



# Agenda

## FAMILY & HUMAN SERVICES COMMITTEE

June 26, 2017  
10:30 A.M.

651 Pine Street, Room 101, Martinez

Supervisor John Gioia, Chair  
Supervisor Candace Andersen, Vice Chair

### Agenda Items:

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

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECOMMEND to the Board of Supervisors the appointment of Michael Collins to the Member-At-Large #6 seat on the Advisory Council on Aging, as recommended by the Council.
4. RECOMMEND to the Board of Supervisors the appointments of Heidi Benenson to the At-Large #1 seat and Deborah Cowans to the At-Large Alternate seat on the Contra Costa Commission for Women, as recommended by the Commission.
5. RECOMMEND to the Board of Supervisors the reappointments Carol Carrillo to the Child Abuse Prevention Council - Seat 4, Marianne Gagen to the At-Large #3 seat, and Joseph DeLuca to the At-Large #4 Seat on the Family and Children's Trust Committee (FACT), as recommended by the Employment and Human Services Director and FACT.
6. RECOMMEND to the Board of Supervisors the appointment of Thomas Hansen to the Workforce & Labor Seat #1 on the Workforce Development Board, as recommended by the Workforce Development Board.
7. CONSIDER accepting the report from the Employment and Human Services Department on Innovative Community Partnerships and Whole Family Services, and direct staff to forward the report to the Board of Supervisors for their information. (Kathy Gallagher, EHSD Director; Devorah Levine, EHSD Asst. Director - Policy and Planning)
8. CONSIDER accepting the annual report from the Health Services Department on the Homeless Continuum of Care, and direct staff to forward the report to the Board of Supervisors for their information. (Lavonna Martin, Director of Health, Housing, and Homeless Services)

9. APPROVE the revised staff recommendations for Emergency Solutions Grant funding for fiscal years 2017-18, 2018-19, and 2019-20, and DIRECT the Department of Conservation and Development to forward the approved recommendations, inclusive of other Community Development Block Grant categories, to the Board of Supervisors for approval.
10. The next meeting is currently scheduled for July 31, 2017.
11. Adjourn

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*The Family & Human Services Committee will provide reasonable accommodations for persons with disabilities planning to attend Family & Human Services Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.*

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*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Family & Human Services Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.*

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

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For Additional Information Contact:

Enid Mendoza, Committee Staff  
Phone (925) 335-1039, Fax (925) 646-1353  
enid.mendoza@cao.cccounty.us





# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

3.

**Meeting Date:** 06/26/2017  
**Subject:** Appointment to the Advisory Council on Aging  
**Submitted For:** FAMILY & HUMAN SERVICES COMMITTEE,  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** Appointments to Advisory Bodies  
**Presenter:** N/A **Contact:** Enid Mendoza, (925) 335-1039

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### **Referral History:**

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors sub-committee.

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 40 members servicing 2 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 services under the Area Plan.

The Council includes: 19 representatives recommended from each Local Committee on Aging, 1 representative from the Nutrition Project Council, 1 Retired Senior Volunteer Program, and 19 Members at-Large.

### **Referral Update:**

There are currently 34 seats filled on the Advisory Council on Aging and 6 vacancies. These vacant seats include: Local Committee Martinez, Local Committee Pittsburg, and Member-At-Large seats 3, 6, 11 and 19. The current membership is as follows:

<b>Seat Title</b>	<b>Term Expiration Date</b>	<b>Current Incumbent</b>	<b>Incumbent Supervisor District</b>	<b>Number of Meetings Attended Since Appointment Date</b>	<b>Total Number of Meeting Held Since Appointment</b>	<b>Total Number of Absences Allowable in By-laws</b>
Nutrition Project Council	9/30/2018	Garrett, Gail	I	6	6	3
At-Large 1	9/30/2018	Adams, Fred	II	5	6	3
At-Large 2	9/30/2018	Krohn, Shirley	IV	5	6	3
At-Large 3	9/30/2017	VACANT				3
At-Large 4	9/30/2018	Welty, Patricia	V	2	6	3
At-Large 5	9/30/2018	Card, Deborah	V	5	6	3
At-Large 6	9/30/2018	VACANT				3
At-Large 7	9/30/2018	Selleck, Summer	V	6	6	3
At-Large 8	9/30/2017	Richards, Sheri	IV	14	17	3
At-Large 9	9/30/2017	Xavier, Rita	I	17	17	3
At-Large 10	9/30/2018	Mikolaj, Paul	II			3
At-Large 11	9/30/2017	VACANT				3
At-Large 12	9/30/2018	Neemuchwalla, Nuru	IV	6	6	3
At-Large 13	9/30/2018	Dunne-Rose, Mary D	II	5	6	3
At-Large 14	9/30/2017	Jones, Ella	I	11	17	3
At-Large 15	9/30/2017	Bruns, Mary	IV	13	17	3
At-Large 16	9/30/2017	Leasure, Robert	II	13	17	3
At-Large 17	9/30/2018	Ames, Kathyryn	IV	6	9	3
At-Large 18	9/30/2018	Nahm, Richard	III	6	6	3
At-Large 19	9/30/2017	VACANT				3
At-Large 20	9/30/2017	Frederick, Susan	I	5	6	3
Local Committee Lafayette	9/30/2017	MaCahan, Ruth	II			3
Local Committee Orinda	9/30/2017	Clark, Nina	II	12	17	3
Local Committee Antioch	9/30/2018	Fernandez, Rudy	III	7	9	3
Local Committee Pleasant Hill	9/30/2017	Van Ackern, Lorna	IV	15	17	3
Local Committee Pinole	9/30/2018	Haegeland, Kristin	I	8	9	3
Local Committee Concord	9/30/2018	Joslin, David	IV	1	9	3
Local Committee Richmond	9/30/2018	Williams, Jenelle	I	6	9	3
Local Committee El Cerrito	9/30/2018	Kim-Selby, Joanna	I	5	9	3
Local Committee Hercules	9/30/2018	Doran, Jennifer	I	2	2	3
Local Committee Pittsburg	9/30/2016	VACANT	V			3

Local Committee San Ramon	9/30/2018	Fehrenback, Anna	II			3
Local Committee Clayton	9/30/2017	Tervelt, Ron	IV	15	16	3
Local Committee Alamo-Danville	9/30/2018	Donnelly, James Robert	II	7	9	3
Local Committee Walnut Creek	9/30/2017	Doherty, C. Joseph	IV	12	17	3
Local Committee Moraga	9/30/2017	Katzman, Keith	II	15	17	3
Local Committee San Pablo	9/30/2018	Gantt, Dorothy	I	7	9	3
Local Committee Martinez	9/30/2018	VACANT	V			3
Local Committee Brentwood	9/30/2017	Kee, Arthur	III	16	17	3
Local Committee Oakley	9/30/2018	Smith, Grayce	III	12	17	3

**Recommendation(s)/Next Step(s):**

RECOMMEND to the Board of Supervisors the appointment of Michael Collins to the Member-At-Large #6 seat on the Advisory Council on Aging with a term expiring September 30, 2018, as recommended by the Council.

**Fiscal Impact (if any):**

There is no fiscal impact.

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**Attachments**

Memo to F&HS on Recommendation to Appoint Mr. Collins

M.Collins Application

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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](http://www.cccounty.us/ehsd).

**MEMORANDUM**

DATE: 5-24-2017

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

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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. Michael Collins for the Member at Large #6 seat. The MAL #6 seat is undesignated and has remained vacant since November 8, 2016. Jeffrey Weiss who previously was appointed to At Large #6 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. Collins was interviewed by the ACOA Membership Committee on April 19, 2017 to fill MAL #6 on the ACOA with term ending September 30, 2018. Mr. Collins submitted an application for ACOA membership, dated February 27, 2017; this document is provided as a separate attachment. At the time of his ACOA Membership Committee selection to fill one of three At Large vacancies, there were no additional applicants to interview; the ACOA voted to recommend Mr. Collins for an appointment at their May 17, 2017 meeting.

Thank You

**Application Form**

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**Profile****This application is used for all boards and commissions**Michael

First Name

D

Middle Initial

Collins

Last Name

[REDACTED]  
Email Address[REDACTED]  
Home Address  
Suite or AptOakley

City

CA

State

94561

Postal Code

[REDACTED]  
Primary PhoneVibra Hospital of Sacramento

Employer

Chief Clinical Officer / Chief  
Nursing Officer

Job Title

Registered Nurse

Occupation

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**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**☐ Yes ☒ No

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**Is a member of your family (or step-family) employed by Contra Costa Co.?**☐ Yes ☒ No

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**Interests & Experiences**

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**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 healthcare professional (Registered Nurse), I have been involved in the delivery of care for all patient populations. In my experience, the elderly are especially vulnerable due to their physiology and social support structure. I aim to advocate for our aging population by providing my experience, knowledge and expertise in the delivery of care and by bridging the gap between the services our community provides and the actual needs of our aging population.

**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.**

Education - I have an Associates of Science Degree in Nursing, a Bachelors of Science in Healthcare Management and currently enrolled in a Masters of Business Administration Program. Work Experience - As a Healthcare professional, I have over 25 years experience in leadership and management of teams and organizations in the delivery of care, especially the aging population . As a Nurse, I have 20 years first-hand experience in engaging issues related to the psycho-social well-being and quality of life for the elderly. Other Activities - I am a members of my organization's Medical Executive Committee and Governing Board

[RESUME\\_of\\_Michael\\_Collins\\_Current\\_.docx](#)

Upload a Resume

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## Work History

Please provide information on your last three positions, including your current one if you are working.

### 1st (Most Recent)

5/2016 - Present

Dates (Month, Day, Year) From - To

50

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

Chief Clinical Officer

Position Title

## Employer's Name and Address

Vibra Hospital of Sacramento 330 Montrose Drive, Folsom CA 95630

## Duties Performed

\*Plans, organizes and directs clinical operations for a 58 Long-Term Acute Care Hospital. Clinical Operations include: ICU, Med/Tele, OR, Radiology, Laboratory, Pharmacy, Dialysis, Respiratory Therapy, Clinical Education, Environmental Services, Infection Control, Dietary, Rehab, and Quality Management.

\*Mentors and coaches clinical leaders on labor/budget management, productivity standards, patient-centered care, employee engagement, performance management, quality improvement, and regulatory compliance.

2nd

12/12-9/14, 11/15-5/16

Dates (Month, Day, Year) From - To

50

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Director of Nursing Services

Position Title

## Employer's Name and Address

Alameda Health System Fairmont Hospital 15400 Foothill Blvd, San Leandro, CA 94578

## Duties Performed

\*Plans, organizes and implements clinical operations for a 159 post-acute and In-Patient rehab hospital consisting of 50 inpatient rehab, 18 sub-acute and 91 post-acute beds. \*Develops and implements key operational processes focused on regulatory compliance, quality outcomes and harm reduction resulting in achievement and sustainment of CMS Five-Star rating.

3rd

Michael D Collins

9/14 - 11/15

Dates (Month, Day, Year) From - To

60

Hours per Week Worked?

## Volunteer Work?

☐ Yes ☒ No

Director, Coordination of Care

Position Title

## Employer's Name and Address

Kaiser Permanente - Vallejo Medical Center 975 Serano Drive Vallejo CA. 94589

## Duties Performed

\* Planned, directed, organized, evaluated and coordinated operations of the Utilization / Resource Management and Social Services Department serving an in-patient census over 120, an Emergency Department with over 60,000 visits per year, Acute Rehabilitation with an ADC of 48, staffing office for two medical centers, and Administrative House Supervisors. \* Developed and facilitated workflow adjustments to manage length of stay, avoidable days and all cause readmissions that enabled the organization to exceed quality outcomes and revenue goals. \* Developed interdependent collaboration within the multi-disciplinary team to manage complex care patients requiring innovative placements and effective patient transitions across the continuum of care.





# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

4.

**Meeting Date:** 06/26/2017  
**Subject:** Appointment to the Contra Costa Commission for Women  
**Submitted For:** FAMILY & HUMAN SERVICES COMMITTEE,  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** Appointments to Advisory Bodies  
**Presenter:** N/A **Contact:** Enid Mendoza, (925) 335-1039

#### **Referral History:**

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was a requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors sub-committee.

The Contra Costa Commission for Women (CCCW) was formed to educate the community and advise the Contra Costa County Board of Supervisors and other entities on the issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged.

The Committee consists of 20 members and one alternate, including: five district representatives, fifteen at large members; and one at large alternate. CCCW terms are for three years and they are staggered across the membership.

#### **Referral Update:**

There are currently 19 seats filled on the Contra Costa Commission for Women and 2 vacancies, as demonstrated in the table below.

Seat Title	Term Expiration Date	Current Incumbent	Incumbent Supervisor District	Meetings Attended Since Appointment Date	Total Number of Meetings Since Appointment	Total Number of Absences Allowable in By-laws
District I	2/28/2019	Joey D. Smith	I	8	9	3 consecutive meetings or 5 meetings per calendar year

District II	2/28/2019	Beth W. Mora	II	4	4	3 consecutive meetings or 5 meetings per calendar year
District III	2/28/2019	Jennifer DeLano Cohen	III	8	10	3 consecutive meetings or 5 meetings per calendar year
District IV	2/28/2018	Iris Hiu-Tung Wong	IV	21	26	3 consecutive meetings or 5 meetings per calendar year
District V	2/28/2020	Kirsten Upshaw	V	0	1	3 consecutive meetings or 5 meetings per calendar year
At-Large 1	2/28/2020	VACANT				3 consecutive meetings or 5 meetings per calendar year
At-Large 2	2/28/2020	Argentina Davila-Luevano	III	1	3	3 consecutive meetings or 5 meetings per calendar year
At-Large 3	2/28/2019	Angela Herron (resigned, pending BOS)	III			3 consecutive meetings or 5 meetings per calendar year
At-Large 4	2/28/2020	Tracy Ward	I	3	3	3 consecutive meetings or 5 meetings per calendar year
At-Large 5	2/28/2019	Bonnie McCreary (resigned, pending BOS)	V			3 consecutive meetings or 5 meetings per calendar year
At-Large 6	2/28/2018	Patricia Ramirez	IV	6	14	3 consecutive meetings or 5 meetings per calendar year
At-Large 7	2/28/2020	Phyllis Gordon	V	3	3	3 consecutive meetings or 5 meetings per calendar year

At-Large 8	2/28/2019	Julianna Hynes, PhD		11	13	3 consecutive meetings or 5 meetings per calendar year
At-Large 9	2/28/2019	Liliana Gonzalez		11	13	3 consecutive meetings or 5 meetings per calendar year
At-Large 10	2/28/2018	Natalie Oleas	IV	12	14	3 consecutive meetings or 5 meetings per calendar year
At-Large 11	2/28/2018	Deborah Son	II			3 consecutive meetings or 5 meetings per calendar year
At-Large 12	2/28/2018	Lanita Mims	III	6	8	3 consecutive meetings or 5 meetings per calendar year
At-Large 13	2/28/2020	Jessica Laird	I	2	3	3 consecutive meetings or 5 meetings per calendar year
At-Large 14	2/28/2020	Summer C. Selleck	V	2	3	3 consecutive meetings or 5 meetings per calendar year
At-Large 15	2/28/2020	Michelle Brown	II	2	0	3 consecutive meetings or 5 meetings per calendar year
At-Large Alternate	2/28/2019	VACANT				3 consecutive meetings or 5 meetings per calendar year

Although it appears that the recommendation below would establish full membership, there are two pending resignations that will go before the Board of Supervisors in July. The two upcoming vacancies, due to resignations, will be in the At-Large #3 and 5 seats.

**Recommendation(s)/Next Step(s):**

RECOMMEND to the Board of Supervisors the appointments of Heidi Benenson to the At-Large #1 seat with a term expiring February 28, 2020 and Deborah Cowans to the At-Large Alternate seat with a term expiring February 28, 2019 on the Contra Costa Commission for Women, as recommended by the Commission.

**Fiscal Impact (if any):**

There is no fiscal impact.

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**Attachments**

CCCW Memo to F&HS

H.Benenson Application

D.Cowans Application

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## CONTRA COSTA COMMISSION FOR WOMEN

P.O. Box 6695  
Concord, CA 94520  
E-Mail: [womenscommission@gmail.com](mailto:womenscommission@gmail.com)

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DATE: June 12, 2017, 2017 TO: Family and Human Services Committee

FROM: Phyllis L. Gordon, Membership Chair, Contra Costa Commission for Women

SUBJECT: Recommended Appointments to the Contra Costa Commission for Women

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The purpose of this memorandum is to forward to you the following recommendation from the Contra Costa Commission for Women (CCCW):

- Appoint Heidi Benenson to At Large Seat 1 on the CCCW
- Deborah Cowans to At-Large Seat Alternate on the CCCW

### Background

The Contra Costa Commission for Women was formed to educate the community and advise the Contra Costa County Board of Supervisors and other entities on the issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged.

The Committee consists of 20 members and one alternate, including:

- Five district representatives; (one from each supervisorial district)
- Fifteen at large members; and
- One at large alternate.

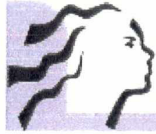
The five district representatives are nominated for a three-year term by each of the five members of the Board of Supervisors. The fifteen at large members and one at large alternate are nominated by the CCCW membership committee and forwarded to the full CCCW. All nominated appointments to the CCCW are reviewed by the Family and Human Services Committee (F&HS) and referred to the Board of Supervisors for approval. CCCW terms are for three years and they are staggered across the membership.

### Current Status of Appointments

The CCCW have been actively recruiting applicants on an ongoing basis to fill the vacant seats.

The membership committee unanimously approved the above recommendations.

Since May 2004, the CCCW has had extremely limited staff support and no budget provided by the County. However, the CCCW Membership Committee is continuing its recruiting efforts and plans to fill the remaining vacancies within the next few months.



## Commission for Women

P.O. Box 6695, Concord, CA 94520, [womenscommission@gmail.com](mailto:womenscommission@gmail.com)

[www.womenscommission.com](http://www.womenscommission.com)

### COMMISSIONER APPLICATION

Name: Heidi Benenson

Address:

Home Phone:

Work Phone:

Email:

Occupation: Technical Training & Writing Administrator

Present Employment: East Bay Municipal Utility District

Education: BS and MS in Soil Science

Professional and Fraternal Memberships (including any offices held):

Member of Temple Isaiah, on social action committee for climate change.

How did you hear about the Contra Costa Commission for Women (CCCW)?

from the County website

What experience, if any, do you have with county commissions and how long did you serve on each?

I don't have any experience serving on a County commission at this time. My experience and developed life skills have prepared me well for such an important service to my local community.

[Type text]

Do you have any experience/skills in any of the following areas (circle all that apply)?

Law/Legislation	Government	Community Services	Event Planning
Accounting	Health	Graphic Arts	Diversity
Marketing	Fundraising	Public Relations	Women Vets
Finance	Computer/IT	Administrative	Leadership
Web Development	Writing/Blogging	Social Media	

Other Skills/Areas of expertise you can contribute to the Commission:

By nature I am a positive person and value teamwork, so I tend to rally people together and energize the team.

Do you serve on any Board of Directors/Trustees? If so, which ones and for how long did you serve on each?

Recently the Women's March Contra Costa leaders organized and incorporated, and I am on the Board of Directors.

Have you had any board orientation and/or training?

This year I successfully completed Temple Isaiah's class, leading with a Jewish Heart, and the Central Labor and EBASE partnership class, Commissions and Boards.

Are you involved in any other community organizations or activities? If so, which ones?

I am involved in Temple Isaiah and am an active member of the social action group focused on climate change.

Why do you want to serve on the CCCW? What goals would you like to see the Commission achieve?

My daughter is 13 and is a constant reminder of how I want to leave the world a better place for her.

Gender inequity issues must be addressed and

PLEASE ATTACH A RESUME

I'd like to see the Commission achieve a successful education campaign in our County.

A Commissioner assures that all actions of the organization further the Commission's mission to improve economic status, social welfare, and overall quality of life for women in Contra Costa County.

I want to help and support such an effort!

Contra Costa Commission for Women, womenscommission@gmail.com, www.womenscommission.com



# Heidi Benenson

## KEY AREAS OF EXPERTISE

- Excellent communicator who interfaces between the gamut of heads of corporations and committees to staff positions.
- Self-starter who plans, prioritizes, manages, and completes tasks with fast paced, deadline-driven situations.

## KEY AREAS OF EXPERTISE

- |                   |                  |                 |
|-------------------|------------------|-----------------|
| • Project Manager | • Problem Solver | • Leader        |
| • Organizer       | • Communicator   | • Event Planner |
| • Detail Oriented | • Team Builder   | • Strategic     |

## VOLUNTEER WORK

### WOMEN'S MARCH CONTRA COSTA

#### **Board of Directors, Volunteer Position** (JANUARY 2017 – PRESENT)

- Facilitated and coordinated Women's March of Contra Costa on 1/21/2017, coordinated security with an estimated attendance of 10,000
- Developed idea for and implemented ring around Walnut Creek Islamic Center, 2/2017
- Organizer and lead in preparation of Women's March of Contra Costa for Earth Day Science March, 4/22/2017
- Frequent interactions with local politicians ranging from City to Federal positions

### TEMPLE ISAIAH AND INTERFAITH, Lafayette, CA

#### **Volunteer Participant**

- Member of Temple Isaiah since 2000 and served on various committees and was a Crew Chief for Winter Nights
- Interfaith group participant in Neighbor to Neighbor program since 2014
- Panel member at International Women's Day Interfaith event 3/2017
- Member of Social Action Climate Change committee

## PROFESSIONAL EXPERIENCE

### EAST BAY MUNICIPAL UTILITY DISTRICT, ASSET MANAGEMENT, Oakland, CA

#### **Technical Training & Writing Administrator** (July 2014 – Present)

- Focus on knowledge retention and documentation to minimize loss of institutional knowledge for the Operations & Maintenance Department
- Support 1,000+ employees in order to maintain high quality, clean, safe, reliable treatment and distribution of drinking water

#### **Senior Environmental Health and Safety Specialist** (October 2003 – 2014)

- Primarily operational function for waste acceptance and control program enhancement
- Lead to staff and streamlined processes and standard operating practices focusing on waste acceptance and control, for new Resource Recovery Program bringing revenue from \$2 million to \$10 million annually
- Assisted Division Manager with various projects, including presentations and Business Plans for the Board of Directors



ALTAMONT LANDFILL, WASTE MANAGEMENT, Livermore, CA

**Technical/Receiving Manager** (October 2001 – October 2003)

- Managed waste acceptance process for over 400 customers and a variety of waste streams and maintained compliance with regulatory agencies
- Evaluated each waste then approved or rejected it; if accepted waste directed how to properly manage it
- Assisted District Manager with all aspects of managing operations and maintenance

RPI/BIO GRO, A WASTE MANAGEMENT COMPANY (ACQUIRED BY SYNAGRO) Irvine and Oakland, CA

**Technical Services Manager** (August 2000 – October 2001)

- Managed N. CA and special projects for all biosolids related projects, \$7 million of business annually
- Interpreted laboratory analysis to ensure biosolids quality satisfies federal, state, and local requirements
- Continued same duties as Technical Services Coordinator

**Technical Services Coordinator** (June 1997 – August 2000)

- Interfaced with environmental regulatory agencies (federal, state, and local), the public, and farmers in order to promote and continue land application of biosolids in CA
- Participated in the CEQA process by preparing environmental documents and provided comments

**Technical Specialist** (1996-1997)

- Managed compliance of S. CA land base supporting \$5 million business annually
- Sales experience, involved cold calling and maintenance
- Developed and submitted site permit packages for clients, U. S. EPA, RWQCB, and local regulatory agencies

PACIFIC GAS AND ELECTRIC COMPANY, TECHNICAL AND ECOLOGICAL SERVICES, San Ramon, CA

**Engineering Technician 1** (1991-1992)

- Organized soils database for Geographic Information System (GIS); delineated historic wetland boundaries for the Federal Relicensing package of the Pit River Dam project
- Developed technique to evaluate an epoxy coated pipeline's ability to resist scratching from local bedding sources from the Cascade Range portion of the PGT-PG&E pipeline expansion project
- Mapped concrete supports within intake structure of the Diablo Canyon Nuclear Power Plant

**EDUCATION**

**M. S. in Soil Science**, 1996, Washington State University, Pullman, WA

**B. S. in Soil Science**, 1993, California Polytechnic State University, San Luis Obispo, CA

## Application Form

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### Profile

This application is used for all boards and commissions

Deborah

First Name

Cowans

Last Name

Middle Initial

[REDACTED]  
Email Address

Antioch

Home Address

Suite or Apt

Antioch

City

CA

State

94509

Postal Code

[REDACTED]  
Primary Phone

Employer

Job Title

Occupation

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**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

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### Interests & Experiences

**Which Boards would you like to apply for?**

Commission for Women: 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.**

At Large Member

**Have you previously served on a government or non-profit board or committee?**

Served on the financial committee of First Baptist Church in Pittsburg, California.

**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 completed my Bachelors of Arts Degree in Communication Studies which have allowed me to work for one of the most prestigious Cities in California, which is the City of Berkeley for 27.5 years in the public sector. I have participated in our Local Union Process to help women in moving up the corporate ladder in fighting for better wages and a safe work environment. As Union employees we always held a meeting once a month to discuss issues in the work place and how we set the tone within the City government to fight for equality for all.

Upload a Resume

---

## Education History

**Select the highest level of education you have received:**

☒ High School Diploma

B.A. /Communication Studies

If "Other" was Selected Give Highest Grade or Educational Level Achieved

---

## College/ University A

Cal State Sacramento

Name of College Attended

Communications

Course of Study / Major

62

Units Completed

## Type of Units Completed

---

☒ Semester

## Degree Awarded?

---

☒ Yes ☐ No

B.A.

Degree Type

5/1985

Date Degree Awarded

---

## College/ University B

Name of College Attended

Course of Study / Major

Units Completed

## Type of Units Completed

---

☐ Semester

☐ Quarter

## 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

---

☐ Semester

☐ Quarter

### Degree Awarded?

---

☒ Yes ☐ No

---

Degree Type

---

Date Degree Awarded

---

### Other schools / training completed:

Permit Technician

---

Course Studied

30

---

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)

Deborah Cowans

09/2015 to present

Dates (Month, Day, Year) From - To

40-50

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

Sr. Permit Specialist

Position Title

### Employer's Name and Address

City of Berkeley, Planning Department, Permit Service Center, 1947 Center Street, 3rd Floor, Berkeley, CA 94704

### Duties Performed

Provides lead direction to technical support staff and performs complex and difficult duties related to customer service to the public as well as interdepartmental operations of the Permit Service Center and other Planning Divisions as needed. Performs Plans Coordination functions of the Permit Service Center to ensure all Plan Checks are completed and certified and ready for issuance in a timely manner. Also held pre-construction meetings with Architects, Engineers , Construction Managerial staff as well as other departmental staff regarding protocols needed prior to construction phasing of large projects within the City guidelines and ordinances as well as the applicable codes needed to complete large projects.

2nd

02/2009-09/2015

Dates (Month, Day, Year) From - To

40-50

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

Permit Specialist

Position Title

## Employer's Name and Address

---

City of Berkeley, Planning Department, Permit Service Center, 1st Floor, 2120 Milvia Street, Berkeley, CA 94704

## Duties Performed

---

Under the direction of the Permit Service Center Coordinator, process permits, by way of email and faxes, assisted customers with plan submittals, answered minor code related questions and help assist the cashier with checks and balances of the City of Berkeley funds at the end of each day.

---

3rd

02/2004-02/2009

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Housing Inspector

Position Title

## Employer's Name and Address

---

City of Berkeley, Housing Department, 2180 Milvia Street, Berkeley, CA 94704

## Duties Performed

---

Performed skilled and complex report writing of violations using the Berkeley Municipal Codes as well as the Uniform Building Code to help home owners in maintaining a safe environment for the tenants. Also discussed violations with the owners as well as the tenants to help each party become responsible and ensuring repairs on the property were completed. Maintained documentation, photos and correspondence regarding case violations of each property inspected. Also prepared reports for substandard properties in disrepair. Prepared and completed researched cases for litigation. Help implement the Rental Housing Safety Program to ensure each rental unit with a Heating and Ventilation System was safe and free from carbon dioxide poisoning.

---

## Final Questions

**How did you learn about this vacancy?**

---

☒ Walk-In

---

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 Board of Supervisors

### Subcommittee Report

#### FAMILY AND HUMAN SERVICES COMMITTEE

5.

**Meeting Date:** 06/26/2017  
**Subject:** Family and Children's Trust (FACT) Committee Seat Membership Recommendations  
**Submitted For:** FAMILY & HUMAN SERVICES COMMITTEE,  
**Department:** County Administrator  
**Referral No.:** 101  
**Referral Name:** FACT Committee At-Large Appointments  
**Presenter:** N/A **Contact:** Enid Mendoza, (925) 335-1039

---

#### **Referral History:**

On December 6, 2011 the Board of Supervisors adopted Resolution No. 2011/497 adopting policy governing appointments to boards, committees, and commissions that are advisory to the Board of Supervisors. Included in this resolution was the requirement that applications for at large/countywide seats be reviewed by a Board of Supervisors sub-committee.

The Family and Children's Trust Committee (FACT), was established in 1982 by the Contra Costa County Board of Supervisors to make funding recommendations on the allocation of a variety of funds for prevention and intervention services to reduce child abuse and neglect, provide supportive services to families and children, and promote a more coordinated, seamless system of services for families. Funding for FACT supported projects derived from federal and state program legislation, and donations to the County's Family and Children's Trust Fund.

Every two years, the members of the FACT establish a series of County priorities for the use of these funds through review of existing data and reports and by holding Public Hearings in various areas of the county. The Committee then develops a competitive bidding process to select non-profit, community-based agencies that can best provide the services determined to be most important. Program recommendations are made to the Board of Supervisors which makes the final funding decisions. The Committee continues to evaluate these funded programs to ensure continued provision of quality service and achievement of stated goals. Programs currently being supported include countywide parenting classes, therapeutic day care for emotionally disturbed children, treatment for families, young children and teens with both substance abuse and child abuse issues, services for homeless families, and projects to support children whose mothers have been victims of domestic violence and sexual assault.

The FACT has up to fifteen members who are appointed by the Board and include citizens with expertise in children's issues, education, law, non-profit agency management, public health, and program research/evaluation. In addition, the Director of the Child Abuse Prevention Council sits as ex-officio member of the Committee and participates in all matters except actually voting on funding recommendations. Terms for all Commission seats are two years.

At Large and non-District appointed seat vacancies on the FACT have been assigned for Family and Human Services Committee (F&HS) review since 2003.

**Referral Update:**

There are currently 11 filled seats on the Family and Children's Trust Committee and 4 vacancies. The vacant seats include District I, District IV, Seat #3 - Child Development or Early Childhood Education, and Seat #5 - Mental Health. The recommendation below is to reappoint three current members; therefore, the vacancies will remain the same. The Employment and Human Services Department and FACT will continue their membership outreach efforts to fill the remaining vacancies.

**Recommendation(s)/Next Step(s):**

RECOMMEND to the Board of Supervisors the reappointments of Carol Carrillo to the Child Abuse Prevention Council - Seat 4, Marianne Gagen to the At-Large #3 seat, and Joseph DeLuca to the At-Large #4 Seat on the Family and Children's Trust Committee (FACT) with terms expiring September 30, 2019, as recommended by the Employment and Human Services Director and FACT.

**Fiscal Impact (if any):**

There is no fiscal impact.

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**Attachments**

FACT Memo to F&HS

C.Carrillo Application

M.Gagen Application

J.DeLuca Application

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EMPLOYMENT &  
HUMAN SERVICES

MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 313-1500 • Fax (925) 313-1575 • [www.ehsd.org](http://www.ehsd.org)

To: Family and Human Services Committee  
Supervisor John Gioia, District I, Chair  
Supervisor Candace Andersen, District II, Vice-Chair  
Date: June 26, 2017

CC:

From: Kathy Gallagher, EHSD Director  
Juliana Mondragon, FACT Staff

Subject: Family and Children's Trust (FACT) Committee Seat Membership Recommendations

The Employment and Human Services Department Director, Kathy Gallagher, respectfully requests that the Family and Human Services Committee accept recommendations to re-appoint the following members for two At-Large seats and one discipline specific seat (Child Abuse Prevention Council) to the Family and Children's Trust (FACT) Committee, for a total of three (3) open seats.

<b>Child Abuse Prevention Council</b> <b>Carol Carrillo</b> 2120 Diamond Blvd, Ste 120 Concord, CA 94520 P: (925) 798-0546 <a href="mailto:capccarol@gmail.com">capccarol@gmail.com</a>	<b><u>At-Large Seat 3</u></b> <b>Marianne Gagen</b> 22 Tonyon Terrace Danville, CA 945026 C: (925) 683-7636 H: (925) 837-3603 <a href="mailto:mgagen@pacbell.net">mgagen@pacbell.net</a>
	<b><u>At-Large Seat 4</u></b> <b>Joseph DeLuca</b> 3559 South Silver Springs Road Lafayette, CA 94549 C: (510) 917-4772 P: (925) 229-2903 <a href="mailto:jdeluca@itoptimizers.com">jdeluca@itoptimizers.com</a>

**PURPOSE OF COMMITTEE**

The purpose of this Committee is to establish priorities and make funding recommendations to the Board of Supervisors on the allocation of specific funds for the prevention/amelioration of child abuse and neglect, and the promotion of positive family functioning. These funds include: Child Abuse Prevention, Intervention, and Treatment funds (CAPIT) funds, (AB 1733), Birth Certificate revenue to the County Children's Trust (AB2994), the Ann Adler Children's Trust funds, Community-Based Child Abuse Prevention funds (CBCAP) and other funds as may be subsequently directed by the Board of Supervisors.

The FACT Committee also provides information and data to the Employment and Human Services Department on the effectiveness of current and proposed programs for families and

children and on recent or pending legislation that would potentially impact family and children's services programs, clients, or funding mechanisms.

### **SUMMARY OF RECRUITMENT EFFORTS/NOMINEES FOR MEMBERSHIP**

The FACT Committee, in conjunction with the County Administrator's Office, continues to make every effort to fill its vacant seats. These efforts include contacting each district Supervisor's office and releasing a public notice, inviting interested parties to consider membership and soliciting the support of current members to outreach to potential candidates for consideration for membership.

Presently, the Committee has scheduled vacancies in the CAPC Seat and two At-Large Seats, all of which are due to expire on September 30, 2017. Seat 5, Mental Health Commission was declared vacant due to committee member resignation on July 7, 2015 and Seat 3, Local Planning Council was declared vacant due to committee member resignation on October 18, 2016. The FACT Committee is actively recruiting to fill Seat 5 and Seat 3.

The FACT Committee recommends re-appointing current CAPC Seat member, Ms. Carol Carrillo and At-Large Seat members, Ms. Marianne Gagen, and Mr. Joseph DeLuca as their seats' term will expire on September 30, 2017.

Candidates for re-appointment to the FACT Committee will serve a two-year term.

All candidates have expressed a sincere interest in continuing to serve on the Committee and are dedicated to fulfilling the mission and goals as outlined in the Committees' policies and procedures.

Based on the above information, the Director of EHSD on behalf of the FACT Committee respectfully recommends that the FHS Committee re-appoint all three (3) candidates to continued membership on the FACT Committee.

Enc.

Board, Committees, and Commission Application for *Carol Carrillo*  
Board, Committees, and Commission Application for *Marianne Gagen*  
Board, Committees, and Commission Application for *Joseph DeLuca*



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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:**

Family and Children's Trust Fund (FACT)

Advisory

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Carrillo, Carol  
(Last Name) (First Name) (Middle Name)

2. **Address:** [REDACTED]  
(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

Masters

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Washington University in St. Louis	Social Work	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MSW	1986
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
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"/>			

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**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><b>A) Dates (Month, Day, Year)</b>  <u>From</u>      <u>To</u>  <div>April 1999</div> <div>present</div>  Total: <u>Yrs.</u>    <u>Mos.</u>  <div></div> <div></div>  Hrs. per week <div>30</div> . Volunteer <input type="checkbox"/></p>	<p><b>Title</b>  <div>Executive Director</div>  <b>Employer's Name and Address</b>  <div>Child Abuse Prevention Council of Contra Costa County (CAPC)</div></p>	<p><b>Duties Performed</b>  Manage a 1.8 million dollar agency providing programs and services to families and service providers across Contra Costa County to prevent child abuse and neglect. CAPC is the lead child abuse prevention agency in the county.</p>
<p><b>B) Dates (Month, Day, Year)</b>  <u>From</u>      <u>To</u>  <div></div> <div></div>  Total: <u>Yrs.</u>    <u>Mos.</u>  <div></div> <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p><b>Title</b>  <div></div>  <b>Employer's Name and Address</b>  <div></div></p>	<p><b>Duties Performed</b>  <div></div></p>
<p><b>C) Dates (Month, Day, Year)</b>  <u>From</u>      <u>To</u>  <div></div> <div></div>  Total: <u>Yrs.</u>    <u>Mos.</u>  <div></div> <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p><b>Title</b>  <div></div>  <b>Employer's Name and Address</b>  <div></div></p>	<p><b>Duties Performed</b>  <div></div></p>
<p><b>D) Dates (Month, Day, Year)</b>  <u>From</u>      <u>To</u>  <div></div> <div></div>  Total: <u>Yrs.</u>    <u>Mos.</u>  <div></div> <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p><b>Title</b>  <div></div>  <b>Employer's Name and Address</b>  <div></div></p>	<p><b>Duties Performed</b>  <div></div></p>

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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:

County funding for my agency

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:

5-15-17

#### 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.

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**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.

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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:

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: GAGEN MARIANNE McDANIEL  
(Last Name) (First Name) (Middle Name)

2. Address: [REDACTED]  
(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 post graduate credential

Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>U.C. Berkeley</u>	<u>History/French</u>	<u>Yes</u> No <input type="checkbox"/> <input type="checkbox"/>	<u>7</u>	<u>3</u>	<u>BA</u>	<u>6/1968</u>
B) <u>U.C. Berkeley</u>	<u>Sec. Teaching Credential</u>	<u>Yes</u> No <input type="checkbox"/> <input type="checkbox"/>		<u>4</u>	<u>Credential</u>	<u>4/1969</u>
C) <u>U.C. Berkeley</u>	<u>ESL Certificate</u>	<u>Yes</u> No <input type="checkbox"/> <input type="checkbox"/>	<u>lots</u>		<u>Certificate</u>	<u>6/1988</u>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year)          From <u>1996</u> To <u>present</u>          Total: Yrs. <u>21</u> Mos. <u>    </u>          Hrs. per week <u>    </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <u>at large member</u>          Employer's Name and Address  <u>    </u></p>	<p>Duties Performed  <u>secretary (volunteer)</u>  <u>site visit monitoring</u></p>
<p>B) Dates (Month, Day, Year)          From <u>1997</u> To <u>2014</u>          Total: Yrs. <u>17</u> Mos. <u>    </u>          Hrs. per week <u>    </u> . Volunteer <input type="checkbox"/></p>	<p>Title  <u>SRVEF Bd. Member</u>          Employer's Name and Address  <u>SRVEF</u>  <u>P.O. Box 1463</u>  <u>San Ramon, CA 94583</u></p>	<p>Duties Performed  <u>attend meetings</u>  <u>coordinate activities between Bd and the Endowment Committee</u>  <u>participate in grant committee work</u></p>
<p>C) Dates (Month, Day, Year)          From <u>2014</u> To <u>present</u>          Total: Yrs. <u>    </u> Mos. <u>    </u>          Hrs. per week <u>    </u> . Volunteer <input type="checkbox"/></p>	<p>Title  <u>Chair SRVEF Endowment</u>          Employer's Name and Address  <u>SRVEF</u>  <u>P.O. Box 1463</u>  <u>San Ramon, 94583</u></p>	<p>Duties Performed  <u>chair meetings</u>  <u>oversee fundraising &amp; grant process</u></p>
<p>D) Dates (Month, Day, Year)          From <u>1990</u> To <u>2002</u>          Total: Yrs. <u>12</u> Mos. <u>    </u>          Hrs. per week <u>    </u> . Volunteer <input type="checkbox"/></p>	<p>Title  <u>Board member SRVUSD Bd of Ed</u>          Employer's Name and Address  <u>SRVUSD</u>  <u>699 Old Orchard Rd</u>  <u>Danville, CA 94526</u></p>	<p>Duties Performed  <u>curriculum budget facilities personnel oversight</u></p>

7. How did you learn about this vacancy?

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

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 ☐

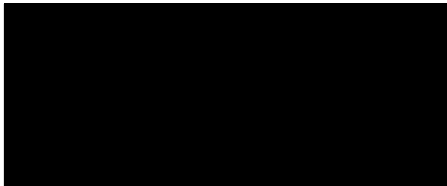
If Yes, please identify the nature of the relationship:

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:

4/14/2017

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5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
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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.

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## For Office Use Only

Date Received:

## For Reviewers Use Only:

Accepted Rejected

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Martinez, California 94553-1292

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

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

Family and Children's Trust Committee

At Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** DeLuca Joseph Michael  
(Last Name) (First Name) (Middle Name)

2. **Address:** [REDACTED]  
(No.) (Street) (Apt.) (State) (Zip Code)

3. **Phones:** [REDACTED]  
(Home No.) (Work No.) (Cell No.)

4. **Email Address:** jdeluca@itoptimizers.com

5. **EDUCATION:** Check appropriate box if you possess one of the following:High School Diploma ☒ G.E.D. Certificate ☐ California High School Proficiency Certificate ☐Give Highest Grade or Educational Level Achieved Master of Arts, Health Services Administration

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Lawrence University, Appleton, WI	Biology and Philosophy	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	1978
B) University of Wisconsin, Madison	Health Services Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MA	1980
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"/>			

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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>  June 2012      Current    Total: <u>Yrs.</u>    <u>Mos.</u>    Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  Member, Family and Children's Trust C <input checked="" type="checkbox"/>    Employer's Name and Address  Volunteer for Contra Costa County</p>	<p>Duties Performed  Active FACT committee member fulfilling fiduciary duties per charter.</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  2003      2005    Total: <u>Yrs.</u>    <u>Mos.</u>    Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  Member, Finance and Mgt Committee    Employer's Name and Address  City of Alameda Health Care District (Alameda Hospital and associated clinics)--non-compensated citizen appointment by publicly elected board</p>	<p>Duties Performed  Director fiduciary duties and responsibilities; also served on pension plan committee    Resignation required after relocation to Contra Costa County</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  2002      2003    Total: <u>Yrs.</u>    <u>Mos.</u>    Hrs. per week ____ . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  Trustee, Member of Finance Committee <input checked="" type="checkbox"/>    Employer's Name and Address  Alameda County Medical Center--stipend compensation for each meeting attended</p>	<p>Duties Performed  Trustee fiduciary duties and responsibilities    Resignation required to avoid conflict of interest with Alameda Hospital appointment after Alameda Hospital became a tax supported district agency</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>      Total: <u>Yrs.</u>    <u>Mos.</u>    Hrs. per week ____ . Volunteer <input type="checkbox"/></p>	<p>Title      Employer's Name and Address</p>	<p>Duties Performed</p>

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7. How did you learn about this vacancy?

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

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: 4/19/17

**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.

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**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.

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

6.

**Meeting Date:** 06/26/2017  
**Subject:** Appointments to the Workforce Development Board  
**Submitted For:** FAMILY & HUMAN SERVICES COMMITTEE,  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** Appointments to Advisory Bodies  
**Presenter:** N/A **Contact:** Enid Mendoza, (925) 335-1039

#### **Referral History:**

On December 13, 2011, The Board of Supervisors adopted Resolution No. 2011/498 adopting policy governing appointments to independent boards, committees, and commissions, and special districts. Included in this resolution was a requirement that independent bodies initially conducting interviews for At Large/Countywide seats provide appointment recommendations to a Board Committee for further review.

The Workforce Development Board implements federal requirements for programs to address the education, skills, and employment needs for a skilled workforce, and that lead to an increase in the skills and earnings of Contra Costa residents.

On March 14, 2016, the Family and Human Services Committee (F&HS) accepted the Employment and Human Services Department's recommendation to decertify the then current Workforce Investment Act local Board and recertify and new board structure in compliance with the new Workforce Innovation and Opportunity Act (WIOA). F&HS approved these recommendations, and the Board did the same at their March 29, 2016 meeting.

Under new standards in WIOA (2016) and as adopted by the Board on March 29, 2016, the new Workforce Development Board structure is: a total of 23 required seats and 2 "optional seats", consisting of: 13 Business representatives, 5 Workforce representatives, and 5 Education and Training representatives as follows: (1) Adult Education/Literacy; (2) Higher Education; (3) Economic & Community Devl; (4) Wagner Peyser representative; (5) Vocational Rehabilitation. Also two additional/ "optional" seats that may be filled from any of the 3 categories above.

#### **Referral Update:**

The Workforce Development Board currently has 21 filled seats, three of which have pending resignations going to the full Board of Supervisors, and four vacancies. Below is the current roster:

Seat title	Term Expiration Date	Current Incumbent	Incumbent Supervisor District	Meetings Attended Since Appointment Date	Total Number of Meeting Since Appointment	Total Number of Absences Allowable in By-laws
Business 1	6/30/2020	McGill Michael	II	5	5	0
Business 2	6/30/2020	Kan Pamela (resignation, pending BOS)	V	2	Resigned 05.17 4	2



Business 3	6/30/2020	Wentworth Claudia	IV	1	Resigned 05.16	0
Business 3	6/30/2020	Mahoney, William	V	0	0	0
Business 4	6/30/2020	Carrillo Maggie	III	2	5	3
Business 5	6/30/2020	Amin Bhuphen B.	IV	5	5	0
Business 6	6/30/2020	Carrascal Jose	III	4	5	1
Business 7	6/30/2020	Cox Jason	IV	4	5	1
Business 8	6/30/2020	Georgian Ashley	II	4	5	1
Business 9	6/30/2020	VACANT	II	1		0
Business 10	6/30/2020	Rivera Robert	IV	5	5	0
Business 11	6/30/2020	Steele Justin	I	5	5	0
Business 12	6/30/2020	Adler Paul	V	3	5	2
Business 13	6/30/2020	VACANT				
Workforce Representative 1	6/30/2020	VACANT	II	3		0
Workforce Representative 2	6/30/2020	Williams III Robert	I	4	5	1
Workforce Representative 3	6/30/2020	Older Steve	IV	5	5	0
Workforce Representative 4	6/30/2020	Hanlon Margaret	I	4	5	1
Workforce Representative 5	6/30/2020	VACANT	V	2		
Education 1: Adult Ed/Literacy	6/30/2020	Farwell Kathy (resignation, pending BOS)	V	3	(Resigned 06.17) 4	1
Education 2: Higher Education	6/30/2020	Tillery Randal (resignation, pending BOS)	V	1	4	3
Education 3: Economic/Community Dev.	6/30/2020	Connelly Kristin	II	4	5	1
Education 4: Employment Development	6/30/2020	Johnson Richard	IV	4	5	1
Additional/Optional #1	6/30/2020	Vega Yolanda	II	5	5	0
Additional/Optional #2	6/30/2020	Montagh, John	IV	0	0	0
Education 5: Vocational Rehabilitation	6/30/2020	Asch Carol	IV	5	5	0

**Recommendation(s)/Next Step(s):**

RECOMMEND to the Board of Supervisors the appointment of Thomas Hansen to the Workforce & Labor Seat #1 on the Workforce Development Board with a term expiring June 30, 2020, as recommended by the Workforce Development Board.

**Fiscal Impact (if any):**

There is no fiscal impact.

WDB Memo to F&HS  
T.Hansen Application

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**MEMORANDUM**

**DATE:** June 15, 2017  
**TO:** Family and Human Services Committee  
**CC:** Kevin Corrigan, CAO Senior Management Analyst  
Enid Mendoza, CAO Sr. Deputy County Administrator  
**FROM:** Donna Van Wert, Interim Executive Director  
**SUBJECT:** **Appointment to Workforce Development Board**

This memorandum requests the Family and Human Services Committee recommend to the Contra Costa County Board of Supervisors the appointment of the following candidates to the new WIOA compliant Workforce Development Board of Contra Costa County.

**Background:**

Local board structure and size:

Compared to predecessor legislation, the Workforce Innovation and Opportunity Act (WIOA) substantially changes Local Board composition by reducing local workforce development board size while maintaining a business and industry majority and ensuring representation from labor and employment and training organizations.

The Executive Committee of the local WIOA board met January 21, 2016 and approved a recommended WIOA Board configuration, subsequently approved by the Board of Supervisors on March 29, 2016. To meet the categorical membership percentages, the WDB recommended a board of twenty-five (25) members. This option represents the minimum required local board size under WIOA plus an additional six (6) optional representatives in the following enumerated categories: 1) business; 2) workforce; 3) education and training.

Category – Representatives of Business (WIOA Section 107(b)(2)(A))

- Thirteen (13) representatives (52%)

Category – Representatives of Workforce (WIOA Section 107(b)(2)(A))

- Five (5) representatives (20%)

Category – Representatives of Education and Training (WIOA Section 107(b)(2)(C))

- One (1) Adult Education/Literacy Representative (WIOA title II)
- One (1) Higher Education Representative
- One (1) Economic and Community Development Representative
- One (1) Wagner Peyser Representative
- One (1) Vocational Rehabilitation Representative

Two (2) additional seats from the above categories, including constituencies referenced in Attachment III of Training Employment & Guidance Letter (TEGL) 27-14.

**Recommendation:**

- a) Recommend approval of local board candidate for the vacant Workforce & Labor Seat # 1 to the new WIOA-compliant board (*Attached application & board roster*)
- Interview Date – May 10, 2017
  - Thomas Hansen - Approved on June 14, 2017 at the Executive Committee Meeting
  - No other candidate competed for the vacant Workforce & Labor Seat # 1

**NEW APPOINTMENT**

Seat	Last Name	First Name	Address & District #	Term of Expiration	District (Resident)
Workforce & Labor Seat #1	Hansen	Thomas	1875 Arnold Drive Martinez, CA 94553 District 5	6/30/2020	Not available

Thank you

DVW/rms  
attachment



Contra  
Costa  
County

RECEIVED

JUN 02 2017

CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.

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:

Workforce Development Board

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Hansen Thomas Bernard  
(Last Name) (First Name) (Middle Name)

2. **Address:** [REDACTED]  
(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

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) [REDACTED]	[REDACTED]	Yes No <input type="checkbox"/> <input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
B) [REDACTED]	[REDACTED]	Yes No <input type="checkbox"/> <input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
C) [REDACTED]	[REDACTED]	Yes No <input type="checkbox"/> <input type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
[REDACTED]	[REDACTED]	[REDACTED]				

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

<p>A) Dates (Month, Day, Year)          From <u>7/27/17</u> To <u>1/31/18</u>          7/27/17-18 Current          Total: Yrs. Mos.          10          Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title          Business Manager          Employer's Name and Address          IBEW local 302          1875 Arnold Drive, Martinez, CA 94553</p>	<p>Duties Performed          Chief Officer for Electrical Union</p>
<p>B) Dates (Month, Day, Year)          From <u>7/25/2001</u> To <u>2/25/2008</u>          Total: Yrs. Mos.          6 6          Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title          Apprenticeship Trustee          Employer's Name and Address          Contra Costa County Electrical JATC</p>	<p>Duties Performed          Trustee for a Joint Apprenticeship Training Committee</p>
<p>C) Dates (Month, Day, Year)          From <u> </u> To <u> </u>          Total: Yrs. Mos.          Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title          Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)          From <u> </u> To <u> </u>          Total: Yrs. Mos.          Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title          Employer's Name and Address</p>	<p>Duties Performed</p>

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7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Contra Costa Central Labor C

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 ☐

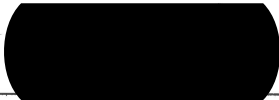
If Yes, please identify the nature of the relationship:

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: \_\_\_\_\_

6/2/17

### 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.
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THIS FORM IS A PUBLIC DOCUMENT





# Central Labor Council Contra Costa County AFL-CIO

February 7, 2017

Supervisor Federal Glover, Chair  
Supervisor John Gioia  
Supervisor Candace Andersen  
Supervisor Karen Mitchoff  
Supervisor Diane Burgis  
Contra Costa County Board of Supervisors  
651 Pine Street, Room 106  
Martinez, California 94553-1292

Dear Chairman Glover and Supervisors:

The Contra Costa AFL-CIO Labor Council nominates Tom Hansen, Business Manager for IBEW 302, to replace Scott Stephan who resigned. Mr. Hansen also qualifies as a representative from a joint labor-management apprenticeship program.

If you or your staff would like to discuss these issues, you may contact me at (925) 228-0161.

We look forward to being an active partner with you and the local board to promote and implement a high-road workforce development agenda that focuses on quality jobs, accountability, innovation, job quality, skills and shared prosperity.

Sincerely,

Margaret Hanlon-Gradie  
Executive Director  
Contra Costa AFL-CIO Labor Council

CC: Donna Van Wert, Interim Executive Director. Workforce Development Board of Contra Costa County  
Greg Feere, Contra Costa Building Trades  
John Brauer, California Labor Federation Workforce and Economic Development

Contra Costa AFL-CIO Labor Council ♦ 1333 Pine Street, Ste. E ♦ Martinez CA 94553





# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

7.

**Meeting Date:** 06/26/2017

**Subject:** Report on Innovative Community Partnerships and Whole Family Services

**Submitted For:** FAMILY & HUMAN SERVICES COMMITTEE,

**Department:** County Administrator

**Referral No.:** 110

**Referral Name:** Innovative Community Partnerships (Whole Family Services)

**Presenter:** Kathy Gallagher, EHSD Director; Devorah Levine, Assistant Director - Policy and Planning

**Contact:** Enid Mendoza,  
(925) 335-1039

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#### **Referral History:**

On January 6, 2015 the Board of Supervisors referred oversight and receipt of updates on the Employment and Human Services Department's Innovative Community Partnerships to the Family and Human Services Committee (F&HS).

On June 7, 2016, the Board approved expanding F&HS Referral No. 110 "Innovative Community Partnerships" to include the subject of Whole Family Services. This change was necessary to incorporate a major Employment and Human Services Department (EHSD) initiative, which refocuses client-facing benefit eligibility to assess the status and needs of the "whole family" while they are also determining benefit eligibility. Key to the new initiative is working with community partners to form a network of family resource centers in current place-based centers such as SIT and SparkPoint sites, Family Justice Centers, First 5 centers, et al.

#### **Referral Update:**

Please see the attached report from EHSD with an update on the established partnerships and safety net resources. This is the second report to F&HS on this referral.

#### **Recommendation(s)/Next Step(s):**

CONSIDER accepting the report from the Employment and Human Services Department on Innovative Community Partnerships and Whole Family Services, and direct staff to forward the report to the Board of Supervisors for their information.

#### **Fiscal Impact (if any):**

There is no fiscal impact; the report is informational only.

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#### **Attachments**

Innovative Community Partnerships Report



## MEMORANDUM

*Kathy Gallagher, Director*

40 Douglas Drive, Martinez, CA 94553 • (925) 313-1500 • Fax (925) 313-1575 • [www.ehds.org](http://www.ehds.org)

---

**To:** Family and Human Services Committee  
Supervisor John Gioia, Chairperson  
Supervisor Candace Andersen, Member

**Date:** June 26, 2017

**From:** Kathy Gallagher, Director

**Subject:** FHS Referral #110 Innovative Community Partnerships

---

### **RECOMMENDATION:**

ACCEPT the attached report on the Employment and Human Services Department's (EHSD) Innovative Community Partnerships.

### **Overview:**

EHSD's mission is to partner with the community to deliver quality services to ensure access to resources that support, protect, and empower individuals and families. Each year as many as 25% of the county's residents receive help from EHSD with putting food on the table, finding jobs, enrolling their children in high quality child care, obtaining and maintaining health coverage, addressing and avoiding family violence, and in many other life sustaining ways central to the county's safety net. Yet poverty, unemployment, abuse and neglect remain high. Addressing these complex, persistent problems requires robust partnerships with community based agencies, county departments, law enforcement, funders, businesses and policy makers.

The department's ability to fund and support innovative partnerships and projects that strengthens the county's safety net has been greatly reduced as county general funds decreased through the recession. Despite these significant revenue constraints, EHSD is prioritizing participation in, and supporting the development of, key innovative partnerships. With the support of the Policy and Planning Division, the department is working to strengthen partnerships through strategic planning, public policy tracking and analysis, and resource development. The following report highlights three examples among many that are central to EHSD's efforts. Also included is a description of an emerging approach to develop a stronger infrastructure to support partnerships in the future through resource development.

### **Partnership Highlights**

EHSD participates in and funds or supports numerous public/private partnerships. The following highlights three key innovative efforts.

### Elder Abuse Prevention

Under the leadership of EHSD's Adult Protective Services (APS), an innovative partnership, Elder Abuse Prevention Project (EAPP), is underway to create a coordinated system of care to address elder abuse countywide, an underreported and often invisible issue. Elderly are the fastest growing segment of the county's population: from 2000 to 2010, the population of seniors 65 and older increased from 107,272 to 130,432 or 21.5%. Based on long term data, the percentage of seniors in CCC will continue to grow.

With the support of a \$400,000 grant from the Office of Emergency Services, this robust partnership consists of community agencies: Family Justice Center, Senior Peer Counselors, Senior Legal Services, Meals on Wheels, and Ombudsman Services; and county departments Adult Protective Services, District Attorney, and Behavioral Health. The program builds on the existing capacity of multiple agencies to coordinate identification and services for victims of domestic violence, sexual assault, stalking, and human trafficking. The program's design takes into account the 2,000 – 3,000 annual APS caseload, and focuses on the areas where direct service is most required: financial abuse, case management, and counseling. This focus will increase justice for, and safety of, senior residents.

The EAPP also allows the county to put in place a common data collection tool to ensure that these cases are handled in a more coordinated fashion. Finally, the EAPP provides a platform to raise awareness in the community, helping all providers to better identify and respond to cases of elder abuse.

### Whole Person Care: Community Connect

EHSD is collaborating as a key partner with Contra Costa Health Services (HSD) and a range of community agencies in a \$200 million, 5-year Whole Person Care pilot funded through California's Section 1115 Medicaid waiver (Medi-Cal 2020). Contra Costa County is one of 18 pilot locations in the state, with California being the only state in the country implementing a pilot of this nature.

Under HSD's leadership and oversight, multi-disciplinary teams will apply a "whole person" approach to caring for high-risk members of our community who are also frequent users of emergency and other medical services. Participants will be provided with medical, behavioral health, social services, housing support, public benefits, eligibility and enrollment services, and integrated care coordination. This initiative provides an opportunity for EHSD to contribute its expertise to the emerging care model that recognizes the importance of "social determinants of health" on a person's overall wellbeing.

The backbone of this partnership is an administrative and technology infrastructure that enables providers and case managers access to shared data, working together on coordinated case management and streamlining the identification of social needs and prioritization of service needs. EHSD and HSD are finalizing details of EHSD's participation (roles, financing) in the next month. This partnership provides a concrete opportunity for HSD and EHSD to collaborate on a

new more robust level working together to systematically meet patients' needs and reduce barriers to care.

#### Safety and Healing: Family Justice Centers

Developed by the Contra Costa Alliance to End Abuse (formerly Zero Tolerance for Domestic Violence Initiative), the Family Justice Centers embody an innovative public/private partnership. Each Family Justice Center (Central County and West County) has 16+ on-site partners providing services under one roof, including law enforcement agencies, community based organizations and county departments. Both centers are community hubs for education and integrated services for victims of interpersonal violence.

In 2016, the Family Justice Centers added six new partner agencies to their sites in Central (Concord) and West (Richmond) County to provide services. Additionally, the Family Justice Centers launched several new programs including a "Lawyers for Family Justice" program providing free legal services for 387 clients in family law, restraining orders, immigration, and housing law, and the Community Fellowship program: a 10-month program designed to equip survivors of interpersonal violence with leadership skills to empower their long-term success.

This year, CCC Alliance to End Abuse led the planning and implementation of a robust governance structure and fund development approach to support long term sustainability of the centers. Plans for the development of a FJC are underway in East County.

In addition, the CCC Alliance to End Abuse in collaboration with the Family Justice Centers launched two multidisciplinary teams this year with a focus on high risk and complex domestic violence and human trafficking cases. Both multidisciplinary teams include multiple agencies (law enforcement, District Attorney's office, service providers, and culturally responsive agencies) with a focus on helping survivors meet their personal and family goals. Agencies have reported increased collaboration, access to services for survivors, and relationships built across systems.

#### **Strengthening the Safety Net through Resource Development**

Given the department's significant revenue constraints, EHSD initiated a project to identify opportunities to increase the amount of private and public funding that supports EHSD programming and safety net services in Contra Costa. The Glen Price Group (GPG) is assisting with this project with financial support from the Contra Costa Funders Group.

The initial phase of this project includes:

- Determining the infrastructure and internal capacity necessary for EHSD to successfully identify, apply for, and obtain public and private grant funds; and

- Researching best practices for public agencies to support collaborative grant proposals developed and submitted by public agencies in partnership with community based partners and/or developed and submitted by community partners, to jointly strengthen safety net services.

Informed by recommendations from this first phase, EHSD plans to put in place a realistic approach to increasing and leveraging resources that support innovative partnerships moving forward.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

8.

**Meeting Date:** 06/26/2017

**Subject:** Continuum of Care Plan for the Homeless

**Submitted For:** FAMILY & HUMAN SERVICES COMMITTEE,

**Department:** County Administrator

**Referral No.:** 5

**Referral Name:** Continuum of Care Plan for the Homeless / Healthcare for the Homeless

**Presenter:** Lavonna Martin, Director of Health,  
Housing, and Homeless Services

**Contact:** Enid Mendoza, (925)  
335-1039

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#### **Referral History:**

This referral to the Family and Human Service Committee was originally made by the Board of Supervisors on December 3, 1996. Since that time, the Health Services Department regularly updates the Committee on the services provided to the homeless.

#### **Referral Update:**

Please see the attached report from the Health, Housing and Homeless Services Division of the Health Services Department with an update on the program services, outcomes and consumer demographics.

#### **Recommendation(s)/Next Step(s):**

CONSIDER accepting the annual report from the Health Services Department on the Homeless Continuum of Care, and direct staff to forward the report to the Board of Supervisors for their information.

#### **Fiscal Impact (if any):**

There is no fiscal impact.

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#### **Attachments**

Homeless Continuum of Care Annual Report

Homeless Continuum of Care PowerPoint

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WILLIAM B. WALKER, M.D.  
HEALTH SERVICES DIRECTOR  
LAVONNA MARTIN, MPH, MPA  
DIRECTOR, HEALTH, HOUSING, AND HOMELESS  
SERVICES



**CONTRA COSTA  
HEALTH, HOUSING, AND  
HOMELESS SERVICES**  
HOMELESS PROGRAM  
1350 Arnold Drive, Ste. 202  
Martinez, California  
94553-4675  
PH 925 313-7700  
FAX 925 646-9420

TO: Family and Human Services Committee, Contra Costa County Board of Supervisors  
FROM: Lavonna Martin, MPH, MPA, Health, Housing, and Homeless Services Director  
RE: Annual Report on the Homeless Continuum of Care  
DATE: June 26, 2017

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#### RECOMMENDATIONS

1. Accept this report from the Health Services Department; and
2. Forward this report to the Board of Supervisors for acceptance; and,
3. Direct Staff to continue to report on an annual basis to the FHS Committee regarding progress of the effort to end homelessness and the activities of Contra Costa Council on Homelessness.

#### BACKGROUND

In November 2014, the Board approved "Forging Ahead Towards Preventing and Ending Homelessness: An Update to Contra Costa's 2004 Strategic Plan", that renewed our 2004 plan with the latest data, best practices, and community feedback and reaffirmed our commitment to the Housing First approach. As such, "Forging Ahead" establishes 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 shared responsibility, accountability, and transparency of the community."* The Strategic Plan Update identifies two goals: 1) Decrease the length of time people experience homelessness by focusing on providing **Permanent Housing and Services** and; 2) Decrease the percentage of people who become homeless by providing **Prevention** activities. To achieve these goals, three strategies emerged:

- 1) Implement a coordinated entry/assessment system to streamline access to housing and services while addressing barriers, getting the right resources to the right people at the right time;
- 2) Use best, promising, and most effective practices to give the consumer the best possible experience through the strategic use of resources; and
- 3) Develop the most effective platforms to provide access, support advocacy, and connect to the community about homelessness and available resources.

The Homeless Program of the Health, Housing and Homeless Services Division partners with the Homeless Advisory Board and Continuum of Care to develop and carryout an annual action plan that identifies the objectives and benchmarks related to each of the goals and strategies of Forging Ahead. Further, the Homeless Program incorporates the strategic plan goals into its own delivery system of comprehensive services, interim housing and permanent supportive housing as well as contracting with community agencies to provide additional homeless services and housing with the goal of ending homelessness in our community.

Attached is a summary of the Contra Costa Homeless Continuum of Care Annual Report that provides a summary of program services, outcomes, and consumer demographics for Fiscal Year 2015-2016. Additionally, a summary infographic of the 2017 Point in Time Count is included.

# CONTRA COSTA HOMELESS CONTINUUM OF CARE

2015-2016 FISCAL YEAR ANNUAL REPORT



November 2016



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## Letter from the Council Chair

The 2015-16 Fiscal Year was complete with great accomplishments and innovation as the County's Continuum of Care (the Continuum) and the Council on Homelessness (the Council) developed new strategies to meet its goals in addressing and preventing homelessness.

At the beginning of the year, the Continuum was in the midst of planning and conceptualizing its new Coordinated Entry System: the Continuum's centralized and coordinated process designed to integrate consumers' intake, needs assessment, and provision of services, including referrals to permanent housing when appropriate. This resulted in a completely new model that would fortify the Continuum's referral and outreach system through Coordinated Entry.

The Council also continued the work that it started back in 2015 for the **Zero: 2016** Campaign; the campaign to end veteran and chronic homelessness. During the year, the Continuum became one of the first to create a "by-name" list of homeless veterans and chronic homeless, which is being recognized as the national standard to achieve a better picture of those who are truly in need and how many veterans and chronic homeless are returning to homelessness. These tools have also been effective in case management for homeless consumers navigating multiple social service, health, and housing agencies.

As demonstrated in this report, the strategies to address and prevent homelessness, and the work to implement these strategies, are working. The report provides a summary of the outcomes and performance measures of the various types of programs and services provided by the Continuum partners. Every single performance measure was met! Even more notable was the decrease in numbers of homeless individuals identified in the Point-In-Time Count over the last five years.

Contra Costa County still faces struggles with homelessness as the housing market continues to pose challenges to households throughout the region. Additionally, the sluggish rate in the creation of affordable housing only means that homelessness, and the threat of homelessness, will continue. As we move forward into fiscal year 2016-17, it is these types of challenges that make the Continuum's work even more important.

There is much to be proud of in our efforts to address homelessness during FY 2015-16 and FY 2016-17 has already proven to be full of optimism, hope, and success.



Gabriel Lemus, Chair  
Contra Costa Council on Homelessness

## Contra Costa County Homeless Continuum of Care and Council on Homelessness

In 1997, the United States Department of Health and Human Services (HUD) required that communities seeking HUD homeless funding apply as a collaborative of local agencies, called a Homeless Continuum of Care. The Contra Costa Homeless Continuum of Care (Continuum) is comprised of service providers, members of the faith community, businesses, funders, education systems, and law enforcement, working in partnership with consumers to find stable housing.

The Continuum is governed by the Council on Homelessness (Council), a group of 15 members appointed by the Contra Costa County Board of Supervisors. The Council provides guidance in the development and implementation of long range planning and policy of homeless issues in the County.

## Fiscal Year 15-16 Annual Report Summary

As a governing body, the Council on Homelessness references data from the many data sources collected in the Continuum of Care, to represent the landscape of homelessness in Contra Costa County. This data aggregates the individual situations and personal stories of the 6,000 plus homeless people in our Continuum of Care. Data cannot capture everyday struggles, or convey the peace of mind when homeless individuals are housed, or the physical and psychological benefits of a place to call home.

However, the data can help to understand the need and impact. It can guide the Council in understanding how many people in the community struggle with mental health issues, chronic disease, or how many families slept on the streets in the middle of winter. This data also illustrates how many people transition from the streets, to shelter, to permanent housing. The numbers are exciting and demonstrate the impact this Continuum has on the lives of the almost 6,500 homeless people in the system of care last year.

A significant success for the Continuum is the 28% decrease in the number of people identified in the annual Point in Time Count since 2011. More notable is the Performance Measures data from agencies that provide prevention, intervention, and housing programming, reaching a greater number of people in need each year. Performance Measures for Fiscal Year 15-16 demonstrate improvements in all program types across the system of care. These improvements suggest that system-wide changes in the Continuum are resulting in reduced length of time homeless as people are obtaining housing quicker, and with effective placements such that fewer people return to homelessness.

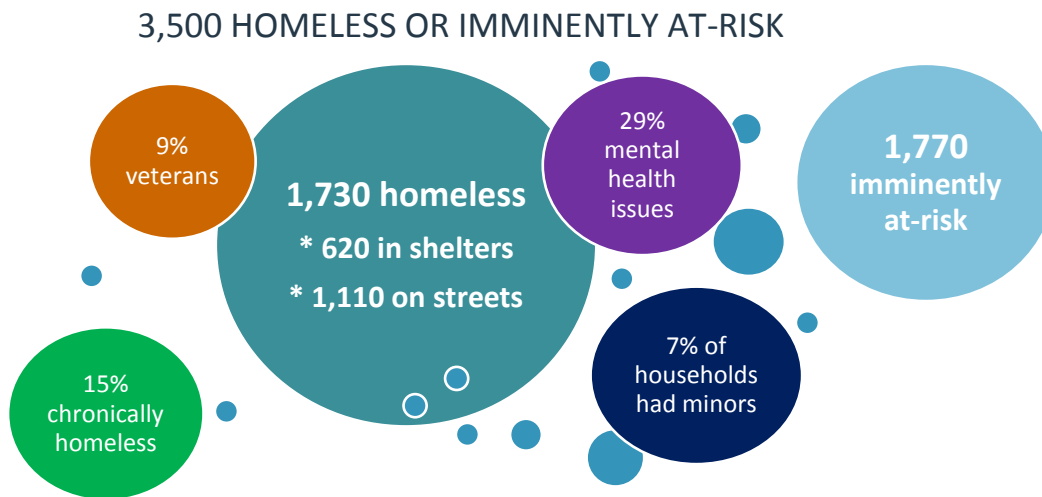
Despite all these accomplishments and improvements across the system, the Continuum continues to struggle in meeting the needs of many people that are homeless in the community. Newly identified homeless enter the system monthly, and lack of affordable housing hinders efforts to keep those at-risk in their homes or find new homes for those already struggling with homelessness.

The Continuum and all its partners continue to build the infrastructure for an effective system that meets the needs of the at-risk and homeless population. Data tells us that these efforts are working!

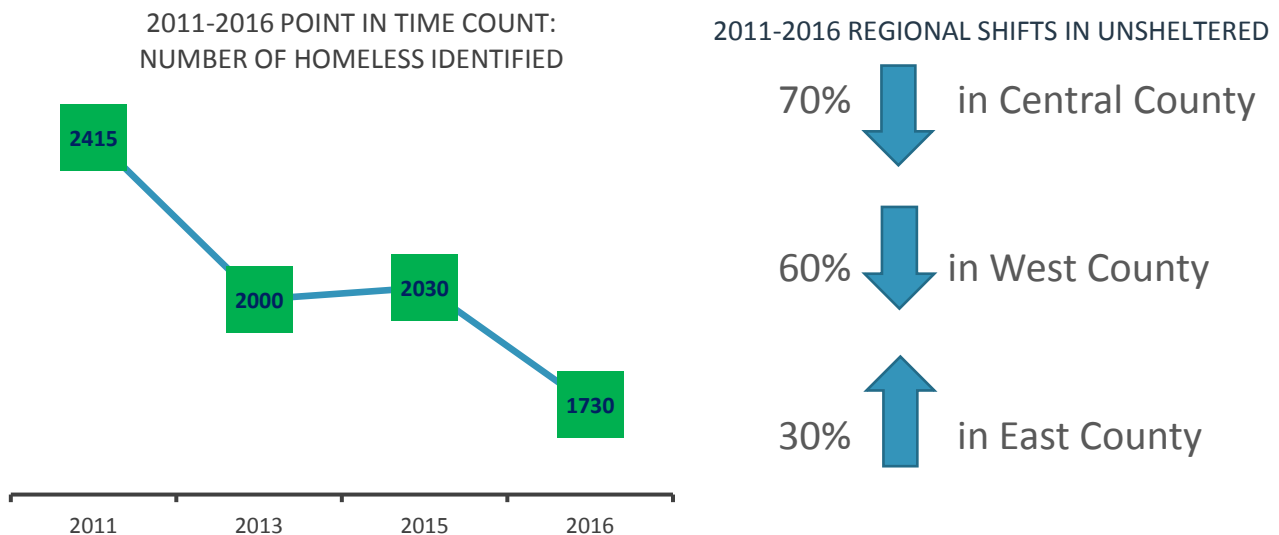
Please contact Health, Housing, and Homelessness Services at [homelessprograms@hsd.cccounty.us](mailto:homelessprograms@hsd.cccounty.us) for more information about this report or activities within the Contra Costa Homeless Continuum of Care.

## 2016 Point in Time Count – A Decrease in Numbers

On the evening of January 27, 2016, there were 3,500 individuals identified as homeless or at risk of homelessness in Contra Costa County through the [Point in Time](#) (PIT) Count. The PIT Count is an annual identification and survey of all homeless people residing in shelters or living on the streets in the county. Slightly less than half (1,730) of the 3,500 individuals were literally homeless and 1,770 were at risk of homelessness. Among the literally homeless, there were 620 people in shelters and another 1,110 were sleeping on the streets. Youth under the age of 18 made up 11% of the homeless population and two-thirds of those youth were residing in shelters the night of the count. Two-thirds of the population are male.



There has been a 28% decrease in the number of people identified through PIT in Contra Costa in the last five years. PIT also demonstrated a significant regional shift across the county for unsheltered individuals. More people reported sleeping outside or were found in encampments in East County relative to 2015 data, and fewer in West and Central County.

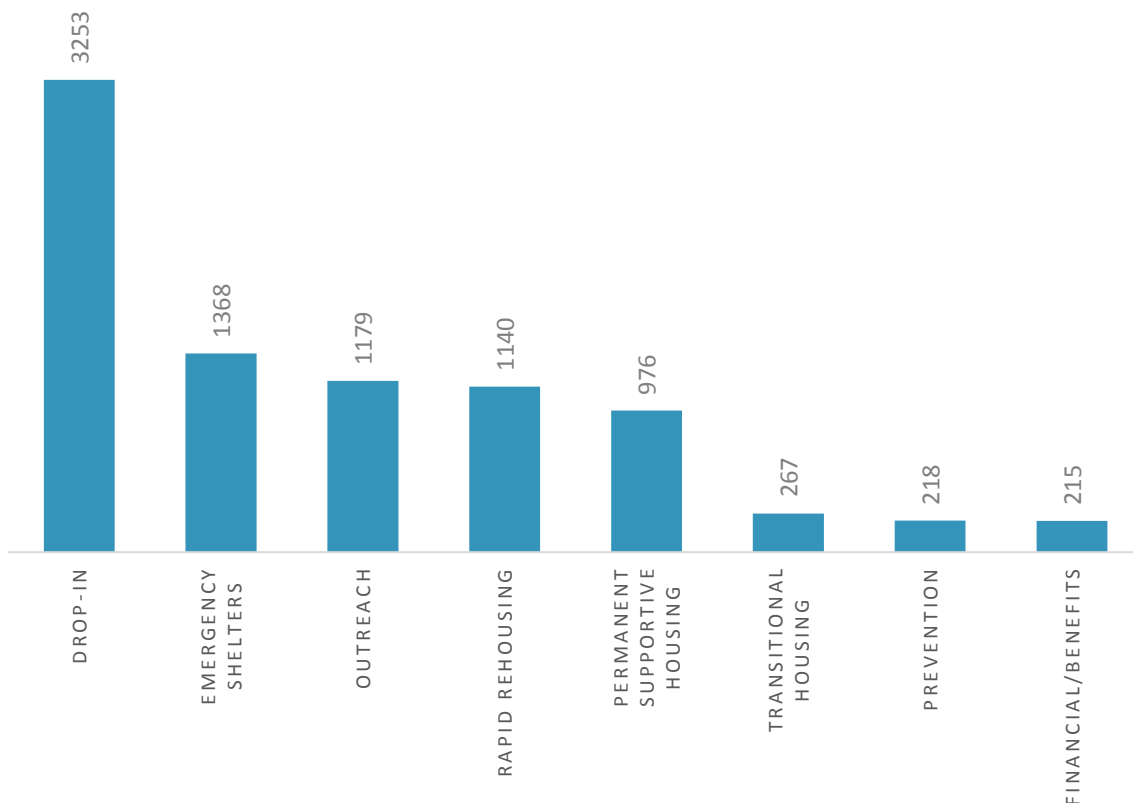


## Homeless Services in the Continuum

The Continuum serves thousands of at-risk, homeless, and formerly homeless people of all ages and demographics through the many service providers delivering homeless prevention and intervention programs. Each type of service is described below:

- **Emergency Shelters** provide temporary shelter for people that have no safe and healthy sleeping arrangements. Consumers generally come from uninhabitable locations (encampments, streets, or vehicles), are fleeing domestic violence, or lost temporary housing.
- **Support Services Only** programs include a variety of services to assist homeless individuals in “getting back on their feet” and/or simply provide basic health needs. SSOs include drop-in centers and financial and benefits programs.
- **Transitional Housing** is short-term housing for underage youth and families to get them off the streets and into more stable living environments until permanent housing can be established.
- **Rapid Rehousing** programs provide short-term financial assistance and services to help those who are experiencing homelessness to be quickly re-housed and stabilized.
- **Permanent Supportive Housing** links long-term, safe, affordable, community-based housing with flexible, voluntary support services to help the individual or family stay housed and healthy.
- **Street Outreach** provides basic hygiene supplies, housing and shelter referrals, food, and water.
- **Prevention Programs** provide short-term financial assistance to help families and individuals stay in their homes and avoid entering homelessness.

NUMBER OF PEOPLE SERVED BY PROGRAM TYPE IN FY 15-16



## The County's Homeless Population

The Contra Costa Homeless Continuum of Care served almost 8,500 consumers during Fiscal Year 2015-16 in a variety of homeless programs. Almost 1,000 of these consumers were previously homeless individuals now residing in Permanent Supportive Housing, and another 218 utilized prevention programs. Almost 6,500 individuals were literally homeless and residing in shelters or living on the streets in encampments or their vehicles. The number of people served by the Continuum continues to rise as more agencies and programs become part of the Continuum.

### FISCAL YEAR 2015-2016

6,455 Homeless Individuals  
796 Households with Minors

#### Race/Ethnicity:

42% Black/African American  
37% White/Caucasian  
9% American Indian  
17% Latino/Hispanic

#### Gender:

44% Female  
55% Male

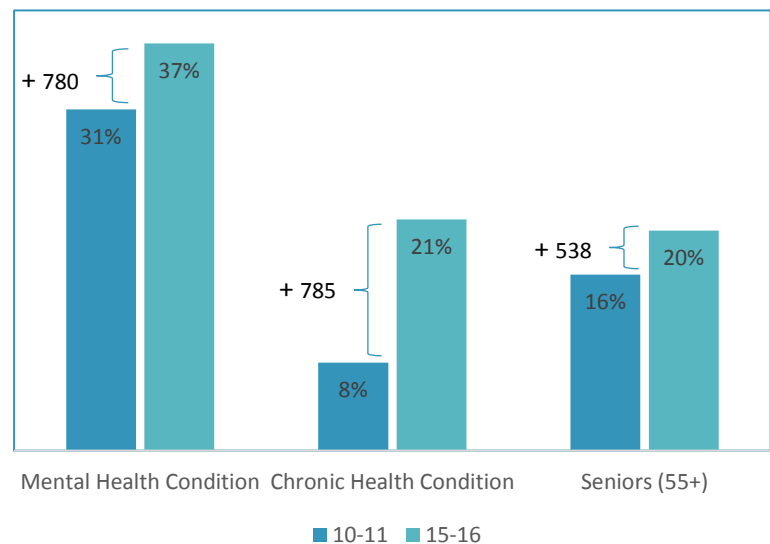


#### Other Demographics:

43 is the average age  
58% with a Disabling Condition  
37% with Mental Health Condition  
32% People in Families  
19% Employed  
32% are Chronically Homeless Adults  
9% Veterans

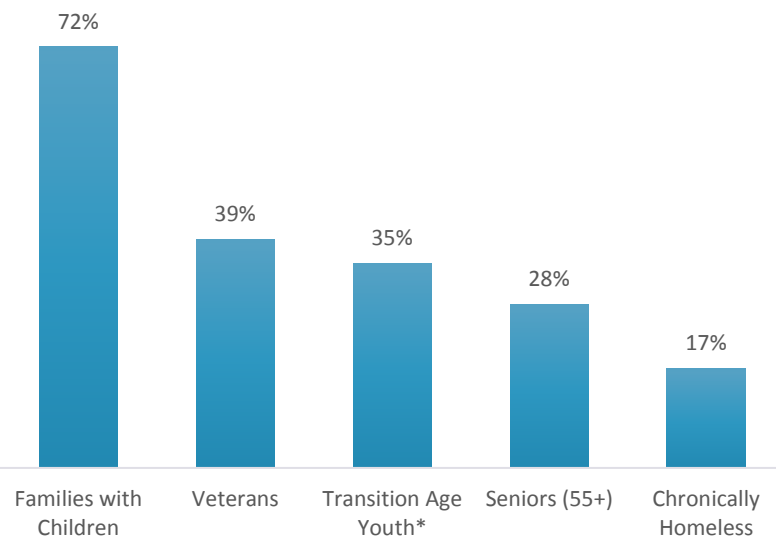
The homeless population demographic has changed in a few important ways over the last five years. First, the total number of people reached through programming continues to increase as new programs are developed within the Continuum. Certain higher-risk sub-populations experienced greater increases than others. In FY 15-16, the County's homeless population had a **higher proportion of seniors and individuals with chronic or mental health conditions** than in FY 10-11.

PERCENT OF HOMELESS POPULATION IN HIGH-RISK SUB-GROUPS FOR FY 10-11 AND 15-16



A third of those served exit our system of care into permanent housing. However, housing outcomes were different across the various sub-populations served by the Continuum. Almost three-quarters of youth exit to permanent housing (along with their families) and 39% of Veterans exit to permanent housing. Chronically homeless and seniors more often end up back on the streets or in shelters.

#### PERCENT OF SUB-POPULATIONS EXITING TO PERMANENT HOUSING



Despite positive outcomes, the number of homeless individuals in the system of care remains high because of a significant “in-flow.” Twenty-nine percent of the people served were newly identified, meaning they had not utilized our Continuum for services in prior years either because they are new to homelessness, or were homeless in another community. Among the newly identified, 28% had lost their housing in a County other than Contra Costa.

## Continuum Wide Performance Measures Met

The Continuum met almost all of its Performance Measures for FY 15-16. Performance Measures are outcome data required by the United States Department of Housing and Urban Development (HUD) to track progress and outcomes in HUD-funded Continuum of Care programming. Performance Measures are utilized by the Continuum to track progress in outcomes and improve programming to better meet the population’s needs. In 2015, the Continuum of Care established Performance Measures for all types of homeless programming (Emergency Shelter, Transitional Housing, Rapid Rehousing, Support Services and Outreach, and Permanent Supportive Housing). Performance Measures for three key program types are provided below. The dotted line illustrates targets for each measurement identified by the Continuum. There were improvements in at least two Performance Measure for all Program Types since 2014-15 Fiscal Year.

*Exits to permanent housing increased* for emergency shelters, transitional housing, rapid rehousing, and permanent supportive housing and fewer are returning to the streets.

*Non-returns to homelessness increased* for all programs that house consumers (emergency shelters, transitional housing, and rapid rehousing), indicating that people are getting placed into housing opportunities that fit their needs best and can sustain housing.

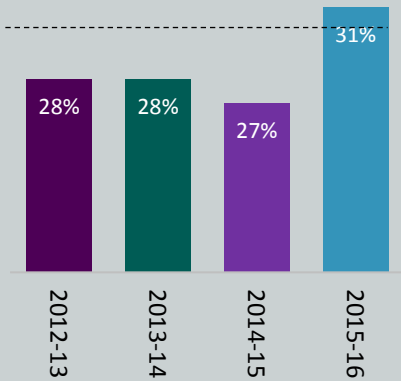
*Length of time in emergency shelters and rapid rehousing programs decreased*, suggesting the system is moving people out of homelessness quicker.

*Housing retention* for consumers in permanent supportive housing *remains high and on target*.

Key Performance Measures from Fiscal Year 15-16 are provided below.

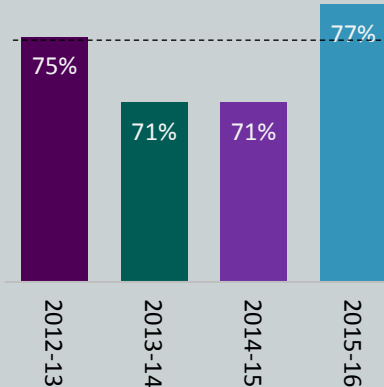
#### FY 15-16 EMERGENCY SHELTER PERFORMANCES MEASURES

##### Exits to Permanent Housing



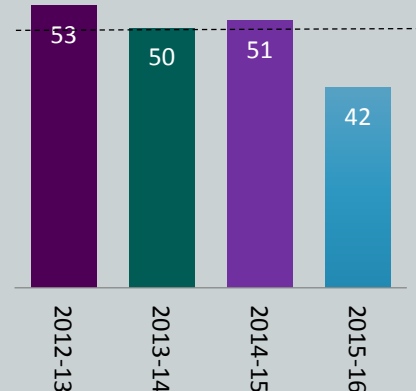
Target: 30%

##### Non-returns to Homelessness



Target: 75%

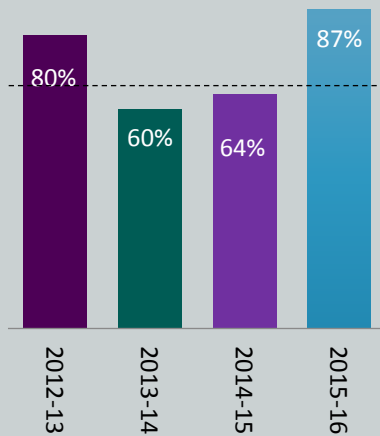
##### Average Length of Stay for Exits to Perm Housing



Target: 50 Days

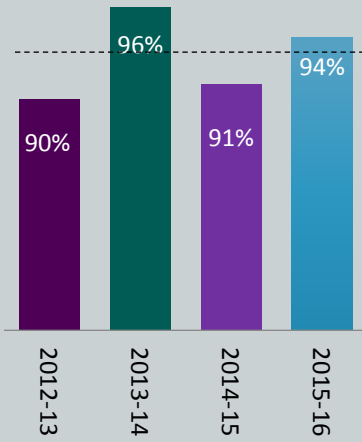
#### RAPID REHOUSING PERFORMANCE MEASURES

##### Exits to Permanent Housing



Target: 65%

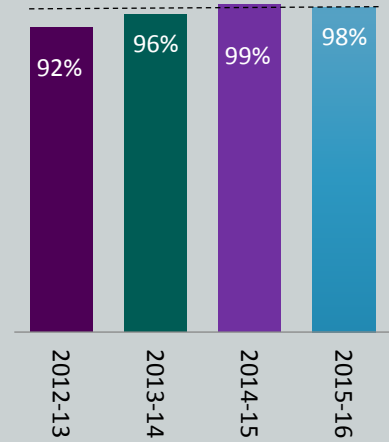
##### Non-returns to Homelessness



Target: 93%

#### PERMANENT SUPPORTIVE HOUSING PERFORMANCE MEASURES

##### Housing Retention



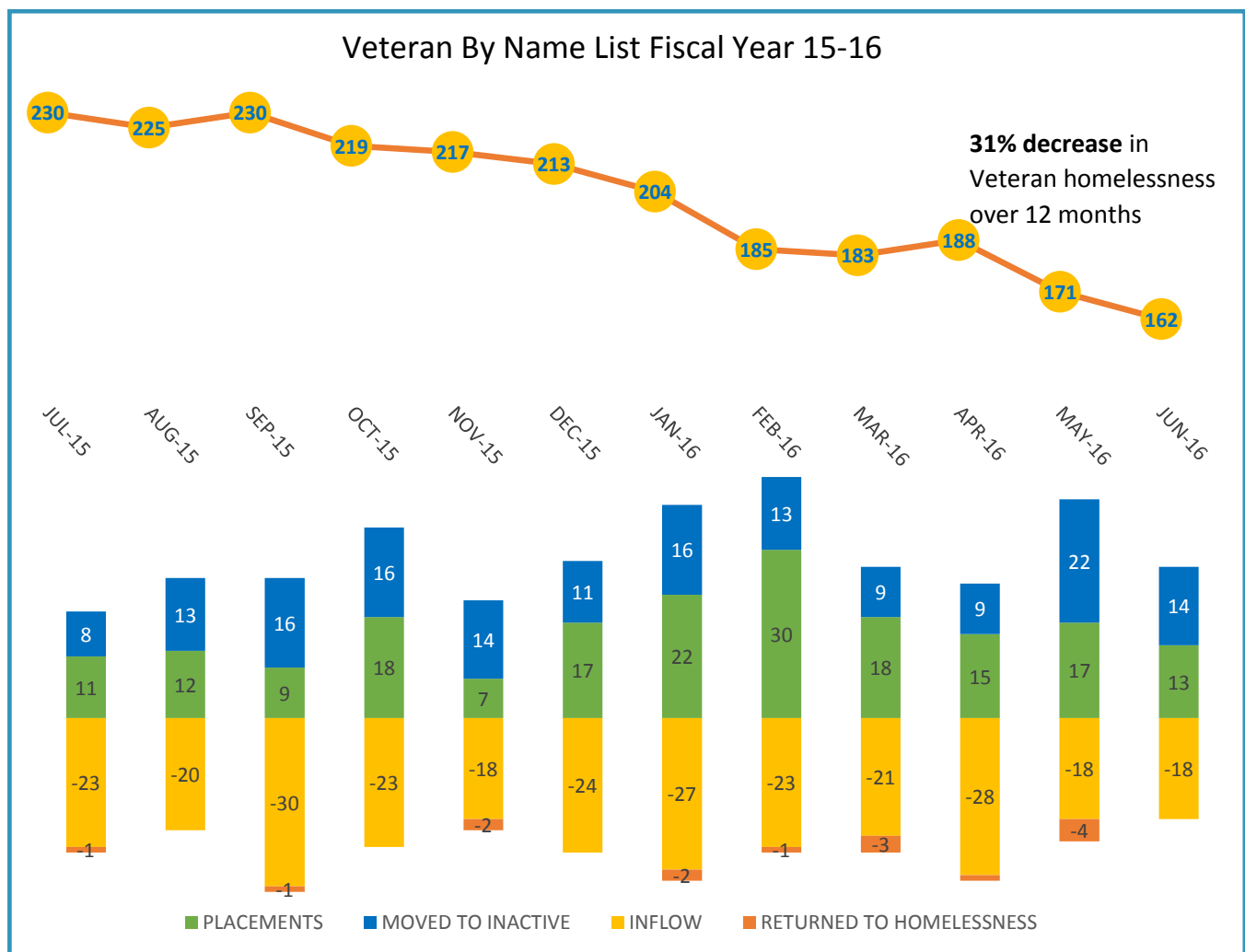
Target: 98%



## Zero:2016 — By Name Lists

In January, 2015, Contra Costa joined 70 other communities across the U.S. working to quickly and efficiently reduce the number of veterans and chronically homeless people in need of permanent housing through the national Zero: 2016 campaign organized by [Community Solutions](#).

On-going technical assistance provided through the campaign has focused on data around housing placements, as well as understanding in-flow of new and returning homeless veterans and chronically homeless. To best track this data, Contra Costa County has created a “By Name List” of homeless veterans and the chronically homeless in our community. This tool is becoming a national standard to help communities get a clearer picture of who needs help, how many people are being housed and how many people are entering or returning to homelessness each month. During the 15-16 fiscal year, the number of homeless veterans on the By Name List decreased by 31 percent.



The Veteran By Name List has become a critical tool for case management with veterans currently in our system. Now case managers meet twice-monthly to discuss every Veteran on the By Name List to identify needs, resources, and next steps to achieving better health and housing. The Continuum will build the Chronic By Name List in the next fiscal year to meet the new HUD chronic definition.

## Coordinated Entry

Implementation of the Coordinated Entry System in Contra Costa County is underway with greater agency participation in VI-SPDAY completion. The VI-SPDAT is the Coordinated Entry assessment tool used to identify case management and housing needs. By the end of the 15-16 FY, 32% of adults had completed a VI-SPDAT. The Continuum also developed a model for the Coordinated Entry System that illustrates how consumers move through the system of service providers into permanent housing.



Consumers may self-refer or enter the homeless system of care through referrals from service providers, law enforcement, primary and behavioral health care providers, business owners, and community members. Referral agencies then work with consumers to identify, assess, and prioritize health and housing needs.



## IDENTIFICATION, ASSESSMENT, AND PRIORITIZATION

### Homeless Info

Referrals to service providers  
Shelter referrals  
Housing needs assessment



### CORE

Day and nighttime outreach  
Referrals to behavioral health  
Housing needs assessment  
Street medicine  
Benefits enrollment  
Shelter placement



### CARE

Warming center  
Primary and behavioral health services  
Shelter referrals  
Benefits enrollment  
Housing needs assessment  
Rapid Rehousing screening



Consumers work with service providers to obtain the most appropriate permanent housing for each household. Some utilize emergency and transitional shelter while working toward permanent housing.



## HOUSING PLACEMENT

Housing services:

- Financial Assistance and Services to rapidly rehouse individuals
- Housing Navigation
- Housing Location



### PERMANENT HOUSING

Permanent Supportive Housing  
Board and Care  
Housing w/out subsidy

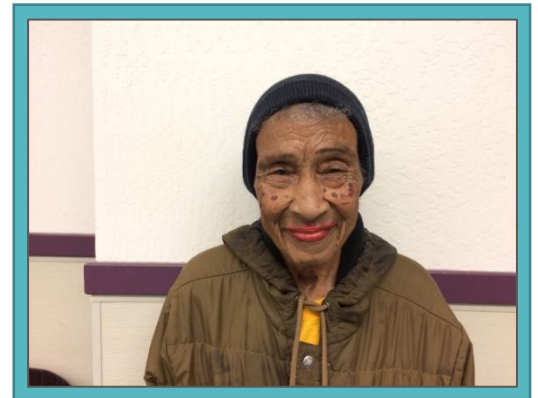
## A Legal and Personal Identity

“Kris” lived in Oakland all of her life, but details about her identity were unclear as she had been raised by her grandmother under a nickname. She worked most of her adulthood as an inn keeper at a motel in Oakland, obtaining a wage (under the table) and room and board through her employer. When that employer passed away, Kris became homeless. Kris entered our system of care unsure of her officially documented name or birthdate and had no personal identification. Without identification Kris was unable to obtain the necessary benefits to gain housing or healthcare.

Kris did know that she was raised in Oakland, guessed her age to be 73, and remembered the street she grew up on and the middle school she attended. Contra Costa County Emergency Shelter staff started a six-month effort to learn Kris’ identity. The Oakland School District allowed shelters staff to look through every yearbook from the years she may have attended. They found her senior picture and her real name, and discovered she was actually 93 (20 years older than she’d thought). That was all the information she needed to obtain a Social Security card, Cal Fresh, and Medical benefits with the certified documentation provided by the school district. Finally, Kris was approved for Supplemental Security Income (SSI) for elderly individuals, the last resource necessary to obtain housing.

Kris has warmed the hearts of many at the shelter as she has taken it upon herself to “manage” the laundry. She greeted each new shelter consumer with clean towels and linens. Kris has been described as “a mother” and “natural caretaker” to staff and consumers at the shelter.

Kris is now living in transitional housing and working with a housing navigator to identify affordable senior housing complexes.



# CONTRA COSTA COUNTY 2017 POINT IN TIME COUNT

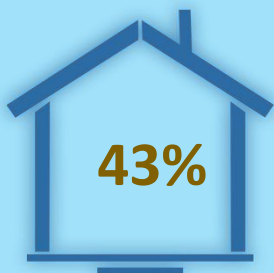
January 25, 2017

On a single night in Contra Costa County.....

1,607

people were homeless

This is a 7% decrease from 2016



43%

Sheltered

Unsheltered

57%

84 families

160 minors



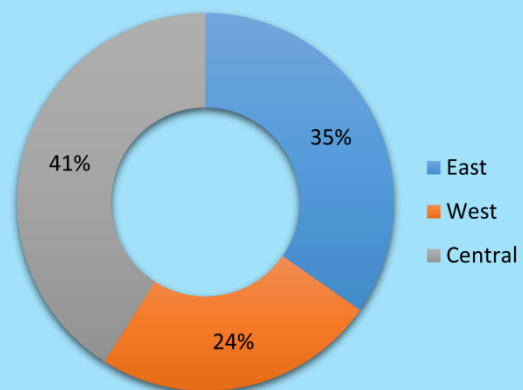
## Population Characteristics:

- 381 Substance Use Disorder
- 368 Mental Health Disability
- 331 Chronically homeless
- 224 Victims of Domestic Violence
- 99 Veterans

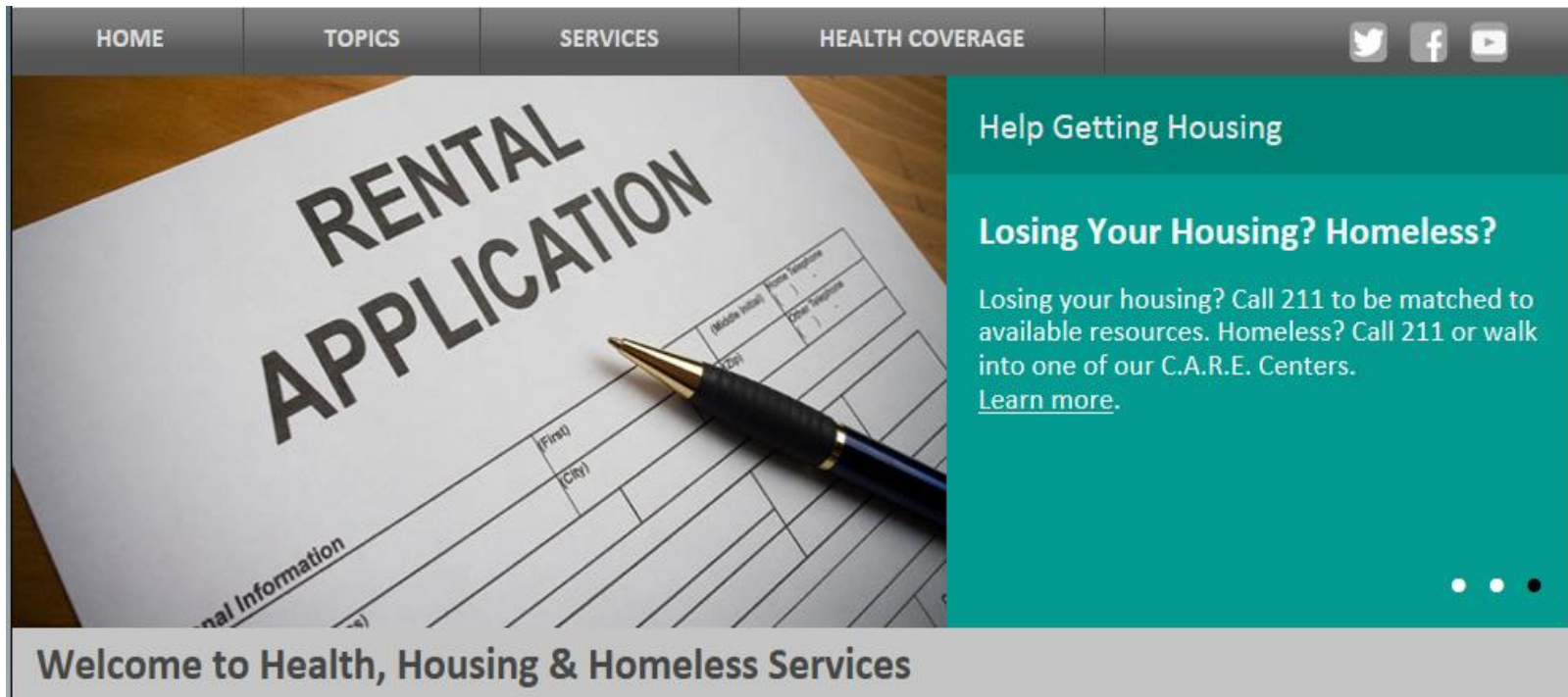


2/3 are male

## Unsheltered by Region



# Annual Update on the Homeless Continuum of Care



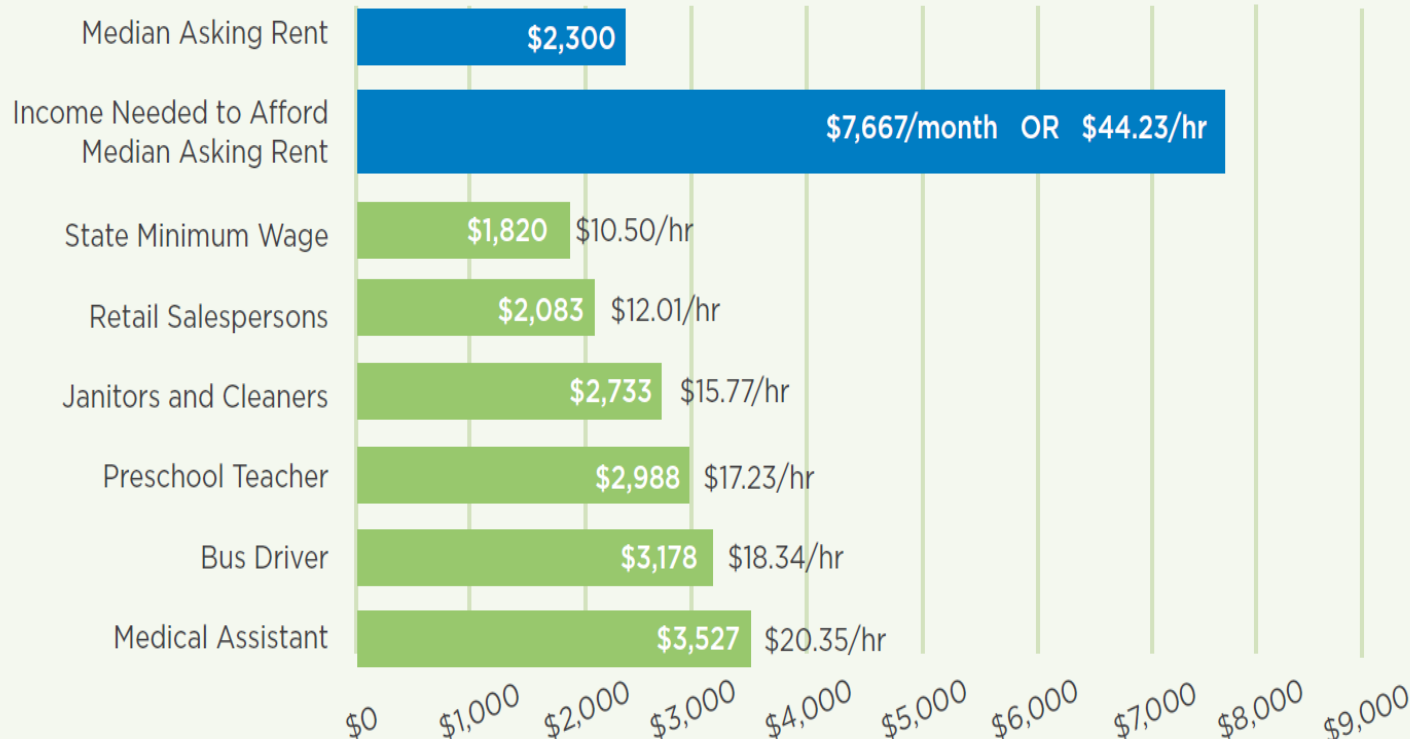
Presented to the Family and Human Service Committee  
Contra Costa County Board of Supervisors  
June 26, 2017

# Activities in FY 16-17...

- Point in Time Count
- Built for Zero Campaign
- Coordinated Entry
- Move-On program
- Housing Security Fund

# Housing Crisis

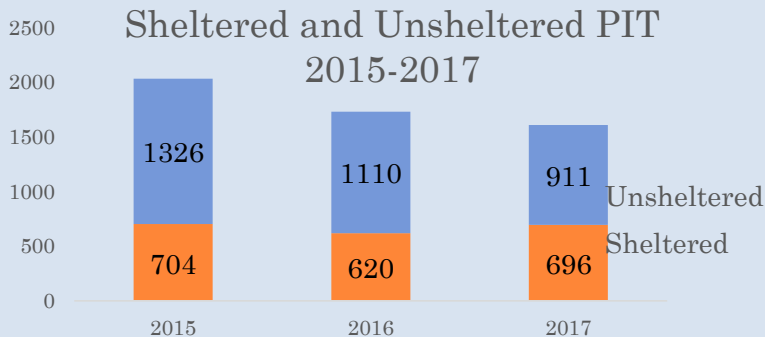
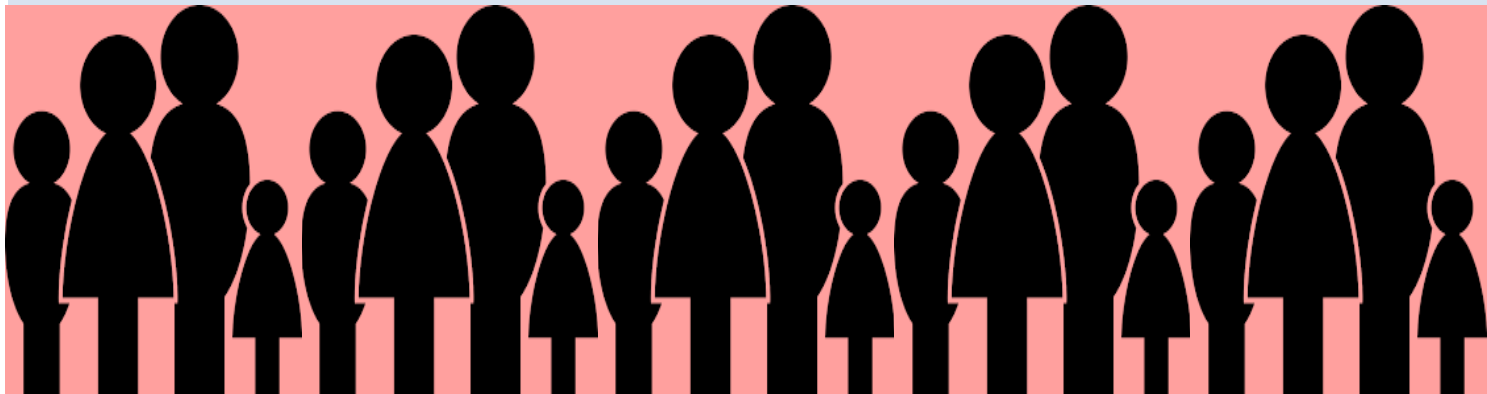
**CONTRA COSTA COUNTY RENTERS NEED TO EARN \$7,667 A MONTH TO AFFORD MEDIAN ASKING RENTS**



Source: Paul Waddell, Urban Analytics Lab, University of California, Berkeley, retrieved from analysis of online Craigslist listings on April 27, 2017. CHPC analysis of Bureau of Labor Statistics Median Annual Wage Data for CA Occupations in 2016.

# 2017 Point in Time Count

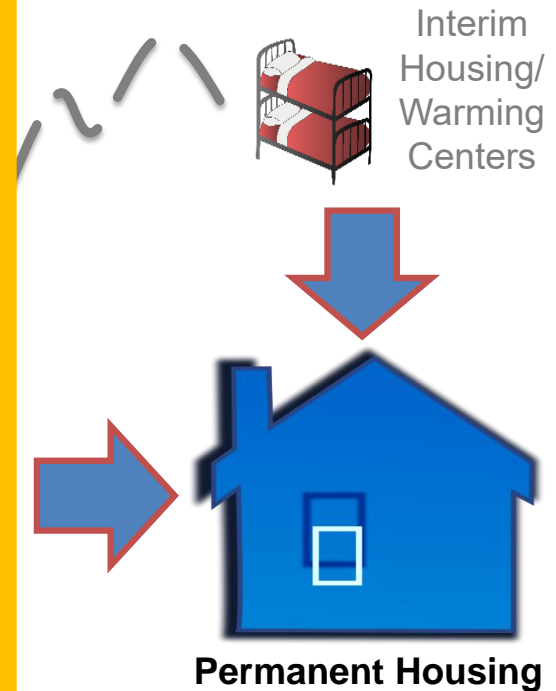
The Point in Time (PIT) Count is an annual survey to identify homeless individuals that are sleeping in Emergency Shelters, Transitional Housing, or outside. This year's PIT Count took place on January 25<sup>th</sup>.



27% decrease in Veterans in one year



# CONTRA COSTA COUNTY COORDINATED ENTRY MODEL



# CALL



What	When	Who
<ul style="list-style-type: none"> <li>• CARE and CARE-Capable center referrals</li> <li>• Referrals to safety net and other social services</li> <li>• Connect to CORE teams</li> </ul> <p>COMING SOON...</p> <ul style="list-style-type: none"> <li>• Prevention/ Diversion screening and triage</li> <li>• Direct placement into available shelter beds</li> </ul>	<ul style="list-style-type: none"> <li>• 24/7</li> </ul>	<ul style="list-style-type: none"> <li>• At Risk</li> <li>• Literally Homeless</li> </ul>

# CARE Centers



What	Where/When	Who
<ul style="list-style-type: none"> <li>• Showers</li> <li>• Food</li> <li>• Laundry</li> <li>• Case management</li> <li>• Linkages to mental and physical health care services</li> <li>• Housing assessment</li> <li>• Screenings and referrals for housing/utility assistance</li> <li>• Housing Navigation</li> <li>• *Warming Center</li> </ul>	<p><b>Monday -Friday</b> <b>8 am – 5 pm</b></p> <p><u>West County</u> 1515 Market St. San Pablo</p> <p><u>Central County</u> (Trinity Center) 1924 Trinity Ave Walnut Creek</p> <p><u>Central County*</u> (Next to Concord Shelter) 2047-A Arnold Industrial Way Concord</p>	<ul style="list-style-type: none"> <li>• Literally Homeless</li> </ul>

# CORE Team



(Coordinated Outreach, Referral and Engagement)

What	When	Who
<ul style="list-style-type: none"> <li>• Shelter and Warming Center Placement</li> <li>• Linkages to mental and physical health care services</li> <li>• In-the-field healthcare services provided by HCH</li> <li>• Benefits eligibility screening and enrollment</li> <li>• Housing assessment</li> </ul>	<ul style="list-style-type: none"> <li>• Monday – Saturday, 7 am – 1 am</li> <li>• Multiple teams across county</li> <li>• Partnerships with cities</li> </ul>	<ul style="list-style-type: none"> <li>• Literally Homeless</li> </ul>

# Warming Center Pilot



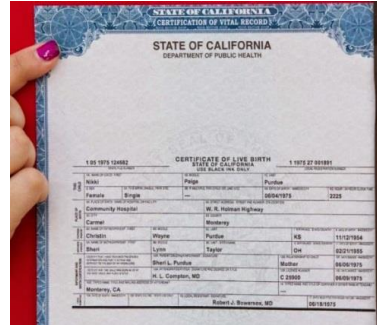
What	Where/When	Who
<ul style="list-style-type: none"><li>• Screening and intake</li><li>• Housing assessment</li><li>• Food</li><li>• Showers</li><li>• Connection to CARE center</li></ul>	<p><b>Monday -Saturday</b> <b>7 pm– 7 am</b></p> <p><u>Central County*</u></p> <p>Via referral by CORE teams</p>	<ul style="list-style-type: none"><li>• Literally Homeless</li></ul>

# CARE Capable Center



What	Where/When	Who
<ul style="list-style-type: none"><li>• Referrals to 211 for prevention/diversion</li><li>• Referrals and transportation to CARE Centers</li><li>• Housing assessment</li></ul>	<p><u>Drop in Hours</u> <b>M-Th</b> <b>9 am - Noon</b> <b>Tu, 5 pm – 7 pm</b></p> <p><u>Central County</u> (Monument Crisis Center) 1990 Market Street Concord</p>	<ul style="list-style-type: none"><li>• At-Risk</li><li>• Literally Homeless</li><li>• Focus on families and seniors</li></ul>

# HOUSING NAVIGATION





# HOMELESS?

## LOSING YOUR HOUSING?

**CALL 211**

**FREE CONFIDENTIAL SERVICE AVAILABLE 24/7**  
Callers will be matched and referred to appropriate programs

OR

## WALK INTO A CARE CENTER

Coordinated Assessment Referral and Engagement (CARE) Centers can provide help with:

- Showers
- Food
- Laundry
- Case management
- Benefits enrollment
- Health care services
- Mental health services
- Substance use disorder services
- Housing search assistance
- Screening and referrals for housing /utility assistance

*Please note not all services are available at all sites.*

### CONCORD

(Anka, next to Concord Adult Shelter)  
2047-A Arnold Industrial Way  
M-F, 8 am-5 pm

### SAN PABLO

(Anka)  
1515 Market Avenue  
M-F, 8 am-5 pm

### CONCORD

Specializing in Families and Seniors  
(Monument Crisis Center)  
1990 Market Street

Walk in hours: M-Th, 9 am-Noon & Tu, 5 pm-7 pm

### WALNUT CREEK

(Trinity Center)  
1924 Trinity Avenue  
M-F, 8 am-5 pm



5.17.17

[cchealth.org/homeless/](http://cchealth.org/homeless/)





# Housing Security Fund

## What your donation can do:

- \$25 One credit check
- \$50 One housing application fee
- \$100 One utility deposit
- \$500 Rental Assistance for one month
- \$2500 Security deposit for a family of four



Donate Online at  
[tinyurl.com/HousingSecurityFund](https://tinyurl.com/HousingSecurityFund)



# Future Activities

- ☐ Scaling Coordinated Entry
- ☐ Housing Needs Assessment
- ☐ New Management Information System
- ☐ No Place Like Home and MHSA Housing Loan Program





# Contra Costa County Board of Supervisors

## Subcommittee Report

### FAMILY AND HUMAN SERVICES COMMITTEE

9.

**Meeting Date:** 06/26/2017  
**Subject:** CDBG Emergency Services Grant Update  
**Submitted For:** FAMILY & HUMAN SERVICES COMMITTEE,  
**Department:** County Administrator  
**Referral No.:** 20  
**Referral Name:** Public Service Portion of CDBG  
**Presenter:** N/A **Contact:** Enid Mendoza, (925) 335-1039

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#### **Referral History:**

On February 11, 1997, the Board of Supervisors referred to the Family and Human Services Committee (F&HS) the subject of the Public Service Portion of the Community Services Block Grant (CDBG) Program. Therefore, the Department of Conservation and Development reports to F&HS at least annually regarding recommendations for the Public Services category and Emergency Solutions Grant funding allocations.

On February 22, 2017, the Department of Conservation and Development presented to F&HS an update on the two agencies selected to provide street outreach services and other related services to homeless populations in the County. F&HS approved the department's recommendation.

On April 24, 2017, the Department of Conservation and Development presented to F&HS the Public Services category and Emergency Solutions Grant (ESG) funding allocation recommendations for fiscal years 2017-18, 2018-19, and 2019-20 based on anticipated federal funding allocations.

#### **Referral Update:**

On June 14, 2017 the U.S. Department of Housing and Urban Development (HUD) released allocation amounts for the County's ESG program, which included an increase of approximately \$95,000 than anticipated by the Department of Conservation and Development in April. Therefore, the department is returning to F&HS with revised recommendations for the ESG fiscal years 2017-18, 2018-19, 2019-20.

Please see the attached report and spreadsheet for the revised funding recommendations.

#### **Recommendation(s)/Next Step(s):**

APPROVE the revised staff recommendations for Emergency Solutions Grant funding for fiscal years 2017-18, 2018-19, and 2019-20, and DIRECT the Department of Conservation and Development to forward the approved recommendations, inclusive of other Community Development Block Grant categories as previously approved by F&HS on April 24, 2017, for Board of Supervisors approval.

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### **Attachments**

Memo to F&HS on Revised ESG Funding

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**CONTRA COSTA COUNTY  
DEPARTMENT OF CONSERVATION AND  
DEVELOPMENT  
30 Muir Road  
Martinez, CA 94553  
Telephone: (925) 674-7882**

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***MEMORANDUM***

**DATE:** June 26, 2017

**TO:** Family and Human Services Committee  
Supervisor John Gioia, Chair  
Supervisor Candace Andersen, Vice Chair

**FROM:** Gabriel Lemus, CDBG Program Manager

**SUBJECT:** Revised Staff Recommendations for FY 2017/18, FY 2018/19, & FY 2019/20  
Emergency Solutions Grant Program

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**RECOMMENDATIONS**

1. Approve revised recommendations for FY 2017/18, FY 2018/19, and FY 2019/20 Emergency Solutions Grant (ESG) projects as recommended by staff or amended by the Committee.
2. Direct the Department of Conservation and Development to prepare a staff report on the Committee's recommendations. The staff report will be submitted together with funding recommendations for all other project categories for the Board of Supervisors consideration on July 18, 2017.

**BACKGROUND**

On April 24, 2017, the Family & Human Services committee approved staff's recommendations for FY 2017/18, FY 2018/19, and FY 2019/20 ESG Program funds. At that meeting, staff reported that the recommendations at that time were based off of the current information on what the FY2017 Federal budget may be and that the ESG recommendations were subject to change. At that time, staff estimated the County receiving approximately \$269,776 in ESG Program funds for FY 2017/18.

In early May 2017, the FY2017 Federal budget was passed and on June 14, 2017 the U.S. Department of Housing and Urban Development (HUD) released the information on the allocation amount of ESG Program funds for the County. For FY 2017/18 the County will receive \$365,299 in ESG Program funds, an increase of nearly \$95,000 from the original estimate. Seven and a half percent (7.5%) of the grant will be used for administration expenses resulting in a total of **\$337,902** being available for projects. Given the substantial increase, staff has revised its original recommendations to increase the funding to all ESG projects that were recommended funding by the Family & Human Services Committee back on April 24, 2017. Staff's revised recommendations for the use of ESG funds are listed in **Attachment A**. Attachment A also depicts the original recommendations from the April 24, 2017 Family & Human Services Committee.

Per ESG regulations, no more than 60 percent of the total ESG allocation, or \$219,179, may be committed to shelter related activities. Therefore, the increase in the revised recommendations were developed following that regulation. All the recommended projects, with the exception of Shelter Inc.'s Rapid Rehousing & Homeless Prevention project (17-03-ESG in Attachment A), are shelter related activities.

Given that the ESG Program operates under a three-year funding cycle to conclude the final three years of the CDBG/ESG Consolidated Plan period, the revised recommended amounts reflected for each respective agency/program for FY 2017/18 are also the recommended amounts for the same agencies/projects for FY 2018/19 and FY 2019/20, contingent on the satisfactory performance of each respective agency/program and the County receiving a similar allocation of ESG funds from HUD.

**Public Hearing and Transmittal of Recommendations:** The Committee's recommendations will be forwarded to the full Board of Supervisors prior to the public hearing that is scheduled for July 18, 2017. Final recommendations must be forwarded to HUD by August 16, 2017.

#### Attachments

cc: John Kopchik, Director – Department of Conservation and Development  
Kara Douglas, Assistant Deputy Director – Department of Conservation and Development

Contra Costa County  
Emergency Solutions Grant  
FY 2017/18, 2018/19, 2019/20

Attachment A

CCC Project No.	Applicant	Project Name	Outcome (for Amount Requested)	Contra Costa County			Revised Staff Recommendation for FY 2017/18**
				Amount Requested	Amount Received In FY 2016/17	FHS Committee Recommendation for FY 2017/18 From April 24, 2017 Mtg.	
Emergency Solutions Grant Projects							
17-01-ESG	Contra Costa Behavioral Health Services Homeless Program	Adult Interim Housing Program	Emergency shelter beds and wraparound services for 150 homeless.	\$108,365	\$108,365	\$108,365	\$122,693.00
17-02-ESG	Contra Costa Behavioral Health Services Homeless Program	Calli House Youth Shelter	Emergency shelter beds and support services for 25 homeless youth.	\$10,000	\$10,000	\$10,000	\$24,328.00
17-03-ESG	SHELTER, Inc. of Contra Costa County	Homeless Prevention and Rapid Rehousing Program	Homelessness prevention and rapid rehousing services to 60 Extremely Low Income households in the Urban County.	\$100,000	\$87,678	\$87,678	\$118,723.00
17-04-ESG	STAND! For Families Free of Violence	Rollie Mullen Emergency Shelter	Emergency shelter and support services for 40 adults (both men and women) and their children.	\$35,000	\$31,000	\$31,000	\$45,328.00
17-05-ESG	Trinity Center Walnut Creek	Trinity Center	Hygiene/food services and day-use facility for 100 homeless clients.	\$12,500	\$12,500	\$12,500	\$26,830.00
TOTALS				\$265,865	\$249,543	\$249,543	\$337,902

\*\*Note: Revised recommendations due to substantially larger ESG allocation from HUD than anticipated. Over the last three years, HUD's average ESG allocation to the County was approximately \$250,000.