



Agenda

FAMILY & HUMAN SERVICES COMMITTEE

August 28, 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 reappointments of Fred Adams, Summer Selleck, Sheri Richards, Rita Xavier, Mary Bruns, Robert Leasure, and Susan Frederick to At-Large seats on the Advisory Council on Aging, as recommended by the Council.
4. CONSIDER accepting the report from the Health Services Department on the demographics data provided with the response to Civil Grand Jury Report No. 1703: Mental Health Services for At-Risk Children in Contra Costa County and other updates on pending actions stated in the response. (Cynthia Belon, Behavioral Health Director; Vern Wallace, Mental Health Program Chief)
5. CONSIDER accepting the report from the Employment and Human Services Department on the CalFresh program, formerly known as Food Stamps and federally known as the Supplemental Nutritional Assistance Program (SNAP), and DIRECT staff to forward the report to the Board of Supervisors for their information. (Kathy Gallagher, Employment and Human Services Director)
6. CONSIDER accepting the report on the Local Planning and Advisory Council for Early Care and Education activities and countywide plan for early care and education and directing staff to forward the report to the Board of Supervisors for their information, as recommended by the County Office of Education. (Ruth Fernández, LPC Coordinator/Manager, Educational Services)
7. The next meeting is currently scheduled for September 25, 2017.
8. Adjourn

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.

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.

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

For Additional Information Contact:

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: 08/28/2017
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

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, and 20 at-large representatives.

Referral Update:

There are currently 32 seats filled on the Advisory Council on Aging and 8 vacancies. These vacant seats include: Local Committee Concord, Local Committee Richmond, Local Committee Pittsburg, and Member-At-Large seats 3, 6, 11, 14 and 19. The current membership is as follows:

Seat Title	Term Expiration Date	Current Incumbent	Incumbent Supervisor District	Number of Meetings Attended Since Appointment Date	Total Number of Meeting Held Since Appointment	Total Number of Absences Allowable in By-laws
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	VACANT				
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	VACANT				
Local Committee Richmond	9/30/2018	VACANT				
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	Joslin, David	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 reappointments of the following individuals to the seats indicated below on the Advisory Council on Aging with terms expiring September 30, 2020, as recommended by the Council:

- At-Large Seat #1: Fred Adams
- At-Large Seat #7: Summer Selleck
- At-Large Seat #8: Sheri Richards
- At-Large Seat #9: Rita Xavier
- At-Large Seat #15: Mary Bruns
- At-Large Seat #16: Robert Leasure
- At-Large Seat #20: Susan Frederick

Fiscal Impact (if any):

There is no fiscal impact.

Attachments

Reappointment Request Memo to F&HS

F.Adams Application

S.Selleck Application

S.Richards Application

R.Xavier Application

M.Bruns Application

R.Leasure Application

S.Frederick Application

Contra Costa County California
Employment & Human Services

Kathy Gallagher, Director

40 Douglas Dr., Martinez, CA 94553 ★ Phone: (925) 313-1579 ★ Fax: (925) 313-1575 ★ www.cccounty.us/ehsd.

MEMORANDUM

DATE: 08/17/2017

TO: Family and Human Services Committee

CC: Laura Cepoi, Program Manager Area Agency on Aging
Victoria Tolbert, Director Aging and Adult Services

FROM: Jaime Ray, Staff Representative for the Advisory Council on Aging

SUBJECT: Advisory Council on Aging – Appointment Requested

The Contra Costa Area Agency on Aging (AAA) recommends the following (7) individuals for reappointment to At-Large Seats assigned to the Contra Costa Advisory Council on Aging (ACOA) with terms expiring on September 30, 2017:

- At-Large Seat #1: Fred Adams
- At-Large Seat #7: Summer Selleck
- At-Large Seat #8: Sheri Richards
- At-Large Seat #9: Rita Xavier
- At-Large Seat #15: Mary Bruns
- At-Large Seat #16: Robert Leasure
- At-Large Seat #20: Susan Frederick

Recruitment is handled by both the Area Agency on Aging, the ACOA Membership Committee and the Clerk of the Board using CCTV. Members of the AAA staff have encouraged interested individuals including minorities to apply through announcements distributed to the senior centers, Contra Costa libraries, the East, Central and West County Senior Coalitions and among the active ACOA membership. The ACOA Membership Committee has developed a survey and will continue work to populate the Council with members who are also consumers of services provided by the Older Americans Act. The Contra Costa County EHSD website contains dedicated web content where interested members of the public are encouraged to apply. The website provides access to the Board of Supervisors official application with instructions on whom to contact for ACOA related inquiries, including application procedure.

All MAL applicants recommended for reappointment were interviewed by members of the ACOA Membership Committee. The Membership Committee and the Council's current President, Shirley Krohn recommend the reappointment of all current MAL and Local Committee members who are

interested in serving an additional term. Please find copies of the members' applications provided as separate attachments.

Thank You



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:
Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 108
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Advisory Council on Aging

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

At Large

PRINT EXACT SEAT NAME (if applicable)

1. Name: Adams Fred Thomas
(Last Name) (First Name) (Middle Name)

2. Address: [REDACTED] 94595
(No.) (Street) (Apt.) (State) (Zip Code)

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

4. Email Address: [REDACTED]

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

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

Give Highest Grade or Educational Level Achieved Masters of Science

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Santa Clara University	Sociology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	6/68
B) Childrens Hosp. L.A.	Physical Therapy	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>			Certificate	72
C) St. Mary's College	Health Admin.	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			Master	1991
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

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

<p>A) Dates (Month, Day, Year) From <u>6/13</u> To <u>Present</u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u>4-6</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title <u>Trustee / Vice Pres / President</u></p> <p>Employer's Name and Address <u>Rossmore Scholarship</u> <u>Box Foundation</u> <u>PO 2056</u> <u>Wichit Creek, CA, 94595</u></p>	<p>Duties Performed <u>Executive student per-</u> <u>formance</u></p> <ul style="list-style-type: none"> - Fund raising / Publicity - Policy making / decisions - Executive Board
<p>B) Dates (Month, Day, Year) From <u>1/99</u> To <u>3/2006</u> <u>(retired)</u></p> <p>Total: Yrs. <u>6</u> Mos. <u>6</u></p> <p>Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Rehab Manager</u></p> <p>Employer's Name and Address <u>Kaiser Permanente</u> <u>Vallejo CA</u> <u>Home Health Dept.</u></p>	<p>Duties Performed</p> <ul style="list-style-type: none"> - Direct pt. care and home assessment - Supervise PT, OT + ST two facilities - Liaison rehab staff with nursing services
<p>C) Dates (Month, Day, Year) From <u> </u> To <u> </u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title <u> </u></p> <p>Employer's Name and Address <u> </u></p>	<p>Duties Performed <u> </u></p>
<p>D) Dates (Month, Day, Year) From <u> </u> To <u> </u></p> <p>Total: Yrs. <u> </u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title <u> </u></p> <p>Employer's Name and Address <u> </u></p>	<p>Duties Performed <u> </u></p>

THIS FORM IS A PUBLIC DOCUMENT

7. How did you learn about this vacancy?

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

R.H. Senior Center
Flier

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:

8/16/17

Important Information

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

THIS FORM IS A PUBLIC DOCUMENT



Contra
Costa
County



For Reviewers Use Only:

Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

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

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

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

Advisory Council on Aging

At Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Selleck Summer Cyd
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] Martinez, CA 94553
(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 Juris Doctorate

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UCLA	History	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				06/10/07
B) Pepperdine	Masters of Education	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				08/01/2010
C) Western State College of Law	Juris Doctorate	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>				12/15/2012
D) Other schools / training completed:	Course Studied	Hours Completed			Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>	

THIS FORM IS A PUBLIC DOCUMENT

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

<p>A) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> 6/4/2013 <input type="text"/> Present</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 3 <input type="text"/></p> <p>Hrs. per week <input type="text"/> 60 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/> Sole Proprietor</p> <p>Employer's Name and Address</p> <p><input type="text"/> SC Selleck Law 150 N. Wiget Lane, #105 Walnut Creek, CA 94598</p>	<p>Duties Performed</p> <p><input type="text"/> Legal</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> 12/01/2014 <input type="text"/> Present</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> 2 <input type="text"/> 6</p> <p>Hrs. per week <input type="text"/> 5 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/> Board Memeber</p> <p>Employer's Name and Address</p> <p><input type="text"/> California Women Lawyers 700 R Street Suite 200 acramento, CA 95811</p>	<p>Duties Performed</p> <p><input type="text"/> Legislative Committee, Membership Committee, Amicus Brief Committee, Etc.</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> 12/01/2015 <input type="text"/> Present</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> <input type="text"/> 7</p> <p>Hrs. per week <input type="text"/> 2 . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/> Board of Directors</p> <p>Employer's Name and Address</p> <p><input type="text"/> Contra Costa County Board of Directors 2300 Clayton Rd. Suite 520 Concord, CA 94520</p>	<p>Duties Performed</p> <p><input type="text"/></p>
<p>D) Dates (Month, Day, Year)</p> <p>From <input type="text"/> To <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/></p> <p><input type="text"/> <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><input type="text"/></p> <p>Employer's Name and Address</p> <p><input type="text"/></p>	<p>Duties Performed</p> <p><input type="text"/></p>

7. How did you learn about this vacancy?

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

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: [REDACTED]

Date: 6/28/16

Important Information

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

THIS FORM IS A PUBLIC DOCUMENT

Summer C. Selleck

Concord, CA 94520

EDUCATION

Western State University, College of Law-Fullerton, CA

J.D., December 2012

CA State Bar Number: 290247

Pepperdine University School of Education-Malibu, CA

M.A. in Education, Suma Cum Laude, July 2011

University of California, Los Angeles-Westwood, CA

B.A. in History, Cum Laude, June 2007

EXPERIENCE

SC Selleck Law- Concord, CA

Sole Proprietor (2013-present)

- Research and draft memoranda and pleadings for civil and criminal litigation.
- Practice Estate Planning, Probate and Criminal Law.
- Manage client relationships, including explaining legal rights and identifying goals.
- Draft deeds, wills, trusts and contracts.

Rainbow Community Center- Concord, CA

Community Development Liaison (2013-2015)

- Coordinate, plan and lead a variety of informational meetings, events and activities targeted at community involvement and relationship building for the LGBTQ community.

The Law Office of Ora S. Prochovnick- Pleasant Hill, CA

Law Clerk (2012-2015)

- Prepared memoranda and pleadings for family law hearings and litigation.
- Drafted and edited estate planning documents.
- Managed client correspondence
- Drafted application for recognition of exemption under section 501(c)(3) of the Internal Revenue Code

PROFESSIONAL AFFILIATIONS

Contra Costa County Bar Association Board of Directors (2016- Present)

California Women Lawyers, Co-Affiliate Governor - CCCBA Women's Section (Jan. 2015-Present)

Contra Costa County Bar Association, Women's Section, Member-at-Large (Jan. 2014-Present)

Contra Costa County Bar Association, Barrister's Section, V.P. & MCLE Coordinator (Jan. 2014-2016)

Contra Costa County Bar Association, Diversity Committee, Board Member (June 2013- Present)



**Contra
Costa
County**

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

Contra Costa County
CLERK OF THE BOARD
651 Pine Street, Rm. 106
Martinez, California 94553-1292
PLEASE TYPE OR PRINT IN INK
(Each Position Requires a Separate Application)

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

Advisory Council on Aging

Member at Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Richards, Frances Sheri
(Last Name) (First Name) (Middle Name)

2. **Address:** (No.) (Street) (Apt.) PH CA (City) (State) 94523 (Zip Code)

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

4. **Email Address:**

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

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

Give Highest Grade or Educational Level Achieved Master of Science

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) CA STATE U Los Angeles	Counseling Educ	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		90	MS	1973
B) LMU	Sociology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	100		BA	1970
C) AVCC	Liberal Arts	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	90		AA	1968
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year)</p> <p>From <u>May 2014</u> To <u>present</u></p> <p>Total: Yrs. <u>3</u> Mos. <u></u></p> <p>Hrs. per week <u>2</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Consolidated Planning & Advisory Work</p> <p>Employer's Name and Address</p> <p>Monthly Meetings 2425 Bisso Lane Concord</p>	<p>Duties Performed</p> <p>Participation in Orientation, CPAW Executive Meeting, Aging & Older Adult (AOA) Workgroup Chair/Facilitator of AOA</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>Oct 13</u> To <u>Present</u></p> <p>Total: Yrs. <u>4</u> Mos. <u></u></p> <p>Hrs. per week <u>2</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Advisory Council On Aging</p> <p>Employer's Name and Address</p> <p>500 Ellinwood, Pleasant Hill</p>	<p>Duties Performed</p> <p>Monthly Council meeting Monthly Health Workgroup</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>1978</u> To <u>2011</u></p> <p>Total: Yrs. <u>33</u> Mos. <u></u></p> <p>Hrs. per week <u></u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Saint Marys College of CA</p> <p>Employer's Name and Address</p> <p>SMC 1928 Saint Mary's Road Moraga, CA</p>	<p>Duties Performed</p> <p>Director of Counseling & Psychological Service Center (CAPS) Admin & Clinical provider of full range of mental health and psychological services, crisis intervention and education to full-time undergraduate Alcohol Awareness & Prevention Consortium for Women's Center President's Diversity Training Workgroups</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u></u> To <u></u></p> <p>Total: Yrs. <u></u> Mos. <u></u></p> <p>Hrs. per week <u></u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u></u></p> <p>Employer's Name and Address</p> <p><u></u></p>	<p>Duties Performed</p> <p><u></u></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☐ Other ☐ Gail Garret refer by Dr. Leisur

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:

Aug 16, 2017

Important Information

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

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

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

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

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



Contra
Costa
County

For Office Use Only

Date Received:

For Reviewers Use Only:

Accepted

Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

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

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

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

Advisory Council on Aging

Member at Large #9

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Xavier Rita C
(Last Name) (First Name) (Middle Name)
2. Address: [REDACTED] San Pablo CA 94806
(No.) (Street) (Apt.) (City) (State) (Zip Code)
3. Phones: [REDACTED] [REDACTED] [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 12th Grade

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

THIS FORM IS A PUBLIC DOCUMENT

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

<p>A) Dates (Month, Day, Year)</p> <p>From <u>Feb 2016</u> To <u>Present</u></p> <p>Total: Yrs. <u>1</u> Mos. <u>6</u></p> <p>Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Senior Assemblymember, PSA7</p> <p>Employer's Name and Address</p> <p>California Senior Legislature 1020 N Street, Rm 513 Sacramento, CA 95814</p>	<p>Duties Performed</p> <p>Writing proposals to become resolutions in state legislature Educating the public and legislators on senior issues Senior Assembly Housing and Transportation Committee</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>Sept 2014</u> To <u>Present</u></p> <p>Total: Yrs. <u>3</u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>2nd Vice President, Member-at-Large</p> <p>Employer's Name and Address</p> <p>Contra Costa County Advisory Council on Aging Aging and Adult Services 400 Ellinwood Way Pleasant Hill, CA 94523</p>	<p>Duties Performed</p> <p>Senior Mobility Action Council (SMAC), Transportation Work Group Legislative Advocacy Work Group West County Senior Coalition Contra Costa Transportation Authority, Paratransit Coordinating Council, ACOA appt. ; CCTA Expenditure Plan Advisory Committee rep for PCC to help write Measure X</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>Sept 2014</u> To <u>Present</u></p> <p>Total: Yrs. <u>3</u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Treasurer, Board of Directors</p> <p>Employer's Name and Address</p> <p>Lao Family Community Development Inc. 1551 23rd Ave Oakland, CA 94606</p>	<p>Duties Performed</p> <p>Report to the Board financial information from accountants & Controller, work on Capital Campaign LFCD has several locations in Oakland, San Pablo and Sacramento for all cultures - assistance in employment, housing, health, financial, aging, immigration, refugee issues. 65 staff members at present</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u>Feb 2013</u> To <u>Present</u></p> <p>Total: Yrs. <u>4</u> Mos. <u>7</u></p> <p>Hrs. per week <u> </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Chair</p> <p>Employer's Name and Address</p> <p>San Pablo Advisory Committee on Aging 1943 Church Lane San Pablo, CA 94806</p>	<p>Duties Performed</p> <p>Appointed by San Pablo City Council Senior Advocacy and Education for San Pablo and surrounding cities Town Halls, Seminars, Fundraising</p>

7. How did you learn about this vacancy?

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

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

If Yes, please identify the nature of the relationship:

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

If Yes, please identify the nature of the relationship:

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

Sign Name: 

Date: Aug 3, 2017

Important Information

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

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

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

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

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



Contra
Costa
County

RECEIVED

AUG 11 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:

Advisory Council on Aging

Member At Large #15

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Bruns, Mary Kay
(Last Name) (First Name) (Middle Name)

2. **Address:** [REDACTED] Concord CA 94521
(No.) (Street) (Apt.) (City) (State) (Zip Code)

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

4. **Email Address:** [REDACTED]

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

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

Give Highest Grade or Educational Level Achieved B.A. Psychology

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>Grinnell College</u>	<u>Psychology</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<u>All</u>		<u>BA</u>	<u>June, 1963</u>
B) <u>San Francisco State</u>	<u>Adult Education</u>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<u>2 weekens</u>		<u>Ctf</u>	<u>1976</u>
C) <u></u>	<u></u>	Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: <u>On the job coursework</u>	Course Studied <u>Management/ Supervision</u>	Hours Completed <u>Researched, studied, taught - 10 years</u>	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

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

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>May 2006</div> <div>present</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>11</div> <div>3</div> Hrs. per week <div>25</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Program Coord. Senior Transportation</div> Employer's Name and Address <div>Lamorinda Spirit Van Program City of Lafayette 500 St. Mary's Road Lafayette, CA 94549</div></p>	<p>Duties Performed <div>Set up Lamorinda Spirit Van Program. Recruit, train, and supervise drivers and dispatchers. Apply for grants, complete reports. Maintain vehicles in good repair. Raise funds to sustain program. Communicate the program to the public, grantors, and the Lafayette, Moraga, and Orinda City Councils. Prepare budget. Write articles. Chair SMAC.</div></p>
<p>B) Dates (Month, Day, Year) <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>Title <div></div> Employer's Name and Address <div></div></p>	<p>Duties Performed <div></div></p>
<p>C) Dates (Month, Day, Year) <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>Title <div></div> Employer's Name and Address <div></div></p>	<p>Duties Performed <div></div></p>
<p>D) Dates (Month, Day, Year) <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>Title <div></div> Employer's Name and Address <div></div></p>	<p>Duties Performed <div></div></p>

7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other This is a renewal

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: CDBG Grant, Nutrition Program Rides Reimbursement

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:

August 8, 2017

Important Information

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

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

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

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

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

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

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

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



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

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

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

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

ADVISORY COUNCIL ON AGING

MAL-16

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: LEASURE ROBERT DILLON
(Last Name) (First Name) (Middle Name)

2. Address: [REDACTED] DANVILLE CA 94526
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [REDACTED] [REDACTED] [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 DOCTOR OF MEDICINE

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UNIV. OF ILLINOIS	PREMED	Yes No <input type="checkbox"/> <input checked="" type="checkbox"/>	6			
B) UNIV. OF ILLINOIS	MEDICINE	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MD	1962
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed: UNIV. ILLINOIS	COURSE STUDIED MEDICAL RESIDENCY	HOURS COMPLETED	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

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

<p>A) Dates (Month, Day, Year)</p> <p>From <u>2003</u> To <u>present</u></p> <p>Total: Yrs. <u>14</u> Mos. <u> </u></p> <p>Hrs. per week <u>variable</u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p><u>member & past president</u></p> <p>Employer's Name and Address</p> <p><u>Advisory Council on Aging</u></p>	<p>Duties Performed</p> <p><u>currently member Health Work Group Legislative Group</u></p> <p><u>past: above, plus Exec. Committee Housing Group</u></p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>1968</u> To <u>1998</u></p> <p>Total: Yrs. <u>30</u> Mos. <u> </u></p> <p>Hrs. per week <u>60</u> . Volunteer <input type="checkbox"/></p> <p><u>avg.</u></p>	<p>Title</p> <p><u> </u></p> <p>Employer's Name and Address</p> <p><u>Internal Medicine Associates</u> <u>San Jose, CA</u></p>	<p>Duties Performed</p> <p><u>practice of medicine administered multiple-doctor office</u></p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>1980</u> To <u>1994</u></p> <p>Total: Yrs. <u>14</u> Mos. <u> </u></p> <p>Hrs. per week <u> </u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>chair & board member</u></p> <p>Employer's Name and Address</p> <p><u>Cambrian Center (HUD housing)</u> <u>San Jose, CA</u></p>	<p>Duties Performed</p> <p><u>Advisor</u></p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u>1979</u> To <u>1981</u></p> <p>Total: Yrs. <u>2</u> Mos. <u> </u></p> <p>Hrs. per week <u>8</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p><u>Chief of Medical Staff</u></p> <p>Employer's Name and Address</p> <p><u>Good Samaritan Hosp.</u> <u>San Jose, CA</u></p>	<p>Duties Performed</p> <p><u>administered medical staff</u></p>

7. How did you learn about this vacancy?

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

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

If Yes, please identify the nature of the relationship:

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

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

Sign Name:

Date: 8/8/2017

Important Information

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

THIS FORM IS A PUBLIC DOCUMENT



Contra
Costa
County

For Office Use Only
Date Received:

For Reviewers Use Only:
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:

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

PLEASE TYPE OR PRINT IN INK

(Each Position Requires a Separate Application)

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

Area Council on Aging

Member at large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** Frederick Susan Jane
(Last Name) (First Name) (Middle Name)

2. **Address:** [Redacted] Richmond Ca 94803
(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 in Health Services Administration

	Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
				Semester	Quarter		
A)	Contra Costa Community College	Nursing	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			AA	1976
B)	New York State University	Nursing	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BSN	1985
C)	St Mary's College Calif.	Nursing	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MSHSA	1988
D)	Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

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

<p>A) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>1991</div> <div>2001</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>10</div> <div></div> Hrs. per week <div>40+</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Nurse Program Manager</div> Employer's Name and Address <div>Contra Costa Regional Medical Center 2500 Alhambra Ave. Martinez, ca</div></p>	<p>Duties Performed <div>Managed Critical Care Unit Intermediate Care Unit (for several years) Surgical Unit</div></p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> <div>1976</div> <div>1991</div> Total: <u>Yrs.</u> <u>Mos.</u> <div>15</div> <div></div> Hrs. per week <div>40+</div> . Volunteer <input type="checkbox"/></p>	<p>Title <div>Registered Nurse</div> Employer's Name and Address <div>Veterans Administration Hospital Muir Road Martinez, ca</div></p>	<p>Duties Performed <div>Nursing Care Evening Nurse Supervisor Head Nurse Medical Unit Head Nurse Surgical Unit Head Nursing Critical Care Unit</div></p>
<p>C) Dates (Month, Day, Year) <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>Title <div></div> Employer's Name and Address <div></div></p>	<p>Duties Performed <div></div></p>
<p>D) Dates (Month, Day, Year) <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>Title <div></div> Employer's Name and Address <div></div></p>	<p>Duties Performed <div></div></p>

7. How did you learn about this vacancy?

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

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

If Yes, please identify the nature of the relationship:

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

No ☒ Yes ☐

If Yes, please identify the nature of the relationship:

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

Sign Name: 

Date: 8-2-2017

Important Information

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

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

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

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

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

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

Attachments

Response to Civil Grand Jury Report No. 1703

Mental Health Clinics Children Demographics Open for Services Only

Mental Health Childrens Clinic Demographics Open for Services and All Cases



**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT NO. 1703
"Mental Health Services for At-Risk Children in Contra Costa County"**

BOARD OF SUPERVISORS' RESPONSE

FINDINGS – California Penal Code Section 933.05(a) requires a response to the designated findings of the Grand Jury.

F1. The County provides timely and consistent mental health services to detained youth in Juvenile Hall, CSEC victims, and children in domestic violence and sexual abuse situations.

Response: The respondent agrees with the finding. The County's Probation and Health Services departments work collaboratively to provide a high level of Mental Health services to the youth in the Juvenile Justice system including Juvenile Hall and the Orin Allen Youth Facility.

F2. Under the terms of the Katie A. requirements, upper and middle management levels of CFS and BHS have started to coordinate their efforts.

Response: The respondent disagrees wholly with the finding. Since about 1996, the Behavioral Health Division and Child and Family Services Bureau have collaborated on children's mental health services in a comprehensive way. Katie A. and the implementation of Continuum of Care Reform have contributed to a more coordinated relationship since Health Services and Employment and Human Services department staff meet on a weekly basis and often meet more than once a week.

F3. Many at-risk children are not receiving mental health treatment for several weeks to several months after the County assesses their mental-health needs.

Response: The respondent disagrees partially with the finding. Children presenting at the Regional Clinics are seen on average within eleven to sixteen days for their first appointment with a Mental Health Clinical Specialist that provides comprehensive assessment and treatment. The County recognizes challenges with the availability of child psychiatrists and delays may occur with the medical treatment and medication support of the child.

F4. Children's Mental Health Services estimates that the County needs an additional six psychiatrists for its three clinics.

Response: The respondent disagrees partially with the finding. The County recognizes a need for additional psychiatrists to eliminate long waits for Psychiatry and to adequately staff our clinics. While the County is working to fill vacant psychiatrist positions, psychiatrist contractors are working at the clinics to support psychiatry services. The County will be looking at psychiatrist staffing to determine the number of additional psychiatrists needed for its three clinics.

F5. County salaries for psychiatrists are not competitive with private practice.

Response: The respondent agrees with the finding. In general, private sector practices offer more competitive salaries than public agencies.

F6. The shortage of psychiatrists causes delays in the diagnosis and treatment of medium to severely mentally ill children.

Response: The respondent disagrees partially with the finding. Shortage of psychiatrists may delay the medical treatment and medication support of the child. However, children are assessed and diagnosed to be seen for outpatient therapy by a Mental Health Clinical Specialist within eleven to sixteen days on average.

F7. West County clinic, which has the most medium to severe patients, also has the highest patient to therapist ratio.

Response: The respondent disagrees wholly with the finding. The number of children and ratios cited in table 1 of this grand jury report are inaccurate. The numbers stated by the grand jury are the total number of clients that are provided Utilization Review Services by that County Clinic in each region. The actual number of open children cases (County staff serviced) are 430 in Antioch, 435 in Concord, and 305 in West County for a total of 1,095.

Table A below provides more accurate figures of patient to therapist ratios, which shows caseloads are balanced across the clinics.

TABLE A:

	Antioch	Concord	West County	Total
Children	430	435	305	1095
Therapists*	15	16	12	43
Ratio	28.6:1	27.2:1	25.4:1	25.5:1

*Therapists include both psychiatrists and mental health clinical specialists.

F8. The 85 County Clinical Staff, who treat medium to severely mentally ill children, are not equitably distributed among the three clinics based on workload.

Response: The respondent disagrees wholly with the finding. Assignment of therapists across the County's regions is balanced as demonstrated in Table A of response F7. In addition to the therapist staff assigned to the clinics as stated in Table A of response F7, each clinic has an equitable distribution of Family Partners, Family Support Workers, etc. that also work as a team

to provide therapeutic intervention and stability to the families. In total, the County staffs approximately 95 clinical treatment staff, which includes psychiatrists, Mental Health Clinical Specialists, Mental Health Community Support Workers, and Mental Health Specialist IIs.

F9. Twenty percent of the CBOs and 68% of the individual private therapists are not available for appointments.

Response: The respondent disagrees wholly with the finding. Only CBOs and Network Providers that are available for appointments are referred. In order for individual private therapists and CBO's to maintain availability for referrals, they must have appointments available within ten (10) days.

The Access Unit is staffed by licensed clinicians who screen callers to determine clinical acuity in order to make a referral. The Access Unit uses an acuity screening tool to determine a patient's functional impairment. The screening tool also indicates level of care options for referrals. Patients with mild-moderate impairments are either referred back to their primary care providers referred to a mental health clinician who works at a primary care health center, or to the contracted network of providers. Those who have mild-moderate functional impairments with private insurance such as Kaiser or Blue Cross are referred back to their managed care health plans. Patients who have moderate-severe impairments are referred to Community Based Organizations or the County Regional Mental Health Clinics.

F10. BHS liaisons are not provided with current information about the availability of CBOs and private therapists for appointments.

Response: The respondent disagrees wholly with the finding. Liaisons operate with the most recent information available, as provided by surveys to private therapists and the expectation that CBOs notify liaisons of any availability changes. Behavioral Health liaisons follow the same protocol as Mental Health Access by providing three potential clinician referrals to each beneficiary. The County is not aware of issues with CBO's and private therapist's lack of availability and this is a process that is reviewed annually by the state.

RECOMMENDATIONS - California Penal Code Section 933.05(b) requires a response to the designated recommendations of the Grand Jury.

R1. The Board of Supervisors should consider identifying funds to add six psychiatrists at the three regional mental health clinics.

Response: The recommendation requires further analysis. There are currently three funded psychiatrist positions that are vacant and the County is working to fill. Once those positions are filled, the County will continue assessing staffing needs and determine the number of additional positions needed. Furthermore, the County is currently in negotiations with Physicians' and Dentists' Organization of Contra Costa, which includes a review of benefits and wages for all represented classifications, including psychiatrists. Once an agreement is reached, more accurate salary and benefits figures will be available to identify the amount of funding needed for any additional positions.

R2. The Board of Supervisors should consider directing Human Resources to review the compensation packages for County psychiatrists to ensure their compensation packages are competitive compared to the private market.

Response: The recommendation will not be implemented because it is not reasonable. The County is currently in negotiations with Physicians' and Dentists' Organization of Contra Costa; therefore, a review of benefits and wages for all represented classifications, including psychiatrists, is underway. The County cannot compete with the private market; therefore, comparing County compensation packages with other counties establishes more reasonable benchmarks. The issue of the County's psychiatrist compensation packages is being addressed and will be known after negotiations are complete.

R3. The Board of Supervisors should consider directing BHS to redeploy therapists with a view to a more equitable ratio of children per therapist among the County's three mental health clinics.

Response: The recommendation has been implemented. Clinical staff are fairly and evenly distributed across the regional clinics with equitable ratios of children per therapist. Table A, included in the response to F7 shows the equitable distribution of psychiatrists across the County clinics. Our goal is to continue to deploy therapists with consideration to equity and the number of consumers presenting at the clinics for services.

R4. The Board of Supervisors should consider identifying funds to enable BHS to review and improve systems related to the real time availability of CBOs and individual private therapists for mental health service appointments.

Response: The recommendation will not be implemented because it is not reasonable. The County is not aware of the existence of a real time tool to support the recommended effort. However, the County has processes in place to maintain current information on the availability of CBOs and individual private therapists. The Access Line regularly conducts test calls to CBOs and private therapists to ensure appointments are available. No referral is made to a CBO or private therapist unless they have an appointment available in the next ten (10) days.

R5. The Board of Supervisors should consider directing BHS to monitor and report on the wait times for mental health treatment for at-risk children.

Response: The recommendation has been implemented. The Behavioral Health Division is required by regulation to monitor and report on the timeliness of mental health treatment for at-risk youth. During the last annual review, which was conducted in February of this year, the following data was presented to the External Quality Review Organization (State audit team):

Timeline from initial request to clinical assessment appointment:

	County Wide	West Region	Central Region	East Region
Average length of time from first request for service to first clinical assessment	14.1 days	11.6 days	11.5 days	16.5 days
MHP standard or goal	15 days	15 days	15 days	15 days
Percent of appointments that meet this standard	63.8%	80.6%	81.0%	46.9%
Range	1-48 days	1-47 days	1-43 days	5-48 days

Timeline from initial request to first psychiatry appointment:

	County Wide	West Region	Central Region	East Region
Average length of time from first request for service to first psychiatry appointment	12.0 days	11.2 days	3.1 days	20.5 days
MHP standard or goal	30 days	30 days	30 days	30 days
Percent of appointments that meet this standard	100%	100%	100%	100%
Range	1-30 days	1–26 days	1-9 days	12–30 days



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics for svcs

Region	# of Clients	% of Total
Central	358	32.9%
East	418	38.4%
West	312	28.7%
Grand Total	1,088	100.0%

CCC Medi-Cal Eligible Children

Region	# of MC children	% of Total
Central	25,284	22.8%
East	49,741	44.8%
West	36,024	32.4%
Grand Total	111,049	100.0%

MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics for svcs

Region	Age Group	# of Clients	% of Region Total
Central	Age Group #1: 0-5	1	0.3%
	Age Group #2: 6-12	127	35.5%
	Age Group #3: 13-17	179	50.0%
	Age Group #4: 18-21	51	14.2%
	Total for Central	358	100.0%
East	Age Group #2: 6-12	136	32.5%
	Age Group #3: 13-17	228	54.5%
	Age Group #4: 18-21	54	12.9%
	Total for East	418	100.0%
West	Age Group #1: 0-5	1	0.3%
	Age Group #2: 6-12	112	35.9%
	Age Group #3: 13-17	158	50.6%
	Age Group #4: 18-21	41	13.1%
	Total for West	312	100.0%
Grand Total		1,088	N/A

CCC Medi-Cal Eligible Children

Region	Age Group	# of MC children	% of Region Total
Central	Age Group #1: 0-5	7,124	28.2%
	Age Group #2: 6-12	8,361	33.1%
	Age Group #3: 13-17	5,511	21.8%
	Age Group #4: 18-21	4,288	17.0%
	Total for Central	7,124	100.0%
East	Age Group #1: 0-5	14,110	28.4%
	Age Group #2: 6-12	16,727	33.6%
	Age Group #3: 13-17	10,812	21.7%
	Age Group #4: 18-21	8,092	16.3%
	Total for East	14,110	100.0%
West	Age Group #1: 0-5	10,731	29.8%
	Age Group #2: 6-12	12,125	33.7%
	Age Group #3: 13-17	7,502	20.8%
	Age Group #4: 18-21	5,666	15.7%
	Total for West	10,731	100.0%
Grand Total		111,049	100.0%

MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics for svcs

Region	Ethnicity	# of Clients	% of Region Total
Central	African-American	47	13.1%
	Asian/Pacific Islander	13	3.6%
	Caucasian	164	45.8%
	Hispanic	120	33.5%
	Native American	3	0.8%
	Other Non White	10	2.8%
	Unknown	1	0.3%
	Total for Central	358	100.0%
East	African-American	113	27.0%
	Asian/Pacific Islander	10	2.4%
	Caucasian	119	28.5%
	Hispanic	139	33.3%
	Native American	4	1.0%
	Other Non White	7	1.7%
	Unknown	26	6.2%
	Total for East	418	100.0%
West	African-American	93	29.8%
	Asian/Pacific Islander	12	3.8%
	Caucasian	60	19.2%
	Hispanic	127	40.7%
	Native American	4	1.3%
	Other Non White	1	0.3%
	Unknown	15	4.8%
	Total for West	312	100.0%
	Grand Total	1,088	N/A

CCC Medi-Cal Eligible Children

Region	Ethnicity	# of MC children	% of Region Total
Central	African American	1,040	4.1%
	Asian/Pacific Islander	3,771	14.9%
	Caucasian	5,840	23.1%
	Hispanic	9,029	35.7%
	Native American	69	0.3%
	Other Non White	4,764	18.8%
	Unknown	771	3.0%
	Total for Central	1,040	100.0%
East	African American	9,024	18.1%
	Asian/Pacific Islander	5,030	10.1%
	Caucasian	7,069	14.2%
	Hispanic	20,617	41.4%
	Native American	116	0.2%
	Other Non White	6,382	12.8%
	Unknown	1,503	3.0%
	Total for East	9,024	100.0%
West	African American	6,099	16.9%
	Asian/Pacific Islander	5,035	14.0%
	Caucasian	1,925	5.3%
	Hispanic	17,456	48.5%
	Native American	50	0.1%
	Other Non White	4,414	12.3%
	Unknown	1,045	2.9%
	Total for West	6,099	100.0%
	Grand Total	111,049	N/A



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Region	# of Svcs in FY16-17	% of Svcs	Total Cost	% of Cost
Central	13,266	39.6%	\$3,154,828	35.7%
East	11,955	35.7%	\$3,300,070	37.3%
West	8,264	24.7%	\$2,389,185	27.0%
Grand Total	33,485	100.0%	\$8,844,083	100.0%



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics for svcs

Region	# of Clients	% of Total
Central	358	32.9%
East	418	38.4%
West	312	28.7%
Grand Total	1,088	100.0%

CCC Medi-Cal Eligible Children

Region	# of MC children	% of Total
Central	25,284	22.8%
East	49,741	44.8%
West	36,024	32.4%
Grand Total	111,049	100.0%



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics for svcs

Region	Age Group	# of Clients	% of Region Total
Central	Age Group #1: 0-5	1	0.3%
	Age Group #2: 6-12	127	35.5%
	Age Group #3: 13-17	179	50.0%
	Age Group #4: 18-21	51	14.2%
	Total for Central	358	100.0%
East	Age Group #2: 6-12	136	32.5%
	Age Group #3: 13-17	228	54.5%
	Age Group #4: 18-21	54	12.9%
	Total for East	418	100.0%
West	Age Group #1: 0-5	1	0.3%
	Age Group #2: 6-12	112	35.9%
	Age Group #3: 13-17	158	50.6%
	Age Group #4: 18-21	41	13.1%
	Total for West	312	100.0%
Grand Total		1,088	N/A

CCC Medi-Cal Eligible Children

Region	Age Group	# of MC children	% of Region Total
Central	Age Group #1: 0-5	7,124	28.2%
	Age Group #2: 6-12	8,361	33.1%
	Age Group #3: 13-17	5,511	21.8%
	Age Group #4: 18-21	4,288	17.0%
	Total for Central	7,124	100.0%
East	Age Group #1: 0-5	14,110	28.4%
	Age Group #2: 6-12	16,727	33.6%
	Age Group #3: 13-17	10,812	21.7%
	Age Group #4: 18-21	8,092	16.3%
	Total for East	14,110	100.0%
West	Age Group #1: 0-5	10,731	29.8%
	Age Group #2: 6-12	12,125	33.7%
	Age Group #3: 13-17	7,502	20.8%
	Age Group #4: 18-21	5,666	15.7%
	Total for West	10,731	100.0%
Grand Total		111,049	100.0%

MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics for svcs

Region	Ethnicity	# of Clients	% of Region Total
Central	African-American	47	13.1%
	Asian/Pacific Islander	13	3.6%
	Caucasian	164	45.8%
	Hispanic	120	33.5%
	Native American	3	0.8%
	Other Non White	10	2.8%
	Unknown	1	0.3%
	Total for Central	358	100.0%
East	African-American	113	27.0%
	Asian/Pacific Islander	10	2.4%
	Caucasian	119	28.5%
	Hispanic	139	33.3%
	Native American	4	1.0%
	Other Non White	7	1.7%
	Unknown	26	6.2%
	Total for East	418	100.0%
West	African-American	93	29.8%
	Asian/Pacific Islander	12	3.8%
	Caucasian	60	19.2%
	Hispanic	127	40.7%
	Native American	4	1.3%
	Other Non White	1	0.3%
	Unknown	15	4.8%
	Total for West	312	100.0%
	Grand Total	1,088	N/A

CCC Medi-Cal Eligible Children

Region	Ethnicity	# of MC children	% of Region Total
Central	African American	1,040	4.1%
	Asian/Pacific Islander	3,771	14.9%
	Caucasian	5,840	23.1%
	Hispanic	9,029	35.7%
	Native American	69	0.3%
	Other Non White	4,764	18.8%
	Unknown	771	3.0%
	Total for Central	1,040	100.0%
East	African American	9,024	18.1%
	Asian/Pacific Islander	5,030	10.1%
	Caucasian	7,069	14.2%
	Hispanic	20,617	41.4%
	Native American	116	0.2%
	Other Non White	6,382	12.8%
	Unknown	1,503	3.0%
	Total for East	9,024	100.0%
West	African American	6,099	16.9%
	Asian/Pacific Islander	5,035	14.0%
	Caucasian	1,925	5.3%
	Hispanic	17,456	48.5%
	Native American	50	0.1%
	Other Non White	4,414	12.3%
	Unknown	1,045	2.9%
	Total for West	6,099	100.0%
	Grand Total	111,049	N/A



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Region	# of Svcs in FY16-17	% of Svcs	Total Cost	% of Cost
Central	13,266	39.6%	\$3,154,828	35.7%
East	11,955	35.7%	\$3,300,070	37.3%
West	8,264	24.7%	\$2,389,185	27.0%
Grand Total	33,485	100.0%	\$8,844,083	100.0%



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics - all cases

Region	# of Clients	% of Total
Central	763	25.0%
East	983	32.2%
West	1,305	42.8%
Grand Total	3,051	100.0%

CCC Medi-Cal Eligible Children

Region	# of MC children	%
Central	25,284	22.8%
East	49,741	44.8%
West	36,024	32.4%
Grand Total	111,049	100.0%



MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics - all cases

Region	Age Group	# of Clients	% of Region Total
Central	Age Group #1: 0-5	51	6.7%
	Age Group #2: 6-12	288	37.7%
	Age Group #3: 13-17	321	42.1%
	Age Group #4: 18-21	103	13.5%
	Total for Central	763	100.0%
East	Age Group #1: 0-5	70	7.1%
	Age Group #2: 6-12	409	41.6%
	Age Group #3: 13-17	417	42.4%
	Age Group #4: 18-21	87	8.9%
	Total for East	983	100.0%
West	Age Group #1: 0-5	151	11.6%
	Age Group #2: 6-12	598	45.8%
	Age Group #3: 13-17	438	33.6%
	Age Group #4: 18-21	118	9.0%
	Total for West	1,305	100.0%
	Grand Total	3,051	N/A

CCC Medi-Cal Eligible Children

Region	Age Group	# of MC children	% of Region Total
Central	Age Group #1: 0-5	7,124	28.2%
	Age Group #2: 6-12	8,361	33.1%
	Age Group #3: 13-17	5,511	21.8%
	Age Group #4: 18-21	4,288	17.0%
	Total for Central	7,124	100.0%
East	Age Group #1: 0-5	14,110	28.4%
	Age Group #2: 6-12	16,727	33.6%
	Age Group #3: 13-17	10,812	21.7%
	Age Group #4: 18-21	8,092	16.3%
	Total for East	14,110	100.0%
West	Age Group #1: 0-5	10,731	29.8%
	Age Group #2: 6-12	12,125	33.7%
	Age Group #3: 13-17	7,502	20.8%
	Age Group #4: 18-21	5,666	15.7%
	Total for West	10,731	100.0%
	Grand Total	111,049	100.0%

MH Children's Outpatient Clinics - Demographics by Age and Ethnicity

Served vs Medi-Cal eligible population in FY 2016-2017

Basic demographic indicators for the Medi-Cal eligible population, served by the CCHSD MH vs county wide

Children, open at MH Clinics - all cases

Region	Ethnicity	# of Clients	% of Region Total
Central	African-American	105	13.8%
	Asian/Pacific Islander	20	2.6%
	Caucasian	304	39.8%
	Hispanic	302	39.6%
	Native American	8	1.0%
	Other Non White	18	2.4%
	Unknown	6	0.8%
	Total for Central	763	100.0%
East	African-American	240	24.4%
	Asian/Pacific Islander	27	2.7%
	Caucasian	268	27.3%
	Hispanic	391	39.8%
	Native American	8	0.8%
	Other Non White	10	1.0%
	Unknown	39	4.0%
	Total for East	983	100.0%
West	African-American	372	28.5%
	Asian/Pacific Islander	35	2.7%
	Caucasian	169	13.0%
	Hispanic	666	51.0%
	Native American	10	0.8%
	Other Non White	22	1.7%
	Unknown	31	2.4%
	Total for West	1,305	100.0%
	Grand Total	3,051	N/A

CCC Medi-Cal Eligible Children

Region	Ethnicity	# of MC children	% of Region Total
Central	African American	1,040	4.1%
	Asian/Pacific Islander	3,771	14.9%
	Caucasian	5,840	23.1%
	Hispanic	9,029	35.7%
	Native American	69	0.3%
	Other Non White	4,764	18.8%
	Unknown	771	3.0%
	Total for Central	1,040	100.0%
East	African American	9,024	18.1%
	Asian/Pacific Islander	5,030	10.1%
	Caucasian	7,069	14.2%
	Hispanic	20,617	41.4%
	Native American	116	0.2%
	Other Non White	6,382	12.8%
	Unknown	1,503	3.0%
	Total for East	9,024	100.0%
West	African American	6,099	16.9%
	Asian/Pacific Islander	5,035	14.0%
	Caucasian	1,925	5.3%
	Hispanic	17,456	48.5%
	Native American	50	0.1%
	Other Non White	4,414	12.3%
	Unknown	1,045	2.9%
	Total for West	6,099	100.0%
	Grand Total	111,049	N/A



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

5.

Meeting Date: 08/28/2017

Subject: SNAP/CalFresh (Food Stamps) Program Update

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: 103

Referral Name: SNAP/CalFresh (Food Stamp) Program

Presenter: Kathy Gallagher, Employment and Human Services Director **Contact:** Enid Mendoza, (925) 335-1039

Referral History:

The SNAP Program was originally referred to the Family and Human Services Committee by the Board of Supervisors on February 15, 2011.

This program was formerly known as Food Stamps and is the Federal Supplemental Nutrition Assistance Program (SNAP). In California, the name of the program is CalFresh.

Referral Update:

Please see the attached report from the Employment and Human Services Department.

Recommendation(s)/Next Step(s):

ACCEPT the report from the Employment and Human Services Department on the CalFresh program, formerly known as Food Stamps and federally known as the Supplemental Nutritional Assistance Program (SNAP), and DIRECT staff to forward the report to the Board of Supervisors for their information.

Fiscal Impact (if any):

This is an informational report with no financial impact.

Attachments

CalFresh Update Report 2017



MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 608 5000 • Fax (925) 313-1575 • www.ehsd.org

To:

- Family and Human Services Committee
- Contra Costa County Board of Supervisors

Date: August 28, 2017

From:

- Kathy Gallagher, Department Director
- Wendy Therrian, Workforce Services Director
- Rebecca Darnell, Workforce Services Deputy Director
- Kathi Kelly, CalFresh Policy Manager

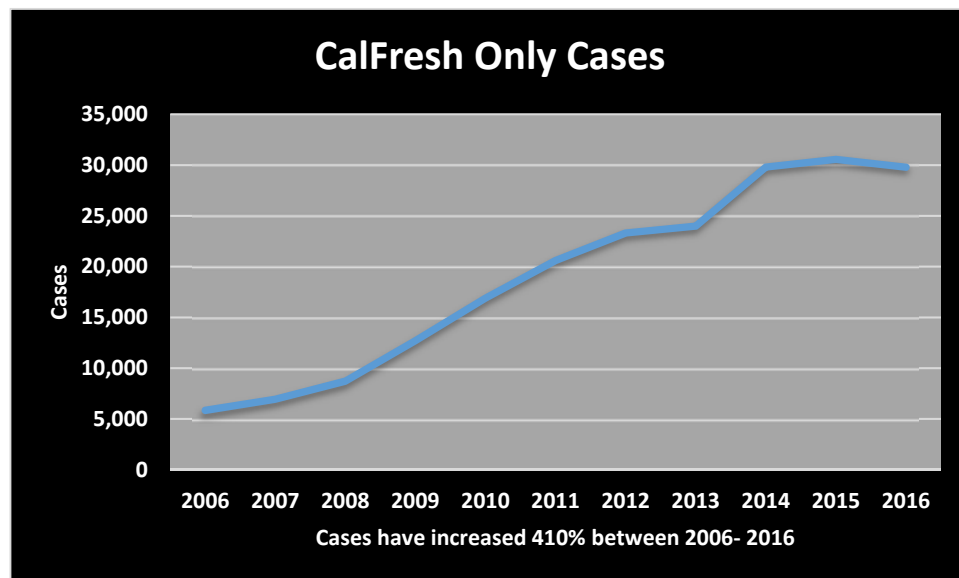
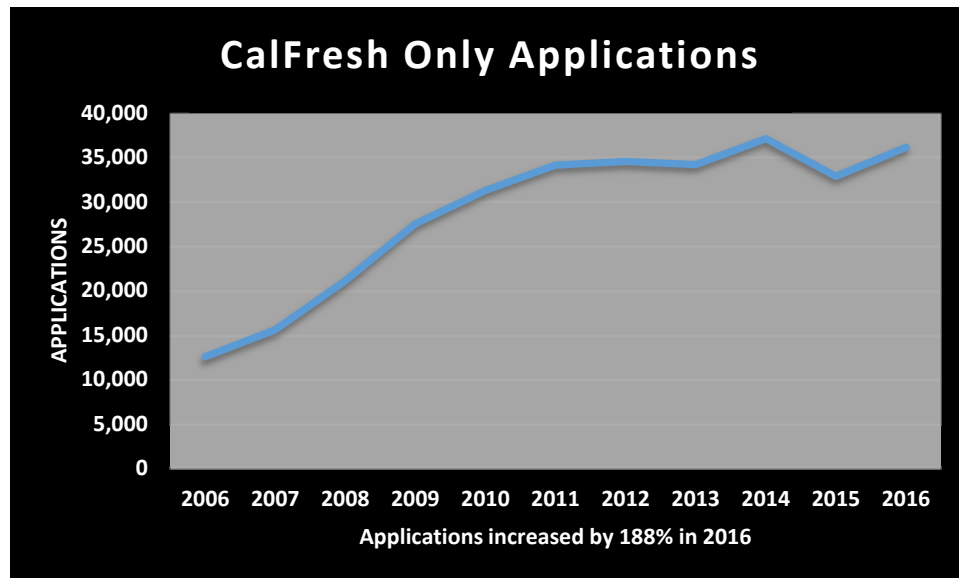
Subject: **CALFRESH PROGRAM UPDATE**

I. Overview

The CalFresh program, formerly known as Food Stamps and federally known as the Supplemental Nutrition Assistance Program (SNAP) was designed to help provide assistance to hungry people, regardless of their age, gender, marital or family status. The program issues monthly electronic benefits that can be used to buy most foods at many markets and food stores.

The CalFresh program helps to improve the health and well-being of qualified households and individuals by providing them a means to meet their nutritional needs. At the federal level, the United States Department of Agriculture's (USDA) Food and Nutrition Service (FNS) administers the program. In California, the CalFresh program is supervised at the state level by the California Department of Social Services (CDSS) and is administered at the local level by the Employment and Human Services Department (EHSD).

Since the Great Recession, we have experienced an unprecedented increase in the number of individuals applying for CalFresh benefits. In 2006, we had approximately 12,554 families applying for aid as compared to 36,120 in 2016. This represents a 188% increase in the number of CalFresh applications received during this period.



Over the last 11 years, the CalFresh only cases have increased a total of 410% going from roughly 5,846 average cases a month in 2006 to 29,789 average monthly cases in 2016.

Beyond the CalFresh only average caseload of 29,789 in 2016, we also had an additional average of 4,250 Public Assistance cases, which represents those households that receive both cash aid (CalWORKs) and CalFresh. This represents a total average of 34,039 CalFresh cases in 2016.

In Contra Costa County, CalFresh puts almost \$10 million into the local economy each month. As indicated by the USDA, research shows that every \$1 provided in CalFresh benefits generates \$1.79 in economic activity. Using the multiplier effect, CalFresh pumped more than \$17.9 million into the local economy in the past year. This economic stimulus is almost exclusively Federal and State funded and provides an important local boost to our economy. CalFresh benefits help families stretch their food dollars to buy more healthy foods for the whole family.

The average, total monthly CalFresh benefits issued in 2006 was \$3,285,940 compared to the 2016 issuance of \$9,730,340. This accounts for an increase of 296% for our households and the local economy.

II. Eligibility for CalFresh

Households that include single individuals, couples, or families are eligible for CalFresh benefits if they meet certain income criteria and legally reside in California. For some CalFresh beneficiaries (under the 200% FPL) eligibility is not asset-based or resource-based which means their property is not counted such as vehicles, cash on hand or money contained in bank accounts.

The amount of benefits a person receives depends on the number of people in the household who purchase and prepare food together and how much monthly income is left after certain expenses are deducted. Income consists of earned and unearned income. Expenses like rent, utilities, dependent care and certain medical expenses are allowable deductions. For example, a household of one (1) with no income would be eligible to receive \$194.00 a month in CalFresh benefits and a household of 10 with no income would receive \$1,461.00 a month.

III. Program Accessibility

To make CalFresh benefits more readily accessible to County residents and families, over the last several years the Department has increased its efforts in working with the Food Bank of Contra Costa and Solano County as well as other community agencies dedicated to the CalFresh-eligible population.

As listed below, these efforts have contributed to the success of our expanding benefits to those in need of food security.

- The application process has been made easier by eliminating the requirement to apply through a face-to-face interview process. A telephone interview is now acceptable at both intake and recertification. A customer may still request a face-to-face interview if they are more comfortable meeting directly with an Eligibility Worker.
- Use of telephonic signature has begun at Department locations that have Automated Call Distribution capability such as the Medi-Cal CalFresh Service Center (MCSC) and the Health Care Access Center (HCAC). As we obtain and expand the necessary technology the use of telephonic signature will be used department-wide.
- Applicants can now apply for CalFresh benefits on-line through My Benefits CalWIN.org portal. Many of our community-based partners have received orientations/trainings on assisting individuals through this on-line application process. In addition, Community Based Organizations (CBOs) can register their organizations as vendors in CalWIN. This will allow the CBOs to track the number of applications they register and the number processed each month by the Department.

- A customer can also access benefits through the use of a multi-program single paper application. For example, a customer who applies for and is found ineligible for CalWORKs benefits can use this same application (the SAWS 2 Plus) to automatically apply for CalFresh benefits without completing another application.
- In February 2014, the Department of Health Care Services (DHCS) initiated the Express Lane Eligibility waiver program in which certain CalFresh beneficiaries were given Medi-Cal benefits without having to complete and file an application. The waiver ended June 30, 2017.
- The statewide Work Incentive Nutritional Supplement (WINS) Program was implemented in Contra Costa County on July 1, 2014. Under the WINS program, CalFresh households who are not in receipt of CalWORKs, but who meet the work participation hours of the Temporary Assistance for Needy Families (TANF) program and have a child in the household under 18 receive an additional \$10.00 food benefit each month. From April 2016 through March 2017 there is a monthly average of 2,936 households in receipt of this additional benefit.
- Horizontal Integration allows applicants who are applying for health coverage through the California Healthcare Eligibility Enrollment and Retention System, (CalHEERS) portal to complete their application for CalFresh and/or CalWORKs benefits at the same time without having to respond to questions already asked through the Covered California process.

It was expected that through Horizontal Integration there would be an increase in program participation rates by expediting program enrollment and minimizing client efforts. Tracking of these applications began in September 2016 and to date the average number of applications submitted each month are 36 CalFresh and 10 CalWORKs.

- Conversations are also taking place with the Health Services Department to expand the existing clinic consortium Medi-Cal Express application processing to include CalFresh.
- Other efforts to increase CalFresh enrollments are outlined in the Outreach section of this report.

IV. Current CalFresh Service Levels and Program Performance

A. Service Levels:

During Program Year 2015- 2016 the monthly average of individuals (families and single) who were in receipt of CalFresh benefits was 70,786. This is a 4% decrease from the previous program year which is the result of an improving economy. Forty-nine and a half percent (49.5%) of these individuals are children under the age of 18.

B. Program Performance:

1. Timeliness Processing Standards

FNS requires states and counties to maintain certain performance measures for the timely processing of CalFresh applications. These measures require that 90% of all applications received be processed within 30 days and requires a three (3) day processing period for those CalFresh applicants determined to require Expedited Services (ES).

We continue to meet the 30-day CalFresh application processing standard of 90% for PY 2015-16 with 95.9% of applications being processed within the 30-day processing requirement. During this same period we achieved a 98.86% processing of ES applications within three (3) days. With our existing efforts and commitment to the ES process, we appear to be on target for meeting the ES compliance rate of 90% for a third consecutive year.

While applications are being processed in a timely manner, the Department is looking into the details and reasons of denied applications. This review will assist in identifying training needs, increase participation and approval rating, and improve the Case and Procedural Error Rates. The top denial reasons are failure to keep a scheduled intake interview, failure to provide verifications, over income limits, not a separate household, SSI/SSP recipient, ineligible student, and application withdrawn.

2. Management Evaluation (ME)

As mandated by the FNS, the California State Department of Social Services (CDSS) is required to conduct a Management Evaluation (ME) review of Contra Costa County's administration of the CalFresh Program. The federal priority areas of the ME for FFY 2016 were Program Access, Customer Service, Timeliness of Application Processing, Payment Accuracy, Quality Control and Training. The ME review was conducted the week of October 24, 2016.

CDSS shared that it was unprecedented for a county of our size to have such few findings. When comparing this year to our 2013 and 2014 ME findings they were very pleased with the work completed as it showed the dedication of our staff and Department.

Two findings in the areas of Case Reviews and Program Access have both been corrected by including the fax number for filing applications being added to lobby posters and training has been completed that emphasizes the importance of adequate and timely noticing requirements.

CDSS was also impressed with the use of technology within our department such as: Self-scanning Kiosks, telephonic signature, ability to retrieve MCSC calls for Quality Management, MCSC customer surveys, ability to apply in lobby utilizing MyBenefitsCalWIN, electronic lobby signage, and the automation of the Rights and Reporting Responsibilities form. This illustrated how the use of technology can

improve the application process for our clients which is a critical component of the ME.

The next ME review will take place the week of October 9, 2017.

3. CalFresh Error Rate

Every month for every county FNS selects a random sampling of CalFresh cases that are to be reviewed for case errors involving miscalculations of income or household composition which result in benefit issuance errors. Our Quality Control (QC) Unit reviews those cases that are selected and determines our CalFresh error rate. Based on the number of cases reviewed and the number of errors cited an error rate percentage is then derived.

FNS is currently evaluating all States QC procedures to ensure that there is no bias applied to the final outcome of the error rate. As a result there will be no fiscal penalties tied to the error rate for FFY 2015 and FFY 2016. Therefore there will be no final error rate for FFY 2016. It resets with FFY 2017 with new QC rules and procedures for case reviews.

The error rate for the beginning of FFY 2017 (October through February 2017) is at 6.36% compared to the State error rate of 4.68%. As the county error rate is higher than the State, our County is at risk of being placed on a Corrective Action Plan (CAP) as not currently meeting performance standards which could result in a fiscal sanction. Staff and consultants are currently reviewing existing business practices as well as internal case review processes for reducing the current error rate and mitigating future errors.

In recent prior years, our County has been one of the counties with a consistently low error rate, which has contributed to the State error rate being below the federal threshold.

4. Outside Consultants

In our attempt to improve customer service and performance levels, we have hired outside consultants to assess our current business practices. While we have incorporated several improvement recommendations there are still other recommendations we will be instituting that will improve program access and customer service. In addition, a Quality Control (QC) consultant has been hired to review existing practices to improve the Departments' Payment Accuracy and Case and Procedural Error Rate.

- The QC consultant has worked with our IT staff in developing a Case Review Management System tool. This tool allows the reviewer to go on-line to complete the case review as well as produce real time data reports. This has been instrumental in allowing our Unit Supervisors and the Program Integrity Unit to quickly identify error trends so that corrective action can be taken. In addition, the consultant has assisted our ability to fine tune the QC and Quality Assurance (QA) process with focus placed on the root cause of

errors. This has allowed us to identify error trends and develop corrective action strategies.

- The Business Process consultant has evaluated our current CalFresh business processes and analyzed data to identify areas for improvement. It was determined that missed appointments are a large barrier for many applicants. EHSD has incorporated and is evaluating options to reduce missed appointments, including providing same day appointments, text appointment reminders, and expanding alternatives to face-to-face interviews such as phone and video conferencing.
- EHSD is also working to identify and reduce “churn,” which is when clients cycle on and off the program in a short amount of time; specifically, applicants who reapply within three months of their semi-annual report or recertification being due. If those clients were able to maintain continuous enrollment, it would greatly reduce the workload of EHSD staff without an interruption in service for clients. EHSD has begun work in this area, with a first step being the implementation of text reminders to clients when their reports are due. In addition, a “packet wrapper” was created for individuals walking into the district office. This four step guide provides an overview of the enrollment process including the interview, verification request, and EBT card issuance. Another tool was developed for on-line applicants that places emphasis on how to download and upload documents digitally, and how to create a MyBenefitsCalWIN account so the applicant can track the application status.

5. Staffing

The Department is continually evaluating its staffing needs and hiring new staff is an ongoing priority although the ability to readily fill new and approved vacant positions continues to be a systemic problem within the Department in terms of having readily available candidates from which to interview and hire.

Compounding the staffing issues was the request for the Department to reduce positions in January 2017. In this process, the Workforce Services Bureau lost 81 operational, front-line positions. The loss of intake workers, eligibility trainees and ongoing caseload worker positions in the Workforce Services Bureau will compromise the improvements that have been achieved in the CalFresh program, specifically the reduced error rate and Expedited Services delivery.

Requests have been made of EHSD to work toward same day appointments/one day processing in the CalFresh application process. We are committed to shortening the application process where possible, but again staffing is a barrier in providing same day services. In order to implement this process, we project a minimum of 30 additional CalFresh staff would be required. Based on an average current monthly application number of 2,600, our current staff can process approximately 36 CalFresh applications a month per worker.

V. Outreach and Community Partnership

EHSD is proud of our efforts to increase CalFresh participation thereby ensuring that more children, families and individuals are able to put nutritious food on their tables each day. The Department has convened a CalFresh Partner Group with the goal of increasing enrollment in the County. The partners include the Food Bank of Contra Costa County and Solano, Crisis Center, the Multi-Faith ACTION Coalition, Ensuring Opportunity, First 5, and Meals on Wheels. This group's strategies are to increase CalFresh enrollment and reach populations with historically lower enrollment. What is already clearly a success is forging a path to partner with community organizations on a shared goal; the ability to evaluate and modify processes and procedures; and a mindset that working together is always better.

The partner group is developing strategies for 2017 & 2018 that focus on outreach for children, seniors, Latinos, reducing churn, and looking at dual enrollment by evaluating existing Medi-Cal customers who could be potentially eligible to CalFresh.

Successful efforts and key achievements of the group are illustrated as follows:

- CalFresh Enrollment Process Improvements: We are developing new and strengthening existing business processes for helping people enroll in CalFresh. EHSD currently works with the Food Bank of Contra Costa and Solano to train nonprofit staff in CalFresh so they have a better understanding of the program and enrollment process. This enhanced training and knowledge as well as a more specifically identified EHSD liaison for the Food Bank of Contra Costa and Solano will not only enhance the quality of training and knowledge in the community, but will strengthen our community partnerships.
- Our partnering agencies have expressed a desire for the County to participate more robustly in outreach efforts. Community activities, grants and funding opportunities often request community based organizations to partner with the County or the County needs to participate as a stakeholder. With the staffing issues that are currently being faced, it is challenging our staff to participate in expanded outreach efforts.

We are currently exploring the possibility of providing additional funding support to our partners to expand their outreach efforts. We will then measure the impact for the timely processing of applications.

- The partnership between the Multi-Faith ACTION Coalition, EHSD and the Food Bank of Contra Costa and Solano is working to cultivate community volunteers who can help people with the CalFresh enrollment process. The Multi-Faith ACTION Coalition has a roster of 60 volunteers who received CalFresh training from the Food Bank. They are now ready to be deployed to nonprofit agencies, places of worship, food distribution sites and shelters to encourage and assist people to sign up for CalFresh benefits.
- The John Muir/Mt. Diablo Community Health Fund awarded a grant to the Food Bank for CalFresh Outreach. Partnering with EHSD, the Food Bank mailed postcards to households currently receiving Medi-Cal but not CalFresh. The Food Bank also

partnered with local school districts to mail to families with children on free/reduced lunch. Funds were also used to print posters advertising the CalFresh program that are posted in health clinics, food pantries, and other locations where low-income families are likely to visit. In an effort to reduce churn the mailings have extended into reminders for active CalFresh recipients who have a recertification or Semi Annual Report (SAR 7) due in the month of May and June. This is a two month pilot focusing on the population in the Richmond area as this is the highest percent of discontinuance.

- We are working with the Pittsburg Unified School District (PUSD) to implement AB 402, which would allow information sharing between EHSD and the District so we can reach out to students' families receiving free / reduced lunch and encourage them to apply for CalFresh. Families who opt-in are sent applications to apply for CalFresh, shortening the application process by allowing families to apply without coming in to the office. PUSD has been working with EHSD and the Food Bank by adding a question to their school meal application in order to easily identify families that desire to also apply for CalFresh. The families' information is then sent to EHSD to begin the CalFresh application process. We anticipate working with other school districts within the county in the same manner.

EHSD sent out 484 CalFresh application packets to those families who indicated an interest in the CalFresh program. Due to the low response rate, a reminder flyer was mailed to the same households three weeks following the initial mailing. The Food Bank made available a link to the GetCalFresh on-line applications as well as contacting them for application assistance. A total of sixty-one (61) applications have been received by EHSD through this project. Twelve (12) were received directly into the EHSD office and forty-nine (49) were submitted using the on-line "GetCalFresh" portal. Of these applications 57% were approved, 5% withdrew application, 34% were denied and two applications were unable to be located. . The denial reasons include failure to provide requested verifications, failure to keep intake interview appointments, no eligible household members, and excess income.

- EHSD, Multi-Faith ACTION volunteers, and Ensuring Opportunity conducted an outreach campaign with local mayors to raise awareness of the CalFresh program and to highlight the program's economic benefit. Local Mayors were issued CalFresh Awareness Proclamations, posted links to the CalFresh application on their city websites, and advertise the health benefits of the CalFresh program. To engage the Mayors, the CalFresh Partner Group members highlighted the economic benefit the program brings to the local economy.
- As staffing levels allow we will plan a series of "CalFresh Express" events that provide an opportunity to process applications and issue same day benefits while in the community. To date there have been two one day enrollment events: one in San Pablo and one in Bay Point.

The first CalFresh Express took place on June 26, 2015 at the Davis Park Community Center in San Pablo. The event was a true collaboration with the Food Bank and other community organizations. The date was selected as this was the same day the Food Bank's Community Produce Program truck was at this location. The community was provided fresh fruits and vegetables to families while they waited. The UC Cooperative

Extension gave out tastings from this produce and promoted healthy eating through various games and activities. Volunteers from the MultiFaith ACTION Coalition reviewed the program's rights and responsibilities with applicants with oversight from EHSD personnel. West Contra Costa Unified School District passed out lunches to children playing in the park. Overall, 74 new applications were taken and 48 (65%) families were approved for benefits.

The second event was held on April 29, 2016 at the Ambrose Community Center in Bay Point. While the number of applications taken was not as great as anticipated, all staff continued with the goal of same day approval and access to CalFresh Benefits. During the event 35 new applications were taken, 23 (66%) were approved, and 18 new EBT cards were generated. All partners taking in lessons learned as it appears that there was less marketing for this event. This location was selected for an event on October 2016, but did not occur due to union work action.

- Technology partnership

- EHSD is working with the Food Bank and Code for America to utilize a mobile application equipped with electronic signature. This will allow the streamlining of preliminary applications through an electronic portal via assistants in our partnering agencies. The Food Bank and EHSD piloted a new application GetCalFresh (formerly known as CLEAN), which is a simplified version of the on-line CalFresh application that can be used on a tablet, smartphone or laptop. It was designed by Code for America for use by community-based organizations. The application takes only about 5-10 minutes to complete and is much simpler for outreach workers in the field. Clients' documents can also be uploaded for submission with the application. The Food Bank continues to use GetCalFresh and is looking to this platform as their sole application portal. It has greatly streamlined the application process and makes filling out an online application while in line at a food distribution event more feasible. This will increase the number of CalFresh applications.

- Read Only Access

To further support Food Bank efforts to assist clients more directly, EHSD has provided CalWIN read only access to the Food Bank. This will allow designated Food Bank staff to look up clients' case status in real time, remind clients of their appointments, let them know what paperwork they are missing, etc. This should improve timely processing while also saving EHSD staff time. Currently the Food Bank has to contact EHSD staff to get case updates, so this will significantly streamline access to data. The contract has been executed and we expect to implement this month.

- Marketing

- Volunteers from the Leadership Contra Costa alumni group have expressed interest in helping advertise and market CalFresh to communities with many eligible people. Developing a marketing plan for CalFresh will require studying

the issue and applying smart advertising techniques to the challenge of CalFresh enrollment. Leadership Contra Costa has marketing professionals who can help with this work.

- The month of May has been designated “CalFresh Awareness Month” by several other California counties. Working with our community partners, the County Board of Supervisors provided an official resolution and declared May as CalFresh Awareness month in Contra Costa County.
- Community Produce Program is another successful example of the collaboration between EHSD and the Food Bank. The Food Bank brings a food truck to the EHSD Antioch District office parking lot at 4545 Delta Fair, every first and third Friday of the month from 11:00 a.m. to noon. Sixty-eight (68) households received produce during the initial food truck visit. The Food Bank and EHSD have been working together to find other locations allowing the population to receive fresh produce.
- Community Training on CalFresh:
 - The EHSD CalFresh Program Analyst conducts “Just the Basics” training with the Food Bank which takes place three to four times per year with 25 to 30 participants from community organizations in each session. Provided in the training is a CalFresh overview, hands-on outreach application exercise as well as an introduction to the on-line application MyBenefitsCalWIN.
 - This training has been a foundation in developing new partners since 2006. Aides of the Board of Supervisors, staff from Food and Nutrition Services (FNS) and regular attendees have attended this training from WIC, the Monument Crisis Center, La Clinica, Rubicon, Public Health, Head Start, One Stop Centers and the Family Justice Centers.
 - EHSD also participates in the Food Nutrition Policy Consortium which is chaired by the Food Bank of Contra Costa and Solano. The group meets to discuss nutrition-related events and activities within the county including CalFresh outreach opportunities.
 - Over the last five (5) years, EHSD has attended an annual Food Bank Summit which is held on a rotational basis between Contra Costa and Solano Counties. The purpose of the Summit is to educate, inform and update those in attendance on topics such as Nutrition Education, Food Safety, what the Food Bank does, and provide instruction and mandates of USDA on the CalFresh Program. This is a daylong event and is attended by various County Department representatives, agencies, and CBOs who work closely with the Food Bank.
 - Beginning this month EHSD staff, through rotational assignments, are providing client navigational services and more direct access to benefits including CalFresh at both the Richmond One Stop Center and the Richmond Family Justice Center. These type of rotational assignments are planned to be provided by the end of the year at the Concord Family Justice Center as well.

- Advocacy

As the CalFresh Partner Group worked at expanding access to increase participation; it was clear that changes at the local, State, and National level would be helpful, or even sometimes necessary, to improve CalFresh benefit access. Current CalFresh policies limit accessibility, including an application process that can be arduous for residents with young children, those who work traditional hours, those who are disabled, and the elderly. Policy changes that allow residents to apply over the phone, through the mail, or on-line are recent additions, but work is still needed to make CalFresh as accessible as possible.

The CalFresh Partner Group is looking to CalFresh advocacy to increase participation. Several partner organizations have legislative platforms that include CalFresh concerns, including addressing college student food insecurity, providing supplemental benefits in the summer to families with school-age children, and simplifying the application process by using electronic employment databases to verify income.

- Participation Rate

As illustrated above the CalFresh Partner Group is committed to increasing participation. A county level measure that assesses the extent to which the eligible population is served is important. One way of monitoring the participation rate is the use of the California Food Policy Advocates (CFPA) report on the Program Access Index (PAI). The PAI estimates CalFresh utilization among low-income individuals in each of California's 58 counties. While on its own, the PAI is not a comprehensive tool for evaluating level of participation, it does provide a snapshot into the number of individuals receiving CalFresh benefits. The most recent PAI ranks Contra Costa County at 42 of the 58 counties. The CalFresh partners group continues to evaluate other methods of assessing the participation rate.

VI. Restaurant Meals Program (RMP)

Federal regulations allowed counties to implement a Restaurant Meals Program (RMP) that would enable eligible homeless, disabled and/or elderly (ages 60 and above) CalFresh households to use CalFresh benefits to purchase hot, prepared meals at participating restaurants. State regulations have been in place since May 1, 2004 allowing an interested county to submit a proposal to CDSS requesting approval to implement the RMP.

There are a great deal of requirements and mandates necessary to implement a successful RMP. The key component of an RMP proposal is the Memorandum of Understanding (MOU) to be used with participating restaurants detailing obligations of both the county and the restaurant.

In the last two years there has been only one additional county participating in the RMP due to the need for dedicated staff necessary to implement. Contra Costa County is one of the 86% of California counties not participating in the RMP.

Only 14% of counties in the State currently participate in the program and based on our outreach and information received from other counties, the primary reasons for non-participation include lack of restaurant/vendor interest in the program, and the time and resources necessary for county staff to administer the program. Contra Costa County is also geographically wide spread and does not have a concentrated area of homeless population. Of those counties who administer the RMP there is a heavy concentration of restaurants to match the heavily populated areas of customers who can utilize the program.

The challenges of administering the program as stated by these counties are the requirement for dedicated staff to implement the RMP and to continually resolve and troubleshoot issues received from customers and participating restaurants. Proactive and immediate action is necessary in operating the RMP and there is a substantial reliance/dependence on County staff.

Besides ongoing monitoring activities, County staff is called upon to assist restaurants in completing the necessary paperwork to participate in the program, and to troubleshoot technical problems such as difficulties with the Point of Sale equipment or a customer's card that does not work or contain benefits. Counties also experience difficulties in getting vendors to participate in the program or those restaurants who want to participate are rejected by FNS.

Given what we have learned on the RMP especially in terms of required County staff resources, this program has been considered but not implemented in Contra Costa County.

VII. Legislation

Under the current Administration, we continue to be concerned about potential legislative or allocation methodology changes, which may result in client eligibility and/or funding reductions to SNAP. We continue to track this issue through several mechanisms including County representative organizations and our Policy and Planning Division.

The Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA) limits the receipt of CalFresh benefits to three months in a 36-month period for the Able Bodied without Dependents (ABAWD) CalFresh population if they are not working; participating at least 80 hours per month in a qualifying education or training activity; participating in a workfare program or exempt due to age; caring for a child or incapacitated household member; or certified medically as unfit for employment.

Previously, there was a waiver to this requirement, which is scheduled to end August 31, 2018. When this occurs, ABAWDs will be required to participate in work activities in order to continue to receive benefits.

With the impending end of this waiver, the State and Counties are current working on various concepts to serve this population effective September 1, 2018. This is a current emphasis of the Department at this time.

VIII. Policy Items of Interest

The following changes will have an impact to our CalFresh participation, and/or increase the workload of our staff.

- Telephonic signature

The telephonic signature is a type of electronic signature that uses an individual's recorded spoken signature or verbal consent in place of an actual written signature. The use of the telephonic signature, as part of the application or recertification process, will eliminate the need to mail documents in order to gather a client's ink signature. In addition, utilizing this process will also reduce the amount of cases being discontinued for failure to complete the recertification process, which will assist with reducing churn. EHSD does not yet have the technology in place to roll out telephone signature Department wide but it is used at our locations that operate under Automated Call Distribution such as the Health Care Access Center and the Medi-Cal CalFresh Service Center. We began using this process in May 2016.

- SNAP to Skills or Employment and Training

Contra Costa County is currently participating in SNAP to Skills led by Seattle Jobs Initiative (SJI). The Federal and State CalFresh agencies have contracted with SJI to help select California counties develop Employment and Training (E&T) programs. Contra Costa is one of 34 counties in the State to offer CalFresh participants training and assistance towards job readiness, job security, work norms and access to higher education. We are partnering with Opportunity Junction and Rubicon Programs, who are overseen by the Foundation for California Community Colleges' Fresh Success program.

The E&T program launched in Contra Costa on April 17, 2017. To date, there are 58 participants in the E&T program.

- Supplemental Security Income (SSI) Suspense Status

Due to the outcome of the Hector Riojas vs. USDA case, individuals in California who are in SSI suspense status are no longer *ineligible* for CalFresh benefits. It was argued that SSI recipients whose benefits are in suspense status should be eligible for CalFresh. Effective August 30, 2016, individuals in California who are in SSI suspense status are not precluded from CalFresh eligibility. These individuals must apply and meet normal CalFresh eligibility requirements in order to receive benefits. While this change does increase the number of eligible household members, the benefits are reduced as the SSI income that was previously excluded is now included in the budget.

- Public Charge

Immigration discussions at the national level continue to cause concern for the CalFresh recipient and potential applicant. There have been no regulatory changes to date and we continue to communicate to the community that it is business as usual. Use of CalFresh

benefits does not affect one's immigration status and will not cause immigration officials to consider these individuals as a public charge.

Public charge is a term used by the U.S. Citizenship and Immigration Services (CIS) when referring to noncitizens that have or may become dependent on public cash assistance such as CalWORKs, General Assistance, or Supplemental Security Income (SSI). This determination is made by CIS when a person is adjusting their citizenship status to lawful permanent resident. CalFresh is considered a supplemental nutrition program and not a cash benefit. As a result CalFresh recipients are not a public charge.

- Elderly and / or Disabled Household Demonstration Projects

Standard Medical Deduction

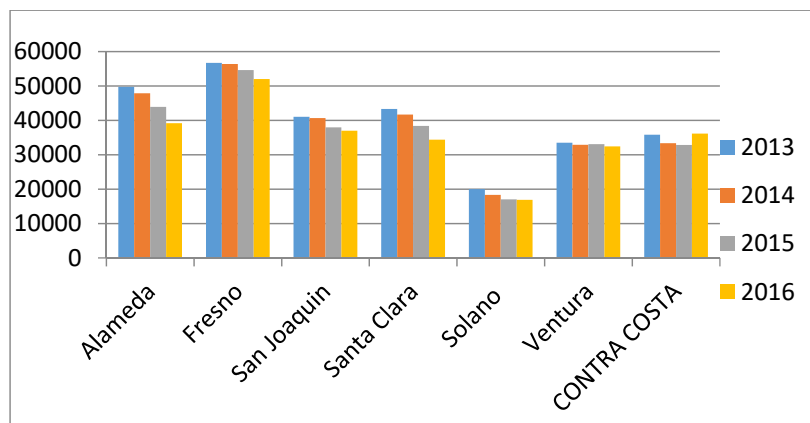
Effective October 1, 2017 through September 30, 2021 a standard medical deduction of \$120 will be issued for households in which an elderly or disabled member incurs medical expenses in excess of \$35 per month. Households with an elderly or disabled member include those with at least one individual who is 60 years of age or older and or disabled and or receives a disability based benefit. To be eligible the household must verify that they incur more than \$35 a month in qualifying medical expenses. Households with more than \$155 a month may opt out to document and claim actual expenses.

Elderly Simplified Application

Effective October 1, 2017 through September 30, 2021 a simplified application process has been approved in an attempt at improving CalFresh access among the state's low income elderly and disabled population. The project waives the recertification interview requirement, uses existing data matches to reduce verification requests, and extends the certification period to 36 months. The project applies to households where all members are either elderly (age 60 or older) and / or disabled with no earned income. The project does not apply to other CalFresh participants.

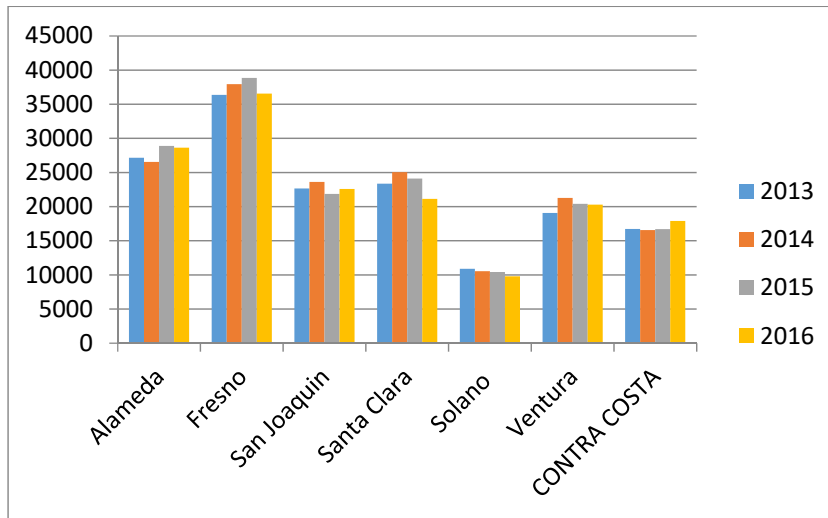
IX. County Comparisons: CalFresh Applications and Caseloads from 2013 through 2016.

- Applications Received

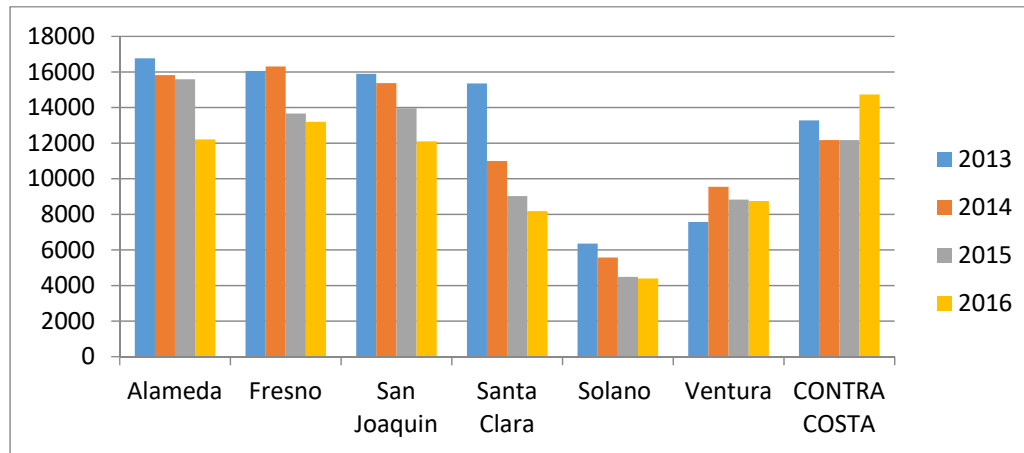


Increased outreach events held by the Food Bank has assisted with increasing the number of new applications.

- **Applications Approved**



- **Applications Denied**



Contributing factors in this comparison are:

1. Increased applications result in higher dispositions including denials.
2. San Joaquin County began a pilot where they contacted applicants who failed to keep intake appointments in an attempt to complete the intake interview. If successful contact was made an intake interview took place, which resulted in lower denials.
3. Alameda County under state monitoring and resulted in lower denials.
4. Many counties have more than one Program Analyst dedicated to CalFresh.

Alameda ~ 2.5 CF Program Analysts with one designated for outreach

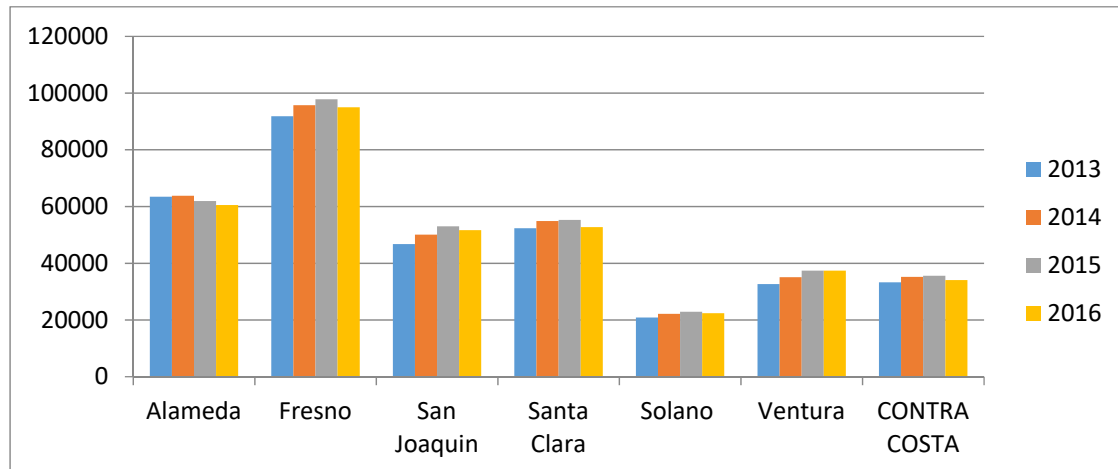
Fresno ~ 2 CF Program Analysts

Ventura ~ 2 CF Program Analysts until 7/3/17. As of July 3, 2017, there are four (4) CF Program Analysts. Two (2) are dedicated to writing policy and two (2) operational analysts who visit district offices to ensure regulations are being followed and provide Q and A.

There is an additional analyst dedicated to outreach for all programs. San Joaquin, Solano and Contra Costa have one program analyst.

5. Due to Contra Costa's high denial rate corrective action strategies are being developed. This includes ongoing Case and Procedural Error Rate (CAPER) training, CF Topic of the Month, Monthly Bulletins, and Hot Tips on top error trends.

- **Active Cases**



X. Important Next Steps

The Department remains committed to providing timely and ready access to CalFresh benefits for those with food insecurity, and in continuing to serve our CalFresh customers in a timely and accurate manner. To this end, we have a continual improvement objective in the areas of outreach, access, enrollment, and services delivery.

Part of this objective is to continue our community outreach efforts and to work even more closely with our community partners to expand access to CalFresh benefits. Expanding access includes our continued rollout of electronic and other alternative means for applying for benefits. We will also continue our efforts to further streamline our CalFresh application and benefits renewal process, and will continue to work on increasing knowledge and awareness of the CalFresh program throughout and to targeted areas within the County.



Contra Costa County Board of Supervisors

Subcommittee Report

FAMILY AND HUMAN SERVICES COMMITTEE

6.

Meeting Date: 08/28/2017

Subject: Local Planning and Advisory Council for Early Care and Education Activities and Countywide Child Care Plan

Submitted For: FAMILY & HUMAN SERVICES COMMITTEE,

Department: County Administrator

Referral No.: 81 & 92

Referral Name: Local Child Care & Development Planning Council Activities / Local Planning Council - Countywide Child Care Plan

Presenter: Ruth Fernández, LPC Coordinator/Manager, **Contact:** Enid Mendoza, (925) 335-1039
Educational Services

Referral History:

The Board of Supervisors referred updates on the activities of the Local Planning and Advisory Council for Early Care and Education (LPC) (formerly known as the Local Planning Council for Child Care and Development) to the Family and Human Services Committee (F&HS) on January 17, 2006.

On October 17, 2006, the Board of Supervisors referred updates on the Countywide Child Care Plan to the Family and Human Services Committee and the Local Planning and Advisory Council for Early Care and Education has provided annual reports.

These reports are typically brought to the Family and Human Services Committee separately, but this year the County Office of Education is prepared to present on both referrals at the same time.

Referral Update:

Please see the attached report on the Local Planning and Advisory Council for Early Care and Education's countywide Child Care Plan and activities update.

Recommendation(s)/Next Step(s):

ACCEPT the report on the Local Planning and Advisory Council for Early Care and Education activities and countywide plan for early care and education, as recommended by the County Office of Education.

Fiscal Impact (if any):

This is an informational report; there is no fiscal impact.

Attachments

LPC Report to F&HS

LPC Childrens Forum - Save the Date Flyer

MEMORANDUM

DATE: July 31, 2017

TO: Supervisor Candace Andersen, District II, Vice Chair
Supervisor John Gioia, District I, Chair

FROM: Ruth Fernández, LPC Coordinator/Manager, Educational Services

SUBJECT: Local Planning and Advisory Council for Early Care and Education (LPC)
Council Activities-Referral #92

CC: Karen Sakata, Contra Costa County Superintendent of Schools
Dr. Pamela Comfort, Deputy Superintendent of Schools
LPC Chair and Vice Chairs

RECOMMENDATION(S):

1) **ACCEPT** the activities report and key accomplishments during fiscal year 2016-2017 for the LPC as they relate to Education Code - *Section 8499.3 – 8499.7* and the implementation of the multi-year Comprehensive Countywide Plan for Early Care and Education 2014 through 2017.

REASON/S FOR RECOMMENDATION:

California Education Code (EC) Section 8231 requires that Local Planning Councils prepare a comprehensive countywide child care plan designed to mobilize public and private resources to address identified needs. Projects and activities of the Contra Costa LPC align with legislative intent for Local Planning Councils to *serve as a forum to address the child care needs of all families and all child care programs, both subsidized and non-subsidized in Contra Costa County* (Ed code Sections 8499.3 and 8499.5).

BACKGROUND:

The Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) was established in April 1998. Required by AB 1542, which was passed in 1993, thirty members of the LPC were appointed by the County Board of Supervisors and the County Superintendent of Schools. Childcare consumers and providers, public agency representatives, and community representatives each comprise 20% of the LPC. The remaining 20% are discretionary appointees. Membership is for a three year term.

On January 7, 2003, membership was decreased from 30 to 25 members, due to the difficulty being experienced in filling all of the seats. On September 19, 2012 membership was decreased from 25 to 20, due to continued difficulty to fill vacant seats. Official reduction of appointed seats provides flexibility to ensure quorum is met in order to conduct Council business.

I. SUMMARY OF ACTIVITIES

- a. **Hosted the 13th Annual Young Children's Issues Forum – *Speak Out for Children: Educate and Advocate on Saturday, March 18, 2017.*** Over 265 teachers, school administrators, college faculty, community advocates, local government officials, parents, business leaders, and state legislators attended the Forum held at the Pleasant Hill Community Center, in Pleasant Hill, CA. The topic of focus for this year's forum is ***Together As One Community For All Children*** which strived to highlight the importance of active engagement of all of members of the community – parents, families, caregivers, teachers, business owners, organizations of faith, policy makers, community leaders and more – to identify what is needed for children, what needs to be changed in order to meet their needs, what we cannot lose, and what we must gain to insure equity of opportunities for all of our children. This event continues to be a catalyst to ongoing and active community engagement and advocacy in the early care and education community. Forum attendees received an “advocacy toolkit” which included local, regional and state resources for families, “how-to” tip sheets and guidelines to encourage civic engagement and general information about the state legislative cycle.

- b. **Initiated the 2017 - 2020 Countywide Child Care Needs Assessment and Child Care Facility Development Study for Contra Costa County.**

The LPC is currently coordinating their 2017 Needs Assessment and Child Care Facility Study. The child care needs assessment is conducted every five years and aims to determine the child care needs as mandated by California Education Code for all LPCs across the State. Based on recommendations made by the LPC's Ad Hoc Child Care Facilities Committee the LPC commissioned a comprehensive countywide needs assessment study for child care for children ages 0 to 12 that includes current conditions of existing facilities, interest in expansion from current providers, potential financing models, and roles for various stakeholders.

The study will be conducted by Brion Economics, Inc. and will be modelled after the study being conducted in San Mateo County by Brion Economics, Inc. (BEI) with Davis Consultant Network, Nilsson Consulting, and other sub-consultants. The study will be conducted in phases, partly due to funding constraints, but also due to the nature of the work that builds on each phase.

Brion Economics, Inc. will update the prior Needs Assessment for 2017, and will provide key analysis and data on an implementation effort to increase the supply of child care facilities in the County. The overall study proposal is divided in five phases overall. However, the current project will only address Phases 1 and 2. Financial sponsorship for the study is provided by the Contra Costa County Office of Education and the LPC; First 5 Contra Costa and the Contra Costa County Department of Conservation and Development (DCD).

- **Phase 1:** Countywide Child Care Needs Assessment - 2017 (NA) by City and community area and countywide, as of 2017 and 2027.
- **Phase 2:** Online Surveys & Analysis of Existing Child Care Providers and Stakeholders in County
- **Phase 3:** Prepare Child Care Capital Improvement Plan
- **Phase 4:** Identify 10 possible ELF sites and conduct site assessments
- **Phase 5:** Child Care CIP Financing Strategy for ELF site development

The lack of child care facilities is an ongoing issue in our county and budgets require we address the issue in the most efficient and focused manner. Currently, our county is unprepared for the expansion of state preschool slots due, in great part, to the absence of adequate facilities. The LPC envisions this study as an effort to operationalize the goal of increasing the supply of child care facilities and program expansion in areas of need. Thus, this study presents an opportunity to further partner with DCD and First 5 Contra Costa for long-term systemic efficiencies and expansion of child care services in our community. The LPC acknowledges the essential role of our local partners and co-sponsors of this study in the local system working to ensure Contra Costa County residents have access to healthy and safe living and working environments.

- c. **Coordinated and Facilitated Quarterly State Funded Program Administrators Network (SFPAN) meetings held at the CCCOE and facilitated by the LPC Coordinator.** The State Funded Administrators Network (SFPAN) convenes 14 agencies that contract with the California Department of Education to provide General Child Care Services for children ages 0-12 and State Preschool services for high need families and children throughout Contra Costa. The SFPAN includes the county's Head Start and Early Head Start providers and the CalWorks child care voucher program known as the Alternative Payment Program which includes stage 1, stage 2 and stage 3 families.

- d. **Support and Fiscal Consultation/Coaching Services for Administrators of State Funded Programs** - Title 5 contractors with the California Department of Education, Early Education and Support Division (CDE-EESD) continue to struggle to fully earn their contract allocation due to low state reimbursement rates, unrealistic family income eligibility guidelines and staff turn-over. Providers cannot cover their operational costs, and therefore, are unable to utilize their full allocation of state and federal child care and child development funds. Over the past four years, the amount of unearned state child care and development funds in Contra Costa County has steadily increased. The LPC also gathered local data from state-funded program administrators that indicated a need for additional training, coaching and technical assistance (TA) for Program Administrators and Directors.
 During 2016 – 2017, the LPC decided to allocate AB 212 funds to “pilot” consultations services to administrators with the goal of improving efficient contract management for full earning of allocation. Over the past two years, three Title 5 programs experienced changes in administration and leadership which impacted the stability of the programs greatly. Other local challenges among Title 5 contractors include: lack of available child care facilities and low enrollment.

- e. **LPC Coordinator is CCCOE's administrator for the California State Preschool Program QRIS Block Grant and Infant and Toddler QRIS Block Grant contracts for Contra Costa County.** The LPC is actively involved in the local planning, coordination and implementation of quality improvement services, professional development and growth activities and incentives, and countywide efforts to increase public awareness of “quality indicators” through the *Contra Costa Quality Matters* program.

II. ACCOMPLISHMENTS

Nurture and Retain a Qualified Early Care and Education Workforce

As in previous years, the LPC has offered multiple professional growth and development services and incentives in Contra Costa County. The LPC was approved by the California Department of Education (CDE) in 2016 -2017 to support teaching staff and the leadership (Site Supervisors and Directors) at state-funded Early Care and Education (ECE) programs by providing stipends for participation at various levels and through multiple commitments to participation paid with AB212 funds. Total stipends issued from AB212 of \$76,173.79 were paid to 81 AB212 eligible staff. The LPC chose to implement the following activities under the sponsorship of AB212 funding:

- **Professional Development Program (PDP) Services and Incentives:** During fiscal year (FY) 2016-2017, the Contra Costa LPC continued the partnership with First 5 Contra Costa for Professional Development Program funding. During the application period, 112 applications were received from AB212 educators. After completing approved PDP activities, a total of 76 AB212 staff received incentives in one or more components or incentive categories.
- **Site Supervisor and Director Professional Learning Communities (PLC) Project-** The LPC received eight applications from participants to the 2016-2017 with one applicant withdrawing before initiating any activities in the PLC. During the project, the leaders participated in activities with seven Site Supervisor/Directors completing all activities in the Professional Learning Community (PLC) and were deemed eligible to receive stipends of \$1000 each for a total of \$7000.
- **Foreign Transcript Evaluation Services continued to be funded and provided through AB212 allocations and were offered in PDP -** Two evaluations were completed for PDP participants by an evaluation service to assist AB212 individuals with education from outside the United States with applying for or advancing on the Child Development Permit or degree completion - \$650.
- **Community Hot Topics Seminar:** 13th Annual Young Children's Issues Forum 2016 Speak Out for Children– On Saturday, March 18, 2017, over 265 teachers, school administrators, college faculty, community advocates, local government officials, parents, business leaders, and state legislators attended the 13th Annual Young Children's Issues Forum "Speak Out For Children: Educate and Advocate" held at the Pleasant Hill Community Center, in Pleasant Hill, CA. Certificates of Professional Growth Hours were issued – AB212 funds partially supported the implementation of the Forum.
- **Additional AB212 Support Services:** 112 applications were received from AB212 educators for participation in the Professional Development Program by advisors at each of the three colleges in the Contra Costa Community College District or by AB212 Staff. The college advisors provided Information Sessions, education advising towards degrees, regular individual advising sessions, and documentation acceptance from July 2016 through January 2017. AB212 staff continued to provide the same services at state-funded employment sites, through advising appointments, Child Development Permit application processing and related professional growth advising sessions, and

training, as needed, for understanding of renewal requirements for the Child Development Permit and for successful participation in PDP. PDP stipend details follow in Table 1- the number of participants completing each type of professional development and the stipend amounts by category is represented in the next page.

- Permit Applications:** AB212 staff continued to assist early childhood educators to apply for new, renewal and upgrade Child Development Permit applications. A total of 157 permit applications were processed to date with 11 from AB212 Professional Development Program (PDP) participants who submitted Permit applications. In the past several years, AB212 staff have seen an increase in online renewals by Contra Costa County early childhood professionals. There seems to be a better understanding of the process for online renewals and many have become more aware of the services which can be provided online. Recent history has shown that fewer individuals are needing assistance with accessing their Permit information online and may contact AB212 staff for guidance in making payment, submitting the application for renewal, or editing personal information due to marital status, address changes, or incorrect information. Professional Growth Advising and the development of awareness of that may have also increased this online engagement with the Commission on Teacher Credentialing (CTC).

**2016-2017 Professional Development Program (PDP)
Incentive Summary - Table 1**

Stipend Type and amount	Number per Stipend Type	Total per Stipend Type
Course Completion Stipend = \$400 for 6 units completed	59	\$23,600
Professional Training Hours = \$150 (for completion of 12 hours or \$300 for completion of 24 hours	11	\$3,150
Professional Training Receipts Based on receipts submitted = MAX \$100	4	\$273.79
Coursework Bonus for completing additional units after first 6 units. \$100 per unit with MAX \$800	44	\$22,100
Reflective Practice Seminar = \$300 required concurrent enrollment in one three-unit course.	26	\$7,800
Education Milestone M1 - completion of 24 ECE/CD and 16 GE for Teacher Permit = \$500, M2 - completion of AA/AS degree = \$500 M3 -completion of BA/BS =\$500	17 M1 = 8 M2 = 6 M3 = 3	M1 = \$4,000 M2 = \$3,000 M3 =\$1,500
Lost Wages - Completion of lab or community-based supervised field experience which required absence from employment, based on hours completed	3	\$3,750
PLC - Site Supervisor and Director Professional Learning Community = \$1000	7	\$7,000
Total stipend types paid to 76 approved and eligible participants	171	\$76,173.79

Permit Applications Processed During 2016 - 2017 for State-Funded Programs

Permit Level by Job Title								
Job Title	No Permit Yet	Assistant	Associate Teacher	Teacher	Master Teacher	Site Supervisor	Program Director	Total
TAT or Assistant	8	1	3	-	-	-	-	12
Associate Teacher	-	-	19	3	1	2	-	25
Teacher	2	-	3	9	2	2	-	18
Master/Lead Teacher	-	-	1	2	3	5	1	12
Site Supervisor	-	-	-	-	-	6	2	8
Program Director	-	-	-	-	-	-	1	1
Total	10	1	26	14	6	15	4	76

Retention by Job Title

Job Title and Years of Employment						
Years of Employment						Totals
Job Titles	Not provided	< 3 years	3-5 years	5-10 years	More than 10 years	
Assistant	1	8	3	-	1	13
Associate Teacher	2	9	1	7	5	24
Teacher	2	6	2	3	6	19
Master Teacher	-	2	2	-	7	11
Site Supervisor	-	-	1	1	6	8
Program Director	1	-	-	-	-	1
Total - Central	6	25	9	11	25	76

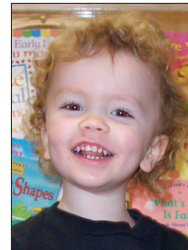
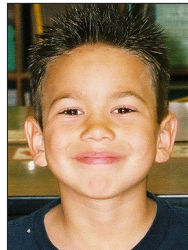
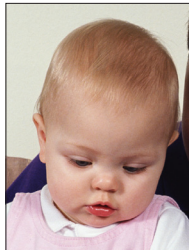
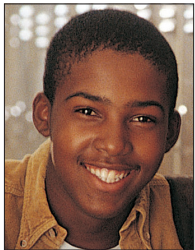
III. PROPOSED WORK PLAN/OBJECTIVES FOR 2017 - 2018

The LPC will continue to oversee the design and implementation of the following projects and priority activities:

- **Plan, Coordinate and Host the 14th Annual Young Children's Issues Forum – Speak Out for Children: Educate and Advocate** scheduled for Saturday, March 17th, 2018 (See Save the Date Flyer Attached).
- **Complete the new Countywide Child Care Needs Assessment and Facility Development Study 2017-2020**
The Early Learning Facilities Needs Assessment would update the prior Child Care Needs Assessment for 2017 (a statutory mandate for the LPC), and would provide key analysis and data on an implementation effort to increase the supply of child care facilities in the County. The study is expected to be completed by April 2018.
- **Convene Annual LPC Member Retreat** on December 1, 2017 to begin strategic planning process for Contra Costa County Comprehensive Countywide Early Care and Education Plan 2017-2020.
- **Participate, support and align funding** goals to support countywide efforts to improve the quality of all Early Care and Education programs through the *Quality Matters (QRIS) Project*.
- **Co-sponsor teacher incentives and professional development services** offered through Contra Costa County PDP utilizing AB212 funding and in partnership with First 5 Contra Costa.
- **Continue implementation** of the California Transitional Kindergarten Stipend Project (CTKS) by continuing to build and maintain relationships with TK Coordinators, State Preschool (CSPP) Administrators and TK/CSPP teachers in Contra Costa County.



**Contra Costa County
Local Planning and Advisory Council
for Early Care and Education**



SAVE THE DATE—

14th Annual Young Children's Issues Forum 2018 "Speak Out for All Children: Educate and Advocate"

Join your local state legislators, local elected officials, business leaders, early childhood educators, families, and the community in a dialogue about the current movement to elevate the quality of Early Care and Education services for all children and promote increased compensation.

- When:** Saturday, March 17, 2018, 9:00 AM – 2:00 PM
Registration and resource fair begins at 8:30 AM
- Where:** Pleasant Hill Community Center
320 Civic Drive, Pleasant Hill, CA 94523
- Cost:** \$15 - Space is limited
Resources, continental breakfast and light lunch provided.

Watch for registration information on our website:

www.plan4kids.org

Limited child care available for children 2 years and up.
For more information, please call Ruth Fernández at 925-942-3413
Coordinated by the Contra Costa County Office of Education



**CONTRA COSTA COUNTY
Office of Education**
learn • lead • achieve