

# DRAFT



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
JUNE 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: Jami Napier, Asst. Clerk of the Board  
Igor Skaredoff, CCRCD

### 1. Introductions

*Chair Andersen convened the meeting at 1:05 p.m.*

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

*No members of the public requested to speak during the Public Comment period.*

### 3. RECEIVE and APPROVE the Record of Action for the May 8, 2017 IOC meeting.

*The Committee approved the Record of Action for the May 8, 2017 IOC meeting as presented.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

### 4. CONSIDER recommending Walter Pease to the Board of Supervisors for appointment to the Contra Costa Resource Conservation District board of directors to complete the unexpired term ending on November 30, 2018.

*Staff advised the Committee that Mr. Pease was out of state and could not attend the meeting. RCD board member Igor Skaredoff spoke in support of Mr. Pease's candidacy, highlighting his credentials and prior contributions to the development of the watershed program.*

*The Committee decided to recommend to the Board of Supervisors Mr. Pease's appointment to the RCD board.*

*Supervisor Burgis commented that in future recruitment, she'd like to see more outreach done in those parts of the county that are not currently represented on the RCD board.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

5. ACCEPT the Triennial Review Phase III Report and the specific recommendations summarized below:

1. Direct staff to report back by July 2017 with a plan to increase outreach for filling vacant Board committees and commissions that includes working with each Board office to advertise openings in their specific District with a goal of encouraging diverse representation on these bodies.
2. Direct staff to provide refresher training to employees staffing these committees on administrative and fiscal requirements and procedures.
3. Direct Conservation and Development Department staff to evaluate the cost of staff support for the Fish and Wildlife Committee, and explore whether modifying the number of meetings from 12 to 6 annually is appropriate.
4. Request the Managed Care Commission update its by-laws to add one additional seat for a senior or person with disabilities, and to broaden the seat description designated for a physician to a "medical provider".
5. Refer to the Board's Legislation Committee a request for the County to advocate to the State on behalf of the Public Law Library to improve the funding source available for this service.

*Jami Napier presented the report. The Committee complimented staff on the improved accuracy of the advisory body information, accepted the staff report, and requested the Clerk's Office to provide a monthly report of current and upcoming District and At Large seat vacancies to each District Office to assist the Supervisors in their public outreach efforts and also in roster maintenance.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

6. The next meeting is currently scheduled for July 10, 2017.

*The Committee confirmed July 10, 2017 as the next meeting date and decided to cancel the August 14, 2017 meeting due to scheduling conflicts.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

7. Adjourn

*Chair Andersen adjourned the meeting at 1:25 p.m.*

For Additional Information Contact:

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