



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
February 12, 2017

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Tanya Drlik, Health Services Dept.  
Jami Napier, Sr Deputy CAO, Clerk of the Board  
Elizabeth Verigin, Asst. Auditor-Controller  
Joanne Bohren, Chief Auditor  
Henrietta Brown, Auditor-Controller's Office  
Jonathan Bash, District III Chief of Staff  
Allison Picard, Chief Asst CAO  
David Gould, County Purchasing Services  
Manager  
Michael Kent, Health Services Department

DRAFT

1. Introductions

*Chair Andersen called the meeting to order at 1:00 p.m. and self-introductions were made around the room.*

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

*No persons requested to speak during the Public Comment period.*

3. CONSIDER future disposition of the seat designated for the Public and Environmental Health Advisory Board, which was abolished, on the Integrated Pest Management Advisory Committee.

*The Committee directed that the former PEHAB seat on the IPM Advisory Committee be redesignated for a member of the newly created Sustainability Advisory Committee.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

4. APPROVE Hazardous Materials Commission nominations to appoint the following individuals to the Commission to terms ending on December 31, 2020:

| Action    | Nominee        | Seat                             | Nominated By             |
|-----------|----------------|----------------------------------|--------------------------|
| Reappoint | Steve Linsley  | Environmental #3                 | Via open recruitment     |
| Reappoint | Leslie Stewart | League of Women Voters           | League of Women Voters   |
| Appoint   | Rita Xavier    | League of Women Voters Alternate | League of Women Voters   |
| Reappoint | Don Bristol    | Business #3                      | CC Taxpayers Association |

***The Committee unanimously approved the nominations.***

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

5. ACCEPT report on the Auditor-Controller's audit activities for 2016 and APPROVE the proposed schedule of financial audits for 2017.

***Chief Auditor Joanne Bohren presented the annual report and indicated that 37% of the findings were repeat findings from the previous year. Asst. Auditor-Controller Elizabeth Verigin advised that the Auditor's Office will reinstate periodic fiscal management training for the Municipal Advisory Councils, and strongly recommended a recommitment by Public Works-Purchasing to revive Procurement Card Training. Purchasing Services Manager David Gould advised that he has personally conducted one-on-one procurement card training during the last six months and is researching electronic tools to help monitor card use and identify misuse.***

***Ms. Bohren explained that her staff spends about one-third of the year exclusively on the Comprehensive Annual Financial Report but, even so, was able to complete all 2016 scheduled audits. She also highlighted that 2015 was the 34th straight year that the County has earned the distinction for excellence in financial reporting.***

***The Committee accepted the report and audit schedule as presented.***

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

6. ACCEPT follow-up report and recommendations on the Small Business Enterprise and Outreach Programs.

***The Committee accepted the staff report and directed staff to conduct a broad review of purchasing policies and programs and return to the IOC in six months with recommendations for any changes and revised policy and program documents.***

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

7. APPROVE the proposed plan and schedules for the recruitment to fill three Board of Supervisors seats on the Contra Costa County Employees' Retirement Association Board of Trustees that will become vacant on July 1, 2017, and two Board of Supervisors seats on the East Contra Costa Fire Protection District Board of Directors that will become vacant on February 5, 2018.

*The Committee approved the recruitment schedule as proposed.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

8. APPROVE the proposed 2017 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

*The Committee approved the work plan and meeting schedule as proposed.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

9. The next meeting is currently scheduled for March 13, 2017.

10. Adjourn

*Chair Andersen adjourned the meeting at 1:37 p.m.*

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 335-1077, Fax (925) 646-1353  
julie.enea@cao.cccounty.us