



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
September 11, 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: David Gould, Purchasing Services Manager  
Beth Ward, Animal Services Director  
Steve Burdo, Animal Services Department  
Arturo Castillo, Animal Services Department  
Jami Napier, Asst. Clerk of the Board  
Emlynn Struthers, Clerk of the Board's Office  
Anne O, Chief of Staff, District IV  
Enid Mendoza, Sr. Deputy County Administrator  
Jill Ray, District II Supervisor's Office  
Bob Campbell, Auditor-Controller  
Beth Mora  
Nedda Bass  
Phyllis Gordon  
Carrie Ricci, Public Works Department  
Patricia Ramirez  
Debbie Son  
Kirsten Upshaw  
Jeff Mora  
Jennifer Cohen  
Argentina Davila-Luevano  
Angel Luevano  
Susan Smith  
Joey Smith

### 1. Introductions

*The Chair 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 July 10, 2017 IOC meeting.

*The Committee approved the minutes of the July 10, 2017 meeting as presented.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

4. CONSIDER report on the recent member resignations from the Commission for Women and DETERMINE action to be taken.

*Supervisor Andersen introduced the item, explained that the basis for the referral to IOC was the recent spate of member resignations, and concerns that had been expressed by some members about the Commission not closely adhering to the mission established by the BOS, and a requirement of members to raise funds for the Commission but a with perceived inability to influence how raised funds were utilized.*

*Jami Napier advised that the Commission for Women would be included in the next phase of the triennial advisory body review, which will examine and make recommendations about the Commission's current structure, mission and bylaws; regularity of meetings and attendance; compliance with the Better Government Ordinance; ability to achieve a meeting quorum; activities and how they relate (or do not relate) to the Commission's charge, and Commission funds (if any). The staff report with recommendations is scheduled to be presented to the IOC in February 2018.*

*The following individuals spoke about the importance of the Commission for Women: Debbie Tote, Kirsten Upshaw, Beth Mora, Jennifer Cohen, Argentina Luevano Davila, Joey Smith, Phyllis Gordon, Angel Luevano*

*Through member comments, it was learned that the Friends of the Commission for Women (Friends), was modeled after a similar organization in Marin County and is currently composed by Phyllis current and former Commission members, and At Large members. To avoid the potential for misappropriation of funds, which allegedly occurred in the Marin Friends, it was decided that dual membership would be permitted between Contra Costa's Commission for Women and Friends. The majority of the Friends Board are current Commissioners. Commissioner Phyllis Gordon serves as the Friends chairperson.*

*It was learned that the Commission/Friends network at the state and national level through attendance at conferences, and that the Friends will pay for Commissioners' attendance at these conferences. Ms. Gordon has for many years attended on behalf of the Commission/Friends, but all Commissioners have the opportunity to attend. Some commissioners may not be able to participate more fully due to personal*

*circumstances.*

*It was learned that the Friends exists primarily to provide support and funding for Commission activities, and any funds raised through Commission events are turned over to the Friends and not maintained by the Commission (the Commission has no authorized mechanism for banking funds). The Commission and other groups can apply for small grants from the Friends and the Friends determines which grants it will fund. Commissioners volunteer to assist with Friends-sponsored Commission functions. The Commission created an office/seat called Treasurer to serve as the bridge between the Friends and the Commission. The Treasurer, at the IOC meeting, questioned whether current Commission activities such as the Hall of Fame event would not be more appropriate for an organization other than the Commission, and commented that activities that might be more aligned with the Commission's charge would, as a rule, not involve significant costs or Friends support.*

*Supervisor Burgis requested copies of the bylaws, budgets and financial reports of the Friends and the Commission. The Committee discussed potentially making a second referral to the CAO to examine the potential to provide funding for the Commission. Supervisor Burgis stated that the IOC will not try to "fix" the Commission but will set the County's future expectations for the Commission.*

*CAO Senior Deputy Enid Mendoza advised that she serves as a liaison between the County and the Commission.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

5.

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January through June 2017.

*David Gould presented the staff report and advised that he was convening a staff meeting/training to correct any inconsistencies in reporting that are occurring. Supervisor Burgis said she was interested in learning how the County reaches out to businesses in the different county geographic areas.*

*The Committee accepted the report and directed staff to share the report with the Board of Supervisors on a future Board agenda.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis  
Passed

6.

ACCEPT FY 2016/17 report from the Animal Services Department on the Animal Benefit Fund.

*Beth Ward presented the staff report and submitted an updated/corrected report from the version, attached, than was in the agenda packet. She commented that, since the Animal Benefit Fund was reauthorized a year ago, this is the first report presenting the comprehensive spending plan. She and her staff chose to be conservative in the first year, expending about \$250,000 and leaving a fund balance of over \$800,000. Most of the funds were spent on animal welfare projects such as "cat condos", agility equipment for dogs, and outside exercise space for quarantined animals.*

*Staff is proposing a FY 17/18 spending plan of \$300,000.*

*The Committee accepted the report and directed staff to share the report with the Board of Supervisors at a future Board meeting.*

AYE: Chair Candace Andersen, Vice Chair Diane Burgis

Passed

7. Adjourn

*The Chair adjourned the meeting at 3:52 p.m.*

For Additional Information Contact:

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

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