



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
July 10, 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  
Barbara Riveira, CAO Sr. Mgmt. Analyst  
David Gould, Purchasing Services Manager  
Steve Kowalewski, Deputy PW Director  
Dominic Aliano, District IV Supervisor's Office  
Thomas Geiger, Asst. County Counsel  
Keith Freitas, Airports Director  
Betsy Burkhart, Public Information Officer  
DeWitt Hodge

### 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 members of the public requested to speak during the Public Comment period.*

### 3. RECEIVE and APPROVE the Record of Action for the June 12, 2017 IOC meeting.

*The Committee approved the Record of Action for the June 12, 2017 IOC meeting as presented.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

### 4. CONSIDER recommending the appointment of DeWitt Hodge to the At Large #2 seat on the Aviation Advisory Committee to complete the unexpired term ending on March 1, 2020.

*Keith Freitas explained that until the day of the Committee packet distribution, there were two applicants for the At Large seat but on the day of packet distribution, one applicant withdrew, leaving only one candidate for the Committee's consideration. The candidate, DeWitt Hodge, who previously held the seat, commented that there was no written description or requirements for the At Large seats and therefore, no grounds on which to disqualify him.*

*Acknowledging that the Board of Supervisors is seeking community representation in the AAC At Large seats, the Committee requested the Airports Director to initiate a new recruitment with the goal of attracting a pool of candidates for further consideration. The Committee also decided to refer the screening of candidates from the new recruitment to the Board's Airports Committee.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

5. ACCEPT the Phase III Triennial Advisory Body Review status update summarized above.

*Jami Napier presented the staff report.*

*In reference to Recommendation #1, the Committee expressed concern about seats that have long been vacant, and requested staff to draft a policy that establishes a deadline by which recruitment should be initiated (1) in anticipation of a scheduled vacancy, and (2) following an unscheduled vacancy. The Committee additionally suggested that the policy should include a standard application period for advisory body recruitment, i.e., a fixed number of days or weeks. Jami Napier also commented that the County's new system for tracking advisory bodies and appointees is capable of generating reports of current and upcoming seat vacancies by body, by nominating or recommending official (District Supervisor, Committee or other).*

*In reference to Recommendation #2, the Committee requested that the MAC training be recorded by CCTV and made available on line for MAC members who cannot attend the training in person.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

6. ACCEPT report on SBE and Outreach Program oversight changes and CONSIDER directing the County Administrator's Office and County Counsel to implement administrative and county code changes as described in the attached report.

*The Committee approved the Purchasing Services Manager's recommendations to designate the responsibility for reporting under the SBE and Outreach Programs to the Purchasing Services Manager, under the direction of the County Administrator; and to consolidate SBE, Outreach, E-Outreach, and Local Vendor Preference data into a single "Business Opportunity Program" report. The Committee preferred to continue discussion on proposed changes to E-Outreach and competitive bidding thresholds until September, to permit the CAO additional time to further examine potential impacts of the proposed changes on department compliance with the Board's program objectives.*

*The Purchasing Services Manager offered to provide information in September about the number of purchase orders falling between the \$10,000 and \$25,000 price range that would be impacted by the proposed change in the E-Outreach threshold.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

7. The August 14, 2017 has been canceled. The next meeting is currently scheduled for September 11, 2017.
8. Adjourn

For Additional Information Contact:

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