnel are subject to mandatory recall when needed. Personnel who do not comply with a request to work a mandatory recall assignment may be subject to disciplinary action.

If the District has not maintained ninety-five percent (95%) of minimum staffing as defined in Section 30, provision does not apply.

SECTION 8 – DAYS AND HOURS OF WORK

8.1 Definitions.

- A. Regular Work Schedule: A regular work schedule is eight (8) hours per day, Monday through Friday, inclusive, for a total of forty (40) hours.
- B. Alternate Work Schedule: An alternate work schedule is any work schedule where an employee is regularly scheduled to work five (5) days per week, but the employee's regularly scheduled two (2) days off are NOT Saturday and Sunday.
- C. 4/10 Work Schedule: A 4/10 work schedule is four (4) ten hour days in a seven (7) day period, for a total of forty (40) hours per week.
- D. 9/80 Work Schedule: A 9/80 work schedule is where an employee works a recurring schedule of thirty-six (36) hours in one calendar week and forty-four (44) hours in the next calendar week, but only forty (40) hours in the designated workweek. In the thirty-six (36) hour calendar workweek, four (4) of the workdays are nine (9) hour days and the employee has the same day of the week off that is worked for eight (8) hours in the forty-four (44) hour calendar week. In the forty-four (44) hour calendar week, four (4) of the workdays are nine (9) hours and one of the workdays is eight (8) hours. Specific 9/80 schedules and requirements for employees are provided and authorized under Administrative Bulletin No. 435.

SECTION 9 - HOLIDAYS

- E. Kelly Schedule: The Kelly schedule consists of a 9-day cycle where each platoon (A, B, C shift) works one 24-hour shift, followed by 24 hours off duty, works another 24-hour shift, followed by 24 hours off duty, then works a final 24-hour shift, followed by 4 consecutive days off duty.
- F. Regular Schedule for Employees in 56 Hour Classifications: For employees in the classifications of Fire Captain-56 Hour (RPTA), Fire Engineer-56 Hour (RPVC), Firefighter-56 Hour (RPWA), and Firefighter-Paramedic-56 Hour (RPWB) the regular schedule consists of a six day tour of duty that includes two (2) regularly scheduled 24-hour workdays and four (4) days off.

8.2 Designated Workweek and Work Schedules.

- A. Designated Workweek for Employees on Regular, Alternate, and 4/10 Work Schedules: For employees on regular, alternate, and 4/10 work schedules, the designated workweek begins at 12:01 a.m. on Monday and ends at 12:00 a.m. (midnight) on the following Sunday.
- B. Designated Workweek for Employees on a 9/80 Work Schedule: The 9/80 designated workweek begins on the same day of the week as the employee's eight (8) hour work day and regularly scheduled 9/80 day off. The start time of the designated workweek is four (4) hours and one (1) minute after the start time of the eight (8) hour workday. The end time of the designated workweek is four (4) hours after the eight (8) hour workday start time. The result is a designated workweek that is a fixed and regularly recurring period of seven (7) consecutive 24 hour periods (168 hours).

8.3 Time Reporting and Pay Practices Waiver: The Union agrees to the implementation of an Automated Timekeeping System. The Union waives its right to meet and confer regarding any impacts that may result from the County's implementation of the automated timekeeping system, including but not limited to, changes to current departmental time reporting and pay practices. The Union agrees to convert from the current payroll cycle when the County is able to upgrade the current payroll system or implement a new County payroll system.

SECTION 9 - HOLIDAYS

9.1 Holidays Observed. The District will observe the following holidays:

- A. January 1st, known as New Years Day
Third Monday in January, known as Dr. M. L. King Jr. Day
Third Monday in February, known as Presidents Day
February 12th, known as Lincoln's Day
The last Monday in May, known as Memorial Day

SECTION 9 - HOLIDAYS

July 4th, known as Independence Day
First Monday in September, known as Labor Day
September 9th, known as Admission Day
Second Monday in October, known as Columbus Day
November 11th, known as Veteran's Day
Fourth Thursday in November, known as Thanksgiving Day
The Friday after Thanksgiving Day
December 25th, known as Christmas Day

Such other days as the Board of Supervisors may by resolution designate as holidays.

- B. Employees in the classifications of Fire Captain-56 Hour (RPTA), Fire Engineer-56 Hour (RPVC), Firefighter-56 Hour (RPWA), Firefighter-Paramedic-56 Hour (RPWB), Fire District Dispatcher (REWA), and Senior Fire District Dispatcher-56 Hour (RETA) will receive twelve (12) hours of holiday pay for each holiday listed in Section 9.1.A above. Employees on a regular 40-hour weekly schedule will observe (day off work) each holiday listed in Section 9.1.A, above, with no reduction in pay.

- C. For forty (40) hour employees effective May 1, 1982, Lincoln's Day, Admission Day, and Columbus Day shall be deleted as holidays and each employee shall be allowed to either (1) schedule a personal holiday on any of the above three (3) deleted holidays, or (2) accrue eight (8) hours of personal holiday credit when Lincoln's Day, Admission Day, and Columbus Day occur. Such personal holiday time may be taken in increments of one (1) minute, and preference of personal holidays shall be given to employees according to their seniority in the District as reasonably as possible. No employee may accrue more than thirty-two (32) hours of personal holiday credit.

On separation from District service, an employee shall be paid for any unused personal holiday credits at the employee's then current pay rate.

- D. When a holiday falls on the regularly scheduled day off of any employee who is on a flexible, alternate, 9/80, or 4/10 work schedule, the employee is entitled to take the day off, without reduction in pay, in recognition of the holiday. These employees are entitled to request another day off in recognition of their regularly scheduled day off. The requested day off must be within the same workweek as the holiday and it must be pre-approved by the employee's supervisor. If the day off is not approved by the supervisor, it is lost. If the approved day off is a nine (9) hour workday, the employee must use one (1) hour of non-sick leave accruals. If the approved day off is a ten (10) hour workday, the employee must use two (2) hours of non-sick leave accruals. If the employee does not have any non-sick leave accrual balances, leave without pay (AWOP) will be authorized.

SECTION 10 - VACATION LEAVE

9.2 **Holidays Falling on Saturday/Sunday.** If any holiday listed in section 9.1 (A) falls on a Saturday, it shall be celebrated on the preceding Friday. If any holiday listed in Section 9.1 (A) falls on a Sunday, it shall be celebrated on the following Monday.

9.3 **Permanent Part-Time Employees.** Permanent Part-Time Employees are entitled to observe (day off) a holiday listed in Section 9.1.A, above, in the same ratio as the number of hours in the part-time employee's weekly schedule bears to forty (40) hours, regardless of whether the holiday falls on the part-time employee's regular work day.

SECTION 10 - VACATION LEAVE

10.1 **Vacation Leave.** The rates at which employees accrue vacation credits and the maximum accumulations thereof are as follows:

40 Hour Shift Employees

<u>Length of Service</u>	<u>Monthly Accrual</u> <u>Hours</u>	<u>Maximum</u> <u>Cumulative</u> <u>Hours</u>
Under 11 years of completed service	10	240
Beg. with 11 – 15 yrs completed service	12-2/3	304
Beg. with 16 – 20 yrs completed service	13-1/3	320
Beg. with 21 – 25 yrs completed service	16-2/3	400
Beg. with 26 – 30 yrs completed service	20	480
Beginning with 31 yrs service	23-1/3	560

56 Hour Shift Employees

<u>Length of Service</u>	<u>Monthly Accrual</u> <u>Hours</u>	<u>Maximum</u> <u>Cumulative</u> <u>Hours</u>
Under 11 years of completed service	14	336
Beg. with 11 – 15 yrs completed service	16	384
Beg. with 16 – 20 yrs completed service	19	456
Beg. with 21 – 25 yrs completed service	24	576
Beg. with 26 – 30 yrs completed service	28	672
Beginning with 31 yrs service	33	792

10.2 **Vacation Leave on Reemployment from a Layoff List.** Employees with six (6) months or more service in a permanent position prior to their layoff, who are employed from a layoff list, shall be considered as having completed six (6) months tenure in a permanent position for the purpose of vacation leave. The appointing authority or designee will advise the Auditor-Controller's Payroll Unit in

SECTION 11 - SICK LEAVE

each case where such vacation is authorized so that appropriate Payroll system override actions can be taken.

SECTION 11 - SICK LEAVE

The employee may be required to provide a physician's note upon return to work for all absences exceeding four (4) days for (40-hour) personnel or three (3) days for shift (56-hour) personnel. Failure to provide a physician's note will result in vacation or other non-sick leave accruals being used for the absence. In the event vacation or other non-sick leave accruals are not available, the employee shall be placed in AWOP status for the duration of the absence.

11.1 Accrual of Sick Leave. Twenty-four (24) hour shift personnel shall accrue sick leave at the rate of twelve (12) hours per month.

Employees who work a forty (40) hour week shall accrue sick leave at the rate of eight (8) hours per month.

11.2 Permanent Disability Sick Leave. Permanent disability means an employee suffers from a disabling physical injury or illness and is thereby prevented from engaging in any District occupation for which the employee is qualified by reason of education, training or experience. Sick leave may be used by permanently disabled employees until all accruals of the employee have been exhausted or until the employee is retired by the Retirement Board, subject to the following conditions:

- a. an application for retirement for disability has been filed with the Retirement Board;
- b. satisfactory medical evidence of such disability is received by the appointing authority within thirty (30) days of the start of use of sick leave for permanent disability;
- c. the appointing authority may review medical evidence and order further examinations as deemed necessary, and may terminate use of sick leave when such further examination demonstrates that the employee is not disabled, or when the appointing authority determines that the medical evidence submitted by the employee is insufficient, or when the above conditions have not been met.

The District shall implement the above provision by revision and updating of the appropriate District Personnel Bulletins.

11.3 Sick Leave Utilization for Pregnancy Disability. Every female employee shall be entitled to at least four (4) months leave of absence on account of pregnancy disability and to use available sick leave or vacation pay entitlements during such leave.

SECTION 11 - SICK LEAVE

- A. Application for such leave must be made by the employee to the appointing authority accompanied by a written statement of disability from the employee's attending physician. The statement must address itself to the employee's general physical condition having considered the nature of the work performed by the employee, and it must indicate the date of the commencement of the disability as well as the date the physician anticipates the disability to terminate. The District retains the right to a medical review of all requests for such leave.
- B. If an employee does not apply for leave and the appointing authority believes that the employee is not able to properly perform work or that the employee's general health is impaired due to disability caused or contributed to by pregnancy, miscarriage, abortion, childbirth or recovery therefrom, the employee shall be required to undergo a physical examination by a physician selected by the District, the cost of such examination to be borne by the District. Should the medical report so recommend, a mandatory leave shall be imposed upon the employee for the duration of the disability.
- C. If all accrued sick leave has been utilized by the employee, the employee shall be considered on an approved leave without pay. Sick leave may not be utilized after the employee has been released from the hospital unless the employee has provided the District with a written statement from the employee's attending physician stating that the disability continues and the projected date of the employee's recovery from such disability.

The District shall implement the above provisions by revision and updating of the appropriate District Personnel Bulletins.

11.4 Definition of Immediate Family. "Immediate Family" means and includes only the spouse, son, stepson, daughter, stepdaughter, father, stepfather, mother, stepmother, brother, sister, grandparent, grandchild, niece, nephew, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law, sister-in-law, foster children, aunt, uncle, cousin, stepbrother, stepsister or domestic partner of an employee and/or includes any other person for whom the employee is the legal guardian or conservator, or any person who is claimed as a "dependent" for IRS reporting purposes by the employee.

11.5 Prearranged Medical Appointments. Employees who wish to use sick leave for prearranged doctor or dentist appointments shall notify their appropriate supervisor of the appointment twenty-four (24) hours prior to the beginning of the shift during which the appointment is scheduled.

11.6 Legal Adoption of a Child. Paid sick leave credits may be used by an employee upon adoption of the child.

SECTION 12 – WORKERS’ COMPENSATION

11.7 Death of Family Member. An employee may use paid sick leave credits for working time used because of a death in the employee’s immediate family or of the employee’s domestic partner, but this shall not exceed three (3) working days, plus up to two (2) days of work time for necessary travel. Use of additional accruals other than sick leave may be authorized in conjunction with the bereavement leave at the discretion of the appointing authority.

SECTION 12 – WORKERS’ COMPENSATION

12.1 Workers' Compensation - Safety.

A. State Labor Code 4850 Pay. Specified employees as defined in State Labor Code 4850 who are members of the Contra Costa County Retirement System continue to receive full salary benefits in lieu of temporary disability during any absence from work which qualifies for Workers' Compensation benefits.

Currently, the maximum 4850 pay is one (1) year for any injury or illness. To be eligible for this benefit, the employee must be under the care of a physician. All 4850 pay shall be approved by the County Administrator's Office, Risk Management Division.

B. Sick Leave and Vacation. Sick leave and vacation shall accrue in accordance with the provision of State Labor Code 4850.

C. Pay Beyond One Year. If an injured employee remains eligible for Workers' Compensation temporary disability benefits beyond one year, full salary will continue by integrating sick leave and/or vacation accruals with Workers' Compensation benefits (use of vacation accruals must be approved by the department and the employee). If salary integration is no longer available because accruals are exhausted, Workers' Compensation benefits will be paid directly to the employee as prescribed by Workers' Compensation laws.

D. Health Insurance. The District subsidy of the employee's group insurance plan(s) continues during the 4850 pay period and during integration of sick leave or vacation with Workers' Compensation benefits.

E. Integration Formula. An employee's sick leave and/or vacation charges shall be calculated as follows: $C = 8 [1 - (W \div S)]$
C = Sick leave or vacation charge per day (in hrs.)
W = Statutory temporary disability benefit due for month
S = Monthly salary

SECTION 12 – WORKERS’ COMPENSATION

- F. Whenever an employee who has been injured on the job and has returned to work is required by an attending physician to leave work for treatment during working hours, the employee shall be allowed time off up to three (3) hours for such treatment without loss of pay or benefits. Said visits are to be scheduled contiguous to either the beginning or end of the scheduled work day whenever possible. This provision applies only to injuries/illnesses that have been accepted by Risk Management as a job connected injury.

12.2 Workers' Compensation & Continuing Pay for Non-Safety Employees.

A. Waiting Period.

1. Employees who leave work as a result of an on the job injury will have the balance of that day charged to sick leave and/or vacation accruals. This will be considered as the last day worked for purposes of determining Workers' Compensation benefits.
2. There is a three (3) calendar day waiting period before Workers' Compensation benefits commence. If the injured worker loses any time on the day of injury, that day counts as day one (1) of the waiting period. If the injured worker does not lose time on the day of injury, the waiting period will be the first three (3) calendar days the employee does not work as a result of the injury. The time the employee is scheduled to work during this waiting period will be charged to the employee's sick leave and/or vacation accruals. In order to qualify for Workers' Compensation, the employee must be under the care of a physician. Temporary compensation is payable on the first three (3) days of disability when the injury necessitates hospitalization, or when the disability exceeds fourteen (14) days.

B. Continuing Pay.

1. A permanent employee shall receive 70% of regular monthly salary during any period of compensable temporary disability absence not to exceed one year. "Compensable temporary disability absence" for the purpose of this Section, is any absence due to work connected disability which qualifies for temporary disability compensation under Workers' Compensation Law set forth in Division 4 of the California Labor Code. When any disability becomes medically permanent and stationary, the salary provided by this Section shall terminate. The employee shall return to the County all temporary disability payments received by him from any

SECTION 12 – WORKERS’ COMPENSATION

County funded Workers’ Compensation or other County wage replacement program. No charge shall be made against sick leave or vacation for these salary payments. Sick leave and vacation rights shall not accrue for those periods during which continuing pay is received.

The maximum period of continuing pay for any one injury or illness shall be up to one (1) year from the date of temporary disability.

If Workers' Compensation becomes taxable, the County agrees to restore the benefit to (100% of monthly salary).

2. Continuing pay begins at the same time that temporary Workers' Compensation starts and continues until the temporary disability ends, or until one (1) year from the date of temporary disability payments, whichever comes first, provided the employee remains in an active employed status. Continuing pay is automatically terminated on the date an employee is separated from County service by resignation, retirement, layoff, suspension or any other action that determines the employee is no longer employed by the County. In these instances, employee will be paid Workers' Compensation benefits as prescribed by Workers' Compensation laws. All continuing pay will be cleared through the County Administrator's Office, Risk Management Division.
- C. Whenever an employee who has been injured on the job and has returned to work is required by an attending physician to leave work for treatment during working hours, the employee shall be allowed time off up to three (3) hours for such treatment without loss of pay or benefits. Said visits are to be scheduled contiguous to either the beginning or end of the scheduled work day whenever possible. This provision applies only to injuries/illnesses that have been accepted by the County as a job connected injury.
- D. Pay Beyond One Year. If an injured employee remains eligible for temporary disability beyond one (1) year, the employee's applicable salary will continue by integrating sick leave and/or vacation accruals with Workers' Compensation benefits. If salary integration is no longer available, Workers' Compensation benefits will be paid directly to the employee as prescribed by Workers' Compensation laws.
- E. Health Insurance. The County subsidy of the employee's group insurance plan(s) continues during the continuing pay period and during integration of sick leave or vacation with Workers' Compensation benefits.

SECTION 13 - LEAVE OF ABSENCE

F. Method of Integration. An employee's sick leave and/or vacation charges shall be calculated as follows: $C = 8 [1 - (W \div S)]$

C = Sick leave or vacation charge per day (in hours)

W = Statutory Temporary disability benefit due for a month

S = Monthly salary

SECTION 13 - LEAVE OF ABSENCE

13.1 Leave Without Pay. Any employee who has permanent status may be granted a leave of absence without pay upon written request, approved by the appointing authority; provided, however, that leaves for pregnancy, pregnancy disability, serious health conditions, and family care shall be granted in accordance with applicable state and federal law.

13.2 General Administration - Leaves of Absence. Requests for leave without pay shall be made upon forms prescribed by the Director of Human Resources and shall state specifically the reason for the request, the date when it is desired to begin the leave, and the probable date of return.

A. Leave without pay may be granted for any of the following reasons:

1. Illness or disability;
2. pregnancy;
3. parental;
4. to take a course of study such as will increase the employee's usefulness on return to the position;
5. for other reasons or circumstances acceptable to the appointing authority.

B. An employee must request family care leave at least thirty (30) days before the leave is to begin if the need for the leave is foreseeable. If the need is not foreseeable, the employee must provide written notice to the employer within five (5) days of learning of the event by which the need for family care leave arises.

C. A leave without pay may be for a period not to exceed one (1) year, provided the appointing authority may extend such leave for additional periods. The procedure in granting extensions shall be the same as that in granting the original leave, provided that the request for extension must be made not later than thirty (30) calendar days before the expiration of the original leave.

SECTION 13 - LEAVE OF ABSENCE

- D. Nevertheless, a leave of absence for the employee's serious health condition or for family care shall be granted to an employee who so requests it for up to twelve (12) weeks in accordance with Section 13.4 below.
- E. Whenever an employee who has been granted a leave without any pay desires to return before the expiration of such leave, the employee shall submit a request to the appointing authority in writing at least fifteen (15) days in advance of the proposed return. Early return is subject to prior approval by the appointing authority. The Human Resources Department shall be notified promptly of such return.
- F. Except in the case of leave of absence due to family care, pregnancy, pregnancy disability, illness, or serious health condition, the decision of the appointing authority on granting or denying a leave or early return from leave shall be subject to appeal to the Director of Human Resources and not subject to appeal through the grievance procedure set forth in this MOU.

13.3 Military Leave. Any employee who is ordered to serve as a member of the State Militia or the United States Army, Navy, Air Force, Marine Corps, Coast Guard or any division thereof, shall be granted a military leave for the period of such service, plus ninety (90) days. Additionally, any employee who volunteers for service during a mobilization under Executive Order of the President or Congress of the United States and/or the State Governor in time of emergency, shall be granted a leave of absence in accordance with applicable federal or state laws. Upon the termination of such service, or upon honorable discharge, the employee shall be entitled to return to his/her position in the classified service provided such still exists and the employee is otherwise qualified, without any loss of standing of any kind whatsoever.

13.4 Family Care Leave or Medical Leave. Upon request to the appointing authority, in a "rolling" twelve (12) month period, measured backward from the date the employee uses his/her FMLA leave, any employee who has permanent status shall be entitled to at least twelve (12) weeks leave (less if so requested by the employee) for:

- a. medical leave of absence for the employee's own serious health condition which makes the employee unable to perform the functions of the employee's position; or
- b. family care leave of absence without pay for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption or foster care of the child by the employee, or the serious illness or health condition of a child, parent, spouse, or domestic partner of the employee.

SECTION 13 - LEAVE OF ABSENCE

13.5 Certification. The employee may be asked to provide certification of the need for family care leave or medical leave. Additional period(s) of family care or medical leave may be granted by the appointing authority.

13.6 Intermittent Use of Leave. The twelve (12) week entitlement may be in broken periods, intermittently on a regular or irregular basis, or may include reduced work schedules depending on the specific circumstances and situations surrounding the request for leave. The twelve (12) weeks may include use of appropriate available paid leave accruals when accruals are used to maintain pay status, but use of such accruals is not required beyond that specified in Section 13.12 below. When paid leave accruals are used for a medical or family care leave, such time shall be counted as a part of the twelve (12) week entitlement.

13.7 Aggregate Use for Spouses. In the situation where husband and wife are both employed by the County, the family care or medical leave entitlement based on the birth, adoption or foster care of a child is limited to an aggregate for both employees together of twelve (12) weeks during a “rolling twelve (12) months measured backward from the date the employee uses his/her FMLA leave. Employees requesting family care leave are required to advise their appointing authority(ies) when their spouse is also employed by the County.

13.8 Definitions. For medical and family care leaves of absence under this section, the following definitions apply:

- a. Child: A biological, adopted, or foster child, stepchild, legal ward, conservatee or a child who is under eighteen (18) years of age for whom an employee stands in loco parentis or for whom the employee is the guardian or conservator, or an adult dependent child of the employee.
- b. Parent: A biological, foster, or adoptive parent, a step-parent, legal guardian, conservator, or other person standing in loco parentis to a child.
- c. Spouse: A partner in marriage as defined in California Civil Code Section 4100.
- d. Domestic Partner: A person who is registered as such with the California Secretary of State.
- e. Serious Health Condition: An illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of treatment or supervision and involves either inpatient care in a hospital, hospice or residential health care facility or continuing treatment or continuing supervision by a health care provider (e.g. physician or surgeon) as defined by state and federal law.

SECTION 13 - LEAVE OF ABSENCE

- f. Certification for Family Care Leave. A written communication to the employer from a health care provider of a person for whose care the leave is being taken which need not identify the serious health condition involved, but shall contain:
1. the date, if known, on which the serious health condition commenced;
 2. the probable duration of the condition;
 3. an estimate of the amount of time which the employee needs to render care or supervision;
 4. a statement that the serious health condition warrants the participation of a family member to provide care during period of treatment or supervision;
 5. if for intermittent leave or a reduced work schedule leave, the certification should indicate that the intermittent leave or reduced leave schedule is necessary for the care of the individual or will assist in their recovery, and its expected duration.
- g. Certification for Family Medical Leave. A written communication from a health care provider of an employee with a serious health condition or illness to the employer, which need not identify the serious health condition involved, but shall contain:
1. the date, if known, on which the serious health condition commenced;
 2. the probable duration of the condition;
 3. a statement that the employee is unable to perform the functions of the employee's job;
 4. if for intermittent leave or a reduced work schedule leave, the certification should indicate the medical necessity for the intermittent leave or reduced leave schedule and its expected duration.
- h. Comparable Positions. A position with the same or similar duties and pay which can be performed at the same or similar geographic location as the position held prior to the leave. Ordinarily, the job assignment will be the same duties in the same program area located in the same city, although specific clients, caseload, co-workers, supervisor(s), or other staffing may have changed during an employee's leave.

SECTION 13 - LEAVE OF ABSENCE

13.9 Pregnancy Disability Leave. Insofar as pregnancy disability leave is used under Section 11.3 (Sick Leave Utilization for Pregnancy Disability), that time will not be considered a part of the twelve (12) week family care leave period.

13.10 Group Health Plan Coverage. Employees who were members of one of the group health plans prior to commencement of their leave of absence can maintain their health plan coverage with the District contribution by maintaining their employment in pay status as described in Section 13.12. During the twelve (12) weeks of an approved medical or family care leave under Section 13.4 above, the District will continue its contribution for such health plan coverage even if accruals are not available for use to maintain pay status as required under Section 13.12. In order to maintain such coverage, employees are required to pay timely the full employee contribution to maintain their group health plan coverage, either through payroll deduction or by paying the County directly.

13.11 Leave Without Pay - Use of Accruals.

- A. All Leaves of Absence. During the first twelve (12) month period of any leave of absence without pay, an employee may elect to maintain pay status each month by using available sick leave (if so entitled under Section 11 - Sick Leave), vacation, floating holiday, compensatory time off or other accruals or entitlements; in other words, during the first twelve (12) months, a leave of absence without pay may be "broken" into segments and accruals used on a monthly basis at the employee's discretion. After the first twelve (12) months, the leave period may not be "broken" into segments and accruals may not be used, except when required by LTD Benefit Coordination or Sick Leave Integration or in the sections below.
- B. Family Care or Medical Leave. During the twelve (12) weeks of an approved medical or family care leave, if a portion of that leave will be on a leave of absence without pay, the employee will be *required* to use *at least* 0.1 hour of sick leave (if so entitled under Section 11 - Sick Leave), vacation, floating holiday, compensatory time off or other accruals or entitlements if such are available, although use of additional accruals is permitted under subsection A. above.
- C. Sick leave accruals may not be used during any leave of absence, except as allowed under Section 11 - Sick Leave.

13.12 Leave of Absence Replacement and Reinstatement. Any permanent employee who requests reinstatement to the classification held by the employee in the same department at the time the employee was granted a leave of absence, shall be reinstated to a position in that classification and department and then only on the basis of seniority. In case of severance from service by reason of the reinstatement of a permanent employee, the provisions of PMR Part 12 shall apply.

SECTION 14 - HEALTH AND WELFARE, LIFE AND DENTAL CARE

13.13 Reinstatement From Family Care/Medical Leave. In the case of a family care or medical leave, an employee on a 5/40 schedule shall be reinstated to the same or comparable position if the return to work is after no more than ninety (90) work days of leave from the initial date of a continuous leave, including use of accruals, or within the equivalent on an alternate work schedule. A full time employee taking an intermittent or reduced work schedule leave shall be reinstated to the same or comparable position if the return to work on a full schedule is after no more than 480 hours, including use of accruals, of intermittent or reduced schedule leave. At the time the original leave is approved, the appointing authority shall notify the employee in writing of the final date to return to work, or the maximum number of hours of leave, in order to guarantee reinstatement to the same or comparable position. An employee on a schedule other than 5/40 shall have the time frame for reinstatement to the same or comparable position adjusted on a pro rata basis.

13.14 Salary Review While on Leave of Absence. The salary of an employee who is on leave of absence from a County position on any anniversary date and who has not been absent from the position on leave without pay more than six (6) months during the preceding year, shall be reviewed on the anniversary date. Employees on military leave shall receive salary increments that may accrue to them during the period of military leave.

13.15 Unauthorized Absence. An unauthorized absence from the work site or failure to report for duty after a leave request has been disapproved, revoked, or canceled by the appointing authority, or at the expiration of a leave, shall be without pay. Such absence may also be grounds for disciplinary action.

SECTION 14 - HEALTH AND WELFARE, LIFE AND DENTAL CARE

14.1 Health Plan. The District will provide group health benefits through the California Public Employees' Retirement System (CalPERS) for all permanent full-time employees and permanent part-time employees regularly scheduled to work at least twenty (20) hours per week in classes represented by the IAFF, Local 1230. The CalPERS health care program, as regulated by the Public Employees' Medical and Hospital Care Act (PEMHCA), regulations issued pursuant to PEMHCA, and the administration of PEMHCA by CalPERS, controls on all health plan issues for employees who receive health care coverage from CalPERS, including, but not limited to, eligibility, benefit plans, benefit levels, minimum premium subsidies, and costs.

14.2 Contra Costa Health Plan (CCHP). Because CCHP has met the minimum standards required under PEMHCA and is approved as an alternative CalPERS plan option, IAFF, Local 1230 members and Consolidated Omnibus Reconciliation Act (COBRA) counterparts may elect to enroll in CCHP under the CalPERS plan rules and regulations.

SECTION 14 - HEALTH AND WELFARE, LIFE AND DENTAL CARE

14.3 CalPERS Health Plan Monthly Premium Subsidy. The District's subsidy to the CalPERS monthly health plan premiums is as provided below. The employee must pay any CalPERS health plan premium costs that are greater than the District's subsidy identified in Section 14.3(A).

A. District Premium Subsidy thru November 30, 2015. The District will contribute up to an amount equivalent to eighty-seven percent (87%) of the 2015 CalPERS Kaiser Bay Area premium.

1. <u>All Health Plans</u>	
Coverage Level	Subsidy
Employee Only	\$ 621.57
Employee & One Dependent	\$1,243.14
Employee & Two or more Dependents	\$1,616.09

B. District Premium Subsidy On and After December 1, 2015.
For the plan year that begins on January 1, 2016, the District will pay a monthly premium subsidy for each health plan that is equal to the actual dollar monthly premium subsidy that is paid by the District as of November 30, 2015. In addition, if there is an increase in the monthly premium charged by a health plan for 2016, the District and the employee will each pay fifty percent (50%) of that increase. For each calendar year thereafter, the District and the employee will each pay fifty percent (50%) of the monthly premium increase above the 2015 plan premium.

C. In the event, in whole or in part, that the above District premium subsidy amounts are greater than one hundred percent (100%) of the applicable premium of any plan, for any plan year, the District's contribution will not exceed one hundred percent (100%) of the applicable plan premium.

14.4 Dental Plan. The District may, during the term of this MOU, change dental care providers, so long as the level of benefits provided is not reduced.

14.5 District Dental Plan Premium Subsidy On and After January 1, 2014. The District's subsidy to the monthly dental plan premiums shall be as provided below. This subsidy is provided only for permanent full-time and permanent part-time employees regularly scheduled to work at least twenty (20) hours per week. Permanent-intermittent, provisional and permanent part-time employees working less than twenty (20) hours per week may enroll in a dental plan but will not receive the District's premium subsidy. Any increases in dental plan costs greater than the District's premium subsidy identified below shall be borne by the employee.

SECTION 14 - HEALTH AND WELFARE, LIFE AND DENTAL CARE

- A. District Premium Subsidy for 2014 and Thereafter. For calendar year 2014 and thereafter, the District will pay the following monthly premium subsidy:

1. Dental Plans:

Delta Dental

Single	\$33.11
Family	\$74.59

DeltaCare (PMI)

Single	\$22.67
Family	\$48.99

Delta Dental without health plan

Single	\$42.44
Family	\$95.62

DeltaCare (PMI) without health plan

Single	\$29.05
Family	\$62.80

- B. Delta and PMI Delta Care: For the plan year that begins on January 1, 2016, the District will pay a monthly premium subsidy for each dental plan that is equal to the actual dollar monthly premium subsidy that is paid by the District as of November 30, 2015. In addition, if there is an increase in the monthly premium charged by a health plan for 2016, the District and the employee will each pay fifty percent (50%) of that increase. For each calendar year thereafter, the District and the employee will each pay fifty percent (50%) of the monthly premium increase above the 2015 plan premium.

- C. Dental Only: Employees who elect dental coverage as stated above without health coverage will pay one cent (\$.01) per month for such coverage. Beginning on January 1, 2016, the District will pay a monthly dental premium subsidy for each dental plan that is equal to the actual dollar monthly premium subsidy that is paid by the District for 2015. If there is an increase in the premium charged by a dental plan for 2016, the District and the employee will each pay fifty percent (50%) of the increase. For each calendar year thereafter, the District and the employee will each pay fifty percent (50%) of the premium increase that is above the 2015 plan premium.

SECTION 14 - HEALTH AND WELFARE, LIFE AND DENTAL CARE

- D. In the event, in whole or in part, that the above amounts are greater than one hundred percent (100%) of the applicable premium of any plan, for any plan year, the District's contribution will not exceed one hundred percent (100%) of the applicable plan premium.
- E. Eligible Family Members. The following persons may be enrolled as the Eligible Family Members of a dental plan subscriber.
1. Eligible Dependents:
 - a. Employee's legal spouse
 - b. Employee's qualified domestic partner
 - c. Employee's unmarried child who is:
 - i. Under age 19; or
 - ii. Age 19, or above, but under age 24; and
 - a) Resides with the Employee for more than 50% of the year, excluding time living at school, and
 - b) Receives at least 50% of support from Employee; and
 - c) Is enrolled and attends school on a full-time basis, as defined by the school.
 - d. Employee's Disabled Child who is:
 - i. Over age 19,
 - a) Unmarried; and
 - b) Incapable of sustaining employment due to a physical or mental disability that existed prior to the child's attainment of age 19.
 2. "Employee's child" includes natural child, step-child, adopted child and a child specified in a Qualified Medical Child Support Order (QMSCO) or similar court document.
 3. For purposes of this Section 14.5 – District Dental Plan Premium Subsidy On and After January 1, 2014, and Section 14.11(A)(1) – Retirement Dental Coverage, "Eligible Family Member" does not include Survivors of employees or retirees.

14.6 Rate Information. The County Benefits Service Unit will make dental plan rate information and, to the extent possible, CalPERS health plan rate information available to employees and departments upon request. In addition, the County Benefits Service Unit will publish and distribute to employees and departments information about rate changes as they occur during the year.

SECTION 14 - HEALTH AND WELFARE, LIFE AND DENTAL CARE

14.7 Life Insurance Benefit Under Health and Dental Plans. For permanent employees who are enrolled in a District sponsored health or dental plan as either the primary insured or a dependent, term life insurance in the amount of ten thousand dollars (\$10,000) will be provided by the District.

14.8 Life Insurance Contributions. The District will pay the entire premium on behalf of permanent full-time and permanent part-time employees regularly scheduled to work at least twenty (20) hours per week who elect health and/or dental coverage.

14.9 Premium Payments. Employee participation in any health, dental, or life insurance plan is contingent upon the employee authorizing payroll deduction by the District of the employee's share of the premium cost. The District's subsidy of health plan and dental plan monthly premiums is payable as follows:

A. CalPERS PLAN (Includes Alternate CCHP Plan)

The District's subsidy of the health plan premium is payable one (1) month in advance. If an employee's compensation in any month is not sufficient to pay the employee share of the premium, the employee must make up the difference by remitting the amount delinquent to the Auditor-Controller. The responsibility for this payment rests solely with the employee.

B. DENTAL AND LIFE INSURANCE PLANS

The District's subsidy of the dental and life insurance premium as described in Sections 14.5 and 14.8, is payable monthly. If an employee's compensation in any month is not sufficient to pay the employee share of the premium, the employee must make up the difference by remitting the amount delinquent to the Auditor-Controller. The responsibility for this payment rests solely with the employee.

14.10 Extended Coverage. An employee on approved leave without pay shall be allowed to continue his/her health/dental/life insurance coverage provided that the employee shall pay their share of the monthly premium by the tenth day of each month, during said leave.

An employee who terminates District employment is covered through the last day of the month following termination for CalPERS plans and through the last day of the month in which he/she is paid for District dental plans. Employees who terminate District employment may continue Group Health/Dental plan coverage to the extent provided under the COBRA regulations.

14.11 Retirement Coverage. Upon retirement, employees may, subject to plan requirements, remain in the same District group medical plan if immediately

SECTION 14 - HEALTH AND WELFARE, LIFE AND DENTAL CARE

before their retirement they are currently enrolled in one of the District sponsored CalPERS Health Plans or if on authorized leave of absence without pay, they have retained continuous coverage during the leave period.

A. Retirement Dental Coverage.

1. Employees hired before January 1, 2015. Upon retirement, eligible employees and their eligible family members, as defined in Section 14.5(E), may remain in their District dental plan, but without District-paid life insurance coverage, if immediately before their proposed retirement, the employees and dependents are either active subscribers to one of the District contracted dental plans or if while on authorized leave of absence without pay, they have retained continuous coverage during the leave period. The District will pay the same dental plan monthly premium subsidies set forth in subsection 14.5 for eligible retirees and their eligible family members.
2. Employees hired on or after January 1, 2015. For these employees and their eligible family members, no monthly premium subsidy will be paid by the District for any dental plan after they separate from District employment. Upon completion of fifteen (15) years of service as an employee of the District, an employee who retires under the Contra Costa County Employees Retirement Association ("CCCERA") may retain continuous coverage of any District dental plan, provided that he or she pays the full premium cost under the chosen dental plan without any District premium subsidy. For purposes of retiree dental eligibility, one year of service is defined as one thousand (1,000) hours worked within one District anniversary year.

B. Retirement Medical Coverage.

1. Government Code Section 22892 applies to all employees who retire under the Contra Costa County Employees' Retirement Association (CCCERA).

14.12 Dual Coverage.

A. CalPERS Health Plan. Employees must adhere to the rules as established by CalPERS.

B. On and after January 1, 2015, each employee and retiree may be covered by only a single District health and/or a single District dental plan, including CalPERS plans. For example, a District employee may be covered under a single District health plan as either the primary insured or the dependent of another District employee or retiree, but not as both the primary insured and the dependent of

SECTION 14 - HEALTH AND WELFARE, LIFE AND DENTAL CARE

another District employee or retiree.

- C. On and after January 1, 2015, each dependent may be covered by the health and/or dental plan of only one spouse or one domestic partner. For example, when both husband and wife are District employees, all of their eligible children may be covered as dependents of either the husband or the wife, but not both.
- D. For purposes of this Section 14.12 - Dual Coverage, "District" includes the County of Contra Costa and all Board of Supervisors governed special districts.

14.13 PERS Long Term Care. The District will deduct and remit monthly premium and eligible lists to the PERS Long Term Care Administrator, at no employee cost, for District employees who are eligible and voluntarily elect to purchase long term care through the PERS Long Term Care Program.

The District further agrees that District employees interested in purchasing PERS Long Term Care may participate in meetings scheduled by PERS Long Term Care on District facilities during non-work hours (i.e.: coffee breaks, lunch hour).

14.14 Health Care Spending Account. The District will continue to offer regular full-time and part-time (20/40 or greater) District employees the option to participate in a Health Care Spending Account (HCSA) Program designated to qualify for tax savings under Section 125 of the Internal Revenue Code, but such savings are not guaranteed. The HCSA Program allows employees to set aside a pre-determined amount of money from their paycheck for health care expenses not reimbursed by any other health benefits plan with before tax dollars. HCSA dollars can be expended on any eligible medical expenses allowed by Internal Revenue Code Section 125. Any unused balance is forfeited and cannot be recovered by the employee.

14.15 Voluntary Vision Plan. Beginning with the 2017 plan year, active permanent full-time and active permanent part-time employees will be offered the opportunity to enroll in a voluntary vision plan. Employees will pay the full premium costs of the plan. The District will contract with VSP Vision Care for a voluntary vision plan with no co-pays. The vision plan is not available to permanent-intermittent employees.

14.16 Dependent Care Assistance Program. The District will continue to offer the option of enrolling in a Dependent Care Assistance Program (DCAP) designed to qualify for tax savings under Section 129 of the Internal Revenue Code, but tax savings are not guaranteed. The program allows employees to set aside up to five thousand dollars (\$5,000) of annual salary (before taxes) per calendar year to pay for eligible dependent care (child and elder care) expenses. Any unused balance is forfeited and cannot be recovered by the employee.

SECTION 15 - FIREFIGHTER RECRUIT

14.17 Premium Conversion Plan. The District will continue to offer the option of enrolling in the Premium Conversion Plan (PCP) designed to qualify for tax savings under Section 125 of the Internal Revenue Code, but tax savings are not guaranteed. The program allows employees to use pre-tax dollars to pay health and dental premiums.

14.18 Prevailing Section. To the extent that any provision of this Section (Section 14 – Health and Welfare, Life and Dental Care) is inconsistent with any provision of any other County or District enactment or policy, including but not limited to Administrative Bulletins, the Salary Regulations, the Personnel Management Regulations, or any other resolution or order of the Board of Supervisors, the provision(s) of this Section (Section 14 – Health and Welfare, Life and Dental Care) will prevail.

SECTION 15 - FIREFIGHTER RECRUIT

New “Firefighters” will be appointed to the class of Firefighter-Recruit for the duration of their academy training period. Advancement to Firefighter will be made upon successful completion of academy training and possession of a valid California Emergency Medical Technician – 1 (EMT – 1) certificate.

SECTION 16 - PROBATIONARY PERIOD

16.1 Duration. All appointments from officially promulgated employment lists for original entrance and promotion shall be subject to a probationary period. For original entrance appointments, the probationary period shall be for one (1) year. For promotional appointments, the probation period shall be one (1) year duration.

16.2 Classes with Changed Probationary Periods. When the probationary period for a class is changed, only new appointees to positions in the classification shall be subject to the revised probationary period.

16.3 Probationary Period Time. The probationary period shall date from the time of appointment to a permanent position after certification from an eligible list. It shall not include time served under provisional appointment or under appointment to limited term positions or any period of continuous leave of absence without pay or period of work connected disability exceeding fifteen (15) calendar days. For those employees appointed to permanent-intermittent positions, probation will be considered completed upon serving two thousand eight (2080) hours (2912 hours for shift employees) after appointment except that in no instance will this period be less than one year from the beginning of probation. If a permanent-intermittent probationary employee is reassigned to full-time, credit toward probation completion in the full-time position shall be prorated on the basis of one hundred seventy-three (173) hours (243 hours for shift employees) per month.

SECTION 16 - PROBATIONARY PERIOD

16.4 Rejection During Probation. An employee who is rejected during the probation period and restored to the eligible list shall begin a new probationary period if subsequently certified and appointed.

- A. Appeal from rejection. Notwithstanding any other provisions of this section, an employee (probationer) shall have the right to appeal from any rejection during the probationary period based on political, or religious or union activities, or race, color, national origin, sex, age, handicap, or sexual orientation.
- B. The appeal must be written, must be signed by the employee and set forth the grounds and the facts by which it is claimed that grounds for appeal exist under subsection (A) and must be filed through the Director of Human Resources to the Merit Board by 5:00 p.m. on the 7th calendar day after the date of delivery to the employee of notice of rejection.
- C. The Merit Board shall consider the appeal, and if it finds probable cause to believe that the rejection may have been based on grounds prohibited in subsection (A), it may refer the matter to a Hearing Officer for hearing, recommend findings of fact, conclusions of law and decision, pursuant to the relevant provisions of the Merit Board rules in which proceedings the rejected probationer has the burden of proof.
- D. If the Merit Board finds no probable cause for a hearing, it shall deny the appeal. If, after hearing, the Merit Board upholds the appeal, the appellant shall complete only the remainder of the probation period unless the Merit Board specifically orders that the appellant begin a new probation period.

16.5 Regular Appointment. The regular appointment of a probationary employee shall begin on the day following the end of the probationary period, subject to the condition that the Director of Human Resources receive from the appointing authority a statement in writing that the services of the employee during the probationary period were satisfactory and that the employee is recommended for permanent appointment. A probationary employee may be rejected at any time during the probation period without regard to the Skelly provisions of this Memorandum of Understanding, without notice and without right of appeal or hearing. If the appointing authority has not returned the probation report, a probationary employee may be rejected from the service within a reasonable time after the probation period for failure to pass probation. If the appointing authority fails to submit in a timely manner the proper written documents certifying that a probationary employee has served in a satisfactory manner and later acknowledges it was the appointing authority's intention to do so, the regular appointment shall begin on the day following the end of the probationary period.

SECTION 17 - PROMOTION

Notwithstanding any other provisions of this Memorandum of Understanding, an employee rejected during the probation period from a position in the Merit System to which the employee had been promoted or transferred from an eligible list, shall be restored to a position in the District from which the employee was promoted or transferred. An employee dismissed for other than disciplinary reasons within six (6) months after being promoted or transferred from a position in the Merit System to a position not included in the Merit System shall be restored to a position in the classification in the District from which the employee was promoted or transferred. A probationary employee who has been rejected or has resigned during probation shall not be restored to the eligible list from which the employee was certified unless the employee receives the affirmative recommendation from the appointing authority and is certified by the Director of Human Resources whose decision is final. The Director of Human Resources shall not certify the name of a person restored to the eligible list to the same appointing authority by whom the person was rejected from the same eligible list, unless such certification is requested in writing by the appointing authority.

16.6 Layoff During Probation. An employee who is laid off during probation, if reemployed in the same class by the same District, shall be required to complete only the balance of the required probation.

If reemployed in another classification, the employee shall serve a full probationary period. An appointment from a layoff or reemployment list is not subject to a probation period if the position is in the District from which the employee separated, displaced or voluntarily demoted in lieu of layoff.

16.7 Rejection During Probation of Layoff Employee. An employee who has achieved permanent status in the class before layoff and who subsequently is appointed from the layoff list and then rejected during the probation period shall be automatically restored to the layoff list, unless discharged for cause, if the person is within the period of layoff eligibility. The employee shall begin a new probation period if subsequently certified and appointed in a different district or classification than that from which the employee was laid off.

SECTION 17 - PROMOTION

17.1 Promotion. Promotion shall be by competitive examination unless otherwise provided in this Memorandum of Understanding.

17.2 Promotion Policy. The Director of Human Resources, upon request of an appointing authority, shall determine whether an examination is to be called on a promotional basis.

17.3 Promotion via Reclassification Without Examination. Notwithstanding other provisions of this Section, an employee may be promoted from one classification to a higher classification and his position reclassified at the request of the appointing authority and under the following conditions:

SECTION 17 - PROMOTION

- A. An evaluation of the position(s) in question must show that the duties and responsibilities have significantly increased and constitute a higher level of work.
- B. The incumbent of the position must have performed at the higher level for one (1) year.
- C. The incumbent must meet the minimum education and experience requirements for the higher class.
- D. The action must have approval of the Director of Human Resources.
- E. The Union approves such action.

The appropriate rules regarding probationary status and salary on promotion are applicable.

17.4 Requirements for Promotional Standing. In order to qualify for an examination called on a promotional basis, an employee must have probationary or permanent status in the merit system and must possess the minimum qualifications for the class. Applicants will be admitted to promotional examinations only if the requirements are met on or before the final filing date. If an employee who is qualified on a promotional employment list is separated from the merit system, except by layoff, the employee's name shall be removed from the promotional list.

17.5 Seniority Credits. Employees who have qualified to take promotional examinations and who have earned a total score, not including seniority and/or educational credits, a total passing score of seventy percent (70%) or more, shall receive, in addition to all other credits:

- A. Five one-hundredths of one percent (.05) for each completed month of service as a permanent County employee continuously preceding the final date for filing application for said examination. For purposes of seniority credits, leaves of absence shall be considered as service. Seniority credits shall be included in the final percentage score from which the rank on the promotional list is determined. No employee, however, shall receive more than a total of five percent (5%) credit for seniority in any promotional examination.
- B. Under this section, the maximum promotional examination credit an employee can receive for seniority is five (5) points.

17.6 Physical Examination as Part of Promotional Examination. District employee's who are required as part of the promotional examination process to take a physical examination shall do so on District time at District expense.

SECTION 18 - TRANSFER POLICY

Any employee and appointing authority who desire to initiate a transfer may inform the Director of Human Resources in writing of such desire stating the reasons therefore. If the Director of Human Resources considers that the reasons are adequate and the transfer will be for the good of the District service and the parties involved, the Director of Human Resources shall inform the appointing authority or authorities concerned and the employee of the proposal and may take the initiative in accomplishing the transfer.

SECTION 19 - RESIGNATIONS

An employee's voluntary termination of service is a resignation. Written resignations shall be forwarded to the Human Resources Department by the appointing authority immediately on receipt, and shall indicate the effective date of termination. Oral resignation shall be immediately confirmed by the appointing authority in writing to the employee and to the Human Resources Department and shall indicate the effective date of termination.

19.1 Resignation in Good Standing. A resignation giving the appointing authority written notice at least two (2) weeks in advance of the last date of service (unless the appointing authority requires a longer period of notice, or consents to the employee's terminating on shorter notice) is a resignation in good standing.

19.2 Constructive Resignation. A constructive resignation occurs and is effective when:

- A. An employee has been absent from duty for ten (10) consecutive working days, (three shifts for employees on a 56-hour work week) without leave; and
- B. ten (10) more consecutive days (three shifts for employees on a 56 hour work week) have elapsed without response by the employee after the mailing of a notice of resignation by the appointing authority to the employee at the employee's last known address.

19.3 Effective Resignation. A resignation is effective when delivered or spoken to the appointing authority, operative either on that date or another date specified.

19.4 Revocation. A resignation that is effective is revocable only by written concurrence of the employee and the appointing authority.

19.5 Coerced Resignations.

- A. Time Limit. A resignation which the employee believes has been coerced by the appointing authority may be revoked within seven (7)

SECTION 20 - DISMISSAL, SUSPENSION, DEMOTION AND REDUCTION IN SALARY

calendar days after its expression, by serving written notice on the Director of Human Resources and a copy on the appointing authority.

- B. Reinstatement. If the appointing authority acknowledges that the employee could have believed that the resignation was coerced, it shall be revoked and the employee returned to duty effective on the day following the appointing authority's acknowledgment without loss of seniority or pay.
- C. Contest. Unless, within seven (7) days of the receipt of the notice, the appointing authority acknowledges that the resignation could have been believed to be coerced, this question should be handled as an appeal to the Merit Board. In the alternative, the employee may file a written election with the Director of Human Resources waiving the employee's right of appeal to the Merit Board in favor of the employee's appeal rights under the grievance procedure contained in Section 21 of the Memorandum of Understanding beginning with step C.
- D. Disposition. If a final decision is rendered that determines that the resignation was coerced, the resignation shall be deemed revoked and the employee returned to duty effective on the day following the decision or next assigned shift but without loss of seniority or pay, subject to the employee's duty to mitigate damages.

SECTION 20 - DISMISSAL, SUSPENSION, DEMOTION AND REDUCTION IN SALARY

20.1 Cause for Dismissal, Suspension, Demotion and Reduction in Salary. The appointing authority may dismiss, suspend, demote, or reduce in salary any employee for cause. Reduction in salary shall not exceed five percent (5%) of the employee's base salary for a period of more than sixty (60) consecutive calendar days. The following are sufficient causes for such action; the list is indicative rather than inclusive of restrictions and dismissal, suspension, demotion or reduction in salary may be based on reasons other than those specifically mentioned:

- 1. absence without leave;
- 2. conviction of any criminal act involving moral turpitude;
- 3. conduct tending to bring the merit system into disrepute;
- 4. disorderly or immoral conduct;
- 5. incompetence or inefficiency;

**SECTION 20 - DISMISSAL, SUSPENSION, DEMOTION AND
REDUCTION IN SALARY**

6. insubordination;
7. being at work under the influence of liquor or drugs, carrying onto the premises liquor or drugs or consuming or using liquor or drugs during work hours and/or on District premises;
8. neglect of duty, i.e., non-performance of reasonably assigned responsibilities;
9. negligent or willful damage to public property or waste of public supplies or equipment;
10. violation of any lawful or reasonable regulation or order given by a supervisor or Fire Chief;
11. willful violation of any of the provisions of the Merit System Ordinance or Personnel Management Regulations;
12. material and intentional misrepresentation or concealment of any fact in connection with obtaining employment;
13. misappropriation of District funds or property;
14. unreasonable failure or refusal to undergo any physical, medical and/or psychiatric exam and/or treatment authorized by this Memorandum of Understanding;
15. dishonesty or theft;
16. excessive or unexcused absenteeism and/or tardiness;
17. sexual harassment including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature, when such conduct has the purpose or effect of affecting employment decisions concerning an individual, interfering with an individual's work performance, or creating an intimidating, hostile or an offensive working environment.

20.2 Skelly Requirements. Before taking a disciplinary action to dismiss, suspend for more than five (5) work days (48 hours for employees on a 56 hour workweek) or demote an employee, the appointing authority shall cause to be served personally or by certified mail on the employee, a Notice of Proposed Action, which shall contain the following:

- A. A statement of the action proposed to be taken.
- B. A copy of the charges; including the acts or omissions and grounds upon which the action is based.

SECTION 20 - DISMISSAL, SUSPENSION, DEMOTION AND REDUCTION IN SALARY

- C. If it is claimed that the employee has violated a rule or regulation of the County or District, a copy of said rule shall be included with the notice.
- D. A statement that the employee may review and request copies of materials upon which the proposed action is based.
- E. A statement that the employee has seven (7) calendar days to respond to the appointing authority either orally or in writing.

Employee Response. The employee upon whom a Notice of Proposed Action has been served shall have seven (7) calendar days to respond to the appointing authority either orally or in writing before the proposed action may be taken. Upon request of the employee and for good cause, the appointing authority may extend in writing the period to respond. If the employee's response is not filed within seven (7) days or during any extension, the right to respond is lost.

20.3 **Leave Pending Employee Response.** Pending response to a Notice of Proposed Action within the first seven (7) days or extension thereof, the appointing authority for cause specified in writing may place the employee on temporary leave of absence with pay.

20.4 **Suspensions Without Pay.** Suspensions without pay shall not exceed thirty (30) consecutive days unless ordered by an arbitrator, an adjustment board or the Merit Board.

20.5 **Procedure on Dismissal, Suspension or Disciplinary Demotion.**

- A. In any disciplinary action to dismiss, suspend, or demote an employee having permanent status in a position in the merit system, after having complied with the Skelly requirements where applicable, the appointing authority shall make an order in writing stating specifically the causes for the action.
- B. Service of Order. Said order of dismissal, suspension, or demotion shall be filed with the Director of Human Resources showing by whom and the date a copy was served upon the employee to be dismissed, suspended or demoted, either personally or by certified mail to the employee's last known mailing address. The order shall be effective either upon personal service or deposit in the U.S. Postal Service.
- C. Employee Appeals from Order. The employee may appeal an order of dismissal, suspension or demotion either to the Merit Board or through the procedures of Section 21 Grievance Procedure of this Memorandum of Understanding provided that such appeal is filed in writing with the Director of Human Resources within ten (10) calendar days after service of said order. An employee may not both appeal to

SECTION 21 - GRIEVANCE PROCEDURE

the Merit Board and file a grievance under Section 21 of this Memorandum of Understanding.

SECTION 21 - GRIEVANCE PROCEDURE

21.1 Grievance Procedure. A grievance is any dispute which involves the interpretation or application of any provision of this Memorandum of Understanding (excluding, however, those provisions of this Memorandum of Understanding which specifically provide that the decision of any County/District official shall be final, the interpretation or application of those provisions not being subject to the grievance procedure) or disciplinary actions. The Union may represent the employee at any stage of the process. Grievances must be filed within fifteen (15) days of the incident or occurrence about which the employee claims to have a grievance and shall be processed in the following manner.

- A. Step 1. Any employee or group of employees who believes a provision of this Memorandum of Understanding has been misinterpreted or misapplied to the employee's detriment shall discuss the complaint on an informal basis with the employee's appropriate chief officer who shall meet with the employee and respond to the grievance within five (5) duty shifts, or ten (10) workdays in the case a grievance filed by employees assigned to a forty (40) hour workweek, of a request to hold such a meeting. Grievances challenging suspensions, reductions in pay, demotions and terminations may be filed at Step 3 within the timeframe set forth in Section 20.5.
- B. Step 2. If a grievance is not satisfactorily resolved in Step 1 above, the employee may submit the grievance in writing within five (5) calendar days to such management official, other than the chief officer who participated in Step 1 above, as the Fire Chief may designate. This formal written grievance shall state which provision of the Memorandum of Understanding has been misinterpreted or misapplied, how the misinterpretation or misapplication has affected the employee to the employee's detriment, and the redress the employee seeks. A copy of each written communication on a grievance shall be filed with the Employee Relations Officer or his/her designee. The designated management official shall have ten (10) workdays in which to respond to the grievance in writing.
- C. Step 3. If a grievance is not satisfactorily resolved in Step 2 above, the employee may appeal in writing within five (5) workdays to the Employee Relations Officer or his/her designee. The Employee Relations Officer or his/her designee shall have fifteen (15) workdays in which to investigate the merit of the complaint and to meet with the Fire Chief or designee and the employee to attempt to settle the grievance and to respond in writing to the employee and the employee's Union representative.

SECTION 21 - GRIEVANCE PROCEDURE

- D. Step 4. If a grievance is not satisfactorily resolved at Step 3, above, the union may file a written request to submit the grievance to the Adjustment Board with the Employee Relations Officer or designee. The request to submit the grievance to the Adjustment Board must be filed by the union within five (5) calendar days of the written Step 3 response from the Employee Relations Officer or designee. No grievance will be processed at this Step 4 which has not first been filed and investigated in accordance with Step 3, above.

The Adjustment Board will be comprised of three (3) union representatives and three (3) District representatives. Only one union representative will be an employee of the District or a member of the union presenting the grievance. Only one District representative will be a District employee who is covered by this MOU or a County employee or a member of the staff of an organization employed to represent the District in the meet and confer process.

The Adjustment Board will hear the grievance within 60 days from receipt of the written request to submit the grievance to an Adjustment Board. The Adjustment Board will render a decision at the conclusion of the hearing. If the Adjustment Board issues a majority decision, the decision is final and binding on the parties. If the Adjustment Board is deadlocked, the grievance may be appealed to Step 5 as described below.

- E. Step 5. If an Adjustment Board is unable to arrive at a majority decision, either the employee (or the County/District, when alleging a violation of Section 21.2 below) may require the grievance be referred to an impartial arbitrator who shall be designated by mutual agreement between the employee and the Employee Relations Officer or his/her designee. Such request shall be submitted within ten (10) calendar days of the rendering of the Adjustment Board decision to the Employee Relations Officer or his/her designee (or the designated representative of the Union when the County/District is alleging a violation of Section 21.2 below). Within thirty (30) calendar days of the request for arbitration, the parties shall mutually select an arbitrator. The fees and expenses of the arbitrator and of the Court Reporter shall be shared equally by the employee and the District. Each party, however, shall bear the costs of its own presentation, including preparation and post-hearing briefs, if any.

- F. For the purposes of this Section 21 the term "workday" shall be defined as any day except a Saturday, Sunday or holiday.

21.2 Scope of Adjustment Board and Arbitration Decisions.

- A. Decisions of Adjustment Boards and arbitrators on matters properly before them shall be final and binding on the parties hereto, to the extent permitted by law.

SECTION 21 - GRIEVANCE PROCEDURE

- B. No Adjustment Board and no arbitrator shall entertain, hear, decide or make recommendations on any dispute unless such dispute involves a position in a unit represented by the Union which has been certified as the recognized employee organization for such unit and unless such dispute falls within the definition of a grievance as set forth in Section 21.1 above.
- C. Proposals to add to or change this Memorandum of Understanding or to change written agreements supplementary hereto shall not be arbitrable and no proposal to modify, amend, or terminate this Memorandum of Understanding nor any matter or subject arising out of or in connection with such proposals, may be referred to arbitration under this Section. Neither any Adjustment Board nor any arbitrator shall have the power to amend or modify this Memorandum of Understanding or written agreements supplementary hereto or to establish any new terms or conditions of employment.
- D. If the Employee Relations Officer or his/her designee in pursuance of the procedures outlined in Section 21.1(C) above, or the Adjustment Board in pursuance of the provisions of Section 21.1(D) above, resolve a grievance which involves suspension or discharge, they may agree to payment for lost time or to reinstatement with or without payment for lost time; but, in the event that the grievance is carried to arbitration and such employee is found to have been properly discharged under the provisions of Section 20, such employee may not be ordered reinstated and no penalty may be assessed upon the County/District.

21.3 Clarification on Time Limits of the Grievance Procedure. The time limits and steps specified above may be waived by mutual agreement of the parties to the grievance. If the District fails to meet the time limits specified in Steps 1 through 3 above, the grievance will automatically move to the next step. If a grievant fails to meet the time limits specified in Steps 1 through 5 above, the grievance will be deemed to have been settled and withdrawn.

21.4 Representation Outside of Union. An official, with whom a formal grievance is filed by a grievant who is included in a unit represented by the Union, but is not represented by the Union in the grievance, shall give the Union a copy of the formal presentation.

21.5 Compensation Complaints. All complaints involving or concerning the payment of compensation shall be initially filed in writing with the Employee Relations Officer or his/her designee. Only complaints which allege that employees are not being compensated in accordance with the provisions of this Memorandum of Understanding shall be considered as grievances. Any other matters of compensation are to be resolved in the meeting and conferring process, if not detailed in the Memorandum of Understanding which results from such meeting and conferring process, shall be deemed withdrawn until the meeting and conferring

SECTION 22 - RETIREMENT CONTRIBUTION

process is next opened for such discussion. No adjustments shall be retroactive for more than six (6) months from the date upon which the complaint was filed. No change in this Memorandum of Understanding or interpretations thereof (except interpretations resulting from Adjustment Board or arbitration proceedings hereunder) will be recognized unless agreed to by the District and the Union.

21.6 No Strike. During the term of this Memorandum of Understanding, the Union, its members and representatives, agree that it and they will not engage in, authorize, sanction or support any strike, slowdown, refusal to perform customary duties, stoppage of work or sickout against the District.

In the case of a legally declared lawful strike against a private or public sector employer which has been sanctioned and approved by the labor body or council having jurisdiction, an employee who is in danger of physical harm shall not be required to cross the picket line, provided the employee advises the employee's supervisor as soon as possible, and provided further that an employee may be required to cross a picket line where the performance of the employee's duties is of an emergency nature and/or failure to perform such duties might cause or aggravate a danger to public health or safety.

21.7 Merit Board.

- A. All grievances of employees in representation units represented by the Union shall be processed under Section 21 unless the employee elects to apply to the Merit Board on matters within its jurisdiction.
- B. No action under Steps (3), (4) or (5) of Subsection 21.1 above shall be taken if action on the complaint or grievance has been taken by the Merit Board, or if the complaint or grievance is pending before the Merit Board.

21.8 Grievance Filing. The Union may file a grievance at Step 3 on behalf of affected employees when action by the County Administrator or the Board of Supervisors violates a provision of this Memorandum of Understanding.

21.9 Letter of Reprimand. Letters of reprimand are subject to the grievance procedure but shall not be processed past Step 3. Letters of reprimand shall be served personally or by certified mail on the affected employee. A copy of the letter of reprimand shall be placed in the employee's official personnel file maintained by the District.

SECTION 22 - RETIREMENT CONTRIBUTION

22.1 Payment of Employee Contributions. All employees are responsible for the payment of one hundred percent (100%) of the employees' basic retirement benefit contributions determined annually by the Board of Retirement of the Contra Costa County Employees' Retirement Association (CCCERA) without the District paying any part of the employees' contribution. All employees are also

SECTION 22 - RETIREMENT CONTRIBUTION

responsible for the payment of the employees' contributions to the retirement cost of living program as determined annually by the Board of Retirement, without the District paying any part of the employees' contributions. Except as provided in Section 22.4 (Safety Employees Retirement) subsection A, the District is responsible for one hundred percent (100%) of the employer's retirement contributions determined annually by the Board of Retirement.

22.2 Retirement Benefit - Non-Safety Employees Who Became New Members of CCCERA Before January 1, 2013 – Tier 1. For non-safety employees who became members of CCCERA before January 1, 2013, the retirement benefit shall be two percent (2%) at 55.

22.3 Retirement Benefit - Non-Safety Employees Who Become Members of CCCERA on or After January 1, 2013.

- A. For non-safety employees who, under the California Public Employees Pension Reform Act (PEPRA), become members of CCCERA on or after January 1, 2013, retirement benefits are governed by PEPRA (Chapters 296, 297, Statutes of 2012). To the extent this Agreement conflicts with any provision of PEPRA, PEPRA governs.
- B. For employees who, under PEPRA, become New Members of CCCERA, on or after January 1, 2015, the cost of living adjustment to the retirement allowance will not exceed two percent (2%) per year, and the cost of living adjustment will be banked.
- C. For employees who, under PEPRA, become New Members of CCCERA, the disability provisions are the same as the current Tier III disability provisions.
- D. The District will seek legislation amending the County Employees Retirement Law of 1937 to clarify that the current Tier III disability provisions apply to District non-safety employees who, under PEPRA, become New Members of CCCERA. The Union must support the legislation, in addition to the District, by calling and sending a letter (on Union letterhead) in support of the bill to the state legislator sponsoring the bill, on or before the date specified by the District. In addition, if requested by the District, the Union must testify in support of the bill before the state legislative committees considering the bill.

22.4 Safety Employees Retirement.

- A. Safety Employees Retirement – Tier A – Employees Who Became Safety Members of CCCERA Before January 1, 2013.
 - 1. For District employees who became safety members of CCCERA before January 1, 2013, the retirement formula shall be “3 percent at 50.” The cost of living adjustment (COLA) to the retirement allowance shall not exceed three percent (3%)

SECTION 22 - RETIREMENT CONTRIBUTION

per year. The employee's final compensation shall be calculated based on a twelve (12) month salary average. This retirement benefit is known as "Tier A."

2. Effective January 1, 2015, each member in Tier A shall pay six percent (6%) of his or her retirement base to pay part of the employer's contribution for the cost of the Tier A retirement benefit.
3. Effective January 1, 2016, each member in Tier A shall pay three percent (3%) of his or her retirement base to pay part of the employer's contribution for the cost of the Tier A retirement benefit.
4. Effective January 1, 2017, the employee's payment of three percent (3%) of his/her retirement base to pay part of the employer's contribution for the cost of the Tier A benefit will cease.
5. Tier A - Employees With More Than Thirty Years of Continuous Service as Safety Members. Employees covered by this agreement and designated by CCCERA as safety members with credit for more than thirty (30) years of continuous service as safety members, will not make payments from their retirement base to pay part of the employer's contribution for the cost of Safety Tier A.

B. Employees Who Become Safety Members of CCCERA on or After January 1, 2013.

1. For employees who become Safety Members of the Contra Costa County Employee Retirement Association (CCCERA) on or after January 1, 2013, retirement benefits are governed by the California Public Employees Pension Reform Act (PEPRA), (Chapters 296, 297, Statutes of 2012). To the extent this Agreement conflicts with any provision of PEPRA, PEPRA governs.
2. PEPRA Safety Option Plan Two (2.7% @ 57) applies to employees who, under PEPRA, become Safety New Members of CCCERA.
3. For employees who, under PEPRA, become Safety New Members of CCCERA, on or after January 1, 2015, the cost of living adjustment to the retirement allowance will not exceed two percent (2%) per year, and the cost of living adjustment will be banked.
4. Subsection A, subparts (1) through (4), above, applies to

employees who, under PEPRA, become reciprocal Safety Members of CCCERA in Tier A, as determined by CCCERA.

SECTION 23 - SAFETY

The District shall expend every effort to see to it that the work performed under the terms and conditions of this Memorandum of Understanding is performed with maximum degree of safety consistent with the requirement to conduct efficient operations.

SECTION 24 – MILEAGE

Reimbursement for Use of Personal Vehicle. The mileage allowance for use of personal vehicles on County business shall be paid according to the rates allowed by the Internal Revenue Service and shall be adjusted to reflect changes in this rate on the date it becomes effective or the first of the month following announcement of the changed rate by the Internal Revenue Service, whichever is later.

Commuter Benefit Program. The District will offer employees the option of enrolling in an employee-funded qualified transportation (commuter) benefit program designed to qualify for tax savings under Section 132(f) of title 26 of the Internal Revenue Code, but such savings are not guaranteed. The Commuter Benefit Program will allow employees to set aside pre-tax dollars for qualified transportation expenses to the extent and amount allowed by the Internal Revenue Service. Employees are responsible for paying any account fees charged by the Commuter Benefit administrator. The District does not manage or administer the Commuter Benefit Program.

SECTION 25 – UNION NOTIFICATION

When it appears to the Fire Chief and/or Labor Relations Manager that the Board of Supervisors may take action which will result in the layoff of employees in a unit represented by the Union, the Labor Relations Manager shall notify the Union of the possibility of such layoffs and shall meet and confer with it regarding the implementation of the action.

The District agrees to give employees fourteen (14) calendar days notice of layoff except in case of emergency.

SECTION 26 - UNIFORM ALLOWANCE

The monthly uniform allowance for all employees in represented classes for which a uniform is required shall be \$54.50/month.

SECTION 27 – SAFETY OFFICER CERTIFICATION

SECTION 27 – SAFETY OFFICER CERTIFICATION

Training Captains assigned to the Training Division will hold the designation of Fire District Certified Safety Officer. Such certification will include taking and passing the following courses: ICS 100, ICS 200, ICS 300 and S-404.

Safety Officers will be required to respond to emergencies during regular working hours as well as after hours as necessary.

Safety Officers assigned to Off-Duty Standby will receive a pay differential equal to 2.5% of base pay.

Safety Officers will be provided vehicles in accordance with Personnel Bulletin 61.

SECTION 28 - CERTIFICATION REQUIREMENTS

1. Incumbents of the classifications of Firefighter, Fire Engineer, Fire Captain, Fire Training Captain, Training Instructor and Senior Training Instructor shall, at all times, possess current certification appropriate for practice in Contra Costa County in Basic Life Support, Emergency Medical Technician-1, and Hazardous Materials First Responder as a condition of employment.
2. Incumbents of the classification of Firefighter-Paramedic, shall, at all times, possess current certification appropriate for practice in Contra Costa County in Emergency Medical Technician-Paramedic and Hazardous Materials First Responder as a condition of employment.
3. The District will provide maintenance training to incumbent employees to comply with the requirements of Sections 1 and 2 above.
4. Employees appointed into any of the foregoing classifications (excepting movements between these classifications) shall obtain these certifications within six (6) months of appointment as a condition of employment. The District will provide initial certification training to these employees.
5. The foregoing certifications shall be included in minimum qualifications for the foregoing job classifications.

SECTION 29 – MAXIMUM CONTINUOUS WORK HOURS

The maximum number of continuous work hours for Firefighters, Firefighter/Paramedics, Fire Engineers and Fire Captains shall be limited to ninety-six (96) work hours.

SECTION 30 - MINIMUM STAFFING

- a. An employee must have twenty-four (24) hours off after a ninety-six (96) hour continuous work segment.
- b. Exceptions may be made if any one of the following occur:
 - Emergency activities require extended schedules
 - Hold over for travel time
 - Strike Team assignments

SECTION 30 - MINIMUM STAFFING

The minimum staffing in the Fire Protection District shall be 24 companies and 3 squads.

Fire station staffing within the District may be reduced below the scheduled level in order to accommodate Fire District programs. Said levels of staffing may be reduced by such events as the closure of a fire station. For the duration of this Memorandum the District will continue the present policies with regard to staffing as described above. Should the management of the District change its policies with regard to the minimum level of staffing, it will inform the Union of such proposed changes and meet and confer with the Union over the effect of such policy changes on workload and safety.

Provided that the District shall maintain a minimum staff on all engines and trucks of three (3), the three shall be composed of: one (1) Fire Captain, one (1) Fire Engineer, and one (1) Firefighter, of which at least one must be a Paramedic. Additionally, Squads shall be staffed by a minimum of two personnel to include one (1) Engineer and one (1) Firefighter, one of whom must be a Paramedic. The District shall reduce two-person Squads before reducing three-person engines/trucks.

SECTION 30.1 – HAZARDOUS MATERIALS TEAM MINIMUM STAFFING

There shall be a minimum of three (3) Haz-Mat Specialists working at Fire Station 87 at all times. If there are more than twenty-six Haz-Mat Team members within the District, the District will require an additional three (3) Haz-Mat Specialists to be on duty. The additional three (3) Haz-Mat Specialists need not be located at Fire Station 87.

SECTION 31 - COMMUNICATION CENTER

The District shall provide supervisor and dispatcher staffing to handle call and processing, incident dispatching, training and vacation relief. For 24-hour shifts described below, the District shall maintain staffing of five (5) dispatching personnel per day shift, one (1) of these five (5) will be a Senior Fire District Dispatcher; and four (4) dispatching personnel per night shift, one (1) of these four (4) will be a

SECTION 32 - PARAMEDIC PAY DIFFERENTIALS

Senior Fire District Dispatcher.

31.1 Twenty-Four Hour Schedule. Effective January 1, 2015, or as soon as practical thereafter, center personnel will transition from the 48/96 schedule to the Kelly schedule described in Section 8.1.E – Kelly Schedule. All 24-hour shifts shall be based on the Kelly schedule. Center personnel hired prior to January 1, 2015, may remain on the 24-hour shift schedule.

31.2 Twelve Hour Schedule. Union agrees that effective January 1, 2016, Fire District Dispatchers (REWA) and Senior Fire District Dispatchers (RETA) hired after January 1, 2015, can be moved to twelve (12) hour shifts at the District's discretion. After the District establishes twelve (12) hour shifts, existing center personnel hired prior to January 1, 2015, may request to transition to the twelve (12) hour shift at their option; however, this transition shall be deemed permanent and they may not revert back to the 24-hour shift.

31.3 Dispatcher Consolidation Re-opener. Union agrees to re-open the contract to discuss the consolidation of County and Fire Dispatch operations.

SECTION 32 - PARAMEDIC PAY DIFFERENTIALS

A. A qualified paramedic in the classification of Fire Captain-56 hour (RPTA), Fire Captain-40 Hour (RPTC), or Fire Engineer-56 Hour (RPVC), who is regularly assigned as the Paramedic in an Advanced Life Support Engine Company, shall receive a monthly paramedic pay differential of ten percent (10%) of base pay.

A qualified Paramedic must possess a valid EMT-Paramedic License issued by the State of California and a local accreditation issued by Contra Costa County.

B. Effective at midnight on June 30, 2020, the paramedic differential of ten percent (10%) identified in Section 32(A) of the MOU will be eliminated and cease being paid.

C. Establish Classification of Fire Engineer Paramedic and Fire Captain Paramedic.

- Effective June 30, 2020, the District will establish the classifications of Fire Engineer-Paramedic (40 hour and 56 hour), the classifications of Fire Captain-Paramedic (40 hour and 56 hour), and the classification of Fire Training Captain – Paramedic.
- The base rate of pay for Fire Engineer-Paramedic (40 hour and 56 hour) will be ten percent (10%) higher than that of Fire Engineer - 40 Hour (RPVD) and Fire Engineer - 56 Hour (RPVC).

SECTION 33 - EMPLOYEE REPRESENTATION RIGHTS

- The base rate of pay for Fire Captain-Paramedic (40 hour and 56 hour) will be ten percent (10%) higher than that of Fire Captain - 40 Hour (RPTC) and Fire Captain-56 hour (RPTA).
- The base rate of pay for Fire Training Captain - Paramedic will be ten percent (10%) higher than that of Fire Training Captain (RPTE).
- Employees in the classifications of Fire Engineer - Paramedic (40 hour and 56 hour), Fire Captain - Paramedic (40 hour and 56 hour), or Fire Training Captain - Paramedic will be assigned as a Paramedic in an Advanced Life Support Engine Company.
- Immediately following the creation of these new classifications, employees currently receiving the differential in Section 32(A), shall be placed into the same step in the new classification as they hold in the non-paramedic classification. This reclassification will not include a step advancement.

SECTION 33 - EMPLOYEE REPRESENTATION RIGHTS

The District recognizes an employee's right to representation during any disciplinary interview or meeting which may result in discipline. The District will not interfere with the representative's right to assist an employee to clarify the facts during the interview.

SECTION 34 - SERVICE AWARDS

The District shall continue its present policy with respect to service awards including time off; provided, however, that the type of award given shall be at the sole discretion of the County.

SECTION 35 - DEFINITION (For Service Awards and Vacation Accruals)

The length of service credits of each employee of the County/District shall date from the beginning of the last period of continuous County/District employment (including temporary, provisional, and permanent status, and absences on approved leave of absence). When an employee separates from a permanent position in good standing and within two (2) years is reemployed in a permanent County/District position or is reemployed in a permanent County/District position from a layoff list within the period of layoff eligibility, service credits shall include all credits accumulated at time of separation, but shall not include the period of separation. The Director of Human Resources shall determine these matters based on the employee status records in his department.

SECTION 36 - UNFAIR LABOR PRACTICE

SECTION 36 - UNFAIR LABOR PRACTICE

Either the District/County or the Union may file an unfair labor practice as defined in Board of Supervisors Resolution 81/1165 against the other. Allegations of an unfair labor practice, if not resolved in discussions between the parties within thirty (30) work days from the date of receipt or said time as mutually agreed between the parties, may be heard and decided by a mutually agreed upon impartial third party.

SECTION 37 - PAST PRACTICES & EXISTING MEMORANDA OF UNDERSTANDING

Continuance of working conditions and past practices within the scope of representation not specifically authorized by ordinance or by resolution of the Board of Supervisors is not guaranteed by this Memorandum of Understanding. The parties recognize, however, that certain practices exist by virtue of having been acknowledged and accepted by the Fire Chief and representatives of the Union on specific policies covering groups of employees. Any disagreement as to whether such alleged practice within the scope of representation meets the criteria set forth above shall be subject to the grievance procedure.

SECTION 38 - ADOPTION

The provisions of this Memorandum of Understanding shall be made applicable on the dates indicated and upon approval by the Board of Supervisors. Resolutions and Ordinances, where necessary, shall be prepared and adopted in order to implement these provisions. It is understood that where it is determined that an Ordinance is required to implement any of the foregoing provisions, said provisions shall become effective upon the first day of the month following thirty (30) days after such Ordinance is adopted.

SECTION 39 - SCOPE OF AGREEMENT & SEPARABILITY OF PROVISIONS

39.1 Scope of Agreement. Except as otherwise specifically provided herein, this Memorandum of Understanding represents the full and complete incorporation of those proposals which were considered and evaluated pursuant to the meet and confer process. This Memorandum of Understanding constitutes the entire and sole agreement between the Parties on any and all matters which were presented during the meet and confer process. If a proposal was made by either Party and not incorporated within this Agreement, then it was considered and rejected. Any past side letters or any other agreements that are not incorporated into or attached to this MOU are deemed expired upon approval of this MOU by the Board of Supervisors.

The Union understands and agrees that the County and/or District is not obligated to meet and confer regarding wages, hours or conditions of employment during the term of this extended agreement, except as otherwise required by law.

SECTION 39 - SCOPE OF AGREEMENT & SEPARABILITY OF PROVISIONS

39.2 Separability of Provisions. Should any section, clause or provision of this Memorandum of Understanding be declared illegal, unlawful or unenforceable, by final judgment of a court of competent jurisdiction, such invalidation of such section, clause or provision shall not invalidate the remaining portions hereof, and such remaining portions shall remain in full force and effect for the duration of this Memorandum of Understanding.

39.3 Personnel Management Regulations. Where a specific provision contained in a section of this Memorandum of Understanding conflicts with a specific provision contained in a section of the Personnel Management Regulations, the provision of this Memorandum of Understanding shall prevail. Those provisions of the Personnel Management Regulations within the scope of representation which are not in conflict with the provisions of this Memorandum of Understanding and those provisions of the Personnel Management Regulations which are not within the scope of representation shall be considered in full force and effect.

39.4 Duration of Agreement. This Agreement shall continue in full force and effect from July 1, 2017 to and including June 30, 2020. Said Agreement shall automatically renew from year to year thereafter unless either party gives written notice to the other prior to sixty (60) days from the aforesaid termination date of its intention to amend, modify or terminate the Agreement.

Date: _____

**UNITED PROFESSIONAL
FIRE FIGHTERS,
IAFF, LOCAL 1230**
(Signature / Printed Name)

**CONTRA COSTA FIRE
PROTECTION DISTRICT**
(Signature / Printed Name)

IAFF, LOCAL 1230 ATTACHMENTS

- A. CLASS & SALARY LISTING**
- B. MOU SECTIONS NOT SUBJECT TO GRIEVANCE
PROCEDURE**

IAFF, LOCAL 1230
CLASS AND SALARY LISTING
FIRE SUPPRESSION PREVENTION UNIT (4N)
Effective November 1, 2017

Job Code	Class Title	Flex Staff (F) / Deep Class (D)	Salary Range	
			From	To
RPTC	Fire Captain-40 Hour		\$7,557.01	\$10,127.11
RPVD	Fire Engineer/40 Hour	F	\$6,703.77	\$8,983.68
RJWJ*	Fire Inspector I		\$5,690.81	\$7,626.23
RJVB	Fire Inspector II		\$7,401.49	\$9,918.71
RJWG	Fire Investigator		\$7,401.49	\$9,918.71
RPTD	Fire Prevention Captain		\$7,557.01	\$10,127.11
RJWC*	Fire Prevention Technician		\$4,806.56	\$6,441.26
RPTD	Fire Training Captain		\$7,557.01	\$10,127.11
RP7A*	Firefighter-Paramedic Recruit	F	\$6,628.21	\$6,628.21
RPWE	Firefighter-Paramedic/40 Hour	F	\$6,690.50	\$8,965.91
RPWD*	Firefighter-Recruit	F	\$4,116.82	\$4,116.82
RPWF	Firefighter/40 Hour	F	\$6,083.84	\$8,152.92
RETB*	Sr Fire Dist Dispatcher-40 Hr		\$6,029.87	\$8,080.59
RPTA	Fire Captain-56 Hour		\$7,557.01	\$10,127.11
REWA*	Fire District Dispatcher		\$5,477.68	\$7,340.61
RPVC	Fire Engineer/56 Hour	F	\$6,703.76	\$8,983.67
RJWH	Fire Investigator - 56 Hour	F	\$7,401.49	\$9,918.71
RPWB	Firefighter-Paramedic/56 Hour	F	\$6,690.51	\$8,965.91
RPWA	Firefighter/56 Hour	F	\$6,083.84	\$8,152.92
RETA*	Sr Fire Dist Dispatcher-56 Hr		\$6,029.87	\$8,080.59

* Non-Safety

Contra Costa County



ATTACHMENT B

Human Resources Department

Administration Bldg.
651 Pine Street, Third Floor
Martinez, California 94553-1292
(510) 335-1764

Leslie T. Knight
Director of Human Resources

May 22, 1997

Mr. Lou Paulson, President
IAFF Local 1230
112 Blue Ridge Drive
Martinez, CA 94553

Dear Mr. Paulson:

This letter is to confirm in writing those sections of the Memorandum of Understanding between Contra Costa County and United Professional Firefighters' Association, IAFF Local 1230, wherein decisions of the County are final, and therefore, not subject to the grievance procedure. Those sections are as follows:

- 1) Section 2.9 "B" - Union Security (Assignment of Classes to Bargaining Units / Final Determination)
- 2) Section 13.2 "F" - Leave of Absence (General Administration - Leaves of Absence)
- 3) Section 16.6 - Probationary Period (Regular Appointment /second paragraph)
- 4) Section 17.2 - Promotion (Promotion Policy)
- 5) Section 28 - Minimum Staffing
- 6) Section 32 - Service Awards

If the foregoing is in accordance with your understanding, please indicate your acceptance and approval in the space provided below.

Date: 6/11/97

CONTRA COSTA COUNTY

Kathy Ito
Kathy Ito
Labor Relations Manager

IAFF, LOCAL 1230

Lou Paulson
Lou Paulson
President

IAFF LOCAL 1230

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Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: November 7, 2017

Subject: Resolution No. 2017/407 - Deputy Sheriffs Association Memorandum of Understanding- Probation and Probation Supervisors Units (Side Letter)

RECOMMENDATION(S):

ADOPT Resolution No. 2017/407 approving the Side Letter between Contra Costa County and the Deputy Sheriffs Association Probation Unit and Probation Supervisors Unit regarding a successor Memorandum of Understanding.

FISCAL IMPACT:

The five percent wage increase, effective July 1, 2018, has an estimated cost of \$2.1 million.

BACKGROUND:

In a representation election held on February, 22, 2017, the members of the Probation Unit and Probation Supervisors Unit, who were represented by the Probation Peace Officers Association of Contra Costa County (PPOA), voted to be represented by the Deputy Sheriffs Association (DSA). The County and DSA have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in the Probation Unit and Probation Supervisors Unit.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Lisa Driscoll, County Finance
Director (925) 335-1023

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Robert Campbell, Auditor-Controller, Dianne Dinsmore, Human Resources Director

BACKGROUND: (CONT'D)

>

The County and DSA hereby agree that the existing Memorandum of Understanding (MOU) between the County and PPOA (July 1, 2015 – June 30, 2018) will continue in effect for the Probation Unit and the Probation Supervisors Unit with the following amendments:

1. All references to PPOA in the MOU will now be considered references to DSA. The MOU will be formally referred to as the “Deputy Sheriffs Association Memorandum of Understanding- Probation and Probation Supervisors Units,” and may be informally referred to as the “DSA Probation Units MOU”;
2. The term of the MOU will be extended from June 30, 2018 to a new expiration date of June 30, 2019; and
3. Effective July 1, 2018, the base rate of pay for employees in all classifications in the Probation Unit and Probation Supervisors Unit will be increased by five percent (5%).

All other provisions of the MOU that are not specifically amended or excluded by this Side Letter remain applicable to the Probation and Probation Supervisors Units. The changes identified in amendment 1, above, will be incorporated into the successor MOU between the County and DSA for the Probation Unit and Probation Supervisors Unit.

CONSEQUENCE OF NEGATIVE ACTION:

The County and DSA must continue to negotiate a successor MOU.

ATTACHMENTS

Resolution No. 2017/407

DSA Probation and Supervisor Units Side Letter

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



Resolution No. 2017/407

In the Matter of: The Side Letter Agreement between the County of Contra Costa and the Deputy Sheriffs Association Probation and Probation Supervisors Units, amending and extending the existing Memorandum of Understanding between the County and these employees

The Contra Costa County Board of Supervisors acting solely in its capacity as the governing board of the County of Contra Costa RESOLVES THAT:

Effective November 1, 2017, the attached Side Letter of Agreement dated October 25, 2017, between the County of Contra Costa and the Deputy Sheriffs Association, be **ADOPTED**.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Lisa Driscoll, County Finance Director (925) 335-1023

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Robert Campbell, Auditor-Controller, Dianne Dinsmore, Human Resources Director

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SIDE LETTER AGREEMENT

This Side Letter Agreement is by and between the Deputy Sheriffs Association ("DSA"), on behalf of the Probation Unit and Probation Supervisors Unit, and the County of Contra Costa ("County") and is effective on November 1, 2017, following approval by the Board of Supervisors.

In a representation election held on February, 22, 2017, the members of the Probation Unit and Probation Supervisors Unit, who were represented by the Probation Peace Officers Association of Contra Costa County ("PPOA"), voted to be represented by DSA. The County and DSA have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in the Probation Unit and Probation Supervisors Unit.


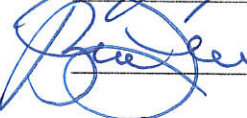
The County and DSA hereby agree that the existing Memorandum of Understanding between the County and PPOA (July 1, 2015 – June 30, 2018) (hereafter referred to as "the MOU") will continue in effect for the Probation Unit and the Probation Supervisors Unit with the following amendments:

1. All references to PPOA in the MOU will now be considered references to DSA. The MOU will be formally referred to as the "Deputy Sheriffs Association Memorandum of Understanding- Probation and Probation Supervisors Units," and may be informally referred to as the "DSA Probation Units MOU."
2. The term of the MOU will be extended from June 30, 2018 to a new expiration date of June 30, 2019.
3. Effective July 1, 2018, the base rate of pay for employees in all classifications in the Probation Unit and Probation Supervisors Unit will be increased by five percent (5%).


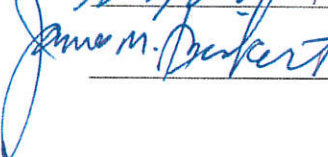
All other provisions of the MOU that are not specifically amended or excluded by this Side Letter remain applicable to the Probation and Probation Supervisors Units. The changes identified in paragraph 1, above, will be incorporated into the successor MOU between the County and DSA for the Probation Unit and Probation Supervisors Unit.

Date: 10-25-17

Contra Costa County:
(Signature / Printed Name)

 / Jeff Bailey
 / Brie Lewis

Deputy Sheriffs Association:
(Signature / Printed Name)

 Shaunda Welch
 JAMES M. BICKERT



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: November 7, 2017

Subject: Resolution No. 2017/412 General Salary Increases for Specified Unrepresented Probation Safety Employees

RECOMMENDATION(S):

ADOPT Resolution No. 2017/412 to provide for salary increases for specified unrepresented Probation safety positions to parallel those in the new DSA Probation and Probation Supervisor Units Memorandum of Understanding for the period November 1, 2017 and beyond.

FISCAL IMPACT:

The five percent wage increase, effective July 1, 2018, has an estimated cost of \$192,000.

BACKGROUND:

Contra Costa County has historically tied unrepresented safety Probation classes to represented classes in the Probation Peace Officers Association for purposes of salary increases and decreases. The Board of Supervisors recently adopted a new memorandum of understanding with the Deputy Sheriffs Association Probation and Probation Supervisor Units that includes a wage increase. The Probation Department employs approximately 16 of these unrepresented safety employees.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Lisa Driscoll, County Finance
Director (925) 335-1023

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Dianne Dinsmore, Human Resources Director, Robert Campbell, Auditor-Controller, Todd Billeci, County Probation Officer

BACKGROUND: (CONT'D)

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Effective July 1, 2018, Resolution No. 2017/412 provides for a five percent (5%) wage increase for the following classifications:

- County Probation Officer-Exempt (7AA1)
- Assistant County Probation Officer-Exempt (7AB1)
- Probation Manager (7AGB)
- Probation Director (7BFA)
- Institutional Supervisor II (7KGA)
- Chief Deputy Probation Officer (7ADC)

CONSEQUENCE OF NEGATIVE ACTION:

The County could be detrimentally impacted by the potential loss of highly-trained probation personnel and it may become more difficult to attract candidates for promotion.

ATTACHMENTS

Resolution No. 2017/412

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐
NO: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2017/412

In The Matter Of: Providing for Salary Increases for Specified Unrepresented Probation Safety Employees

WHEREAS the County of Contra Costa has maintained historic salary ties between safety unrepresented and represented classifications; and

WHEREAS the Deputy Sheriffs Association Probation and Probation Supervisor Unit has recently negotiated a new Memorandum of Understanding including a wage increase;

The Contra Costa County Board of Supervisors acting solely in its capacity as the Governing Board of the County of Contra Costa **RESOLVES THAT:**

Effective July 1, 2018, the base rate of pay for the classifications of County Probation Officer-Exempt (7AA1), Assistant County Probation Officer-Exempt (7AB1), Probation Manager (7AGB), Probation Director (7BFA), Institutional Supervisor II (7KGA), and Chief Deputy Probation Officer (7ADC) will be increased by five percent (5%).

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Lisa Driscoll, County Finance Director (925) 335-1023

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Dianne Dinsmore, Human Resources Director, Robert Campbell, Auditor-Controller, Todd Billeci, County Probation Officer



Contra
Costa
County

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: November 7, 2017

Subject: Pre-Employment Screening Policy Administrative Bulletin 437

RECOMMENDATION(S):

ACKNOWLEDGE receipt of Administrative Bulletin No. 437 on Pre-Employment Screening Policy.

FISCAL IMPACT:

This item is informational only. The cost of pre-employment screening will continue to be covered by the hiring department.

BACKGROUND:

Each County department currently, independently, determines what pre-employment screening is appropriate when hiring new employees. Each department is responsible for ensuring compliance with all laws and standards. For example, positions that will interact with children must undergo a criminal background check. Departments that hire into positions requiring a special driver's license, such as a Class A, must verify the license and driving record of the candidate, and in some cases the candidate must pass a drug test. Positions with access to Federal Tax Information must comply with IRS Publication 1075, Tax Information Security Guidelines for Federal, State and Local Agencies. There is no central point that sets Countywide pre-employment screening policy or standards.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Dianne Dinsmore, 925
335-1766

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Nancy Zandonella, Gladys Reid, Barbara Vargen-Kotchevar, Jeff Bailey, Labor Relations Manager

BACKGROUND: (CONT'D)

The County Administrative Officer directed Human Resources to develop a policy to promote consistency in hiring practices and job-related screening of finalists for County positions in order to evaluate finalists' suitability for the positions for which they are being considered and to protect the safety and security of employees, clients, residents and the public, and County assets. The resulting Administrative Bulletin assigns responsibility to Human Resource for maintaining a master list of background screening requirements for each active County classification as well as training and supporting departments in the County's pre-employment screening policies and procedures and appropriate standards to meet policy requirements.

Human Resources will work with each department to develop and maintain a master list that identifies the specific components of pre-employment screening for each active County classification and ensure that those components are job-related and/or legally mandated based on the nature and duties of the position.

CONSEQUENCE OF NEGATIVE ACTION:

The action will promote consistency Countywide in hiring practices and job-related screening of finalists for County positions.

ATTACHMENTS

Pre-Employment Screening

FOR INFORMATIONAL PURPOSES ONLY

CONTRA COSTA COUNTY
Office of the County Administrator

ADMINISTRATIVE BULLETIN

Number:
Date: 11/1/17
Section: Personnel

SUBJECT: Pre-Employment Screening

I. PURPOSE

It is the purpose of this policy to promote consistency in hiring practices and appropriate, job-related screening of finalists for County positions. Effective pre-employment screening is intended to evaluate a finalist's suitability for the particular position for which s/he is being considered and to protect the safety and security of employees, clients, residents and the public, and County assets.

II. AUTHORITY

In accordance with the provisions of Contra Costa County Ordinance Code Section 24-4.008, the County Administrator has the authority and the responsibility to establish and enforce personnel policies in County departments and agencies, including pre-employment screening.

III. POLICY

It is the policy of Contra Costa County to consider all applicants for employment without regard to race, color, religion, sex, national origin, ethnicity, age, disability, sexual orientation, gender, gender identify, gender expression, marital status, ancestry, medical condition, genetic information, military or veteran status, or other protected category under the law.

As a condition of employment, finalists for full-time, part-time, extra help, contingent workers (i.e. agency temporary employees), and temporary positions will be required to successfully pass pre-employment background investigation, medical examinations, drug screening, Department of Motor Vehicles (DMV) license check/pull notice, or other requirements that have been identified as appropriate for the position. Screening requirements may vary by department and this policy does not supersede more specific department pre-employment screening policies such as may exist in law enforcement, public protection and health departments.

IV. RESPONSIBILITIES

The Human Resources Department is responsible for maintaining a master list of background screening requirements for each active County classification. Human Resources shall provide training and support to Department Heads and Human Resource Liaisons about the County's pre-employment screening policies and procedures and appropriate standards to meet policy requirements.

Department Heads are responsible for ensuring compliance with all rules, laws, standards, and policies applicable to their department. Department Heads shall inform Human Resources of any new or revised legal mandates related to positions in their departments so that these mandates may be incorporated into the master list maintained by Human Resources. Departments with department-specific pre-employment screening policies will ensure they are consistent with this Administrative Bulletin and will provide a current copy to the Director of Human Resources.

V. PRE-EMPLOYMENT BACKGROUND INVESTIGATIONS

After receiving a conditional offer of employment, finalists for County employment will undergo a fingerprint check and may be subject to a background investigation depending on the job type. The specific components of the background investigation will be limited to job-related and/or legally mandated investigations based on the nature and duties of the position(s) sought. Post-offer, pre-employment background investigations may include: criminal conviction history, verification of current and prior employment, verification of academic credentials, verification of licenses and certifications, credit history, driving history, and other inquiries that are determined to be relevant for the job.

Background investigations are conducted with the full knowledge and consent of the finalist. Finalists will be provided with all rights afforded by, and all notifications required under applicable State and Federal law, including the Fair Credit Reporting Act (FCRA) (15 U.S.C. § 1681.), California Investigative Consumer Reporting Agencies Act ("ICRAA") (CA Civil Code §§ 1786 et seq.), and the California Consumer Credit Reporting Agencies Act ("CCRAA") (CA Civil Code §§ 1785.1 et seq.), and will be required to sign releases authorizing the background investigations. A refusal to sign a release form will constitute a rejection of the conditional offer and will eliminate the finalist from further consideration for employment.

Unless otherwise provided by law, having a criminal conviction history or negative result from another component of the Pre-Employment Screening such as Department of Motor Vehicles check, reference checks, public records search, on-line/social media search, or civil case record search are not an automatic bar to employment. The nature and date of any criminal conviction or negative result of the pre-employment screening and its relevance to the finalist's suitability for the particular position, and whether the finalist's employment by the County poses an unacceptable risk will be considered on a case-by-case basis. The appointing authority, in consultation with the Human Resources Department, will evaluate whether a sufficient job-related connection exists between the conviction or other negative result, and the specific duties of the position in question. In making the decision, the appointing authority will carefully consider the potential impact of the adverse information on the safety and security of employees, clients, residents and the public, and the security of County assets. Similarly, in those instances where a credit check is performed for a position specified in California Labor Code Section 1024.5, having a poor credit history may not necessarily preclude employment in and of itself, but will be evaluated on a case-by-case basis.

VI. COST OF TESTING

The County shall bear the cost of all initial pre-employment screening.

VII. PRIVACY RIGHTS

Privacy and confidentiality of all information obtained in the pre-employment screening process will be adhered to in accordance with applicable state and federal regulations.

David Twa
County Administrator

Originating Department: Human Resources



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Interim Public Works Director/Chief Engineer
Date: November 7, 2017

Subject: Approve the Pacheco Boulevard Sidewalk Gap Closure Phase III Project, District V.

RECOMMENDATION(S):

APPROVE the Pacheco Boulevard Sidewalk Gap Closure Phase III Project (Project) and AUTHORIZE the Interim Public Works Director, or designee, to advertise the Project, Martinez area. [County Project No. 0662-6U4008, DCD-CP#16-04] (District V).

DETERMINE the Project is a California Environmental Quality Act (CEQA), Class 1(c) Categorical Exemption, pursuant to Article 19, Section 15301(c) of the CEQA Guidelines, and

DIRECT the Director of Department of Conservation and Development to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Interim Public Works Director, or designee, to arrange for payment of a \$25 fee to the Department of Conservation and Development for processing, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

FISCAL IMPACT:

Project cost estimate is \$1,260,000. Funding: 48.5% Active Transportation Program Funds, 44.7% Measure C Funds, and 6.8% Martinez Area of Benefit (AOB) Funds.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Alex Nattkemper 925.
313-2364

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND:

The purpose of this Project is to install pedestrian infrastructure that will close two short gaps in the sidewalk along Pacheco Boulevard east of Las Juntas Elementary School. The first sidewalk gap (Site 1) is approximately 70 feet long and is located at the Vine Hill Creek crossing. The second sidewalk gap (Site 2) is approximately 65 feet long and located at 4305 Pacheco Boulevard, 150 feet east of Vine Hill Creek. The proposed improvements will provide an Americans with Disabilities Act accessible sidewalk and increase the roadway shoulder width to accommodate a Class II bike lane and parking.

CONSEQUENCE OF NEGATIVE ACTION:

Without the Board of Supervisors approval, the project may result in a delay of design and construction, and may jeopardize funding.

ATTACHMENTS

CEQA document

PUBLIC WORKS DEPARTMENT
INITIAL STUDY OF
ENVIRONMENTAL SIGNIFICANCE

PROJECT NUMBER: 0662-6U4008
CP# 16-04

PROJECT NAME: Pacheco Boulevard Sidewalk Gap Closure Phase III

PREPARED BY: Alex Nattkemper 

DATE: September 18, 2017

APPROVED BY: 

DATE: 10-4-17

RECOMMENDATIONS:

- ☒ Categorical Exemption: 15301 [Class 1 (c)]
- ☐ Negative Declaration
- ☐ Environmental Impact Report Required
- ☐ Conditional Negative Declaration

The project will not have a significant effect on the environment. The recommendation is based on the following: The project consists of minor alteration of existing public facilities, involving negligible expansion of use beyond that previously existing, pursuant to section 15301(c) of the CEQA guidelines.

What changes to the project would mitigate the identified impacts: N/A

USGS Quad Sheet: <u>Vine Hill</u>	Base Map Sheet #: <u>F-13</u>	Parcel #: <u>380-180-034, 380-18C-004; 380-180-067, 380-180-036</u>
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GENERAL CONSIDERATIONS:

1. **Location:** The Project is located along the north side of Pacheco Boulevard between Las Juntas Elementary School and Arthur Road in the unincorporated community of Vine Hill in north-central Contra Costa County [Figures 1-3].

2. **Project Description:** The purpose of this Project is to install pedestrian infrastructure that will close two short gaps in the sidewalk along Pacheco Boulevard east of Las Juntas Elementary School. The first sidewalk gap (Site 1) is approximately 70 feet long and is located at the Vine Hill Creek crossing. The second sidewalk gap (Site 2) is approximately 65 feet long and located at 4305 Pacheco Boulevard, 150 feet east of Vine Hill Creek. The proposed improvements will provide an Americans with Disabilities Act (ADA) accessible sidewalk and increase the roadway shoulder width to accommodate a Class II bike lane and parking. The Project consists of extending the existing 8 foot x 7 foot concrete box culvert where Vine Hill Creek flows under Pacheco Boulevard. At Site 1, the culvert will be extended approximately 31 feet to the north to allow Pacheco Boulevard to be widened approximately 27 feet, which would allow for the continuation of the bike lane, parking lane, and sidewalk to be constructed across Vine Hill Creek. Compacted fill will be added along the culvert sides to conform to existing grade. In addition, approximately 23 feet of new concrete will be installed along the bottom of the existing culvert to prevent further erosion of the creek bed. The existing grouted rip-rap along the creek banks north of the existing headwall will be removed and replaced with the extended culvert. The work at the downstream end of the culvert will include placement of loose rip-rap at a distance and depth as determined to be necessary to protect against future scour. It is estimated that the rock will extend up to 10 feet beyond the end of the culvert and will extend approximately 2 feet deep. Removal and/or relocation of two guardrails on the west side of Vine Hill Creek will be necessary. The existing chain link fence between Pacheco Boulevard and Vine Hill Creek will be removed and a new fence will be installed as needed. A solar-powered speed feedback sign on the east side of the channel will be relocated on to the new sidewalk section. At Site 2, a 10 foot wide sidewalk and driveway conform will be constructed to conform to the existing sidewalk adjacent to this location. Utility adjustments and relocations will be necessary for the proposed improvements. Appropriate Best Management Practices (BMPs) will be implemented to protect storm drain inlets and the creek. Up to three non-native trees will be removed to accommodate the work. Tree and shrubbery trimming may be necessary throughout the Project area. In order to minimize damage to trees, any roots exposed during construction activities will be clean cut. A nesting bird survey will be conducted if tree removal or trimming occur during the nesting season (February 1 – August 31). Re-routing of traffic on Pacheco Boulevard will be required intermittently during construction. One lane in each direction will be open during construction activities. Emergency vehicles will have access at all times. Real property transactions, including right-of-way acquisitions and temporary construction easements, will be needed in support of the project.

3. **Does it appear that any feature of the project will generate significant public concern?**
☐ Yes ☒ No ☐ maybe (Nature of concern):

4. **Will the project require approval or permits by other than a County agency?**
☒ Yes ☐ No Regional Water Quality Control Board, California Department of Fish and Wildlife

5. **Is the project within the Sphere of Influence of any city?** Yes, the City of Martinez

Pacheco Boulevard Sidewalk Gap Closure Phase III

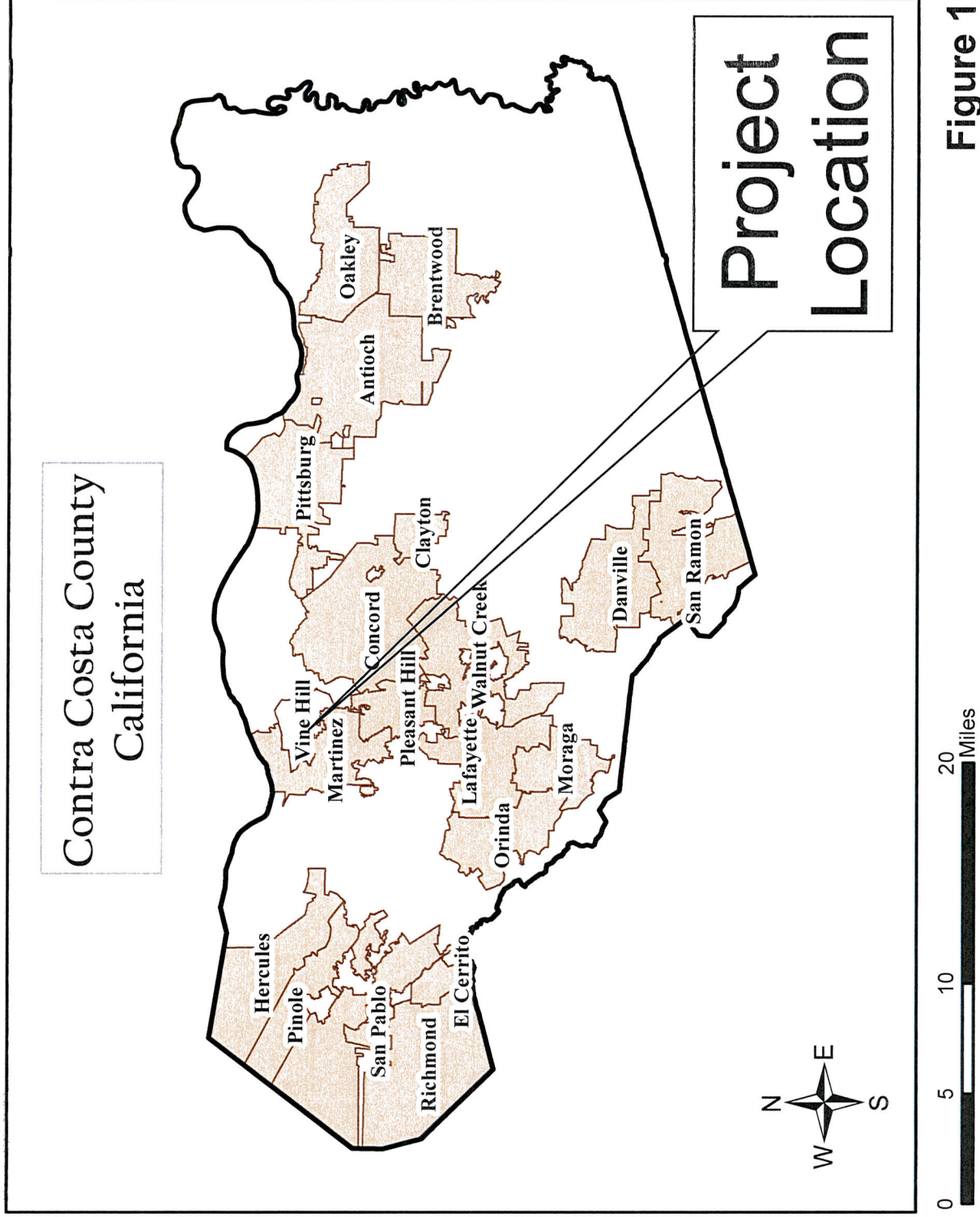


Figure 1

Pacheco Boulevard Sidewalk Gap Closure Phase III

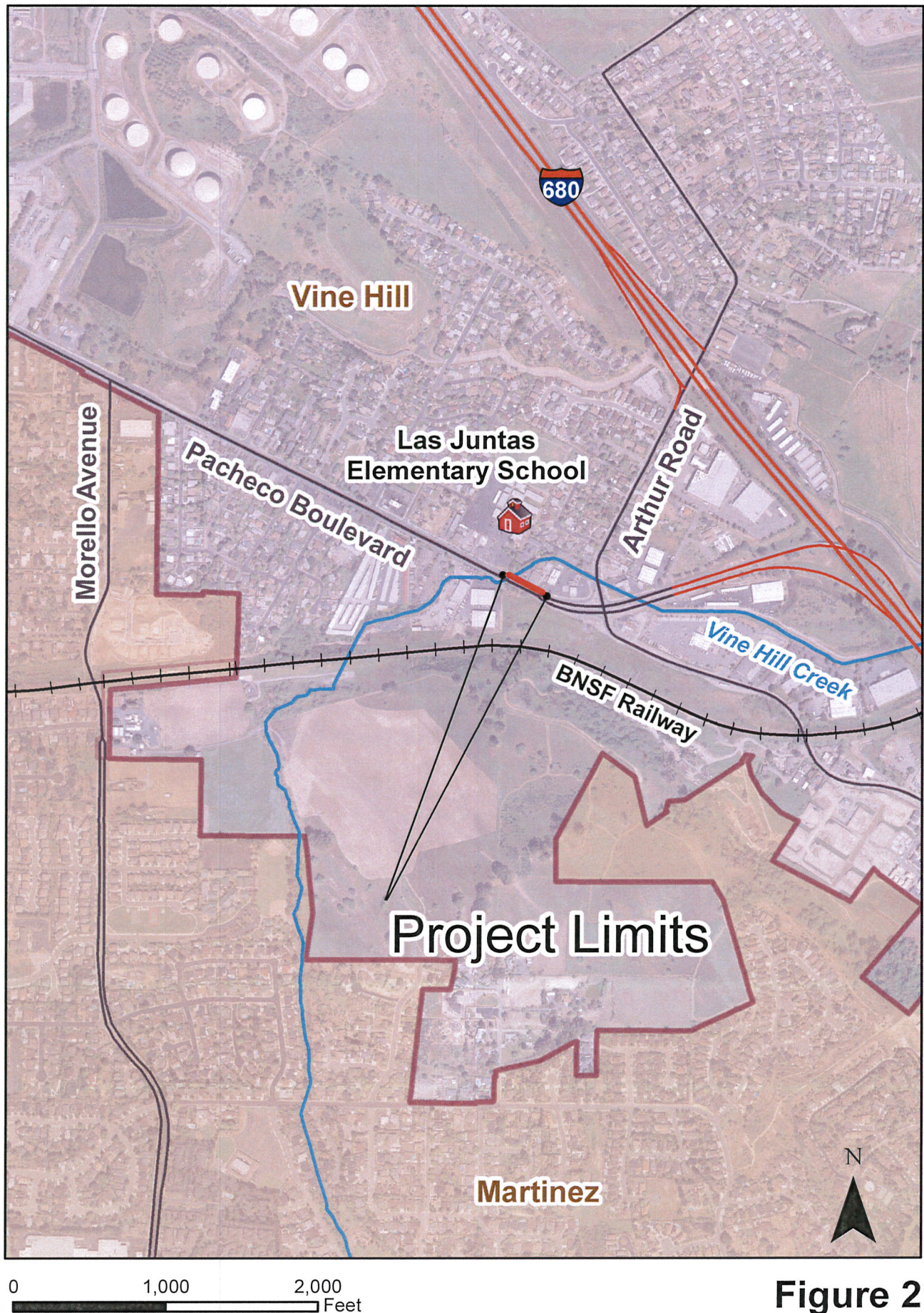


Figure 2

Pacheco Boulevard Sidewalk Gap Closure Phase III Proposed Improvements

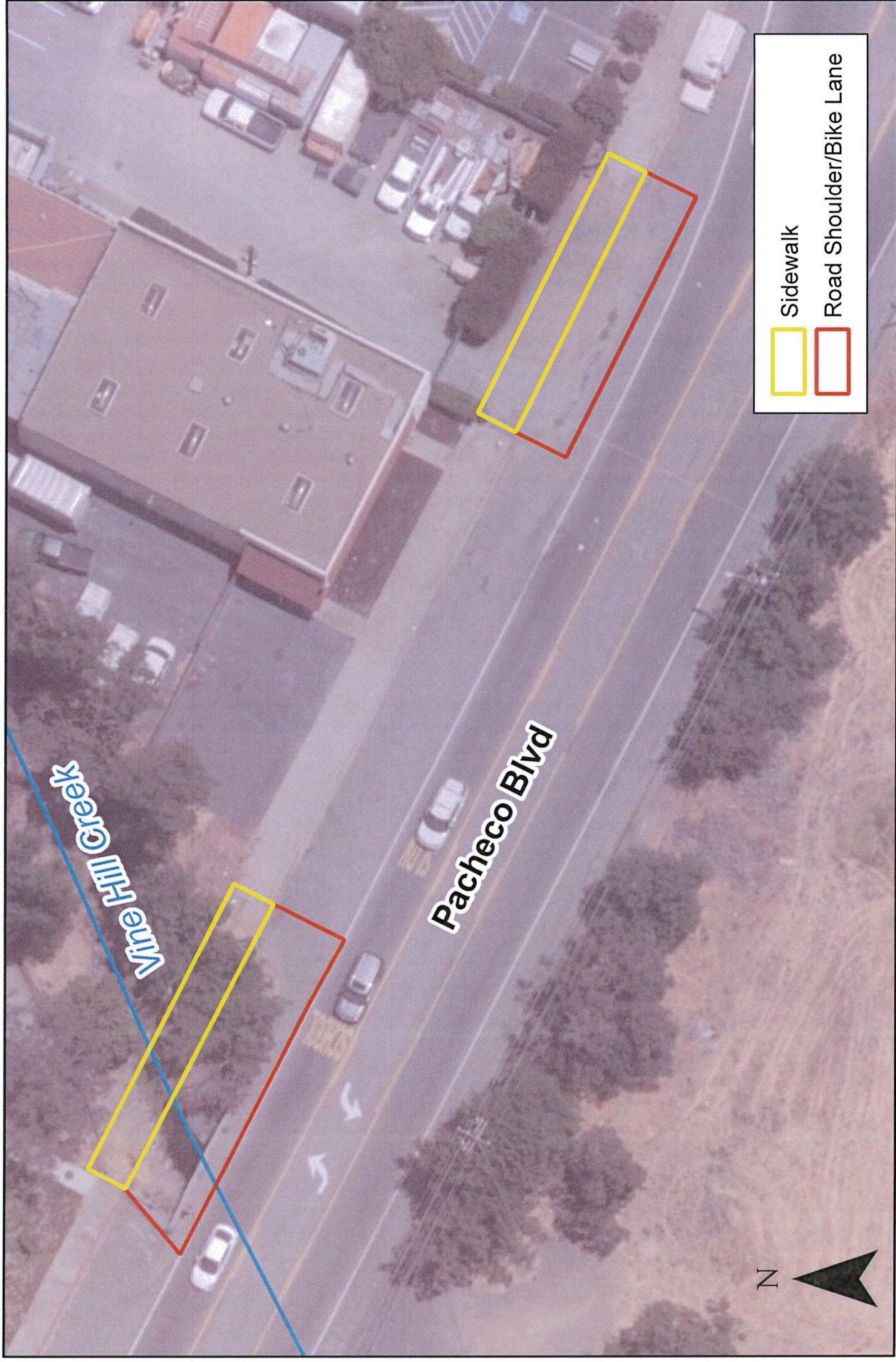


Figure 3

CALIFORNIA ENVIRONMENTAL QUALITY ACT
Notice of Exemption

To: ☐ Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

☒ County Clerk
County of: Contra Costa

From: Contra Costa County
Dept. of Conservation & Development
30 Muir Road
Martinez, CA 94553

Project Title: Pacheco Boulevard Sidewalk Gap Closure Phase III
Proj. No. 0662-6U4008 CP#16-04

Project Applicant: **Contra Costa County Public Works Department**

Project Location – **Specific:** Pacheco Boulevard between Las Juntas Elementary School and Arthur Road

Project Location: Unincorporated Community of Vine Hill

Project Location – County: **Central Contra Costa**

Description of Nature, Purpose and Beneficiaries of Project: The purpose of this Project is to install pedestrian infrastructure that will close two short gaps in the sidewalk along Pacheco Boulevard east of Las Juntas Elementary School. The first sidewalk gap (Site 1) is approximately 70 feet long and is located at the Vine Hill Creek crossing. The second sidewalk gap (Site 2) is approximately 65 feet long and located at 4305 Pacheco Boulevard, 150 feet east of Vine Hill Creek. The proposed improvements will provide an Americans with Disabilities Act (ADA) accessible sidewalk and increase the roadway shoulder width to accommodate a Class II bike lane and parking. The Project consists of extending the existing 8 foot x 7 foot concrete box culvert where Vine Hill Creek flows under Pacheco Boulevard. At Site 1, the culvert will be extended approximately 31 feet to the north to allow Pacheco Boulevard to be widened approximately 27 feet, which would allow for the continuation of the bike lane, parking lane, and sidewalk to be constructed across Vine Hill Creek. Compacted fill will be added along the culvert sides to conform to existing grade. In addition, approximately 23 feet of new concrete will be installed along the bottom of the existing culvert to prevent further erosion of the creek bed. The existing grouted rip-rap along the creek banks north of the existing headwall will be removed and replaced with the extended culvert. The work at the downstream end of the culvert will include placement of loose rip-rap at a distance and depth as determined to be necessary to protect against future scour. It is estimated that the rock will extend up to 10 feet beyond the end of the culvert and will extend approximately 2 feet deep. Removal and/or relocation of two guardrails on the west side of Vine Hill Creek will be necessary. The existing chain link fence between Pacheco Boulevard and Vine Hill Creek will be removed and a new fence will be installed as needed. A solar-powered speed feedback sign on the east side of the channel will be relocated on to the new sidewalk section. At Site 2, a 10 foot wide sidewalk and driveway conform will be constructed to conform to the existing sidewalk adjacent to this location. Utility adjustments and relocations will be necessary for the proposed improvements. Appropriate Best Management Practices (BMPs) will be implemented to protect storm drain inlets and the creek. Up to three non-native trees will be removed to accommodate the work. Tree and shrubbery trimming may be necessary throughout the Project area. In order to minimize damage to trees, any roots exposed during construction activities will be clean cut. A nesting bird survey will be conducted if tree removal or trimming occur during the nesting season (February 1 – August 31). Re-routing of traffic on Pacheco Boulevard will be required intermittently during construction. One lane in each direction will be open during construction activities. Emergency vehicles will have access at all times. Real property transactions, including right-of-way acquisitions and temporary construction easements, will be needed in support of the project.

Name of Public Agency Approving Project: **Contra Costa County**

Name of Person or Agency Carrying Out Project: **Contra Costa County Public Works Department**

Exempt Status:

- ☐ Ministerial Project (Sec. 21080(b) (1); 15268;
☐ Declared Emergency (Sec. 21080(b)(3); 15269(a));
☐ Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
- ☒ Categorical Exemption: Class 1(c)
☐ Other Statutory Exemption, Code No.: _____
☐ General Rule of Applicability [Article 5, Section 15061 (b)(3)]

Reasons why project is exempt: The Project consists of minor alteration of existing public facilities, involving negligible expansion of use beyond that previously existing, pursuant to Section 15301(c) of the CEQA guidelines.

Lead Agency Contact Person: **Alex Nattkemper - Public Works Dept.** Area Code/Telephone/Extension: **(925) 313-2364**

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? ☐ Yes ☐ No

Signature: _____ Date: _____ Title: _____

☐ Signed by Lead Agency ☐ Signed by Applicant

AFFIDAVIT OF FILING AND POSTING

I declare that on _____ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

Signature

Title

Applicant:

Public Works Department
255 Glacier Drive
Martinez, CA 94553
Attn: **Alex Nattkemper**
Environmental Services Division
Phone: (925) 313-2364

Department of Fish and Game Fees Due

- ☐ EIR - \$3,078.²⁵
☐ Neg. Dec. - \$2,216.²⁵
☐ DeMinimis Findings - \$0
☒ County Clerk - \$50
☒ Conservation & Development - \$25

Total Due: \$75.⁰⁰

Total Paid \$ _____

Receipt #: _____



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Interim Public Works Director/Chief Engineer
Date: November 7, 2017

Subject: CONTINUE the emergency action for the repair of the Alhambra Valley Road Washout, Pinole area.

RECOMMENDATION(S):

CONTINUE the emergency action originally taken by the Board of Supervisors on February 14, 2017, pursuant to Public Contract Code Sections 22035 and 22050, to repair the Alhambra Valley Road Washout Project, as recommended by the Interim Public Works Director, Pinole area. Project No. 0672-6U6201 (District I)

FISCAL IMPACT:

The total cost of the project is not expected to exceed \$4,000,000. The project will be funded by Local Road Funds (100%). The project is eligible for prorated reimbursement under the state of emergency declared by Governor Brown on January 23, 2017.

BACKGROUND:

On February 14, 2017, the Board of Supervisors declared an emergency and authorized the Public Works Director to proceed in the most expeditious manner to repair the washed out portion of Alhambra Valley Road.

The repair work requires the construction of a new bridge with wingwalls, slope protection and roadway conform work.

Public Works Department staff completed the bridge design and requested prices for the necessary equipment,

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Kevin Emigh, 925.
313-2233

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

services, and supplies to perform the emergency repair project as expeditiously as possible. The resulting price quotes were received on May 23, 2017.

On May 24, 2017, the Public Works Director signed a construction contract with Flatiron West, Inc., to perform the emergency repair work. The emergency repairs began June 12, 2017, with completion anticipated by mid-November 2017.

A sinkhole opened up in Pinole Valley Road immediately adjacent to the bridge work and is currently being repaired by the bridge contractor.

Public Contract Code Section 22050 requires that, for a body that meets weekly, the need to continue the emergency declaration be reviewed at least every 14 days until the local emergency is terminated. Since the conditions that warranted the emergency declaration persist, it is appropriate for the Board to continue the emergency actions regarding the hazardous conditions caused by storm damage.

CONSEQUENCE OF NEGATIVE ACTION:

Non-concurrence at this point in the project could cause delays in completion of the washout repairs.



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Interim Public Works Director/Chief Engineer
Date: November 7, 2017

Subject: CONTINUE the emergency action for the Morgan Territory Road Slide Repair project, Clayton area.

RECOMMENDATION(S):

CONTINUE the emergency action originally taken by the Board of Supervisors on March 7, 2017, pursuant to Public Contract Code Sections 22035 and 22050, to repair the Morgan Territory Road Slide Repair Project, as recommended by the Interim Public Works Director, Clayton area. Project No. 0672-6U6203 (District III)

FISCAL IMPACT:

The total cost of the project is not expected to exceed \$6,000,000. The project will be funded by Local Road Funds (100%). County staff is actively pursuing reimbursement through the Federal Emergency Management Agency (FEMA) as a result of the State and Federal emergency declarations.

BACKGROUND:

On March 7, 2017, the Board of Supervisors declared an emergency and authorized the Public Works Director to proceed in the most expeditious manner to repair Morgan Territory Road approximately 1 mile south of Marsh Creek Road.

The repair work requires the installation of two structural retaining wall systems, excavation and backfill of embankment between the wall systems, reconstruction of pavement, drainage improvements, and pavement striping. Public Works Department

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Kevin Emigh, 925.
313-2233

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

staff completed the road repair design and requested prices for the necessary equipment, services, and supplies to perform the emergency repair project as expeditiously as possible. The resulting price quotes were received on May 23, 2017. On June 1, 2017, the Public Works Director signed a construction contract with Flatiron West, Inc. to perform the emergency repair work.

The emergency repairs began on July 17, 2017, and will be complete by November 18, 2017. During the construction period, Morgan Territory Road will be closed at the slide site and local traffic will use a temporary access on Leon Drive through the Marsh Creek Detention Facility driveway. The Public Works Director signed an agreement, "License Agreement for Temporary Use of Private Road (Leon Drive)", with each owner of Leon Drive for public use of the private road as needed for the duration of the construction phase of the emergency repairs.

The temporary detour road on Leon Drive must be repaved prior to returning it to the owners in accordance with the signed License Agreement. The County plans to hire a contractor to repave Leon Drive in late November/early December after the repairs to Morgan Territory Road are complete.

Public Contract Code Section 22050 requires that, for a body that meets weekly, the need to continue the emergency declaration be reviewed at least every 14 days until the local emergency is terminated. Since the conditions that warranted the emergency declaration persist, it is appropriate for the Board to continue the emergency actions regarding the hazardous conditions caused by storm damage.

CONSEQUENCE OF NEGATIVE ACTION:

Non-concurrence at this point in the project could cause delays in completion of the slide repairs.



Contra
Costa
County

To: Board of Supervisors

From: Brian M. Balbas, Interim Public Works Director/Chief Engineer

Date: November 7, 2017

Subject: Approve the Third Extension of the Subdivision Agreement (ROWL) for road acceptance RA10-01246, San Ramon (Dougherty Valley) area.

RECOMMENDATION(S):

ADOPT Resolution No. 2017/375 approving the third extension of the Subdivision Agreement (Right-of-Way Landscaping) for road acceptance RA10-01246 (cross-reference SD05-08969), for a project being developed by Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corporation, as recommended by the Interim Public Works Director, San Ramon (Dougherty Valley) area. (District II)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The terminal date of the Subdivision Agreement (Right-of-Way Landscaping) needs to be extended. The development is in the warranty period and the bond needs to be kept up to date.

CONSEQUENCE OF NEGATIVE ACTION:

The terminal date of the Subdivision Agreement (Right-of-Way Landscaping) will not be extended.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Jocelyn Larocque (925)
313-2315

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Jocelyn LaRocque, Engineering Services, Lori Leontini - Engineering Services, Sherri Reed, Design/Construction, Ruben Hernandez, Dept of Conservation, File, T-7/25/18, Shapell Industries, Inc., a Delaware Company, The Continental Insurance Company

ATTACHMENTS

Resolution No. 2017/375

Signed Bond-Third Extension

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐
NO: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2017/375

IN THE MATTER OF approving the third extension of the Subdivision Agreement (Right-of-Way Landscaping) for road acceptance RA10-01246 (cross-reference SD05-08969), for a project being developed by Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corporation, as recommended by the Interim Public Works Director, San Ramon (Dougherty Valley) area. (District II)

WHEREAS the Interim Public Works Director having recommended that he be authorized to execute the third agreement extension which extends the Subdivision Agreement (Right-of-Way Landscaping) between Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corporation and the County for construction of certain improvements in road acceptance RA10-01246 (cross-reference SD05-08969), San Ramon (Dougherty Valley) area, through September 25, 2018.

APPROXIMATE PERCENTAGE OF WORK COMPLETE: 100%

ANTICIPATED DATE OF COMPLETION: Completed

BOND NO.: 929 553 673 Date: July 9, 2012

REASON FOR EXTENSION: Improvements are in the warranty period.

NOW, THEREFORE, BE IT RESOLVED that the recommendation of the Interim Public Works Director is APPROVED.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Jocelyn Larocque (925) 313-2315

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Jocelyn LaRocque, Engineering Services, Lori Leontini - Engineering Services, Sherri Reed, Design/Construction, Ruben Hernandez, Dept of Conservation, File, T-7/25/18, Shapell Industries, Inc., a Delaware Company, The Continental Insurance Company

CONTRA COSTA COUNTY

ROAD IMPROVEMENT AGREEMENT (RIGHT-OF-WAY LANDSCAPING) EXTENSION

Development Number: RA10-01246 (R.O.W.L.)

Developer: Shapell Homes, a Division of Shapell Industries, Inc., a Delaware Corporation

Original Agreement Date: September 25, 2012

Third Extension New Termination Date: September 25, 2018

Improvement Security

SURETY: The Continental Insurance Company

BOND No. 929 553 673

Date: July 9, 2012

Security Type

Security Amount

Cash:

\$ 3,100.00 (1% cash, \$1,000 Min.)

SURETY BOND:

\$ 46,185.00 (Performance)

\$ 155,500.00 (Labor & Material)

The Developer and the {Surety} desire this Agreement to be extended through the above date; and Contra Costa County and said {Surety} hereby agree thereto and acknowledge same.

Dated: November 7, 2017

Dated: AUGUST 28, 2017

FOR CONTRA COSTA COUNTY
Julia R. Bueren, Public Works Director

Developer's Signature(s)

Printed

By: _____

Developer's Signature(s)

Printed

RECOMMENDED FOR APPROVAL:

By: [Signature]
(Engineering Services Division)

6800 Kull Center Plwy #320 PLEASANTON CA 94566

Address

THE CONTINENTAL INSURANCE COMPANY

Surety or Financial Institution

100 MATSONFORD ROAD, SUITE 200, RADNOR, PA 19087

Address

(NOTE: Developer's, Surety's and Financial Institution's Signatures must be Notarized.)

Attorney in Facts Signature

DANIEL P. DUNIGAN, ATTORNEY-IN-FACT

Printed

FORM APPROVED: Victor J. Westman, County Counsel

After Approval Return to Clerk of the Board

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Alameda

On September 28th, 2017 before me, Sarah Langmayer, Notary Public
(insert name and title of the officer)

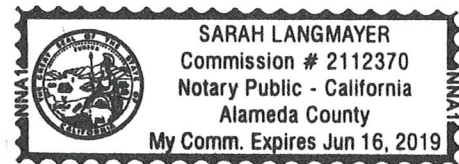
personally appeared Steve Savage,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature

(Seal)



ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

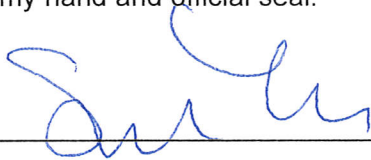
State of California
County of Alameda

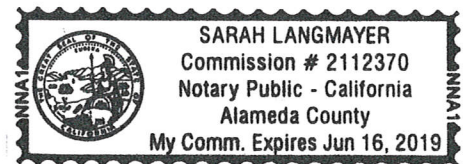
On September 28th, 2017 before me, Sarah Langmayer, Notary Public
(insert name and title of the officer)

personally appeared Robert D. Moore,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing
paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)



CALIFORNIA ALL-PURPOSE ACKNOWLEDGEMENT

Civil Code § 1189

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

State of PENNSYLVANIA

County of CHESTER

On AUGUST 28, 2017 before me, ARLENE OSTROFF, Notary Public

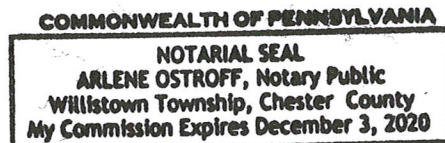
personally appeared DANIEL P. DUNIGAN

Who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

Witness my hand and official seal.

Signature  Notary Public Signature



Place Notary Public Seal Above

OPTIONAL

Though the information below is not required by law, it may prove valuable to the persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

Description of Attached Document

Title or Type of Document _____

Document Date _____ Number of Pages: _____

Signer's Name: _____

- ☐ Individual
- ☐ Corporate Officer – Title(s): _____
- ☐ Partner - ☐ Limited ☐ General
- ☐ Guardian or Conservator
- ☒ Attorney-in-Fact
- ☐ Trustee
- ☐ Other: _____

Signer is representing _____
The Continental Insurance Company



- ☐ Individual
- ☐ Corporate Officer – Title(s): _____
- ☐ Partner - ☐ Limited ☐ General
- ☐ Guardian or Conservator
- ☐ Attorney-in-Fact
- ☐ Trustee
- ☐ Other: _____

Signer is representing _____



POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That The Continental Insurance Company, a Pennsylvania insurance company, is a duly organized and existing insurance company having its principal office in the City of Chicago, and State of Illinois, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

William F Simkiss, Richard J Decker, Daniel P Dunigan, Joseph W Kolok Jr, Brian C Block, James L Hahn, Individually

of Paoli, PA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

- In Unlimited Amounts -

and to bind them thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the insurance company and all the acts of said Attorney, pursuant to the authority hereby given is hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law and Resolutions, printed on the reverse hereof, duly adopted, as indicated, by the Board of Directors of the insurance company.

In Witness Whereof, The Continental Insurance Company has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 1st day of July, 2015.

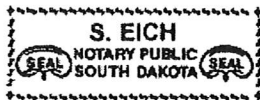


The Continental Insurance Company

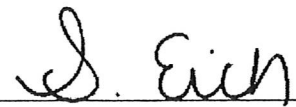

Paul T. Bruflat Vice President

State of South Dakota, County of Minnehaha, ss:

On this 1st day of July, 2015, before me personally came Paul T. Bruflat to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is a Vice President of The Continental Insurance Company, a Pennsylvania insurance company, described in and which executed the above instrument; that he knows the seal of said insurance company; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said insurance company and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said insurance company.



My Commission Expires February 12, 2021


S. Eich Notary Public

CERTIFICATE

I, D. Bult, Assistant Secretary of The Continental Insurance Company, a Pennsylvania insurance company, do hereby certify that the Power of Attorney herein above set forth is still in force, and further certify that the By-Law and Resolution of the Board of Directors of the insurance company printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said insurance company this 28TH day of AUGUST, 2017.



The Continental Insurance Company


D. Bult Assistant Secretary



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Interim Public Works Director/Chief Engineer
Date: November 7, 2017

Subject: Accept an Offer of Dedication for Roadway Purposes for development permit DP15-03040, North Richmond area.

RECOMMENDATION(S):

ADOPT Resolution No. 2017/391 accepting an Offer of Dedication for Roadway Purposes for development permit DP15-03040, for a project being developed by Seaver Enterprises, LLC, a California limited liability company, as recommended by the Interim Public Works Director, North Richmond area. (District I)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Offer of Dedication for Roadway Purposes is required per Condition of Approval No. 25.

CONSEQUENCE OF NEGATIVE ACTION:

The Offer of Dedication for Roadway Purposes will not be recorded.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Jocelyn La Rocque, 925.
313-2315

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Ruben Hernandez, Planning DCD, Ahmad Nana, Seaver Enterprises, LLC

ATTACHMENTS

Resolution No.

2017/391

Offer of Dedication

Recorded at the request of: Craig Standafer

Return To: Simone Saleh

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐

Resolution No. 2017/391

IN THE MATTER OF accepting an Offer of Dedication for Roadway Purposes for development permit DP15-03040, for a project being developed by Seaver Enterprises, LLC, a California limited liability company, as recommended by the Interim Public Works Director, North Richmond area.

NOW, THEREFORE, BE IT RESOLVED that the following instrument is hereby ACCEPTED FOR RECORDING ONLY:

INSTRUMENT: Offer of Dedication for Roadway Purposes

APN: 409-320-032 and 408-201-034

GRANTOR: Seaver Enterprises, LLC

AREA: North Richmond

DISTRICT: I

Contact: Jocelyn La Rocque, 925. 313-2315

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Ruben Hernandez, Planning DCD, Ahmad Nana, Seaver Enterprises, LLC

Recorded at the request of:

Contra Costa County

Board of Supervisors

Return to:

Public Works Department

Engineering Services Division

Records Section

Area: 2,671 square feet

Road: Brookside Drive

Co. Road No.: 0564D

Development No.: DP15-3040-Nanawall

APN: 409-320-032 & 408-201-034

OFFER OF DEDICATION - ROAD PURPOSES

Seaver Enterprises, LLC, a California limited liability company, the undersigned, being the present title owner of record of the herein described parcel of land, do hereby make an irrevocable offer of dedication to **Contra Costa County**, a political subdivision of the State of California and its successors or assigns, for street, highway landscaping and other public purposes, including maintenance thereof, the fee title to real property situated in the County of Contra Costa, State of California, as described in Exhibit "A" and as shown on Exhibit "B" attached hereto.

It is understood and agreed that **Contra Costa County** and its successors or assigns shall incur no liability with respect to such offer of dedication, and shall not assume any responsibility for the offered parcel of land or any improvement thereon of therein, until such offer has been accepted by appropriate action of the Board of Supervisors, or of the local governing bodies of its successors or assigns.

The provisions hereof shall inure to the benefit of **Contra Costa County** and its successors or assigns and will be binding upon the title owner of record and that owner's heirs, successors or assigns.

The undersigned executed this instrument on October 11, 2017

Seaver Enterprises, LLC, a California limited liability company

Ahmad Nana

Ahmad Nana, Manager

Ahmed

JD:lad:rm

G:\GrpData\EngSvc\Forms\WORD\OF-6.doc

Rev. May 1, 2003

Approved by County Counsel - 4/29/03

ACKNOWLEDGEMENT BY NOTARY PUBLIC

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which the certificate is attached, and not the truthfulness, or validity of that document

State of California
County of Sonoma

On October 11, 2017 before me, Angela J. Haynes,
personally appeared Ahmad Wana
who proved to me on the basis of satisfactory evidence to the person(s) whose name(s) in/are
subscribed to the within instrument and acknowledged to me that he/she/they executed the same
in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument
the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

Angela J. Haynes

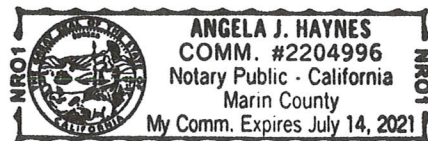


EXHIBIT A

Legal Description

DEDICATION

For widening of Brookside Drive

All that real property in the unincorporated area of Contra Costa County, being a portion of the lands of Seaver Enterprises, LLC described by deeds recorded August 9, 2011 under Official Records Document Number 2011-0157760 and April 13, 2015 under Official Records Document Number 2015-0068308, Contra Costa County Records, said portion being particularly described as follows:

Beginning at a $\frac{3}{4}$ inch iron pipe tagged LS 5087 marking a point on the southerly line of the lands of Seaver Enterprises, LLC described by deeds recorded August 9, 2011 under Official Records Document Number 2011-0157760, Contra Costa County Records, and being a point on the northerly line of Brookside Drive as shown on "Record of Survey" recorded August 28, 2014 in Book 148 of Licensed Surveyors Maps (L.S.M.) at Page 40, Contra Costa County Records, and from which point the center of a curve along the northerly side of said Brookside Drive bears S $03^{\circ}45'07''$ W; thence westerly along the arc of said curve, with a radius of 526.00 feet, through a central angle of $15^{\circ}30'27''$, an arc length of 142.37 feet, to a $\frac{3}{4}$ inch iron pipe tagged LS 5087; thence continuing along said curve and the southerly line of the lands of Seaver Enterprises, LLC as described by deed recorded April 13, 2015 under Official Records Document Number 2015-0068308, Contra Costa County Records, with a radius of 526.00 feet, through a central angle of $19^{\circ}15'24''$, and arc length of 176.78 feet; thence continuing along said line of Seaver Enterprises, LLC and Brookside Drive, S $58^{\circ}59'16''$ W, 145.20 feet; thence along the arc of a curve to the right, with a radius of 574.00 feet, through a central angle of $20^{\circ}13'52''$, an arc length of 202.68 feet, to the most westerly corner of said lands of Seaver Enterprises, LLC; thence leaving the northerly line of Brookside Drive, along the westerly line of said lands of Seaver Enterprises, LLC, N $01^{\circ}10'29''$ E, 4.09 feet; thence leaving said westerly line and following 4.00 feet northerly, measured at right angles to the southerly line of said lands of Seavers Enterprises, LLC the following courses: along the arc of a curve to the left, whose center bears N $10^{\circ}51'59''$ W, with a radius of 570.00 feet, through a central angle of $20^{\circ}08'45''$, an arc length of 200.42 feet; thence N $58^{\circ}59'16''$ E, 145.20 feet; thence along the arc of a curve to the right, tangent with the preceding course, with a radius of 530.00 feet, through a central angle of $34^{\circ}55'19''$, an arc length of 323.04 feet, to a point on the herein above referenced lands of Seaver Enterprises, LLC depicted on said "Record of Survey"; thence along said

easterly line, S 23°47'53" W, 4.26 feet, to the point of beginning, containing an area of 2,671 square feet, more or less.

A Portion of APN 409-320-032 & 408-201-034

The basis of bearings for the above description is S 23°48'01" W being the bearing of the monumented northwesterly line of the lands of Seaver Enterprises, LLC described by deed recorded August 9, 2011 under Official Records Document Number 2011-0157760, Contra Costa County Records and as shown on "Record of Survey" recorded in Book 148 of L.S.M. at Page 40, Contra Costa County Records.

Date: 10-10-17

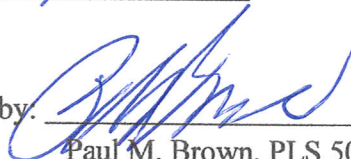
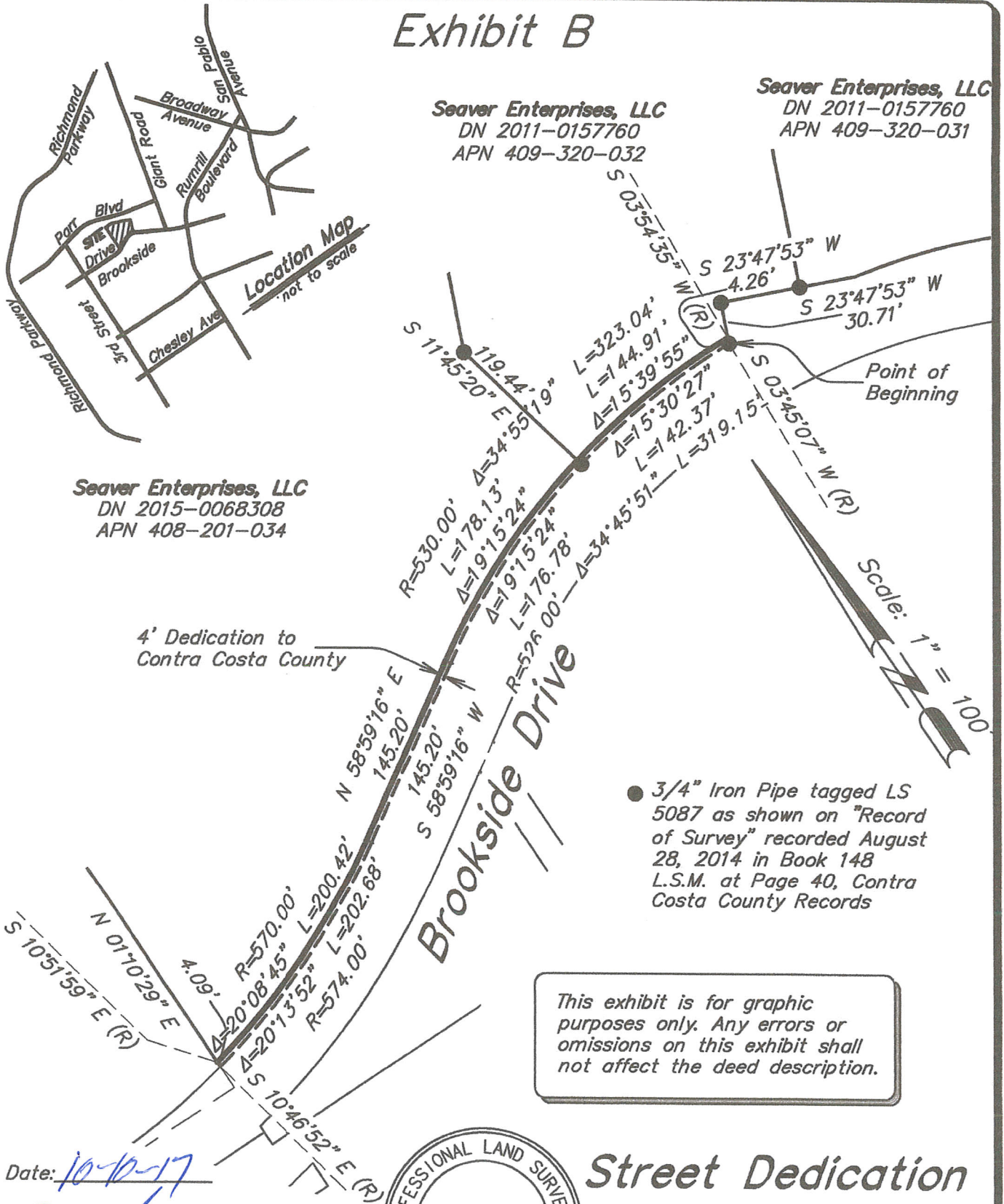
Prepared by: 
Paul M. Brown, PLS 5087



Exhibit B



Date: 10-10-17

Prepared by:

Paul M. Brown, PLS 5087
my license expires 06/30/19



Street Dedication



adobe associates, inc.
civil engineering | land surveying | wastewater
1220 N. Dutton, Ave., Santa Rosa, Ca. 95401
P (707) 541-2300; F (707) 541-2301

Job No. 14038

APN 409-320-032; 408-201-034

March 2017



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Interim Public Works Director/Chief Engineer
Date: November 7, 2017

Subject: Approve & Authorize lane closures on Dec. 3, 2017, between 4:30 p.m. to 6:30 p.m. for the Annual Alamo Tree Lighting, Alamo

RECOMMENDATION(S):

ADOPT Resolution No. 2017/402 approving and authorizing the Interim Public Works Director, or designee, to fully close the north bound lanes of Danville Boulevard between Orchard Lane and Jackson Way, and to fully close Jackson Way at the intersection with Danville Boulevard, on December 3, 2017, from 4:30 p.m. to 6:30 p.m., for the purpose of the Annual Alamo Tree Lighting event, Alamo area. (District II)

FISCAL IMPACT:

No fiscal Impact

BACKGROUND:

Application shall follow guidelines set forth by the Public Works Department.

CONSEQUENCE OF NEGATIVE ACTION:

Applicant will be unable to close the road for planned activities.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Bob Hendry (925)
674-7744

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2017/402

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐
NO: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2017/402

IN THE MATTER OF approving and authorizing the Interim Public Works Director, or designee, to fully close the north bound lanes of Danville Boulevard between Orchard Lane and Jackson Way, and to fully close Jackson Way at the intersection with Danville Boulevard, on December 3, 2017, from 4:30 p.m. to 6:30 p.m., for the purpose of Annual Alamo Tree Lighting Event, Alamo Area. (District II)

RC17-11

NOW, THEREFORE, BE IT RESOLVED that permission is granted to Community Foundation of Alamo to fully close the north bound lanes of Danville Boulevard between Orchard Lane and Jackson Way, and to fully close Jackson Way at the intersection with Danville Boulevard, except for emergency traffic, on December 3, 2017, from of 4:30 p.m. to 6:30 p.m., subject to the following conditions:

1. Traffic will be detoured via per traffic control plan reviewed by Public Works.
2. All signing to be in accordance with the California Manual on Uniform Traffic Control Devices.
3. Community Foundation of Alamo shall comply with the requirements of the Ordinance Code of Contra Costa County.
4. Provide the County with a Certificate of Insurance in the amount of \$1,000,000.00 for Comprehensive General Public Liability which names the County as an additional insured prior to permit issuance.
5. Obtain approval for the closure from the Sheriff's Department, the California Highway Patrol and the Fire District.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Bob Hendry (925) 674-7744

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Interim Public Works Director/Chief Engineer
Date: November 7, 2017

Subject: Approve and Authorize the Auditor-Controller to issue a payment of \$1,500 to the Community Foundation of Alamo for the holiday lights, Alamo area.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Auditor-Controller, or designee, to issue a payment on behalf of the Interim Public Works Director, in the amount of \$1,500 from County Service Area R-7 (CSA R-7) payable to the Community Foundation of Alamo for the holiday lights at Andrew H. Young Park, Alamo Area.

FISCAL IMPACT:

100% CSA R-7 funds.

BACKGROUND:

CSA R-7 participates in Alamo's Annual Tree Lighting Festival each year. The Community Foundation of Alamo is the sponsor of the 2017 event. CSA R-7 contributes the use of Andrew H. Young Park and provides funding to decorate the park with holiday lights. The event will take place on Sunday, December 3, 2017, from 4:30 p.m. to 6:30 p.m. The lights will be installed on or after November 15, 2017, and will remain up through the first week of January 2018. The Alamo Tree lighting event is a collaborative effort coordinated by the Community Foundation of Alamo. This expense was reviewed by the Alamo Municipal Advisory Council on May 2, 2017 when planning for the 2017-18 recreation budget and \$1,500 was recommended for this event.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Victoria Skerritt, (925)
313-2272

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Lauri Byers, District 2, Jennifer Quallick, District 2, Victoria Skerritt, Special Districts, Rochelle Johnson, Special Districts

CONSEQUENCE OF NEGATIVE ACTION:

Without Board approval this event would not be possible.

ATTACHMENTS

Alamo MAC Meeting Record of Actions for May 2, 2017

2017/18 CSA R-7 BUDGET with detail of event expenditures.

Alamo Municipal Advisory Council

Anne Struthers, Chair
Susan Rock, Vice-Chair
David Barclay
Sanjiv Bhandari
Aron DeFerrari
Clark Johnson, Alternate
Steve Mick
Kate Salisbury, Youth Member
Jill Winspear



Candace Andersen, Supervisor
Contra Costa County, District 2
309 Diablo Road
Danville, CA 94526
925-957-8860
jen.quallick@bos.cccounty.us

*The Alamo Municipal Advisory Council serves as an advisory body to the
Contra Costa County Board of Supervisors and the County Planning Agency.*

Record of Actions

Tuesday, May 2nd, 2017 6:00 p.m.

Alamo Women's Club - 1401 Danville Boulevard, Alamo

Time is allotted under Public Comment for persons who wish to speak for up to three minutes on any item NOT on the agenda. Persons who wish to speak on matters on the agenda will be heard for up to three minutes when the Chair calls for comments. After persons have spoken on an agenda item, the public comment period will be closed by the Chair and the matter is subject to discussion and/or action by the MAC. Persons wishing to speak must fill out a speaker card.

1. CALL TO ORDER - PLEDGE OF ALLEGIANCE - ROLL CALL

The meeting was called to order at 6:00 p.m.

Alamo Municipal Advisory Council members present: Chair Anne Struthers, Susan Rock, David Barclay, Steve Mick, Aron DeFerrari, Sanjiv Bhandari, Jill Winspear, Clark Johnson and Kate Salisbury

2. STAFF/AGENCY REPORTS

A. District II Staff Update - The next Alamo Liaison meeting is scheduled for May 15th, 2017, beginning at 8:30 a.m.
Location: Supervisor Andersen's Office 309 Diablo Road, Danville.

The Board of Supervisors at the 5/2 meeting opted to move forward with seeking a Joint Powers Agreement with Marin Clean Energy (MCE). This will most likely take place in 2018 with enrollment for customers taking place at that time.

Staff is possibly seeking new location for MAC meetings. Currently working with Alamo Women's Club on rental rate. Checking with San Ramon Valley Unified School District on available options as well.

B. San Ramon Valley Fire Protection District, Deputy Chief Derek Krause offered an update on Station 52 a bit later in the meeting. Projected new open date for fire house is first week of June 2017. District will be hosting a open house sometime in May. Invitations to MAC to be sent out by District Clerk.

3. PUBLIC COMMENT (3 minutes/speaker)

Pursuant to the Brown Act, this time is provided for members of the public and community groups to address the committee on matters within the committee's jurisdiction and not on the agenda. An opportunity will be provided as part of each agenda item for public comment on the item. Time allowed for each individual is three minutes. The Chair will recognize only those speakers who have filled out and turned in a speaker card.

4. PRESENTATIONS – Hemme Station Park

****Hemme Station Park Update was moved from 'Old Business' to 'Presentation' to accommodate Jeff Adams, PhD, PE from Engeo Inc. Report on the SUPPLEMENTAL CHARACTERIZATION REPORT ****

Adele Ho, Project Manager for the park, first offered an introduction and history of the park site.

The studies that were conducted were; Kleinfelder in 2005, Engeo in 2014, Engeo in 2016, and a supplemental report by Engeo in 2017. The County did CEQA on the property with no comments offered during the 30-day public comment period.

Because of resident concerns over environmental sampling, additional soil sampling was completed, as well as Ground Penetrating Radar/Magnetometer testing to look for any underground anomalies (such as tanks).

The GPR/Mag testing was done on the eastern third of the property, as the western two thirds historically always had orchards on it. The testing found no anomalies indicating underground storage gasoline tanks existed onsite.

The soil samples were submitted for testing. Tests were run for petroleum hydrocarbons, volatile organic compounds, and metals. Based on the review of the analytical results, it is Engeo's opinion that there is no evidence of impact to the property due to the former gas station. There were two exceedances for lead in two surface samples that appear to be anomalous and likely attributed to aerially deposited lead from historic combustion of lead-containing gasoline by motor vehicles on Danville Blvd.

For the two samples that did have higher than expected levels of lead, it was recommended by Engeo that 12-inches of that soil be removed and replaced. This was unanimously supported by the MAC to ensure resident safety. It is of the consultant's opinion that the property does not pose a risk to future park users.

Public Comment:
Edwin Wolske
Kristen Threlkeld
Jennifer Joaquin
Sharon Burke
Cheryl Iacone
David Cardiff

5. NEW BUSINESS

A. Review and approve the 2017-18 Hap Magee Ranch Park Maintenance & Operating Budget and the 2017-18 Budget Proposals for CSA R-7, Zones 36, 45 and 54, presented by Victoria Skeritt, Special Districts.

Public Comment:
Sharon Burke

Member Barclay moved to approve the R-7 2017-18 budget, with a second by Member DeFerarri. Ayes: DeFerarri, Barclay, Bhandari, Rock, Struthers, Mick, Winspear Naves: None. Motion passes unanimously

B. Development Plan application #DP17-3008. The applicant requests approval of a development plan review to install 4 new windows and 1 new door to an existing commercial building. Site address is 225 Alamo Plaza in Alamo.

Public Comment:
Mike Gibson, AIA
Joan Huber
Cindy Johnson, Donahue Schriber
Sandra Fink

Member DeFerarri moved to 'Approve' the application with the following conditions of approval;

1) The owner of Alamo Plaza, Donahue Schriber, along with the applicant, Mr. Cassano, report back to the MAC every 6 months, after the first traffic study is presented to the MAC to report on the assessment and the possible continuing impact on parking presented by Alamo Salon Suites.

2) That the signage conforms to the Alamo Sign Program adopted by the ownership of Alamo Plaza and approved by Contra Costa County Department of Conservation and Development in having a back plate that is not taller than 42 inches in height.

Motion was seconded by Member Barclay.

***Ayes: DeFerarri, Barclay, Bhandari
Naves: Rock, Struthers, Mick, Winspear***

Motion did not pass.

C. Variance Permit application #VR17-1012. The applicant requests approval of a 19 foot, 2-inch side yard (where 20 feet is required) for the construction of a 787-square foot 2nd floor residential addition over the existing garage and bedroom. Property is located at 954 Forest Lane in Alamo.

Public Comment:
Mike Gibson, AIA

***Member DeFerarri moved to 'Approve' the application as it was presented with a second by Member Barclay.
Ayes: DeFerarri, Barclay, Bhandari, Rock, Struthers, Mick, Winspear Naves: None. Motion passes unanimously***

D. Variance Permit application #VR17-1014. The applicant requests approval of variances to construct a 402-square foot garage with a 5-foot front yard (where 25 feet is the minimum) and a 5-foot side yard (where 15-feet is the minimum). Property is located at 2716 Miranda Avenue in Alamo.

Public Comment:
Mike Gibson, AIA

Member Barclay recommended to 'Deny' the application as currently presented. However, if DCD could find a reason and/or a hardship could be found, and the variance supported due to the issue of having the proposed setback due to the creek that runs through the property, the MAC could support said variance.

Second by Member DeFerri.

Ayes: Barclay, DeFerri, Mick, Rock, Struthers, Bhandari, Winspear, Johnson

Nays: None

6. OLD BUSINESS

1. Hemme Station Park – Please see ‘PRESENTATION’ portion of the Agenda.

2. Downtown Alamo Roundabout – Public Works continues to process and prepare paperwork as best they can. Unfortunately, teams are dealing with other public works transportation emergencies in the county due to the winter storms and the washing away and sliding of roadways in some parts of the County. Because of this the formal design process has not yet started.

The Maintenance team hopes to get a survey crew out onsite in May to begin surveying to prepare topography maps. Team would also like to review the tree-wells along Danville Blvd. and place decomposed granite in where needed.

Additionally, the Downtown Subcommittee talked about educating the public on the need for the roundabout and how to go about doing that. The thought was to have small presentations at various public meetings; i.e. Rotary, Kiwanis, PTA's, HOA's, etc. Member Rock has offered to take the lead on this role.

The committee would also like to have an informational table at the music and movie events in Livorna Park this summer. A Member of the MAC could staff to help address and answer questions. A hot sheet has been generated by public works and could be distributed as necessary.

7. CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered by the Alamo MAC to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Alamo MAC or a member of the public prior to the time the Alamo MAC votes on the motion to adopt.

A. Approve April 4th, 2017 Record of Actions.

Motion by Member Barclay to accept the ROA's as provided by staff. Second by Member Winspear. Motion passes unanimously.

8. SUBCOMMITTEE REPORTS - *Updates provided when available*

Alamo AOB Subcommittee for Schools:

Alamo AOB Subcommittee for Downtown:

Alamo Police Services Advisory Committee:

At P2 meeting, Deputy Topete reminded residents to lock up when leaving the house and not to leave belongings in cars, etc. CHP provided a report of tickets for the month and ALPR camera proposal continues to move forward.

Land Use Planning Subcommittee:

Parks and Recreation subcommittee:

Hap Magee Dog Park Subcommittee: Member Johnson will serve as the representative for this subcommittee.

9. CORRESPONDENCE (the following items are listed for informational purposes only and may be considered for discussion at a future meeting).

A. None.

10. COMMENTS BY MEMBERS OF THE ALAMO MAC

11. FUTURE AGENDA ITEMS

12. ADJOURNMENT

A. Meeting adjourned at 9:03 P.M. to the Alamo MAC meeting on **June 6th** at 6:00 P.M. at the Alamo Women's Club located at 1401 Danville Boulevard, Alamo.

The Alamo Municipal Advisory Council will provide reasonable accommodations for persons with disabilities planning to attend the meeting who contact Supervisor Candace Andersen's office at least 72 hours before the meeting at 925-957-8860.

Materials distributed for the meeting are available for viewing at the District 2 Office at 309 Diablo Road, Danville, CA 94526. To receive a copy of the Alamo MAC agenda via mail or email, please submit your request in writing using a speaker card or by contacting Supervisor Andersen's office at 925-957-8860. Complete name and address must be submitted to be added to the list.

Alamo Parks and Recreation, CSA R-7A

2017-18 Budget Proposal

		FY 15/16	FY 16/17	FY 16/17	FY 17/18
		Year End Totals	Budget	Estimated End of Year Totals	Proposed Budget
7758	County Service Area R-7A				
	Fund Balance	\$3,509,224	3,466,358	\$3,466,358	\$1,987,085
Ledger Code	REVENUE:				
9000, 9100, 9385, 9580	Taxes	1,025,383	1,000,000	1,078,000	1,080,000
9400	Interest Earned	14,722	12,000	11,102	12,000
9500-9595	Measure WW Funds	43,576	432,347	322,973	354,706
9600	Alamo Sports Field Fees	8,679	6,000	7,263	7,300
	TOTAL REVENUE	1,092,359	1,450,347	1,419,338	1,454,006
	REVENUE PLUS FUND BALANCE	4,601,583	4,916,705	4,885,697	3,441,091
	EXPENSES:				
	Services and Supplies				
2100	Office Expense	0	100	100	100
2120	Utilities	8,301	10,000	10,000	10,000
2281/2282	Trash/Custodial	14,658	16,000	17,700	33,000
2310	Hap Magee Operations	166,863	190,186	190,186	191,351
2310	YMCA Services	26,567	33,110	15,000	0
2310	Other Contracted Services	33,897	26,502	25,000	35,000
Various	Recreation Supplies	9,851	11,198	10,000	10,800
SUBTOTAL	Services and Supplies Total	260,136	287,096	267,886	280,251
	Other Charges				
3611	County Counsel; Assessment Admin.	8,929	10,600	10,600	10,600
3619	Prop Tax, Lease Management	2,861	6,100	6,200	6,200
3620	Grounds Maintenance	340,644	254,500	246,000	288,000
SUBTOTAL	Other Charges Total	352,434	271,200	262,800	304,800
	Fixed Assets (Capital Improvements)				
4766	Hap Magee Park Imps	6,933	82,500	82,500	266,250
4703	Hemme Station Park Construction	212,479	1,400,000	1,637,521	0
4702	Livorna Park Bocce Ball Courts	186,356	432,347	533,495	0
SUBTOTAL	Fixed Assets (Capital Improvements) Total	405,767	1,914,847	2,253,516	266,250
	Public Works Staff (Administration)				
5011	Public Works Staff (Administration)	116,886	138,900	114,409	148,900
	Public Works Staff (Administration) Total	116,886	138,900	114,409	148,900
	TOTAL EXPENSES	1,135,224	2,612,043	2,898,611	1,000,201
	Net	(42,865)	(1,161,696)	(1,479,273)	453,805
	Fund Balance (Park Development/Reserve)	\$3,466,358	\$2,304,662	\$1,987,085	\$2,440,890
ADDITIONAL PARK DEVELOPMENT FUNDS - ALAMO					
	Park Dedication Fees	\$208,917			
	Measure WW (EBRPD Bond)	\$817,931			
	Less amount reimbursed as of 6/30/16 <\$140,252>				
	Measure WW Balance	\$677,679		12/31/2018.)	

Alamo Parks and Recreation, CSA R-7A

Administration and Miscellaneous

	FY16/17	FY16/17	FY16/17
	Budget	End of Year Totals	Proposed Budget
Service and Supplies	\$300	300	300
Assessment Admin./County Counsel	10,000	10,000	10,000
YMCA Program	33,110	15,000	0
Public Works Staff (Administration)	74,000	60,000	74,000
Total	117,410	85,300	84,300

Alamo Parks and Recreation, CSA R-7A

Parks

Livorna Park			
	FY 16/17	FY 16/17	FY 17/18
	Budget	Estimated End of Year Totals	Proposed Budget
Services and Supplies	\$33,000	40,000	40,000
Grounds Maintenance	170,000	170,000	170,000
Livorna Park Bocce Ball Courts	432,347	533,495	0
Public Works Staff (Administration)	25,000	11,000	25,000
Total	660,347	754,495	235,000
Alamo Elementary School			
Services and Supplies	5,000	5,000	5,000
Grounds Maintenance	45,000	35,000	45,000
Public Works Staff (Admin.)	4,000	4,000	4,000
Total	54,000	44,000	54,000
Andrew H. Young Park			
Services and Supplies	3,000	3,000	3,000
Grounds Maintenance	35,000	20,000	25,000
Public Works Staff (Admin.)	2,000	2,000	2,000
Total	40,000	25,000	30,000
Rancho Romero School			
Prop Tax/Insurance, Lease Management	100	100	100
Public Works Staff (Admin.)	100	100	100
Total	200	200	200
Hap Magee Ranch Park			
Hap Magee Operations (Supplies & Serv	190,186	190,186	191,351
County Counsel	600	600	600
Prop Tax, Lease Management	6,000	6,100	6,100
Capital Improvements	82,500	82,500	266,250
Public Works Staff (Admin.)	1,000	1,000	1,000
Total	280,286	280,386	465,301
Iron Horse Trail Corridor			
Grounds Maintenance	3,000	3,000	3,000
Public Works Staff (Admin.)	1,000	500	1,000
Total	4,000	3,500	4,000
Hemme Station Park			
Services and Supplies	0	6,000	17,000
Grounds Maintenance	1,500	18,000	45,000
Hemme Station Park	1,400,000	1,637,521	0
Public Works Staff (Admin.)	0	5,000	10,000
Total	1,401,500	1,666,521	72,000
Parks Summary			
	FY 16/17	FY 16/17	FY 17/18
	BUDGET	Estimated End of Year Totals	Proposed Budget
Services and Supplies	231,186	244,186	256,351
Grounds Maintenance and other charge	261,200	252,800	294,800
Capital Improvements	1,914,847	2,253,516	266,250
Public Works Staff (Admin.)	33,100	23,600	43,100
Total	2,440,333	2,774,102	860,501

Alamo Parks and Recreation, CSA R-7A

Events

	FY16/17	FY16/17	FY17/18
	Budget	Estimated End of Year Totals	Proposed Budget
Movie Under the Stars			
Services and Supplies	\$4,000	4,100	4,100
Public Works Staff (Administration)	8,500	8,303	8,500
Total	12,500	12,403	12,600
Summer Concert Series			
Services and Supplies	17,000	17,800	18,000
Public Works Staff (Administration)	23,000	22,506	23,000
Total	40,000	40,306	41,000
Tree Lighting			
Services and Supplies	1,500	1,500	1,500
Public Works Staff (Administration)	300	0	300
Total	1,800	1,500	1,800
Events Summary			
	FY16/17	FY16/17	FY17/18
	BUDGET	Estimated End of Year Totals	Proposed Budget
Services and Supplies	22,500	23,400	23,600
Public Works Staff (Administration)	31,800	30,809	31,800
Total Event Summary	54,300	54,209	55,400



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Interim Public Works Director/Chief Engineer
Date: November 7, 2017

Subject: Approve and authorize the Interim Public Works Director, to fully close a portion of Knightsen Ave. and 2nd St., on Nov. 19, 2017, Knightsen area.

RECOMMENDATION(S):

ADOPT Resolution No. 2017/374 approving and authorizing the Interim Public Works Director, or designee, to fully close a portion of Knightsen Avenue between Delta Road and Curlew Connex, and all of 2nd Street on November 19, 2017, from 2:00 p.m. to 7:00 p.m., for the purpose of the Christmas Tree Lighting and Parade, Knightsen area. (District III)

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Applicant shall follow guidelines set forth by the Public Works Department.

CONSEQUENCE OF NEGATIVE ACTION:

Applicant will be unable to close the road for planned activities.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Bob Hendry 925.
674-7744

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2017/374

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐
NO: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2017/374

ADOPT Resolution No. 2017/374 approving and authorizing the Interim Public Works Director, or designee, to fully close a portion of Knightsen Avenue between Delta Road and Curlew Connex, and all of 2nd Street, on November 19, 2017, from 2:00 p.m. to 7:00 p.m., for the purpose of the Christmas Tree Lighting and Parade, Knightsen area. (District III)

RC17-12

IT IS BY THE BOARD RESOLVED that permission is granted to Knightsen Garden Club/Knightsen TAC to fully close Knightsen Avenue between Delta Road and Curlew Connex, and all of 2nd Street , except for emergency traffic, on November 19, 2017, for the period of 2:00 p.m. to 7:00 p.m., subject to the following conditions:

1. Traffic will be detoured via per traffic control plan reviewed by Public Works.
2. All signing to be in accordance with the California Manual on Uniform Traffic Control Devices.
3. Knightsen Garden Club/Knightsen TAC shall comply with the requirements of the Ordinance Code of Contra Costa County.
4. Provide the County with a Certificate of Insurance in the amount of \$1,000,000.00 for Comprehensive General Public Liability which names the County as an additional insured prior to permit issuance.
5. Obtain approval for the closure from the Sheriff's Department, the California Highway Patrol and the Fire District.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Bob Hendry 925. 674-7744

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: Keith Freitas, Airports Director
Date: November 7, 2017

Subject: Update Regarding the Economic Development Incentive Program and Strategic Plan Priority Initiatives for the Buchanan Field and Byron Airports

RECOMMENDATION(S):

RECEIVE update regarding the Economic Development Incentive Program and Strategic Plan priority initiatives to strengthen and grow the Buchanan Field and Byron Airports. Concord and Byron Areas (District III and District IV).

FISCAL IMPACT:

Positive economic impacts from increased rent revenue, possessory interest taxes, transient occupancy tax, and sales tax would benefit both the Airport Enterprise Fund and County General Fund. Any expenditures would be only by Airport Enterprise Fund.

BACKGROUND:

In 2013, the Airports Division created a business retention and attraction program to strengthen and grow the Buchanan Field and Byron Airports (Airports). Airports staff began an Economic Development Incentive Program (EDIP) process to develop a program that would be most successful in retaining and attracting new aviation tenants and businesses. The EDIP had a diverse working group that represented leasehold tenants, businesses, flight clubs, County hangar and tie-down tenants, and the Aviation Advisory Committee. The EDIP was designed to address a variety of airport issues and generate high stakeholder involvement to best address business/tenant needs and be consistent with the Airport Master Plan. The goal was to inspire creativity and innovative approaches to make the Contra Costa County Airport system unique and entice people and businesses to come check out the Airports. The EDIP process was completed in late 2015 and concluded with a large projects/programs prioritization list for both Airports.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Beth Lee, (925)
681-4200

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Laura Strobel, Senior Deputy County Administrator

BACKGROUND: (CONT'D)

> After completing the EDIP process, the Airports Division completed an update to its strategic plan, in August 2017, to create a pathway that best positions the Airports for regional competitiveness. The top identified priority projects/programs mirrored those identified during the EDIP Process. The top four priorities are listed and detailed below:

1. Evaluate rates and charges to increase regional marketplace competitiveness
2. Develop a Terminal building to create a hub or “heart” of Buchanan Field
3. Construct hangar(s) with office space at Byron Airport to attract new business tenants
4. Make aesthetic improvements to signage and landscaping at both airports

1. Evaluate rates and charges to increase regional marketplace competitiveness.

Airports staff initiated this project in 2013 by conducting a market rate rent comparison. Staff found that, in general, aviation rents at the Airports are at the high end for the regional market, which could negatively affect our ability to attract new and retain existing tenants. Many, but not all, of the Airports leases and rental agreements include annual Consumer Price Index (CPI) rent adjustment. To keep the rates from further increasing above the region, a one-year waiver CPI was approved in 2013 and another 3 year waiver was approved in 2016 by the Board of Supervisors (Board) for aviation tenants. The CPI waivers have been a crucial component in the economic retention and development program for the Airports and are set to expire on April 1, 2019.

The next step will be updating the Airports rates and charges. Airports staff will convene a diverse working group of various aviation tenants and the Aviation Advisory Committee, to help staff develop rates and charges that would be more competitive in the regional marketplace. As such, it is likely that Airports staff will later recommend a fee reduction of its hangar and tie-down rates. It is expected that if rates and charges ultimately go down, the reduced revenue may delay implementation of some improvement projects at the Airports. The rates and charges schedule will be vetted through the public process in advance of scheduling this item before the full Board for their review and approval, which is anticipated in mid-2018.

2. Develop a terminal building to create a hub or “heart” of Buchanan Field.

A terminal building will create a central airport destination that is absent from Buchanan Field. The hub will provide a permanent home for the Airports Division as it currently rents office space from a tenant. The general design is a facility that would also accommodate the Airports Administration Office (converting our rental stream into an ownership opportunity) with additional flexible space that can be used for public meetings, serve the general aviation community, and potentially attract commercial or charter aviation service.

3. Construct hangar(s) with office space at Byron Airport to attract new business tenants.

Byron Airport does not have available hangar and office space to attract new tenants. Development of business hangar(s) with office space will provide the foundation to increase services and grow aviation use at the airport. Attracting new businesses is necessary for Byron Airport to achieve financial self-sufficiency.

4. Make aesthetic improvements to signage and landscaping at both Airports.

Aesthetic improvements at both Airports' major entry ways will improve public perception and perceived Airports value. New signage is necessary to better market the Airports by increasing visibility through improved advertisement of airport services. Enhanced landscaping will provide an inviting, memorable and welcoming atmosphere for new and longtime tenants and visitors.

The projects will be vetted through the public process in advance of scheduling before the full Board for their review and approval.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to better position the Airports Division in the competitive regional market may prompt a loss of aviation tenants, businesses and associated revenue.



Contra
Costa
County

To: Contra Costa County Flood Control District Board of Supervisors

From: Brian M. Balbas, Interim Public Works Director/Chief Engineer

Date: November 7, 2017

Subject: Marsh Creek Reservoir Habitat and Capacity Restoration — Delta Conservancy Proposition 1 Ecosystem Restoration and Water Quality Grant Program.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Interim Chief Engineer, Contra Costa County Flood Control and Water Conservation District (FC District), or designee, to apply for grant assistance in the form of the Sacramento–San Joaquin Delta Conservancy (Delta Conservancy), Proposition 1 Grant in the amount of \$285,000, for planning of the Marsh Creek Reservoir Habitat and Capacity Restoration Project, Brentwood/Oakley area.

FISCAL IMPACT:

Grant amount requested is \$285,000 (75% of the project cost) from the Delta Conservancy. The FC District would contribute \$95,000 (25%) from Flood Control Zone 1 Funds towards this project. (Project No. 7521-6D8495)

BACKGROUND:

The FC District owns and manages the Marsh Creek Reservoir, which was created in 1962 by constructing a dam over Marsh Creek. The Reservoir significantly reduces flood risk to the downstream communities of Brentwood and Oakley. The Reservoir is surrounded by seasonal wetland and wildlife habitat. The FC District intends to initiate a community-based, collaborative planning project to develop a multi-objective plan to enhance the Marsh Creek watershed ecosystem, increase its resilience to climate change, extend the reservoir's useful life, improve the quality of life for Delta residents, and improve recreational

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Gus Amirzehni, (925)
313-2128

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tim Jensen, Flood Control, Paul Detjens, Flood Control, Gus Amirzehni, Flood Control, Catherine Windham, Flood Control

BACKGROUND: (CONT'D)

opportunities in the Delta Region.

In response to a call from the Delta Conservancy, the FC District submitted a concept proposal in August 2017 with the intent to apply for funds from the Proposition 1 Ecosystem Restoration and Water Quality Grant Program. Known as Proposition 1, the Water Quality, Supply, and Infrastructure Improvement Act of 2014 was approved by California voters in November 2014. Proposition 1 allocates \$50 million to the Delta Conservancy for competitive grants for multi-benefit ecosystem and watershed protection and restoration projects in accordance with statewide priorities. Submitting a concept proposal was required in order to qualify for submitting a full grant application. The FC District has been invited to submit a full grant application to the Delta Conservancy.

If selected for funding, this grant will become effective next summer. The FC District will fund its \$95,000 share out of Flood Control Zone 1 ad valorem tax revenue during the next budget cycle.

CONSEQUENCE OF NEGATIVE ACTION:

Without the Board of Supervisors' approval, the FC District will not be able to apply for the Delta Conservancy Proposition 1 grant program.



Contra
Costa
County

To: Board of Supervisors
From: Brian M. Balbas, Interim Public Works Director/Chief Engineer
Date: November 7, 2017

Subject: Approve the contingency fund increase for the Buchanan Airport Taxiway Echo & Kilo Improvements Project, Concord area.

RECOMMENDATION(S):

APPROVE the Buchanan Airport Taxiway Echo & Kilo Improvements Project contingency fund increase of \$90,000 for a new contingency fund total of \$245,996.10, and a new payment limit of \$1,805,957.10, effective November 7, 2017, as recommended by the Interim Public Works Director, Concord area. Project No. 4855-4653-SAS-6X5322, Federal Project No. AIP 3-06-0050-021.

FISCAL IMPACT:

Extra work is being funded by 100% Airport Enterprise Funds.

BACKGROUND:

Additional funds are necessary to pay the contractor, Granite Rock Company, for additional costs to be incurred as the result of adding paving to the project's scope at the request of our Airport Division.

The contingency fund increase is necessary to compensate the contractor for the unforeseen extra work.

CONSEQUENCE OF NEGATIVE ACTION:

The lack of approval would prevent successful completion of the extra work and prevent payment for the additional work performed by the contractor.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Kevin Emigh, 925.
313-2233

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra Costa County

To: Board of Supervisors
From: David Twa, County Administrator
Date: November 7, 2017

Subject: Claims

RECOMMENDATION(S):

DENY claims filed by Allstate Insurance as subrogee of Zheng Zhang, Antioch Mini Storage, Alison Clegg, Geico a subrogee of Romeo Ronquillo, Lynda Frandsen POA for Terry Meneze, State Farm Insurance a subrogee of Natalie Holt, Keith Tokita, and United Financial Casualty Company.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Allstate Insurance as subrogee of Zheng Zhang: Property claim for damage to vehicle in the amount of \$1,222.82
Antioch Mini Storage: Property claim for damage to gate in the amount of \$551.33
Alison Clegg: Property claim for damage to fence in the amount of \$4,950.
Geico a subrogee of Romeo Ronquillo: Property claim for damage to vehicle in the amount of \$3,406.89
Lynda Frandsen POA for Terry Meneze: Property claim for loss of purse in the amount of \$500.
State Farm Insurance a subrogee of Natalie Holt: Property claim for damage to vehicle in the amount of \$4,048.27
Keith

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Scott Selby
925.335.1400

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Tokita: Personal injury claim for bicycle accident in an amount to exceed \$5,000

United Financial Casualty Company a subrogee of Yunjae Baek: Property claim for damage to vehicle in the amount of \$7,605.52



Contra
Costa
County

To: Board of Supervisors
From: Karen Mitchoff, District IV Supervisor
Date: November 7, 2017

Subject: Recognizing Veterans in Contra Costa County

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Colleen Isenberg,
925-521-7100

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2017/405

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2017/405

Recognizing the Contra Costa County Veterans in Contra Costa County

Whereas, on Veterans Day, we pay tribute to the service and sacrifice of the men and women who in defense of our freedom have bravely worn the uniform of the United States; and

Whereas, today, we are reminded of our solemn obligation; to serve our veterans as well as they have served us; and

Whereas, our veterans have defended our nation's ideals established by our founding fathers, protected the innocent, and liberated the oppressed from tyranny and terror; and

Whereas, the freedom and security enjoyed by Americans is the direct result of the sacrifices of those who have served and who are serving in our Armed Forces; and

Whereas, our veterans have served with honor, courage, and commitment in World War II, Korea, Vietnam, Desert Storm, Afghanistan, Iraq, and other military actions protecting our freedoms; and

Whereas, our veterans who fought to protect our democracy are strengthening it here now back at home. Once leaders in the Armed Forces, they are now pioneers of industry and pillars of their communities. Their character reflects our enduring American spirit, and in their example, we find inspiration and strength; and

Whereas, many of our veterans continue to serve one another through the over 20 veteran services organizations throughout Contra Costa County that continue to provide invaluable services to our veterans: assistance with health claims, job training programs, community support, and countless hours of volunteer services throughout our communities; and

Whereas, we will never forget the heroes who have made the ultimate sacrifice and all those who have not yet returned home.

Now, Therefore, Be It Resolved that the Board of Supervisors of Contra Costa County does hereby recognize and honor the men and women of our country, who have served, and who are serving, in our Armed Forces of the United States in observance of Veterans Day, 2017.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
District III Supervisor

KAREN MITCHOFF
District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Federal D. Glover, District V Supervisor
Date: November 7, 2017

Subject: Recognizing Small Business Saturday in Contra Costa County on November 25, 2017

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Lynn Enea, (925)
335-8200

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2017/385

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2017/385

Recognizing Small Business Saturday in Contra Costa County on November 25, 2017

WHEREAS, Contra Costa County celebrates our local small businesses and the contributions they make to our local economy and community; according to the United States Small Business Administration, there are currently 28.8 million small businesses in the United States, they represent 99.7 percent of all businesses with employees in the United States, are responsible for 63 percent of net new jobs created over the past twenty years; and

WHEREAS, small businesses employ 48 percent of the employees in the private sector in the United States; and

WHEREAS, on average, 33 percent of consumer's holiday shopping will be done at small, independently-owned retailers and restaurants; and

WHEREAS, 91 percent of all consumers believe that supporting small, independently-owned restaurants and bars is important; and

WHEREAS, 76 percent of all consumers plan to go to one or more small businesses as part of their holiday shopping; and

WHEREAS, Contra Costa County supports our local businesses that create jobs, boost our local economy and preserve our neighborhoods; and

WHEREAS, advocacy groups as well as public and private organizations across the country have endorsed the Saturday after Thanksgiving as Small Business Saturday.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of Contra Costa County does hereby honor and recognize Small Business Saturday in Contra Costa County on November 25, 2017 and urge the residents of our community, and communities across the country, to support small businesses and merchants on November 25th and throughout the year.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
District III Supervisor

KAREN MITCHOFF
District IV Supervisor

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ATTESTED: November 7, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: Adoption Awareness Month

RECOMMENDATION(S):
Adoption Awareness Month

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Elaine Burres,
608-4950

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

ATTACHMENTS

Resolution No.
2017/400

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2017/400

ADOPTION AWARENESS MONTH

WHEREAS, all children deserve a safe, loving and supportive environment and place to call home; and
WHEREAS, Contra Costa County comes together as a community to celebrate our community's adoptive families and raise awareness about the number of children and teens who are still waiting for a permanent home; and
WHEREAS, in 2016, adoption was the permanency plan for 124 children in Contra Costa County, including adoptions by former foster parents, family members, and non-relatives; and
WHEREAS, nearly 2,000 children in the County are receiving adoption assistance and post-adoption support; and
WHEREAS, adoptions are one of the successful outcomes that can play a role in preventing child abuse and neglect; and
WHEREAS, adopted children and teens need extra patience and support to help them overcome previous hardships, obtain stable home environments, or receive placements as part of a sibling group; and
WHEREAS, many of these children have special needs related to physical, mental or emotional disabilities and need the support that adoptive families can provide; and
WHEREAS, there are families able and willing to adopt children who have a range of needs; and
WHEREAS, there are no restrictions on who can adopt based on race, ethnicity, religion, physical ability, income, sexual orientation or expression, gender identity, marital status; and
WHEREAS, adoption of children by family members encourages increased stability, higher levels of permanency, more likelihood of staying connected to siblings, greater preservation of cultural identity, and positive behavioral and mental health outcomes due to placements with relative caregivers; and
WHEREAS, the many children in our local foster care program need and deserve the security and nurturing of permanent families, whether they are related or not; and
WHEREAS, Children & Family Services in Contra Costa County offers concurrent planning, enabling the placement of children in a potential adoptive home while working with the birth family to help overcome challenges and support reunification efforts; and
WHEREAS, adoptive parents and families who have adopted children require and deserve community and public agency support.

NOW, THEREFORE, BE IT RESOLVED: that the Board of Supervisors, does hereby proclaim November 2017 as Adoption Awareness Month in Contra Costa County.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
District III Supervisor

KAREN MITCHOFF
District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: November as Homelessness Awareness Month Proclamation

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Lavonna Martin,
925-313-7704

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Jaime Jennett

ATTACHMENTS

Resolution No.
2017/406

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2017/406

Proclaiming November as Homelessness Awareness Month.

WHEREAS, the month of November is recognized as Homelessness Awareness Month in the United States; and
WHEREAS, the purpose of the proclamation is to educate the public and advocate with and on behalf of people experiencing homelessness about the many reasons people are homeless including the shortage of affordable housing in Contra Costa County; and to encourage support for homeless assistance service providers as well as community service opportunities for students and school service organizations; and
WHEREAS, there are many organizations committed to sheltering, providing supportive services and basic resources to people experiencing homelessness including Anka Behavioral Health, Bi Bett, Berkeley Food and Housing Project, Bay Area Rescue Mission, Catholic Charities, Contra Costa Health Services, Contra Costa Interfaith Housing, Contra Costa Crisis Center, Greater Richmond Interfaith Program, Housing Authority of Contra Costa, Lifelong Medical Care, Monument Crisis Center, Northern California Family Center, Resources for Community Development, Satellite Affordable Housing Associates, SHELTER, Inc., STAND! For Families Free of Violence, Trinity Center, and Winter Nights; and
WHEREAS, the Board of Supervisors recognizes that homelessness continues to be a serious problem for many individuals and families in Contra Costa; and
WHEREAS, 6,105 persons in Contra Costa accessed homeless services in Contra Costa in FY 16-17; and
WHEREAS, 640 families, including 746 minors accessed homeless services in Contra Costa in FY 16-17; and
WHEREAS, 86% of homeless veterans in Contra Costa have been homeless for 12 months or more; and
WHEREAS, 80% of people experiencing homelessness in Contra Costa lost their housing in Contra Costa; and
WHEREAS, Contra Costa has the shelter capacity to meet only 41% of the need for single adults; and
WHEREAS, a report by California Housing Partnership in 2017 found that Contra Costa County needs over 30,000 more affordable rental homes to meet the needs of its lowest income renters.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby proclaims November as Homelessness Awareness Month and encourages all citizens to recognize that thousands of people in Contra Costa do not have housing and need support from citizens, and private/public nonprofit service entities.

FEDERAL D. GLOVER

Chair, District V Supervisor

JOHN GIOIA

District I Supervisor

CANDACE ANDERSEN

District II Supervisor

DIANE BURGIS

District III Supervisor

KAREN MITCHOFF

District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: 2017 Urban Shield Exercise, Continuing Challenge

RECOMMENDATION(S):

ADOPT Resolution No 2017/408 recognizing Daniel Vazquez and David LeCount for winning the 2017 Continuing Challenge Hazard Categorization (HazCat) contest.

BACKGROUND:

The Continuing Challenge Workshop provides training with a hands-on approach for first responders. The Workshop annually has approximately 800 students from all over the state and the nation who learn how to handle major Chemical, Biological, Radiological, Nuclear, and Explosives (CBRNE) incidents. The classes are taught in the classroom or out in the field by over 100 instructors.

The Continuing Challenge is one of the training workshops that focuses on providing hazardous materials response personnel an opportunity to learn means to respond to hazardous material incidents. The Workshop provides the latest technology and provides experts on many different subjects to lead learning experiences.

Each year one of the highlights of the Workshop is the "Name the Unknowns" HazCat contest. Twelve teams are given eight unknown chemicals in which they need to identify and assign a hazard category (e.g., flammable or corrosive) within 30 minutes. The team that is able to identify the most chemicals and/or provide hazard categories wins.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Randy Sawyer,
925-335-3210

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, Randy Sawyer, Marcy Wilhelm

BACKGROUND: (CONT'D)

The Health Services' Hazardous Materials Incident Response Team of Daniel Vazquez and David LeCount participated and won the 2017 HazCat contest. Daniel and David, at the last moment, decided to participate with their training as part of the Health Services' Hazardous Materials Response Team and were able to win this contest.

ATTACHMENTS

Resolution No. 2017/408

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2017/408

Recognizing the Contra Costa Hazardous Materials Incident Response Team Members Daniel Vazquez and David LeCount Continuing Challenge Hazard Categorization Contest First Place.

Whereas, Continuing Challenge is an annual workshop for hazardous material response teams with participation from throughout the state and other states; and

Whereas, Continuing Challenge started the annual workshops in 1990 to provide training, networking and hands-on learning opportunities for hazardous material emergency response personnel; and

Whereas, Continuing Challenge has an annual contest to determine the team that identifies unknown hazardous materials known as HazCat; and

Whereas, twelve different teams participated in the Continuing Challenge HazCat contest; and

Whereas, Contra Costa Health Services Hazardous Materials Incident Response Team members Daniel Vazquez and David LeCount represented Contra Costa County in the HazCat Contest; and

Whereas, Daniel Vazquez and David LeCount placed first in the 2017 Continuing Challenge HazCat contest.

Now, Therefore, Be It Resolved that the Contra Costa County Board of Supervisors recognizes the importance of having a strong and well prepared Countywide hazardous materials incident response team and recognizes the Contra Costa Hazardous Materials Incident Response Team, represented by Daniel Vazquez and David LeCount, for excellence in the 2017 Continuing Challenge HazCat Contest.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
District III Supervisor

KAREN MITCHOFF
District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa,

By: _____, Deputy

To: Board of Supervisors
 From: William Walker, M.D., Health Services Director
 Date: November 7, 2017



Contra
 Costa
 County

Subject: Hazardous Materials Incident Response Team Urban Shield Second Place

RECOMMENDATION(S):

ADOPT Resolution No. 2017/409 recognizing the Hazardous Materials Incident Response Team for placing second in the Hazardous Material Response section at the 2017 Urban Shield Exercise.

BACKGROUND:

The Health Services Hazardous Materials Incident Response Team participated in the Red Command Hazardous Materials Response section of Urban Shield 2017. Hazardous materials response teams were required to demonstrate their abilities in a series of realistic, mentally and physically challenging, state-of-the-art training scenarios to respond to the uncontrolled releases of hazardous substances during transportation or at fixed facilities, as well as, incidents involving weapons of mass destruction. Six different areas of response were evaluated as follows:

- Biological Agent Lab – Response to a clandestine biological agent lab by determining the agent being manufactured and deploying appropriate techniques for sampling and evidence collection for law enforcement.
- Chemical Agent Lab – Response to a clandestine chemical agent lab by determining the agent being manufactured based on victim signs/symptoms and identification of chemical precursors, as well as, rendering the lab stable with the assistance of FBI experts.
- Radiological – Conducting the Preventive Radiological/Nuclear Detection (PRND) mission to find concealed radioactive sources/devices inside a bus and building.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
 COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Randy Sawyer,
 925-335-3210

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Randy Sawyer

BACKGROUND: (CONT'D)

- Railcar Release – Mitigation of a release from an intentionally struck railcar containing natural gas condensate.
- Chemical Attack – Response to a nerve agent release inside a van with the rescue and decontamination of victim, mitigation of the dispersal device, and sampling for law enforcement evidence collection.
- Consequence Management/Plume Model – Developing a plume model based on a railcar release of natural gas condensate on fire in order to advise first responders on the hazards of the release and firefighting/mitigation strategies and inform the community downwind of the incident of public protective actions such as shelter in place or evacuation.

Each team was given two hours to solve each scenario. Each Hazardous Material Response Team was graded on their ability to assess the threat, determine an action plan to mitigate the situation, and exercising that plan with an emphasis on responder and community safety. This annual competition challenges and prepares local Hazardous Material response teams for actual biological, chemical, radiological/nuclear, or transportation incidents that could potentially have a WMD/terrorism nexus in the San Francisco Bay Area.

The Contra Costa Hazardous Materials Incident Response Team has won this event twice in 2012 and 2014 and came in second and third in 2013. This year, the team achieved second place and consisted of the following members: Trisha Asuncion (Urban Shield Team Lead), Daniel Vazquez, Hung Pham, David LeCount, Ellen Dempsey, Xavier Bryant, and Seth Heller.

ATTACHMENTS

Resolution No. 2017/409

*The Board of Supervisors of
Contra Costa County, California*

In the matter of:

Resolution No. 2017/409

Recognizing Contra Costa Hazardous Materials Incident Response Team Urban Shield Second Place.

Whereas, Urban Shield has grown into a comprehensive, full-scale regional preparedness exercise assessing the overall Bay Area Urban Areas Security Initiative Region's response capabilities related to multi-discipline planning, policies, procedures, organization, equipment and training; and
Whereas, Urban Shield tests regional integrated systems for prevention, protection, response and recovery in regions high-threat, high-density urban area; and
Whereas, Urban Shield exercise evaluates our existing level of preparedness and capabilities, identifying not only what is being done well, but areas in need of improvement; and
Whereas, twelve different teams participated in the hazardous materials incident response portion of Urban Shield; and
Whereas, Contra Costa Health Services Hazardous Materials Programs has the primary hazardous materials incident response team in Contra Costa County; and
Whereas, Contra Costa Hazardous Materials Incident Response Team won second place in the hazardous response portion of the Urban Shield Exercise for 2017.

Now, Therefore, Be It Resolved that the Contra Costa County Board of Supervisors recognizes the importance of having a strong and well prepared County-wide hazardous materials incident response team and recognizes the Contra Costa Hazardous Materials Incident Response Team's excellence in the 2017 Urban Shield exercise.

FEDERAL D. GLOVER
Chair, District V Supervisor

JOHN GIOIA
District I Supervisor

CANDACE ANDERSEN
District II Supervisor

DIANE BURGIS
District III Supervisor

KAREN MITCHOFF
District IV Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa,

By: _____, Deputy



Contra
Costa
County

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: November 7, 2017

Subject: Introduce Ordinance 2017-02 to Exclude EHS Deputy Bureau Director-Exempt classification from Merit System

RECOMMENDATION(S):

INTRODUCE Ordinance Code 2017-02 amending the County Ordinance Code to exclude from the Merit System the new classification of EHS Deputy Bureau Director-Exempt, and delete the classification of Deputy Director-Workforce Services-Exempt, WAIVE READING and Fix November 14, 2017, for adoption.

FISCAL IMPACT:

There is no fiscal impact.

BACKGROUND:

The Employment and Human Services Department has requested to establish an executive management level Deputy Bureau Director classification to allow the department to add additional administrative, managerial positions to address the growth and changes to program services, State and Federal regulations and mandates, and keep abreast with changing trends facing social services programs and providers. The EHS Deputy Bureau Director will be assigned to one of the major divisions, and will report to the respective Bureau Director. Responsibilities will include operational management, supervision of management personnel, participation with the respective Bureau Director on strategic planning and program development matters, recommending policy changes on program

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Dianne Dinsmore, (925)
335-1766

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: EHSD

BACKGROUND: (CONT'D)

services and the delivery of services matters.

The new EHS Deputy Bureau Director-Exempt position will be assigned to the Children and Family Services Bureau, and will work with the CFS Director on administrative and management responsibilities for children protective services programs, and ensure that there are professional staff available to protect children. The EHS Deputy Bureau Director assigned to Children and Family Services Bureau will oversee and enforce policies to ensure the department is managing all risk assessment and child safety, and is in compliance with Title IV-B and IV-E program requirements. The EHS Deputy Bureau Director assigned to the Workforce Services Bureau will continue to provide managerial oversight for public assistance service delivery programs and recommend program policy to ensure state and federal mandates and policies are implemented and managed. Once the EHS Deputy Bureau Director-Exempt classification is established, the Deputy Director-Workforce Services will be re-classified to EHS Deputy Bureau Director-Exempt and the incumbent will continue to provide administrative/managerial assistance in the Workforce Services Bureau.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Children & Family Services Bureau and the Workforce Service Bureau will not have the desired managerial staff structure to effectively implement and manage state and federal mandates and policies that pertain to the delivery of child welfare services and public assistance services.

CHILDREN'S IMPACT STATEMENT:

The services provide by Children and Family Services and Workforce Services are essential to ensuring children's and family's health and safety, as well providing services to a vulnerable population of our community. In order to do so, the essential staff to perform these functions as well as oversee the staff is crucial. Not having necessary staff can result in children and families being placed at risk of child abuse and neglect, policies and practices not being implemented properly and children being placed in and out of home care due to lack of "reasonable services" available to families.

ATTACHMENTS

Ordinance 2017-02 (EHSD)

ORDINANCE NO. 2017-02
**(Exclude from the Merit System the new employment and human services
classification of EHS Deputy Bureau Director-Exempt and delete the
Deputy Director-Workforce Services-Exempt)**

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code):

SECTION I: Section 33-5.387 of the County Ordinance Code is amended to exclude from the merit system the new classification of EHS Deputy Bureau Director-exempt, and to delete the classification of Deputy Director-Workforce Services-exempt to read:

33-5.387 Employment and human services.

- (a) The employment and human services department director-exempt is excluded and is appointed by the board of supervisors. The employment and human services department director is the statutory county welfare director.
- (b) The chief deputy director-exempt is excluded and is appointed by the employment and human services department director.
- (c) The workforce investment board executive director-exempt is excluded and is appointed by the employment and human services department director.
- (d) The workforce services director-exempt is excluded and is appointed by the employment and human services department director.
- (e) The employment and human services deputy bureau director-exempt is excluded and is appointed by the employment and human services department director.
- (f) The aging and adult services director-exempt is excluded and is appointed by the employment and human services department director.
- (g) The children and family services director-exempt is excluded and is appointed by the employment and human services department director.
- (h) The employment and human services director of administration-exempt is excluded and is appointed by the employment and human services department director.
- (i) The social service public information officer-exempt is excluded and is appointed by the employment and human services department director.
- (j) The assistant director-policy and planning-exempt is excluded and is appointed by the employment and human services department director.
- (k) The chief financial officer-exempt is excluded and is appointed by the employment and human services department director.

(Ords. 2017-02 § 1, 11-14-17; 2014-08 § 1, 8-5-14; 2014-13 § 1, 4-1-14; 2002-22 § 2; 99-20 § 1; 99-18 § 1; 99-13 § 1; 97-35 § 1; 94-52 § 1; 87-17 § 2; Gov. Code § 19800, Cal. Code Regs., tit. 2, § 17200).

SECTION II: EFFECTIVE DATE. This ordinance becomes effective 30 days after passage, and within 15 days of passage shall be published once with the names of the supervisors voting for and against it in the _____, a newspaper published in this County.

PASSED ON _____ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: DAVID J. TWA, Clerk of
the Board of Supervisors and County Administrator

By: _____
Deputy

Board Chair

[SEAL]



Contra
Costa
County

To: Board of Supervisors
From: Joseph E. Canciamilla, Clerk-Recorder
Date: November 7, 2017

Subject: Ordinance Establishing Recording Fee for Social Security Truncation Program

RECOMMENDATION(S):

INTRODUCE Ordinance No. 2017-28 to continue the established one dollar (\$1.00) per document recording fee for the Social Security Number Truncation Program, WAIVE reading, and FIX November 14, 2017 as the date for adoption.

FISCAL IMPACT:

The fee will generate approximately \$300,000 per year to pay for the implementation and ongoing operational costs of the state-mandated Social Security Number Truncation Program.

BACKGROUND:

Government Code section 27301, which went into effect on January 1, 2008, requires the Clerk-Recorder to establish a Social Security Number Truncation Program. Under the state-mandated program, the Clerk-Recorder must redact the first five digits of all Social Security numbers from all official records recorded with the Clerk-Recorder since January 1, 1980, so that only the last four digits appear on the public record version. Under the program, after January 1, 2018, the Clerk-Recorder may also create a copy in electronic format of each official record recorded before January 1, 1980 and truncate any Social Security numbers contained in that record. To fund the program, Government Code sections 27304 and 27361(d) authorize the Clerk-Recorder to charge a one-dollar (\$1.00) fee for recording the first page of every instrument, paper, or notice required or permitted by law to be recorded. The funds generated by the fee can only be used to pay for the implementation and ongoing operational costs of the program. The fee is in addition to all other recording fees charged by the Clerk-Recorder.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Barbara Dunmore (925)
335-7919

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

On May 20, 2008, the Board of Supervisors adopted Ordinance 2008-17, which authorizes the Clerk-Recorder to charge the fee. Pursuant to Government Code section 27361(d) and Ordinance 2008-17, the fee cannot be charged after December 31, 2017 unless the Board of Supervisors authorizes the Clerk-Recorder to continue charging the fee. Additionally, the County Auditor must have completed two reviews using generally accepted accounting standards to (1) verify that the funds generated by the fee are used only for the purpose of providing the Social Security Number Truncation Program and conducting the reviews; and (2) estimate any ongoing costs to the county recorder of complying with the program. The County Auditor has completed these reviews. The first review was completed on July 23, 2013 and the second review on August 29, 2017. The review results are available to the public at the Offices of the Clerk-Recorder and the Auditor-Controller.

CONSEQUENCE OF NEGATIVE ACTION:

The Clerk-Recorder would still have to maintain a Social Security Number Truncation Program pursuant to Government Code section 27301, but would have to use other county funding to do so.

ATTACHMENTS

Ordinance 2017-28_SSN Truncation on Recorded Documents

ORDINANCE NO. 2017-28
(uncodified)

(Social Security Number Truncation Program Fee)

The Contra Costa County Board of Supervisors ordains as follows:

SECTION I. Authority.

This ordinance is enacted pursuant to Government Code sections 27304, 27361(d), and 54985(c)(6).

SECTION II. Fee Adoption.

On and after the effective date of this ordinance, the one dollar (\$1) fee authorized by Government Code section 27361(d) is adopted and shall be charged and collected for recording the first page of every instrument, paper, or notice required or permitted by law to be recorded.

SECTION III. Restrictions.

The funds generated by the fee authorized by this ordinance shall be used only by the Clerk-Recorder for the purpose of implementing and continuing a social security number truncation program pursuant to Government Code sections 27300 through 27307.

SECTION IV. Fee Schedule.

The Clerk-Recorder fee schedule shall be revised to be consistent with this ordinance.

SECTION V. Effective Date.

This ordinance becomes effective 30 days after passage. Within 15 days of passage, this ordinance shall be published once with the names of the supervisors voting for and against it in the East Bay Times, a newspaper published in this County.

PASSED ON _____ by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST: DAVID TWA,
Clerk of the Board of Supervisors
and County Administrator

Board Chair

By: _____
Deputy

[SEAL]

RJH:

H:\Clerk-Recorder\Ordinances\SSN fee ordinance 2017 Final2.docx

ORDINANCE NO. 2017-28



Contra
Costa
County

To: Board of Supervisors
From: Candace Andersen, District II Supervisor
Date: November 7, 2017

Subject: APPOINTMENT TO THE COUNTYWIDE BICYCLE ADVISORY COMMITTEE

RECOMMENDATION(S):

REAPPOINT the following person to the District 2 Seat of the Countywide Bicycle Advisory Committee for a two year term with an expiration date of December 31, 2018, as recommended by Supervisor Candace Andersen:

Glenn Umont
392 Bryan Drive
Alamo, CA 94507

FISCAL IMPACT:

NONE

BACKGROUND:

The committee provides input to the County and the cities of the County on bicycle projects for Transportation Development Act (TDA) funds to construct bicycle/pedestrian projects and also provides advice to cities and the County on bicycle planning matters.

☒ APPROVE

☐ OTHER

☐ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Jill Ray,
925-957-8860

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: District 2 Supervisor, Maddy Book, Bicycle Committee, Appointee

BACKGROUND: (CONT'D)

The committee consists of sixteen members. One representative from each of the five Supervisorial districts, one representative from eight bicycle organizations that use the roads in Contra Costa County. One representative from the Mayor's Conference, the East Bay Regional Park District and the bicycle industry. The California Highway Patrol and Superintendent of Schools serve as resources only. The qualifications for membership on the committee are to live or work in the County. Each representative should designate an alternate who must also live or work in the County.

Supervisor Andersen has been pleased with Mr. Umont's participation and would like him to continue for another term.

CONSEQUENCE OF NEGATIVE ACTION:

The Seat will be vacant, which will effect quorum.

CHILDREN'S IMPACT STATEMENT:

NONE



Contra
Costa
County

To: Board of Supervisors
From: Diane Burgis, District III Supervisor
Date: November 7, 2017

Subject: ASSESSMENT APPEALS BOARD

RECOMMENDATION(S):

REAPPOINT Clark Wallace to the District 3 seat on the Assessment Appeals Board to a term expiring September 1, 2020, as recommended by Supervisor Diane Burgis.

FISCAL IMPACT:

None.

BACKGROUND:

The District III seat expired September 1, 2017. Applications were accepted and the recommendation to reappoint the above individual was then determined.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: LEA CASTLEBERRY
(925) 252-4500

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Declare Emergency Medical Care Committee (EMCC) vacant seat

RECOMMENDATION(S):

ACCEPT resignation of Brian Goldhammer, DECLARE vacant the B4 – California Highway Patrol seat on the Emergency Medical Care Committee (EMCC), and DIRECT the Clerk of the Board to post the vacancy as recommended by the Health Services Director.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

Resignation of Seat B4 appointee Brian Goldhammer was submitted to the EMCC on October 24, 2017. Mr. Goldhammer was appointed to the EMCC, B4 - California Highway Patrol seat on August 8, 2017. The B4 - California Highway Patrol seat will expire September 30, 2018. The EMCC is a multidisciplinary committee appointed by the County Board of Supervisors, to provide advice and recommendations on EMS-related matters to the Board, Health Services Director and its EMS Agency. Membership consists of consumer representatives, and representatives of EMS-related organizations and groups.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to declare the vacancy will delay making a new appointment to the seat.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Patricia Frost,
925-313-9554

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Rachel Morris



Contra
Costa
County

To: Board of Supervisors
From: Diane Burgis, District III Supervisor
Date: November 7, 2017

Subject: VACANCY ON THE MENTAL HEALTH COMMISSION

RECOMMENDATION(S):

DECLARE vacant the District 3 Family Member seat on the Mental Health Commission previously held by Jason Tanseco due to resignation, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Diane Burgis.

FISCAL IMPACT:

None.

BACKGROUND:

Mr. Tanseco notified the Mental Health Commission staff on October 6, 2017 of his resignation to the Commission effective immediately.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: LEA CASTLEBERRY
(925) 252-4500

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors

From: Federal D. Glover, District V Supervisor

Date: November 7, 2017

Subject: BOARD OF SUPERVISORS REPRESENTATION ON THE CONTRA COSTA FAMILY JUSTICE ALLIANCE

RECOMMENDATION(S):

1. ACKNOWLEDGE that the Board of Supervisors adopted a policy on Board Member Committee Assignments on March 21, 2000.
2. ACKNOWLEDGE that adoption of a new Master Resolution with a complete roster of all appointments is required by Board policy whenever terms expire or new appointments are made.
3. ACCEPT resignation of Supervisor Karen Mitchoff from the Contra Costa Family Justice Alliance and APPOINT, effective November 8, 2017, Supervisor Diane Burgis to complete the unexpired term ending on December 31, 2018.
4. Thereafter, FIX the term for the Board of Supervisors appointment to the Contra Costa Family Justice Alliance as two years, expiring on December 31 of each even numbered year.
5. ADOPT Resolution No. 2017/413 appointing Board members and other individuals to serve on Board committees, special county committees, and regional boards/ committees/ commissions for 2017, some of which include additional compensation in the form of stipend.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Julie DiMaggio Enea
925.335.1077

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

RECOMMENDATION(S): (CONT'D)

>

6. INDICATE that this Resolution No. 2017/413 supersedes in its entirety Resolution No. 2017/225, which was adopted by the Board of Supervisors on August 1, 2017.

7. RESOLVE that Board Members as named are APPOINTED to serve on Board committees, special county committees and regional boards/ committees/ commissions as specified on Attachment II to Resolution No. 2017/413 as Internal Standing Committees (Type I), Other Internal Committees, (Type II), Regional Bodies (Type III), Special/Restricted Seats (Type IV), and Ad Hoc Committees (Type V).

8. DIRECT staff to update, if necessary, the County website a single Fair Political Practices Commission (FPPC) Form 806, which lists all the paid appointed positions on committees, boards, or commissions for members of the Board of Supervisors.

FISCAL IMPACT:

There is no fiscal impact to the County from this action.

BACKGROUND:

On June 14, 2016, the Board of Supervisors received a presentation by the Employment and Human Services Department on the formation of the Contra Costa Family Justice Alliance and coordination and funding activities for Zero Tolerance for Domestic Violence initiatives. The Board voted unanimously to appoint one of its members to represent the Board of Supervisors on the Contra Costa Family Justice Alliance, and appointed Supervisor Karen Mitchoff to a term scheduled to end on December 31, 2018.

In advance of the Board of Supervisors board and committee reassignments next year, I am recommending that Supervisor Diane Burgis be appointed, effective November 8, 2017, to the Contra Costa Family Justice Alliance to complete the term ending on December 31, 2018. Supervisor Mitchoff concurs with this decision. Thereafter, seat terms will be for two years in duration, ending on December 31 of each even-numbered year.

FPPC Form 806

In April 2012, the Fair Political Practices Commission (FPPC) adopted Regulation § 18705.5, which permits a Supervisor to vote on his/her own appointment to a body or board paying a salary or stipend for service if all of the following conditions are met:

1. the appointment is to a committee, board, or commission of a public agency, a special district, a joint powers agency or authority, or a metropolitan planning organization; and
2. State law, a local ordinance, or a joint powers agreement requires the Board to appoint; and
3. the Board adopts and posts on its website, a list of each appointed position for which compensation is paid, the salary or stipend for the position, the name of the appointee, the name of the alternate, if any, and the term of the appointment.

Form 806 is used to report additional compensation that officials receive when appointing themselves to positions on committees, boards, or commissions of a public agency, special district, and joint powers agency or authority. Each agency must post on its website a single Form 806, listing all of the paid appointed positions. When there is a change in compensation or a new appointment, the Form 806 is updated to reflect the change. The form must be updated promptly as changes occur.

Staff of the County Administrator's Office has prepared the Form 806 and has posted it to the County's website. Staff will update the form, if necessary, after the Board of Supervisors acts to adopt the revised Master List of Board Member Committee Assignments for 2017.

ATTACHMENTS

Resolution No. 2017/413

Attachment I to Resolution No. 2017/413: BOS Committee Assignments for 2017

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐
NO: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2017/413

IN THE MATTER OF ENSURING CONTINUED REPRESENTATION ON THE CONTRA COSTA FAMILY JUSTICE ALLIANCE AND UPDATING BOARD MEMBER ASSIGNMENTS TO 2017 BOARD COMMITTEES, SPECIAL COUNTY COMMITTEES, AND REGIONAL ORGANIZATIONS

WHEREAS on June 14, 2016, the Board of Supervisors voted unanimously to appoint Supervisor Karen Mitchoff to represent the Board on the Contra Costa Family Justice Alliance; and

WHEREAS, Supervisor Mitchoff concurs with the mid-term reassignment of this seat; and

WHEREAS the County's appointment to the Contra Costa Family Justice Alliance and its duration is completely within the discretion of the Board of Supervisors; and

WHEREAS annual reassignment of the County's Contra Costa Family Justice Alliance seat might be disruptive, yet the appointment should not be for an indefinite period; and

WHEREAS adoption of a new Master Resolution with a complete roster of all appointments is required by Board policy whenever terms expire or new appointments are made; and

WHEREAS, after any new appointments or reappointments are made, when there is a change in compensation for any appointment, or where there is a change in the number of meetings of the board or committee to which an appointment is made, the Fair Political Practices Commission requires the County to update and post on the County's website the County's Report of Public Official Appointments, Form 806;

NOW, THEREFORE, THE BOARD OF SUPERVISORS RESOLVES TO:

1. APPOINT, effective November 8, 2017, Supervisor Diane Burgis to the Contra Costa Family Justice Alliance to a term ending on December 31, 2018.
2. Thereafter, FIX the term for Board of Supervisors appointments to the Contra Costa Family Justice Alliance as two years, expiring on December 31 of each even-numbered year.
3. APPOINT the Board members and other individuals to serve on Board committees, special county committees and regional boards / committees / commissions as specified in the Master List (see Attachment II) as Type I for Board Standing Committees, Type II for Other Internal Committees, Type III for Regional Bodies, Type IV for Special/Restricted seats, and Type V for Board Ad Hoc Committees.
4. INDICATE that this Resolution No. 2017/413 supersedes in its entirety Resolution No. 2017/225, which was adopted by the Board of Supervisors on August 1, 2017.
5. UPDATE the County's Report of Public Official Appointments, Form 806, if necessary, to reflect the appointments on the adopted Master List for 2017 and post it on the County's website.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea 925.335.1077

By: , Deputy

cc:

ATTACHMENT I TO RESOLUTION NO. 2017/413
CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
UPDATED NOVEMBER 7, 2017

<u>Type*</u>	<u>Committee Name</u>	<u>2017 Appointee</u>	<u>New Term Expiration</u>	<u>Stipend Information</u>
I	Airport Committee, Chair	Karen Mitchoff	12/31/2017	NO STIPEND
I	Airport Committee, Vice Chair	Diane Burgis	12/31/2017	NO STIPEND
I	Family & Human Services Committee, Chair	John Gioia	12/31/2017	NO STIPEND
I	Family & Human Services Committee, Vice Chair	Candace Andersen	12/31/2017	NO STIPEND
I	Finance Committee, Chair	Karen Mitchoff	12/31/2017	NO STIPEND
I	Finance Committee, Vice Chair	John Gioia	12/31/2017	NO STIPEND
I	Hiring Outreach & Oversight Committee, Chair	Federal D. Glover	12/31/2017	NO STIPEND
I	Hiring Outreach & Oversight Committee, Vice-Chair	Candace Andersen	12/31/2017	NO STIPEND
I	Internal Operations Committee, Chair	Candace Andersen	12/31/2017	NO STIPEND
I	Internal Operations Committee, Vice Chair	Diane Burgis	12/31/2017	NO STIPEND
I	Legislation Committee, Chair	Diane Burgis	12/31/2017	NO STIPEND
I	Legislation Committee, Vice Chair	Karen Mitchoff	12/31/2017	NO STIPEND
I	Public Protection, Chair	Federal D. Glover	12/31/2017	NO STIPEND
I	Public Protection, Vice Chair	John Gioia	12/31/2017	NO STIPEND
I	Transportation, Water & Infrastructure Committee, Chair	Diane Burgis	12/31/2017	NO STIPEND
I	Transportation, Water & Infrastructure Committee, Vice Chair	Karen Mitchoff	12/31/2017	NO STIPEND

Note: Type I: Internal Standing Committees; Type II: Internal appts;
Type III: Regional appts; Type IV: Special/Restricted appts;
Type V: ad hoc committees

*Or his designee
**Appointed by CCC Fire District Board

ATTACHMENT I TO RESOLUTION NO. 2017/413
CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
UPDATED NOVEMBER 7, 2017

<u>Type*</u>	<u>Committee Name</u>	<u>2017 Appointee</u>	<u>New Term Expiration</u>	<u>Stipend Information</u>
II	Bay Area Counties Caucus	Karen Mitchoff	12/31/2017	NO STIPEND
II	Bay Area Counties Caucus, Alternate	Candace Andersen	12/31/2017	NO STIPEND
II	Bay Area Regional Interoperable Communications System (BayRICS) Authority	Mike Casten	12/31/2017	NO STIPEND
II	BayRICS Authority, Alternate	Elise Warren	12/31/2017	NO STIPEND
II	California Identification System Remote Access Network Board (Cal-ID RAN Board)	Diane Burgis	12/31/2017	NO STIPEND
II	Central Contra Costa Solid Waste Authority	Candace Andersen	12/31/2017	STIPEND of \$50/meeting; max of 2 paid/month
II	Central Contra Costa Solid Waste Authority	Karen Mitchoff	12/31/2017	STIPEND of \$50/meeting; max of 2 paid/month
II	City-County Relations Committee	Federal D. Glover	12/31/2017	NO STIPEND
II	City-County Relations Committee	Diane Burgis	12/31/2017	NO STIPEND
II	City-County Relations Committee, Alternate	Karen Mitchoff	12/31/2017	NO STIPEND
II	Contra Costa Family Justice Alliance	Diane Burgis	12/31/2018	NO STIPEND
II	Contra Costa Health Plan Joint Conference Committee	Karen Mitchoff	12/31/2017	NO STIPEND
II	Contra Costa Health Plan Joint Conference Committee	Candace Andersen	12/31/2017	NO STIPEND
II	Dougherty Valley Oversight Committee	Diane Burgis	12/31/2017	NO STIPEND
II	Dougherty Valley Oversight Committee	Candace Andersen	12/31/2017	NO STIPEND
II	East Bay Regional Communication System (EBRCS) Authority Governing Board	Candace Andersen	12/31/2017	NO STIPEND
II	East Bay Regional Communication System (EBRCS) Authority Governing Board, Alternate	Karen Mitchoff	12/31/2017	NO STIPEND

Note: Type I: Internal Standing Committees; Type II: Internal appts;
Type III: Regional appts; Type IV: Special/Restricted appts;
Type V: ad hoc committees

*Or his designee
**Appointed by CCC Fire District Board

ATTACHMENT I TO RESOLUTION NO. 2017/413
CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
UPDATED NOVEMBER 7, 2017

<u>Type*</u>	<u>Committee Name</u>	<u>2017 Appointee</u>	<u>New Term Expiration</u>	<u>Stipend Information</u>
II	East Contra Costa County Habitat Conservancy, Governing Board	Diane Burgis	12/31/2017	NO STIPEND
II	East Contra Costa County Habitat Conservancy, Governing Board, Alternate	Federal D. Glover	12/31/2017	NO STIPEND
II	East Contra Costa Regional Fee & Finance Authority	Diane Burgis	12/31/2017	NO STIPEND
II	East Contra Costa Regional Fee & Finance Authority, Alternate	Federal D. Glover	12/31/2017	NO STIPEND
II	East County Water Management Association	Diane Burgis	12/31/2018	STIPEND of \$170/meeting; max 6 per month
II	East County Water Management Association, Alternate	Federal D. Glover	12/31/2018	STIPEND of \$170/meeting; max 6 per month
II	eBART (Bay Area Rapid Transit) Partnership Policy Advisory Committee	Federal D. Glover	12/31/2017	NO STIPEND
II	eBART (Bay Area Rapid Transit) Partnership Policy Advisory Committee	Diane Burgis	12/31/2017	NO STIPEND
II	First 5 Children and Families Commission Alternate Member	Candace Andersen	12/31/2017	NO STIPEND
II	Hazardous Waste Management Facility Allocation Committee	Candace Andersen	12/31/2017	STIPEND of \$150 per meeting.
II	Hazardous Waste Management Facility Allocation Committee, Alternate	Karen Mitchoff	12/31/2017	STIPEND of \$150 per meeting.
II	Library Needs Assessment Steering Committee	Karen Mitchoff	12/31/2017	NO STIPEND/inactive
II	Medical Services Joint Conference Committee, Chair	John Gioia	12/31/2017	NO STIPEND
II	Medical Services Joint Conference Committee, Vice Chair	Federal D. Glover	12/31/2017	NO STIPEND
II	North Richmond Waste and Recovery Mitigation Fee Committee	John Gioia	12/31/2017	NO STIPEND
II	North Richmond Waste and Recovery Mitigation Fee Committee, Alternate	Robert Rogers	12/31/2017	NO STIPEND
II	Open Space/Parks & East Bay Regional Parks District Liaison Committee, Chair	Federal D. Glover	12/31/2017	NO STIPEND

Note: Type I: Internal Standing Committees; Type II: Internal appts;
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ATTACHMENT I TO RESOLUTION NO. 2017/413
CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
UPDATED NOVEMBER 7, 2017

<u>Type*</u>	<u>Committee Name</u>	<u>2017 Appointee</u>	<u>New Term Expiration</u>	<u>Stipend Information</u>
II	Open Space/Parks & East Bay Regional Parks District Liaison Committee, Vice Chair	Diane Burgis	12/31/2017	NO STIPEND
II	Pleasant Hill BART/Contra Costa Centre Joint Powers Authority Board of Trustees	Karen Mitchoff	12/31/2017	NO STIPEND
II	Pleasant Hill BART/Contra Costa Centre Joint Powers Authority Board of Trustees	Candace Andersen	12/31/2017	NO STIPEND
II	State Route 4 Bypass Authority	Diane Burgis	12/31/2017	NO STIPEND
II	State Route 4 Bypass Authority, Alternate	Federal D. Glover	12/31/2017	NO STIPEND
II	SWAT (Southwest Area Transportation Committee)	Candace Andersen	12/31/2017	NO STIPEND
II	SWAT, Alternate	Karen Mitchoff	12/31/2017	NO STIPEND
II	TRAFFIX (Measure J Traffic Congestion Relief Agency)	Candace Andersen	12/31/2017	NO STIPEND
II	TRAFFIX (Measure J Traffic Congestion Relief Agency), Alternate	Karen Mitchoff	12/31/2017	NO STIPEND
II	TRANSPAC (Central County Transportation Partnership and Cooperation)	Karen Mitchoff	12/31/2017	NO STIPEND
II	TRANSPAC, Alternate	Candace Andersen	12/31/2017	NO STIPEND
II	TRANSPLAN (East County Transportation Planning)	Diane Burgis	12/31/2017	NO STIPEND
II	TRANSPLAN, Alternate	Federal D. Glover	12/31/2017	NO STIPEND
II	Tri-Valley Transportation Council	Candace Andersen	12/31/2017	NO STIPEND
II	Urban Counties Caucus	Federal D. Glover	12/31/2017	NO STIPEND
II	Urban Counties Caucus, Alternate	Karen Mitchoff	12/31/2017	NO STIPEND
II	WCCTAC (West County Transportation Advisory Committee)	John Gioia	12/31/2017	NO STIPEND

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ATTACHMENT I TO RESOLUTION NO. 2017/413
CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
UPDATED NOVEMBER 7, 2017

<u>Type*</u>	<u>Committee Name</u>	<u>2017 Appointee</u>	<u>New Term Expiration</u>	<u>Stipend Information</u>
II	WCCTAC, Alternate	Federal D. Glover	12/31/2017	NO STIPEND
II	West Contra Costa Integrated Waste Management Authority	John Gioia	12/31/2017	STIPEND of \$50 per meeting.
II	West Contra Costa Integrated Waste Management Authority, Alternate	Federal D. Glover	12/31/2017	STIPEND of \$50 per meeting.

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ATTACHMENT I TO RESOLUTION NO. 2017/413
CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
UPDATED NOVEMBER 7, 2017

<u>Type*</u>	<u>Committee Name</u>	<u>2017 Appointee</u>	<u>New Term Expiration</u>	<u>Stipend Information</u>
III	ABAG Regional Planning Committee	Karen Mitchoff	12/31/2017	STIPEND of \$150 per meeting.
III	Bay Area Air Quality Management District Board of Directors	John Gioia	Eff 6/18/17-6/17/21	Per diem of \$100/meeting + travel exp; max \$6,000
III	Bay Area Air Quality Management District Board of Directors	Karen Mitchoff	1/20/2020	Per diem of \$100/meeting + travel exp; max \$6,000
III	Central Contra Costa Transit Authority (CCCTA) Board of Directors	Candace Andersen	Eff 5/2/17-5/1/19	STIPEND of \$100 per meeting; up to \$200 month
III	Central Contra Costa Transit Authority (CCCTA) Board of Directors Alternate	Karen Mitchoff	Eff 5/2/17-5/1/19	STIPEND of \$100 per meeting; up to \$200 month
III	Contra Costa Transportation Authority Board of Commissioners (seat 1)	Federal D. Glover	Eff 2/1/17-1/31/19	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners (Seat 2)	Karen Mitchoff	12/31/2018	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Alternate (Seat 1)	Candace Andersen	Eff 2/1/17-1/31/19	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Second Alternate (Seat 1)	John Gioia	Eff 2/1/17-1/31/19	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Third Alternate (Seat 1)	Diane Burgis	Eff 2/1/17-1/31/19	STIPEND of \$100 per meeting; up to \$400 month
III	Contra Costa Transportation Authority Board of Commissioners, Alternate (Seat 2)	John Gioia	12/31/2018	STIPEND of \$100 per meeting; up to \$400 month
III	Local Agency Formation Commission	Candace Andersen	5/7/2018	STIPEND of \$150 per meeting.
III	Local Agency Formation Commission	Federal D. Glover	5/7/2018	STIPEND of \$150 per meeting.
III	Local Agency Formation Commission, Alternate	Diane Burgis	5/4/2020	STIPEND of \$150 per meeting.
III	Marin Energy Authority (MCE) Board of Directors	Federal D. Glover	12/31/2020	NO STIPEND
III	Marin Energy Authority (MCE) Board of Directors, Alternate	John Gioia	12/31/2020	NO STIPEND
III	Metropolitan Transportation Commission	Federal D. Glover	2/1/2019	STIPEND of \$100/meeting; up to \$500/month per agency.

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ATTACHMENT I TO RESOLUTION NO. 2017/413
CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
UPDATED NOVEMBER 7, 2017

<u>Type*</u>	<u>Committee Name</u>	<u>2017 Appointee</u>	<u>New Term Expiration</u>	<u>Stipend Information</u>
III	Tri Delta Transit Authority, Board of Directors (Seat 1)	Federal D. Glover	12/31/2018	STIPEND of \$100/month
III	Tri Delta Transit Authority, Board of Directors (Seat 2)	Diane Burgis	12/31/2017	STIPEND of \$100/month
IV	ABAG Executive Board (Seat 1)	Karen Mitchoff	6/30/2018	STIPEND of \$150 per meeting.
IV	ABAG Executive Board (Seat 2)	Candace Andersen	6/30/2018	STIPEND of \$150 per meeting.
IV	ABAG Executive Board, Alternate 1	John Gioia	6/30/2018	STIPEND of \$150 per meeting.
IV	ABAG Executive Board, Alternate 2	Diane Burgis	6/30/2018	STIPEND of \$150 per meeting.
IV	ABAG Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee	Karen Mitchoff	12/31/2017	NO STIPEND
IV	ABAG Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee, First Alternate	Russell Watts	12/31/2017	NO STIPEND
IV	ABAG Finance Authority for Nonprofit Corporations Board of Directors and its Executive Committee, Second Alternate	Belinda Zhu	12/31/2017	NO STIPEND
IV	ABAG General Assembly	Karen Mitchoff	12/31/2017	NO STIPEND
IV	ABAG General Assembly, Alternate	Diane Burgis	12/31/2017	NO STIPEND
IV	Bay Conservation & Development Commission	John Gioia	12/31/2017	STIPEND of \$100 per meeting; max of 4 meetings.
IV	Bay Conservation & Development Commission, Alternate	Federal D. Glover	12/31/2017	STIPEND of \$100 per meeting; max of 4 meetings.
IV	CCCERA (Contra Costa County Employees Retirement Association) Board of Trustees	Candace Andersen	Eff 7/1/17-6/30/20	STIPEND of \$100 per meeting.
IV	Clayton Redevelopment Successor Agency Oversight Board	Karen Mitchoff	Unspecified	NO STIPEND
IV	Concord Redevelopment Successor Agency Oversight Board	Karen Mitchoff	Unspecified	NO STIPEND
IV	Contra Costa County Redevelopment Successor Agency Oversight Board	Federal D. Glover	Unspecified	NO STIPEND

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ATTACHMENT I TO RESOLUTION NO. 2017/413
CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
UPDATED NOVEMBER 7, 2017

<u>Type*</u>	<u>Committee Name</u>	<u>2017 Appointee</u>	<u>New Term Expiration</u>	<u>Stipend Information</u>
IV	Contra Costa County Redevelopment Successor Agency Oversight Board	Karen Mitchoff	Unspecified	NO STIPEND
IV	CSAC (California State Association of Counties) Board of Directors	John Gioia	Eff 11/27/17-11/26/18	NO STIPEND
IV	CSAC Board of Directors, Alternate	Karen Mitchoff	Eff 11/27/17-11/26/18	NO STIPEND
IV	Delta Diablo Sanitation District Governing Board	Federal D. Glover	12/31/2017	STIPEND of \$170 per meeting; max of 6 meetings.
IV	Delta Diablo Sanitation District Governing Board, Alternate	Karen Mitchoff	12/31/2017	STIPEND of \$170 per meeting; max of 6 meetings.
IV	Delta Protection Commission	Diane Burgis	12/31/2017	NO STIPEND
IV	Delta Protection Commission, Alternate	Karen Mitchoff	12/31/2017	NO STIPEND
IV	First 5 Children and Families Commission Member	Federal D. Glover	12/31/2017	NO STIPEND
IV	Kensington Solid Waste Coordinating Committee	John Gioia*	Unspecified	NO STIPEND
IV	Law Library Board of Trustees	Thomas Cain	12/31/2017	NO STIPEND
IV	Mental Health Commission	Candace Andersen	12/31/2017	NO STIPEND
IV	Mental Health Commission, Alternate	Diane Burgis	12/31/2017	NO STIPEND
IV	North Coast Shoreline Joint Powers Authority	Federal D. Glover	12/31/2017	NO STIPEND
IV	North Coast Shoreline Joint Powers Authority	John Gioia	12/31/2017	NO STIPEND
IV	Pittsburg Redevelopment Successor Agency Oversight Board	Federal D. Glover	Unspecified	NO STIPEND
IV	Pleasant Hill Redevelopment Successor Agency Oversight Board	Karen Mitchoff	Unspecified	NO STIPEND
IV	Sacramento-San Joaquin Delta Conservancy Board	Karen Mitchoff	Unspecified	NO STIPEND

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ATTACHMENT I TO RESOLUTION NO. 2017/413
CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
UPDATED NOVEMBER 7, 2017

<u>Type*</u>	<u>Committee Name</u>	<u>2017 Appointee</u>	<u>New Term Expiration</u>	<u>Stipend Information</u>
IV	Sacramento-San Joaquin Delta Conservancy Board, Alternate	Diane Burgis	Unspecified	NO STIPEND
IV	San Pablo Redevelopment Successor Agency Oversight Board	VACANT**	Unspecified	NO STIPEND
IV	Walnut Creek Redevelopment Successor Agency Oversight Board	Karen Mitchoff	Unspecified	NO STIPEND

ATTACHMENT I TO RESOLUTION NO. 2017/413
CONTRA COSTA COUNTY BOARD OF SUPERVISORS COMMITTEE ASSIGNMENTS
UPDATED NOVEMBER 7, 2017

<u>Type*</u>	<u>Committee Name</u>	<u>2017 Appointee</u>	<u>New Term Expiration</u>	<u>Stipend Information</u>
V	Industrial Safety Ordinance/Community Warning System Ad Hoc Committee	John Gioia	Unspecified	NO STIPEND
V	Industrial Safety Ordinance/Community Warning System Ad Hoc Committee	Federal D. Glover	Unspecified	NO STIPEND
V	Northern Waterfront Economic Development Ad Hoc Committee	Federal D. Glover	Unspecified	NO STIPEND
V	Northern Waterfront Economic Development Ad Hoc Committee	Diane Burgis	Unspecified	NO STIPEND
V	Sustainability Ad Hoc Committee, Chair	John Gioia	Unspecified	NO STIPEND
V	Sustainability Ad Hoc Committee, Vice Chair	Federal D. Glover	Unspecified	NO STIPEND

Note: Type I: Internal Standing Committees; Type II: Internal appts;
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Contra
Costa
County

To: Board of Supervisors

From: FAMILY & HUMAN SERVICES COMMITTEE

Date: November 7, 2017

Subject: APPOINTMENTS TO LOCAL PLANNING AND ADVISORY COUNCIL FOR EARLY CARE AND EDUCATION

RECOMMENDATION(S):

APPOINT the following individuals to the Local Planning and Advisory Council for Early Care and Education with terms expiring as specified below:

- Denise Clarke, resident of Benicia employed at a public agency in Pleasant Hill, to Consumer 2 - Central/South Seat with a term expiring April 30, 2019; and
- Phelicia Lang, resident of Antioch, to Community 4 - East County Seat with a term expiring April 30, 2019

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The LPC coordinates programs and services affecting early child care and education, including recommendations for the allocation of federal funds to local early child care and education programs.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: KRISTEN LACKEY,
925-335-1043

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The LPC consists of twenty members, as follows:

1. Four consumer representatives - a parent or person who receives or has received child care services in the past 36 months;
2. Four child care providers - a person who provides child care services or represents persons who provide child care services;
3. Four public agency representatives - a person who provides child care services or represents a city, county, city and county, or local education agency;
4. Four community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations; and
5. Four discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

There are currently twelve seats filled and 8 vacancies on the LPC. The vacancies are in the following seats:

1. Child Care Provider 3 - Central/South
2. Public Agency 2- Central/South
3. Community 1 - West county
4. Community 3 - Central/South
5. Community 4 - East County
6. Consumer 2 - Central/South
7. Consumer 3 - Central/South
8. Consumer 4 - East County

New applicants, Denise Clarke and Phelicia Lang submitted their applications for consideration. Their appointments were approved by the LPC on October 20, 2017 and the Family and Human Services Committee on October 30, 2017. Additionally, the Family and Human Services Committee approved the reappointment of Edirle Menezes to the Public Agency 2 Central/South County Seat, but it was later determined to be an unnecessary action because there was an error in the term expiration date on record. The term expiration date has been corrected to April 30, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

The seats will remain vacant.

ATTACHMENTS

LPC Memo, Applications and Recommendations

MEMORANDUM

DATE: October 20, 2017

TO: Family and Human Services Committee
Supervisor John Gioia, District I, Chair
Supervisor Candace Andersen, District II, Vice Chair

Contra Costa County Office of Education
Karen Sakata, Contra Costa County Superintendent of Schools
Dr. Pamela Comfort, Deputy Superintendent of Schools

FROM: Ruth Fernández, LPC Coordinator/Manager, Educational Services

SUBJECT: Referral #25 – LPC APPOINTMENT and RESIGNATION
Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC)

RECOMMENDATION(S):

1) **APPOINT** the following new members to the Contra Costa Local Planning and Advisory Council for Early Care and Education, as recommended by the LPC:

Name	Seat	Area
Denise Clarke	Consumer 2	Central/South County
Phelicia Lang	Community 4	East County

2) **ACCEPT** application renewal for the following member due to term expiration:

Name	Seat	Area
Edirle Menezes	Public Agency 2	Central/South County

REASON/S FOR RECOMMENDATION:

The Contra Costa County Local Planning Council for Child Care and Development (LPC) was established in April 1998. Required by AB 1542, which was passed in 1993, thirty members of the LPC were appointed by the County Board of Supervisors and the County Superintendent of Schools. Childcare consumers and providers, public agency representatives, and community representatives each comprise 20% of the LPC. The remaining 20% are discretionary appointees. Membership is for a three-year term. On January 7, 2003, membership was decreased from 30 to 25 members, due to the difficulty being experienced in filling all of the seats.

On September 19, 2012 membership was decreased from 25 to 20, due to continued difficulty to fill vacant seats. Official reduction of appointed seats provides flexibility to ensure quorum is met in order to conduct Council business.

Membership consists of the following:

- Four consumer representatives - a parent or person who receives or has received child care services in the past 36 months;
- Four child care providers - a person who provides child care services or represents persons who provide child care services;
- Four public agency representatives - a person who represents a city, county, city and county, or local education agency;
- Four community representatives - a person who represents an agency or business that provides private funding for child care services or who advocates for child care services through participation in civic or community based organizations;
- Four discretionary appointees - a person appointed from any of the above four categories or outside of those categories at the discretion of the appointing agencies.

Appointments to the Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) are subject to the approval of the Board of Supervisors and County Superintendent of Schools, Karen Sakata. The Board of Supervisors designated the Family and Human Services Committee to review and recommend appointments on their behalf. Dr. Pamela Comfort, Deputy Superintendent of Schools, Contra Costa County has been designated to review and recommend appointments on behalf of the County Superintendent of Schools.

DENISE E. CLARKE, M.A.

• Benicia, CA 94510 •

September 15, 2017

Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC)
Attn. Ruth Fernandez, Coordinator
Contra Costa County Office of Education
77 Santa Barbara Road
Pleasant Hill, CA 94523

RE: Interest in LPC Council Membership

Dear Local Planning and Advisory Council Members,

It is with great interest and enthusiasm that I respectfully submit my application to serve on the Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC).

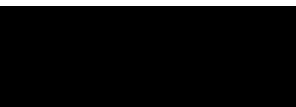
My interest in early care and education began when I was volunteering in home-based child care centers during summers as a teen. As I continued on in my education and career pathway I always had a strong interest early childhood, which lead me to complete an AA degree in Early Childhood development, a Bachelor's degree in English and ultimately a Master's degree in Psychology with a concentration in early childhood development.

Early in my career I was fortunate enough to serve as Program Director for two state-funded child care and development centers in Southern California. I went on to become a training coordinator for state-wide mandated reporter training for early childhood providers. Currently, I am a Program Supervisor with the Youth Development Services Department of the Contra Costa County Office of Education. I am also the mother to two wonderful boys, who are ages 3 and 5.

With this background and knowledge, I believe I would serve as a strong advisor to your council. I would be honored to have the opportunity to serve on your counsel and put my knowledge and previous experience in early childhood education programs to use. I believe it would be an excellent opportunity to continue my involvement in early childhood education.

Thank you for your consideration of my application.

Sincerely,



Denise Clarke

DENISE E. CLARKE, M.A

BENICIA CA 94510 • •

EDUCATION

Master of Arts, Psychology

California State University, San Bernardino, CA 2004

Bachelor of Arts, English

Sonoma State University, Rohnert Park, CA 1998

Associate of Arts, Liberal Sciences

Ventura College, Ventura, CA 1998

EMPLOYMENT HISTORY

Youth Development Services SUPERVISOR, Contra Costa County Office of Education, Pleasant Hill CA

September 2015 – Present

- Program supervisor for the Education for Homeless Children and Youth Program.
- Provide technical assistance and training to school districts around the educational rights of homeless children and youth.
- Serve as the employer engagement coordinator for the Workforce Innovation and Opportunity Act program.
- Attend and participate in various meetings and deliver presentations on program information and data.
- Research and prepare grant applications for youth programs in the Youth Development Services Department.

Youth Development Services Specialist I, Contra Costa County Office of Education, Pleasant Hill CA

October 2008 – Present

- Recruit and enroll eligible youth for participation in the in-school youth Workforce Investment Act program.
- Coordinated the Homeless Education Program and Foster Youth Tutoring programs in 2008-2012.
- Interview families and students to assess needs and coordinate the provision of supportive services.
- Attend and participate in various meetings and deliver presentations on program information and data.
- Prepare Requests for Applications and ensure completion of grant reporting requirements.
- Assist in the development of program budgets and monitoring of expenditures.

Case Manager II, Regional Center of the East Bay, Concord, CA

November 2007-October 2008

- Provided case management for over 70 children diagnosed with qualifying special needs.
- Facilitated the planning process, developed the Individual Program Plans (IPP), and coordinated services for assigned clients.
- Attended school and parent meetings and advocated on behalf of consumers to protect their rights under the law and ensured that they received those services and benefits to which they were entitled.

Project Specialist, Sonoma State University, California Institute on Human Services, Rohnert Park, CA

November 2005-July 2007

- Provided project leadership, performed administrative functions and directed support staff.
- Developed project training materials and coordinated all aspects of training events.
- Monitored project timelines and budget and made changes as appropriate.
- Conducted research and provided written material and data as necessary for grants.
- Prepared contractual agreements and documentation of services.

Program Director, Redlands Day Nursery Child Development Center, Redlands, CA

December 2000-October 2005

- Managed two child development centers with 60 staff and 200 children ages 0 to 5 years.
- Ensured programs were in compliance with the California Department of Education and Community Care Licensing standards and conducted annual program and staff evaluations.
- Developed and monitored fiscal budget and prepared and submitted quarterly reports CDE.



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:

Local Planning and Advisory Council for Early Car

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Clarke Denise Elaine
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] Benicia CA 94510
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

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 Master of Arts

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) CSU San Bernardino	Psychology, Child Dev.	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MA	12/2004
B) Sonoma State University	English	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	5/1998
C) Crafton Hills College	Child Development	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AA	6/2002
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
Ventura College	Liberal Studies	AA degree	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)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> 9/2015 <input type="text"/> present</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 2 <input type="text"/></p> <p>Hrs. per week <input type="text"/> 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/></p> <p>Youth Development Services Supervisor</p> <p>Employer's Name and Address</p> <p><input type="text"/></p> <p>Contra Costa County Office of Education 77 Santa Barbara Road Pleasant Hill, CA 94523</p>	<p>Duties Performed</p> <p><input type="text"/></p> <p>Program supervisor for the Education for Homeless Children and Youth Program. Provide technical assistance to school districts around the educational rights of homeless youth. Also serve as the employer engagement coordinator the the Workforce Innovation and Opportunity Act Program.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> 10/2008 <input type="text"/> 8/2015</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 6 <input type="text"/> 10</p> <p>Hrs. per week <input type="text"/> 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/></p> <p>Youth Development Services Specialist I</p> <p>Employer's Name and Address</p> <p><input type="text"/></p> <p>Contra Costa County Office of Education 77 Santa Barbara Road Pleasant Hill, CA 94523</p>	<p>Duties Performed</p> <p><input type="text"/></p> <p>Provided case management for youth under the Workforce Investment Act program. Also provided program support for the homeless education and foster youth services programs.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> 11/2007 <input type="text"/> 10/2008</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 1 <input type="text"/> 1</p> <p>Hrs. per week <input type="text"/> 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/></p> <p>Case Manager II</p> <p>Employer's Name and Address</p> <p><input type="text"/></p> <p>Regional Center of the East Bay 2151 Salvio Street, Suite 365. Concord, CA 94520</p>	<p>Duties Performed</p> <p><input type="text"/></p> <p>Provided case management for over 70 children diagnosed with qualifying special needs. Facilitated the planning process, developed the Individual Program Plans and coordinated services for clients.</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> 11/2005 <input type="text"/> 7/2007</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 1 <input type="text"/> 8</p> <p>Hrs. per week <input type="text"/> 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/></p> <p>Program Specialist</p> <p>Employer's Name and Address</p> <p><input type="text"/></p> <p>Sonoma State University California Institute on Human Services 1801 E. Cotati Ave. Rohnert Park, CA 94928</p>	<p>Duties Performed</p> <p><input type="text"/></p> <p>Provided project leadership and developed project training materials. Coordinated state-wide trainings on mandated reporting and childhood abduction. Tracked data and prepared project reports for funders.</p>

7. How did you learn about this vacancy?

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

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:

9/15/17

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.

**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.



Day Phone: (925) 942-3322 **FAX:**(925) 942-3490 **Email:** dclarke@cccoe.k12.ca.us

5. All Other- Please describe:

B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin:

Which region of the County would you represent: Central

- ☐ White (non-Hispanic)
- ☐ Black (Includes African, Jamaican, Trinidad and West Indian)
- ☐ Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)
- ☐ Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)
- ☐ American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)
- ☐ Other _____

C. CURRENT COUNCIL INVOLVEMENT:

Are you currently an active participant on a Council Committee? X No ___ Yes

Which Committee: _____ What is your participation? _____

D. INTERESTS: Personal/Professional areas of interest/experience/skills that could benefit the Council:

I have vast educational and career experience in early childhood education and have completed both site supervisor and program director permits through the California Commission on teacher credentialing. I've also provided training and technical assistance to child care providers and worked with the early childhood environment rating scales and teacher career initiatives in the past.

I am interested in becoming a Council representative because: _____

I would like to be more involved in the field of early childhood education and stay up to date with current trends and initiatives in the field as they relate to local programs and services.

E. MEMBER RESPONSIBILITIES: Members are expected to attend regular meetings on the fourth Monday of July, September, November, January, March, and May from 3:00 p.m. to 5:00 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule: x Yes _____ No

If needed, do you have the support of your agency/employer to be an active member of the Council?

x Yes _____ No

F. How did you hear about the Planning Council?

Ruth Fernandez, LPC Coordinator

Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning and Advisory Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.

For more information please call the LPC Coordinator at (925) 942-3413.

Signature: _____ Date: 9/15/17

To Whom It May Concern,

This letter serves as my desired intent to participate on the Local Planning and Advisory Council for Early Care and Education. I am currently actively involved in promoting early literacy programs that either prevent or offset the achievement gaps of our most needy students in Antioch, CA.

For the past five years I've participated on Antioch Unified School District's Local Control and Planning Committee (LCAP), and one of its sub committees: The African American Male Achievement Initiative. I oversee Bright Beginning's summer program which provides an intensive summer preparation program to students entering kindergarten in the fall, as well as a kindergarten orientation for parents of the attending students.

In addition, I work as a full time reading teacher with a focus on early literacy interventions. My goals as a member of the council would involve being informed of current policies and solutions regarding early literacy; to be a part of the change making process to better early literacy; to influence existing programs that support early literacy and to work towards implementing new programs to support early literacy.

Thank you for our careful consideration of my application to participate with Contra Costa's Local Planning and Advisory Council for Early Care and Education.

Sincerely,

A black rectangular box redacting the signature of Phelicia Lang.

Phelicia Lang 7/26/2017

Phelicia Lang

Objective To obtain a reading leadership position in a student centered environment where my knowledge, experience and strong literacy background will be used to the maximum potential. In addition, I desire to be a support to a district where I can continue to grow professionally and improve student achievement

Education

Reading Recovery Certification
2015 Saint Mary's College, CA

Masters of Art in Education – Reading Leadership
2009 Saint Mary's College CA

Reading/Specialist Credential
2008 St. Mary's College Moraga, CA

CLAD
2003 University San Diego San Diego CA

Multiple Subject Teaching Credential
1994-1995 Patten College Oakland CA

Bachelor of Arts Psychology minor in Business 1982-1986 San Jose State University San Jose CA

Professional

Reading Recovery Teacher

Experience 2014-present Antioch Provided intensive reading intervention for first grade students

Teacher
2006- present Antioch USD CA

- K-1stnd-3rd self contained, Reading Intervention, and computer s1-5th grades

Virtual Academy Teacher
2005-2006 CA Virtual Academy Charter School Sonoma

- Gave academic and technology support and guidance to families using the K-12 curriculum. SAT/6 Site, and Open House Coordinator.

Reading Teacher
2005-2007 Carmen Dragon Elementary Antioch USD

CT (Credentialed Teacher)
2002- 2005 Visions In Education Charter School San Juan USD

Developed individualized curriculum plans for home school families and assured students made progress towards State Standards. SAT/CAT6 coordinator/Administrator

Advising Teacher
2001-2002 ENCORE Home Schooling Antioch USD

- Partner to parent in educating Home school students



Contra Costa County
Local Planning and Advisory Council
for Early Care and Education

APPLICATION FOR MEMBERSHIP

Name: Phelicia E. Lang
Home Address: [REDACTED] City: Antioch Zip: 94531
Business/Agency/Affiliation: Circle
Address: _____ City: _____ Zip: _____
Type of Organization: _____ Position: _____
Day Phone: (____) _____ FAX: (____) _____ Email: _____

A. CATEGORIES FOR APPOINTMENT

The County Board of Supervisors and the Superintendent of Schools make appointments to the Early Care and Education Planning Council. Members must live or work in Contra Costa County. Twenty percent of the Planning Council members are to be drawn from each of the following categories described below: Child Care Consumer, Child Care Provider, Community Representative, Public Agency Representative, and All Other. Please indicate which categories you could represent.

- ☐ **1. Consumer of Child Care Services** - using childcare or have used it within the past 36 months.
Are you currently utilizing Child Care? ☐ Yes ☐ No Date you last used it: _____
Type of Care: _____ Location: _____
Length of Time as a Consumer: _____
- ☐ **2. Child Care Provider**- please check the types of care you provide and note the number of children:
____ Licensed family care provider # of children licensed for _____
____ Licensed & publicly funded child care center # of children licensed for _____
____ Licensed, private for profit, or private # of children licensed for _____
____ non-profit child care center
____ Subsidized Child Care Program # of children licensed for _____
____ License exempt child care provider # of children cared for _____
Location of your facility: _____ Program/Center Name: _____

- ☐ **3. Community Representative:** Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.
Organization: _____ Service Provided: _____
Location: _____ Service Area: _____
- ☐ **4. Public Agency Representative** - Including city, county and local education agencies.
Agency: _____ Service Area: _____
- ☒ **5. All Other**- Please describe:
Discretionary Appointee - East County

B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin:

Which region of the County would you represent: East

White (non-Hispanic)

Black (Includes African, Jamaican, Trinidad and West Indian)

Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)

Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)

American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)

Other _____

C. CURRENT COUNCIL INVOLVEMENT:

Are you currently an active participant on a Council Committee? ☒ No ☐ Yes

Which Committee: _____ What is your participation? _____

D. INTERESTS: Personal/Professional areas of interest/experience/skills that could benefit the Council:

I'm an experienced Reading teacher and I advocate for early literacy interventions through a Summer pre-Kindergarten program. Our program is extending to the school year through a Parent Literacy Project.

I am interested in becoming a Council representative because: I'd like to be a part of the change making process to benefit early literacy in my city's County. I'd also like to use my influence to impact existing programs and be a part of teams that work to implement new ones.

E. MEMBER RESPONSIBILITIES: Members are expected to attend regular meetings on the fourth Monday of July, September, November, January, March, and May from 3:00 p.m. to 5:00 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule: ☒ Yes ☐ No

If needed, do you have the support of your agency/employer to be an active member of the Council?
☐ Yes ☐ No

F. How did you hear about the Planning Council?

Through a friend who's currently on the LPC.

Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning and Advisory Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.

For more information please call the LPC Coordinator at (925) 942-3413.

Signature: _____

Date: 7-24-17



**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:

Local Planning and Advisory Council

Discretionary Seat East County

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Lang Phelicia Elaine
(Last Name) (First Name) (Middle Name)

2. **Address:** (No.) (Street) (Apt.) Antioch CA 94531
(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

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Saint Mary's College	Reading Recovery Certificate	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	10		Certif	2015
B) Saint Mary's College	Masters Read Lang Arts Read Specialist Credent	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	34		Masters	2009
C) Patten College	Teacher Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	27		Credent	1995
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			
San Jose State	Psychology Degree	BA Diploma				

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)</p> <p>From To</p> <p>9-2013 present</p> <p>Total: Yrs. Mos.</p> <p>6 7</p> <p>Hrs. per week <input type="text"/> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Community Representative</p> <p>Employer's Name and Address</p> <p>Antioch Unified School District 501 G. Street Antioch, CA 94509</p>	<p>Duties Performed</p> <p>Participated in creating, revising and implementing plans and programs to support our students as out lined in the Local Control Accountability Formula.</p>
<p>B) Dates (Month, Day, Year)</p> <p>From To</p> <p>12-2006 present</p> <p>Total: Yrs. Mos.</p> <p>10 7</p> <p>Hrs. per week <input type="text"/>40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Teacher</p> <p>Employer's Name and Address</p> <p>Antioch Unified School District 501 G. Street Antioch, CA 94509</p>	<p>Duties Performed</p> <p>Reading teacher and staff developer; K/1, First and Third Grades classroom teacher</p>
<p>C) Dates (Month, Day, Year)</p> <p>From To</p> <p>2004 2006</p> <p>Total: Yrs. Mos.</p> <p>1 5</p> <p>Hrs. per week <input type="text"/>40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Credentialed Teacher</p> <p>Employer's Name and Address</p> <p>CA Virtual Adacdemy K-12 Simi Valley, CA</p>	<p>Duties Performed</p> <p>Credentialed teacher to home school families: collected attendance, provided advisory, curriculum and tutorial support to students and their at home teaching parent. Supervised state testing locally.</p>
<p>D) Dates (Month, Day, Year)</p> <p>From To</p> <p>8-2002 1-2004</p> <p>Total: Yrs. Mos.</p> <p>2 4</p> <p>Hrs. per week <input type="text"/>24 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Credentialed Teacher</p> <p>Employer's Name and Address</p> <p>Visions In Education Home School San Juan, CA</p>	<p>Duties Performed</p> <p>Credentialed teacher to home school families: collected attendance, provided advisory, curriculum and tutorial support to students and their at home teaching parent. Supervised state testing locally.</p>

7. How did you learn about this vacancy?

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

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: 7-24-17

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.

September 15, 2017

Contra Costa Local Planning Council Committee Members:

Please accept this letter, resume, and required forms as my application packet for Contra Costa Local Planning Council Member. With over fifteen years of experience holding diverse positions of increasing responsibility in the fields of early childhood education and developmental psychology, I possess the skills, knowledge, and personality to help LPC in its mission to promote quality childcare through advocacy, resource development, strong partnership with other organizations.

I have a strong base of program design, implementation, evaluation experience and technical skills, while working with flexibility, efficiency, and diplomacy both individually and as part of a complex team effort.

As First 5 Contra Costa ECE Program Officer, I'm responsible for implementing a number of activities to promote the professional development of ECE providers and the quality of ECE programs, including the IMPACT, PDP (in partnership with LPC), Early Literacy Programs, amongst other programs.

As the Early Learning Systems Specialist at First 5 San Mateo County (F5SMC), I was able to successfully provide quality improvement support for the Child Signature Program (CSP) participating classrooms. While collaboratively developing improvement plans for F5SMC CSP classrooms, I was responsible to directly provide training and technical assistance in a multi-faceted fashion to help insure high quality services and continued strong leadership in early childhood education. My leadership in the CSP Program has helped bring systemic, cross-disciplinary change to improve quality child care for young children and their families.

As San Francisco CARES Manager I was responsible for designing and implementing CARES program policy that promoted ECE workforce professional development. In addition to that, as a roundtable member, for five years, for Santa Clara County CARES I helped create and implement professional development education plans for CARES participants in that county.

As a center director in San Francisco, I was mainly responsible for the following: 1) organization, budget management, and supervision of a community-based preschool program that served 50 children; 2) design and implementation of assessment strategies that aimed at understanding cognitive and socio-emotional development of children from diverse cultural, linguistic, ethnic and socioeconomic backgrounds; 3) provide ongoing technical assistance and mentorship to teaching staff to further enhance their skills in the areas of Desired Results Developmental Profile and Environmental Rating Scales; family partnerships; implementation of developmentally appropriate practices for young children; children's socio-emotional guidance; and inclusion of children with varying abilities.

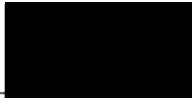
In addition to that, as a member of the Executive Cabinet for Santa Clara County Race to the Top Consortium, I was able to provide input on that initiative from the initial design up to the current stages of the initiative with the following areas as special foci of interest: professional development opportunities, policy and systems change, program assessment, and Quality Rating and Improvement System (QRIS).

In my role as Department Chair for the Child Development Program at the National Hispanic University (NHU), I was responsible for leading faculty committees, grant and scholarships administration, program budget management, curriculum development and revision, teaching and advising child development students, staffing of child development courses, program review, and development of partnerships with various local agencies to develop projects relevant to ECE workforce development. My contributions to the internal functioning of the institution have ranged from program development to strategic planning and implementation of program review to reaffirm its WASC accreditation.

Working with culturally and linguistically diverse populations, I am sensitive and adept in seeking to understand the goals and needs of the constituents, how to best communicate and to facilitate productive and collaborative partnerships.

The opportunity to serve as a member of the Contra Costa LPC is compelling. I hope that you will favorably consider my application and I would enjoy the opportunity to meet with the committee, if needed, to discuss this further.

Sincerely,



Edirle Menezes, Ph.D.
Early Childhood Education Program Officer
First 5 Contra Costa



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:

Local Planning Council

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

Public Agency 2 - Contra/South

PRINT EXACT SEAT NAME (if applicable)

1. Name:	Menezes	Edirle	
	(Last Name)	(First Name)	(Middle Name)
2. Address:	Concord, CA 94520		
	(No.)	(Street)	(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 Doctorate in Psychology, Specialization in Child Development

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Clark University, Worcester, MA, USA	Doctorate in Psychology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			Ph.D.	2003
B) Universidade Federal Pernambuco, Brazil	Master's in Cognitive Psychology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			M.A.	1999
C) Universidade Federal Ceara, Brazil	Bachelor's in Psychology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.A.	1995
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input 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)</p> <p>From To</p> <p>4/9/2013 Present</p> <p>Total: Yrs. Mos.</p> <p>3 5</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>ECE Program Officer</p> <p>Employer's Name and Address</p> <p>First 5 Contra Costa 1485 Civic Court, Suite 1200 Concord, CA 94520</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Oversight of Contra Costa QRIS, including coaching, assessments, and oversight of rating and monitoring, WELS database. - Management of Contra Costa PDP - Oversight of numerous early literacy projects in the County
<p>B) Dates (Month, Day, Year)</p> <p>From To</p> <p>9/7/2005 4/6/2013</p> <p>Total: Yrs. Mos.</p> <p>7 5</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Department Chair, Nat'l Hispanic Univ</p> <p>Employer's Name and Address</p> <p>National Hispanic University 14271 Story Road San Jose, CA 95127</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Oversight of Child Development B.A. and M.A. programs - Curricula revision - Child Development courses scheduling and staffing - Faculty
<p>C) Dates (Month, Day, Year)</p> <p>From To</p> <p>10/5/2004 08/1/2005</p> <p>Total: Yrs. Mos.</p> <p>0 10</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Mission YMCA Preschool Director</p> <p>Employer's Name and Address</p> <p>4080 Mission St. San Francisco, CA 94112</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Oversight of overall daily operations of the preschool, including instruction and curriculum, child observation instruments, child assessment, and budget planning and implementation
<p>D) Dates (Month, Day, Year)</p> <p>From To</p> <p>08/01/2008 01/15/2009</p> <p>Total: Yrs. Mos.</p> <p>0 6</p> <p>Hrs. per week 40 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>SF CARES Manager</p> <p>Employer's Name and Address</p> <p>Wu Yee Children's Services 827 Broadway San Francisco, CA 94113</p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Design and implementation of various SF CARES Policies. - SF CARES Program Oversight.

7. How did you learn about this vacancy?

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

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: 9/15/2017

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
Local Planning and Advisory Council
for Early Care and Education

RECEIVED
9.20.17

APPLICATION FOR MEMBERSHIP

Name: Edirle Meneses
Home Address: [REDACTED] City: San Ramon Zip: 94583
Business/Agency/Affiliation: First 5 Contra Costa
Address: 1485 Civic Ct. City: Concord, CA Zip: 94583
Type of Organization: Public Agency Position: ECE Program Officer
Day Phone: [REDACTED] FAX: (925) 771-6083 Email: [REDACTED]

A. CATEGORIES FOR APPOINTMENT

The County Board of Supervisors and the Superintendent of Schools make appointments to the Early Care and Education Planning Council. Members must live or work in Contra Costa County. Twenty percent of the Planning Council members are to be drawn from each of the following categories described below: Child Care Consumer, Child Care Provider, Community Representative, Public Agency Representative, and All Other. Please indicate which categories you could represent.

- ☐ **1. Consumer of Child Care Services** - using childcare or have used it within the past 36 months.

Are you currently utilizing Child Care? ☐ Yes ☐ No Date you last used it: _____
Type of Care: _____ Location: _____
Length of Time as a Consumer: _____

- ☐ **2. Child Care Provider**- please check the types of care you provide and note the number of children:

_____ Licensed family care provider	# of children licensed for _____
_____ Licensed & publicly funded child care center	# of children licensed for _____
_____ Licensed, private for profit, or private non-profit child care center	# of children licensed for _____
_____ Subsidized Child Care Program	# of children licensed for _____
_____ License exempt child care provider	# of children cared for _____

Location of your facility: _____ Program/Center Name: _____

- ☐ **3. Community Representative:** Includes civic or community based agencies or business that advocate for child care but do NOT provide child care or contract with the California Department of Education to provide child care and developmental services.

Organization: _____ Service Provided: _____
Location: _____ Service Area: _____

- ☒ **4. Public Agency Representative** - Including city, county and local education agencies.
Agency: First 5 Contra Costa Service Area: Central (location). Services are provided Countywide.

- ☐ **5. All Other**- Please describe:

B. GEOGRAPHIC, ETHNIC, AND CULTURAL DIVERSITY REPRESENTATION

CalWORKS legislation AB 1542 (Education Code 8499.3 d) states, "Every effort shall be made to ensure that the ethnic racial, and geographic composition of the local planning council is reflective of the ethnic, racial, and geographic distribution of the population of the county"

Please indicate your ethnic origin:

Which region of the County would you represent:

Central/South

White (non-Hispanic)

Black (Includes African, Jamaican, Trinidad and West Indian)

Hispanic (includes Mexican, Puerto Rican Cuban, Latin American or Spanish)

Asian or Pacific Islander (includes Pakistani, East Indian, Japanese, Tongan, Filipino, Laotian, or Vietnamese)

American Indian or Alaskan Native (includes persons who identify themselves or are known as such by virtue or tribal association)

Other

C. CURRENT COUNCIL INVOLVEMENT:

Are you currently an active participant on a Council Committee? ☐ No ☒ Yes

Which Committee: Workforce Development

What is your participation? Participation in meetings as a guest

D. INTERESTS: Personal/Professional areas of interest/experience/skills that could benefit the Council:

- Workforce Development
- Quality improvement for early learning settings
- ECE Policy & Advocacy

I am interested in becoming a Council representative because: I resonate with LPC goals of: a) supporting training & professional development of ECE workforce b) promoting access to quality child care; and c) collaborate with community organizations to provide families with high quality child care

E. MEMBER RESPONSIBILITIES: Members are expected to attend regular meetings on the fourth Monday of July, September, November, January, March, and May from 3:00 p.m. to 5:00 p.m. and participate in at least one committee. Additional meetings may be scheduled for training and council business.

Are you able to commit to regular participation, given this schedule: ☒ Yes ☐ No

If needed, do you have the support of your agency/employer to be an active member of the Council? ☒ Yes ☐ No

F. How did you hear about the Planning Council?

Through LPC Website

Please attach your resume and a letter of interest with this application. Mail completed application, resume and letter of interest to the Contra Costa County Local Planning and Advisory Council (LPC) Coordinator at the Contra Costa County Office of Education, 77 Santa Barbara Road, Pleasant Hill, CA 94523.

For more information please call the LPC Coordinator at (925) 942-3413.

Signature:

Date:

9/15/2017

	Terms of Office								
Seat Title	Expires	Name	Business/Affiliation Address	Home Address	Email	Work #	Home #	Fax #	Cell or Alternate #
Consumer 1 West County	4/30/2019	Dr. Crystal McClendon-Gourdine	Baby Love Child Development Services 845 Meadow View Drive Richmond, CA 94806	[REDACTED]	[REDACTED]	510-799-9003	[REDACTED]	[REDACTED]-799-9013	[REDACTED]0
Consumer 2 Central/South County	4/30/2019	Vacant							
Consumer 3 Central/South County	4/30/2017	Vacant							
Consumer 4 East County	4/30/2018	Vacant	Genentech Inc. 1 DNA Way South San Francisco, CA	[REDACTED]	[REDACTED]		7 [REDACTED]		
Child Care Provider 1 West County	4/30/2019	Silvana Mosca-Carreon (<i>Second Vice-chair</i>)	ICRI-EI Nuevo Mundo Children's Center Director 1707 Pennsylvania Ave Richmond, CA 94801	[REDACTED]	silvana@icrichild.org	510-233-2329	[REDACTED]	510-965-1771	
Child Care Provider 2 Central/South County	4/30/2019	Brenda Brown	Concord Child Care Center, Inc. 1360 Detroit Ave Concord, CA 94520	[REDACTED]	brenda.b@concordchildcare.org	925-689-5151 x201	[REDACTED]		[REDACTED]
Child Care Provider 3 Central/South County	4/30/2019	Vacant							
Child Care Provider 4 East County	4/30/2018	Stacie Cooper-Roundtree	Training Children Childcare and Learning Center 4716 Parkland Court Antioch, CA 94531		[REDACTED]	925-628-1150			
Public Agency 1 West County	4/30/2018	Carolyn Johnson	Contra Costa County Community Services Bureau 3068 Grant Street Concord, CA 94520	[REDACTED]	cjohnson@ehsd.cccounty.us	925-646-5797	[REDACTED]	925-646-5815	[REDACTED]5
Public Agency 2 Central/South County	4/30/2017	Edirle Menezes	First 5 Contra Costa 1485 Civic Court, Suite 1200 Concord, CA 94520		emenezes@first5coco.org	925-771-7333			
Public Agency 3 Central/South County	4/30/2019	Joan Means	Diablo Valley College Adjunct Faculty Early Childhood Education 321 Golf Club Road Pleasant Hill, CA 94523	[REDACTED]	[REDACTED]	925-685-1230 ext. 1870	[REDACTED]		[REDACTED]
Public Agency 4 East County	4/30/2018	Doug Rowe (<i>First Vice-chair</i>)	Los Medanos College 2700 E Leland Rd Pittsburg, CA 94565	[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
Community 1 West County	4/30/2019	Eric Peterson	Contra Costa Child Care Council Area Director 1035 Detroit Avenue, #200 Concord, CA 94518	[REDACTED]	eric.peterson@cocokids.org	(925) 676-6610	[REDACTED]	925-265-6510	[REDACTED]6
Community 2 Central/South County	4/30/2019	Dr. Deborah Penry	CARE Parent Network Early Education Coordinator 1340 Arnold Drive, #115 Martinez, CA 94553	[REDACTED]	[REDACTED]	(925)313-0999 ext. 107	[REDACTED]	925-370-8651	[REDACTED]
Community 3 Central/South County	4/30/2018	Vacant							
Community 4 East County	4/30/2019	Vacant							
Discretionary 1 East County	4/30/2018	Eran Perera		[REDACTED]	[REDACTED]		[REDACTED]		[REDACTED]
Discretionary 2 Central/South County	4/30/2018	Vacant							
Discretionary 3 Central/South County	4/30/2018	Cathy Roof (<i>Chair</i>)	Martinez Early Childhood Center 615 Arch Street Martinez, CA 94553	[REDACTED]	[REDACTED]	925-229-2000	[REDACTED]	925-229-2088	[REDACTED]
Discretionary 4 West County	4/30/2019	Aurora Ruth		[REDACTED]	[REDACTED]				[REDACTED]
LPC Coordinator		Ruth Fernández	77 Santa Barbara Road Pleasant Hill, CA 94523		rfernandez@cccoe.k12.ca.us	925-942-3413		925-942-3480	[REDACTED]
Administrative Assistant		Melody Yee	77 Santa Barbara Road Pleasant Hill, CA 94523		myee@ccoe.k12.ca.us	925-942-5313		925-942-3480	
CCCOE Deputy Superintendent of Schools		Dr. Pamela Comfort	77 Santa Barbara Road Pleasant Hill, CA 94523		pcomfort@cccoe.k12.ca.us	925-942-3358		925-942-5319	



Contra
Costa
County

To: Board of Supervisors

From: FAMILY & HUMAN SERVICES COMMITTEE

Date: November 7, 2017

Subject: APPOINTMENTS TO THE ADVISORY COUNCIL ON AGING

RECOMMENDATION(S):

APPOINT the following individuals to the Advisory Council on Aging, as recommended by the Family and Human Services Committee:

- Ed Benson to the Member At-Large #3 Seat with term expiration of September 30, 2019;
- Jagjit Bhambra to the Member At-Large #11 Seat with term expiration of September 30, 2019; and
- Steven Birnbaum to the Member At-Large #19 Seat with term expiration of September 30, 2019

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Advisory Council on Aging provides a means for county-wide planning, cooperation and coordination for individuals and groups interested in improving and developing services and opportunities for the older residents of this County. The Council provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging.

The Advisory Council on Aging consists of forty members serving two-year staggered terms each ending on September 30. The Council consists of representatives of the target population and the general public, including older low-income and military persons; at least one-half of the membership must be made up of actual consumers of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Kristen Lackey,
925-335-1043

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

services under the Area Plan. The Council includes: nineteen representatives recommended from each Local Committee on Aging, one representative from the Nutrition Project Council, and twenty at-large representatives. There are currently twenty-six seats filled on the Advisory Council on Aging and fourteen vacancies. The vacant seats are: Local Committee Lafayette, Local Committee Orinda, Local Committee Pleasant Hill, Local Committee Concord, Local Committee Richmond, Local Committee Pittsburg, Local Committee Clayton, Local Committee Walnut Creek, Local Committee Moraga, Local Committee Brentwood, and Member-At-Large seats 3, 11, 14 and 19.

The three recommended appointees were selected by the Contra Costa Advisory Council on Aging, and approved by the Family and Human Services Committee on October 30, 2017.

CONSEQUENCE OF NEGATIVE ACTION:

The seats will remain vacant.

ATTACHMENTS

Benson App

Benson Recommendation

Bhambra App

Bhambra Recommendation

Birnbaum App

Birnbaum Recommendation

June 23, 2017

Contra Costa County
CLERK OF THE BOARD OF SUPERVISORS
651 Pine Street
Martinez, CA 94553-1292



To Whom it May Concern:

Enclosed are two documents:

- Board Application for an At-Large Seat on the Advisory Council on Aging
- My personal resume prior to my leaving full-time employment

I believe that I would be a significant asset to the Board for the following reasons:

I have been a member of Sons in Retirement (SIR), a non-profit, public benefit corporation with 14,500 members in 125 Northern California branches since 2005.

Since 2008, I have held leadership positions in SIR at the branch, area, region and state levels. I am currently the Region Director for the East Bay, Diablo Valley, TriValley and Livermore areas. The region has 25 branches and 3,600 members.

I currently also serve as the State Chairman of SIR's Growth and Membership Committee, the strategy arm of the organization.

I have served on and led non-profit boards including the Opportunities Industrial Center of Eastern North Carolina (Founder and Chairman), the Green hills Homeowners' Association (Lafayette) and the Contra Costa Humane Society.

Through the years my management consulting experience has equipped me with excellent problem solving, communication, group decision making and consensus-building skills which are invaluable when working at the board level.

I am a proven, results-oriented leader.

I look forward to discussing this Board member opportunity with you.

Thank you for your consideration.

Your truly,

Ed Benson

Walnut Creek, CA 94597



Contra
Costa
County

RECEIVED

JUN 26 2017

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.

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:

Advisory Council on Aging

Board Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Benson Edward Earl
(Last Name) (First Name) (Middle Name)

2. **Address:** [REDACTED] CA 94597
(No.) (Street) (Apt.) (State) (Zip Code)

3. **Phones:** [REDACTED]
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** [REDACTED]

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 Master of Science in Business Administration

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of California - Berkeley	Liberal Arts	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	21			
B) College of San Mateo	Liberal Arts	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	39		AA	1959
C) San Jose State University	Industrial Mgmt/Psych.	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	95		BS/MS	1961/1962
D) Other schools / training completed: Many corporate and outside courses	Course Studied Too many to list	Hours Completed Estimate over 800	Certificate Awarded: Yes No <input checked="" 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) <u>From</u> <u>To</u> 2013 Present Total: <u>Yrs.</u> <u>Mos.</u> 5 6 Hrs. per week <u>30+</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title Region Director, Strategy Leader Employer's Name and Address Sons in Retirement (SIR) As an all volunteer organization of over 14,500 mostly retired men in Northern CA we have no formal office address.</p>	<p>Duties Performed Lead a region of 25 Branches and 3,600 members in the BayArea, TriValley and Livermore areas. Develop organizational strategy for a 14,500 member Northern CA men's social organization. Act as a member of the Board of Directors</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 1994 2010 Total: <u>Yrs.</u> <u>Mos.</u> 17 0 Hrs. per week <u>50+</u> . Volunteer <input type="checkbox"/></p>	<p>Title Owner and Managing Principal Employer's Name and Address BW Associates 1289 Crown Court Walnut Creek, CA 94597</p>	<p>Duties Performed Provide management consulting services to a wide variety of clients. Lead a management consulting firm, drawing on other consultants to meet client needs, as necessary..</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> 1980 1994 Total: <u>Yrs.</u> <u>Mos.</u> 15 0 Hrs. per week <u>50+</u> . Volunteer <input type="checkbox"/></p>	<p>Title Vice President (Partner) and Gen Mgr Employer's Name and Address The Hay Group 1650 Arch Street - Suite 2300 Philadelphia, PA 19103</p>	<p>Duties Performed Lead a major consulting office Provide management consulting services to a wide variety of clients. Lead the firm's consulting services to the telecommunications industry.</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> 1976 1980 Total: <u>Yrs.</u> <u>Mos.</u> 4 0 Hrs. per week <u>45+</u> . Volunteer <input type="checkbox"/></p>	<p>Title Exec Asst to EVP of Human Resources Employer's Name and Address Bechtel Corporation 50 Beale Street San Francisco, CA 94105</p>	<p>Duties Performed Provide staff assistance on a wide variety of HR issues to the Worldwide leader of HR Conduct audits throughout the US for compliance with EEO/AA Regs Undertake internal HR consulting engagements for numerous Divisions</p>

7. How did you learn about this vacancy?

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

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: _____

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: 6/23/17

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 is my resume prior to my retirement from full-time employment

Edward E. Benson

Walnut Creek, CA 94597

BW Associates, Walnut Creek, CA
Founder and Managing Principal

April 1994 to October 2010

Founded and currently manage a consulting firm dedicated to helping clients dramatically improve their performance through the application of change and transition management principles, strategic plan implementation, human resource planning, staffing and development, competency-based human resource processes, executive coaching, performance management and reward and recognition programs.

Significant leadership accomplishments:

- Established consulting alliances with three highly recognized consulting firms in the complementary areas of process reengineering, benchmarking and competency-based human resource programs
- Developed a "virtual" consulting team with the recruitment of three highly qualified affiliate-associates
- Recognized as "**Professional of the Year**" by the Bay Area Compensation Association

Significant consulting accomplishments:

- Design of and implementation support for an integrated human resource/compensation program to significantly improve customer relations for the service department of a large, luxury automobile dealership
- Led a 20 engineer unit recognized as the poorest performing that became the most profitable engineering unit in the firm within six months
- Managed the compensation function for a 20,000 employee health club company
- Design of an enterprise-wide, competency and skill-based process to improve self-motivation, recognition and reward for the IT professionals of a multi-billion revenue international delivery service
- Design of an enterprise-wide, competency-based performance management and compensation architecture. Development and delivery of competency assessment training and the certification of behavioral event interviewers for a multi-billion revenue national mortgage lender
- Design of a results, skills and competency-based performance management and development program for 30,000 non-management, union-represented employees for a major telecommunications provider.
- Development and delivery of a competency-based work culture and organizing style survey and analysis of results, leading to an action plan for organizational change for a foreign-owned, semiconductor design company
- Development and delivery of a work culture and employee attitude survey including recommendations for change for a high-growth management consulting firm
- Design of an entrepreneurial compensation plan and recommendations for process improvement for a high technology subsidiary start-up of a \$ 10 billion revenue parent company
- Guide a Fortune 30 Company in the administration of its compensation program for 10,000 salaried employees

Hay Management Consultants, Walnut Creek, CA
Vice President (Partner)

January 1980 to April 1994

Rotated between general management, industry leadership and relationship management roles with primary focus upon \$ 1 billion plus revenue clients

Significant leadership accomplishments included:

- Selection, development and leadership of Hay's most successful field consulting office in the United States from 1984 to 1986
- Sale of more consulting work on the West Coast than any other consultant in Hay's history
- Leadership of Hay's market introduction of "HR Xpert", a software-based human resource management system
- Management of industry penetration and marketing to the telecommunications and gaming industry sectors

Significant consulting accomplishments included:

- Sale of a process reengineering study to consolidate engineering functions and redesign processes for a \$ 10 billion regional telecommunications company
- Assisted the President of a \$ 500 million building materials manufacturing subsidiary in implementing a new strategy through development of a new organization design, re-staffing of key leadership positions and design and implementation of a total compensation program
- Design of executive and management total remuneration programs with numerous clients to facilitate strategy achievement
- Reorganization, role definition, job redesign and leadership effectiveness assessment of the Human Resource function for a multi-billion dollar revenue property and casualty insurance company
- Design and implementation of performance management programs for two regional banks, an aerospace defense contractor and an electric utility
- Reorganization and redesign of the key executive staff positions and functions of a \$ 500 million holding company
- Sales effectiveness recommendations, job/process redesign and total compensation recommendations for a \$ 200 million chemical subsidiary

Bechtel Corporation, San Francisco, CA
Executive Assistant to the Worldwide Manager of Personnel

April 1976 to January 1980

- Held positions of successively increasing responsibility which included world-wide resource coordination and human resource consulting

Weyerhaeuser Corporation, Tacoma, WA and New Bern, NC
Manager of Personnel and Administrative Services

July 1968 to April 1976

- Progressively promoted through positions which included responsibility for hiring and training of sales representative recruits and providing human resource support for the national sales force, managing the total human resource function for a 4000 employee manufacturing division and direct management of a 200 employee unit responsible for procurement, logistics, stores, security and administrative services

Western Electric Company, Sunnyvale, CA
Section Manager - Payroll

August 1962 to April 1968

- Promoted through positions in manufacturing support, employee relations and accounting

San Jose State University

- Master of Science Degree in Business Administration, 1962
- Bachelor of Science Degree in Industrial Management/Psychology, 1961

Additional Honors and Accomplishments

- Graduate Research Assistant, Dean of the College of Business, San Jose State University
- Founder and Chairman, Eastern North Carolina Opportunities Industrialization Center, a self-help program designed to provide training and employment opportunities to disadvantaged individuals
- Recognized as a Senior Professional in Human Resources (SPHR) by the Human Resource Accreditation Institute
- Certified as a Internet Marketing Specialist by Stores On Line
- Honored with a membership to Beta Gamma Sigma, the National Honor Society for Business Graduates
- Member, and Chairman of the Nominating Committee of the Dean's Global Leadership Council, College of Business, San Jose State University
- Former Board Member and Treasurer, Contra Costa Humane Society
- Developed a scorecard to identify failing branches and the associated action plans to overcome failure trends for Sons in Retirement, a 14,500 member men's social club in Northern California. Heavily involved in assisting failing branches to succeed.

Bureau

MC, CA 94597

RECEIVED

JUN 26 2017

CLERK BOARD OF SUPERVISORS
CONTRA COSTA CO.



Contra Costa County
Clerk of the Board of Supervisors
651 Pine St. - Room 106
Martinez CA 94553-1292

94553-1292 0001



Contra Costa County California
Employment & Human Services

Kathy Gallagher, Director
40 Douglas Dr., Martinez, CA 94553 ★ Phone: (925) 313-1579 ★ Fax: (925) 313-1575 ★ www.cccounty.us/ehsd.

MEMORANDUM

DATE: 10-4-2017

TO: Family and Human Services Committee

CC: Victoria Tolbert, Director Aging and Adult Services

FROM: Jaime Ray, Staff Representative for the Advisory Council on Aging

SUBJECT: Advisory Council on Aging – Appointment Requested

The Contra Costa Area Agency on Aging (AAA) recommends for immediate appointment to the Contra Costa Advisory Council on Aging (ACOA) the following applicant: Mr. Ed Benson for the Member at Large #3 seat. The MAL #3 seat is undesignated and has remained vacant since November 8, 2016. Juliana Boyle who previously was appointed to MAL #3 has resigned.

Recruitment has been handled by both the Area Agency on Aging, the ACOA and the Clerk of the Board using CCTV. AAA staff has encouraged interested individuals including minorities to apply through announcements provided at the Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply and are provided an application with instructions on whom to contact for ACOA related inquiries, including application procedure.

Mr. Benson submitted an application on June 23, 2017; this document is provided as a separate attachment. At the time of his selection by the ACOA Membership Committee to fill one of three At Large vacancies, there were four other MAL applicants; two others have been approved and will be recommended for appointments to fill the remaining MAL vacancies. Among the two applicants who were not recommended, one rescinded her application and the other did not attend the interview scheduled for her by the Membership Committee. One additional applicant had contacted the Area Agency on Aging for information regarding membership on the ACOA but failed to submit a completed application.

Thank You

Application Form

Profile

This application is used for all boards and commissions

Jagjit

First Name

Bhambra

Middle Initial

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

Hercules

City

CA

State

94547

Postal Code

[REDACTED]

Primary Phone

Retired

Employer

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Interests & Experiences

Which Boards would you like to apply for?

Advisory Council on Aging

Please describe your interest in serving as a member of the board(s) you have selected and if applicable which seat you are applying for.

As a past Executive Director, Atria Senior Living community at Lafayette, I have a passion for serving the senior community.

Have you previously served on a government or non-profit board or committee?

Yes. Community Services Commissioner, City of Hercules

Please describe how your education, work experience, or other activities have prepared you to serve on the board or commission you have selected.

My service as an Executive Director of Senior Living community (current holder of Residential Care Facility for Elderly - Administrator's License) and as a retired County employee (MPA Degree) and the advocate for seniors, I think I am qualified to serve on the Advisory Council on Aging.

Upload a Resume

Education History

Other

Select the highest level of education you have received:

Master of Public Administration

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

National University, San Diego

Name of College Attended

MPA

Course of Study / Major

Units Completed

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

MPA

Degree Type

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

11/14/17 - 5/3/17

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Executive Director

Position Title

Employer's Name and Address

Atria Park of Lafayette 1545 Pleasant Hill Rd Lafayette, CA 94549

Duties Performed

Manage the Senior Assisted Living community as it's Executive Director

2nd

06/05/1995 - 10/31/16

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Contra Costa County/EHSD/HSD

Position Title

Employer's Name and Address

Contra Costa County 651 Pine St Martinez, CA 94553

Duties Performed

ASA III/EWS I

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

Contra Costa County Homepage

How did you learn about this vacancy?

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Contra Costa County California
Employment & Human Services

Kathy Gallagher, Director

40 Douglas Dr., Martinez, CA 94553 ★ Phone: (925) 313-1579 ★ Fax: (925) 313-1575 ★ www.cccounty.us/ehsd.

MEMORANDUM

DATE: 10-4-2017

TO: Family and Human Services Committee

CC: Victoria Tolbert, Director Aging and Adult Services

FROM: Jaime Ray, Staff Representative for the Advisory Council on Aging

SUBJECT: Advisory Council on Aging – Appointment Requested

The Contra Costa Area Agency on Aging (AAA) recommends for immediate appointment to the Contra Costa Advisory Council on Aging (ACOA) the following applicant: Mr. Jagjit Bhambra for the Member at Large #11 seat. The MAL #11 seat is undesignated and has remained vacant since May 23, 2017. Douglas Knowles who previously was appointed to MAL #11 has resigned.

Recruitment has been handled by both the Area Agency on Aging, the ACOA and the Clerk of the Board using CCTV. AAA staff has encouraged interested individuals including minorities to apply through announcements provided at the Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply and are provided an application with instructions on whom to contact for ACOA related inquiries, including application procedure.

Mr. Bhambra submitted an application on May 21, 2017; this document is provided as a separate attachment. At the time of his selection by the ACOA Membership Committee to fill one of three At Large vacancies, there were four other MAL applicants; two others have been approved and will be recommended for appointments to fill the remaining MAL vacancies. Among the two applicants who were not recommended, one rescinded her application and the other did not attend the interview scheduled for her by the Membership Committee. One additional applicant had contacted the Area Agency on Aging for information regarding membership on the ACOA but failed to submit a completed application.

Thank You

Print Form



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:

Advisory Council on the Aging

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: BIRNBAUM Steven M
(Last Name) (First Name) (Middle Name)

2. Address: [REDACTED] CA 94801
(No.) (Street) (Apt.) (State) (Zip Code)

3. Phones: [REDACTED]
(Home No.)

4. Email Address: [REDACTED]

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 Law Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) NYU	Liberal Arts	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	4			
B) BELKNAP COLLEGE	Liberal Arts	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	2			
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
NEW COLLEGE OF CA SCHOOL OF LAW	LAW	FULL COURSE	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> <u>7/83</u> <u>present</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <u>34</u></p> <p>Hrs. per week <u>40+</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <u>CEO - TRIAL ATTORNEY</u></p> <p>Employer's Name and Address <u>LAW OFFICE OF STEVEN BIRNBAUM</u></p>	<p>Duties Performed <u>trial Attorney dealing with workers compensation, Social Security and medicare issues for many senior clients</u></p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <u>9/77</u> <u>4/82</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <u>4</u> <u>9</u></p> <p>Hrs. per week <u>40+</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <u>Staff Attorney</u></p> <p>Employer's Name and Address <u>Legal Assistance to the Elderly</u> <u>San Francisco, CA</u></p>	<p>Duties Performed <u>Staff attorney representing the elderly of San Francisco in all its neighborhoods under funding from the Older Americans Act. Housing, Social Security, public aid issues are among those I handled</u></p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> <u>6/64</u> <u>6-70</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u> <u>1</u></p> <p>Hrs. per week <u>40+</u> . Volunteer <input checked="" type="checkbox"/> <u>with stipend</u></p>	<p>Title <u>Volunteer in Service to America Volunteer</u></p> <p>Employer's Name and Address <u>Now called Americorps</u></p>	<p>Duties Performed <u>Community worker in Carrollton Georgia helping to organize and provide services to both the white and black community</u></p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

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

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: _____

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: 6-5-2017

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 108, 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.

Law Office Of

STEVEN M. BIRNBAUM

A Professional Law Corporation

711 Grand Ave #130

SAN RAFAEL, CALIFORNIA 94901

TELEPHONE (415) 459-9565 FAX (415) 459-9566

E-MAIL: longshore.birnbaum@gmail.com

STEVEN M. BIRNBAUM *

Office administrator

BETTY ZHOU

LAW CLERKS

JULIE ANN RICHTER

1188 Bishop St #1401

Honolulu, Hawaii, 96812

TELEPHONE (808) 261 0223

STEVEN M. BIRNBAUM, ESQ.

Born: August 14, 1948, New Jersey

Education: Attended New York University, New York, NY.
Graduated New College of California School of Law, San Francisco, 1978
CLE Seminars, National College of Advocacy

Government Service: Volunteers in Service to America (VISTA), 1969-1970 (Carrollton, Ga.)

License to Practice: State of California, 1978; U.S. District Court, No. California;
U.S. Court of Appeals, 9th Circuit, U.S. Supreme Court

Certifications: Certified Workers Compensation Specialists, State Bar of California
Certified Specialist Maritime and Admiralty, State Bar of California

Professional Experience:

Clinical Extern, San Francisco Neighborhood Legal Assistance 1978-80

Legal Assistance to the Elderly, San Francisco, CA

1978-1982 -- Staff Attorney

Clinical Advisor, New College School of Law (San Francisco, CA)

Law Offices of Steven M. Birnbaum, A Professional Corporation, 1983-present,
Specializing in Workers' Compensation under the Longshore and Harbor
Workers' Act and under the California Labor Code, arguing before the United States
Department of Labor OALJ, Benefits Review Board and in the U.S. Court of Appeal, Ninth
Circuit

Professional Associations:

Member, California State Bar,

Board Member, presently Vice President for Special Projects, **Workplace Injury Law and
Advocacy Group**, Treasurer (Vice Chairman), 1995-1997, Treasurer Elect 2008,

*Certified Workers' Compensation Specialist
Board of Legal Specialization, State Bar of California

Treasurer 2008-2009, President 2009-2010 Past President, Winner President's award, twice.

Original Chair, WILG Longshore Section

Fellow, College of Workers Compensation Lawyers (Past Treasurer)

Fellow, National Academy of Social Insurance

Past Chair, S.F. Bay Maritime Claimant's Bar;

Past Chair, ATLA Workers' Compensation Section;

Advisor, contributor, Benefits Review Board Report Lexis Nexis pub.

Advisor, Annual Longshore Conference, Loyola University School of Law, New Orleans, Louisiana

Founder and Director of WILG's Annual Longshore Claimant's Bar Seminar since 2006

Fellow, College of Workers Compensation Lawyers 2013-14 Treasurer

Rated AV Preeminent by Martindale Hubbell

Designated "Workers Compensation Notable Person 2009" Lexis Nexis

Interfaith Workers for Justice, National Board member

Lecturer, University of Hawaii Center for Labor and Education

Advisory Board, Loyola University New Orleans School of Law Maritime Journal

Chief Editor *the Longshore Textbook*, 6th ed. Lawyer and Judges Publishing;

Co Editor Longshore Textbook, 4th and 5th

Two Children:

Andrew Moorman Birnbaum, b. 9/5/81,

Kelsey Moorman Birnbaum, b. 7/1/83

Resides in Pt Richmond, California and Kaneohe, HI // Active in various civic organizations.

Marin Peace and Justice Coalition

Pt Richmond Neighborhood Council

Past member of the Mill Valley Drug and Alcohol Abuse Commission

Board Hawaii Injured Workers Alliance, through 2013

Board of Directors, (past president) Meiklejohn Civil Liberties Law Library, Berkeley, CA (1998-2008)

Past Board of Directors, Interfaith Workers for Justice (Chicago) presently

Past Board Member, Sustainable Harvest

Limits practice to Longshore and Harbor Workers' Act Claimants' cases in Western United States and Hawaii.

Lecturer, Industrial Claims Assn.

Lecturer, Loyola University, New Orleans

Lecturer, Longshore Claims Association

Lecturer, ATLA National College of Advocacy

Lecturer, Northwest Longshore Administrators Association

Lecturer, California Applicants Attorneys Association,

Lecturer National Council of State Legislators

Lecturer, WILG annual CLE numerous times

Past Corporate Sponsor: King Biscuit Blues Festival, Helena, AR

Law Office Of

STEVEN M. BIRNBAUM

A Professional Law Corporation

711 GRAND AVE, SUITE 130
SAN RAFAEL, CALIFORNIA 94901
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FAX (415) 459-9566

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HONOLULU, HI 96813
TELEPHONE (866) 577-7013

STEVEN M. BIRNBAUM *††

Office Administrator / Senior Legal Assistant
ANDREW BIRNBAUM

Office Assistant
KHARMAN AIDUN
KATIE DUNN

Paralegal
NUNZIO ALIOTO
JULIE ANN RICHTER

REPLY TO SAN RAFAEL OFFICE**FACSIMILE**

The information contained in this facsimile is confidential and may also be attorney-privileged. It is intended only for the individual or entity to whom it is addressed. If you are not the recipient or an agent for the recipient, you are hereby notified that any use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this facsimile in error, return the original message to the above address, via U.S. Postal Service. Thank you.

Date: June 5 /2017	
To: Jaime Ray	Fax No: (9256024178)
From: Law Office of Steven M. Birnbaum	
Re: [Application for seat on the Advisory Council on the Aging]	
Number of Pages Including Cover Sheet: 7	

COMMENTS:

Hi Jaime,
Please accept these documents as my application and supporting information for the position on the Council.
If anything more is needed, please do not hesitate to contact me.

Steve Birnbaum

Contra Costa County California
Employment & Human Services

Kathy Gallagher, Director
40 Douglas Dr., Martinez, CA 94553 ★ Phone: (925) 313-1579 ★ Fax: (925) 313-1575 ★ www.cccounty.us/ehsd.

MEMORANDUM

DATE: 10-4-2017

TO: Family and Human Services Committee

CC: Victoria Tolbert, Director Aging and Adult Services

FROM: Jaime Ray, Staff Representative for the Advisory Council on Aging

SUBJECT: Advisory Council on Aging – Appointment Requested

The Contra Costa Area Agency on Aging (AAA) recommends for immediate appointment to the Contra Costa Advisory Council on Aging (ACOA) the following applicant: Mr. Steven Birnbaum for the Member at Large #19 seat. The MAL #19 seat is undesignated and has remained vacant since August 16, 2016. Teri Mountford who previously was appointed to MAL #10 has resigned.

Recruitment has been handled by both the Area Agency on Aging, the ACOA and the Clerk of the Board using CCTV. AAA staff has encouraged interested individuals including minorities to apply through announcements provided at the Senior Coalition meetings and at the regular monthly meetings of the ACOA. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply and are provided an application with instructions on whom to contact for ACOA related inquiries, including application procedure.

Mr. Birnbaum submitted an application on June 5, 2017; this document is provided as a separate attachment. At the time of his selection by the ACOA Membership Committee to fill one of three At Large vacancies, there were four other MAL applicants; two others have been approved and will be recommended for appointments to fill the remaining MAL vacancies. Among the two applicants who were not recommended, one rescinded her application and the other did not attend the interview scheduled for her by the Membership Committee. One additional applicant had contacted the Area Agency on Aging for information regarding membership on the ACOA but failed to submit a completed application.

Thank You



Contra
Costa
County

To: Board of Supervisors

From: FAMILY & HUMAN SERVICES COMMITTEE

Date: November 7, 2017

Subject: APPOINTMENT TO THE ARTS AND CULTURE COMMISSION OF CONTRA COSTA COUNTY

RECOMMENDATION(S):

APPOINT LaMar Anderson to the At-Large #2 Seat on the Arts and Culture Commission of Contra Costa County, as recommended by the Family and Human Services Committee.

FISCAL IMPACT:

No fiscal impact.

BACKGROUND:

The Arts and Culture Commission of Contra Costa County (AC5) advises the Board of Supervisors in matters and issues relevant to Arts and Culture, to advance the arts in a way that promotes communication, education, appreciation and collaboration throughout Contra Costa County; to preserve, celebrate, and share the arts and culture of the many diverse ethnic groups who live in Contra Costa County; to create partnerships with business and government; to increase communications and understanding between all citizens through art. Most importantly, the Commission will promote arts and culture as a vital element in the quality of life for all of the citizens of Contra Costa County.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Kristen Lackey,
925-335-1043

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

AC5 is comprised of one representative from each of the five supervisorial districts, two at-large representatives and one alternate for a total of eight seats. Appointment are for a four year period with terms expiring on June 30 of alternating odd numbered years. The current roster is listed in the attached memo. There is currently one vacant seat and five candidates applied for seats on the Commission. All five applicants' applications are attached. At their September meeting, AC5 voted to appoint Mr. Anderson. On October 30, 2017, the Family and Human Services Committee approved the recommended appointment.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will remain vacant.

ATTACHMENTS

AC5 Recommendation

AC5 Applications



ARTS AND CULTURE COMMISSION OF CONTRA COSTA COUNTY

651 PINE STREET, 10TH FLOOR, MARTINEZ, CA 94553
STAFF@AC5.CCCOUNTY.US (925) 646-2278 **AC5.ORG**

September 22, 2017

Family and Human Services Committee

Appointment Recommendations for Arts and Culture Commission of Contra Costa County

Please consider the appointment of:

Mr. **LaMar Anderson**

Concord, District IV

At-Large 2

This appointment will fill a vacant At-Large seat the Commission seeks to fill to support meeting quorum.

Current Commission Seats:

Commissioner Silvia Ledezma	Richmond, District I
Commissioner Marija Nelson Bleier	Danville, District II
Commissioner Petural Shelton	Danville, District III
Commissioner Elizabeth Wood	Concord, District IV
Commissioner Teresa Snook O'Riva	Rodeo, District V
Commissioner Y'Anad Burrell	Richmond, At-Large 1
VACANT	At-Large 2
Commissioner Cindy McCann	Pleasanton, Alternate

After reviewing five applications and careful consideration of issues relevant to Arts and Culture in Contra Costa County, including advancing the arts in a way that fosters creativity within the community and celebrates our diverse cultural expression, the Commission recommends LaMar Anderson to fill the At-Large Seat 2.

Working with the current AC5 Commissioners, these new Commissioners will promote the Arts and culture as a vital element in the quality of life for all of the citizens of Contra Costa County.

Recruitment efforts including four months of posting on the CCTV Bulletin board, news releases sent to many news outlets, posting on Supervisors newsletter, emails sent on Constant Contact and posting on the AC5 website.

Also considered were applications from Bill Burns, Pleasant Hill; Nicole Hess Diestler, Moraga; and AndreAnna Jovan, Concord (see redacted applications, attachment see attachment 5 *Applications for AC5 Seats 2017*).

Sincerely,

Roger Renn, AC5 Managing Director

Contra Costa County Boards & Commissions
Application Form

Submit Date: Jun 02, 2017

Profile

This application is used for all boards and commissions

AndreAnna

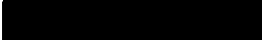
First Name

Jovan

Middle Initial

Last Name


Email Address


Home Address

Suite or Apt


City

CA
State


Postal Code

Home: 
Primary Phone

Self Employed
Employer

Owner
Job Title

Education
Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Interests & Experiences

Which Boards would you like to apply for?

Arts & Culture Commission: Submitted

Please describe your interest in serving as a member of the board(s) you have selected and if applicable which seat you are applying for.

I believe the Arts are essential to the well-being of all ages of our citizens. It provides a critical basis for our culture in the community. My son is in charge of instituting the VAPA program (Visual Arts and Performing Arts) for the Mount Diablo Unified School District and I help him establish the Mount Diablo Music Education Foundation, and served as Secretary on the Board. And my granddaughters also perform several different instruments. I have been immersed in music for many years and am committed to Cultural development in our county.

Have you previously served on a government or non-profit board or committee?

Over the years I have served on many non-profit boards and committees, including San Diego Small Business Association as member and President, President and Founding member of Womens' Political Caucus in San Diego, Rotary Club of San Rafael as a member. As mentioned above, Founding member and Secretary for the Mt. Diablo Music Education Foundation.

Please describe how your education, work experience, or other activities have prepared you to serve on the board or commission you have selected.

I am a Dr of Education, major is Organization and Leadership. I have been Professor of Business Department at Dominican University, San Rafael, and University of San Francisco, and Adjunct Professor at UC Davis, and National University. Additionally, I was recognized for my Volunteer Work connect with the Music Department at Concord High School.

[Upload a Resume](#)

Education History

Select the highest level of education you have received:

☒ Other

Ed.D, Dr. Of Education

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

University of San Francisco

Name of College Attended

Organization and Leadership

Course of Study / Major

All required

Units Completed

Type of Units Completed

- ☐ Semester
☐ Quarter

Degree Awarded?

☒ Yes ☐ No

Ed.D.

Degree Type

1989

Date Degree Awarded

College/ University B

National University

Name of College Attended

Master of Business, Business Law

Course of Study / Major

All required

Units Completed

Type of Units Completed

- ☐ Semester
☐ Quarter

Degree Awarded?

☒ Yes ☐ No

MBA

Degree Type

1982

Date Degree Awarded

College/ University C

National University

Name of College Attended

Business, Quantitative Analysis

Course of Study / Major

All required

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

BBA

Degree Type

1980

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

2011-2017

Dates (Month, Day, Year) From - To

6 hrs.

Hours per Week Worked?

Volunteer Work?

☒ Yes ☐ No

Assistant Co-ordinator

Position Title

Employer's Name and Address

Animal Rescue Foundation, Walnut Creek, Ca.

Duties Performed

Administrative work, FoodShare Program

2nd

1976-Present

Dates (Month, Day, Year) From - To

20hr

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Owner/operator

Position Title

Employer's Name and Address

Living Arts, 1876 Lynwood Dr, Concord, ca

Duties Performed

Administrative, and Landscape Deign

3rd

1995-1997

Dates (Month, Day, Year) From - To

40+

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Chair, Business Department

Position Title

Employer's Name and Address

Dominican University, San Rafael, Ca

Duties Performed

Professor and Chair for Business and International Studies

Final Questions

How did you learn about this vacancy?

☒ Newspaper Advertisement

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Contra Costa County Boards & Commissions
Application Form

Submit Date: May 12, 2017
Arts & Culture Commission: Submitted

Profile

This application is used for all boards and commissions

Nicole


First Name

Middle Initial

Hess Diestler

Last Name


Email Address


Home Address


Suite or Apt


City

CA
State


Postal Code

Mobile: (619) 249-8874

Primary Phone

**Diablo Valley College/ Cross
Culture, Inc.**

Employer

**Drama Department Chair/ Co-
Owner; Founder**

Job Title

Professor/ Non-Profit Founder
Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☒ Yes ☐ No

Interests & Experiences

Which Boards would you like to apply for?

Arts & Culture Commission

Please describe your interest in serving as a member of the board(s) you have selected and if applicable which seat you are applying for.

As an actress/professor/playwright, I've always considered myself to be an arts advocate and have been blessed to spend my adult life as a working professional in the arts. My focus has always been Theatre for Social Change. I believe that the arts transform the society in which they exist.

Have you previously served on a government or non-profit board or committee?

I am currently the co-founder/board member for Cross Culture, The Bay Area Street Church. We are an organization that serves the homeless and disenfranchised on the streets of the Bay Area. We serve 200 people per week, providing home cooked meals and developing relationship that link our street family to local organizations, rehabs and transitional housing opportunities. This fall I am forming, under the umbrella of Cross Culture, Inc., The Ghostlight Theatre Project, as a 501c(3) organization will research topical issues and then devise new works, producing street theatre with a mission and raising awareness and funding for various issues and impact organizations: A Social Justice Theatre company.

Please describe how your education, work experience, or other activities have prepared you to serve on the board or commission you have selected.

I joined the Diablo Valley College family in 2006, relocating from the cement and glitter of the LA scene, to join the stellar faculty, in the lush green, Bay Area. I began my college teaching career as an adjunct faculty member at San Diego State University, and has worked as an acting coach, organizational manager, workshop lead, vocal coach and auditioning and business prep advisor. I am a published playwright and a former Theatre Spotlight columnist for the City Of Pleasant Hill. I host a Backstage Theatre show which airs on the City Channel Of Pleasant Hill. I am an active member of Actor's Equity, a Founder of Living Truth Christian Center, a Respondent, workshop presenter, and coach for Region 7: K.C.A.C.T.F. (The Kennedy Center American College Theatre Festival) I serve on a variety of industry, social and academic programs: Intercity Alliance, The Homeless Church of San Francisco, Foster/Adopt S.F., Rancho De Sus Ninos, The Bay Area Street Church, and A New Day For Children. I am currently developing a Juvenile Corrections outreach program, aimed at encouraging young offenders to draw from their past experiences, and use dramatic performance and writing projects, to give them a voice to their pain and struggles. I hold several degrees and certificates, among them a BA in Theatre Performance (SDSU) and an MFA in Acting (FSU/Asolo Conservatory). I am the Department Chair for DVC Drama, the Dramatic Society's Club Co-Advisor and serve on various campus/community committees, that allow me to cultivate and seek admission/transfer/internship/work opportunities and experiences for DVC drama alumni, current students and prospects.

[Upload a Resume](#)

Education History

Other

Select the highest level of education you have received:

M.F.A.

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

Florida State University/ Asolo
Conservatory

Name of College Attended

Acting

Course of Study / Major

Units Completed

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

M.F.A.

Degree Type

2003

Date Degree Awarded

College/ University B

San Diego State University

Name of College Attended

Theatre Performance

Course of Study / Major

Units Completed

Semester

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

B.A. Theatre Arts

Degree Type

2000

Date Degree Awarded

College/ University C

Grossmont Community College

Name of College Attended

**Theatre/ Gerontology / Criminal
Justice**

Course of Study / Major

Units Completed

Semester

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

AA

Degree Type

1996/7

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

8/2016- current

Dates (Month, Day, Year) From - To

100's

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Drama Dept. Chair

Position Title

Employer's Name and Address

Diablo Valley College 321 Golf Club Road Pleasant Hill, Ca. 94523

Duties Performed

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

Other

How did you learn about this vacancy?

friend suggested

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:



Contra
Costa
County

RECEIVED

FEB 16 2016

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. 108

Martinez, California 94533-1292

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

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

Arts & Culture Commission

Current Vacancy

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

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

2. Address: [REDACTED] CA 94805
(No.) (Street) (Apt.) (State) (Zip Code)

3. Phones: [REDACTED]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [REDACTED]

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 Ed.M.

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Oberlin College	English (conc. writing)	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	1980
B) Brooklyn College	Television Production	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MS	1983
C) Harvard Grad. School of Education	Teaching and Curriculum	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			Ed.M.	1990
D) Other schools / training completed:	Course Studied Teaching Credential	Hours Completed	Certificate Awarded: Yes No <input checked="" 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) <u>From</u> <u>To</u> 9/30/07 Present</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 8 years, 5 months</p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title Writer/Producer/Director</p> <hr/> <p>Employer's Name and Address Group 5 Media </p>	<p>Duties Performed All areas of video design and production. I write scripts, direct video crews during shoots, edit video, and deliver programs to my clients. I design and build graphics and simple animations. I work with clients to conceptualize programs and series. I also perform all areas of client support and business development.</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 01/05/08 Present</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 7 years, 1 month</p> <p>Hrs. per week <u>as ne</u> . Volunteer <input type="checkbox"/></p>	<p>Title Editor/Director</p> <hr/> <p>Employer's Name and Address Story Lines </p>	<p>Duties Performed Story Lines is an oral history company. My role is mostly to edit any video projects, and on occasion direct a video shoot. I do this on an as-needed basis.</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u></p> <p>Total: <u>Yrs.</u> <u>Mos.</u></p> <p>Hrs. per week _____ . Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

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

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/58, attached): 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: 2/11/14

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

Contra Costa County Boards & Commissions
Application Form

Submit Date: Mar 10, 2017
Status: submitted

Profile

This application is used for all boards and commissions

Bill First Name	R Middle Initial	Burns Last Name
<div>Email Address</div>		
<div>Home Address</div>	<div>Suite or Apt</div>	
<div>City</div>	CA State	<div>Postal Code</div>
<div>Home: Primary Phone</div>		
Williams Sonoma inc. Employer	Senior Designer Job Title	Designer /Artist Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Interests & Experiences

Which Boards would you like to apply for?

Arts & Culture Commission

Please describe your interest in serving as a member of the board(s) you have selected.

I am passionate about all of the arts and their many benefits to our community and culture. I want to be part of the team that can highlight the importance of the arts in our community and for the enrichment of our citizens.

Have you previously served on a government or non-profit board or committee?

No

Please describe how your education, work experience, or other activities have prepared you to serve on the board or commission you have selected.

I have been a professional designer for Pottery Barn for over 16 years and have 20 years experience in the arts. BFA degree in industrial design from CCA. I am also a teacher of design courses at CCA. I am very familiar with creating with a group input and crafting a plan to achieve success. From vision to finished product I am very well versed in the process to make dreams come true.

[Bill Burns Resume.pdf](#)

[Upload a Resume](#)

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

1/15/2001, present

Dates (Month, Day, Year) From - To

40+

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Senior Designer

Position Title

Employer's Name and Address

Williams Sonoma inc. 141 union Street San Francisco, CA, 94111

Duties Performed

See resume

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Application Form

Arts & Culture Commission: Submitted

Profile

This application is used for all boards and commissions

LaMar

First Name

Middle Initial

Anderson

Last Name

Email Address

Home Address

Suite or Apt

City

CA
State

Postal Code

Home:

Primary Phone

Transamerica life Insurance

Employer

Certified Estate and Trust
Specialist

Job Title

Estate Planning

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Interests & Experiences

Which Boards would you like to apply for?

Arts & Culture Commission

Please describe your interest in serving as a member of the board(s) you have selected and if applicable which seat you are applying for.

Former Vice Chair Concord Pavilion and 2 years Concord Planning Commissioner and 4 years economic opportunity Commission. The Concord Pavilion is the largest arts and entertainment facility in Contra Costa County.

Have you previously served on a government or non-profit board or committee?

yes. Temporary and short lived appointment to Trans pac.

Please describe how your education, work experience, or other activities have prepared you to serve on the board or commission you have selected.

My experience and education has prepared me for public service. B.A. Degree from California Polytechnical University in Public Administration, my Graduate Estate Certification from the Institute of Business and Finance and Community Program completion Certificate from Crime Prevention through environmental Design sponsored by the Concord Police Department

Upload a Resume

Education History

Other

Select the highest level of education you have received:

B.A.

If "Other" was Selected Give Highest Grade or Educational Level Achieved

College/ University A

California Polytechnical University

Name of College Attended

Public Administration

Course of Study / Major

degree

Units Completed

Quarter

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

B.A.

Degree Type

1973

Date Degree Awarded

College/ University B

Institute of Business & Finance

Name of College Attended

Estate Planning

Course of Study / Major

24

Units Completed

Quarter

Type of Units Completed

Degree Awarded?

☒ Yes ☐ No

Certification

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Position Title

Employer's Name and Address

Duties Performed

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Final Questions

Newspaper Advertisement

How did you learn about this vacancy?

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: Appointment to the Advisory Council on Aging

RECOMMENDATION(S):

APPOINT Fuad Omran to the Local Committee Concord Seat on the Advisory Council on Aging for a two-year term of September 30, 2017 through September 30, 2019 as recommended by the Employment and Human Services Director.

FISCAL IMPACT:

None.

BACKGROUND:

The following individual, Faud Omran, is being recommended for appointment to the Local Committee Concord seat on the Advisory Council on Aging for the two-year term of September 30, 2017 through September 30, 2019. This seat is currently vacant. The appointment of Mr. Omran was recommended by the City of Concord's Commission on Aging (letter attached).

The Advisory Council on Aging (Council) provides a means for county-wide planning, cooperation, and coordination for individuals and groups interested in improving and developing services and opportunities for the older residents of Contra Costa County. The Council provides leadership and advocacy on behalf of older persons and serves as a channel of communication and information on aging.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Gina Chenoweth
8-4961

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Advisory Council on Aging may not be able to conduct routine business.

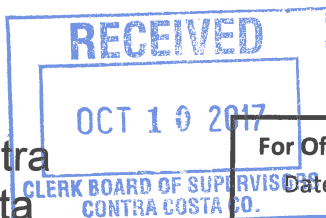
ATTACHMENTS

F Omran Redacted App

Omran Concord Recommendation



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:

Committee on Aging

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: OMARAN FULAN N.
(Last Name) (First Name) (Middle Name)

2. Address: [REDACTED] CONCORD CA 94521
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [REDACTED]
(Home No.) (Work No.) (Cell No.)

4. Email Address: [REDACTED]

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/A

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) SF State	History	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B/A	1976
B) UC Berkeley	GENERAL	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	60			
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input 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)</p> <p>From <u>10-2006</u> To <u>4-2009</u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u>40</u> Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>BRANCH MANAGER.</u></p> <p>Employer's Name and Address</p> <p><u>BANK of the West.</u> <u>SARAGON office</u></p>	<p>Duties Performed</p> <p><u>Run a full</u> <u>Branch office.</u></p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>7-1990</u> To <u>10-2006</u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u>40</u> Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>BRANCH MANAGER</u></p> <p>Employer's Name and Address</p> <p><u>US BANK</u></p>	<p>Duties Performed</p> <p><u>Run a full</u> <u>Service office</u></p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>3-1980</u> To <u>5-1990</u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u>40</u> Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>Ass. Branch Manager</u></p> <p>Employer's Name and Address</p> <p><u>Wells Fargo Bank</u> <u>Various.</u></p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u>10-95</u> To <u>6-2008</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><u>SECRETARY</u></p> <p>Employer's Name and Address</p> <p><u>MT Diablo Child</u> <u>CARE</u></p>	<p>Duties Performed</p> <p><u>on the Board of</u> <u>Directors.</u></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Concord Commission on Aging

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: 9-22-2017

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.

**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.

CITY OF CONCORD
1950 Parkside Drive, MS/01
Concord, California 94519-2578
FAX: (925) 798-0636

OFFICE OF THE CITY CLERK
Joelle Fockler, City Clerk
Telephone: (925) 671-3495



CITY COUNCIL
Laura M. Hoffmeister, Mayor
Edi E. Birsan, Vice Mayor
Ronald E. Leone
Timothy A. McGallian
Carlyn S. Obringer

Valerie J. Barone, City Manager

September 15, 2017

Jaime Ray, Secretary (KAX2)
Contra Costa Area Agency on Aging
400 Ellinwood Way
Pleasant Hill, CA 94523

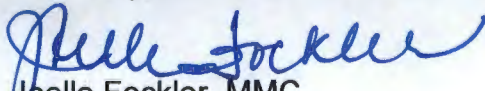
Dear Mr. Ray:

This letter is written to advise of the Concord City Council's recommendation of a replacement representative on to the Contra Costa County Advisory Council on Aging, due to the resignation of Ben Hornstein.

To ensure the City of Concord remains compliant in all matters related to representatives serving on the Contra Costa County Advisory Council on Aging, the Council, at its meeting held September 12, 2017, confirmed the recommendation made by the City's Commission on Aging that Fuad Omran serve as the City's representative to the Advisory Council of Aging. I have enclosed a copy of the staff report to the City Council supporting this action; Mr. Omran's application is on file in the City Clerk's Office.

Please do not hesitate to contact me at (925) 671-3390 or joelle.fockler@cityofconcord.org if you have any questions or need additional information.

Sincerely,


Joelle Fockler, MMC
City Clerk

Enclosures

cc: Fuad Omran, Member of the City of Concord Commission on Aging
Steve Voorhies, Director of Parks and Recreation
Avis Connolly, Program Manager – Concord Senior Center



6.b

Staff Report

Date: September 12, 2017
To: City Council
From: Laura M. Hoffmeister, Mayor
Subject: **Considering confirmation of Commission on Aging recommendation for City representative to serve on the Contra Costa County Advisory Council on Aging.**

Report in Brief

Consider confirmation of the Commission on Aging recommendation of member Fuad Omran to serve as the City representative on the Contra Costa County Advisory Council on Aging and direct the City Clerk to pass the information to the County Board of Supervisors for further action. The Contra Costa County Advisory Council on Aging is a County committee; therefore, the County Board of Supervisors makes the formal appointment for the seat reserved for the Concord representative.

Recommended Action

Confirm the recommendation of Commission on Aging member Fuad Omran to serve as the City representative on the Contra Costa County Advisory Council on Aging.

Background

The City of Concord is authorized to have a representative serve on the Contra Costa County Advisory Council on Aging through the approval of the County Board of Supervisors. This representative has typically been a member of the City's Commission on Aging (COA), selected by consensus of his or her peers. On October, 8, 2013, the City Council confirmed the COA's recommendation that Ben Hornstein serve on the Advisory Council on Aging following the resignation of Ms. Davis-Lucey. Mr. Hornstein resigned from his position on the County Advisory Council on Aging at the end of 2015 but is continuing to serve on the City of Concord COA. On March 22, 2016, the City Council confirmed the recommendation of Cathy McCaughey; however, Ms. McCaughey declined the recommendation.

At its August 23, 2017, meeting, the COA recommended Fuad Omran to serve on the County Advisory Council on Aging. Mr. Omran was recently appointed to the Commission on Aging, and his peers on the COA recommended his appointment to

serve as the City's Representative on the County Advisory Council on Aging. A copy of his application is on file in the City Clerk's Office.

The Contra Costa County Advisory Council on Aging advises the Area Agency on Aging on all matters related to the development and administration of senior programs for compliance with the mandates of the Older American Act. The Council is comprised of 40 members, each appointed by the County Board of Supervisors in partnership with the member recommendations made by other local agencies, commissions and advisory groups.

The Area Agency on Aging has clarified that upon the confirmation of the member appointment by the Board of Supervisors for an initial two-year term, members continue consecutive terms until the member resigns, fails to fulfill their responsibilities, or notification is received from the designating City recommending appointment of another individual.

Public Contact

The City Council Agenda was posted.

Profile**Fuad**

First Name

Omran

Last Name

fuadomran@aol.com

Email Address

4223 Dubhe ct

Street Address

Suite or Apt

Concord

City

CA

State

94521

Postal Code

15 Months

Number of years at above address:

29 yrs

Number of years in Concord:

29 yrs

Number of years in the county:

Mobile: (925) 785-3636

Primary Phone

Home: (

Alternate Phone

Retired

Employer

Bank Manager

Job Title

Banker

Occupation

32

Number of years at employer:

San Ramon

Employer Address

Which Boards would you like to apply for?

Commission on Aging

Question applies to multiple boards.

If you are applying for more than one board, commission or committee please list your selections in priority order below. This will help the interviewing Council Committee know your preference when interviewing.

Question applies to multiple boards.

Would you be available for evening meetings?

☒ Yes ☐ No

Question applies to Commission on Aging.

The City of Concord Municipal Code, Chapter 2.20, Article III, Section 2.20.090 requires that at least 51 percent of the membership of the Commission on Aging shall be over the age of 60 years. Are you over the age of 60 years?

☒ Yes ☐ No

INTERESTS AND EXPERIENCE

Question applies to multiple boards.

Please state your reason for applying, including qualifications for this position:

Moved to Concord in 1987 and have seen the issues Concord has had to deal with during the difficult times and would like to be part of its re-birth

Question applies to multiple boards.

Considering your experience and activities in business, labor, professional, social, or other organizations, indicate the experience, technical training, and/or skills which qualify you for an appointment on each desired board or commission:

PARKS, RECREATION AND OPEN SPACE - YOUTH MEMBERS ONLY

EDUCATION AND TRAINING

High School

Mission High School San Francisco CA

College

San Francisco State University San Francisco CA

Technical/Vocational Training

Certification or Other

[Upload a Resume](#)

TERMS OF ACCEPTANCE and SIGNATURE

Question applies to multiple boards.

I, applicant for a City of Concord Board, Commission or Committee, warrant the truthfulness of the information provided in this application. I certify under penalty of perjury that I am a resident of the City of Concord and meet the eligibility requirements.

Please Agree with the Following Statement

I understand that checking this box constitutes a legal signature confirming that I acknowledge and agree to the above Terms and Acceptance.

☒ I Agree *

Fuad Omran

Electronic Signature - Please type your First and Last
Name



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: November 7, 2017

Subject: MEMORANDUM OF UNDERSTANDING WITH CONTRA COSTA COUNTY SUPERIOR COURT ON THE PROVISION OF COURT SECURITY

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, execute a Memorandum of Understanding (MOU) with the Presiding Judge of the Superior Court of Contra Costa County updating the agreement for and the continued provision court security services between the County and the Court.

FISCAL IMPACT:

No additional fiscal impact.

BACKGROUND:

This action updates a long standing memorandum of understanding with the Court for the provision of Court Security services. Over the past 18 months, representatives from the Superior Court, Sheriff's Office, County Administrator's Office and County Counsel have been working to modernize the MOU to reflect current operations and related funding mechanisms.

CONSEQUENCE OF NEGATIVE ACTION:

The County and the Court will continue to operate under a dated memorandum of understanding that does fully reflect the current approach to service delivery.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Timothy M. Ewell,
(925)335-1036

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CHILDREN'S IMPACT STATEMENT:

No impact.



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: November 7, 2017

Subject: Participation in 2020 Census Local Update of Census Address (LUCA) Operation

RECOMMENDATION(S):

AUTHORIZE the Chair of the Board of Supervisors to execute documents necessary to register the County for the 2020 Census Local Update for Census Addresses Operation (LUCA), and DESIGNATE the Department of Conservation and Development (DCD) staff as the LUCA liaison.

FISCAL IMPACT:

The State of California has budgeted funds to help local government agencies offset the cost of participating in LUCA. Grants are anticipated to range between \$7,500 - \$125,000. While the specifics of the grant funding have not been released, it is anticipated the amount of funding available will be based on the housing activity since 2010. Staff costs of approximately \$10,000 will be covered from the existing DCD budget.

BACKGROUND:

The Local Update of Census Addresses Operations (LUCA) is a voluntary decennial census operation. LUCA is the only opportunity prior to the 2020 Census for local governments to review and update the U.S. Census Bureau's residential address list for their jurisdictions. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census.

The accuracy and completeness of the address list is critical to the accuracy and completeness of the decennial census. Participating in LUCA can help ensure an accurate census for Contra Costa County. The decennial census is used primarily to apportion seats in the U.S House of Representatives and also to distribute billions of federal

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Kristine Solseng, (925)
674-7809

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

dollars. Additionally, the data provides statistical support for grant applications that fund community and regional development, education, agriculture, and environmental programs. Census data is critical in planning community needs, economic development, siting businesses, and policy analysis.

The Census Address List is protected by Title 13, which requires the U.S. Census Bureau to maintain the confidentiality of the information it collects. The information provided by the U.S. Census Bureau for LUCA may not be used for any other purpose, including code enforcement. The LUCA Liaison is responsible for protecting the confidential Census Bureau materials covered by Title 13. This includes ensuring that anyone with access to Title 13 materials have signed the Confidentiality Agreement. The Confidentiality Agreement states "All LUCA liaisons, reviewers, and anyone with access to Title 13, United States Code (U.S.C.) LUCA materials must agree to keep confidential the Title 13 materials to which they have access, including any maps that contain structure points showing the location of living quarters. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps. A signature indicates recognition that the penalty for wrongful disclosure is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent."

The County may participate on behalf of some cities within the County in addition to the unincorporated County, if requested and authorized by a city. Four cities (Orinda, Pittsburg, Richmond, and Walnut Creek) have already registered for LUCA. Staff is in the process of reaching out to other cities to ensure all of Contra Costa County is included in the LUCA program. If any city in the County requests the County to assist with participating in LUCA to cover their jurisdiction, County staff will, through this Board authorization, provide that assistance.

CONSEQUENCE OF NEGATIVE ACTION:

Not participating in LUCA may result in an incomplete address list for the 2020 Census, resulting in an undercount in the 2020 decennial census. An undercount may impact the apportionment of the U.S. House of Representative districts and lead to a loss of funding for transportation, education, community development, affordable housing, and other federally funding programs.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: SUPPORT position on H. Res. 443 - Recognizing the importance and effectiveness of trauma-informed care.

RECOMMENDATION(S):

ADOPT a position of "Support" for House Resolution 443 (Rep. Mike Gallagher [R-WI-8]): recognizing the importance and effectiveness of trauma-informed care. The resolution encourages the use of trauma-informed care within the federal government and expresses support for the designation of National Trauma Awareness Month and National Trauma-Informed Awareness Day.

DIRECT staff to engage with Contra Costa County Congressional Representatives Mark DeSaulnier, Jerry McNerney, Eric Swalwell, and Mike Thompson to co-sponsor H. Res. 443.

FISCAL IMPACT:

No fiscal impacts to the County General Fund.

BACKGROUND:

H. Res. 443, as introduced, Rep. Gallagher [R-WI-8].

This is a House Resolution resolving that the House of Representatives:

- (1) recognizes the importance, effectiveness, and need for trauma-informed care among existing programs and agencies at the Federal level;
- (2) encourages the use and practice of trauma-informed care within the Federal Government, its agencies, and the United States Congress; and
- (3) supports the designation of "National Trauma Awareness Month" and the designation of a "National Trauma-Informed Awareness Day" during such month to highlight community resilience through trauma-informed change.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☒ APPROVED AS RECOMMENDED ☒ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Susan Jeong,
925-608-4884

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Lara DeLaney

BACKGROUND: (CONT'D)

>

This federal resolution, is aligned with the State of California's 2014 Assembly Concurrent Resolution 155 (Bocanegra) "Relative to childhood brain development: Adverse experiences" and with County Legislative Platform statement 150: SUPPORT efforts that seek to address the impact of domestic violence and sexual assault and implement culturally relevant, trauma-informed responses, connect victims to services, and prevent domestic violence and sexual assault.

This request has been submitted by the Employment and Human Services Department since the Legislative Committee is not meeting until December and to allow staff sufficient time to engage our local congressional representatives. Supporting this is critical since every 10 minutes another child in Contra Costa County sees or hears domestic violence. The strong connection between childhood exposure to domestic violence and many of the costly societal issues that our community faces every day means we all must address this issue. Contra Costa County has a long standing commitment to addressing violence prevention and trauma with the founding of The Contra Costa Alliance to End Abuse (formerly Zero Tolerance) nearly 16 years ago, including its investment in Families Thrive which brings together organizations in the community to marshal resources and support partnerships to address the needs of children, youth and families impacted by domestic violence.

CONSEQUENCE OF NEGATIVE ACTION:

Without a position on this house resolution, the County could not advocate on it.

ATTACHMENTS

H Res 443 (115th Congress)

ACR 155 (Bocanegra)

115TH CONGRESS
1ST SESSION

H. RES. 443

Recognizing the importance and effectiveness of trauma-informed care.

IN THE HOUSE OF REPRESENTATIVES

JULY 13, 2017

Mr. GALLAGHER (for himself and Mr. DANNY K. DAVIS of Illinois) submitted the following resolution; which was referred to the Committee on Energy and Commerce

RESOLUTION

Recognizing the importance and effectiveness of trauma-informed care.

Whereas traumatic experiences affect millions of people in the United States and can affect a person's mental, emotional, physical, spiritual, economic, and social well-being;

Whereas Adverse Childhood Experiences (ACEs) can be traumatizing and, if not recognized, can affect health across the life span and, in some cases, result in a shortened life span;

Whereas ACEs are recognized as a proxy for toxic stress, which can affect brain development and can cause a lifetime of physical, mental, and social challenges;

Whereas ACEs and trauma are determinants of public health problems in the United States such as obesity, addiction, and serious mental illness;

Whereas trauma-informed care is an approach that can bring greater understanding and more effective ways to support and serve children, adults, families, and communities affected by trauma;

Whereas trauma-informed care is not a therapy or an intervention, but a principle-based, culture-change process aimed at recognizing strengths and resiliency as well as helping people who have experienced trauma to overcome those issues in order to lead healthy and positive lives;

Whereas adopting trauma-informed approaches in workplaces, communities, and government programs can aid in preventing mental, emotional, physical, and/or social issues for people impacted by toxic stress and/or trauma;

Whereas trauma-informed care has been promoted and established in communities across the United States, including the following different uses of trauma-informed care being utilized by various types of entities:

(1) The State of Wisconsin established Fostering Futures, a Statewide initiative partnering the State with Tribes, State agencies, county governments, and non-profit organizations to make Wisconsin the first trauma-informed State. The goal of Fostering Futures is to reduce toxic stress and improve life-long health and well-being for all Wisconsinites.

(2) The Menominee Tribe in Wisconsin improved educational and public health outcomes by increasing understanding of historical trauma and childhood adversity and by developing culturally relevant, trauma-informed practices.

(3) Chicago, Illinois: schools of medicine provide critical trauma-informed care, including the University of Illinois at Chicago Comprehensive Assessment and Response Training System, which improves the quality of psychiatric services provided to youth in foster care, and the University of Chicago Recovery & Empowerment After Community Trauma Initiative, which helps residents who are coping with community violence.

(4) Philadelphia, Pennsylvania: service providers, academics, and local artists use art to engage their community to educate and involve citizens in trauma-informed care activities.

(5) San Francisco, California: the city's public health department aligned its workforce to create a trauma-informed system.

(6) Kansas City, Missouri: schools worked to become trauma-informed by encouraging teachers and children to create their own self-care plans to manage stress. They have implemented broad community-wide, trauma-informed culture change.

(7) Tarpon Springs, Florida: the city crafted a community effort to gather city officials, professionals, and residents to coordinate multiple trauma-informed activities, including a community education day.

(8) Worcester, Massachusetts: community members worked with the Massachusetts State Department of Mental Health to create a venue with peer-to-peer support to better engage individuals dealing with trauma or extreme emotional distress.

(9) Walla Walla, Washington: the city and community members launched the Children's Resilience Initiative to mobilize neighborhoods and Washington State agencies to tackle ACEs.

(10) The State of Oregon passed the first law to promote trauma-informed approaches to decrease rates of school absenteeism and understanding and promoting best practices to leverage community resources to support youth.

(11) The State of Massachusetts passed a law to promote whole-school efforts to implement trauma-informed care approaches to support the social, emotional, and academic well-being of all students, including both preventive and intensive services and supports depending on students' needs.

(12) The State of Washington implemented the ACEs Public-Private Initiative, a collaboration among private, public, and community organizations to research and inform policies to prevent childhood trauma and reduce its negative emotional, social, and health effects;

Whereas the Substance Abuse and Mental Health Services Administration provides substantial resources to better engage individuals and communities across the United States to implement trauma-informed care;

Whereas numerous Federal agencies have integrated trauma-informed approaches into their programs and grants and could benefit from closer collaboration; and

Whereas national recognition through a trauma-focused awareness month would help to deepen the understanding of the nature and impact of trauma, the importance of prevention, the impact that ACEs can have on brain development, and the benefits of trauma-informed care: Now, therefore, be it

1 *Resolved*, That the House of Representatives—

1 (1) recognizes the importance, effectiveness,
2 and need for trauma-informed care among existing
3 programs and agencies at the Federal level;

4 (2) encourages the use and practice of trauma-
5 informed care within the Federal Government, its
6 agencies, and the United States Congress; and

7 (3) supports the designation of “National Trau-
8 ma Awareness Month” and the designation of a
9 “National Trauma-Informed Awareness Day” dur-
10 ing such month to highlight community resilience
11 through trauma-informed change.

○

Assembly Concurrent Resolution No. 155

RESOLUTION CHAPTER 144

Assembly Concurrent Resolution No. 155—Relative to childhood brain development.

[Filed with Secretary of State September 2, 2014.]

LEGISLATIVE COUNSEL'S DIGEST

ACR 155, Bocanegra. Childhood brain development: adverse experiences: toxic stress.

This measure would urge the Governor to identify evidence-based solutions to reduce children's exposure to adverse childhood experiences, address the impacts of those experiences, and invest in preventive health care and mental health and wellness interventions.

WHEREAS, Research over the last two decades in the evolving fields of neuroscience, molecular biology, public health, genomics, and epigenetics reveals that experiences in the first few years of life build changes into the biology of the human body that, in turn, influence the person's physical and mental health over his or her lifetime; and

WHEREAS, Adverse childhood experiences are traumatic experiences that occur during childhood, including physical, emotional or sexual abuse, physical and emotional neglect, household dysfunction, including substance abuse, untreated mental illness or incarceration of a household member, domestic violence, or separation or divorce involving household members, that can have a profound effect on a child's developing brain and body and can result in poor health during the person's adulthood; and

WHEREAS, The original 1998 Adverse Childhood Experiences Study, which surveyed approximately 17,000 adult Californians, found that two-thirds of participants had at least one adverse childhood experience and one in six participants had four or more adverse childhood experiences; and

WHEREAS, The Adverse Childhood Experience Study also found a strong correlation between the number of adverse childhood experiences and a person's risk for disease and negative health behaviors; and

WHEREAS, Researchers found that a person with four or more adverse childhood experiences was 2.4 times more likely to have a stroke, 2.2 times more likely to have ischemic heart disease, 2 times more likely to have chronic pulmonary obstructive disease, 1.9 times more likely to have a type of cancer, and 1.6 times more likely to have diabetes; and

WHEREAS, Researchers found that a person with four or more adverse childhood experiences was 12.2 times more likely to attempt suicide, 10.3 times more likely to use injection drugs, and 7.4 times more likely to be an alcoholic; and

WHEREAS, The life expectancy of a person with six or more adverse childhood experiences is 20 years shorter than a person with no adverse childhood experiences; and

WHEREAS, These early adverse experiences literally shape the physical architecture of a child's developing brain and establish either a sturdy or a fragile foundation for all the learning, health, and behavior that follow; and

WHEREAS, Strong, frequent, or prolonged stress in childhood caused by adverse childhood experiences can become toxic stress, impacting the development of a child's fundamental brain architecture and stress response systems; and

WHEREAS, Early childhood offers a unique window of opportunity to prevent and heal the impacts of adverse childhood experiences and toxic stress on a child's brain and body; and

WHEREAS, A child's brain continues to develop through adolescence and into young adulthood; and

WHEREAS, The emerging science and research on toxic stress and adverse childhood experiences evidence a growing public health crisis for the state with implications for the state's educational, juvenile justice, criminal justice, and public health systems; and

WHEREAS, Adverse childhood experiences can significantly impact a child's success in education; and

WHEREAS, The Trauma and Learning Policy Initiative (TLPI) found that neurobiological, epigenetics, and psychological studies have shown that traumatic experiences in childhood and adolescence can diminish concentration, memory, and the organizational and language abilities students need to succeed in school, thereby negatively impacting a student's academic performance, classroom behavior, and the ability to form relationships; and

WHEREAS, A child with four or more adverse childhood experiences is 46 times more likely to have learning or emotional problems; and

WHEREAS, A woman with seven or more adverse childhood experiences is 5.5 times more likely to become pregnant as a teenager; and

WHEREAS, Adverse childhood experiences can affect a child's future contact with the criminal justice system; and

WHEREAS, A woman with three violent adverse childhood experiences is 3.5 times more likely to become the victim of intimate partner violence, while a man with three violent adverse childhood experiences is 3.8 times more likely to perpetrate intimate partner violence; and

WHEREAS, A critical factor in buffering children from the effects of toxic stress and adverse childhood experiences is the existence of supportive, stable relationships between children and their families, caregivers, and other important adults in their lives; and

WHEREAS, Positively influencing the architecture of a child's developing brain is more effective and less costly than attempting to correct poor learning, health, and behaviors later in life; now, therefore, be it

Resolved by the Assembly of the State of California, the Senate thereof concurring, That the Legislature urges the Governor to reduce children's exposure to adverse childhood experiences, address the impacts of those

experiences, and invest in preventive health care and mental health and wellness interventions; and be it further

Resolved, That the Legislature urges the Governor of California, in doing the foregoing, to consider the principles of brain development, the intimate connection between mental and physical health, the concepts of toxic stress, adverse childhood experiences, buffering relationships, and the roles of early intervention and investment in children as important strategies; and be it further

Resolved, That the Chief Clerk of the Assembly transmit copies of this resolution to the author for appropriate distribution.



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: Establish EHS Deputy Bureau Director-Exempt Classification and Add One Position in Employment and Human Services Department

RECOMMENDATION(S):

Adopt Position Adjustment Resolution No. 22014 to establish the classification of EHS Deputy Bureau Director-Exempt (XAD2) (unrepresented), and add one (1) position at Salary Plan and Grade B85 2044 (\$9,026 - \$10,971) in the Employment and Human Services Department.

FISCAL IMPACT:

Upon approval, this action will result in an approximate annual salary and benefits cost of \$213,280 and an annual pension cost of \$68,250. The cost for the new position will be funded 48% Federal, 39% State, and 13% County.

BACKGROUND:

The Employment & Human Services (EHS) Department is requesting to establish EHS Deputy Bureau Director-Exempt, an executive management classification, and add one position to be assigned to the Children and Family Services Bureau (CFS).

In 2014, the Deputy Director-Workforce Services-Exempt position was established and exempted from the Merit System. The Deputy Director-Workforce Services is an executive management classification and is responsible for providing assistance to the Workforce Services Director with the administrative managerial oversight for public assistance service delivery

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Holly Trieu (925)
313-1560

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: EHSD

BACKGROUND: (CONT'D)

programs, make program policy recommendations, and provide supervision to management personnel. Children and Family Services (CFS) is responsible for managing the Mental Health Services for Children (Katie A.), Commercially Sexually Exploited Children (CSEC), Resource Family Approval (RFA), Continuous Quality Improvement (CQI), Child and Family Services Review (CSFR), and the recently passed State Legislature-Continuum of Care Reform Initiative. Over the past three years, under the administration of the Children and Family Services Director the management responsibilities for federal and state mandated child protective services, foster care and adoption services programs, and the many sub-programs have increased. EHS has determined that a Deputy Bureau Director in CFS is needed to maintain professional staffing levels, and to provide assistance to the CFS Director with the administrative management of the various children services programs.

Establishing an executive management level Deputy Bureau Director classification will allow the department to add additional administrative and managerial positions to address the continual growth and changes to program services, State and Federal regulations and mandates, and keep abreast with the changing trends facing social services programs and providers. The EHS Deputy Bureau Director-Exempt will be assigned to one of the major divisions, and will report to the respective Bureau Director. The EHS Deputy Bureau Director will be responsible for strategic planning, program development and policy recommendations on program services and the delivery of services.

The new EHS Deputy Bureau Director position will be assigned to the Children and Family Services Bureau, and will provide administrative and managerial assistance to the CFS Director and ensure adequate professional staff is available to protect children. In the near future, the Deputy Director-Workforce Services will be re-classified to EHS Deputy Bureau Director-Exempt and the incumbent will continue to provide administrative/managerial assistance in the Workforce Services Bureau.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Children & Family Services Director will have insufficient managerial staff to effectively implement and manage state and federal mandates and agency-wide policies and priorities of the delivery of child welfare services to the public ensuring risk assessment and child safety. This position will impact compliance, quality control, and services to families to ensure that children are safe and receiving appropriate services. The result may place the Department at risk of not being in compliance with Federal mandates of state Title IV-B and IV-E program requirements.

CHILDREN'S IMPACT STATEMENT:

The recommendation supports three of the five children's outcomes. 2) Children and Youth Healthy and Preparing for Productive Adulthood; 4) Families that are Safe, Stable and Nurturing; and 5) Communities that are Safe and Provide a High Quality of Life for Children and Families.

ATTACHMENTS

P300 No. 22014 EHSD

POSITION ADJUSTMENT REQUEST

NO. 22014
DATE 12/12/2016

Department Employment and Human Services Department No./
Budget Unit No. 0502 Org No. 5220 Agency No. A19
Action Requested: Establish EHS Deputy Bureau Director-Exempt (XAD2) (unrepresented) classification and add one (1) position in EHSD (AR36632)

Proposed Effective Date: 01/09/2017

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost	<u>\$213,280.00</u>	Net County Cost	<u>\$20,795.00</u>
Total this FY	<u>\$159,960.00</u>	N.C.C. this FY	<u>\$15,596.00</u>

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 48% Federal, 39% State, 13% County

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Holly Trieu 313-1560

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

1/5/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/10/2017

Establish EHS Deputy Bureau Director-Exempt (XAD2) (unrepresented) classification, and add one (1) position at Salary Plan and Grade B85 2044 (\$9,026 - \$10,971) in the Employment and Human Services Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.
☐ ____ (Date)

OPARRA

10/10/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/1/2017

☒ Approve Recommendation of Director of Human Resources
☐ Disapprove Recommendation of Director of Human Resources
☐ Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION
Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 11/1/2017

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: Add One Network Administrator I and Cancel One Information Systems Technician II Position in the Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22116 to add one Network Administrator I (LNSA) (represented) position at Salary Plan and Grade ZA5 1694 (\$6380-\$7755) and cancel one vacant Information Systems Technician II (LTVB) (represented) vacant position #15333 at Salary Plan and Grade TB5 1496 (\$5244-\$6374) in the Administrative Services Bureau of the Employment and Human Services Department.

FISCAL IMPACT:

Approval of this action will result in an annual personnel expense increase of \$22,354, and annual pension expense increase of \$7,824. Increase in personnel and pension expenses will be partially off-set by the cancellation of one Information Systems Technician II vacant position, and the remaining cost will be funded by 42% Federal revenue, 48% State revenue, and 10% County general funds (budgeted).

BACKGROUND:

The Employment and Human Services Department's Information Technology Division provides application development and support to all the bureaus within the Department. The Department is requesting to add one Network Administrator I position to address the 20-plus projects that need network administration support to complete. The Department's existing network and server infrastructure is quickly growing as we implement new technology to enhance our ability to serve our customers.

The position will establish internal capacity to oversee the network and to be more responsive to new technologies

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Holly Trieu (925)
608-5024

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Holly Trieu

BACKGROUND: (CONT'D)

that arrive on the market. The position will allow the department to leverage new technology to better support our mission to serve the citizens of Contra Costa County.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Department will not be able to complete networking projects it has planned to improve client services.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

P300 No. 22116 EHSD

POSITION ADJUSTMENT REQUEST

NO. 22116
DATE 7/14/2017

Department Employment and Human Services Department No./
Budget Unit No. 0501 Org No. 5101 Agency No. A19
Action Requested: Add One Network Administrator I (LNSA) position and cancel one Information Systems Technician II (LTVB) position # 15333 in the Administration Bureau of the Employment and Human Services Department.

Proposed Effective Date: 11/8/2017

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$22,354.00 Net County Cost \$2,235.00

Total this FY \$14,902.00 N.C.C. this FY \$1,491.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 42% Federal, 48% State, 10% County

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Holly Trieu

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Enid Mendoza

7/21/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 8/4/2017

Add one Network Administrator I (LNSA) (represented) position at Salary Plan and Grade ZA5 1694 (\$6380-\$7755) and cancel one Information Systems Technician II (LTVB) (represented) vacant position #15333 at Salary Plan and Grade TB5 1496 (\$5244-\$6374) in the Administrative Services Bureau of the Employment and Human Services Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

OPARRA

8/4/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

10/31/2017

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 10/31/2017

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: Cancel and Add Positions in the Employment and Human Services Department, Community Services Bureau

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22166 to:

- Cancel five (5) vacant Teacher-Project (CJN1) (represented) positions #1185, #16655, #16662, #16661, and #15821, at salary plan and grade QH5 0974 (\$3,128 - \$3,803), and
- Cancel one (1) vacant Associate Teacher-Project (CJW1) (represented) position #16413, at salary plan and grade QH5 0643 (\$2,322 - \$2,823), and
- Add two (2) Infant/Toddler Teacher-Project (CJN2) (represented) positions at salary plan and grade QH5 0974 (\$3,128 - \$3,803), and
- Add five (5) Infant/Toddler Associate Teacher-Project (CJW2) (represented) positions at salary plan and grade QH5 0643 (\$2,322 - \$2,823) in the Employment and Human Services Department, Community Services Bureau.

FISCAL IMPACT:

Upon approval, canceling the six (6) identified teaching positions and adding seven (7) identified teaching positions will result in an annual budget savings of \$14,094 which includes an estimated pension cost savings of \$440. The positions are 50% Federal/50% State funded.

BACKGROUND:

Employment and Human Services Department, Community Services Bureau is requesting to add Infant/Toddler Teaching personnel to meet the needs of the program and ensure adequate child to adult ratio in the Infant/Toddler classrooms. EHSD will off set the cost by canceling five vacant funded Teacher - Project positions and one vacant funded Associate Teacher - Project position

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

Contact: Reni Radeva (925) 681-6321;
rradeva@ehsd.cccounty.us

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Reni Radeva

BACKGROUND: (CONT'D)

to add two Infant/Toddler Teacher-Project positions and five (5) Infant/Toddler Associate Teacher-Project positions. The Teacher-Project positions and Associate Teacher-Project position to be canceled are not part of the child to adult ratio.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to add the requested teaching positions will impact the Bureau's ability to adequately staff the Early Head Start classrooms and will result in violation of the required child to adult ratio regulations.

CHILDREN'S IMPACT STATEMENT:

Community Services Bureau supports all five (5) outcomes established by the Children's Report Card:(1) Children Ready for and Succeeding in School; (2) Children and Youth Health and Preparing for Productive Adulthood (3) Families that are Economically Self Sufficient; (4) Families that are Stable and Nurturing; and (5) Communities that are Safe and Provide a High Quality of Life for Children and Families. The requested actions will better support all five outcomes.

ATTACHMENTS

P300 No. 22166 EHSD

P300 No. 22166 Attachment A-1

POSITION ADJUSTMENT REQUEST

NO. 22166
DATE 8/3/2017

Department EHSD/CSB

Department No./

Budget Unit No. 0588 Org No. 1462 Agency No. 019

Action Requested: Cancel (5) Teacher-Project (CJN1) and (1) Associate Teacher-Project (CJW1) and Add (2) Infant/Toddler Teacher-Project (CJN2) and (5) Infant/Toddler Associate Teacher-Project (CJW2) (all represented) positions in Employment and Human Services Department/Community Services Bureau.

Proposed Effective Date: 10/17/2017

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost (\$14,094.00)

Net County Cost \$0.00

Total this FY (\$9,983.25)

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost Savings (50% Federal/50% State)

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Reni Radeva

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

9/22/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/11/2017

SEE ATTACHMENT A-1

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

Otilia Parra

10/11/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/1/2017

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 11/1/2017

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

P300 #22166 – Attachment A-1

BOARD OF SUPERVISORS – November 7, 2017 Agenda

CANCEL (5) Teacher-Project (CJN1) represented vacant Positions #1185, #16655, #16662, #16661, and #15821, at salary plan and grade QH5 0974 (\$3128 - \$3803), and (1) Associate Teacher-Project (CJW1) represented vacant Position #16413, at salary plan and grade QH5 0643 (\$2322 - \$2823) and;

ADD (2) Infant/Toddler Teacher-Project (CJN2) represented positions at salary plan and grade QH5 0974 (\$3128 - \$3803), and (5) Infant/Toddler Associate Teacher-Project (CJW2) positions at salary plan and grade QH5 0643 (\$2322 - \$2823) in EHSD/Community Services Bureau.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: November 7, 2017

Subject: Request to add one (1) Supervising Structural Engineer

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22183 to add one (1) full-time Supervising Structural Engineer (NCGA) (represented) position at salary plan and grade ZA5 2035 (\$8,942 - \$10,869) in the Department of Conservation and Development.

FISCAL IMPACT:

Upon approval, this action will result in annual costs of approximately \$208,700.61, including salary and benefits. There is no impact to county General Fund. The Land Development Fund will cover all costs.

BACKGROUND:

The Department of Conservation and Development (DCD) is requesting to add one (1) Supervising Structural Engineer to meet the operational needs of the Department and to provide sufficient supervision for the engineering group in DCD. The Supervising Structural Engineer is a division manager level classification, and key leadership position for the Structural Engineers, and reports to a Deputy Director. The Supervising Structural Engineer position provides technical leadership with Building Code compliance that is critical for ensuring public safety. In addition to managing a team of 11 licensed structural engineers in DCD, this classification will act as the technical advisor to field inspection staff and to contract cities on engineering and structural problems. Adding one Supervising Structural Engineer in DCD will provide management capacity appropriate for the Department's operations and staffing levels.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Arnai Maxey (925)
674-7876

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Arnai Maxey

BACKGROUND: (CONT'D)

DCD used to have one Supervising Structural Engineer but this position was eliminated following the economic downturn when the incumbent retired, permit activity was lower and the engineering staffing levels were substantially reduced. As permitting activities have since increased and the size of the engineering team has also grown, the need for higher level engineering leadership has returned.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to secure Board approval will diminish the Department's ability to provide adequate staffing and supervision to carry out and guarantee efficient, timely and accurate plan check service for our customers as required under the County Ordinance.

ATTACHMENTS

P300 22183_Add 1 Supervising Structural Engineer in DCD

POSITION ADJUSTMENT REQUEST

NO. 22183
DATE 10/11/2017

Department Conservation & Development

Department No./

Budget Unit No. 0280 Org No. 2661 Agency No. 38

Action Requested: ADD one (1) full-time Supervising Structural Engineer (NCGA) (represented) at salary level ZA5 2035 (\$8,942.63-\$10,869.82) in the Department of Conservation and Development.

Proposed Effective Date: 11/1/2017

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$208,700.61

Net County Cost \$0.00

Total this FY \$191,308.89

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Land Development and Building Permit Fees will cover cost

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

John Kopchik

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

BR for JE

10/11/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/16/2017

Add one (1) full-time Supervising Structural Engineer (NCGA) (represented) position at salary level and grade ZA5 2035 (\$8,942.63-\$10,869.82) in the Department of Conservation and Development.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

Mary Jane De Jesus-Saepharn

10/16/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 10/27/2017

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

/s/ Julie DiMaggio Enea

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 10/27/2017

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: Add Positions to Employment and Human Services Department, Community Services Bureau

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22162 to add thirteen (13) Infant/Toddler Associate Teacher - Project (CJW2) (represented) positions at salary plan and grade QH5 0643 (\$2,322 - \$2,822), and one (1) Business Systems Analyst (LTWK) (represented) position at salary plan and grade ZB5 1694 (\$6,380 - \$7,755), in the Employment and Human Services Department, Community Services Bureau.

FISCAL IMPACT:

Upon approval, this action will result in an annual cost of approximately \$836,986, of which \$166,430 represents annual pension costs. The cost of these positions will be funded through an Early Head Start Grant awarded to Community Services Bureau. This action has no impact to the County General Fund. It is 100% federally funded. The U.S. Department of Health and Human Services Administration for Children and Families Notice of Award dated March 20, 2017 is attached.

This new request is in addition to the one initially approved by the Board of Supervisors on May 23, 2017 (C.37) and Position Adjustment Resolution # 22076 (C.44). Within this total grant amount, Community Services Bureau has the flexibility to move 5% of the total grant award within the budget categories to best meet the needs of the program.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

Contact: Reni Radeva (925) 681-6321;
rradeva@ehsd.cccounty.us

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Reni Radeva

BACKGROUND:

Community Services Bureau (CSB) received a grant from the U.S. Department of Health and Human Services Administration for Children and Families to provide services to 190 infants and toddlers county wide. CSB will serve these children in child care centers operated by CSB and through partnerships with community based child care agencies throughout the County. The requested Infant/Toddler Associate Teacher-Project positions will provide direct services to children at the CSB's directly operated centers and will be counted in the required by Early Head Start teacher/child ratio. The Business Systems Analyst will be responsible for monitoring the CSB program and partnership programs, ensuring compliance with operational procedures and regulations, and service delivery utilizing CSB's locally designed management information system, Child Location Observation Utilization Data System (CLOUDS). Through consistent monitoring and analyzing the reports generated from the system, the Business Systems Analyst will provide on-going and timely information to the program managers to ensure accountability to time lines, follow-up and responsive service at all times. The Business Systems Analyst will receive technical support through the CSB 's CLOUDS vendor.

The grant is for the period March 1, 2017 through August 31, 2021. It is expected that this grant award will become part of CSB's base grant.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to obtain Board approval will prevent the Community Services Bureau (CSB) from fulfilling its grant obligations and providing needed services in the community. This could result in CSB being required to refund the grant to the U.S. Department of Health and Human Services Administration for Children and Families.

CHILDREN'S IMPACT STATEMENT:

Community Services Bureau supports all five outcomes established by the Children's Report Card: (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; (3) Families that are Economically Self Sufficient; (4) Families that are Safe, Stable and Nurturing; 5) Communities that are Safe and Provide a High Quality of Life for Children and Families The requested action will better support all five outcomes.

ATTACHMENTS

P300 No. 22162 EHSD

Grant Award Letter

POSITION ADJUSTMENT REQUEST

NO. 22162
DATE 8/9/2017

Department EHSD/CSB

Department No./

Budget Unit No. 0588 Org No. 1462 Agency No. 019

Action Requested: Add thirteen (13) Infant/Toddler Associate Teacher-Project (CJW2) (represented) and one (1) Business Systems Analyst (LTWK) (represented) positions in Employment and Human Services Department/Community Services Bureau.

Proposed Effective Date: 10/10/2017

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☒ No ☐

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$836,986.00

Net County Cost \$0.00

Total this FY \$697,488.00

N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Federal

Department must initiate necessary adjustment and submit to CAO.

Use additional sheet for further explanations or comments.

Reni Radeva

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

9/17/17

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/11/2017

Add thirteen (13) Infant/Toddler Associate Teacher - Project (CJW2) (represented) positions at salary plan and grade QH5 0643 (\$2,322 - \$2,822), and one (1) Business Systems Analyst (LTWK) (represented) position at salary plan and grade ZB5 1694 (\$6,380 - \$7,755), in the Employment and Human Services Department, Community Services Bureau.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

OPARRA

10/11/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/1/2017

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 11/1/2017

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 09HP000111-01-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: New	7. AWARD AUTHORITY: 42 USC 9871 ET SEQ.	
8. BUDGET PERIOD: 03/01/2017 THRU 08/31/2018		9. PROJECT PERIOD: 03/01/2017 THRU 08/31/2021		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: CONTRA COSTA COUNTY 1470 Civic Ct Ste 200 Concord, CA 94520-5242 Grantee Authorizing Official: Candice Anderson			12. PROJECT / PROGRAM TITLE: Early Head Start-Child Care Partnership- California	

13. COUNTY: Contra Costa	14. CONGR. DIST: 11	15. PRINCIPAL INVESTIGATOR OR PROGRAM DIRECTOR: Camilla Rand
------------------------------------	-------------------------------	--

16. APPROVED BUDGET:		17. AWARD COMPUTATION:	
Personnel.....	\$ 859,703.00	A. NON-FEDERAL SHARE.....	\$ 1,136,710.00 20%
Fringe Benefits.....	\$ 655,766.00	B. FEDERAL SHARE.....	\$ 4,546,841.00 80%
Travel.....	\$ 0.00	18. FEDERAL SHARE COMPUTATION:	
Equipment.....	\$ 225,000.00	A. TOTAL FEDERAL SHARE.....	\$ 4,546,841.00
Supplies.....	\$ 382,500.00	B. UNOBLIGATED BALANCE FEDERAL SHARE.....	\$ 0.00
Contractual.....	\$ 1,559,100.00	C. FED. SHARE AWARDED THIS BUDGET PERIOD...	\$ 0.00
Facilities/Construction.....	\$ 0.00	19. AMOUNT AWARDED THIS ACTION:	
Other.....	\$ 681,655.00	\$ 4,546,841.00	
Direct Costs.....	\$ 4,363,724.00	20. FEDERAL \$ AWARDED THIS PROJECT PERIOD:	
Indirect Costs.....	\$ 183,117.00	\$ 4,546,841.00	
At % of \$		21. AUTHORIZED TREATMENT OF PROGRAM INCOME:	
In Kind Contributions.....	\$ 0.00	Additional Costs	
Total Approved Budget.....	\$ 4,546,841.00	22. APPLICANT EIN: 946000509	23. PAYEE EIN: 1946000509A1
		24. OBJECT CLASS: 41.51	

25. FINANCIAL INFORMATION:					DUNS 794080957	
ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED %
	09HP00011101	75-1617-1536	7-G095128	\$3,454,133.00		
	09HP00011101	75-1617-1536	7-G095121	\$86,354.00		
	09HP00011101	75-1718-1536	7-G097121	\$86,354.00		

26. REMARKS: (Continued on separate sheets)

27. SIGNATURE - ACF GRANTS OFFICER Ernest D Valerio	DATE: 03/20/2017	28. SIGNATURE(S) CERTIFYING FUND AVAILABILITY Mr. Omar Barrett	DATE: 03/17/2017
29. SIGNATURE AND TITLE - PROGRAM OFFICIAL(S) Ms. Jan Y Len - Regional Program Manager, Office of Hea		DATE: 03/20/2017	

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 09HP000111-01-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: New		7. AWARD AUTHORITY: 42 USC 9871 ET SEQ.
8. BUDGET PERIOD: 03/01/2017 THRU 08/31/2018		9. PROJECT PERIOD: 03/01/2017 THRU 08/31/2021		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: CONTRA COSTA COUNTY				

ORGN	DOCUMENT NO.	APPROPRIATION	CAN NO.	NEW AMT.	UNOBLIG.	NONFED%
	09HP00011101	75-1718-1536	7-G097128	\$920,000.00		

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
ADMINISTRATION FOR CHILDREN AND FAMILIES
NOTICE OF AWARD**

SAI NUMBER:

PMS DOCUMENT NUMBER:

1. AWARDING OFFICE: Office of Head Start		2. ASSISTANCE TYPE: Discretionary Grant	3. AWARD NO.: 09HP000111-01-00	4. AMEND. NO. 0
5. TYPE OF AWARD: Other		6. TYPE OF ACTION: New		7. AWARD AUTHORITY: 42 USC 9871 ET SEQ.
8. BUDGET PERIOD: 03/01/2017 THRU 08/31/2018		9. PROJECT PERIOD: 03/01/2017 THRU 08/31/2021		10. CAT NO.: 93.600
11. RECIPIENT ORGANIZATION: CONTRA COSTA COUNTY				

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>.

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children and Families
U.S. Department of Health and Human Services
Office of Grants Management
ATTN: Grants Management Specialist
330 C Street, SW.,
Switzer Building Corridor 3200
Washington, DC 20201 AND
U.S. Department of Health and Human Services
Office of Inspector General
ATTN: Mandatory Grant Disclosures
Intake Coordinator
330 Independence Avenue, SW, Cohen Building
Room 5527
Washington, DC 20201
Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371
Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

Under the Consolidated Appropriations Act of 2016 (Public Law 114-113) and Further Continuing and Security Assistance Appropriations Act, 2017 (Public Law 114-254), this grant action awards Contra Costa County Employment and Human Services Department Community Services Bureau funds for the 03/01/2017 – 08/31/2021 project period for the operation of the Early Head Start program in the designated service area. This grant action awards partial funds for Early Head Start operations and training and technical assistance (T/TA) to provide services to 190 children for the initial 03/01/2017 – 08/31/2018 budget period of the 54 month project period. The 54 month project period consists of the initial 18 month budget period and three succeeding budget periods of 12 months.

This initial grant action includes the following amounts for 12 months of services, T/TA calculated at five percent of ongoing operations, and start-up costs under the respective Common Accounting Numbers (CAN):

Funding Category	CAN	Amount
Operations	7-G095128	\$3,454,133
T/TA	7-G095121	\$86,354
T/TA	7-G097121	\$86,354
Start-up	7-G097128	\$920,000
Total		\$4,546,841

The approved amounts and purposes for start-up costs are:

Amount	Purpose
\$225,000	4 vehicles (\$25,000 each); Data System \$125,000
\$318,000	Classroom materials and supplies
\$377,000	Minor renovations and facility upgrades to meet health and safety standards

The projected total funding levels for the initial 18 month budget period, subject to the final appropriation for the Head Start program for Fiscal Year 2017, are \$5,181,200 for Early Head Start operations and \$259,062 for T/TA. The balance of six months of operations and T/TA funds will be awarded at a later date.

For each of the succeeding 12 month budget periods, the projected annual funding level for Early Head Start operations is \$3,454,133, and the projected T/TA allocation at 2.5 percent of ongoing operations is \$86,354.

Early Head Start population: 190 children

Designated Early Head Start service area: Contra Costa County, California

Approved program options: Center-Based

This grant is subject to the requirements for contribution of the non-federal match and approval of key staff, the limitations on development and administrative costs and employee compensation, and prior written approval for the purchase of equipment and other capital expenditures and the purchase, construction and major renovation of facilities as specified in Attachment 1. This grant is also subject to the requirements and conditions in Attachment 2.



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: Reassign Vacant Position from Workforce Services to Aging and Adult Services in Employment and Human Services Department

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22180 to reassign vacant position #15365, Clerk-Experienced Level (JWXB) (represented), from Department Unit 0504 (Workforce Services) to Department Unit 0503 (Aging and Adult Services) in the Employment and Human Services Department, effective November 8, 2017.

FISCAL IMPACT:

Upon approval of this action, an approximate annual salary and benefit cost of \$77,985 will increase in Department 0503 (Aging and Adult Services) and will be offset by additional allocations Employment and Human Services Bureau is able to draw down from aging and adult revenue sources for administrative services. In addition, this action will reduce an approximate annual salary and benefit cost of \$77,985 in Department 0504 (Workforce Services), which is needed to offset the recent state revenue reductions in CalFresh and CalWorks allocations.

BACKGROUND:

The Employment and Human Services Department is requesting to reassign vacant Clerk-Experienced Level Position #15365 from the Workforce Services Bureau (0504) to the Aging

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Holly Trieu (925)
608-5024

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Holly Trieu

BACKGROUND: (CONT'D)

& Adult Services Bureau (0503), due to recent reductions in state funding impacting the Workforce Services Bureau's (WFS) CalFresh and CalWorks services. Since the Department has a staffing need for a clerk position in the Aging and Adult Services Bureau (AAS) and available allocations to draw down from, the reassignment of this vacant position will better align the Department's staffing needs in AAS and remove an unfunded position from WFS.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Workforce Services Bureau will have filled positions that have become unfunded by recent state funding reductions, and Aging and Adult Services Bureau will not have sufficient positions needed to draw down available revenue allocations and support the additional client services needed in that bureau.

ATTACHMENTS

P300 No. 22180 EHSD

POSITION ADJUSTMENT REQUEST

NO. 22180
DATE 10/5/2017

Department Employment and Human Services Dept Department No./
Budget Unit No. 0503 Org No. 5330 Agency No. A19
Action Requested: Reassign vacant position #15365 Clerk Experienced Level (JWXB), from Department 0504 (Workforce Services) to 0503 (Aging and Adult Services) in the Employment and Human Services Department. (represented)

Proposed Effective Date: 10/25/2017

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00

Net County Cost \$0.00

Total this FY \$0.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT (48% Fed, 39% State, 13% County)

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Holly Trieu

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

10/6/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/12/2017

Reassign vacant position #15365 Clerk Experienced Level (JWXB) (represented), from Department 0504 (Workforce Services) to 0503 (Aging and Adult Services) in the Employment and Human Services Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ ____ (Date)

OPARRA

10/12/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

11/1/2017

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 11/1/2017

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: Reassign three Social Services Employment Placement Counselor and two Social Worker represented positions from Department 0504 to 0501 in EHSD

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22186 to reassign two (2) Social Worker (X0VC) (represented) positions, numbers 4366 and 4065, and the incumbents; one (1) vacant Social Worker (X0VC) (represented) position number 15850; and three (3) Social Service Employment Placement Counselor (X7WB) (represented) positions, numbers 15838, 15840, and 15841 and the incumbents, from Department Unit 0504 (Workforce Services) to Department Unit 0501 (Administrative Services) in the Employment and Human Services Department.

FISCAL IMPACT:

Upon approval, this action will have an approximate annual salary and benefit cost of \$645,231 (with estimated annual pension costs of \$225,831) in Department 0501 (Administrative Services Bureau). This cost will be completely offset by revenue from the Whole Person Care (WPC) Pilot Program funds awarded by the California Department of Health Care Services (DHCS) to the Contra Costa County Health Services (CCHS) Department. In addition, this action will reduce an approximate annual salary and benefit cost of \$645,231 in Department 0504 (Workforce Services Bureau), which is needed to offset State and Federal funding reductions. The reassigned positions will be funded 100% with State revenue.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Holly Trieu (925)
608-5024

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Holly Trieu

BACKGROUND:

In July, 2016 Contra Costa County Health Services (CCHS) Department submitted an application to the California Department of Health Care Services (DHCS) for implementation of a Whole Person Care (WPC) Pilot Program in Contra Costa County (County). In October, 2016, DHCS approved the application and awarded CCHS \$40,000,000 annually over five years to implement a WPC Pilot Program along with eighteen other county health care systems.

The overall goal of the WPC program is to increase coordination of health, behavioral health, and social services for Medi-Cal recipients who are at high risk of utilizing high acuity medical services across multiple delivery systems. The program will provide integrated physical health, behavioral health, and social services in a patient-centered manner in order to improve the health and well-being of this vulnerable population.

Team-based case management and care coordination are two of the major aspects of the service delivery model for this program. CCHS has asked the EHSD to assist in case management and care coordination of social services for this vulnerable population. EHSD added 11 positions at the August 1, 2017 Board meeting to meet the initial needs of the program. An additional 6 positions are needed in order to provide social service case management and care coordination. EHSD social work staff will be co-located with Health Services staff at the WPC work site and will be physically embedded within the project's interdisciplinary work teams. Under an interdepartmental agreement, CCHS will transfer funds to EHSD from its WPC revenue to cover all the costs of EHSD staff assigned to the project. To meet the partnership goals between EHSD and CCHS, EHSD is requesting to move three Social Services Employment Placement Counselor positions and three Social Worker positions from Workforce Services Bureau to the Administrative Services Bureau Whole Person Care Community Connect program. The proposed action will also support EHSD's need to move unfunded Workforce Services Bureau positions to funded program areas within the Department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, EHSD will not be able to provide the requisite staff needed to participate in this program and may jeopardize CCHS' ability to meet the WPC Pilot Program social service case management and care coordination requirements.

ATTACHMENTS

P300 No. 22186 EHSD

P300 No. 22186 Attachment A-1

POSITION ADJUSTMENT REQUEST

NO. 22186
DATE 10/5/2017

Department Employment and Human Services

Department No./

Budget Unit No. 0501 Org No. 5140 Agency No. A19

Action Requested: Reassign five filled positions and incumbents, and one vacant position from Department 0504 (Workforce Services Bureau) to Department 0501 (Administrative Services Bureau), as specified in Attachment A-1, in the Employment and Human Services Department .

Proposed Effective Date: 10/25/2017

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$645,231.00

Net County Cost \$0.00

Total this FY \$443,596.00

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT State 100%

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Holly Trieu 925-608-5024

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kristen Lackey

10/13/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 10/18/2017

See Attachment A-1

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☒ Day following Board Action.

☐ _____(Date)

OPARRA

10/18/2017

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 11/1/2017

☒ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☐ Other: _____

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 11/1/2017

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
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 - b. legal implications
 - c. financial implications
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9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY

P300 No. 22186 - Attachment A-1

CONTRA COSTA COUNTY POSITIONS TO BE **REASSIGNED**

AGENCY: Employment and Human Services (A-19)

EFFECTIVE: Day following Board action

REASSIGN THE FOLLOWING POSITIONS:

<u>Position #</u>	<u>Classification</u>	<u>Class Code</u>	<u>Employee # OR VACANT</u>	<u>From Dept #</u>	<u>To Dept #</u>	<u>To Org #</u>
4366	Social Worker	X0VC	53857	0504	0501	5140
4065	Social Worker	X0VC	53463	0504	0501	5140
15850	Social Worker	X0VC	Vacant	0504	0501	5140
15838	Social Services Employment Placement Counselor	X7WB	63488	0504	0501	5140
15841	Social Services Employment Placement Counselor	X7WB	81918	0504	0501	5140
15840	Social Services Employment Placement Counselor	X7WB	81887	0504	0501	5140



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services
Date: November 7, 2017

Subject: Add One Public Health Program Specialist I Position and Cancel One Health Services Planner Evaluator-Level B Position in Health Services

RECOMMENDATION(S):

ADOPT Position Adjustment Resolution No. 22188 to add one (1) Public Health Program Specialist I (VBSD) position at salary plan and grade level ZA5-1602 (\$5,824-\$7,079) and cancel one (1) Health Services Planner/Evaluator-Level B Project (VAS1) position #14290 at salary plan and grade level Z22-1323 (\$4,522-\$7,459) in the Health Services Department. (Represented)

FISCAL IMPACT:

Upon approval, this action has an estimated annual cost savings of approximately \$6,698 which includes a savings of \$1,618 in pension costs.

BACKGROUND:

The Health Services Planner/Evaluator-Level B Project position #14290 became vacant on September 25, 2017. The vacancy allowed the department to evaluate its needs in providing services to individuals who are at the greatest risk for transmitting HIV.

Over this past year, the responsibilities of the former incumbent of the Health Services Planner/Evaluator-Level B Project have changed its focus from the planning phase to the implementation period of program activities. The Health Services Planner/Evaluator-Level B Project is a non-supervisory classification. The HIV/AIDS and STDs Program would benefit from adding the Public Health Program Specialist I classification instead because it is designated to provide supervision, technical assistance and consultation to program staff. The incumbent will manage contracts and other direct services, establish and implement program policy, monitor program

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Arlene Lozada, (925)
957-5240

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

activities and evaluate program effectiveness. Implementing a clearly defined outreach service to individuals who are at the greatest risk for transmitting HIV will be one of the primary responsibilities of the Public Health Program Specialist I.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, maximizing outreach efforts to individuals at greatest risk for transmitting HIV will not be accomplished.

ATTACHMENTS

P300 No. 22188 HSD

POSITION ADJUSTMENT REQUEST

NO. 22188
DATE 10/17/2017

Department Health Services

Department No./

Budget Unit No. 0450 Org No. 5754 Agency No. A18

Action Requested: Add one (1) Public Health Program Specialist I (VBSD) position and cancel one (1) Health Services Planner/Evaluator-Level B Project (VAS1) position #14290 in the Health Services Department.

Proposed Effective Date: 11/08/2017

Classification Questionnaire attached: Yes ☐ No ☒ / Cost is within Department's budget: Yes ☐ No ☒

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost (\$6,698.28)

Net County Cost \$0.00

Total this FY (\$4,465.51)

N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings to Federal AIDS Grants

Department must initiate necessary adjustment and submit to CAO.
Use additional sheet for further explanations or comments.

Arlene J. Lozada

(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Susan Smith

10/23/2017

Deputy County Administrator

Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE _____

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective: ☐ Day following Board Action.

☐ _____(Date)

(for) Director of Human Resources

Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 10/31/2017

☐ Approve Recommendation of Director of Human Resources

☐ Disapprove Recommendation of Director of Human Resources

☒ Other: Approve as recommended by the Department.

Enid Mendoza

(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED ☐ DISAPPROVED ☐

David J. Twa, Clerk of the Board of Supervisors
and County Administrator

DATE _____

BY _____

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

REQUEST FOR PROJECT POSITIONS

Department _____

Date 10/31/2017

No. xxxxxx

1. Project Positions Requested:
2. Explain Specific Duties of Position(s)
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
4. Duration of the Project: Start Date _____ End Date _____
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
5. Project Annual Cost
 - a. Salary & Benefits Costs: _____
 - b. Support Costs: _____
(services, supplies, equipment, etc.)
 - c. Less revenue or expenditure: _____
 - d. Net cost to General or other fund: _____
6. Briefly explain the consequences of not filling the project position(s) in terms of:
 - a. potential future costs
 - b. legal implications
 - c. financial implications
 - d. political implications
 - e. organizational implications
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
9. How will the project position(s) be filled?
 - ☐ a. Competitive examination(s)
 - ☐ b. Existing employment list(s) Which one(s)? _____
 - ☐ c. Direct appointment of:
 - ☐ 1. Merit System employee who will be placed on leave from current job
 - ☐ 2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: California Department of Aging, Health Insurance Counseling and Advocacy Program

RECOMMENDATION(S):

ADOPT Resolution No. 2017/387 to Approve and Authorize the Employment and Human Services Director, or designee, to execute a contract with the California Department of Aging to accept funding in an amount not to exceed \$1,015,331 to provide Health Insurance Counseling and Advocacy Program services for the period of July 1, 2017 through June 30, 2020.

FISCAL IMPACT:

County to receive revenue in an amount not to exceed \$1,015,331 for the period of July 1, 2017 through June 30, 2020. For FY 2017-18, the total revenue amount is not to exceed \$342,132. For FY 2018-19, the total revenue amount is not to exceed \$351,695. And for FY 2019-20, the total revenue amount is not to exceed \$321,504. For the three year period, total program costs are expected to be \$1,318,844, 48% of which are covered by State funds (\$633,639), 29% by Federal funds (\$381,692) and 23% with County General Fund match (\$303,513).

Agreement HI-1718-07
CFDA #92.324

BACKGROUND:

The Employment and Human Services Department, Area Agency on Aging, provides Health Insurance Counseling and Advocacy Program (HICAP) services to Medicare beneficiaries, including (1) Medicare beneficiaries by virtue of

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Elaine Burres,
608-4960

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

a disability and (2) those persons imminent of Medicare eligibility as defined by the Welfare and Institutions Code (W&I) sections 9541 (a) and (c) (2), and (3) to the public at large for HICAP community education services under W&I Code sections 9541 (c) (1), (4), (5), and (6).

CONSEQUENCE OF NEGATIVE ACTION:

Without funding, Employment and Human Services would be unable to provide Health Insurance Counseling and Advocacy Program services to seniors and disabled adults receiving or eligible for Medicare benefits in Contra Costa County.

ATTACHMENTS

Resolution No. 2017/387

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐
NO: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2017/387

IN THE MATTER OF: California Department of Aging, Health Insurance Counseling and Advocacy Program Funding, Agreement HI-1718-07

WHEREAS, the Employment and Human Services Department, Area Agency on Aging provides Health Insurance Counseling and Advocacy Program (HICAP) services for Contra Costa County (County) residents, and

WHEREAS, the program eligible residents include Medicare beneficiaries by virtue of a disability, and those persons imminent of Medicare eligibility as defined by Welfare & Institutions (W&I) Code section 9541 (a) and (c) (2), and to the public at large for HICAP community education services under W& I Code sections 9541 (c) (1), (4), (5), and (6), and

WHEREAS, the County receives annual State and Federal funding for HICAP services.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Contra Costa County hereby approve and authorize the Employment and Human Services Director, or designee, to execute a contract with California Department of Aging to accept funding (Agreement HI-1718-07) in an amount not to exceed \$1,015,331 to provide Health Insurance Counseling and Advocacy Program services for the period July 1, 2017 through June 30, 2020.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Elaine Burres, 608-4960

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: California Department of Aging, Older Americans Act, Title III and Title VII Funding, Amendment I

RECOMMENDATION(S):

ADOPT Resolution No. 2017/386 to approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with the California Department of Aging to increase payment to the County in the amount of \$179,156 for a new contract payment limit of an amount not to exceed \$4,087,560 for the provision of Older Americans Act, Title III and Title VII services, with no change in the term of July 1, 2017 through June 30, 2018.

FISCAL IMPACT:

County to receive additional revenue in an amount not to exceed \$179,156, which increases the total contract payment limit to an amount not to exceed \$4,087,560. Total program costs are \$4,242,830, with 87% Federal funds (see below), 9% State funds (\$363,083), and 4% County General Fund match (\$155,270).

Agreement No. AP-1718-07, Amendment I

Federal breakdown:

\$14,334 Title VIIB - CFDA #93.041
\$55,036 Title VIIA - CFDA #93.042
\$59,064 Title IIID - CFDA #93.043
\$955,458 Title IIIB - CFDA #93.044
\$1,818,339 Title IIIC - CFDA #93.045
\$435,702 Title IIIE - CFDA #93.052
\$386,544 Nutrition Services Incentive Program - CFDA #93.053

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Elaine Burres,
925-602-4960

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND:

The Employment and Human Services Department, Area Agency on Aging, provides services to low income older residents of Contra Costa County as defined by Title III and Title VII of the Older Americans Act. Services include, but are not limited to, disease prevention and health promotion, nutrition counseling, risk screening services, mediation management, information through multipurpose senior centers, congregate meal sites, home delivered meal programs, information services at appropriate sites for low income County residents, elder abuse prevention and ombudsman services. The increased funding will allow expansion of these services in the County.

CONSEQUENCE OF NEGATIVE ACTION:

Without increased Older Americans Act funding, services could not be expanded in Contra Costa County.

ATTACHMENTS

Resolution No. 2017/386

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



Resolution No. 2017/386

IN THE MATTER OF: California Department of Aging, Older Americans Act, Title III and Title VII Funding, Agreement AP-1718-07 Amendment I

WHEREAS, the Contra Costa County Employment and Human Services Department contracts with and receives funding from the California Department of Aging to provide services under the Older Americans Act, Title III and Title VII, and

WHEREAS, the Employment and Human Services Department, Area Agency on Aging, continues to provide Older Americans Act, Title III and Title VI, services to low income residents of Contra Costa County, and

WHEREAS, the California Department of Aging has made additional funding available, in the amount of \$179,156, Agreement AP-1718-07, Amendment I, for the period July 1, 2017 through June 30, 2018.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Contra Costa hereby approve and authorize the Employment and Human Services Director, or designee, to execute a contract amendment with California Department of Aging, Agreement AP-1718-07, Amendment I, to increase the payment limit by \$179,156 to a new payment limit of \$4,087,560 for Older Americans Act, Title III and Title VII services with no change in term of July 1, 2017 through June 30, 2018.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Elaine Burres, 925-602-4960

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: November 7, 2017

Subject: Contract with Bay Conservation and Development Commission

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract with the Bay Conservation and Development Commission (BCDC), to enable the County to be reimbursed up to \$10,000 to offset the cost of County staff participation in the Adapting to Rising Tides - Eastern Contra Costa County study being conducted by BCDC, for the period of October 16, 2017 through January 31, 2019.

FISCAL IMPACT:

The County's cost to support and participate in the Adapting to Rising Tides - Eastern Contra Costa County study will be offset by \$10,000 with funds from BCDC. This will help cover the cost of participation for the following positions: Deputy Director, Department of Conservation and Development; Principal Planner, Department of Conservation and Development; Senior Civil Engineer, Department of Public Works.

BACKGROUND:

On May 23, 2017, the Board of Supervisors received a presentation from the Bay Conservation and Development Commission (BCDC) about the Adapting to Rising Tides study. The Board at that time invited BCDC to extend the study to eastern Contra Costa County, as recommended by the Ad Hoc Committee for the Northern Waterfront Economic Development Initiative. Staff of the Department of Conservation and Development (DCD) have worked with BCDC on a scope of services and budget that will offset a portion of the cost associated with County staff participation in the study.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Jody London,
925-674-7871

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Failure to authorize the contract means the County will forego funds that could offset the cost of County participation in the Adapting to Rising Tides - Eastern Contra Costa County study.

ATTACHMENTS

Contract with BCDC for ART - Eastern Contra Costa County

AGREEMENT NUMBER

SFBC-P-17-12

REGISTRATION NUMBER

1. This Agreement is entered into between the State Agency and the Contractor named below:

STATE AGENCY'S NAME

San Francisco Bay Conservation and Development Commission

CONTRACTOR'S NAME

Contra Costa County, Department of Conservation and Development

2. The term of this Agreement is: October 16, 2017 through January 31, 2019
Or upon full execution of contract

3. The maximum amount of this Agreement is: \$ 10,000.00
Ten Thousand Dollars

4. The parties agree to comply with the terms and conditions of the following exhibits which are by this reference made a part of the Agreement.

Exhibit A – Scope of Work 2 page(s)

Exhibit B – Budget Detail and Payment Provisions 2 page(s)

Exhibit C* – General Terms and Conditions GTC 04/2017

Check mark one item below as Exhibit D:



Exhibit - D Special Terms and Conditions (Attached hereto as part of this agreement)

1 page(s)



Exhibit - D* Special Terms and Conditions

Exhibit E – Additional Provisions

page(s)

Items shown with an Asterisk (*), are hereby incorporated by reference and made part of this agreement as if attached hereto.
These documents can be viewed at www.ols.dgs.ca.gov/Standard+Language

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

CONTRACTOR

CONTRACTOR'S NAME (if other than an individual, state whether a corporation, partnership, etc.)

Contra Costa County, Department of Conservation and Development

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

John Kopchik, Director

ADDRESS

30 Muir Road
Martinez, CA 94553

STATE OF CALIFORNIA

AGENCY NAME

San Francisco Bay Conservation and Development Commission

BY (Authorized Signature)



DATE SIGNED (Do not type)

PRINTED NAME AND TITLE OF PERSON SIGNING

Lawrence J. Goldzband, Executive Director

ADDRESS

455 Golden Gate Avenue, Suite 10600, San Francisco, CA 94102-7019

**California Department of General
Services Use Only**

☒ Exempt per: SCM 4.04 A.5.

EXHIBIT A
(Standard Agreement)

SCOPE OF WORK

1. Contractor agrees to provide to San Francisco Bay Conservation and Development Commission (BCDC or State) support and participation in the Eastern Contra Costa sea level rise vulnerability assessment and adaptation planning efforts.
2. The services shall be provided during working hours, Monday through Friday, except State observed holidays.
3. The project representatives during the term of this agreement will be:

State Agency: San Francisco Bay Conservation and Development Commission	Contractor: Contra Costa County, Department of Conservation and Development
Name: Adam Fullerton	Name: Jody London, Sustainability Coordinator
Phone: 415-352-3629	Phone: 925-674-7871
Email: adam.fullerton@bcdcc.ca.gov	Email: jody.london@dcd.cccounty.us

4. Contra Costa County (County) will support BCDC as BCDC conducts a sea level rise vulnerability assessment and adaptation planning effort for Eastern Contra Costa County, including the cities of Antioch, Pittsburg, and Oakley and other communities and unincorporated areas that may be affected by sea level rise in Eastern Contra Cost County.

SCOPE OF WORK

The County anticipates its involvement will consist of support for and participation in five stakeholder meetings, as well as review of relevant documents. County staff will assist BCDC with outreach to cities, special districts, communities and key stakeholders in Eastern Contra Costa County and provide institutional knowledge and history. The following County staff is expected to participate:

- **Maureen Toms, Deputy Director, Department of Conservation and Development.** Ms. Toms leads the County's work on economic development, land use and transportation, conservation, solid waste, policy, and long-term planning. Ms. Toms will provide background and historical information, identify stakeholders, and participate in stakeholder convening meetings.
- **Will Nelson, Principal Planner, Department of Conservation and Development.** Mr. Nelson is responsible for long-term planning in Contra Costa County, including updates to the General Plan. Mr. Nelson is familiar with the major development activities that have occurred in Eastern Contra Costa County over the past 20 years. Mr. Nelson will provide background and historical information, and will be able to tie the ART findings to the ongoing update to the County's General Plan.

EXHIBIT A
(Standard Agreement)

- **Paul Detjens, Senior Civil Engineer, Contra Costa County Flood Control and Water Conservation District.** Mr. Detjens leads the County's engineering work on flood control and watershed restoration. Mr. Detjens will provide technical assistance and review and participate in stakeholder convening meetings.
- **Jody London, Sustainability Coordinator, Department of Conservation and Development.** Ms. London oversees implementation of the County's *Climate Action Plan*. She brings many years of experience in policy development and implementation. Ms. London will help identify resources and key stakeholders, assist in organizing meetings, and review documents as needed.

It is expected that other Contra Costa County staff will participate less intensively. Participation by these individuals will be an in-kind contribution by the County. These individuals may include:

- Ryan Hernandez, Director, Contra Costa County Water Agency
- John Cunningham, Principal Planner, Land Use and Transportation, Department of Conservation and Development
- Abigail Fateman, Executive Director, Eastern Contra Costa Habitat Conservancy
- Michael Kent, Hazardous Materials Ombudsman, Contra Costa County Health Services
- Ellen Dempsey, Hazardous Materials Inspector, Contra Costa County Health Services
- Deidra Dingman, Principal Planner, Solid Waste and Recycling, Department of Conservation and Development
- Susan Psara, Green Business Program Manager, Contra Costa County Health Services
- Zack Adinoff, Emergency Planning Coordinator, Contra Costa County Sheriff's Office

EXHIBIT B
(Standard Agreement)

BUDGET DETAIL AND PAYMENT PROVISIONS

1. Invoicing and Payment

- A. For services satisfactorily rendered, and upon receipt and approval of the invoices, the State agrees to compensate the Contractor for actual expenditures incurred in accordance with the rates specified herein (see Exhibit B, Attachment 1), which is attached hereto and made a part of this Agreement.
- B. Invoices shall include the Agreement Number and shall be submitted in triplicate not more frequently than monthly in arrears to:

San Francisco Bay Conservation and Development Commission
Attn: Contracts
455 Golden Gate Avenue, Suite 10600
San Francisco, CA 94102-7019

2. Budget Contingency Clause

- A. It is mutually agreed that if the Budget Act of the current year and/or any subsequent years covered under this Agreement does not appropriate sufficient funds for the program, this Agreement shall be of no further force and effect. In this event, the State shall have no liability to pay any funds whatsoever to Contractor or to furnish any other considerations under this Agreement and Contractor shall not be obligated to perform any provisions of this Agreement.
- B. If funding for any fiscal year is reduced or deleted by the Budget Act for purposes of this program, the State shall have the option to either cancel this Agreement with no liability occurring to the State, or offer an agreement amendment to Contractor to reflect the reduced amount.

3. Prompt Payment Clause

Payment will be made in accordance with, and within the time specified in, Government Code Chapter 4.5, commencing with Section 927.

**EXHIBIT B
(Standard Agreement)**

ATTACHMENT 1

**CONTRA COSTA COUNTY STAFF BUDGET
for
Adapting to Rising Tides – Eastern Contra County**

	Direct Labor	Benefits	Department Overhead	Unit Overhead	Hourly Rate	# of Meetings	# of Hours	TOTAL	Amount Billed to Project
Deputy Director	\$ 72.28	\$ 62.39	\$ 67.34		\$ 202.01	5	6	\$ 6,060.30	\$ 4,000.00
Principal Planner	\$ 59.50	\$ 56.97	\$ 46.59	\$ 93.18	\$ 256.24	5	6	\$ 7,687.20	\$ 3,000.00
Senior Civil Engineer	\$ 60.60	\$ 29.77	\$ 155.79		\$ 246.16	5	3	\$ 3,692.40	\$ 3,000.00
Sustainability Coordinator	IN KIND CONTRIBUTION								
								\$17,439.90	\$ 10,000.00

EXHIBIT D
(Standard Agreement)

SPECIAL TERMS AND CONDITIONS

1. Settlement of Disputes

In the event of a dispute, Contractor shall file a "Notice of Dispute" with San Francisco Bay Conservation and Development Commission, Executive Director or his designee within ten (10) days of discovery of the problem. Within ten (10) days, the Executive Director or his designee shall meet with the Contractor and Project Manager for purposes of resolving the dispute. The decision of the Executive Director or his designee shall be final.

In the event of a dispute, the language contained within this Agreement shall prevail over any other language including that of the bid proposal.



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services
Date: November 7, 2017

Subject: 2017 Low Income Home Energy Assistance Program Funding, Amendment 3

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with the California Department of Community Services and Development to increase payment to the County by \$556,435 to the new payment limit of an amount not to exceed \$4,315,658 for the Low Income Home Energy Assistance Program, and extend the term end date from December 31, 2017 to March 31, 2018.

FISCAL IMPACT:

This contract amendment will increase revenue by \$556,435 from the U.S. Department of Health and Human Services (DHHS) LIHEAP funding as a pass through from the State Department of Community Services and Development (CSD). On October 1, 2017, CSD received the final 2017 Notice of Award from DHHS, which resulted in the increase in the County's 2017 LIHEAP contract #17B-3005. No County match is required. The total contract amount of \$4,315,658 includes \$2,317,392 of funds that are paid directly to County clients by the State.

BACKGROUND:

Contra Costa County (County) has received funding from the California Department of Community Services and Development for 20 years wherein the County provides energy bill assistance payments and weatherization services to County residents who are income-eligible to receive said services. The funding sources include Low Income Home Energy Assistance Program (LIHEAP), the Energy Crisis Intervention Program (ECIP), the Department of Energy (DOE), Low Income Weatherization Program (LIWP) and the Toilet Retrofit Program (TRP).

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: CSB,
925-681-6304

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Nelly Ige, Sam Mendoza, Cassandra Youngblood

BACKGROUND: (CONT'D)

The Employment & Human Services Department (EHSD) partners with the County Department of Conservation and Development to provide energy saving home improvements to low-income families throughout unincorporated Contra Costa County, as well as the County's nineteen cities.

The energy savings measures may provide homes with hot water heaters, furnaces, refrigerators, microwaves, doors, windows, fluorescent light bulbs, weather stripping, ceiling fans, and attic insulation. Homes receive a blower door test (a diagnostic tool to locate and correct air infiltration), and homes with gas appliances receive a combustion appliance safety test that checks for carbon monoxide gas leakage. Homes with gas appliances are provided with a carbon monoxide alarm.

The Home Energy Assistance Program (HEAP) funding allows low income County residents to qualify for a credit on their energy bills.

Both programs use income based eligibility. The income levels are based on the Federal Fiscal Year 2016 Poverty Guidelines. Once eligibility is determined, clients with no hot water, no heat, or are in danger of having their power shut off are served as emergency cases. Priority of service is then based on clients with the lowest income, highest energy burden and families with at least one resident who is considered vulnerable population.

The Board approved receipt of funds for the 2016-17 program year on October 18, 2016 (c.53). The Board approved an amendment to this agreement on March 21, 2017 (c.37) to include additional funds and provisions for installing and replacing solar water heaters in homes. The Board approved receipt of additional funds on September 12, 2017 (c.59). This Board order is to accept further additional funds for this agreement.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, County may not receive additional funding to operate LIHEAP.

CHILDREN'S IMPACT STATEMENT:

The Employment & Human Services Department, Community Services Bureau energy program supports one Contra Costa County community outcome - Outcome #4: "Families that are Safe, Stable and Nurturing." This outcome is supported by the provision of home energy assistance to keep households warm in winter and to increase household energy efficiency.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: California Department of Aging, Supplemental Nutrition Assistance Program-Education (SNAP-ED) Funding

RECOMMENDATION(S):

ADOPT Resolution No. 2017/397 to Approve and Authorize the Employment and Human Services Director, or designee, to execute a contract with the California Department of Aging to accept funding in an amount not to exceed \$33,056 for the provision of Supplemental Nutrition Assistance Program services to seniors for the period October 1, 2017 through September 30, 2018.

FISCAL IMPACT:

County to receive \$33,056 from the California Department of Aging for the period October 1, 2017 through September 30, 2018. 100% Federal funding. No County match requirement.

Agreement SP-1718-07

BACKGROUND:

Supplemental Nutrition Assistance Program-Ed (SNAP-ED) funding is used to improve the health of seniors through exercise and better nutrition education. Employment and Human Services, Area Agency on Aging, designs and implements the nutrition information programs. The SNAP-ED program provides year-long programs at senior sites and nutrition information classes at senior centers and congregate meal sites throughout the County. Nutrition education materials are distributed to County seniors who receive Meals On Wheels food services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Elaine Burres,
608-4960

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Without funding, Supplemental Nutrition Assistance Program-Education services could not be provided to seniors.

ATTACHMENTS

Resolution No. 2017/397

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐
NO: ☐
ABSENT: ☐
ABSTAIN: ☐
RECUSE: ☐



Resolution No. 2017/397

IN THE MATTER OF: California Department of Aging, Supplemental Nutrition Assistance Program-Education Funding

WHEREAS, the Contra Costa County Employment and Human Services Department (EHSD), Area Aging on Aging (AAA) provides services to the Supplemental Nutrition Assistance Program-Education (SNAP-ED) population, including low-income seniors; and

WHEREAS, the California Department of Aging has made funding available to EHSD in an amount not to exceed \$33,056 for SNAP-ED services; and

WHEREAS, the EHSD AAA will provide SNAP-ED program services designed to improve the health of seniors, including low-income seniors, and will distribute information to seniors who receive Meals On Wheels food services.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Contra Costa hereby approves and authorizes the Employment and Human Service Director, or designee, to execute a contract with the California Department of Aging (SP-1718-07) to accept funding in an amount not to exceed \$33,056 for the provision of Supplemental Nutrition Assistance Program-Education services to seniors for the period of October 1, 2017 through September 30, 2018.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

Contact: Elaine Burres, 608-4960

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: David O. Livingston, Sheriff-Coroner
Date: November 7, 2017

Subject: APPLICATION FOR FY 2017 STATE HOMELAND SECURITY GRANT PROGRAM FUNDS

RECOMMENDATION(S):

ADOPT Resolution No. 2017/395 authorizing the Sheriff-Coroner, or designee to apply for and accept State Homeland Security Grant Program (SHSGP) funds in an initial amount of \$1,213,625 from the California Governor's Office of Emergency Services, make required grant assurances and authorize specified Sheriff's Office officials to act on behalf of the County to obtain funding for the period of September 1, 2017 through the end of grant fund availability.

FISCAL IMPACT:

No County match.

BACKGROUND:

The California Governor's Office of Emergency Services (Cal OES) is responsible for designing and implementing homeland security initiatives and ensuring that the state is ready to protect lives and property by effectively preparing for, preventing, responding to, and recovering from all threats, crimes, hazards, and emergencies. To help fulfill this mission, Cal OES administers a pass-through program of federal homeland security grant funds to local public agencies through California. This program is critical to maintaining the quality and quantity of homeland security

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Mary Jane Robb,
925-335-1557

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

initiative programs provided within the County. The funding will allow for enhanced coordination and communication among the disciplines to maximize protective actions, emergency preparedness, and the effective response to emergencies and disasters. The initial total grant program allocation provided to the County by the U.S. Department of Homeland Security and sub-granted through the State of California is \$1,213,625. The grant application requires the County to adopt a resolution (attached) appointing an authorized agent to act on behalf of the Board of Supervisors by executing any actions necessary for each application and sub-grant. The application also requires the applicants to make certain grant assurances prescribing requirements to which the County will be held accountable.

CONSEQUENCE OF NEGATIVE ACTION:

The Office of the Sheriff would not be able to apply for and accept this grant funding.

CHILDREN'S IMPACT STATEMENT:

No impact.

ATTACHMENTS

Resolution No. 2017/395

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



Resolution No. 2017/395

IN THE MATTER OF: Applying for and Accepting 2017 State Homeland Security Grant Program funds.

WHEREAS the County of Contra Costa is seeking funds available through the California Homeland Security Grant Program administered by the California Governor's Office of Emergency Services;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors: Authorizes the Sheriff-Coroner or the Undersheriff or the Sheriff's Chief of Management Services, to execute for and on behalf of the County of Contra Costa, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining Federal financial assistance provided by the U.S. Department of Homeland Security and sub-granted through the State of California related to the State Homeland Security Grant Program.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Mary Jane Robb, 925-335-1557

ATTESTED: November 7, 2017

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: November 7, 2017

Subject: Contract Amendment Between the County and City of Hercules for Building Inspection Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Conservation and Development Director, or designee, to execute a contract amendment with the City of Hercules for building inspection and code enforcement services provided by the County to the City, to revise and increase the hourly rates specified in the contract with no change to other Agreement terms.

FISCAL IMPACT:

None. All costs will be reimbursed by the City of Hercules.

BACKGROUND:

The City of Hercules has requested the County's assistance to provide Department of Conservation and Development (DCD) staff to provide building inspection and code enforcement services to the City. The current Agreement has been in effect since January 29, 2014. With the Board's approval, DCD will continue to provide the services with a new set of hourly rates for DCD staff. The amendment has been approved to form by County Counsel's Office.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board of Supervisors does not approve the amendment, DCD will not be appropriately reimbursed.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Jason Crapo,
925-674-7722

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Grant Award #28-366 from John Muir Health

RECOMMENDATION(S):

Approve and authorize the Health Services Director or his designee, to accept, on behalf of the County, Grant Award #28-366 from John Muir Health, to pay the County an amount not to exceed \$50,000 for the Public Health Division's Children's Oral Health Program, for the period from October 1, 2017 through June 30, 2018.

FISCAL IMPACT:

Acceptance of this grant award will result in an amount not to exceed \$50,000 from John Muir Health for support to the Children's Oral Health Program in Contra Costa County through June 30, 2018. No County match is required.

BACKGROUND:

The Public Health Division's Children's Oral Health Program works in collaboration with school districts that have 75% of the student body enrolled in the Free and Reduced Lunch Program in East and West Contra Costa County. This grant award will fund two part-time registered dental hygienists to provide preventive oral health services including dental screenings, fluoride, sealants to elementary-aged children, in not less than 18 schools in Contra Costa County.

Approval of Grant Award #28-366 will allow the County to provide dental health services to elementary-aged children in East and West Contra Costa County schools, through June 30, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this award is not approved, the County will not be able to receive funding for the Children's Oral Health Program.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Daniel Peddycord,
925-313-6712

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Contract #27-986-2 with Sonja Robinson, R.N. (dba Healthcare Solutions USA)

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Health Services Director, or his designee, to execute, on behalf of the County, Contract #27-986-2 with Sonja Robinson, R.N. (dba Healthcare Solutions USA), an individual, in an amount not to exceed \$384,000, to provide consultation on utilization review, authorization and referral processes for the Contra Costa Health Plan for the period December 1, 2017 through November 30, 2018.

FISCAL IMPACT:

This contract is funded 100% by Contra Costa Health Plan Enterprise Fund II. (No rate increase)

BACKGROUND:

On November 15, 2016 the Board of Supervisors approved Contract #27-986-1 with Sonja Robinson, R.N. (dba Healthcare Solutions USA), for the provision of consultation on utilization review, authorization and referral processes for the Contra Costa Health Plan for the period from December 1, 2016 through November 30, 2017.

Approval of Contract #27-986-2 will allow Sonja Robinson, R.N. (dba Healthcare Solutions USA) to continue providing consultation on utilization review, authorization and referral processes for the Contra Costa Health Plan through November 30, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Contra Costa Health Plan Management Team will not receive the benefits of consultation and technical assistance from this contractor.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Patricia Tanquary,
925-313-6004

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L Walker , M Wilhelm



Contra
Costa
County

To: Board of Supervisors
From: Dianne Dinsmore, Human Resources Director
Date: November 7, 2017

Subject: Contract with SkillSurvey, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Director of Human Resources, or designee, to execute a contract with SkillSurvey, Inc., in an amount not to exceed \$210,000 to provide a cloud-based reference checking software system for the period of October 1, 2017 through September 30, 2020. (100% General Fund)

FISCAL IMPACT:

The cost of the contract for the first year (\$70,000) is within the Human Resources Department's FY 17-18 budget. The cost of the subsequent two years will be offset by charges to user departments that will utilize the system.

BACKGROUND:

SkillSurvey is an automated, cloud-based reference checking system. This tool has hundreds of job-specific questionnaires designed by industrial and organizational psychologists to help references rate the candidate on the specific behaviors that are relevant to a given job. Ratings have been validated to correlate with reduced first-year turnover for cause and better post-hire performance.

This tool will allow representatives from County departments to perform online reference checks on their finalist

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Dianne Dinsmore, (925)
335-1766

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Nancy Zandonella

BACKGROUND: (CONT'D)

candidates in accordance with guidelines established by the Director of Human Resources. Using a secure login, County departmental representatives will log into SkillSurvey's online system and select a set of customized job-related questions to assess a candidate's competencies for a specific job. The questionnaire will then be forwarded by SkillSurvey to the references provided by the candidate. The references will complete the online questionnaire and SkillSurvey will compile an aggregate report summarizing the responses which will be made available to the requesting County representative. The automated system will eliminate the need for telephone calls to references as well as the inconsistency in the way questions are asked increasing the validity of the responses. References are more likely to complete the online questionnaire more candidly which can better predict future job success. By using this automated system, we will be able to identify quality hires quickly and more efficiently. The average time for completion of reference checks using this system is two days or less.

CONSEQUENCE OF NEGATIVE ACTION:

If the contract is not approved, the County be unable to utilize technology to increase efficiency and streamline the reference checking process.



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Amendment #74-282-16 with Ronel L. Lewis, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract Amendment Agreement #74-282-16 with Ronel L. Lewis, M.D., a individual, effective October 1, 2017, to amend Contract #74-282-15, to increase the payment limit by \$112,320, from \$266,240 to a new payment limit of \$378,560, with no change in the original term of July 1, 2017 through June 30, 2018.

FISCAL IMPACT:

This amendment is funded 18% by Federal Medi-Cal, 18% by State Early and Periodic Screening, Diagnosis, and Treatment (EPSDT), and 64% Mental Health Realignment. (No rate increase)

BACKGROUND:

On April 25, 2017 the Board of Supervisors approved Contract #74-282-15 with Ronel L. Lewis, M.D., for the period from July 1, 2017 through June 30, 2018, for the provision of child psychiatry services at the County's Juvenile Hall and at the East County Children's Mental Health Clinic. Approval of Contract Amendment Agreement #74-282-16 will allow the contractor to provide psychiatric services to additional clients at the Juvenile Hall and the East County Children's Mental Health Clinic, through June 30, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, County's clients will not have access to the contractor's professional outpatient psychiatric services, thereby reducing overall levels of services to the community.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Cynthia Belon,
925-957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: D Morgan, M Wilhelm



Contra
Costa
County

To: Board of Supervisors
From: Melinda Cervantes, County Librarian
Date: November 7, 2017

Subject: Software and Services Agreement – OrangeBoy, Inc.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Librarian, or designee, to execute a software and services agreement with OrangeBoy, Inc., including mutual indemnification, in an amount not to exceed \$76,275 for metrics analysis software, for the period November 1, 2017 through October 31, 2018.

FISCAL IMPACT:

100% Library Fund.

BACKGROUND:

The Contra Costa County Library ensures easy, equitable access to library services for all Contra Costa County residents. The Library's 2014-2017 Strategic Plan guides the Library in prioritizing its resources, manpower, programming and efforts. The plan's goals and objectives were developed by collecting extensive input from community members and research findings. The Strategic Plan is a powerful tool in tailoring, reshaping and rethinking how library services, facilities and programs support the needs of the community.

This agreement with OrangeBoy, Inc., will provide the Library the ability to compile many data sources that capture customer use or organizational performance. The data will be analyzed to understand usage trends, measure performance, evaluate market reach, and compare Contra Costa County Library results with more than 45 peer libraries. OrangeBoy, Inc., tools will provide the Library the ability to target customer communications through e-mail messaging, to gather customer feedback to understand customer satisfaction and loyalty, and to create custom

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Melinda Cervantes,
925-608-7700

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

surveys and reports to measure and manage strategic planning outcomes. OrangeBoy Inc., services will integrate the Library's data sources and house it in a secure data warehouse.

This Agreement includes modifications to the General Conditions for the County and Contractor: Section 19.1 (Indemnification). As modified, the County agrees to indemnify and hold harmless Contractor for the County's share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys fees, arising out of the willful misconduct or the negligent acts, errors or omissions of the County in the performance of this Agreement. Contractor agrees to indemnify and hold harmless County for the Contractor's share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys fees, arising out of the willful misconduct or the negligent acts, errors or omissions of the Contractor in the performance of this Agreement.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the Library would be unable to manage strategic planning outcomes to increase and enhance the patron library experience.

CHILDREN'S IMPACT STATEMENT:

None.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Contract #24-403-18 with Jon Whalen, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #24-403-18 with Jon Whalen, M.D., an individual, in an amount not to exceed \$300,800, to provide outpatient psychiatric services to minors for the period from February 1, 2018 through January 31, 2019.

FISCAL IMPACT:

This contract is funded 50% by Mental Health Realignment Funds and 50% by Federal Medi-Cal. (No rate increase)

BACKGROUND:

On January 17, 2017, the Board of Supervisors approved Contract #24-403-16 (as amended by Amendment Agreement #24-403-17) with Jon Whalen, M.D., for the provision of outpatient psychiatric services, including acting on behalf of the County as the Mental Health Director for Behavioral Health, for the period from February 1, 2017 through January 31, 2018.

Approval of Contract #24-403-18 will allow the contractor to continue providing outpatient psychiatric services through January 31, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County's clients will not have access to the contractor's outpatient psychiatric services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Cynthia Belon,
925-957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: D Morgan, M Wilhelm



**Contra
Costa
County**

To: Board of Supervisors
From: Brian M. Balbas, Interim Public Works Director/Chief Engineer
Date: November 7, 2017

Subject: Contract Amendment with Contract Sweeping Services, Inc., Countywide.

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Interim Public Works Director, or designee, to execute a contract amendment with Contract Sweeping Services, Inc., to extend the term from October 31, 2017, through April 30, 2018, to provide street sweeping services, with no change to the payment limit, Countywide.

FISCAL IMPACT:

All costs associated with this contract will not exceed \$600,000, and will be funded by the Stormwater Utility Assessment revenue from the unincorporated areas (Fund No. 251700) designated to the County Watershed Program.

BACKGROUND:

The County Watershed Program is responsible for ensuring the County's compliance with two state-mandated municipal stormwater discharge permits under the National Pollutant Discharge Elimination System (NPDES): the Municipal Regional Permit (MRP) No. CAS612008 and the East Contra Costa County Municipal NPDES Permit No. CAS083313. The permits' provisions are met through various pollution prevention programs, including municipal maintenance and reduction of pollutants of concern, in order to reduce water-quality impacts from urban runoff.

Routine street sweeping helps satisfy the mandated reduction of pollutants to the County's

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Cece Sellgren, (925)
313-2296

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tim Jensen, Flood Control, Cece Sellgren, Flood Control, Beth Balita, Finance, Patrick Melgar, Flood Control, Catherine Windham, Flood Control

BACKGROUND: (CONT'D)

storm drain system. Street sweeping removes sediment, debris, and other contaminants that might normally enter the storm drain system and flow untreated to creeks and other natural waterways. Adoption of this contract extension will allow monthly street sweeping of curbed streets in unincorporated areas of the County to continue in the following four service areas and unincorporated communities:

- West County (El Sobrante, East Richmond Heights, North Richmond, SW Kensington, Rodeo, Crockett, Rollingwood, Montalvin/Montara Bay, and Tara Hills)
- Central County (Pacheco, Clyde, Vine Hill, North Concord, Pleasant Hill, and Saranap)
- East County (Discovery Bay)
- South County (Alamo and Camino Tassajara)

The Public Works Department, Watershed Program will administer this street sweeping contract for clean water compliance. The County Watershed Program is not responsible for non-routine street sweeping related to road improvements and maintenance (chip seal cleanup) and/or construction projects.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, no routine street sweeping service will be provided to residents of unincorporated Contra Costa County during these three months. The County will not be in compliance with its Municipal Stormwater NPDES Permits with the San Francisco Bay and Central Valley Regional Water Quality Control Board(s), which could result in enforcement action and fines of up to \$15,000 per day. Neighborhoods will suffer from the unsightly accumulation of trash collecting within gutters. They may experience localized flooding from excess leaves collecting within drainage inlets during the rainy season, and they may encounter safety issues from the buildup of road associated debris, i.e., rocks and aggregate.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Contract #26-766-2 with Danny Wu, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #26-766-2 with Danny Wu, M.D., an individual, in an amount not to exceed \$174,000, to provide gastroenterology services at the Contra Costa Regional Medical Center (CCRMC) and Health Centers for the period from January 1, 2018 through December 31, 2020.

FISCAL IMPACT:

This contract is funded 100% by Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On March 3, 2015, the Board of Supervisors approved Contract #26-766-1 with Danny Wu, M.D. for the provision of gastroenterology services including, clinic coverage, gastrointestinal laboratory sessions, consultation, training, on-call coverage, and medical and/or surgical procedures, at CCRMC and Health Centers, for the period from January 1, 2015 through December 31, 2017.

Approval of Contract #26-766-2 will allow the contractor to continue to provide gastroenterology services at the CCRMC and Health Centers through December 31, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring gastroenterology services at the CCRMC and Health Centers will not have access to the contractor's services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Samir Shah, M.D.,
925-370-5525

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Contract #76-596 with Quanmei Deng, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #76-596 with Quanmei Deng, M.D., an individual, in an amount not to exceed \$200,000, to provide anesthesiology services at the Contra Costa Regional Medical Center (CCRMC) and Health Centers for the period from November 1, 2017 through October 31, 2018.

FISCAL IMPACT:

This contract is funded 100% by Hospital Enterprise Fund I.

BACKGROUND:

Under Contract #76-596, the contractor will provide anesthesiology services at the CCRMC and Health Centers, including: consultation, training, administrative services, medical procedures, on-call coverage, and coverage for the General and Obstetrics Units, for the period from November 1, 2017 through October 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring anesthesiology services at CCRMC and Health Centers will not have access to the contractor's services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Samir Shah, M.D.,
925-370-5525

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Contract #26-595-14 with Bay Area Executive Search, Inc.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #26-595-14 with Bay Area Executive Search, Inc., a corporation, in an amount not to exceed \$170,000, to provide recruitment for pharmacist candidates, and specialized registered nurses for the Safety and Performance Improvement Unit at Contra Costa Regional Medical Center for the period from November 1, 2017 through October 31, 2018.

FISCAL IMPACT:

This contract is funded 100% by Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On November 15, 2016, the Board of Supervisors approved Contract #26-595-13 with Bay Area Executive Search, Inc., for the provision of recruitment for pharmacist candidates, and specialized registered nurses for the Safety and Performance Improvement Unit at Contra Costa Regional Medical Center, for the period from November 1, 2016 through October 31, 2017.

Approval of Contract #26-595-14 will allow the contractor to continue providing recruitment for pharmacist candidates, and specialized registered nurses for the Safety and Performance Improvement Unit at Contra Costa Regional Medical Center, through October 31, 2018.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Anna Roth,
925-370-5101

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, recruitment services will not be provided by the contractor.



Contra
Costa
County

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: November 7, 2017

Subject: Joint Defense Agreement among County, Water Agency, Natural Resources Defense Council & Bay Institute

RECOMMENDATION(S):

APPROVE and AUTHORIZE the County Counsel, or designee, to execute, on behalf of the County and the Contra Costa County Water Agency, an amendment to the joint defense agreement with Natural Resources Defense Council and The Bay Institute, effective October 1, 2017, to increase the payment limit by \$30,000, to a new payment limit of \$50,000, for shared legal and advocacy expenses related to *Firebaugh Canal Water District, et al. v. U.S. Department of Interior, Bureau of Reclamation, et al.*, and related cases.

FISCAL IMPACT:

100% Water Agency funds. The Water Agency has already paid Bay Institute \$20,000 for shared legal and advocacy expenses related to the above litigation. The Water Agency will pay Bay Institute up to an additional \$30,000 for those costs, as follows: \$10,000 will be paid within 90 days after the approval of the amendment for services through September 30, 2018; an additional \$10,000 will be paid upon request by Bay Institute if the litigation remains ongoing as of October 1, 2018, for services through September 30, 2019; and a final \$10,000 will be paid upon request of Bay Institute if the litigation remains ongoing as of October 1, 2019, for services through September 30, 2020.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Stephen Siptroth (925)
335-1817

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND:

This relates to additional funding that the Contra Costa County Water Agency (“Water Agency”) will provide to The Bay Institute of San Francisco (“Bay Institute”) for ongoing legal and advocacy work that Bay Institute is performing on behalf of itself and Contra Costa County, the Water Agency, and the Natural Resources Defense Council (“NRDC”), in opposition to a proposed settlement between Westlands Water District (“Westlands”) and the Bureau of Reclamation in the case entitled *Firebaugh Canal Water District, et al. v. U.S. Department of Interior, Bureau of Reclamation, et al.* (Ninth Circuit Court of Appeals Case No. 11-17715) (“*Firebaugh* appeal”).

In 2012, Contra Costa County, the Water Agency, NRDC, and Bay Institute entered into a joint defense agreement related to the *Firebaugh* appeal. Under the joint defense agreement, the Water Agency paid Bay Institute \$10,000 for legal expenses that Bay Institute incurred advocating for the parties’ shared interests in the *Firebaugh* appeal. The United States District Court, Eastern District of California has retained jurisdiction of the underlying actions to enforce an order requiring Reclamation to provide drainage to lands within the San Luis Unit of the Central Valley Project, including lands within Westlands. Westlands, NRDC, Bay Institute, the County, and the Water Agency are intervenors in those cases, entitled *Firebaugh Canal Water District, et al. v. U.S. Department of Interior, Bureau of Reclamation, et al.*, Eastern District of California Case Nos. CV-F-88-634-LJO/DLB and CV-F-91-048-LJO/DLB (the “Drainage Cases”). Westlands also has filed two other lawsuits against Reclamation related to drainage.

Reclamation and Westlands have negotiated a settlement of the two Drainage Cases and the two other drainage-related lawsuits. The proposed settlement would relieve Reclamation of its drainage obligations under the San Luis Act, a federal law, and would require Westlands to be responsible for agricultural drainage within its service area, which could adversely impact the water quality of the San Joaquin River and the Sacramento-San Joaquin Delta. The proposed settlement depends on Congress amending the San Luis Act.

As intervenors in the Drainage Cases the parties to the joint defense agreement have a shared interest in advocating against the proposed settlement and amendment to the San Luis Act. The parties have coordinated their advocacy activities by having Bay Institute advocate on their behalf. The joint defense agreement was amended, effective October 1, 2016, to provide an additional \$10,000 of Water Agency funding to Bay Institute for legal and advocacy expenses that Bay Institute has incurred advocating for the parties’ shared interests in the *Firebaugh* appeal.

Because Bay Institute’s legal and advocacy work is expected to remain ongoing for the foreseeable future, Water Agency staff recommend that the Board authorize the County Counsel, or her designee, to negotiate and execute an amendment to the joint defense agreement, to provide Bay Institute up to an additional \$30,000 in funding, for a total Water Agency funding contribution of \$50,000, for legal and advocacy expenses Bay Institute incurs between October 1, 2017, and the earlier of (1) the date that Congress enacts legislation to effectuate the settlement between Reclamation and Westlands, or (2) the date the Court’s jurisdiction in the Drainage Cases ends. The additional \$30,000 of Water Agency funding will be paid as follows: \$10,000 will be paid before the end of the calendar year, to cover shared legal and advocacy services through September 30, 2018; \$10,000 will be paid upon request of Bay Institute if the litigation remains ongoing as of October 1, 2018, to cover shared legal and advocacy services through September 30, 2019; and \$10,000 will be paid upon request of Bay Institute if the litigation remains ongoing as of October 1, 2019, to cover shared legal and advocacy services through September 30, 2020. Any funds not actually used by Bay Institute are required to be returned to the Water Agency.

CONSEQUENCE OF NEGATIVE ACTION:

The County and Water Agency would need to pay for separate legal representation in the Drainage Cases and legislative advocacy at a cost that could exceed the additional \$30,000 of funding that will be paid to Bay Institute.



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Novation Interagency Agreement #74-373-8 with Martinez Unified School District

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Novation Interagency Agreement #74-373-8 with Martinez Unified School District, a political subdivision of the State of California, in an amount not to exceed \$180,353, to provide mental health early intervention services to high school students in Martinez for the period from July 1, 2017 through June 30, 2018, which includes a six-month automatic extension through December 31, 2018, in an amount not to exceed \$90,176.

FISCAL IMPACT:

This interagency agreement is funded 100% by the Mental Health Services Act (MHSA). (Rate increase)

BACKGROUND:

This agreement meets the social needs of the County's population by providing a youth development program known as The New Leaf Collaborative, which will include individualized learning plans, place-based learning projects and career mentorships and internships for approximately eighty (80) high school adolescent youths in Martinez of all cultural backgrounds.

On October 25, 2016, the Board of Supervisors approved Interagency Agreement #74-373-7 with Martinez Unified School District, for the period from July 1, 2016 through June 30, 2017 which included a six-month automatic extension through December 31, 2017, for the provision of Mental Health Services Act - Prevention and Early Intervention (MHSA-PEI) services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Cynthia Belon,
925-957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: D Morgan, M Wilhelm

BACKGROUND: (CONT'D)

Approval of Novation Interagency Agreement #74-373-8 replaces the automatic extension under the prior agreement and allows the agency to continue providing services through June 30, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, high school students in Martinez will not have access to the focused learning and career opportunities offered by this MHSA-PEI program.

CHILDREN'S IMPACT STATEMENT:

This MHSA-PEI program supports the following Board of Supervisors' community outcomes: "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include increases in social connectedness, communication skills, parenting skills, and knowledge of the human service system in Contra Costa County.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Amendment #24-718-5 with Recovery Innovations, Inc.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract Amendment Agreement #24-718-5 with Recovery Innovations, Inc., a non-profit corporation, effective November 1, 2017, to amend Contract #24-718-4, to increase the payment limit by \$73,422 from \$3,671,130 to a new payment limit of \$3,744,552 with no change in the original term of July 1, 2016 through June 30, 2019.

FISCAL IMPACT:

This amendment is funded 78% by Mental Health Services Act and 22% Mental Health Realignment. (Rate increase)

BACKGROUND:

On August 16, 2016, the Board of Supervisors approved Contract #24-718-4 with Recovery Innovations, Inc. for the operation of Wellness and Recovery Centers in East, Central and West County including assisting in the organization and operation of the SPIRIT program to provide training to clients interested in working with in the local mental health service delivery system, for the period from July 1, 2016 through June 30, 2019.

Approval of Contract Amendment Agreement #24-718-5 will allow the Contractor to continue to provide additional services through June 30, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the contractor will not be able provide all of the services necessary for program success.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Cynthia Belon,
925-957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: L Walker , M Wilhelm



**Contra
Costa
County**

To: Board of Supervisors
From: David Twa, County Administrator
Date: November 7, 2017

Subject: Clarification of Term for October 24, 2017, Board Order Item #C.51 with Oracle America, Inc.

RECOMMENDATION(S):

APPROVE clarification of Board action of October 24, 2017 (C.51), which authorized execution of an ordering document under the existing Oracle Master Agreement with Oracle America, Inc., effective November 27, 2017, for Oracle program technical support services, to accurately reflect the term to begin November 27, 2017 through November 26, 2018, with no change to the payment limit of \$215,344.90.

FISCAL IMPACT:

\$215,344.90. The cost is billed in arrears, in quarterly installments and budgeted annually under Org #1695, supported through countywide inter-departmental charges to all departments.

BACKGROUND:

The ordering document authorized by the Board of Supervisors on October 24, 2017 is for Support Service Number #8252761, which provides technical support services for software licenses, for a one-year term. The items in the Support Service number include license updates and support for the PeopleSoft Human Capital Management for the County's Human Resource system.

This board order clarifies Board Order (C.51) approved by the Board of Supervisors on October 24, 2017, to accurately reflect the payment term to end on November 26, 2018, not November 16, 2018, for the ordering document with Oracle America, Inc., with no change in the payment limit.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Fern Carroll,
925-313-1228

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

In accordance with Administrative Bulletin No 611.0, Departments are required to obtain Board approval for costs over \$100,000. The County Administrator's Office has reviewed this request and recommends approval.

CONSEQUENCE OF NEGATIVE ACTION:

Proprietary software; required by the manufacturer to continue use. We would not be able to administer employee benefits without this software.



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: 2017-18 Martinez Early Childhood Center Childcare Services Contract, Amendment 1

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Martinez Early Childhood Center to increase the payment limit by \$22,000 to a new payment limit of not to exceed \$236,000, effective July 1, 2017, for Early Head Start and Head Start Program Enhancement services with no change to the term of July 1, 2017 through June 30, 2018.

FISCAL IMPACT:

The increase in payment limit of \$22,000 is covered 100% by Federal grant funds from the Administration for Children and Families (Head Start Program).

CFDA 93.600

No County match.

BACKGROUND:

Contra Costa County receives funds from the U.S. Department of Health and Human Services, Administration for Children and Families (ACF) to provide Head Start program services to program eligible County residents. The Employment and Human Services Department, in turn, contracts with a number of community-based organizations to provide a wider distribution of services. The original contract was to provide Early Head Start and Head Start program enhancement services to 56 children through this partnership. The Board approved the original contract on July 18, 2017 (C.58). This board order authorizes a contract amendment to add 4 childcare slots, cover loss of subsidy from enrollment transition, and to increase program start-up funding.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: CSB (925)
681-6346

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Christina Reich, Haydee Ilan, Ressie Dayco

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to distribute childcare availability as widely through its partnerships with community based agencies.

CHILDREN'S IMPACT STATEMENT:

The Employment and Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes - Outcome 1: Children Ready for and Succeeding in School, Outcome 3: Families that are Economically Self-sufficient, and Outcome 4: Families that are Safe, Stable, and Nurturing. These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: 2017-18 COCOKIDS, Inc. Early Head Start Childcare Services Contract, Amendment 1

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with COCOKIDS, Inc. to increase the payment limit by \$27,260 to a new payment limit of not to exceed \$339,260, effective July 1, 2017, for Early Head Start Program Enhancement services with no change to the term of July 1, 2017 through June 30, 2018.

FISCAL IMPACT:

The increase in payment limit of \$27,260 is covered by 100% Federal grant funds from the Administration for Children and Families (Early Head Start). No County match requirement.

CFDA 93.708

38-803-4

BACKGROUND:

Contra Costa County receives funds from the U.S. Department of Health and Human Services, Administration for Children and Families (ACF) to provide Early Head Start program services to program eligible County residents. The Department, in turn, contracts with a number of community-based organizations to provide a wider distribution of services. The Board approved the original contract with COCOKIDS, formerly Contra Costa Child Care Council, on July 18, 2017 (C.95) to provide Home-based Early Head Start services to 52 pregnant women and/or children ages birth to three years old. Services are to be administered through the Contractor's licensed Family Child

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: CSB (925)
681-6346

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Christina Reich, Haydee Ilan, Ressie Dayco

BACKGROUND: (CONT'D)

Care providers to enhance the services provided in the Contractor's existing full-day programs. This board order is to approve a contract amendment to increase funding to cover loss of subsidy from enrollment transitions, and provide supplemental funds for program improvements.

CONSEQUENCE OF NEGATIVE ACTION:

If not approved, the County will not be able to distribute childcare availability as widely through partnerships with community based agencies.

CHILDREN'S IMPACT STATEMENT:

The Employment & Human Services Department, Community Services Bureau supports three of Contra Costa County's community outcomes - Outcome 1: Children Ready for and Succeeding in School, Outcome 3: Families that are Economically Self-sufficient, and Outcome 4: Families that are Safe, Stable, and Nurturing. These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Contract #26-602-12 with Traditions Psychology Group, Inc. (dba Traditions Behavioral Health)

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #26-602-12 with Traditions Psychology Group, Inc. (dba Traditions Behavioral Health), a corporation, in an amount not to exceed \$45,000,000 to provide physician management and psychiatric staffing for the Inpatient Psychiatric Crisis Stabilization Unit at Contra Costa Regional Medical Center, the County's Main Detention Facility and Mental Health Clinics, for the period from December 1, 2017 through November 30, 2020.

FISCAL IMPACT:

This contract is funded 100% by Hospital Enterprise Fund I. As appropriate, patients and/or third party payors will be billed for services. This contract provides cost savings compared to using contracts with individual psychiatrists and temporary staffing companies.

BACKGROUND:

On September 23, 2014, the Board of Supervisors approved Contract #26-602-8, as amended by Contract Amendment Agreements #26-602-9 through #26-602-11, with Traditions Psychology Group, Inc. (dba Traditions Behavioral Health) to provide staffing and medical staff leadership of the Inpatient Psychiatric and Crisis and Stabilization Units, George and Cynthia Miller Wellness Center at the Contra Costa Regional Medical Center and Health Centers, the Main Detention Facility and Mental Health Clinics including, but not limited to, providing a required number of psychiatrists necessary for clinical coverage of patients twenty-four hours a day, seven days a week, a lead psychiatrist to direct administrative and clinical supervision and supervision of all non-clinical areas

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Samir Shah, M.D.,
925-370-5475

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm

BACKGROUND: (CONT'D)

related to the medical staff of the Department of Psychiatry, for the period from September 1, 2014 through November 30, 2017.

Approval of Contract #26-602-12 will allow the contractor to continue providing psychiatric staffing and leadership at the Contra Costa Regional Medical Center and Health Centers, the County's Main Detention Facility and Mental Health Clinics, through November 30, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the Department would not have adequate psychiatric coverage and quality and performance compliance in the County's Inpatient Psychiatric and Crisis Stabilization Units at Contra Costa Regional Medical Center and Health Centers, the County's Main Detention Facility and Mental Health Clinics.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Contract #27-282-4 with Antioch Magnetic Imaging, A California Limited Partnership

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #27-282-4 with Antioch Magnetic Imaging, A California Limited Partnership, in an amount not to exceed \$2,500,000, to provide diagnostic imaging services for Contra Costa Health Plan (CCHP) members for the period from November 1, 2017 through October 31, 2019.

FISCAL IMPACT:

This contract is funded 100% by Contra Costa Health Plan Enterprise Fund II.

BACKGROUND:

The Contra Costa Health Plan has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County.

On October 6, 2015, the Board of Supervisors approved Contract #27-282-3 with Antioch Magnetic Imaging, A California Limited Partnership, for the provision of diagnostic imaging services for Contra Costa Health Plan members, for the period from November 1, 2015 through October 31, 2017.

Approval of Contract #27-282-4 will allow the contractor to continue providing diagnostic imaging services for Contra Costa Health Plan members through October 31, 2019.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Patricia Tanquary,
925-313-6004

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Marcy Wilhelm, Noel Garcia

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contra Costa Health Plan members will not receive the benefits of diagnostic imaging services from the contractor.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Contract #27-240-14 with Colleen M. Kenney, DPM

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or designee, to execute, on behalf of the County, Contract #27-240-14 with Colleen M. Kenney, DPM, a self-employed individual, in an amount not to exceed \$150,000, to provide podiatric wound care services for Contra Costa Health Plan (CCHP) members for the period from November 1, 2017 through October 31, 2019.

FISCAL IMPACT:

This contract is funded 100% by Contra Costa Health Plan Enterprise Fund II.

BACKGROUND:

The Health Plan has an obligation to provide certain specialized health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County.

Under Contract #27-240-14, the contractor will provide podiatric wound care services to Contra Costa Health Plan members, through October 31, 2019.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contra Costa Health Plan members will not receive the benefits of podiatric wound care services from the contractor.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Patricia Tanquary,
925-313-6004

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Marcy Wilhelm, Noel Garcia



Contra
Costa
County

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: Contract with Child's Best Interest for Ombudsman Services

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Child's Best Interest in an amount not to exceed \$175,000, to continue to provide ombudsman services to program applicants, recipients, community members, and staff for the period of December 1, 2017 through November 30, 2018.

FISCAL IMPACT:

The contract, in an amount not to exceed \$175,000, will be paid through Administrative Overhead with an allocation of 10% County, 48% State, and 42% Federal funds.

BACKGROUND:

Under this contract, Child's Best Interest will provide comprehensive ombudsman services for the Employment and Human Services Department (EHSD). The Ombudsman will receive and investigate complaints, gather information, and work to resolve issues using various mediation skills. Complaints may be received from the Children and Family Services (CFS) Director, Division Managers, program applicants, recipients, other County departments, community based organizations, individual community members, elected officials, and others. As systemic issues are identified, the Ombudsman makes formal recommendations to EHSD Director/s to improve service delivery. (#20-160-0)

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: V. Kaplan,
608-4963

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Participants and staff in Contra Costa County will not receive ombudsman services.

CHILDREN'S IMPACT STATEMENT:

This contract supports all of the community outcomes established in the Children's Report Card: (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; (3) Families that are Economically Self Sufficient; (4) Families that are Safe, Stable and Nurturing; and (5) Communities that are Safe and Provide a High Quality of Life for Children and Families. Through comprehensive ombudsman services and follow-up consultation, EHSD's Children and Family Services Bureau can improve its service delivery to children and families throughout Contra Costa County.



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: Contract with Marvell C. Allen DBA Millennium Career Advantage

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract with Marvell C. Allen, DBA Millennium Career Advantage, in an amount not to exceed \$169,250, to provide leadership development services for the period of January 1, 2018 through October 31, 2018.

FISCAL IMPACT:

This contract, in an amount not to exceed \$169,250, is funded by the Employment and Human Services Department's Administrative Overhead using 10% County, 48% State, and 42% Federal funding.

BACKGROUND:

Marvell C. Allen, DBA Millennium Career Advantage (Millennium), provides organizational learning, coaching, and leadership development programs in the public and private sector. These programs develop leadership and management professional skills to diverse audiences and in different geographies. Additionally, Millennium has executive and senior level coaching experience.

In August 2015, the Employment and Human Services Department (EHSD) awarded a contract under Request for Information (RFI) #570 to Millennium to provide consulting, facilitation and training services with the final product being the creation of a Leadership Academy or Leadership Development Program that will raise the caliber of leadership skills of EHSD employees. Millennium successfully completed the Leadership Academy 1 and

☒ APPROVE

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☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: V. Kaplan,
608-4963

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

2 projects. This board order is requesting the Board of Supervisors to approve additional training services of the Leadership Academy 3 project that will include four phases; 1) Road Map, 2) Design, 3) Development, and 4) Delivery for Managers, Supervisors and EHSD Leaders. This phase of the project includes a best practice approach for leadership techniques and skill building. It incorporates real time learning with multiple data and checkpoints to promote participants learning to their full potential.

CONSEQUENCE OF NEGATIVE ACTION:

EHSD Management staff will not receive comprehensive leadership training and development provided by this contractor.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Contract #26-699-6 with Semon Bader, M.D.

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #26-699-6 with Semon Bader, M.D., an individual, in an amount not to exceed \$400,000, to provide orthopedic services at Contra Costa Regional Medical Center (CCRMC) and Health Centers, for the period from January 1, 2018 through December 31, 2018.

FISCAL IMPACT:

This contract is funded 100% by Hospital Enterprise Fund I. (No rate increase)

BACKGROUND:

On January 10, 2017, the Board of Supervisors approved Contract #26-699-5, with Semon Bader, M.D., for the provision of orthopedic services, including consultation, training, on-call coverage and medical/surgical procedures at CCRMC and Health Centers, for the period from January 1, 2017 through December 31, 2017.

Approval of Contract #26-699-6 will allow the contractor to continue to provide orthopedic services at CCRMC and Health Centers through December 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients requiring orthopedic services at CCRMC and Health Centers will not have access to the contractor's services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Samir Shah, M.D.,
925-370-5525

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: K Cyr, M Wilhem



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Novation Contract #74-526-1 with Community Options for Families and Youth, Incorporated

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Novation Contract #74-526-1 with Community Options for Families and Youth, Incorporated, a non-profit corporation, in an amount not to exceed \$567,904, to provide mental health services and Functional Family Therapy for Seriously Emotionally Disturbed adolescents for the period from July 1, 2017 through June 30, 2018 and includes a six-month automatic extension through December 31, 2018 in an amount not to exceed \$283,952.

FISCAL IMPACT:

This contract is funded 45% by Federal Medi-Cal and 55% by the Probation Mentally Ill Offenders Crime Reduction Grant. (Rate increase)

BACKGROUND:

On October 25, 2016, the Board of Supervisors approved Contract #74-526 with Community Options for Families and Youth, Inc., for the provision of mental health services including a Functional Family Therapy Program for adolescents discharged from Juvenile Hall and the Orin Allen Youth Rehabilitation Facility for the period from July 1, 2016 through July 31, 2017, which included a six-month extension through December 31, 2017.

Approval of Novation Contract #74-526-1 replaces the automatic extension under the prior contract and allows the contractor to continue providing mental health services through June 30, 2018.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Cynthia Belon,
925-957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: E Suisala, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, seriously emotionally disturbed children and adolescents involved in the juvenile justice system will not have access to the contractor's mental health services, which may result in a reduction of services and placement in higher levels of care.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcomes: "Children Ready For and Succeeding in School"; "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



**Contra
Costa
County**

To: Board of Supervisors
From: Kathy Gallagher, Employment & Human Services Director
Date: November 7, 2017

Subject: Contract with Uplift Family Services, Amendment 1

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment, effective January 1, 2018, with Uplift Family Services to increase the payment limit by \$48,478 to a new payment limit of \$945,228, for kinship support services, with not change to the original contract period of July 1, 2017 through June 30, 2018.

FISCAL IMPACT:

This contract amendment will increase revenue by \$48,478 from 100% State Kinship Support Services. There is no County match requirement.

BACKGROUND:

Uplift Family Services was selected from a competitive procurement, Request for Proposal (RFP) #1141, to provide Family Enhancement Collaborative (FEC) services to the Children and Family Services (CFS) Bureau. Services under the FEC include shared family care, kinship, and family preservation. The Kinship Support Services Program provides multiple support services to help relative caregivers and children remain safe, healthy, and nurturing. Kinship services include site based mentoring services where parents with children in the Child Welfare System live with mentor families and receive a variety of professional services so their family can become self-sufficient, safe, and remain together.

☒ APPROVE

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COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

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ATTESTED: November 7, 2017

Contact: V. Kaplan,
608-4963

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Employment and Human Services Department will be unable to provide valuable services to help children remain safe, healthy and nurtured.

CHILDREN'S IMPACT STATEMENT:

This contract supports all of the community outcomes established in the Children's Report Card: (1) Children Ready for and Succeeding in School; (2) Children and Youth Healthy and Preparing for Productive Adulthood; (3) Families that are Economically Self Sufficient; (4) Families that are Safe, Stable and Nurturing; and (5) Communities that are Safe and Provide a High Quality of Life for Children and Families, by providing family support, stability, and safety of children, thereby preventing out-of-home placement.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Contract #26-756-4 with Treg Antioch I OP CO LP (dba Trevista Antioch LP)

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #26-756-4, with Treg Antioch I OP CO LP (dba Trevista Antioch LP), a Limited Partnership, in an amount not to exceed \$153,000, to provide residential board and care services for post medical, surgical, and/or custodial care patients who have been discharged from Contra Costa Regional Medical Center for the period from November 1, 2017 through October 31, 2018.

FISCAL IMPACT:

This contract is funded 100% by the County General Fund. (No rate increase)

BACKGROUND:

On October 18, 2016, the Board of Supervisors approved Contract #26-756-3 with Skyline Crest Enterprises, LLC, (now known as Treg Antioch I OP CO LP, d/b/a Trevista Antioch LP), for the provision of residential board and care services for post medical, surgical, and/or custodial care patients who have been discharged from Contra Costa Regional Medical Center and would otherwise not have appropriate follow-up care for the period from November 1, 2016 through October 31, 2017.

Approval of Contract #26-756-4 will allow the contractor to continue to provide residential board and care services through October 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, patients will not have access to the contractor's residential board and care services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Anna Roth,
925-370-5101

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: E Suisala, M Wilhelm



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Contract #24-681-84(15) with United Family Care, LLC (dba Family Courtyard)

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract #24-681-84(15) with United Family Care, LLC (dba Family Courtyard), a limited liability company, in an amount not to exceed \$467,456, to provide augmented board and care services, for the period from December 1, 2017 through November 30, 2018.

FISCAL IMPACT:

This contract is funded 100% by Mental Health Realignment funds. (Rate increase)

BACKGROUND:

This contract meets the social needs of the County's population in that it provides augmentation of room and board, and twenty-four hour emergency residential care and supervision to eligible mentally disordered clients, who are specifically referred by the Mental Health Program staff and who are served by County Mental Health Services.

On November 1, 2016, the Board of Supervisors approved Contract #24-681-84(14) with United Family Care, LLC (dba Family Courtyard), for the period December 1, 2016 through November 30, 2017, for the provision of augmented board and care services for County-referred mentally disordered clients.

Approval of Contract #24-681-84(15) will allow the contractor to continue to provide augmented board and care services, through November 30, 2018.

☒ APPROVE

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☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Cynthia Belon, 925-957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: E SUISALA, M WILHELM

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County residents will not receive services provided by this contractor.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Amendment to Purchase Order with AGFA Healthcare Corporation

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Health Services Department, to execute an amendment to Purchase Order F008702 with AGFA Healthcare Corporation to add \$10,102 for a total amount not to exceed \$322,837 for cost of taxes for the Circles of Care Service Maintenance Agreement with no change in the original term of April 1, 2017 through March 31, 2018.

FISCAL IMPACT:

100% Funding is included in the Hospital Enterprise Fund I budget.

BACKGROUND:

The Health Services Department uses the AGFA Circles of Care software for necessary service and maintenance support to the cardiology and diagnostic imaging departments' electronic imaging systems at Contra Costa Regional Medical Center (CCRMC) and Health Centers. Currently CCRMC and Health Centers utilize the AGFA Impax system for all diagnostic and cardiology images. The system provides high quality imaging for patients and continuous image availability to the caregivers.

This request is to add tax that was not included with the previous board approval on June 13, 2017 (C.63).

CONSEQUENCE OF NEGATIVE ACTION:

If this renewal is not approved, image availability will be limited or not available and patient care would be severely jeopardized in the event of a system failure.

☒ APPROVE

☐ OTHER

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☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: David Runt,
925-335-8700

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Allyson Eggert



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Amendment #74-439-10 with Bay Area Community Resources, Inc

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract Amendment Agreement #74-439-10 with Bay Area Community Resources, Inc., a non-profit corporation, effective July 1, 2017, to amend Contract #74-439-9, to increase the payment limit by \$368,654, from \$24,033 to a new payment limit of \$392,687, to provide additional Substance Abuse Prevention Treatment (SAPT) services to include both Drug Medi-Cal and SAPT Block Grant funded programs, with no change in the original term of July 1, 2017 through June 30, 2018.

FISCAL IMPACT:

This contract is funded 94% by Federal Drug Medi-Cal and 6% by Assembly Bill (AB) 109. (Rate increase)

BACKGROUND:

In August 2017, the County Administrator approved and the Purchasing Services Manager executed Contract #74-439-9 with Bay Area Community Resources, Inc., for providing substance abuse treatment services, including individual and group counseling services for offenders referred through the AB 109 criminal justice realignment program in West Contra Costa County, for the period from July 1, 2017 through June 30, 2018.

Approval of Contract Amendment Agreement #74-439-10 will allow the contractor to provide additional SAPT services to include both Drug Medi-Cal and SAPT Block Grant funded programs, through June 30, 2018.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Cynthia Belon,
925-957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: E Suisala, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, individuals will not receive additional alcohol and drug prevention and treatment services they need to maintain sobriety and reduce risk factors.



Contra
Costa
County

To: Board of Supervisors
From: John Gioia, District I Supervisor
Date: November 7, 2017

Subject: Tara Hills Community Beautification Projects Funding

RECOMMENDATION(S):

APPROVE and AUTHORIZE the Purchasing Manager to execute a short form service contract with Joice Dementshuk, representative of the Tara Hills Community Association, in the amount of \$20,000 to provide support for beautification projects in the unincorporated Tara Hills area for the period of November 1, 2017 through June 30, 2018.

FISCAL IMPACT:

100% Richmond Sanitary Service (RSS) Abatement Funds.

BACKGROUND:

A group of Tara Hills residents have organized an effort to beautify public rights of way in the unincorporated Tara Hills area. Meetings between Supervisor John Gioia's office, Contra Costa Public Works Department and the community members have identified a number of projects which would beautify the community through the planting of new landscaping and including a new "Welcome to Tara Hills" sign.

Joice Dementshuk, representing the Tara Hills Community Association, will use RSS Abatement funds to support these beautification projects,

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☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Kate Rauch
510-231-8691

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

including the purchase of plants and trees, landscaping material, hardscape, and some services to assist in the installation of the landscape materials. Community volunteer days will be held where local residents will carry out the beautification projects. Tara Hills resident Joice Dementshuk, representing the Tara Hills Community Association, has been coordinating this community effort and will be reimbursed for expenditures after providing the County with invoices for her expenditures in pursuit of the Tara Hills Beautification Project.

CONSEQUENCE OF NEGATIVE ACTION:

The Tara Hills Beautification Project would not occur.

CHILDREN'S IMPACT STATEMENT:

Children benefit when communities are safe and provide a high quality of life. These beautification projects will make the community safer and improve the quality of life.



Contra
Costa
County

To: Board of Supervisors

From:

Date: November 7, 2017

Subject: CONTINUATION OF LOCAL EMERGENCIES ARISING OUT OF JANUARY/FEBRUARY 2017 STORM DAMAGE

RECOMMENDATION(S):

CONTINUE the emergency actions originally taken by the Board of Supervisors effective January 19 and February 14, 2017 regarding the hazardous conditions caused by a series of severe rainstorms in Contra Costa County.

FISCAL IMPACT:

This action is necessary to maintain eligibility for Contra Costa County and its cities to receive disaster relief funds to cover costs of the emergency response and damage repairs needed as a result of the significant storm events in early January 2017 that continued into February. The initial damage estimates for the County from the January 6 -10, 2017 storms are estimated at \$9.5 million; additional damage from the February storms has not yet been estimated. The County does not currently have funds designated for the response and repair of the storm damages and has, therefore, applied for relief funds.

BACKGROUND:

Conditions of extreme peril to the safety of persons and property have arisen within the County, caused by a series of severe rainstorms that began in January 2017 and have continued into February, and have led to widespread flooding, mudslides, sinkholes and damage to public buildings, flood control facilities and roadways, including the collapse of a portion of Alhambra Valley Road at Pinole Creek, caused by a massive sinkhole. Due to the continued rains and saturated soil conditions, a portion of Morgan Territory Road, approximately one mile south of Marsh Creek Road in unincorporated Contra Costa County, began showing signs of sliding during the week of February 20. The movement caused a break in the existing water line and the slide has continued, cracking the road surface to the point that the road is no longer passable. Residents to the south of the slide location are now required to travel south to Livermore

☒ APPROVE

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Action of Board On: 11/07/2017 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Julie DiMaggio Enea
(925) 335-1077

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

BACKGROUND: (CONT'D)

>

as their only access option. To address the emergency situation, the Board of Supervisors is exploring alternate access routes while Morgan Territory Road remains closed. The repair work to Morgan Territory Road will require removal of debris, excavation, installation of a structural retaining wall system, backfill, construction of embankment, new pavement, and pavement striping.

These conditions are or are likely to be beyond the control of the services, personnel, equipment and facilities of the County. The initial damage estimate encompasses the County's response and cleanup of various sites throughout the county and estimated costs to repair damages from the storm. The estimate includes road infrastructure, flood control infrastructure, public building facilities and park and recreation facilities. The majority of the damage occurred on or along rural county roads. The largest and most significant damage occurred on Alhambra Valley Road at Pinole Creek, and on Morgan Territory Road in Clayton, where there were washouts of the roads. Flood control infrastructure also experienced storm related damage. Public building and park facilities suffered minimal impact from the storm. A slideshow illustrating the storm damage can be accessed at this link: [January 2017 Storm Damage Slideshow](#) .

The effects of the storms continue to be dynamic. Since the Board's original emergency declaration of January 19, Public Works Department crews have been responding to isolated mudslides, localized flooding, downed trees and drainage issues throughout the county, along with intermittent road closures including Marsh Creek Road, Morgan Territory Road, and a partial closure at Alhambra Valley Road at Ferndale Road. There have additionally been isolated issues related to County buildings/facilities including 50 Douglas Drive, 12000 Marsh Creek Rd (Detention Facility) and the County Hospital. Public Works crews continue to respond to items as they are reported. On March 7, 2017, the Board of Supervisors declared a local emergency and authorized the Public Works Director to proceed in the most expeditious manner with the Morgan Territory Road slide repair project.

Government Code Section 8630 requires that, for a body that meets weekly, the need to continue the emergency declaration be reviewed at least every 30 days until the local emergency is terminated, which shall occur at the earliest possible date that conditions warrant. Since the conditions that warranted proclamations of an emergency persist, it is appropriate for the Board to continue the local emergency actions regarding the hazardous conditions caused by storm damage.

CONSEQUENCE OF NEGATIVE ACTION:

Pursuant to Resolution No. 2017/404, the proclamation of local emergencies by the Board of Supervisors on January 19 and February 14, 2017 (Resolutions No. 2017/404 and 2017/65) cannot remain in effect more than 30 days unless they are reviewed and continued by the Board of Supervisors.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: November 7, 2017

Subject: Continue Extension of Emergency Declaration Regarding Homelessness

RECOMMENDATION(S):

CONTINUE the emergency action originally taken by the Board of Supervisors on November 16, 1999 regarding the issue of homelessness in Contra Costa County.

FISCAL IMPACT:

None.

BACKGROUND:

On November 16, 1999, the Board of Supervisors declared a local emergency, pursuant to the provisions of Government Code Section 8630 on homelessness in Contra Costa County.

Government Code Section 8630 requires that, for a body that meets weekly, the need to continue the emergency declaration be reviewed at least every 14 days until the local emergency is terminated. In no event is the review to take place more than 21 days after the previous review. On October 17, 2017, the Board of Supervisors reviewed and approved the emergency declaration.

With the continuing high number of homeless individuals and insufficient funding available to assist in sheltering all homeless individuals and families, it is appropriate for the Board to continue the declaration of a local emergency regarding homelessness.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Enid Mendoza, (925)
335-1039

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Unpaid Student Training Agreement #26-568-1 with The Regents of the University of California, Berkeley

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Unpaid Student Training Agreement #26-568-1 with The Regents of the University of California, Berkeley, a California Constitutional corporation, to provide supervised field instruction at the Contra Costa Regional Medical Center and Health Centers to dietician students, for the period from October 1, 2017 through September 30, 2020.

FISCAL IMPACT:

None.

BACKGROUND:

The purpose of this agreement is to provide The Regents of the University of California, Berkeley dietetic students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefiting from the students' services to patients.

Approval of Unpaid Student Training Agreement #26-568-1 will allow The Regents of the University of California, Berkeley students to receive supervised fieldwork instruction experience, at the Contra Costa Regional Medical Center and Health Centers, through September 30, 2020.

☒ APPROVE

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☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Anna Roth,
925-370-5101

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: D Morgan, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, the students will not receive supervised fieldwork instruction experience at the Contra Costa Regional Medical Center and Health Centers.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Affiliation Agreement #76-597 with The Regents of the University of California for its University of California, Davis Health

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Affiliation Agreement #76-597 with The Regents of the University of California for the University of California, Davis Health, a California Constitutional corporation, to provide supervised field instruction to Contra Costa Regional Medical Center and Health Centers' family medical residency students, for the period from October 1, 2017 through September 30, 2022.

FISCAL IMPACT:

None.

BACKGROUND:

The purpose of this agreement is to provide Contra Costa Regional Medical Center and Centers' family medical residency students the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility at University of California, Davis Health. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation.

Under Affiliation Agreement #76-597, The Regents of the University of California for its University of California, Davis Health will provide to Contra Costa Regional Medical Center and Health Centers' family medical residency students supervised fieldwork instruction experience through September 30, 2022.

☒ APPROVE

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☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Anna Roth,
925-370-5101

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: D Morgan, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, Contra Costa Regional Medical Center and Health Centers' family medical residency students will not receive supervised fieldwork instruction experience at The Regents of the University of California for its University of California, Davis Health.



**Contra
Costa
County**

To: Board of Supervisors
From: John Kopchik, Director, Conservation & Development Department
Date: November 7, 2017

Subject: Multifamily Housing Revenue Bonds - Twenty One and Twenty Three Nevin, Richmond

RECOMMENDATION(S):

1. ADOPT Resolution No. 2017/394 authorizing the issuance of Multifamily Housing Revenue Bonds (the "Bonds") in an amount not to exceed \$121,000,000 to provide financing for the costs of acquisition and construction of Twenty One and Twenty Three Nevin, a 271-unit residential rental housing development located on two parcels, including one at the Southwest Corner of Nevin Avenue and 23rd Street, and one at 344 21st Street (APNs 514-080-013 and 514-090-018) in the City of Richmond, California (the "Development").
2. FIND and DECLARE that the recitals contained in the proposed Resolution are true and correct.
3. ACKNOWLEDGE that for purposes of Section 147(f) of the Internal Revenue Code of 1986, authorizing the issuance of the Bonds to finance the costs of the acquisition and construction of the Development subject to Board of Supervisors approval of all documents related to the Bonds to which the County is a party.
4. ACKNOWLEDGE that adoption of this resolution does not relieve or exempt the borrower from obtaining required permits or approvals, nor obligate the County to incur any obligation or provide financial assistance with respect to the Bonds or the Development; and

☐ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Kara Douglas
925-674-7880

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

RECOMMENDATION(S): (CONT'D)

5. AUTHORIZE and DIRECT any authorized officer of the County to do any and all things, take any and all actions, and execute and deliver any and all certificates, agreements, and other documents, which the officer may deem necessary or advisable in order to effectuate the intent of the Resolution.

FISCAL IMPACT:

No impact to the General Fund. In the event that the Bonds are issued, the County is reimbursed for costs incurred in the issuance process. Annual expenses for monitoring of Regulatory Agreement provisions ensuring units in the Development will be rented to low income households are accommodated in the bond issue. The Bonds will be solely secured by and payable from revenues (e.g. Development rents, reserves, etc.) pledged under the bond documents. No County funds are pledged to secure the Bonds.

BACKGROUND:

The recommended action is the adoption of a Resolution by the Board, as the legislative body of the County, authorizing the issuance of (the "Bonds"), which will be used to finance the acquisition and development of Twenty One and Twenty Three Nevin, a 271-unit residential rental housing development located on two parcels, including one at the Southwest Corner of Nevin Avenue and 23rd Street, and one at 344 21st Street (APNs 514-080-013 and 514-090-018) in the City of Richmond, California (the "Development").

Through a limited partnership that it has sponsored, Richmond Nevin Associates, a California Limited Partnership, proposes the use of housing revenue bonds to acquire and construct the Development. Central Valley Coalition for Affordable Housing, a California nonprofit public benefit corporation or a related entity, will be the Managing General Partner with a to-be-named tax credit investor as the limited partner.

The proposed financing would implement City of Richmond and County policies to maintain and increase the supply of affordable housing. The Board of Supervisors adopted Reimbursement Resolution 2017/262 for the Development at its meeting on October 17, 2017. The Reimbursement Resolution conditionally provides for the issuance of housing revenue bonds.

The main purpose of the proposed Resolution is to acknowledge that a public hearing was held by the Community Development Bond Program Manager on October 23, 2017, with no public comment, and to meet other bond issuance requirements which are specified in Section 147(f) of the Internal Revenue Code. The proposed Bonds cannot be issued until a separate resolution is adopted by the Board of Supervisors specifically authorizing the sale of the Bonds. Such separate resolution to authorize the sale of bonds would come before the Board after receipt of an allocation from the State of California for Private Activity Bond Authority. An application for Private Activity Bond Authority was submitted to the California Debt Limit Allocation Committee on October 12, 2017. The expected timing for a Bond Sale Resolution would be on or about December 20, 2017.

The proposed resolution would not relieve Richmond Nevin Associates from obtaining other required permits or approvals required by law, nor obligate the County to incur any obligation or provide financial assistance with respect to the Bonds or the Development. Annual expenses of the County related to the monitoring of the Regulatory Agreement are accommodated in the bond issue.

The City of Richmond City Council adopted Resolution number 26-16 on March 15, 2016, approving the County as the Bond issuer.

CONSEQUENCE OF NEGATIVE ACTION:

Negative action would prevent the County from meeting the public approval requirement of the Internal Revenue Code for issuing Multifamily Housing Revenue Bonds. As a result, the Multifamily Housing Revenue Bonds could not be issued.

CHILDREN'S IMPACT STATEMENT:

The Twenty One and Twenty Three Nevin provide 271 units of affordable rental housing appropriate for families. This supports outcome #3: Families are Economically Self Sufficient.

ATTACHMENTS

Resolution No. 2017/394

Proof of Publication

TEFRA Transcript

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 11/07/2017 by the following vote:

AYE: ☐

NO: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



Resolution No. 2017/394

Resolution Authorizing the Issuance of Multifamily Housing Revenue Bonds in an Aggregate Principal Amount not to Exceed One Hundred Twenty-One Million Dollars (\$121,000,000) for the Purpose of Providing Financing for a Residential Rental Project in Richmond Currently Identified as Twenty One and Twenty Three Nevin.

WHEREAS, the County of Contra Costa (the "County") is authorized to issue multifamily housing revenue bonds pursuant to Section 52075 and following of the California Health and Safety Code; and

WHEREAS, the County desires to participate in financing costs of the acquisition and construction of a 271-unit residential rental housing development currently identified as Twenty One and Twenty Three Nevin and to be located on two parcels, including one to be improved with 143 rental housing units located at the Southwest corner of Nevin Avenue and 23rd Street, and one to be improved with 128 rental housing units located at 344 21st Street (APNs 514-080-013 and 514-090-018), each in Richmond, California (the "Development"), which initially will be owned by Richmond Nevin Associates, a California Limited Partnership (the "Borrower"), and is expected to be initially operated by US Residential Group, LLC (USRG), or another entity selected by the Borrower; and

WHEREAS, to assist in financing the Development, the County intends to sell and issue not to exceed \$121,000,000 principal amount of its multifamily housing revenue bonds in one or more series (the "Bonds") and to loan the proceeds of the Bonds to the Borrower, thereby assisting in providing housing for low income persons; and

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986, as amended (the "Code"), the issuance of the Bonds by the County must be approved by an applicable elected representative body with respect to the Development following the conduct of a public hearing on the proposed financing; and

WHEREAS, the Board of Supervisors of the County of Contra Costa (the "Board"), is the elected legislative body of the County and is one of the applicable elected representatives authorized to approve the issuance of the Bonds under Section 147(f) of the Code; and

WHEREAS, pursuant to Section 147(f) of the Code, the Affordable Housing Program Manager of the County has, following notice duly given, held a public hearing regarding the financing of the Development and the issuance of the Bonds, and a summary of any oral or written testimony received at the public hearing has been presented to the Board of Supervisors for its consideration; and

WHEREAS, the Board now desires to approve the issuance of the Bonds.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Contra Costa, as follows:

Section 1. The Board hereby finds and declares that the foregoing recitals are true and correct.

Section 2. For purposes of Section 147(f) of the Code, the Board hereby authorizes the issuance of Bonds by the County in one or more series to provide financing for costs of the Development. The sale and delivery of the Bonds shall be subject to the approval by the Board of all documents related to the Bonds to which the County is a party.

Section 3. The adoption of this Resolution does not (i) relieve or exempt the Borrower from obtaining any permits or approvals that are required by, or determined to be necessary from, the County in connection with the Development, nor (ii) obligate the County to incur any obligation or provide financial assistance with respect to the Bonds or the Development.

Section 4. All actions heretofore taken by the officers and agents of the County with respect to the financing of the Development and the sale and issuance of Bonds are hereby approved, ratified and confirmed, and any authorized officer of the County is hereby authorized and directed, for and in the name and on behalf of the County, to do any and all things and take any and all actions and execute and deliver any an all certificates, agreements and other documents, which any such officer may deem necessary or advisable in order to effectuate the purposes of this Resolution.

Section 5. This Resolution shall take effect upon its adoption.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Kara Douglas 925-674-7880

ATTESTED: November 7, 2017

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

West County Times

1050 Marina Way S
Richmond, CA 94804
(510) 262-2740

3697629

QUINT & THIMMIG LLP
900 LARKSPUR LANDING, SUITE 270
LARKSPUR, CA 94939

PROOF OF PUBLICATION

FILE NO. Twenty One & Twenty Three Nevin, Richmond

In the matter of

West County Times

I am a citizen of the United States and a resident of the County aforesaid; I am over the age of eighteen years, and not a party to or interested in the above-entitled matter.

I am the Principal Legal Clerk of the West County Times, a newspaper of general circulation, printed and published at 2640 Shadelands Drive in the City of Walnut Creek, County of Contra Costa, 94598

And which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Contra Costa, State of California, under the date of August 29, 1978. Case Number 188884.

The notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

10/07/2017

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Executed at Walnut Creek, California.
On this 9th day of October, 2017.



Signature

Legal No.

0006039394

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Affordable Housing Program Manager of the County of Contra Costa (the "County") on October 23, 2017 at the hour of 9:00 a.m., or as soon thereafter as the matter may be heard, in the offices of the Contra Costa County Department of Conservation and Development, 30 Muir Road, Martinez, California, will hold a public hearing in accordance with Section 147(f) of the Internal Revenue Code of 1986 with respect to the proposed issuance by the County of multifamily housing revenue bonds or the incurrence of debt in an aggregate principal amount not to exceed \$121,000,000, in order to finance costs of the acquisition and construction by Richmond Nevin Associates, a California Limited Partnership, a 271-unit rental housing development currently identified as Twenty One and Twenty Three Nevin, to be located on two parcels, including one to be improved with 143 rental housing units located at the Southwest corner of Nevin Avenue and 23rd Street, and one to be improved with 128 rental housing units located at 344 21st Street (APNs 514-080-013 and 514-090-018), each in Richmond, California. The initial operator of the housing development will be US Residential Group, LLC (USRG), or another entity selected by the owner of the housing development. All or a portion of the units in the housing development will be rented to persons and families of very low or low income.

Notice is further given that at said hearing, all proponents and opponents of the multifamily housing development will have an opportunity to be heard on the question as to whether or not such multifamily housing revenue bonds should be issued or debt incurred by the County and all interested parties will be given the opportunity to be heard. Written comments may also be submitted at or before the hearing to Kara Douglas, Affordable Housing Program Manager, Contra Costa County Department of Conservation and Development, 30 Muir Road, Martinez, California 94553.

WCT 6039394 October 7, 2017

TRANSCRIPT FOR THE TEFRA HEARING**October 23, 2017 9:00 a.m.**

This noticed public hearing is required by Section 147(f) of the Internal Revenue Code of 1986, as amended. The hearing is on the proposed issuance by the County of Contra Costa of multifamily housing revenue bonds in an amount not to exceed one hundred twenty-one million dollars (\$121,000,000). Proceeds from the sale of the proposed bonds will be used to provide financing for costs of the acquisition and construction of a multifamily residential rental housing development currently identified as Twenty One and Twenty Three Nevin by Richmond Nevin Associates, a California Limited Partnership. Twenty One and Twenty Three Nevin will be a 271-unit rental housing development located on two parcels, including one to be improved with 143 rental housing units located at the Southwest corner of Nevin Avenue and 23rd Street, and one to be improved with 128 rental housing units located at 344 21st Street (APNs 514-080-013 and 514-090-018), each in the City of Richmond, California.

The Board of Supervisors may consider adoption of a resolution approving the issuance of the bonds on November 7, 2017. Any comments provided at this hearing will be made available to the Board of Supervisors prior to their taking action on November 7th or on such later date as the matter may be considered by the Board of Supervisors.

If there are parties present who wish to voice their opinion and provide comments on the proposed financing of the development or the issuance of the bonds, I would ask that they be recognized now by raising their hand. I will then let each person provide any written or oral testimony that they may wish to provide on this matter.

Opened hearing: 9:00 a.m.
Speakers present: Ø
Closed hearing: 9:20 a.m.

By: Kara Douglas
Kara Douglas,
Affordable Housing Program Manager,
County of Contra Costa

Date: October 23 2017



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Amendment #26-283-8 with Samuel Merritt University

RECOMMENDATION(S):

Approve and authorize the Health Services Director, or his designee, to execute, on behalf of the County, Contract Amendment Agreement #26-283-8 with Samuel Merritt University, a California corporation and private educational institution, effective October 1, 2017, to amend Contract #26-283-7 to include podiatric medical students to receive field instruction at Contra Costa Regional Medical Center and Health Centers, with no change in the original term for the period from April 1, 2016 through March 31, 2018.

FISCAL IMPACT:

None.

BACKGROUND:

On February 9, 2016, the Board of Supervisors approved Contract #26-283-7 with Samuel Merritt University for the provision of providing supervised field instruction experience to provide various health care disciplines with Contra Costa Health Services, for the period from April 1, 2016 through March 31, 2018. Approval of Contract Amendment Agreement #26-283-8 will allow the addition of podiatric medical students to receive field instruction at Contra Costa Regional Medical Center and Health Centers, through March 31, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, the contractor's students will not receive podiatric supervised fieldwork instruction experience at Contra Costa Regional Medical Center and Health Centers.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Samir Shah, MD.,
925-370-5101

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: D Morgan, M Wilhelm



**Contra
Costa
County**

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Changes to Council on Homelessness ByLaws and Seats

RECOMMENDATION(S):

1) ACCEPT and APPROVE the Contra Costa Council on Homelessness By-Laws (Rules for the Conduct of Business) revisions. 2) APPROVE the following seat changes: ADD Homeless Service Provider, Public Safety Representative #2, Reentry Services Representative, Employment and Human Services Department (EHSD) Representative seats; DELETE Community Member Seat #1, Community Member Seat #2, Consumer/Consumer Advocate – ALTERNATE, Government Seat #2 and Philanthropy Representative seats; and RENAME Community Member Seat #3 to Community Member Seat; Government Seat #1 to City Government Seat; Homeless Housing Provider to Affordable Housing Developer and Public Safety Representative to Public Safety Representative #1.

FISCAL IMPACT:

The revision and endorsement of the Council on Homelessness By-Laws will allow the County to meet federal requirements for funding to prevent and end homelessness. There is no match requirement and no additional County funds are required.

BACKGROUND:

The Continuum of Care (CoC) Program interim rule requires by-laws to be developed by the Homeless Management Information System (HMIS) lead, the CoC, and the collaborative applicant. The by-laws must include:

- All of the policies and procedures that are required to comply with the requirements designated to the CoC in Subpart B of the interim rule;
- All policies and procedures required to comply with the HMIS requirements; and
- A code of conduct and recusal process for the board, its chair, and other persons acting on behalf of the board because some of the requirements in Subpart B of the CoC Program interim rule are new, the by-laws need to

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Lavonna Martin,
925-313-6140

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, Marcy Wilhelm, Jaime Jenett

be updated to consider all additional requirements in Subpart B. Further, the CoC Program interim rule requires that the by-laws be reviewed annually and updated as needed. In March of 2017, the Advisory Board formed an Ad Hoc Committee to address these requirements and align the by-laws with the current goals of the CoC. On May 4, 2017 the Advisory Board moved to approve the suggested edits to the by-laws from the Ad Hoc Committee.

BACKGROUND: (CONT'D)

Summary of Proposed Changes

1. **Community Engagement**

- Elimination of Healthcare for the Homeless as community/consumer advisory liaison.
- Addition of Consumer Advisory Committee under standing committee section. This will provide a forum for broader community engagement.
- All changes accommodate current seated members except one (Brenda Kain).

2. **Areas of Representation**

- Nine (9) changes to enhance and diversify representation of stakeholders (see attachment).

3. **Standing Committees:** The following standing committees were enumerated in the bylaws for added clarity and transparency:

- CoC Providers Committee
- Consumer Advisory Committee
- Coordinated Entry Oversight Committee
- Performance Measures Committee

4. **Minor changes** include:

- Revisions to acknowledge new department/County structure (Health, Housing, and Homeless Services); clarity in the excused vs. unexcused absence provision; and in how quorum is calculated.

Approval of the revised by-laws and seat changes by the Board of Supervisors will reaffirm Contra Costa's goal of preventing and ending homelessness. A coordinated response to homelessness is in alignment with the requirements of federal funding sources for homeless assistance, and will effect change through improved outcomes for persons experiencing homelessness, as well as improved competitiveness in national competitions for federal funding sources.

ATTACHMENTS

Attachment

bylaws redlined

bylaws clean

Proposed Seat Changes

Current Seat	Proposed Seat
Community Member Seat #1	Homeless Service Provider
Community Member Seat #2	Public Safety Representative #2
Community Member Seat #3	Community Member Seat
Government Seat #1	City Government Seat
Government Seat #2	Reentry Services Representative
Homeless Housing Provider	Affordable Housing Developer
Philanthropy Representative	Employment and Human Services (EHSD) Representative
Public Safety Representative	Public Safety Representative #1
Consumer/Consumer Advocate - Alternate	DELETED

Contra Costa Council on Homelessness Roster Before and After Proposed Changes

Current Seat	Current Appointees	Proposed Seat	Proposed Appointee	Exp. Date 12/31
1. Behavioral Health Representative	Miguel Hidalgo-Barnes	Behavioral Health Representative	Miguel Hidalgo-Barnes	2017
2. CoC/ESG Program Grantee	John Eckstrom	CoC/ESG Program Grantee	John Eckstrom	2018
3. Community Member Seat #1	Teri House	Homeless Service Provider	Gary Kingsbury	2017
4. Community Member Seat #2	Gary Kingsbury	Public Safety Representative #2	VACANT	2019
5. Community Member Seat #3	Cecelia McCloy	Community Member Seat	Cecelia McCloy	2018
6. Consumer/Consumer Advocate**	Stephanie Batchelor	Consumer/Consumer Advocate	Stephanie Batchelor	2017
7. Education and Vocational Services Representative	Alejandra Chamberlain	Education and Vocational Services Representative	Alejandra Chamberlain	2017
8. Emergency Solutions Grants Representative	Gabriel Lemus	Emergency Solutions Grants Representative	Gabriel Lemus	2017
9. Faith Community Representative	Doug Leich	Faith Community Representative	Doug Leich	2018
10. Government Seat #1	Anne Struthers	City Government Seat	Teri House	2017
11. Government Seat #2	Brenda Kain	Reentry Services Representative	VACANT	2019

12.	Health Care Representative	John Barclay	Health Care Representative	John Barclay	2018
13.	Homeless Housing Provider	Dan Sawislak	Affordable Housing Developer	Dan Sawislak	2017
14.	Philanthropy Representative	VACANT	Employment and Human Services (EHSD) Representative	Anne Struthers	2018
15.	Public Housing Authority	Joseph Villarreal	Public Housing Authority	Joseph Villarreal	2018
16.	Public Safety Representative	Diane Aguinaga	Public Safety Representative #1	Diane Aguinaga	2017
17.	Veterans Administration Representative	Tracy Cascio	Veterans Administration Representative	Tracy Cascio	2017
18.	Consumer/Consumer Advocate Alternate	VACANT	DELETED	DELETED	

** The appointees to the Consumer/Consumer Advocate seat should have a lived experience of homelessness.



Style Definition: TOC 1: Centered

Contra Costa Council on Homelessness

Contra Costa Council on Homelessness

~~By-Laws~~

Bylaws

(Rules for the Conduct of Business)

Approved and Adopted by the Contra Costa Council on Homelessness on: ~~June 11, 2015~~May 4, 2017

Approved and Adopted by the Contra Costa Board of Supervisors on: January 19, 2016 ~~[enter date]~~

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Contra Costa Council on Homelessness

Article I. Name of the Continuum of Care and the Contra Costa Council on Homelessness

Section 1. CONTRA COSTA CONTINUUM OF CARE

The name of this Continuum of Care (CoC) shall be the Contra Costa Continuum of Care, herein referred to as the Continuum of Care or the CoC. The Contra Costa Continuum of Care includes the full general membership of all community members committed to our guiding principle.

Section 2. CONTRA COSTA COUNCIL ON HOMELESSNESS

The name of this Continuum of Care's governing body shall be the Contra Costa Council on Homelessness, herein referred to as the Council on Homelessness or the Council. The Council is comprised of the members serving in the seats outlined in Article IV. Council Membership and Committees.

Article II. Overview and Mission

The Council is committed to the Housing First approach, and has established this Guiding Principle:

"Homelessness is first a housing issue, and necessary supports and services are critical to help people remain housed. Our system must be nimble and flexible enough to respond through the shared responsibility, accountability, and transparency of the community."

The CoC has identified two goals and three strategies for the implementation of this Guiding Principle:

- | | |
|-----------------------------|--------------------------------------|
| • Goal 1: Permanent Housing | • Strategy 1: Coordinated Assessment |
| • Goal 2: Prevention | • Strategy 2: Performance Standards |
| | • Strategy 3: Communication |

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The Contra Costa Council on Homelessness, ~~serving at the pleasure of~~appointed by the Board of Supervisors, provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. Further, the Council on Homelessness establishes the local process for applying, reviewing and prioritizing project applications for funding in ~~HUD~~U.S. Department of Housing and Urban Development (HUD) Homeless Assistance Grant Competitions, including the Continuum of Care (CoC) Program and the Emergency Solutions Grant (ESG) Program. The Council will review, update, and approve the Council on Homelessness Governance Charter at least annually and will update these ~~By Laws~~Bylaws when appropriate.

The Contra Costa Council on Homelessness provides a forum for the Continuum of Care to communicate about the implementation of strategies to prevent and end homelessness. The purpose of the forum is to educate the community on homeless issues, and advocate on federal, state, county and city policy issues that affect people who are homeless or at-risk of homelessness.

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Contra Costa Council on Homelessness

Article III. Council on Homelessness Responsibilities

Section 1. FUNCTIONS AND TASKS

The Contra Costa Council on Homelessness is the planning body that coordinates the community's policies, strategies, and activities toward preventing and ending homelessness in Contra Costa County, California. It is a regional, year-round collective planning body of stakeholders ranging from non-profit service providers to local governmental entities. The Council's work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring performance as related to serving the homeless population in Contra Costa County.

The responsibilities of the Council include the development and implementation of all procedures and policies needed to comply with the HEARTH Act and relevant HUD regulations and guidance (see C.F.R §578.7). The Council must consult with recipients of CoC and ESG funds within Contra Costa County and other homeless service providers in order to coordinate care.

Further, it is the role of the Council to provide oversight and take direct action in the following areas:

A. COUNCIL ON HOMELESSNESS PLANNING

1. Policies and Procedures

~~i. Develop, follow, and update these By Laws.~~

~~ii.i. Develop, follow, and update annually~~ the Council on Homelessness Bylaws and Governance Charter.

~~iii.ii.~~ Vote on any action items that arise at Council on Homelessness meetings.

~~iv.iii.~~ Review, rank, and recommend CoC and ESG Program Applications for submission to the Board of Supervisors, the ~~CA~~California Department of Housing and Community Development, and ~~the U.S. Department of Housing and Urban Development~~HUD.

2. Systems Development

i. Implement a coordinated entry system focusing on quality assurance, access, interdependency between programs and interdependency between programs and clients, and addressing barriers.

Contra Costa Council on Homelessness

- ii. Develop and implement written standards for providing CoC assistance, including written policies and procedures as required by HUD.
3. Data, Analysis, and Evaluation
 - i. Point-in-Time Count

Plan for and conduct, at least biennially, a point-in-time count of homeless persons within Contra Costa County that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.
 - ii. HMIS

Design and operate the Contra Costa County Homeless Management Information System (Contra Costa HMIS) Project. Designate a single HMIS lead agency. Ensure consistent participation in HMIS by recipients and ~~sub-recipients~~subrecipients, and ensure that the HMIS is administered pursuant to all HUD requirements. In compliance with Sub-part B of the HUD Interim Rule on the Continuum of Care Program (24 CFR Part 578) and the HMIS requirements, the HMIS Governance Charter, Policies and Procedures, and the Data Security, Quality, and Client Data and Privacy Plans outline specific details as to the relationship between the Council on Homelessness and the collaborative applicant, namely the Contra Costa County ~~Behavioral Health~~ Services' Division of Health, Housing and Homeless Program Services. These ~~By Laws~~Bylaws fully incorporate those standards, policies, and plans.
 - iii. Performance Measurement

Develop performance measures that can be used to inform a variety of tasks, including CoC Program competition project scoring and reporting; determining how federal, state, and local funds should be utilized; and, creating a responsive system that provides constructive support promoting efficiency by analyzing and responding to gaps in housing and service interventions offered in the system. Additionally, the Council will:

 1. Set targets that focus on real change, and are meaningful (relevant to the desired impact), measurable, realistic (adaptable and flexible), and regularly assessed.

Contra Costa Council on Homelessness

2. Consult with recipients and ~~sub-recipients~~subrecipients, evaluate their performance, and ~~take~~initiate corrective action ~~against~~with poor performers.
- iv. Conduct an initial comprehensive assessment in coordination with ESG Program, and then annually conduct a gaps analysis of the needs of homeless people, as compared to available housing and services within Contra Costa County.
- v. Facilitate and support the reporting of outcomes of CoC and ESG programs to HUD in coordination with the Collaborative Applicant.

B. FUNDING COORDINATION

1. Facilitate and support the development of funds and resources for homeless services in Contra Costa County in partnership with local jurisdictions located in Contra Costa County. Specifically, the Council will:
 - i. Provide information required to complete the Consolidated Plan(s) within Contra Costa County.
 - ii. Consult with State and local government ESG recipients within Contra Costa County on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients. Further, in consultation with recipients of ESG funds within Contra Costa County, establish and consistently follow written standards for providing homeless services and housing assistance.

C. COMMUNITY ENGAGEMENT

- ~~1. Facilitate a forum for Healthcare for the Homeless partners to voice the concerns of the people they serve. Discuss issues relating to access to health care for homeless persons.~~
 - ~~i. Analyze biannual reports from the Consumer Advisory Board and make recommendations to the Board of Supervisors and cities located in Contra Costa County concerning those issues.~~
 - ~~ii. Evaluate the operation of Healthcare for the Homeless and make recommendations on how service delivery can be made more responsive to the needs of the homeless community.~~
- ~~2.~~1. Encourage and develop public understanding and education on homeless and housing issues in relationship to identified strategies.
- ~~3.~~2. Advise the Board of Supervisors, the ~~Behavioral~~Health Services Director, and the Health, Housing, and Homeless Services Director, on the special needs of the homeless and matters of urgency regarding homelessness. Specifically, the Council will:

Contra Costa Council on Homelessness

- i. Provide advocacy on homeless concerns to the Board of Supervisors and cities located in Contra Costa County.
- 4.3. Make recommendations about long-range planning and policy formulation to the Board of Supervisors and cities located in Contra Costa County.

Section 2. TRANSPARENCY AND DIVERSITY

The Council encourages all members of the community to participate in group discussions and working groups. The Council ensures a diverse population contributes to deliberations and decision-making—including consumers and community members—as well as gender, ethnic, cultural, and geographical representation. To align with this effort, the Council conducts an annual recruitment effort by advertising open positions. Further, all interested persons are encouraged to attend meetings, provide input, and voice concerns to the Council.

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Article IV. Council Membership and Committees

Section 1. ELIGIBILITY

All members of the Contra Costa Council on Homelessness must reside in or be employed in Contra Costa County.

All members of the Council shall demonstrate a professional interest in, or personal commitment to addressing and alleviating the impact of homelessness on the people of the County of Contra Costa.

Section 2. MEMBERSHIP

Membership on the Council will be as shown in the chart below. The Council will make an invitation for new members to join publicly available annually. Each seat will have a term of two years expiring in alternating years:

Area of Representation	
1. Affordable Housing Developer	9. Government Seat #1
2. Behavioral Health Representative	10. Government Seat #2
3. City Government Seat	10. Faith Community Representative
4. CoC/ESG Program Grantee	11. Health Care Representative
5. Community Member Seat #1	12. Homeless Housing Service Provider
6. Community Member Seat #2	13. Philanthropy Representative

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Contra Costa Council on Homelessness

- | | |
|---|---|
| 5. Community Member Seat #3 | 14.13. Public Housing Authority |
| 6. Consumer/Consumer Advocate* | 15.14. Public Safety Representative #1 |
| 7. Education and Vocational Services Representative | 16.15. Veterans Administration Public Safety Representative #2 |
| 8. Emergency Solutions Grants Representative | <u>16. Consumer/Consumer Advocate</u> |
| 9. Faith Community <u>Employment and Human Services Department (EHSD)</u> Representative | <u>Alternate* Reentry Services Representative</u> |
| | <u>17. Veterans Services Representative</u> |

~~* The~~ This ~~The Consumer/Consumer Advocate~~ -seat allows for one of two types of people to serve in this capacity, a consumer or a consumer advocate. Consumer appointees to the Consumer/Consumer Advocate Seat ~~and Alternate Seat~~ must have a lived experience of homelessness (i.e., be homeless or formerly homeless). Lived experience is not required for consumer advocate appointees to this seat.

All ~~representatives~~ members are appointed by ~~the Board of Supervisors~~ serve at the pleasure of the Board of Supervisors and may have their appointments rescinded by majority vote of the Board of Supervisors.

In addition to the seats that have already been designated, outreach will be made to ~~specifically~~ obtain participation from groups including, but not limited to, the following ~~groups:~~ *veterans' rights advocates, victim service providers, school districts, colleges and universities, social service providers, and mental health agencies-, and social justice advocates.*

In addition to the above requirements, both public- and private-sector seats should, as much as possible, include representation from organizations or agencies who serve various homeless subpopulations such as: *persons with chronic substance abuse issues, persons with serious mental illness, persons experiencing chronic homelessness, persons with HIV/AIDS, veterans, families with children, unaccompanied youth, seniors, and victims of domestic violence, dating violence, sexual assault, human trafficking, and stalking, and seniors.*

Upon expiration of the term of a Council seat, the seat will be vacated and available to be filled through the selection process.

If a seated Council member is unable to complete the two-year term due to unforeseen circumstances, the Council may invite a replacement member, through the selection process, who shall serve out the remainder of the two-year term for that seat.

Section 3. SELECTION PROCESS

The Council will review all eligible applications for open seats annually. The Council will recommend new members through majority vote. This selection process will be reviewed by the CoC every five years at a minimum.

Contra Costa Council on Homelessness

Section 4. OFFICERS

The Council shall elect one chair and one vice-chair to provide for the operation and conduct of business. -Terms for the Officers shall be two years. -Officers may serve no more than two consecutive terms in the same Council seat. The Council must take action within three months to replace an Officer in an expired Council seat. The Officer may continue to serve in that role until a replacement is appointed.

~~Officers may recommend and implement policies governing the business and operation of the Council.~~

The Chair of the Council shall provide oversight for the operation of the Council. The Chair shall preside over meetings of the Council. The Chair may call for special meetings of the Council or its committees.

The Vice-Chair shall provide oversight for the operations of all sub-committees. If the Chair is absent, or the office is vacant, the Vice-Chair shall assume responsibility for the operation of the Council.

Section 5. ELIGIBILITY CRITERIA

In addition to residency requirements, to be eligible for Council membership:

A person must contribute unique expertise, opinions, and viewpoints on homeless issues. Where a potential Council member represents a coalition, consortium, association, neighborhood group, or voluntary organization, the nominee must represent to the Council the ~~group's~~ mission, ~~in addition. The nominee must also represent to the Council~~ the various viewpoints personally held by the nominee.

Section 6. WHEN A SEATED MEMBER NO LONGER MEETS THE ELIGIBILITY CRITERIA

If a seated Council member no longer meets the eligibility criteria, the Council:

- A. May request the Council member to submit a statement of resignation to the Council within 30 days of the change.
- B. May recommend to the Board of Supervisors the removal of the member and the subsequent appointment of an eligible nominee selected by the Council.
- ~~C. May, where there is no apparent candidate to fill the seat, continue the seated member's~~ participation, with or without limitation, until an eligible candidate is found.
- ~~D. C. _____ A designated Council member, or staff, if any, may, where a resignation is not forthcoming, contact the seated Council member who no longer meets the eligibility criteria.~~

Section 7. MEETINGS AND ATTENDANCE

Contra Costa Council on Homelessness

The Council will set an annual meeting schedule. The Council will meet monthly and the full membership of the Continuum of Care will convene quarterly with published agendas.

Two absences, excused or unexcused, from the regularly scheduled Council meeting in a rolling 12-month period will warrant inquiry from the Council as to ability and interest of the individual in continuing as a member. Three ~~absences, excused or unexcused,~~ absences within a rolling 12-month period from time of appointment will result in a recommendation to the Board of Supervisors that this member be removed from the Council.

Any Council member unable to attend a meeting should notify the Chair of the Council or its administrative designee ~~to request an excused absence.~~

The Chair of the Council or its administrative designee will maintain attendance records, and notify the Council when two absences are recorded.

Section 8. VOTING MEMBERS

A quorum of ~~50% plus one~~ a majority of the ~~seated~~ appointed Council members is required for the conduct of business. Decisions must be made by an affirmative vote of ~~50% plus one~~ a majority of Council ~~member~~ members present during a Council meeting.

Section 9. AMENDMENT AND REVIEW

The Council will review the Governance Charter and ~~By laws~~ Bylaws at least annually and update and approve as needed. Amendment requires a majority vote of the Council at a regularly scheduled Council meeting, provided that notice of the scheduled vote on the amendment was provided at least two weeks prior to that Council meeting.

Amendment of the Council on Homelessness Governance Charter and ~~By laws~~ Bylaws requires an affirmative vote of two-thirds majority of current sitting Council members. Amendments to the ~~By Laws~~ Bylaws must be submitted to the Contra Costa County Board of Supervisors for approval. An amendment of the ~~By Laws~~ Bylaws takes effect only upon approval by the Board of Supervisors.

Section 10. COMMITTEE STRUCTURE AND OPERATIONS

~~A. — There is only one Council on Homelessness standing committee: the Consumer Advisory Board Committee. This committee is charged with providing information to the Council on the effectiveness of the various services, assisting with identification of gaps in services, providing feedback to the Council from other consumers, and bringing forward for discussion and possible presentation to the Council, ideas and strategies for preventing and ending homelessness from a consumer's viewpoint.~~

The Council may create ad hoc committees as the need arises.

Contra Costa Council on Homelessness

- ~~B.~~A. The purpose of ~~these~~the ad hoc committees will be to develop recommended solutions to the specific issue for which they were created. The ad hoc committees may be comprised of members of the CoC and outside individuals. Ad hoc committees may be dissolved upon a vote of the Council.
- ~~C.~~B. The Council may create an ad hoc nominating committee to make recommendations on the filling of vacancies. The ad hoc nominating committee will solicit and assess applicants, rank them in order of preferred appointment, and submit these recommendations to the Council for approval. The Council will submit final recommendations to the Board of Supervisors.
- ~~D.~~C. Ad hoc committees can be appointed to address any matters within the jurisdiction of the Council.

The Council will have the following standing committees:

- A. CoC Providers Committee: Membership on this committee will include, at minimum, the Council Chair, Vice Chair serving as CoC Representative on this committee. This committee will meet annually or as needed.
- B. Consumer Advisory Committee: Membership on this committee will include, at minimum, the Council Chair, Vice Chair, and Consumer/Consumer Advocate representative. This committee will meet, at minimum, two times per year.
- C. Coordinated Entry Oversight Committee: Membership on this committee will include, at minimum, the Council Chair and Vice Chair. This committee will meet quarterly or as needed.
- D. Performance Measures Committee: Membership on this committee will include, at minimum, the Council Vice Chair, a representative from Health, Housing and Homeless Services³ as the HMIS Administrator, and a CoC- and/or ESG-funded member. This committee will meet annually or as needed.

Section 11. COUNCIL STAFFING AND RECORDKEEPING

The Council on Homelessness is supported by Contra Costa ~~Behavioral~~ Health, Housing, and Homeless Services staff as outlined in the Governance Charter. The responsibilities of Contra Costa ~~Behavioral~~ Health, Housing, and Homeless Services ~~as~~ staff to the Council include:

- A. Storage of all Council and committee records, including agendas and minutes for all meetings;
- B. Presentation of annual reports to the Board of Supervisors as called for by the Family and Human Services Committee; and
- C. All duties identified throughout these ~~By-laws~~Bylaws that may be delegated to an administrative designee.

Article V. Conduct & Conflict of Interest

Section 1. CONDUCT

Each Council member will uphold certain standards of performance and good conduct and avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, a Council member, chairperson, employee, agent, or consultant of the Council may not:

- A. Influence decisions concerning the selection or award of a grant or other financial benefit to an organization that the Council member, employee, officer, or agent has a financial or other interest in or represents, except for the Council itself.
- B. Solicit and/or accept gifts or gratuities by anyone for their personal benefit in excess of minimal value.
- C. Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.

Section 2. CONFLICT OF INTEREST

All Council members must file an initial and annual conflict of interest statement with the ~~filing officer designated in~~ Chair of the ~~code.~~ Council or its administrative designee. Failure to file such a statement may result in the removal of a member.



Contra Costa Council on Homelessness
Bylaws
(Rules for the Conduct of Business)

Approved and Adopted by the Contra Costa Council on Homelessness on: May 4, 2017

Approved and Adopted by the Contra Costa Board of Supervisors on: [enter date]

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Article I. Name of the Continuum of Care and the Contra Costa Council on Homelessness

Section 1. CONTRA COSTA CONTINUUM OF CARE

The name of this Continuum of Care (CoC) shall be the Contra Costa Continuum of Care, herein referred to as the Continuum of Care or the CoC. The Contra Costa Continuum of Care includes the full general membership of all community members committed to our guiding principle.

Section 2. CONTRA COSTA COUNCIL ON HOMELESSNESS

The name of this Continuum of Care's governing body shall be the Contra Costa Council on Homelessness, herein referred to as the Council on Homelessness or the Council. The Council is comprised of the members serving in the seats outlined in Article IV. Council Membership and Committees.

Article II. Overview and Mission

The Council is committed to the Housing First approach, and has established this Guiding Principle:

"Homelessness is first a housing issue, and necessary supports and services are critical to help people remain housed. Our system must be nimble and flexible enough to respond through the shared responsibility, accountability, and transparency of the community."

The CoC has identified two goals and three strategies for the implementation of this Guiding Principle:

- Goal 1: Permanent Housing
- Goal 2: Prevention
- Strategy 1: Coordinated Assessment
- Strategy 2: Performance Standards
- Strategy 3: Communication

The Contra Costa Council on Homelessness, appointed by the Board of Supervisors, provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. Further, the Council on Homelessness establishes the local process for applying, reviewing and prioritizing project applications for funding in U.S. Department of Housing and Urban Development (HUD) Homeless Assistance Grant Competitions, including the Continuum of Care (CoC) Program and the Emergency Solutions Grant (ESG) Program. The Council will review, update, and approve the Council on Homelessness Governance Charter at least annually and will update these Bylaws when appropriate.

The Contra Costa Council on Homelessness provides a forum for the Continuum of Care to communicate about the implementation of strategies to prevent and end homelessness. The purpose of the forum is to educate the community on homeless issues, and advocate on federal, state, county and city policy issues that affect people who are homeless or at-risk of homelessness.

Article III. Council on Homelessness Responsibilities

Section 1. FUNCTIONS AND TASKS

The Contra Costa Council on Homelessness is the planning body that coordinates the community's policies, strategies, and activities toward preventing and ending homelessness in Contra Costa County, California. It is a regional, year-round collective planning body of stakeholders ranging from non-profit service providers to local governmental entities. The Council's work includes gathering and analyzing information in order to determine the local needs of people experiencing homelessness, implementing strategic responses, educating the community on homeless issues, providing advice and input on the operations of homeless services, and measuring performance as related to serving the homeless population in Contra Costa County.

The responsibilities of the Council include the development and implementation of all procedures and policies needed to comply with the HEARTH Act and relevant HUD regulations and guidance (see C.F.R §578.7). The Council must consult with recipients of CoC and ESG funds within Contra Costa County and other homeless service providers in order to coordinate care.

Further, it is the role of the Council to provide oversight and take direct action in the following areas:

A. COUNCIL ON HOMELESSNESS PLANNING

1. Policies and Procedures

- i. Develop, follow, and update the Council on Homelessness Bylaws and Governance Charter.
- ii. Vote on any action items that arise at Council on Homelessness meetings.
- iii. Review, rank, and recommend CoC and ESG Program Applications for submission to the Board of Supervisors, the California Department of Housing and Community Development, and HUD.

2. Systems Development

- i. Implement a coordinated entry system focusing on quality assurance, access, interdependency between programs and

interdependency between programs and clients, and addressing barriers.

- ii. Develop and implement written standards for providing CoC assistance, including written policies and procedures as required by HUD.

3. Data, Analysis, and Evaluation

- i. Point-in-Time Count

Plan for and conduct, at least biennially, a point-in-time count of homeless persons within Contra Costa County that meets HUD requirements, including a housing inventory of shelters, transitional housing, and permanent housing reserved for homeless persons, in general, and chronically homeless persons and veterans, specifically, as HUD requires.

- ii. HMIS

Design and operate the Contra Costa County Homeless Management Information System (Contra Costa HMIS) Project. Designate a single HMIS lead agency. Ensure consistent participation in HMIS by recipients and subrecipients, and ensure that the HMIS is administered pursuant to all HUD requirements. In compliance with Subpart B of the HUD Interim Rule on the Continuum of Care Program (24 CFR Part 578) and the HMIS requirements, the HMIS Governance Charter, Policies and Procedures, and the Data Security, Quality, and Client Data and Privacy Plans outline specific details as to the relationship between the Council on Homelessness and the collaborative applicant, namely the Contra Costa County Health Services' Division of Health, Housing and Homeless Services. These Bylaws fully incorporate those standards, policies, and plans.

- iii. Performance Measurement

Develop performance measures that can be used to inform a variety of tasks, including CoC Program competition project scoring and reporting; determining how federal, state, and local funds should be utilized; and, creating a responsive system that provides constructive support promoting

efficiency by analyzing and responding to gaps in housing and service interventions offered in the system. Additionally, the Council will:

1. Set targets that focus on real change, and are meaningful (relevant to the desired impact), measurable, realistic (adaptable and flexible), and regularly assessed.
2. Consult with recipients and subrecipients, evaluate their performance, and initiate corrective action with poor performers.
- iv. Conduct an initial comprehensive assessment in coordination with ESG Program, and then annually conduct a gaps analysis of the needs of homeless people, as compared to available housing and services within Contra Costa County.
- v. Facilitate and support the reporting of outcomes of CoC and ESG programs to HUD in coordination with the Collaborative Applicant.

B. FUNDING COORDINATION

1. Facilitate and support the development of funds and resources for homeless services in Contra Costa County in partnership with local jurisdictions located in Contra Costa County. Specifically, the Council will:
 - i. Provide information required to complete the Consolidated Plan(s) within Contra Costa County.
 - ii. Consult with State and local government ESG recipients within Contra Costa County on the plan for allocating ESG funds and reporting on and evaluating the performance of ESG recipients and subrecipients. Further, in consultation with recipients of ESG funds within Contra Costa County, establish and consistently follow written standards for providing homeless services and housing assistance.

C. COMMUNITY ENGAGEMENT

1. Encourage and develop public understanding and education on homeless and housing issues in relationship to identified strategies.

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The Council will review all eligible applications for open seats annually. The Council will recommend new members through majority vote. This selection process will be reviewed by the CoC every five years at a minimum.

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The Chair of the Council or its administrative designee will maintain attendance records, and notify the Council when two absences are recorded.

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A quorum of a majority of the appointed Council members is required for the conduct of business. Decisions must be made by an affirmative vote of a majority of Council members present during a Council meeting.

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The Council will review the Governance Charter and Bylaws at least annually and update and approve as needed. Amendment requires a majority vote of the Council at a regularly scheduled Council meeting, provided that notice of the scheduled vote on the amendment was provided at least two weeks prior to that Council meeting.

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The Council may create ad hoc committees as the need arises.

- A. The purpose of the ad hoc committees will be to develop recommended solutions to the specific issue for which they were created. The ad hoc committees may be comprised of members of the CoC and outside individuals. Ad hoc committees may be dissolved upon a vote of the Council.
- B. The Council may create an ad hoc nominating committee to make recommendations on the filling of vacancies. The ad hoc nominating committee will solicit and assess applicants, rank them in order of preferred appointment, and submit these recommendations to the Council for approval. The Council will submit final recommendations to the Board of Supervisors.
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The Council will have the following standing committees:

- A. CoC Providers Committee: Membership on this committee will include, at minimum, the Council Chair, Vice Chair serving as CoC Representative on this committee. This committee will meet annually or as needed.
- B. Consumer Advisory Committee: Membership on this committee will include, at minimum, the Council Chair, Vice Chair, and Consumer/Consumer Advocate representative. This committee will meet, at minimum, two times per year.
- C. Coordinated Entry Oversight Committee: Membership on this committee will include, at minimum, the Council Chair and Vice Chair. This committee will meet quarterly or as needed.
- D. Performance Measures Committee: Membership on this committee will include, at minimum, the Council Vice Chair, a representative from Health, Housing and Homeless Services as the HMIS Administrator, and a CoC and/or ESG-funded member. This committee will meet annually or as needed.

Section 11. COUNCIL STAFFING AND RECORDKEEPING

The Council on Homelessness is supported by Contra Costa Health, Housing, and Homeless Services staff as outlined in the Governance Charter. The responsibilities of Contra Costa Health, Housing, and Homeless Services staff to the Council include:

- A. Storage of all Council and committee records, including agendas and minutes for all meetings;
- B. Presentation of annual reports to the Board of Supervisors as called for by the Family and Human Services Committee; and
- C. All duties identified throughout these Bylaws that may be delegated to an administrative designee.

Article V. Conduct & Conflict of Interest

Section 1. CONDUCT

Each Council member will uphold certain standards of performance and good conduct and avoid real or apparent conflicts of interest. In order to prevent a conflict of interest, a Council member, chairperson, employee, agent, or consultant of the Council may not:

- A. Influence decisions concerning the selection or award of a grant or other financial benefit to an organization that the Council member, employee, officer, or agent has a financial or other interest in or represents, except for the Council itself.
- B. Solicit and/or accept gifts or gratuities by anyone for their personal benefit in excess of minimal value.
- C. Engage in any behavior demonstrating an actual conflict of interest or giving the appearance of any such conflict.

Section 2. CONFLICT OF INTEREST

All Council members must file an initial and annual conflict of interest statement with the Chair of the Council or its administrative designee. Failure to file such a statement may result in the removal of a member.



Contra
Costa
County

To: Board of Supervisors
From: William Walker, M.D., Health Services Director
Date: November 7, 2017

Subject: Mental Health Commission 2016 Annual Report

RECOMMENDATION(S):

ACCEPT the Contra Costa County Mental Health Commission 2016 Annual Report.

FISCAL IMPACT:

None.

BACKGROUND:

On June 18, 2002, the Board of Supervisors adopted Resolution No. 2002/377, which requires each regular and ongoing board, commission, or Committee to report annually to the Board of Supervisors on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Cynthia Belon,
925-957-5201

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Liza Molina-Huntley, Tasha Scott, Marcy Wilhelm

ATTACHMENTS

Report

Contra Costa County Mental Health Commission

2016 Annual Report

Submitted by:

**Duane
Chapman**
*Chair, Mental
Health
Commission*

**Lauren
Retaggiata**
*Chair, Finance
Committee*

Gina
*Chair, Justice
Committee*

Barbara Serwin
*Chair, Quality of
Care Committee*

July 15, 2017

Mandated Responsibilities

Mental Health Commission

It is the responsibility of the Mental Health Commission to:

1. Review and evaluate the community's mental health needs, services, facilities, and special problems.
2. Review any County agreements entered into pursuant to Welfare & Inst. Code 5650.
3. Advise the Board of Supervisors and the Contra Costa County Mental Health Director as to any aspect of the local mental health program.
4. Review and approve the procedures used to ensure citizen and professional involvement at all stages of the planning process.
5. Submit an Annual Report to the Board of Supervisors on the needs and performance of the County's mental health system.
6. Review and make recommendations on applicants for the appointment of Contra Costa County Director of Mental Health Services. The Commission shall be included in the selection process prior to the vote of the Board of Supervisors.
7. Review and comment on the County's performance outcome data and communicate its findings to the California Mental Health Planning Council.
8. Perform other duties as authorized by the Board of Supervisors.

As part of its duties set forth above, the Commission shall assess the impact of the realignment of services from the State to the County, on services delivered to clients and in the local community.

Mental Health Commission 2016 Annual Report

This report contains the following sections:

- Introduction
- Changes in Commission representation
- Commission efforts and accomplishments for 2016 and goals for 2017
- Quality of Care Committee 2016 efforts and accomplishments and 2017 goals
- Finance Committee 2016 efforts and accomplishments and 2017 goals
- Justice Committee 2016 efforts and accomplishments and 2017 goals

I. Introduction

The Contra Costa County Mental Health Commission (MHC) had a busy and ambitious agenda in 2016. We pushed steadily on longer term issues and challenges, such as continued tracking on Psychiatric Emergency Services (PES) and authoring of the White Paper. We addressed acute issues as they arose, such as advocating for improvements to injection medication protocol at county clinics. We also made strides in improving the more administrative side of our work.

Two important themes informed our efforts: 1) Teamwork; and 2) understanding our roles and responsibilities. We took steps and will continue to improve teamwork and collaboration with our partners in Behavioral Health Services (BHS) and the Hospital, and to develop ties with the state organization- The California Association of Local Mental Health Board and Commission, that supports all Mental Health Commissions and Advisory Boards in California. We also made it a focus to understand our own role and the role of our partners, as well as our mandated responsibilities. These themes have enabled us to better know who we are and what our job is, and to better assist the BOS, BHS, and our other partners in providing the best care possible for people in our county who suffer from mental illness. These themes will continue to guide us in 2017.

II. Changes in Commission Representation

Commission membership was very dynamic this year, with five new Commissioners joining, two resigning, and a new Executive Assistant coming on board.

Joined: Connie Steers (District IV), Douglas Dunn (District III), Meghan Cullen (District V), Michael Ward (District V), Jason Tanseco (District III)

Resigned: Greg Beckner (District IV), Tess Paoli (District III)

Vacancies: We currently have four vacancies: A Family Member in District I, a Consumer Representative in District III, a Consumer Representative in District IV, and a Family Member in District V and the Chair will be working with you with filling the vacant positions.

Executive Assistant: Karen Shuler retired from her contract role and Liza Molina-Huntley joined as a full-time staff member of the BHS.

Please see the chart below showing all Commission posts and vacancies.

2017- Commission and Committee membership status			
MEMBER	DISTRICT	TYPE OF MEMBERSHIP	EXPIRATION DATE
Chair- Duane Chapman	I	Member at Large	6/30/17
Vice Chair- Barbara Serwin	II	Consumer Representative	6/30/19
Diana MaKieve	II	Member at Large	6/30/19
Samuel Yoshioka	IV	Family Member	6/30/19
Gina Swirsding	I	Consumer Representative	6/30/17
Douglas Dunn	III	Member at Large	6/30/19
Lauren Rettagliata	II	Family Member	6/30/18
Jason Tanseco	III	Family Member	6/30/19
Connie Steers	IV	Member at Large	6/30/18
Meghan Cullen	V	Member at Large	6/30/19
Michael Ward	V	Consumer Representative	6/30/18
VACANCY	I	Family Member	
VACANCY	III	Consumer Representative	
VACANCY	IV	Consumer Representative	
VACANCY	V	Family Member	

III. Efforts and Accomplishments

Authored White Paper

In the spring of 2016, the MHC published a White Paper, a kind of state of the union address, which provides an overview of the challenges facing the mental health system in Contra Costa County from the perspective of the Commission. The paper calls out the dramatic rise in the number of adults and children presenting at PES; chronic understaffing due in part to non-competitive compensation; the lack of children and adolescent in-patient and residential treatment facilities; the acute need for more family support; and the deficits of a top-down budgeting system that does not adequately capture program needs and priorities. Initially spearheaded by Lauren Rettagliata and Barbara Serwin, the report was written with the input of BHS and the Behavioral Health Care Partnership.

The recommendation to send the paper to the Board of Supervisors (BOS) was first made on March 2nd by a unanimous vote. A motion to present the paper to the BOS was passed again, unanimously save one abstention, by the Commission on April 6th. The White Paper presentation was unanimously supported, save one abstention, by the Commission on September 7th. The paper was presented to the BOS on

September 13th. The BOS gave strong words of support and assigned the paper to the Family and Human Services Committee for further review. Unfortunately, the paper has not yet been scheduled for a Committee meeting – CAO staff identified October 2017 as a likely possibility. That will be nineteen months since the first motion to present the White Paper to the BOS was passed in March of 2016. Follow up on the White Paper and the issues it raises will continue in 2017.

MHC Retreat: Roles and Responsibilities and Teamwork

In August the MHC hosted an all-day retreat with the dual themes of “roles and responsibilities” and “team work.” The attendees were mainly Commissioners, including Supervisor Candace Andersen, and a few county staff that work closely with the MHC, including Jill Ray from Supervisor Andersen’s office, Enid Mendoza from the CAO, and Adam Down from BHS. The retreat was led by Susan Wilson, a representative of the California Institute of Behavioral Health Solutions (CIBHS), which is the state not-for-profit organization that supports all state mental health commissions and boards.

As a first retreat objective, the MHC wanted to clarify its role within the public mental health community and to get a firm grasp on its mandated responsibilities. Secondly, the MHC wanted to develop a greater sense of teamwork between the MHC, the BHS, the CAO and the Supervisor’s office so that we could all work more smoothly and effectively toward our shared goal of helping those with mental illness. We believed that understanding the Commission’s roles and responsibilities vis a vis the roles and responsibilities of our partners, was essential for true collaboration. The retreat gave us the time, space and expertise from the CIBHS to accomplish these objectives. We look forward to a similarly formatted, successful retreat in 2017.

Supported MHSA Planning Process

The MHC provided meaningful support to the MHSA planning process in 2016.

- The MHC hosted and chaired the MHSA FY 2016-17 public hearing in April.
- Multiple Commissioners participated in and helped facilitate the MHSA Three Year Plan stakeholder forums held at the end of 2016.

Initiated MHS Contract Review Process

In 2016, the MHC made the commitment to meet its mandated responsibility to review County contracts related to mental health. Commissioners Chapman, Serwin and Rettagliata worked closely with Adam Down from BHS to determine objectives, learn about the contract process at BHS, look at the range of contracts, and discuss specific contracts of interest (e.g. higher dollar amount or typical contract, e.g. for psychiatrists.) The team is currently working on a process for selecting and evaluating contracts for review that is doable, efficient and effective, and on determining where to place this responsibility within the Commission.

Tracked on Electronic Health Record System

The MHC fully understands the importance of the Electronic Health Record (EHR) system as the basis of a timely, coordinated, efficient and effective Mental Health system. Throughout the year, the MHC consistently and persistently raised questions regarding timing, plans and financing of the County's EHR system to help ensure transparency and accountability. The Commission will continue to monitor the progress of plan implementation in 2017.

Influenced Improvements to Injection Medication Protocol

The MHC heard testimony from a family member regarding the inability of a son to obtain an anti-psychotic injection medication at a BHS clinic due to a lack of inventory. For her son, the ramifications of missing a dose of his medications are serious. The MHC's line of questioning led to a plan for correction and ultimately the modification of the injection protocol for County clinics.

Supported Sheriff's Bid for SB 863 Funding

The Commission strongly supported the Sheriff's efforts to win an \$70 million-dollar grant to providing housing and treatment to inmates with mental illness through expansion of the West County Detention Center. Commission members toured the Martinez detention facility, where the County's mentally ill population is held, and the West Count detention site. The Commission also attended meetings and heard testimony of staff from the Sheriff's Office, Behavioral Health Services Department, and Detention Mental Health Services. The Commission continues to support the Sheriff's office as it now competes for SB 844 funding.

Supported the Knightsen Farm Project

The Commission voted to support a residential farm project as part of the MHSA Three Year Plan.

Improved Administrative Tools

The MHC introduced an annual calendar as a means of improving planning of Commission meetings (e.g. meeting content, presenters, requests for information) and responsibilities (e.g. host annual MHSA planning community meeting) and regularize the creation of agendas and distribution meeting packets. The calendar will be tested and enhanced during 2017. Secondly, a tool was created to document and track motions separately from minutes to enable Commissioners to quickly access the exact language and timing of all motions and thereby understand their commitments. Thirdly, meeting agenda language was standardized to the model used within Behavior Health. This simplifies agenda creation and clarifies intended meeting actions.

Asked Hard Questions

The MHC learned of many issues relating to mental health in our County over the past year. We heard of concerns and incidents from the street, from mental health care professionals, and from phone calls from the community, including family of

loved ones and consumers. Many of these came directly to the full Commission and some were worked on at the subcommittee level and then forwarded to the full Commission for further action. We sought to get to the heart of the matter, asking difficult questions, and we worked hard to shine attention on issues that might easily fade away.

Some of the issues that we tracked on include:

- The high percentage of unfilled positions at BHS, especially psychiatrists, and the resulting negative impact on service delivery, including the two to three month wait for psychiatric appointments once a consumer had been initially assessed;
- The challenging situation at PES, including such issues as 1) Overcrowding in an aged facility not designed for current capacity or needs; 2) An untenable strain on staff; 3) An alarming recidivism rate; 4) Children's exposure to adult consumers; and 5) Patients being discharged without the family's permission or in some cases even their awareness;
- The death of a consumer at Family Courtyard and the question of whether the provider was adequately delivering the mental health services that it is being paid to deliver;
- Continued problems at Riverhouse in Martinez, owned by Eden Housing Corporation, with bed bug infestation, mold, deterioration, etc.
- Funding to support the Don Brown Shelter in Antioch;
- The cultural competency of the delivery of programs and services.

Reports

The MHC invited several County mental health programs and resources for presentations and discussion. The following are representative highlights:

- ***EQRO Report:*** The MHC reviewed at full Commission and Quality of Care Committee level the all-important EQRO Report for 2015. We benefited from seeing more data-driven analysis, we learned of positive new outcomes, and we recognized challenges and opportunities that we've written and spoke of ourselves. We look forward to greater involvement and analysis of the report in 2017.
- ***AOT Six Month Program Report:*** The MHC reviewed and discussed a report presented by Research Development Associates (RDA) covering the first six months' operation of the Assisted Outpatient Treatment (AOT) Program (or Laura's Law Program). The discussion surfaced the desire of the MHC to play a

more active role in the AOT Program stakeholder process. Determining meaningful MHC participation has been a key topic of early 2017.

- ***Family Partner Programs:*** The MHC received an update on the strong efforts by the Family Partner Programs to ensure that families have the awareness to access the services they need within MHS and can advocate for their family member who needs services. Discussion led to the question of “how do we get to families before they suffer so much.”
- ***Mental Health Evaluation Team (MHET):*** The MHC heard a presentation on the operations of the relatively new MHET team -- the BHS clinician and police program for connecting clinicians to people with mental illness.
- ***CCC Homeless Continuum of Care Point-in-Time (PIT) Report:*** The Commission heard the January 2016 numbers on the homeless in our County. Commissioners asked for details on methodology and for the number of mentally ill within the homeless population (29%).
- ***The Family Justice Center:*** We learned about the many critical services offered by the Center and about the distressing facts associated with its clients – about 8% need mental health services.
- ***MHSA Three-Year Plan:*** The MHC reviewed the plan with deep focus, aided by the Finance Committee’s financial review of MHSA-funded programs and services.
- ***Reports on PES:*** Updates on PES were included in several reports by various BHS and hospital staff, including Dr. Christine Jerard, Anna Roth, and Victor Montoya. Note that this information was augmented by several visits to PES by Commissioners.

IV. Goals for 2017

Continue Efforts of Teamwork and Understanding Our Roles and Responsibilities

This year the MHC will continue to develop teamwork and collaboration and our understanding of who we are and what we have been tasked with by the State of California.

Expand Outreach

In 2017, greater outreach efforts are a key goal. The MHC needs greater diversity among its Commissioners to reflect more accurately the make-up of our constituencies. This challenge needs to be addressed as part of our recruitment

strategizing with the BOS. A second aspect of diversity is reaching out to our various communities to ensure that they know that they have an ear and a voice in the MHC. Our major strategy this year will be to host a few MHC full Commission meetings in locations other than Martinez. So far, we are scheduled to meet in West County in March and East County in October.

Develop Commissioner Training

The MHC has a dire need for effective training, especially for new Commissioners. This need is especially acute given the large number (five) of new Commissioners who joined in 2016 and projecting forward to the recruitment of four new Commissioners as soon as possible in 2017. The better our training, the faster Commissioners come up to speed and the more effective they are. This year we will work to develop a baseline training program. Current ideas include well-targeted documentation, formal training as modeled by CPAW's seminar-style training delivered before every monthly CPAW meeting, informal training through mentoring, and more of the team-oriented learning that we initiated through our 2016 annual retreat. These approaches will benefit more seasoned Commissioners as well.

Increase Muscle Power

A key hindrance to the MHC is the number of vacancies in our membership. We are currently down by four Commissioners, which is one-third of our team; this has been the norm. Our five new Commissioners are all at different levels on the learning curve. While we can help, our new Commissioners come up to speed more rapidly through our training goal, we need the strong hand of the BOS to help us bring in qualified and committed recruits. This year the MHC will strategize with the BOS on outreach and recruitment.

Implement More Effective Timing

The MHC is still working at contributing its input at the point when it matters most. An important example is the budget. If the Commission does not find a way to advise on needs in the earliest stage of budget development, or provide feedback when the budget is mid-way through development, then it cannot effectively influence change in budgeting priorities. The MHC will focus this year on working more collaboratively and more proactively with BHS to 1) identify initiatives and activities that fall within its mandated scope of responsibilities; and 2) time its input appropriately.

Integrate the Contract Review Process

In 2016 the MHC initiated a project to review targeted county mental health-related contracts. In 2017 we will continue to develop our contract review process with the goal of integrating it into our normal monthly business. This goal ties in with our goal of "more effective timing"; when we proactively watch for large or otherwise important contracts coming down the pike, we can time our questions at the early stage where they are most likely to be helpful and well-considered, instead of being

caught unawares a few days prior to a major contract review and going into a reactive mode.

Continue Communication and Advocacy of White Paper

In 2017, the Commission will continue to communicate the needs outlined in the White Paper, track on issues identified in the White Paper, and encourage action by the BOS.

Continue Support for Improved Mental Health Care in County Jails

If the Sheriff's bid for SB 844 is successful, we will collaborate in any way that we can to bring input from the mental health community to the development process. Regardless of the outcome, we will continue to advocate for better services and conditions for mentally ill inmates in our jails.

Participate More Closely in the AOT Workgroup

In early 2017, the MHC has worked with BHS to draft a plan for a baseline AOT Workgroup stakeholder input process that enables greater MHC involvement. Our goal for the remainder of 2017 is to work with the BHS and the AOT Workgroup to effectively implement this plan.

Continue Organizational Learning

The MHC will continue with its developing partnership with the California Institute of Behavioral Health Solutions and its sister organizations throughout California. We will continue to learn from the success stories of other counties and make use of the Institute's resources and understanding of the roles, responsibilities and best practices of Mental Health Commissions in California. MHC Duane Chapman will continue to attend CIBHS conferences and liaison with the Institute's leadership. It is likely that CIBHS will participate in the 2017 MHC annual retreat.

Quality of Care Committee, Mental Health Commission

2016 Annual Report

I. Changes in Membership

The Quality of Care Committee has had many changes in membership since late 2015: We lost Chair Peggy Black, Dave Kahler, Tess Paoli and Greg Beckner; and we gained Gina Swirsding and Connie Steers. Currently, we stand at three committee members rather than the target of four. These changes significantly impacted our ability to consistently form a quorum for meetings. Fortunately, Commission by-laws were changed recently to permit an Executive Committee member to stand in at a meeting to form a quorum, so we should be able to meet regularly in 2017.

II. Efforts and Accomplishments

Scheduled Injectable Medication Procedure at Clinics

The Quality of Care Committee heard direct testimony from a family member whose son was not given a scheduled long-acting anti-psychotic injection medication at a BHS clinic. Typically, patients receiving an injectable are severely ill and lapses in medication can have serious consequences. Commissioners had experience with or were familiar with other incidences in our County. The Committee recognized that clinics should have the same accountability for medications that a hospital has when administering anti-psychotic medications to severely mentally ill patients. Committee and subsequent Commission efforts resulted in a revised procedure to improve effectiveness and timeliness of medication fulfillment. A Nursing Program Manager presented the revised procedure to the Commission. Our next step will be to circle back to look at the impact of the changes.

Shelter Deaths

The Committee tracked on two deaths that occurred last winter at the Brookside Shelter and one death at the Family Courtyard. We were concerned that the deaths might have a mental health component. We visited these sites and asked questions, e.g. Were there lapses in care or safety procedures that contributed to the circumstances of the deaths? What type of quality assurance reviews take place after mortality? Who is going out to identify the mentally ill in areas that have overflow emergency shelters? What is the quality of outreach? Despite numerous attempts we were unable to obtain a coroners report or learn specific details regarding the deaths. We did, however, contribute to keeping these incidents visible. We plan to monitor the investigations around these deaths for progress and to continue efforts to keep the deaths in the spotlight.

Consumer Rights

Many issues that the Committee learns of have a consumer rights aspect, whether it's a lapse in care or patient-to-patient violence. With the closure of programs operated by Mental Health Consumer Concerns program in 2013, there is no longer a consumer advocacy resource for clinic out-patients such as there is for PES and 4C in the hospital setting. There is, however, a strong need for consumer advocates so that consumers have a formal mechanism for problem resolution and as a means for the BHS to learn about problems in care. This year the Committee heard testimony and discussed mental health-related incidences that led to several discussions on this topic. New Committee member Connie Steers has significant expertise in the area of consumer rights and the Committee is likely to advocate for a robust consumer rights program to serve County clinics.

Other Efforts

- The Committee continued to research issues around the creation of crisis in-patient and residential facilities for children and adolescents. We consolidated information collected to date and have begun regular attendance of the Children's group that reports to Vern Wallace. Our next step will be to develop a case for the creation of these facilities for presentation to the Board of Supervisors and BHS Finance.
- The Committee supported the efforts of the Sheriff's office to win the SB863 grant award for expanding the West County detention facility with the purpose of improving mental health care for inmates. We visited the Martinez and West County jails and participated in meetings with the Sheriff's Office, County mental health staff, and other law enforcement and detention facility staff to learn about the needs of mentally ill inmates and about the proposed supports. Committee members voted affirmatively for Commission support of the Sheriff's grant proposal.

III. Goals for 2017

1. Continue to address gaps in medical, psychiatric, social and cultural services
 - Respond on an ad hoc basis to issues brought to the Committee's attention
2. Continue to advocate for the creation of crisis in-patient and residential facilities for children and adolescents
3. Continue to monitor quality of care issues at Psychiatric Emergency Services (PES)
4. Research specialty mental health services for consumers who have chronic health difficulties and/or dual diagnosis of developmental disabilities and mental illness

5. Continue to work with the Criminal Justice Committee and full Commission to advocate for improvements in the care of inmates who are mentally ill
6. Update the full Commission on key findings from the EQRO annual report and support quality of care-related challenges and opportunities for Behavioral Health Services as identified through the EQRO process
7. Evaluate consumer rights and advocacy programs for gaps in the system

Finance Committee, Mental Health Commission

2016 Annual Report

I. Efforts and Accomplishments

Review of Funding for Mental Health

Each month one of the top priorities of the MHSA/Finance Committee is to insure that funding for Mental Health is focused on improving the care and treatment for people diagnosed with a mental illness. Each meeting Warren Hayes gives us an update on the MHSA spending and an overview of the Program & Fiscal Reviews done that month on MHSA programs. This Committee also has asked to be updated and kept informed on Realignment I & II Funding. We have only received the same reports seen by the Committee in 2015. These are for fiscal year 2013-2014. We hope to be brought up to date soon.

As a committee we are becoming more knowledgeable about how care and treatment are financed. In that vein, we have also asked to receive, on a regular ongoing basis, Federal Financial Participation (FFP, i.e. Medi-Cal and Medicare) reimbursement funding reports. FFP reimbursement comprises around 50% or greater of county mental health funding. Health Services Finance Department indicated they would try to comply. With this knowledge we hope to improve the lives of those who rely on the county for their care.

Contracts Review

We also received all County contracts for the first time. The Committee Chair is currently working with the Chair and Vice-Chair of the Commission to develop policies and procedures for contract reviews.

Review of Systems and Housing for the Mentally Ill.

The committee will focus on understanding the systems in use in our county. We need to consider what the options are and collaborate with the Quality of Care Committee on housing issues. This committee has noted that there needs to be a plan in place that determines if the funds spent are: improving the quality of treatment and care, keeping the status quo, or causing treatment and care to deteriorate. We have improved our knowledge of homelessness, housing and shelter procedures for the mentally ill. We reviewed our housing partnerships, searching for models that work best to provide the most successful transitions and supports toward wellness. We did search for space and funding, to be used to improve and increase housing for our seriously mentally ill.

Authoring and Collaboration on the White Paper

The main focus of a sub-committee was to prepare and collaborate with the Behavioral Health Department and the Behavioral Health Care Partnership to produce the Mental Health System & Budget Crisis document., also known as the White Paper. It was contemplated that this report would have an effect on how the budget for mental health is developed. The document and presentation asked the Board of Supervisors to give budget priority to systemic deficits in care that are not being addressed in the current budget process.

II. Goals for 2017

1. Effectively track funding spent on Mental Health—is funding being leveraged to recoup maximum dollars from federal and state funding?
 - Task 1: Receive and Review MHSA Program and Fiscal review
 - Success Criteria—improve outcomes for consumers by identifying areas for improvement.
 - Time Frame—ongoing
 - Resources-- MHSA Administrative Chief and Staff
 - Task 2: Receive Quarterly MHSA Budget Reports
 - Success Criteria—able to identify weaknesses in planned funding.
 - Time Frame—ongoing
 - Resources—Health Services Chief Financial Officer and Staff
 - Task 3: Twice yearly review of 1991 & 2011 Realignment Income & Spending
 - Success Criteria—able to identify weaknesses in planned funding.
 - Time Frame—ongoing
 - Resources—Health Services Chief Financial Officer and Staff
 - Task 4: Twice yearly review of Federal Financial Participation Income & Spending
 - Success Criteria—able to identify weaknesses in planned funding.
 - Time Frame—ongoing
 - Resources—Health Services Chief Financial Officer and Staff

2. Improve services for those with a mental illness with federal funding, state realignment funding, and county funding.
 - Task 1: Assure that services are funded are being provided
 - Success Criteria—Reports from BH Admin that show care provided is being accessed
 - Time Frame—each program or incident documented.
 - Resources --BH Admin., Onsite visits, Feedback from patients and consumers
 - Task 2: Work on the 3 year Plan and Yearly update
 - Success Criteria—
 - Time Frame – Ongoing emphasis on October through December
 - Resources -- MHSA Staff, CPAW
 - Task 3: Public Hearing on MHSA Plan
3. Effectively track those who are seriously mentally ill who have housing, those who use shelter beds, and those that are homeless so that the committee can study options that are working and advocate for programs that will reduce homelessness
 - Task 1: Reduce homelessness for those with a mental illness
 - Task 2: Improve housing availability at all levels
 - Task 3: Learn of housing models that are successful and have a proven track record

Justice Committee, Mental Health Commission

2016 Annual Report

I. Changes in Membership

The Justice Committee was greatly hampered by understaffing in 2016. The Committee lost its Chair early in the year. The subsequent Chair had to step down from her duties for an extended period of illness. The overall Commission problem of understaffing applied to the Committee, which at times was and currently is down to two members. As a result, there were times when the Committee's monthly meeting could not be held due to the lack of a quorum.

II. Efforts and Accomplishments

Assisted in Changing the Uniforms of Youth at Juvenile Hall

The Justice Committee assisted in changing the uniforms of those institutionalized in the correctional Juvenile Hall facility in Martinez. The uniforms that were previously utilized at the Martinez Juvenile Hall were not uniform in color. The previous uniforms were color-coded and those in the facility felt targeted due to the color-coded clothing. After negotiations, the mission was accomplished. Juvenile Hall is currently utilizing new uniforms. These uniforms have provided confidence and a better outlook to those who are currently institutionalized.

Continued Efforts to Create a Community Mental Health Referral Card

The Justice Committee continued with its efforts to create a mental health referral card that would resemble a business card, with a quick glance of referral numbers for mental health services throughout the county, including the 1-800 Crisis Center, Wellness Center, Family Partners, AOT and more. The card could be utilized by Law Enforcement and other agencies to hand out to the community during encounters with those in need of mental health services.

A grant for the creation of the Community Mental Health Referral Card was obtained, but due to many impediments the grant was unfortunately lost.

Supported Sheriff's Bid for SB 863 Funding

The committee supported the Sheriff's SB863 for the expansion of the West County detention facility to provide mental health services within the facility.

III. Goals for 2017

1. Reestablish the grant and complete the creation of the cards so that they may be utilized throughout the county.
2. Continue to support, SB844, for the expansion of the West County detention facility to be able to provide mental health services.

To: Board of Supervisors
 From: William Walker, M.D., Health Services Director
 Date: November 7, 2017



Contra
 Costa
 County

Subject: Approve New and Recredentialing Providers in Contra Costa Health Plan's Community Provider Network

RECOMMENDATION(S):

Approve the list of providers recommended by Contra Costa Health Plan's Medical Director on July 25, 26 and August 22, 2017, and by the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.

FISCAL IMPACT:

None.

BACKGROUND:

The National Committee on Quality Assurance (NCQA) requires that evidence of Board of Supervisors' approval must be contained within each Contra Costa Health Plan (CCHP) provider's credentials file. Approval of this list of providers as recommended by the CCHP Medical Director will enable the Contra Costa Health Plan to comply with this requirement.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, CCHP's providers would not be appropriately credentialed and not be in compliance with the NCQA.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
 COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Patricia Tanquary,
 925-313-6004

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Tasha Scott, Heather Wong, Marcy Wilhelm

ATTACHMENTS

Provider List

Contra Costa Health Plan
Provider Approved by Medical Director
July 25, 2017

CREDENTIALING PROVIDERS JULY 2017	
Name	Specialty
Wininger, Dwight, MD	Anesthesiology

Contra Costa Health Plan
Provider Approved by Medical Director
July 26, 2017

RECREREDENTIALING PROVIDERS JULY 2017	
Name	Specialty
Merkow, Maxwell, MD	Surgery - Neurological

Providers Approved by Medical Director
August 22, 2017

CREDENTIALING PROVIDERS AUGUST 2017	
Name	Specialty
Andrews, Alyssa, MFT-I	Mental Health Services
Aramian, Armela, NP	Primary Care Family Medicine
Christofas, Maryann, RD	Dietitian
Delacruz, Drew, BCBA	Behavior Analysis
Du, Perpetualyn, RBT	Behavior Analysis
Finkelstein, Lauren, MFT-I	Mental Health Services
Garner Sonkin, Jessica, PA	Midlevel – Orthopaedic Surgery Assistant
Golden, Donald, MD	Primary Care Family Medicine
Grimm, Georgina, NP	Primary Care Internal Medicine
Gugessa, Amsale, NP	Primary Care Family Medicine
Guillaume, Darren, PA	Midlevel – Orthopaedic Surgery Assistant
Hamilton, Gwendolyn, MD	Primary Care Pediatrician
Hermann-Metzger, Nicole, PsyD	Mental Health Services
Kris, Caroline, BCBA	Behavior Analysis
Lacocque, Patricia, LCSW	Mental Health Services
Lavelle, Laura, NP	Primary Care Pediatrician
Lee, Justin, MD	Cardiovascular Disease

CREDENTIALING PROVIDERS AUGUST 2017	
Name	Specialty
Legaspi, Sonia, RBT	Behavior Analysis
Locke, Breanna, BCBA	Behavior Analysis
Okamura, Marian, LCSW	Mental Health Services
Paduraru, Adeline, RBT	Behavior Analysis
Piedrahita, Monica, BCBA	Behavior Analysis
Shen, Susan, MD	Psychiatry
Silva, Suzanne, NP	Primary Care Family Medicine
Simmons, Halsey, MFT	Mental Health Services
Umeh, Christiana, NP	Primary Care Internal Medicine
Wadhwa, Gurinder, DO	Primary Care Family Medicine
Wimett, Marie, NP	Primary Care Pediatrician

CREDENTIALING ORGANIZATIONAL PROVIDER AUGUST 2017		
Provider Name	Provide the Following Services	Location
John Muir Behavioral Health dba: John Muir Behavioral Health Center	Mental Health	Coincord

RE-CREDENTIALING PROVIDERS AUGUST 2017	
Name	Specialty
Aceves, Angela A., OD	Optometry
Adey, Geoffrey R., MD	Surgery – Neurological
Armstrong, Ingrid M., AuD	Audiology
Barcnas, Olivia S., MFT	Mental Health Services
Blumenstock, Edward M., MD	Family Planning
Brinton, Daniel A., MD	Ophthalmology
Brophy, Donald R., DC	Chiropractic Medicine
Burack, Jeffrey H., MD	HIV/Aids
Gomez, Michele A., MD	Family Planning

RECREDENTIALING PROVIDERS AUGUST 2017	
Name	Specialty
Goodwin, Karen, DO	Surgery – General
Guarino, Cecille, NP	Primary Care Family Medicine
Hall, Christopher S., MD	HIV/Aids
Kiff, Natalie M., LCSW	Mental Health Services
Kumelachew, Hiruth, PA	Mid-Level Family Planning
Lit, Eugene S., MD	Ophthalmology
Littlefield, Matthew T., MD	Psychiatry
Lobao, Jeannette D., PsyD	Bariatric Evaluations
Makooi, Mahmood M., DC	Chiropractic Medicine
Nelson, Lisa Ingrid, NP	Primary Care Internal Medicine HIV/Aids
O'Brien, Stephen, MD	HIV/Aids
Ross, Joel, MD	Otolaryngology
Shell, Amy, NP	Mid-Level Allergy & Immunology
Thomas, Glenn, LCSW	Mental Health Services
Tong, Wilson P., MD	Oncology

RECREDENTIALING ORGANIZATIONAL PROVIDERS AUGUST 2017		
Provider Name	Provide the Following Services	Location
Bio-Medical Applications of California, Inc. dba: Bio-Medical Applications Ardenwood	Dialysis	Newark
Fresenius Medical Care Diablo Nephrology Clinics, LLC dba: Fresenius Medical Care - Diablo Walnut Creek	Dialysis	Walnut Creek
Crescent Healthcare, Inc. dba: Crescent Healthcare	Infusion Therapy	Hayward
Brentwood Surgery Center, LLC dba: Brentwood Surgery Center	Outpatient Surgery	Brentwood
Aspen Surgery Center, LLC dba: Aspen Surgery Center	Outpatient Surgery	Walnut Creek
Vintage Estates, III, Inc. dba: Vintage Estates of Richmond	Skilled Nursing Facility	Richmond



Contra Costa County

To: Board of Supervisors
From: David Twa, County Administrator
Date: November 7, 2017

Subject: Contra Costa County Department of Child Support Services Interest Earnings - Pension Pre-Pay

RECOMMENDATION(S):

AUTHORIZE the Auditor-Controller to make pension prepayments for employees in the Contra Costa County Department of Child Support Services from the General Fund (100300) beginning July 1, 2018.

FISCAL IMPACT:

It is estimated that the general fund will lose approximately \$15,000 per year by subsidizing DCSS's pension prepayment. The Contra Costa County community will positively benefit by saving approximately \$100,000 per year. These funds will be used by DCSS to provide client services.

BACKGROUND:

The County has prepaid the employers' share of pension costs for the Contra Costa County Department of Child Support Services (DCSS) since DCSS's inception. The County benefits from pension prepay with a current savings of just under one percent (0.9696). DCSS has benefited by spending less on pension costs, which allows the department to spend more for services.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: **11/07/2017** ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Lisa Driscoll (925)
335-1023

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Melinda Self, Director of CCC Department of Child Support Services

BACKGROUND: (CONT'D)

>

The County's practice has been to charge the DCSS the full cost of the department's share of pension prepay at the time of prepay and refund the charge each month when actual expenses are known. This is the same prepay mechanism used for all departments. This charge is made to the CCC Department of Child Support Services (Fund 113400).

Because the DCSS fund is charged the full prepay at the beginning of the year, and there are not sufficient monies available in the fund to cover the full cost, there is a negative interest calculation to reimburse the general fund the cost of use of money. Recently the California Department of Child Support Services (State) informed the DCSS that charging for cost of money would no longer be reimbursed. Although staff explained that the small charges associated with the negative interest calculation resulted in a large pension saving for department, the State reiterated that the charges were not appropriate. Staff reached out to other counties and confirmed that all of the other counties used general fund dollars for pension prepay.

Because the negative interest is very small (under \$15,000 per year) and the saving is relatively large (over \$100,000 per year), it is recommended that Contra Costa conform to the State norm and cover the interest costs from the general fund. Due to the timing of the State's notification, the State agreed that we can make the change effective July 1, 2018.

CONSEQUENCE OF NEGATIVE ACTION:

The Contra Costa County community would lose approximately \$100,000 per year in services.



Contra
Costa
County

To: Board of Supervisors
From: David Twa, County Administrator
Date: November 7, 2017

Subject: Quarterly Report of the Post Retirement Health Benefits Trust Agreement Advisory Body

RECOMMENDATION(S):

ACCEPT quarterly report of the Post Retirement Health Benefits Trust Agreement Advisory Body.

FISCAL IMPACT:

No specific fiscal impact. This is a quarterly report of the County's assets in the Public Agency Retirement Services (PARS) Public Agencies Post-Retirement Health Care Plan Trust.

BACKGROUND:

On December 14, 2010, the Board of Supervisors directed the formation of a Post Retirement Health Benefits Trust Agreement Advisory Body (consisting of the County Administrator, County Finance Director, Treasurer-Tax Collector, Auditor-Controller, and Health Services Finance Director).

The Advisory Body meets quarterly. At its meeting of August 4, 2011, the body discussed and reviewed final report formats with HighMark Capital Management and made recommendations regarding a final standardized quarterly report. The attached report is in the standardized format.

☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD
COMMITTEE

Action of Board On: 11/07/2017 ☐ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

VOTE OF SUPERVISORS

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: November 7, 2017

Contact: Lisa Driscoll, County Finance
Director (925) 335-1023

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc: Robert Campbell, Auditor-Controller, Russell Watts, Treasurer-Tax Collector, Patrick Godley, Chief Financial Officer

BACKGROUND: (CONT'D)

>

The following is the investment summary presented at the November 2, 2017 quarterly meeting for the period ending September 30, 2017:

Investment Summary	Third Quarter 2017
Beginning Value	\$235,222,340.14
Net Contributions/Withdrawals	-46,220.22
Fees Deducted	-47,257.43
Income Received	1,131,721.24
Market Appreciation	6,100,095.76
Net Change in Accrued Income	-41,470.43
Ending Market Value	\$242,319,209.06

Additional Materials -

A Post Retirement Health Benefits Trust Agreement Advisory Body web-page can be found at the following address: <http://ca-contracostacounty.civicplus.com/index.aspx?NID=2915>. The page describes the function of the body, posts quarterly meeting materials, and all pertinent trust and plan documents.

ATTACHMENTS

Third Quarter, 2017

PARS: County of Contra Costa

Third Quarter 2017

**Presented by
Andrew Brown, CFA**

This presentation has been prepared for the sole use of the intended recipient. While the information contained herein has been obtained from sources believed to be accurate and reliable, any other reproduction or use of this information may necessitate further disclosures in order to ensure that the presentation is accurate, balanced, and conforms to all applicable regulatory requirements.

DISCUSSION HIGHLIGHTS

U.S. Economic and Market Overview

Global equity markets climbed steadily throughout the third quarter. Solid corporate earnings results and encouraging economic data helped investors shrug off worries about the impact of major hurricane damage and escalating tensions between the U.S. and North Korea. The domestic economy grew at a robust 3.1% rate in the second quarter driven by accelerating corporate profits and business spending, but we expect third quarter growth to slow due to the impact from the recent hurricanes. Employment was consistent with longer term trends in July (+138,000) and August (+169,000), but Hurricanes Irma and Harvey put a halt to seven years of job growth as 33,000 U.S. jobs were lost in September. Despite the job losses, wage growth ticked up to an annualized rate of 2.9% in September. West Texas Intermediate Crude oil price rallied to close the quarter at \$51.58. Gasoline prices rose even more dramatically after refining capacity was taken offline due to storm damage. According to Reuters, S&P 500 earnings rose by over 12% in the second quarter, easily surpassing the Wall Street estimate of 6.4% going into the reporting season. After showing signs of softening in June, the Consumer Price Index (CPI) reaccelerated in August to 1.9% with the hurricane damage possibly causing temporary upward pressure on prices in the coming months.

The domestic economy, though not growing as fast as prior cycles, shows few signs of slowing down. Accommodative financial conditions continue to perpetuate steady economic growth amidst a backdrop of low inflation and unemployment, creating an environment supportive of equity-risk taking. Conversely, the bond market has struggled to find direction this year. Long-term bond yields fell for most of the quarter until an abrupt pivot in early September as investors were surprised by a better-than-expected headline inflation print. The Federal Reserve (Fed) officially implementing its plan to shrink its balance sheet, along with some hawkish comments from Chairwoman Yellen, added upward pressure to rates late in the quarter. While the Fed would like to reduce its monetary influence, it has remained concerned about the impact of withdrawing stimulus amid stubbornly low inflation. The Fed's preferred measure of inflation, the core personal consumption expenditures (PCE) index, increased just 1.3% in August and was well below the Fed's stated 2% target. In late September, President Trump and his Republican colleagues in Congress shifted attention from repealing the Affordable Care Act (ACA) to reforming the nation's tax code. Their proposal includes reducing corporate tax rates, establishing a business pass-through rate, and facilitating the repatriation of assets held overseas. Both companies and investors may benefit from repatriated cash as it could be used for capital expenditures, share buybacks and/or dividends. As well, the proposed business pass-through rate of 25% is a significant change and is expected to be a boost for the finances of small business owners, which could be reinvested back in their businesses and enhance overall economic activity.

By most measures, the global economy stands as strong as it has been since the beginning of the financial crisis. In concert with low real and nominal interest rates, economic stability is attractive for investors and is reflected by the healthy asset price appreciation over the past 12 to 18 months. However, an environment of low interest rates, narrow credit spreads and elevated equity market valuations lowers future upside return potential from stocks and bonds. As a result, past historical returns for major asset classes are unlikely to be matched or exceeded going forward.

Market Overview/Performance Discussion

Total Plan

The County of Contra Costa OPEB Plan returned 3.04% net of investment fees, in the third quarter, which exceeded the County's Plan benchmark target of 2.78%. The domestic large cap equity segment provided the largest contribution to performance as four of the five managers outperformed the Russell 1000 Index. Large cap growth provided the largest contribution with the Harbor Capital Appreciation Fund (+8.6%) and the T. Rowe Price Growth Stock Fund (+5.5%) well ahead of the benchmark targets. The Plan continues to benefit from an overweight to international equities, as the weak dollar was supportive of returns. Specifically, the Plan's investments in emerging markets was an area of strength with the Hartford Schroders Emerging Market Fund providing the top absolute return for the quarter of +9.3%. While the majority of asset class segments outperformed benchmark targets, the margin of outperformance was fairly modest. Fixed income returns outperformed by +0.12%, small cap equity exceeded the target by +0.06%, international equity outpaced the MSCI-EAFE Index by +0.17%, and REITs bested their benchmark by +0.25%. The one segment that lagged was alternatives, but by a modest -0.07%.

Domestic Equity

Aside from a brief period of risk-aversion in August amid heightened geopolitical tensions with North Korea, equities performed well for the quarter. The Russell 1000 Index rose 4.48% with Growth outperforming Value by almost three percentage points. However, the combination of reduced monetary stimulus expectations and the President's tax cut proposal in September led to a late quarter rotation into Value, the Financial sector, and more cyclical areas of the market. With increased expectations for greater growth from a tax cut, cyclicals performed well with the Energy and Materials sectors up 6.8% and 6.0% respectively. Higher interest rate expectations and increased growth potential contributed to gains in Financials with most of the quarter's 5.2% return being earned in September. The Technology sector's strength from the first half of the year continued in the third quarter and was the best performing sector up 8.2%. Consumer Discretionary lagged as media and consumer durables companies confronted weak demand during the quarter. With the bias towards risk, the defensive Consumer Staples sector declined 2.0%. After outperforming for two quarters, large cap stocks (Russell 1000 Index) trailed small cap stocks (Russell 2000 Index) by about a percent as investors began to be more optimistic on tax reform with small caps likely to be the biggest beneficiaries of lower taxes.

The improved economic outlook in the U.S., accelerating earnings growth, and still low financing costs, were beneficial for equity returns in the quarter. While the Fed indicated it would tighten monetary policy, the expectation is for a very slow rate of interest rate increases and reduction in the size of its balance sheet. The Fed actions may present modest headwinds for the economy, but the extremely modest pace of tightening on its own is unlikely to materially impact equity returns. On the fiscal side, tax reform would most likely help to offset any monetary tightening and be a net benefit for 2018.

- **The Plan's large cap equity segment returned 4.99% in the quarter, which outperformed the Russell 1000 Index return of 4.48%.**
 - The iShares Russell 1000 ETF 4.44% in the third quarter.
 - The Columbia Contrarian Core Fund returned 4.17% in the quarter, which underperformed the benchmark. The Fund ranked in the 58th percentile of the Morningstar Large Cap Blend Universe.
 - The Harbor Capital Appreciation Fund returned 8.64% in the quarter, which outperformed the Russell 1000 Growth Index's return of 5.90%. The Fund ranked in the 3rd percentile of the Morningstar Large Cap Growth Universe.
 - The T. Rowe Price Growth Stock Fund returned 5.48% in the quarter, which underperformed the Russell 1000 Growth Index. The Fund ranked in the 47th percentile of the Morningstar Large Cap Growth Universe.
 - The Dodge and Cox Stock Fund returned 4.76% in the quarter, and outperformed the Russell 1000 Value Index's return of 3.11%. The Fund ranked in the 20th percentile of the Morningstar Large Cap Value Universe.
 - The Vanguard Growth and Income Fund posted a 4.89% return in the quarter, which exceeded the Russell 1000 Index. The Fund ranked in the 20th percentile of the Morningstar Large Cap Blend Universe.
- **The mid cap equity segment returned 3.47% in the quarter, which matched the Russell Mid Cap Index return of 3.47%.**
 - The iShares Russell Mid Cap ETF returned 3.44% in the third quarter.
- **The small cap equity segment returned 5.73% in the quarter, which slightly exceeded the Russell 2000 Index return of 5.67%.**
 - The iShares Russell 2000 ETF returned 5.68% in the third quarter.
 - The T. Rowe Price New Horizons Fund returned 6.71% in the quarter, and outperformed the Russell 2000 Growth Index return of 6.22%. The Fund ranked in the 26th percentile of Morningstar's Small Cap Growth Universe.
 - The Undiscovered Managers Behavioral Value Fund returned 4.54% in the quarter, and underperformed the Russell 2000 Value Index's return of 5.11%. The Fund ranked in the 57th percentile of Morningstar's Small Cap Value Universe.

Real Estate

For the fifth consecutive quarter, REIT equity was the weakest performing equity segment in the Plan, with the Wilshire REIT Index returning 0.61%. Negative earning revisions dragged down the REIT sector in the quarter, with most of the revisions taking place in the regional mall (-21.8%) and shopping center (-21.7%) segments. Leading REIT segments in the quarter included Industrials (+18.1%), Lodging/Leisure (+21.2%), and Data Centers (+29.6%). The hawkish commentary from the Fed this quarter put additional downward pressure on equity prices in the REIT sector. However as previously mentioned, Core PCE inflationary readings are not overly worrisome. We have not seen landlords able to pass on substantial rent hikes to tenants, which is another headwind to the prospects for several REIT subsectors. A favorable growth backdrop for business, combined with strong balance sheets, and reasonable valuations (especially when compared to other domestic equity segments) could support a turn around in the prospects for REITs.

The Vanguard REIT ETF returned 0.90% which ranked in the 39th percentile.

International/Global Equity

International equities continued the trend of the first half of the year and outperformed domestic equities in the third quarter. The MSCI-EAFE Developed market index was higher by 5.4% and the Emerging market MSCI-EM index was up 7.9% for the quarter. After declining in the prior quarter, the energy and commodity leveraged equity markets including Russia and Brazil were higher by over 18%. Commodity producer Chile was up over 12% as well. As earnings growth picked up, the more diversified markets also performed well including France (+7.4%), Germany (+7.1%), Canada (+8.1%), and China (8.6%).

Europe continued to improve. Factors including a stabilizing political environment, improving economic indicators, and attractive relative valuations for European equity markets have all contributed to the region's resurgence. As a result, we remain optimistic for the region. The concern that the populism movement that had begun in the U.S. and U.K. would spread across Europe continued to abate as the incumbent Merkel was re-elected in Germany. Europe's competitive currency and a cyclical upswing in global demand have sparked rejuvenation in economic activity in the region. The IHS Markit's Flash Eurozone Composite Purchasing Managers' Index (PMI) rose again in August, to 55.8, which is the highest level that the index has reached in over six years. The European labor market has also tightened significantly, with the unemployment rate at its lowest level in almost a decade. Europe's improving economy provides a catalyst for corporate earnings growth, which has been anemic since the continent's sovereign debt crisis.

Both Japan and China also improved during the quarter with the economic data supportive of growth. China's PMI data continued its upward trend from the lows in mid-2016, suggesting that growth can be sustained. After a long period of decline, China GDP growth actually rose earlier in the year and has so far been stable. Monetary and fiscal stimulus has accelerated economic activity in Japan. Having begun a recovery from very depressed levels in mid-2016, the PMI and inflation data continued to improve for the quarter and signaled expansion for the economy. Japan GDP growth has commensurately improved and has also trended higher over the past year. This quarter marked the sixth straight quarter of economic expansion. With equity market valuations relatively attractive overseas along with improving earnings expectations, the international investment outlook continues to be favorable.

- **The Plan's international/global equity segment returned 5.57% in the quarter. This return exceeded the MSCI EAFE Index 5.40%, and outperformed the MSCI ACWI Index return of 5.18%.**
 - The iShares MSCI EAFE Index ETF returned 5.35% in the quarter.
 - The Nationwide Bailard International Equity Fund returned 5.79% in the quarter, which outperformed the MSCI EAFE Index. The Fund ranked in the 37th percentile of the Morningstar Foreign Large Blend Universe.
 - The Dodge & Cox International Stock Fund returned 6.94% in the quarter and outperformed the MSCI EAFE Index. The Fund ranked in the 10th percentile of the Foreign Large Blend Universe as measured by Morningstar.
 - The MFS International Fund returned 4.87% in the quarter and underperformed the MSCI EAFE Index. The Fund ranked in the 76th percentile for foreign large cap growth managers as measured by Morningstar.
 - The iShares MSCI ACWI Index ETF returned 5.26% in the quarter.
 - The American Funds New Perspective Fund recorded a 5.49% return in the third quarter, which outperformed the MSCI ACWI Index and ranked in the 27th percentile within the Morningstar World Stock Universe
 - The MFS Global Equity R5 Fund returned 2.75%, which underperformed the benchmark and ranked in the 89th percentile of the Morningstar World Stock Universe.
 - The Hartford Schroders Emerging Market Equity Fund returned 9.32% during the quarter and outperformed the MSCI Emerging Market benchmark return of 7.89%. The Fund ranked in the 22nd percentile of the Morningstar Emerging Market Universe.

Fixed Income

The Bloomberg Barclays U.S. Aggregate Index return of 0.85% for the third quarter was almost entirely due to interest income as US Treasury yields remained nearly unchanged. Quarterly returns for Treasuries across the maturity spectrum from 3-months to 30-years ranged between 0.2% and 0.3%, while US Corporate bonds outperformed Treasuries for the 8th consecutive quarter. Investment-grade corporate bond spreads tightened by 8 basis points this quarter, resulting in a 1.3% return. Investment-grade corporate bonds now trade at an average spread of 106 basis points, which matches the low in June 2014, but otherwise is the tightest since 2007. Among investment-grade corporates, the best performing industries included Basic Industry, Energy, REIT's, Utilities, and Banks. Industry laggards included Capital Goods, Communications, Transportation, Consumer Non-Cyclical, and Consumer Cyclical. Lower quality bonds outperformed as the Bloomberg Barclays High Yield index returned 2% for the quarter and 7% year-to-date. Mortgage-backed securities outperformed Treasuries this quarter with a return of 1.0% after three consecutive quarters of underperformance.

Fixed Income (Cont.)

The U.S. is now in the 9th year of an economic expansion while the Federal Reserve is just beginning the process of removing the extraordinary policy measures that were adopted during the financial crisis. Beginning in December 2015 the Fed has raised the funds rate four times, or a total of 1%, from a range of 0-.25% to 1.0%-1.25%. Current market expectations are for another rate hike in December and only one, or at most two, additional hikes in 2018. However, the Fed continues trying to convince investors that rates should go higher sooner and that at least three increases are needed next year, despite the fact that inflation has been below their 2% target for most of the last five years. Further complicating the outlook for monetary policy is the uncertainty over who will be Chairman of the Federal Reserve Board after Janet Yellen's term is up in February next year. While Mrs. Yellen may be reappointed, it's also possible that any one of several other candidates could be the next chairman. In addition, there are currently three vacant seats on the Board of Governors, and possibly four if Mrs. Yellen is not reappointed. Given the current administration's preference for people with business experience rather than Ph.D.'s in Economics, the FOMC could potentially have a much different outlook next year.

The Fed also seems increasingly concerned with financial market stability and is becoming more and more uncomfortable with the \$4.2 trillion of government securities that were acquired as part of the financial system rescue. Although in October the Fed will begin to let some securities mature without being reinvested, initially it will start at a modest \$10 billion/month, gradually increasing to \$50 billion/month. It will take many years to significantly reduce the balance sheet.

The combination of additional rate hikes along with the beginning of balance sheet reduction could put some modest upward pressure on interest rates in the last quarter of the year, particularly if inflation does move higher. However, as long as GDP growth remains near the 2% average it has been for the last eight years we expect interest rates also to remain within the same range they have been for several years.

Duration positioning had almost no impact on third quarter performance as interest rates moved very little. The largest move came from the two-year Treasury which increased 10 basis points, while ten-year and longer maturities ended only 2 to 3 basis points higher. The County's separately managed core fixed income portfolio lagged its benchmark by one basis point this quarter, due primarily to more conservative security selection. In a quarter when interest rates were nearly unchanged, the extra income from lower rated and longer duration securities was enough to make a difference. On the positive side, the overweight to corporate bonds was a benefit as investment grade corporates outperformed Treasuries by +85 basis points. Over longer time periods the Plan's portfolio continues to benefit from an overweight to high quality corporate bonds, which have not only provided additional income, but also some market value appreciation in recent time periods. Although investment-grade corporate bonds are not cheap from a historical standpoint, they continue to offer a significant yield advantage over Treasuries.

- **The Plan's fixed income segment returned 0.97% in the quarter, which slightly outperformed the Bloomberg Barclays Aggregate Index return of 0.85%.**
 - The separately managed fixed income portfolio returned 0.84% which was in-line with the benchmark. The portfolio would have ranked approximately in the 52nd percentile of the Morningstar Intermediate Term Bond Universe.
 - The PIMCO Total Return Bond Fund posted a 1.50% gain in the quarter, which placed it in the 4th percentile of Morningstar's Intermediate-Term Bond Universe. The Fund outperformed the Index.
 - The Prudential Total Return Bond Fund returned 1.38% in the quarter. This ranked in the 5th percentile of Morningstar's Intermediate-Term Bond Universe and outperformed the benchmark.
 - The Eaton Vance Floating Rate High Income Fund returned 0.93% in the quarter.

Alternative Investments

The alternative investment segment of the Plan returned 1.32% in the third quarter, slightly trailing the Wilshire Liquid Alternatives Index 1.39. Despite lagging the benchmark, alternatives did outperform both cash and fixed income in the quarter. The AQR Equity Market Neutral Fund's return of 3.8% was the leading contributor in the quarter. Net long positions in the domestic equity market and Europe supported returns. Long positions in General Motors (+16.8%), Gilead Sciences (+14.4%), and Ebay (+10.1%) were top contributors. The AQR Managed Futures Fund (0.00%) benefitted from bullish trends in equities, but reversals in other asset classes related to an increasingly hawkish central banking environment, rising geopolitical risks, and seasonal speculation in agricultural commodities equated to a flat return for the quarter. Equity "long" positions in the MSCI Emerging Market Index, Hang Seng Index, and the NASDAQ 100 were additive to performance. Commodity investments in gold futures (-0.53%), soybean futures (-0.32%), and WTI Crude (-0.25%) were negatives. The Eaton Vance Global Macro Fund (+0.53%) benefitted from sovereign credit investments in Belarus and El Salvador. Currency investments in the Sri Lankan Rupee, Serbian Dinar, and the Colombian Peso also aided returns. From a regional perspective Western Europe was the only area of weakness, with investments in Icelandic equities and the Icelandic Krona declining, and a short position in the British Pound also a negative on performance.

- **The alternative investment segment returned 1.32% in the third quarter, which slightly underperformed the Wilshire Liquid Alternatives Index return of 1.38%.**
 - The AQR Managed Futures Fund returned 0.00%, and ranked in the 68th percentile of the Morningstar Managed Futures Universe.
 - The Eaton Vance Global Macro Absolute Return Fund posted a 0.53% return, which placed in the 79th percentile of the Morningstar Non-Traditional Bond Universe.
 - The AQR Equity Market Neutral Fund return of 3.80% ranked in the 9th percentile of Morningstar's Market Neutral Universe.

Asset Allocation/Portfolio Transitions

There were no changes to managers in the quarter. Following the dramatic out-performance of the domestic large cap growth style year-to-date, we modestly reduced large cap growth and increased large cap value during the quarter. The valuation difference between value and growth had widened to relatively high levels for the year, and we believed that the fundamentals would favor value going forward. For fixed income, we reduced the floating rate note position and allocated the proceeds to a diversified bond position. Given the potential for increased re-financings for floating rate notes and our shift to a more agnostic view on the fixed income market as a whole, we increased the position to the Plan's core bond holding position.

Manager Watch List

<i>Name of Fund</i>	<i>Date on watch list</i>	<i>Date exiting watch list</i>	<i>Recommendation</i>	<i>Rationale</i>
<i>AQR Managed Futures Fund</i>	2Q 2017		Maintain on watch	1-Year performance of -13.1% is below expectations.

Asset Allocation

Period Ending September 30, 2017

Asset Allocation	6/30/2017 Market Value	6/30/2017 % of Total	9/30/2017 Market Value	9/30/2017 % of Total	Target Allocation
Large Cap Equities					
Columbia Contrarian Core Z	6,312,736	2.7%	7,277,343	3.0%	--
iShares Russell 1000 ETF	13,911,708	5.9%	14,586,547	6.0%	--
Vanguard Growth & Income Adm	6,308,073	2.7%	7,344,827	3.0%	--
Dodge & Cox Stock Fund	5,754,594	2.5%	7,505,501	3.1%	--
Harbor Capital Appreciation Retirement	2,907,316	1.2%	2,448,078	1.0%	--
T. Rowe Price Growth Stock Fund	2,943,594	1.3%	2,422,674	1.0%	--
Total Large Cap Equities	\$ 38,138,021	16.2%	\$ 41,584,970	17.2%	17.0%
		<i>Range</i>		<i>Range</i>	<i>13-32%</i>
Mid Cap Equities					
iShares Russell Mid-Cap ETF	10,405,446	4.4%	10,945,571	4.5%	--
Total Mid Cap Equities	\$ 10,405,446	4.4%	\$ 10,945,571	4.5%	6.0%
		<i>Range</i>		<i>Range</i>	<i>2-10%</i>
Small Cap Equities					
iShares Russell 2000 ETF	9,318,758	4.0%	9,798,847	4.1%	--
Undiscovered Mgrs Behavioral Value Inst	4,670,118	2.0%	4,881,916	2.0%	--
T. Rowe Price New Horizons Fund	4,575,660	1.9%	4,882,734	2.0%	--
Total Small Cap Equities	\$ 18,564,536	7.9%	\$ 19,563,497	8.1%	8.0%
		<i>Range</i>		<i>Range</i>	<i>4-12%</i>
International Equities					
Nationwide Baidard Intl Equities I	6,940,746	3.0%	7,342,592	3.0%	--
iShares MSCI EAFE Index Fund	11,534,988	4.9%	12,174,443	5.0%	--
Dodge & Cox International Stock Fund	3,473,520	1.5%	3,714,748	1.5%	--
MFS® International Growth R6	3,429,918	1.5%	3,595,895	1.5%	--
Hartford Schrodgers Emerging Mkts Eq Y	4,632,962	2.0%	4,830,390	2.0%	--
Total International Equities	30,012,135	12.8%	\$ 31,658,066	13.1%	9.0%
		<i>Range</i>		<i>Range</i>	<i>4-16%</i>
Global Equities					
MSCI iShares ACWI Index ETF	9,021,902	3.8%	9,723,371	4.0%	--
American Funds New Perspective R6	3,525,869	1.5%	3,719,336	1.5%	--
MFS Global Equity FD CL R5 #4818	3,526,896	1.5%	3,623,974	1.5%	--
Total Global Equities	\$ 16,074,668	6.8%	\$ 17,066,681	7.1%	7.0%
		<i>Range</i>		<i>Range</i>	<i>4-12%</i>

Asset Allocation

Period Ending September 30, 2017

Asset Allocation	6/30/2017 Market Value	6/30/2017 % of Total	9/30/2017 Market Value	9/30/2017 % of Total	Target Allocation
Real Estate					
Vanguard REIT ETF	6,924,153	2.9%	7,225,008	3.0%	
	\$ 6,924,153	2.9%	\$ 7,225,008	3.0%	4.0%
		<i>Range</i>		<i>Range</i>	<i>0-8%</i>
Fixed Income					
Core Fixed Income Holdings	62,668,366	26.7%	65,915,120	27.3%	--
PIMCO Total Return Instl Fund	8,967,559	3.8%	10,223,749	4.2%	--
Prudential Total Return Bond Q	9,022,734	3.8%	10,237,814	4.2%	--
Eaton Vance Floating-Rate High Inc	3,473,847	1.5%	2,416,810	1.0%	--
Total Fixed Income	\$ 84,132,506	35.8%	\$ 88,793,493	36.7%	38.0%
		<i>Range</i>		<i>Range</i>	<i>30-50%</i>
Alternatives					
AQR Managed Futures I	7,872,380	3.4%	8,230,683	3.4%	--
Eaton Vance Gbl Macro Abs Ret I	8,093,658	3.4%	8,275,149	3.4%	--
AQR Equity Market Neutral I	6,902,827	2.9%	7,311,230	3.0%	--
Total Alternatives	\$ 22,868,865	9.7%	\$ 23,817,061	9.8%	10.0%
		<i>Range</i>		<i>Range</i>	<i>5-20%</i>
Cash					
Money Market	7,614,826	3.2%	1,219,149	0.5%	--
Total Cash	\$ 7,614,826	3.2%	\$ 1,219,149	0.5%	1.0%
		<i>Range</i>		<i>Range</i>	<i>0-5%</i>
TOTAL	\$ 234,735,157	100.0%	\$ 241,873,496	100.0%	100.0%

Investment Summary

Period Ending September 30, 2017

Investment Summary	Third Quarter 2017	Year to Date 2017
Beginning Value	\$ 235,222,340.14	\$ 206,343,794.94
Net Contributions/Withdrawals	-46,220.22	15,343,301.75
Fees Deducted	-47,257.43	-140,014.46
Income Received	1,131,721.24	3,203,242.05
Market Appreciation	6,100,095.76	17,571,143.38
Net Change in Accrued Income	-41,470.43	-2,258.60
Ending Market Value*	\$ 242,319,209.06	\$ 242,319,209.06

Investment Summary	Third Quarter 2016	Year to Date 2016
Beginning Value	\$ 195,885,034.30	\$ 175,078,576.28
Net Contributions/Withdrawals	-39,944.37	14,959,999.01
Fees Deducted	-45,187.25	-132,741.45
Income Received	1,087,359.87	2,953,806.91
Market Appreciation	4,781,743.33	8,826,225.87
Net Change in Accrued Income	-54,683.92	-71,544.66
Ending Market Value*	\$ 201,614,321.96	\$ 201,614,321.96

*Ending Market Value differs from total market value on the previous page due to differences in reporting methodology. The above ending market value is reported as of trade date and includes accruals. The Asset Allocation total market value is reported as of settlement date.

INVESTMENT STRATEGY

As of September 30, 2017

Tactical Asset Allocation

Asset Class	% Portfolio Weighting			Rationale
	Target	Current Portfolio	Over/Under Weighting	
Cash	1.0%	0.5%	-0.5%	
Fixed Income	38.0%	37.0%	-1.0%	<ul style="list-style-type: none"> We forecast the Fed will raise the Fed Funds rate in December 2017 by 25 basis points. We have lowered our year-end 2017 target for the 10-year treasury to 2.5%. We forecast the Fed will raise rates in 2018 by 25 to 50 basis points. Fixed income expected returns would be modest in this environment. It is our belief that the Federal Reserve's plan to shrink their balance sheet may also lead to a gradual increase in interest rates.
Alternatives	10.0%	10.0%	-	<ul style="list-style-type: none"> Alternatives serve to mitigate the impact of a decline in the bond market, due to a potential rise in interest rates. Additionally near-term expectations for cash and equities remain depressed due to the low interest rate environment, equity market valuations, and earnings growth expectations.
Real Estate (REITS)	4.0%	3.0%	-1.0%	<ul style="list-style-type: none"> While the fundamentals for the REIT sector remain encouraging (low unemployment, GDP, positive consumer/business confidence), a more aggressive Federal Reserve could put pressure on the relative attractiveness of the sector. REITs are currently undergoing a downward revision in earnings for next year, due primarily to muted expectations in regional malls and shopping centers.
Global Equity	7.0%	7.0%	-	<ul style="list-style-type: none"> With numerous global equity markets posting double digit returns year to date through September, valuations are entering a 'fair value' region. As such, the allocation remains neutral to the target.
International (Developed)	9.0%	11.0%	+2.0%	<ul style="list-style-type: none"> Monetary and fiscal support has contributed to economic improvement in developed markets. Europe has demonstrated positive earnings momentum and the trend appears set to continue. After many years of low inflation and economic growth, the Japanese economy has shown a positive turnaround with 6 quarters of improvement. Given that the positive outlook remains, developed international remains overweight.
International (Emerging)	0.0%	2.0%	+2.0%	<ul style="list-style-type: none"> Emerging markets have performed well from a pick up in global trade and U.S. Dollar weakness. While these factors may soften near-term, valuations are roughly within their long-term average levels which is attractive in comparison to high U.S. market valuations. China is expected to hit their growth targets and the economies of many other countries have stabilized. With valuation support and earnings growth potential, the allocation remains overweight.
Total Domestic Equity	31.0%	29.5%	-1.5%	
Large Cap	17.0%	17.0%	-	<ul style="list-style-type: none"> The multi-year outperformance of domestic equities has led to stretched valuations degrading the near-term outlook. Forecasted earnings for 2017 have increased slightly due to expected gains from the financial and energy sectors. With supportive earnings growth but higher valuations, we are currently neutral to the target allocation.
Mid Cap	6.0%	4.5%	-1.50%	<ul style="list-style-type: none"> We continue to remain underweight based on valuation concerns, with the Russell Mid-Cap Index trading at a 20X forward PE ratio.
Small Cap	8.0%	8.0%	-	<ul style="list-style-type: none"> Valuations are at the upper-end of the long-term range. The potential for tax legislation, which would benefit small cap companies, offsets the higher valuation justifying the neutral weight.

Selected Period Performance
PARS/COUNTY OF CONTRA COSTA PRHCP
Account 6746038001
Period Ending: 09/30/2017

Sector	3 Months	Year to Date (9 Months)	1 Year	3 Years	5 Years	Inception to Date (80 Months)
Cash Equivalents	.21	.51	.58	.28	.17	.14
<i>Citigroup 3 Month T-Bill Index</i>	.25	.56	.64	.29	.19	.16
Fixed Income ex Funds	.84	3.17	.54	2.97	2.24	3.67
Total Fixed Income	.97	3.64	.94	3.05	2.40	3.78
<i>BC US Aggregate Bd Index</i>	.85	3.14	.07	2.71	2.06	3.29
Total Equities	4.96	16.25	18.58	8.90	11.59	9.75
Large Cap Funds	4.99	15.70	20.41	10.86	14.40	12.07
<i>Russell 1000 Index</i>	4.48	14.17	18.54	10.63	14.27	12.90
Mid Cap Funds	3.47	11.53	15.09	8.77	12.23	10.20
<i>Russell Midcap Index</i>	3.47	11.74	15.32	9.54	14.26	12.09
Small Cap Funds	5.73	13.37	21.27	12.33	15.48	12.85
<i>Russell 2000 Index</i>	5.67	10.94	20.74	12.18	13.79	11.72
International Equities	5.57	21.64	19.97	5.76	8.59	5.90
<i>MSCI AC World Index</i>	5.18	17.25	18.65	7.43	10.20	8.03
<i>MSCI EAFE Index</i>	5.40	19.96	19.10	5.04	8.38	5.32
<i>MSCI EM Free Index</i>	7.89	27.78	22.46	4.90	3.99	2.01
REIT Funds	.86	3.64	1.59	9.61	9.39	9.68
<i>Wilshire REIT Index</i>	.61	2.44	.10	9.65	9.51	10.17
Alternatives	1.32	.51	-1.15	1.40		
<i>Dynamic Alternatives Index</i>	1.39	3.50	3.48	1.07	1.08	-.13
Total Managed Portfolio	3.06	9.66	9.52	5.86	6.92	6.47
Total Account Net of Fees	3.04	9.60	9.43	5.76	6.81	6.35
<i>County of Contra Costa</i>	2.78	8.60	9.02	6.03	7.22	6.90

Inception Date: 02/01/2011

* Benchmark from February 1, 2011 to June 30, 2013: 18% Russell 1000 Index, 6% Russell Midcap Index, 8% Russell 2000 Index, 8% MSCI ACWI Index, 10% MSCI EAFE Index, 45% Barclays Aggregate Index, 4% DJ Wilshire REIT Index, 1% Citigroup 3 Month T-Bill Index. From July 1, 2013 to June 30, 2015: 17% Russell 1000 Index, 6% Russell Midcap Index, 8% Russell 2000 Index, 7% MSCI AC World US Index, 9% MSCI EAFE Index, 38% Barclays Aggregate Index, 4% DJ Wilshire REIT Index, 10% HFRI FOF Market Defensive Index, 1% Citigroup 3 Month T-Bill Index. From July 1, 2015: 17% Russell 1000 Index, 6% Russell Midcap Index, 8% Russell 2000 Index, 7% MSCI AC World Index, 9% MSCI EAFE Index, 38% Barclays Aggregate Index, 4% DJ Wilshire REIT Index, 10% Wilshire Liquid Alternative Index, 1% Citigroup 3 Month T-Bill Index

** Dynamic Alternatives Index represents the HFRI FOF Market Defensive Index from 07/01/2013 until 06/30/2015, and then the Wilshire Liquid Alternatives Index from 07/01/2015 forwards.

Returns are gross-of-fees unless otherwise noted. Returns for periods over one year are annualized. The information presented has been obtained from sources believed to be accurate and reliable. Past performance is not indicative of future returns. Securities are not FDIC insured, have no bank guarantee, and may lose value.

COUNTY OF CONTRA COSTA

For Period Ending September 30, 2017

LARGE CAP EQUITY FUNDS											
Fund Name	Inception	3-Month Return	Rank	YTD Return	Rank	1-Year Return	Rank	3-Year Return	Rank	5-Year Return	Rank
Columbia Contrarian Core Z	(7/13)	4.17	58	15.51	14	17.67	58	10.61	21	14.76	8
T. Rowe Price Growth Stock I		5.48	47	26.14	13	26.28	6	14.03	7	16.34	11
Harbor Capital Appreciation Retirement		8.64	3	27.46	9	25.01	11	13.07	15	15.91	15
Dodge & Cox Stock	(10/14)	4.76	20	11.89	19	23.88	3	9.83	13	15.65	2
Vanguard Growth & Income Adm	(12/16)	4.89	20	13.21	55	17.81	56	10.74	15	14.40	12
iShares Russell 1000	(3/15)	4.44	41	14.05	34	18.38	44	10.50	26	14.13	22
Idx: Russell 1000		4.48	--	14.17	--	18.54	--	10.63	--	14.27	--
MID CAP EQUITY FUNDS											
iShares Russell Mid-Cap	(3/15)	3.44	52	11.60	31	15.14	63	9.36	40	14.07	31
Idx: Russell Mid Cap TR USD		3.47	--	11.74	--	15.32	--	9.54	--	14.26	--
SMALL CAP EQUITY FUNDS											
Undiscovered Mgrs Behavioral Value Inst	(9/16)	4.54	57	7.47	16	16.28	69	11.89	19	15.70	2
Idx: Russell 2000 Value		5.11	--	5.68	--	20.55	--	12.12	--	13.27	--
iShares Russell 2000	(3/15)	5.68	36	10.96	22	20.77	32	12.24	24	13.84	40
T. Rowe Price New Horizons I		6.71	26	25.81	6	24.88	19	14.95	11	17.38	4
Idx: Russell 2000 Growth		6.22	--	16.81	--	20.98	--	12.17	--	14.28	--
INTERNATIONAL EQUITY FUNDS											
Dodge & Cox International Stock		6.94	10	22.47	23	26.58	2	3.87	79	10.13	8
Nationwide Bailard Intl Eqs Instl		5.79	37	20.15	60	16.71	70	5.50	39	8.81	22
MFS® International Growth Fund Class R6		4.87	76	25.20	46	18.25	46	8.13	22	8.13	65
MFS Global Equity R5	(3/15)	2.75	89	18.80	34	18.13	47	9.19	19	12.20	20
iShares MSCI EAFE	(3/15)	5.35	50	19.94	66	19.03	41	4.96	56	8.28	37
iShares MSCI ACWI	(3/15)	5.26	33	17.44	43	19.02	36	7.65	46	10.42	52
American Funds New Perspective R6	(3/15)	5.49	27	23.52	13	21.22	16	10.73	7	12.86	12
Idx: MSCI EAFE		5.40	--	19.96	--	19.10	--	5.04	--	8.38	--
Idx: MSCI ACWI		5.18	--	17.25	--	18.65	--	7.43	--	10.20	--
Hartford Schroders Emerging Mkts Eq Y	(11/12)	9.32	22	31.91	19	25.41	16	6.71	14	4.91	32
Idx: MSCI Emerging Markets		7.89	--	27.78	--	22.46	--	4.90	--	3.99	--

Data Source: Morningstar, SEI Investments

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COUNTY OF CONTRA COSTA

For Period Ending September 30, 2017

REIT EQUITY FUNDS											
Fund Name	Inception	3-Month Return	Rank	YTD Return	Rank	1-Year Return	Rank	3-Year Return	Rank	5-Year Return	Rank
Vanguard REIT ETF	(6/17)	0.90	39	3.51	47	0.43	43	9.54	27	9.48	21
Idx: Wilshire REIT Index		0.61	--	2.44	--	0.10	--	9.65	--	9.51	--
BOND FUNDS											
Core Fixed Income Portfolio		0.84	52	3.17	60	0.54	57	2.97	25	2.24	45
Pimco Total Return Inst'l		1.50	4	5.01	6	2.43	10	3.22	15	2.43	33
Prudential Total Return Bond Fund Class I	(5/16)	1.38	5	5.53	3	2.35	11	4.11	3	3.64	3
Idx: BarCap US Aggregate Bond		0.85	--	3.14	--	0.07	--	2.71	--	2.06	--
Eaton Vance Floating-Rate & Hi Inc Inst	(12/16)	0.93	49	3.66	5	6.23	8	4.29	5	4.26	14
ALTERNATIVE FUNDS											
AQR Managed Futures	(7/13)	0.00	68	-5.58	84	-13.11	89	-1.07	59	1.89	40
AQR Equity Market Neutral I	(2/16)	3.80	9	4.93	20	9.26	9	--	--	--	--
Eaton Vance Gbl Macro Abs Ret	(7/13)	0.53	79	3.17	56	3.49	61	3.40	31	2.44	48
Idx: Dynamic Alternatives		1.39	--	3.50	--	3.48	--	1.07	--	1.08	--

Data Source: Morningstar, SEI Investments

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COUNTY OF CONTRA COSTA

For Period Ending December 31, 2016

LARGE CAP EQUITY FUNDS													
Fund Name	Inception	2016 Return	Rank	2015 Return	Rank	2014 Return	Rank	2013 Return	Rank	2012 Return	Rank	2011 Return	Rank
Columbia Contrarian Core Z	(7/13)	8.64	74	3.02	9	12.92	31	35.73	17	18.67	10	-0.93	52
T. Rowe Price Growth Stock I (PRUFX)		1.58	63	10.93	--	8.83	--	39.20	--	18.92	--	-0.97	--
T. Rowe Price Growth Stock (PRGFX)		1.41	66	10.85	4	8.83	65	39.20	12	18.92	14	-0.97	39
Vanguard Growth & Income Adm	(12/16)	12.12	24	2.03	16	14.16	13	32.74	37	17.05	19	2.54	15
Harbor Capital Appreciation Instl		-1.07	85	10.99	4	9.93	53	37.66	17	15.69	43	0.61	24
Loomis Sayles Value Fund	Out (12/16)	11.62	81	-4.19	58	10.76	48	35.54	14	19.70	4	-2.81	66
Dodge & Cox Stock	(10/14)	21.28	6	-4.49	62	10.40	54	40.55	2	22.01	2	-4.08	74
iShares Russell 1000 ETF		11.91	27	0.82	30	13.08	28	32.93	35	16.27	29	1.36	28
Idx: Russell 1000		12.05	--	0.92	--	13.24	--	33.11	--	16.42	--	1.50	--
MID CAP EQUITY FUNDS													
iShares Russell Mid-Cap ETF		13.58	61	-2.57	30	13.03	8	34.50	46	17.13	43	-1.67	27
SMALL CAP EQUITY FUNDS													
Undiscovered Managers Behavioral Val L	(9/16)	20.84	81	3.43	1	5.70	26	37.64	38	23.55	4	-1.53	24
Idx: Russell 2000 Value		31.74	--	-7.47	--	4.22	--	34.52	--	18.05	--	-5.50	--
T. Rowe Price New Horizons I (PRJIX)		7.95	69	4.54	--	6.10	--	49.11	--	16.20	--	6.63	--
T. Rowe Price New Horizons (PRNHX)		7.79	71	4.50	7	6.10	19	49.11	10	16.20	22	6.63	2
Idx: Russell 2000 Growth		11.32	--	-1.38	--	5.60	--	43.30	--	14.59	--	-2.91	--
iShares Russell 2000 ETF		21.36	43	-4.33	44	4.94	44	38.85	35	16.39	34	-4.19	58
INTERNATIONAL EQUITY FUNDS													
Dodge & Cox International Stock		8.26	2	-11.35	98	0.08	9	26.31	8	21.03	16	-15.97	81
Nationwide Bailard Intl Eqs Instl (NWHMX)		-2.13	83	0.93	23	-1.90	15	21.84	--	21.07	--	-15.39	--
Nationwide Bailard International Equities Fund (NWHNX)		-2.38	86	0.86	24	-1.94	15	21.68	28	20.87	17	-15.58	74
MFS International Growth I		2.64	7	0.30	55	-5.10	58	13.84	79	19.71	31	-10.62	40
iShares MSCI EAFE Index Fund		0.96	47	-0.90	46	-5.04	46	22.62	18	17.22	66	-12.18	27
Idx: MSCI EAFE		1.00	--	-0.81	--	-4.90	--	22.78	--	17.32	--	-12.14	--
Schroder Emerging Market Equity	(11/12)	10.41	37	-12.68	37	-4.61	70	-2.28	54	21.73	19	-16.70	20
Idx: MSCI Emerging Markets		11.19	--	-14.92	--	-2.19	--	-2.60	--	18.22	--	-18.42	--
American Funds New Perspective F2		2.10	77	5.56	6	3.46	41	27.11	39	21.07	15	-7.39	44
MFS Global Equity R5		7.43	27	-1.34	48	4.08	33	27.93	34	23.14	--	-5.13	--
iShares MSCI ACWI		8.22	21	-2.39	62	4.64	28	22.91	63	15.99	51	-7.60	46
Idx: MSCI ACWI		7.86	--	-2.36	--	4.16	--	22.80	--	16.13	--	-7.35	--

Data Source: Morningstar, SEI Investments

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COUNTY OF CONTRA COSTA

For Period Ending December 31, 2016

REIT EQUITY FUNDS													
Fund Name	Inception	2016 Return	Rank	2015 Return	Rank	2014 Return	Rank	2013 Return	Rank	2012 Return	Rank	2011 Return	Rank
Nuveen Real Estate Secs Y		6.79	38	3.48	37	31.28	17	1.32	58	18.34	22	7.96	50
Idx: Wilshire REIT		7.24	--	4.23	--	31.78	--	1.86	--	17.59	--	9.24	--
BOND FUNDS													
Core Fixed Income Portfolio		3.63	37	0.78	14	4.74	70	-1.40	41	5.42	69	8.41	5
Pimco Total Return Inst'l		2.60	63	0.73	15	4.69	71	-1.92	60	10.36	12	4.16	87
Prudential Total Return Bond Q	(5/16)	4.83	13	0.09	44	7.25	5	-0.91	28	9.96	14	7.93	8
Idx: BarCap US Aggregate Bond		2.65	--	0.55	--	5.97	--	-2.02	--	4.21	--	7.84	--
Eaton Vance Floating-Rate & Hi Inc Inst	(12/16)	11.55	15	-1.50	57	0.90	33	5.23	50	9.51	38	2.81	9
ALTERNATIVE FUNDS													
AQR Managed Futures	(7/13)	-8.43	81	2.00	31	9.69	40	9.40	6	2.99	5	-6.37	29
AQR Equity Market Neutral I	(2/16)	5.85	18	17.60	1	--	--	--	--	--	--	--	--
Eaton Vance Gbl Macro Abs Ret	(7/13)	4.00	61	2.63	7	3.03	18	-0.24	58	4.11	79	-0.39	44

Data Source: Morningstar, SEI Investments

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