



Agenda

INTERNAL OPERATIONS COMMITTEE

April 9, 2018

1:00 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Diane Burgis, 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. RECEIVE and APPROVE the Records of Action for the February 12 and March 12, 2018 IOC meetings. (*Julie DiMaggio Enea, IOC Staff*)
4. INTERVIEW candidates for the Public Member seat on the Countywide Redevelopment Successor Oversight Board, CONSIDER the appropriate term of office for the seat, and DETERMINE recommendations for Board of Supervisors consideration. (*Maureen Toms, Conservation and Development Department*)
5. INTERVIEW candidates for the Public Member #1 and #2 seats on the Treasury Oversight Committee and DETERMINE recommendations for Board of Supervisors consideration. (*Brice Bins, Chief Deputy Treasurer-Tax Collector*)
6. CONSIDER response from the Commission on Women to staff recommendations presented in February 2018. (*Julie DiMaggio Enea, County Administrator's Office*)
7. CONSIDER approving recommendations from the Fish & Wildlife Committee for the allocation of 2018 Fish and Wildlife Propagation Fund grant funds for ten projects totaling \$101,355. (*Maureen Parkes, Conservation and Development Department*)
8. CONSIDER accepting the Small Business Enterprise, Outreach and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 through December 31, 2017. (*David Gould, Purchasing Services Manager*)
9. The next meeting is currently scheduled for May 14, 2018.
10. Adjourn

The Internal Operations Committee will provide reasonable accommodations for persons with disabilities planning to attend Internal Operations 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 Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours. Staff reports related to items on the agenda are also accessible on line at www.co.contra-costa.ca.us.

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:

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



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 04/09/2018

Subject: RECORD OF ACTION FOR THE FEBRUARY 12 AND MARCH 12, 2018
IOC MEETINGS

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: N/A

Referral Name: RECORD OF ACTION

Presenter: Julie DiMaggio Enea, IOC
Staff

Contact: Julie DiMaggio Enea (925)
335-1077

Referral History:

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

Referral Update:

Attached are the Records of Action for the February 12 and March 12, 2018 IOC meetings.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Records of Action for the February 12 and March 12, 2018 IOC meetings.

Fiscal Impact (if any):

None.

Attachments

DRAFT IOC Record of Action 2-12-18

DRAFT IOC Record of Action 3-12-18

DRAFT



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
February 12, 2018

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Nancy Sparks
Jami Napier, Asst. Clerk of the Board
Emlynn Struthers, Clerk of the Board's Office
Matt Slattengren, Agriculture Dept
Beth Mora
Michael Kent, HazMat Commission
Melinda Cervantes, County Librarian
Mark Goodwin, District III Chief of Staff
Susan Smith, County Administrator's Office
Kristen Lackey, County Administrator's Office
Walter Beveridge, Library
Lisa Park
Jody London, DCD
Kara Douglas, DCD
Tanya Drlik, IPM Coordinator, Health Services
Joey Smith
Roger Renn

1. Introductions

Chair Burgis convened the meeting 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 one requested to speak during the public comment period.

3. RECEIVE and APPROVE the Records of Action for the December 11 and 19, 2017 IOC meetings.

The Committee approved the Records of Action for the December 11 and 19, 2017 IOC meetings as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

4. CONSIDER remaining candidates for one Board of Supervisors appointed seat on the East Contra Costa Fire Protection District Board of Directors and DETERMINE a recommendation for Board of Supervisors appointment effective immediately and until such time that an elected successor assumes office:

Name	Resident of	Current Employment	Education	Current Volunteering Work	Also Applied for
Anthony Bargiacchi	Brentwood	Engineer/Firefighter, Novato Fire Protection District; Adjunct Faculty, EMT-First Responder, Los Medanos College	BS, Columbia Southern Univ; criminal justice coursework at San Jose State Univ	Not specified	Not specified
Lito Calimlim	Clayton	Real Estate Broker	BA, Econ & Psychology, UCLA	Comstock Gardens HOA Board President	Not specified
Karin Schnaider	Brentwood	City of Tracy Finance Director	MBA, Public Policy Administration, San Diego State Univ.; BA, Public Policy Administration, CSU Long Beach	Not specified	Byron-Brentwood-Knightsen Union Cemetery District Board
Sandra Strobel	Knightsen	Real Estate Broker; Project Manager/Admin	GED, community college coursework, real estate license	Knightsen Neighborhood Watch Chairperson	Not specified
Stephen F. Smith	Brentwood	Retired. Formerly, IT programmer analyst for banking institutions.	MS, BS, UC Berkeley	ECCFPD Board member since 2011	Not specified

The Committee selected Sandra Strobel for appointment to the East Contra Costa Fire Protection District Board of Directors and directed staff to forward the recommendation to the Board of Supervisors for consideration.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

5. Appoint Natacha (Paige) Simmons to the County Representative 1 seat to a term expiring on June 30, 2020. Ms Simmons is an East County resident and will bring a valuable perspective of low-income tenant needs. She has previous experience in landlord/tenant law.

The Committee approved the nomination of Natacha (Paige) Simmons to the County Representative 1 seat to a term expiring on June 30, 2020 and directed staff to forward the recommendation to the Board of Supervisors for consideration.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

6. APPROVE for recommendation to the Board of Supervisors the Hazardous Materials Commission nominations of the following individuals for appointment to the Commission for three year terms ending on December 31, 2021:

<u>Action</u>	<u>Seat</u>	<u>Nominee</u>
Appoint	Business #2	Jack Bean

Reappoint	Environmental #1	Ralph Sattler
Appoint	Environmental #1 Alternate	Lisa Park
Reappoint	Environmental Engineer	George Smith
Reappoint	Environmental Engineer Alternate	Ron Chinn

The Committee approved all of the Hazardous Materials Commission nominations and directed staff to forward the recommended appointments to the Board of Supervisors for consideration.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

7.
 1. ACCEPT the Triennial Advisory Body Phase I report, attached, and APPROVE staff recommendations found at the conclusion of the report.
 2. CONSIDER approving additional specific recommendations pertaining to the Commission for Women:
 - a. To safely account for Commission funds and eliminate the Commission's dependence on outside agencies for funds administration, DIRECT the County Administrator to create and administer a budgetary organization unit to account for funds granted and donated to the Commission for Women and to work with the Commission Chair and Treasurer on a protocol and procedure to deposit and disburse the funds.
 - b. To establish an arm's length relationship between the Commission and the Friends of the Commission and other supporting agencies, MODIFY the bylaws of the Commission to stipulate that members of the Commission may not be members of any organization that donates or grants funds to the Commission
 - c. To foster leadership among all Commission members, MODIFY the bylaws of the Commission to stipulate that a member may serve as an officer for no more than two consecutive years.
 - d. To sharpen the Commission's focus on its primary mission and to also minimize its dependence on fundraising, CONSIDER whether or not the annual Women's Hall of Fame recognition ceremony is consistent with the Commission's charge and mission, *To educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged; to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County.*
 - e. To help the Commission consistently maintain a meeting quorum, CONSIDER reducing the membership of the Commission from 20 members (5 District and 15 at large seats) plus one alternate to 15 members (5 District and 10 at large seats) plus one alternate.

Jami Napier and Emlyn Struthers presented the findings and recommendations, and summarized that, generally, all of the advisory bodies studied were fulfilling their charges, noting that some of the bodies were in the process of updating bylaws, some had reported difficulty in recruiting and retaining members, and some were evaluating their composition.

The Committee members suggested that it would be helpful if the District Supervisors' offices could receive a report once every six months on the attendance of their district appointees at advisory body meetings, and requested the Clerk of the Board's office to obtain and provide that information. Staff reported that additional programming was being done within the Granicus application to provide the Board members helpful information on pending vacancies in the district seats.

IOC staff presented five additional recommendations specific to the Commission for Women, which were transmitted with the staff report. Commission member Joey Smith and former Commission member Beth Mora commented that the officer duties of the Commission were rotated annually but the Commission's subcommittee leadership had no formal rotation of officers. They emphasized that the formation of the Friends Group and the Commission's increased dependence on the Group for funding resulted from the elimination of County funding for the Commission many years ago. Ms. Mora commented that several of the former members of the Commission were disappointed that the Board of Supervisors had not yet dismantled and re-established the Commission as a completely new entity.

The Committee generally concurred with staff's recommendations and asked the Commission to discuss reducing its size from 20 members to something smaller, e.g., 10 or 15 members, to improve cohesion and also the

probability of achieving a meeting quorum, and to report any feedback to the IOC on April 9. Depending on the outcome of discussions on April 9, the remaining IOC staff recommendations could be considered by the Commission for report back to the IOC in October.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

8. APPROVE the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees.

The Committee approved the 2018 recruitment plan as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

9. APPROVE the proposed 2018 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

The Committee decided to cancel the August 13 meeting, and added the following two items to the work plan:

- *April: follow-up report from the Commission for Women regarding Commission size and membership*
- *October: follow-up report from the Commission for Women regarding all other recommendations contained in the Triennial Review and staff transmittal report.*

The Committee approved the meeting schedule and work plan as presented in all other respects.

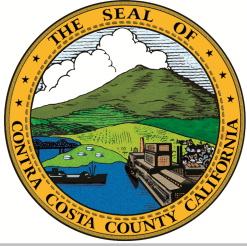
AYE: Chair Diane Burgis, Vice Chair Candace Andersen
Passed

10. The next meeting is currently scheduled for March 12, 2018.
11. Adjourn

Chair Burgis adjourned the meeting at 1:55 p.m.

For Additional Information Contact:

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



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
March 12, 2018

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Joanne Bohren, Chief Auditor
Bob Campbell, Auditor-Controller
Haj Nahal, Asst. Auditor-Controller
Sandra Bewley, Auditor's Office
David Gould, Purchasing Services Manager
Carrie Ricci, Deputy Public Works Director
Joe Yee, Deputy Public Works Director
Carlos Velasquez, Fleet Services Manager
Jami Napier, Asst. Clerk of the Board
Emlyn Struthers, Clerk of the Board's Office
Mark Goodwin, District III Chief of Staff
Michelle Gonzales, Public Works Department
Diana Oyler, Public Works Department
Marilyn Underwood, Environmental Health Director
Nida Rivera, Public Works Department

1. Introductions

Chair Burgis convened the meeting 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 one requested to address the Committee during the public comment period.

3. ACCEPT report on the Auditor-Controller's audit activities for 2017 and APPROVE the proposed schedule of financial audits for 2018.

Joanne Bohren presented the staff report. Supervisor Andersen commented that staff compliance with the procurement card policies might be improved if an FAQ (frequently asked questions) document was made available on the Intranet. David Gould clarified that procurement card training is provided once to new card holders.

The Committee accepted the staff report and approved the 2018 schedule of internal audits as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

4. 1. CONSIDER reappointment of Larry Sweetser and Darryl Young to the Local Enforcement Agency Independent Hearing Panel to new four-year terms ending on March 31, 2022.
2. CONSIDER options for filling the remaining seat:
 - a. Direct staff to continue to recruit until the vacant seat can be filled, and/or
 - b. Recommend that the Board appoint a Board of Supervisors member to the vacant seat.

Julie Enea and Marilyn Underwood presented the staff report. The Committee approved the nominations to reappoint incumbents Larry Sweetser and Darryl Young to the LEA Independent Hearing Panel to new four-year terms ending on March 31, 2022, and directed staff to continue recruiting for a third panelist.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

5. ACCEPT 2016/17 annual report from the Public Works Director on the Internal Services Fund for the County's Vehicle Fleet.

Carlos Velasquez presented the staff report, which the Committee accepted.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

6. CONSIDER recommendations from the Public Works Director to exclude warrant requests and procurement card transactions from Small Business Enterprise and Outreach Program reporting, and to exempt cooperative purchasing agreements from the programs.

David Gould presented the staff report. The Committee approved the staff recommendations to exempt cooperative purchase agreements from the SBE and Outreach Programs and exclude warrant request and procurement card purchases from program reporting.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

7. The next meeting is currently scheduled for April 9, 2018.

8. Adjourn

Chair Burgis adjourned the meeting at 1:20 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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Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 04/09/2018
Subject: INTERVIEW CANDIDATES FOR THE COUNTYWIDE
REDEVELOPMENT SUCCESSOR AGENCY OVERSIGHT BOARD
Submitted For: John Kopchik, Director, Conservation & Development Department
Department: Conservation & Development
Referral No.: IOC 18/5
Referral Name: Advisory Body Recruitment
Presenter: Maureen Toms **Contact:** Maureen Toms (925) 674-7878

Referral History:

On February 6, 2018, the Board of Supervisors referred to the Internal Operations Committee the public member application process for the Countywide Redevelopment Successor Oversight Board.

The California state legislature enacted Assembly Bill x1 26 to dissolve redevelopment agencies formed under the Community Redevelopment Law (Health and Safety Code Section 33000 et seq.); and on February 1, 2012, the redevelopment agencies in 17 jurisdictions in Contra Costa County were dissolved. Each of these jurisdictions declared that they would act as successor agency for their dissolved Redevelopment Agencies. Oversight Boards for each of these 17 Successor Agencies were established in accordance with the Dissolution Act.

Beginning July 1, 2018, there will be only one oversight board in Contra Costa County. The purpose of this County Oversight Board is to oversee all redevelopment successor agencies in the County. This new oversight board will be staffed by the County Auditor-Controller with assistance from the Contra Costa County Department of Conservation (DCD). The Countywide oversight board is appointed as follows:

- (1) One member may be appointed by the county board of supervisors.
- (2) One member may be appointed by the city selection committee established pursuant to Section 50270 of the Government Code. In a city and county, the mayor may appoint one member.
- (3) One member may be appointed by the independent special district selection committee established pursuant to Section 56332 of the Government Code, for the types of special districts that are eligible to receive property tax revenues pursuant to Health and Safety Code Section 34188.
- (4) One member may be appointed by the county superintendent of education to represent schools if the superintendent is elected. If the county superintendent of education is appointed, then the appointment made pursuant to this paragraph shall be made by the county board of education.
- (5) One member may be appointed by the Chancellor of the California Community Colleges to represent community college districts in the county.
- (6) One member of the public may be appointed by the county board of supervisors.
- (7) One member may be appointed by the recognized employee organization representing the largest number of successor agency employees in the county.

In the coming months, the Board of Supervisors will need to make the appointment for Seat 1 on the oversight board. Seat 1 may be filled by a member of the Board of Supervisors or another representative of the County selected by the Board. Staff anticipates the Board Chair will make a nomination for Seat 1. The appointment can be

a board member, other elected official, staff member, or member of the public. DCD staff and the auditor controller will make a presentation to the Mayors Conference on March 1 regarding the countywide oversight board. They will then make a selection for Seat 2 at their April 5, 2018 Mayor's Conference meeting. The auditor controller met with the special districts selection committee in January and their appointment for Seat 3 is forthcoming. Staff will be outreaching to the superintendent of schools for the appointment of seat 4 and on January 24, 2018, the governing board of the community college district appointed Vicki Gordon to Seat 5. The Board of Supervisors will need to appoint a member of the public for Seat 6, following an interview process and recommendation from the Internal Operations Committee. Seat 7 will be appointed by the recognized employee organization representing the largest number of successor agency employees in the county. The auditor controller has sent out surveys to all of the successor agencies that include a question of the number of Successor agency employees and their representation. Once the determination is made, staff will reach out to the appropriate organization for the appointment to Seat 7.

If any Oversight Board member position has not been filled by July 15, 2018, the Governor may appoint people to those positions.

The IOC may wish to consider qualifications for the public member (Seat 6) appointment, as follows:

- All appointees must be electors of this County;
- If any eligibility requirement is not maintained, the Board shall immediately terminate the appointment upon notification by the advisory body chair; or
- An interest in complex business agreements and financial transactions.

Referral Update:

Staff opened a recruitment on February 13 that was scheduled to close on March 23 but was extended through March 30. Jack Weir (Pleasant Hill) and William Swenson (Oakley) submitted applications, which are attached. Both candidates were invited to interview with the Committee today.

The statute does not specify a term of office for the Public Member seat. The Board's practice is to set the seat term for four years unless otherwise specified, but the Committee can consider any seat term from one to four years.

Recommendation(s)/Next Step(s):

1. INTERVIEW candidates for the Public Member seat on the Countywide Redevelopment Successor Oversight Board and DETERMINE recommendation to the Board of Supervisors for appointment effective July 1, 2018.
2. RECOMMEND to the Board of Supervisors a term of office for the Public Member seat of one to four years, beginning July 1, 2018.

Fiscal Impact (if any):

The Countywide Oversight Board has no direct impact on the General Fund. Members of the Oversight Board do not receive compensation.

Attachments

Countywide Redevelopment Successor Agency Oversight Board Press Release

Candidate Application Jack Weir Redev Oversight Board

Candidate Application William Swenson Redev Oversight Board



Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • www.co.contra-costa.ca.us

Media Release

FOR IMMEDIATE RELEASE

Tuesday, February 13, 2018

Contact: Julie DiMaggio Enea
Phone: (925) 335-1077
Email: julie.enea@cao.cccounty.us

Contra Costa County is Seeking a Member for the Redevelopment Successor Agency Oversight Board

County residents who have an interest in public policy and complex business agreements and financial transactions are encouraged to apply. The Redevelopment Successor Agency Oversight Board is designated to administer existing enforceable obligations and to wind down the operations of the former Contra Costa County redevelopment agencies, subject to the review and approval of the Oversight Board and certain government entities, including the County Auditor-Controller, the State Controller and the State Department of Finance. The appointee must be eligible to vote in Contra Costa County. The term of office will begin on July 1, 2018.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County webpage at www.co.contra-costa.ca.us. Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553 no later than 5:00 p.m. on Friday, March 23, 2018. Applicants should plan to be available for public interviews in Martinez on Monday, April 9, 2018.

For more information about the Redevelopment Successor Agency Oversight Board, contact Maureen Toms, Contra Costa County Department of Conservation and Development, at (925) 674-7878 or Maureen.Toms@dcd.cccounty.us.

###

Application Form

Profile

Which Boards would you like to apply for?

Countywide Redevelopment Successor Agency Oversight Board (Pending--To begin July 1, 2018):
Submitted

Public Member

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I served as the chair of the Pleasant Hill Redevelopment agency. I am familiar with the importance of redevelopment in the community, and can lend my knowledge and experience to a successful successor agency's work.

This application is used for all boards and commissions

Jack	E	Weir
First Name	Middle Initial	Last Name
Email Address		
Home Address	Suite or Apt	
Pleasant Hill	CA	94523
City	State	Postal Code
Primary Phone		
Contra Costa Taxpayers Association	President	Taxpayer Advocate
Employer	Job Title	Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ High School Diploma

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Univrsity of San Francisco

Name of College Attended

Business

Course of Study / Major

130

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

BS

Degree Type

1994

Date Degree Awarded

College/ University B

JFK University

Name of College Attended

Business

Course of Study / Major

90

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

MA

Degree Type

1996

Date Degree Awarded

College/ University C

Professional School of Psych

Name of College Attended

Organizational Psychology

Course of Study / Major

60

Units Completed

Type of Units Completed

☒ Quarter

Degree Awarded?

☐ Yes ☒ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Data Processing Proferssional

Course Studied

Hours Completed

Certificate Awarded?

☒ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

2/1/2014

Dates (Month, Day, Year) From - To

30

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Executive Director

Position Title

Employer's Name and Address

Contra Costa Taxpayers Association 1661 Botelho Drive Walnut Creek, CA 94596

Duties Performed

Manage CoCoTax public outreach programs, ballot measure evaluation and position stands, supervise Business Manager and executive team

2nd

1/1/1996

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Principal

Position Title

Employer's Name and Address

Change for the Better 31 Banbridge Place Pleasant Hill, CA 94523

Duties Performed

Owner, principal consultant

3rd

Pacific Telesis Group

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Director of Information Systems

Position Title

Employer's Name and Address

Pacific Telesis Group (Holding Company) 130 Kearney Street San Francisco, CA 94510

Duties Performed

Executive level management of computer systems and information systems

[Jack Weir Mini-Bio CCTA.doc](#)

Upload a Resume

Final Questions

How did you learn about this vacancy?

☒ Other

BART Director Debbie Allen

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Jack Weir

Professional Experience

- Retired after 33 years in 1996, Director of Data Systems, Pacific Telesis Group
- Founded Toward Better Systems, Inc., 1996, retired 2005; clients:
 - Pac Bell
 - SBC
 - AirTouch Communications
 - West Coast Marketing, Inc.
 - Rocky Mountain Methodist Diocese
 - Et al
- Chief Technical Officer, SASCO Electric, Inc., 2003-2004, retired
- Principal, Change for the Better, a professional consultancy, 1996-present

Education and Professional Certifications

- BS Organizational Behavior, University of San Francisco
- MA Organizational Transformation, John F Kennedy University
- Certified Data Processing Professional
- Certified Future Search Consultant
- Certified Alternative Board (TAB) Consultant

Civic and Pro Bono Experience

- Former Director, Alameda County Mediation Services Agency
- Former COB, New Directions Counseling Center, Concord
- Member Contra Costa Community College Bond Oversight Committee
- President, Pleasant Hill Taxpayers Association
- Member, Pleasant Hill Citizens for Responsible Growth
- Certified NRA Instructor – Rifle, Pistol, Range Safety Officer
- Co-founder, California Musketeers Youth Shooting Club, 1998
- US Army, 1957-1963, Germany, Korea, CONUS – Army Commendation Medal

Application Form

Profile

Which Boards would you like to apply for?

Countywide Redevelopment Successor Agency Oversight Board (Pending--To begin July 1, 2018):
Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

This application is used for all boards and commissions

William

First Name

V

Middle Initial

Swenson

Last Name

Email Address

Home Address

Suite or Apt

Oakley

City

CA

State

94561

Postal Code

Primary Phone

Employer

Job Title

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ High School Diploma

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University B

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

College/ University C

Name of College Attended

Course of Study / Major

Units Completed

Type of Units Completed

None Selected

Degree Awarded?

☐ Yes ☐ No

Degree Type

Date Degree Awarded

Other schools / training completed:

Machinist apprenticeship

Course Studied

8320

Hours Completed

Certificate Awarded?

☐ Yes ☒ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

4/15/1968-1/31/2015

Dates (Month, Day, Year) From - To

50

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Machinist

Position Title

Employer's Name and Address

USS/POSCO 900 Ioveridge Road Pittsburg, Ca 94565

Duties Performed

2nd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

3rd

Dates (Month, Day, Year) From - To

Hours per Week Worked?

Volunteer Work?

☐ Yes ☐ No

Position Title

Employer's Name and Address

Duties Performed

Upload a Resume

Final Questions

How did you learn about this vacancy?

☒ Other

Oakley city manager

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 04/09/2018

Subject: INTERVIEW CANDIDATES FOR THE TREASURY OVERSIGHT COMMITTEE

Submitted For: Russell Watts, Treasurer-Tax Collector

Department: Treasurer-Tax Collector

Referral No.: IOC 18/5

Referral Name: Advisory Body Recruitment

Presenter: Brice Bins, Chief Deputy Treasurer-Tax Collector

Contact: Brice Bins
925.957.2848

Referral History:

In 2013, IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board Committee. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee (TOC), Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

The purpose of the TOC is to review the County's investment policy; regularly monitor the County Investment Pool's performance; and report on the pool's performance to the Board of Supervisors.

The TOC is composed of two ex-officio and seven appointed members: the County Treasurer; the Auditor-Controller; one representative appointed by the Board of Supervisors; the County Superintendent of Schools or designee; one representative selected by a majority of the presiding officers of the governing bodies of the school districts and the community college district in the county; one representative selected by a majority of the presiding officers of the legislative bodies of the special districts in the county that are required or authorized to deposit funds in the County Treasury; three members of the public, a majority of whom shall have expertise in, or an academic background in, public finance and who shall be economically diverse and bipartisan in political registration.

The IOC conducts the application and interview process for the three public member seats and the BOS representative seat.

Referral Update:

On April 30, 2018, the terms of the Public Member #1 and #2 seats will expire. A recruitment was conducted by the Treasurer-Tax Collector's Office and the following individuals submitted applications, which are attached.

- Makalia Aga (El Cerrito)
- Edgar Grubb (incumbent; Walnut Creek)
- Dennis Reigle (Danville)
- Parm Sandhu (Danville)
- Laura Sarapochillo (El Sobrante)

All of the candidates were invited to interview with the Committee today.

Also attached for the Committee's consideration is the recommendation of the Treasurer-Tax Collector.

Recommendation(s)/Next Step(s):

INTERVIEW candidates for the Public Member #1 and #2 seats on the Treasury Oversight Committee for four-year terms effective May 1, 2018 through April 30, 2022, and DETERMINE recommendations for Board of Supervisors consideration.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Recommendation of the Treasurer-Tax Collector on Potential Appointments

Treasury Oversight Committee Roster April 2018

Candidate Application Makalia Aga TOC

Candidate Application Edgar Grubb TOC

Candidate Application Dennis Reigle TOC

Candidate Application Parm Sandhu TOC

Candidate Application Laura Sarapochillo TOC

From: [Russell Watts](#)
To: [Ronda Boler](#)
Cc: [Julie Enea](#); [Belinda Zhu](#); [Brice Bins](#)
Subject: Re: TOC Applications 2018
Date: Monday, April 2, 2018 6:13:27 PM

Julie,

Per Government Code Section 27131(a), I nominate Mr. Ed Grubb for reappointment and Mr. Dennis Reigle for appointment as the newest member to the TOC.

Mr. Grubb has been an invaluable member to the committee bringing insight and balance. He seldom misses a meeting and works well with all the other members.

Mr. Reigle probably has the most knowledge and experience of all new applicants. I anticipate he will do well on the TOC and offer a unique perspective to the discussions.

Please thank the IOC for their consideration.

Best regards,

Russell Watts, Treasurer-Tax Collector
Contra Costa County (925) 957-5280

Sent from my iPad

On Apr 2, 2018, at 5:45 PM, Ronda Boler <Ronda.Boler@tax.cccounty.us> wrote:

Hi Julie Enea:

Attached are the TOC Applications we received prior to 3/23/18 5 PM cut off. As discussed, each of them will be invited to attend IOC Interview on April 9th, 1:00 PM to 2:00 PM at 651 Pine Street, Room 101, Martinez, CA 94553. Thank you for advising me Edgar Grubb*, because he currently holds a public seat, along with the other four candidates should be invited to attend the interview to discuss their candidacy with the board.

We have received TOC applications from the following:

1. Makalia Aga
2. Dennis Reigle
3. Parm Sandhu
4. Laura Sarapochillo

The following Renewal Applications were received:

1. Stanley Caldwell (Elected member/interview not necessary)
2. Edgar Grubb*

Thank you.

Ronda Boler, Executive Secretary, Treasurer-Tax Collector
625 Court Street, Room 100, Martinez CA 94553
County of Contra Costa--Website: www.cctax.us<<http://www.cctax.us>>
925-957-2806
Ronda.Boler@tax.cccounty.us<<mailto:Ronda.Boler@tax.cccounty.us>>

<Reigle, Dennis (TOC App) 03-23-2018.pdf>

<Sandhu, Parm (TOC App) 03-16-2018.pdf>

<Sarapochillo Laura (TOC App) 03-22-2018.pdf>







<Aga Makalia (TOC App)_3.26.18.pdf>

<Caldwell, Stanley (TOC App) 01-23-2018.pdf>

<Grubb Ed (TOC App)_2018.pdf>

TREASURY OVERSIGHT COMMITTEE ROSTER

APRIL 2018

	Stanley Caldwell	1st Term: May 09, 2017 to Apr 30, 2018	Position: Special Districts
	Edgar Grubb	1st Term: Apr 22, 2014 to Apr 30, 2018	Position: Public 2
	Jerome Hatfield	1st Term: Apr 22, 2014 to Apr 30, 2018	Position: Public 1
	Dan Heinrich	2nd Term: May 10, 2016 to Apr 30, 2020	Position: Public 3
	Donald Bouchet	2nd Term: May 10, 2016 to Apr 30, 2020	Position: Member of Board of Supervisors Representative
	Bill Clark	2nd Term: May 10, 2016 to Apr 30, 2020	Position: County Superintendent of Schools



Contra
Costa
County

For Office Use Only
Date Received:

RECEIVED MAR 23 2018

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:

Treasury Oversight CommitteePublic Seat

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSIONPRINT EXACT SEAT NAME (if applicable)

1. Name:

AgaMakaliaFrancis

(Last Name)(First Name)(Middle Name)

2. Address:

El Cerrito

California

94530

(No.)(Street)(Apt.)(City)(State)(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

Masters in Psychology

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <div>John F Kennedy University</div>	<div>Integral Psychology</div>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<div></div>	<div>12</div>	<div>MA</div>	<div>6-2012</div>
B) <div>Healds Business College</div>	<div>Accounting</div>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<div></div>	<div>6</div>	<div>AA</div>	<div>06-1994</div>
C) <div></div>	<div></div>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<div></div>	<div></div>	<div></div>	<div></div>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
<div></div>	<div></div>	<div></div>				

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.

<div>A) Dates (Month, Day, Year) From To 07-2015 Present Total: Yrs. Mos. 2 8 Hrs. per week 32 . Volunteer <input type="checkbox"/></div>	<div>Title Vendor Specialist/Auditor/A/P Employer's Name and Address Institute On Aging</div>	<div>Duties Performed • Forecast and prepare monthly budget for MSSP program Case Managers & Nurses. • In charge of credit card use and purchases made. • Month end reconciliation of credit card and bank statement. • In charge of vendor contracts and ma</div>
<div>B) Dates (Month, Day, Year) From To 04-15-2013 02-28-2014 Total: Yrs. Mos. 10 Hrs. per week 20 . Volunteer <input type="checkbox"/></div>	<div>Title Financial Services Analyst II Employer's Name and Address University of California Berkeley</div>	<div>Duties Performed • An expert and responsible for all BFS entries • Identify new vendors, set up/modify and obtain all needed documentation • Works closely with the traveler and/or host • Ensures the integrity of all financial transactions entered into BFS • Excellent language skills to succinctly convey a problem and propose solutio</div>
<div>C) Dates (Month, Day, Year) From To 6-01-2008 07-31-2009 Total: Yrs. Mos. 1 1 Hrs. per week 40 . Volunteer <input type="checkbox"/></div>	<div>Title HR Generalist Employer's Name and Address University of California Berkeley</div>	<div>Duties Performed • Researched and developed best practices to create the billing process for Employment Services to operate as a recharge revenue income unit. • Evaluate the financial status of a revenue/recharge activity. • Provided services in the area of routing and requisition approval. • Respond to recruitment process inquiries and questions, and provide c</div>
<div>D) Dates (Month, Day, Year) From To 2-1-2007 5-31-2008 Total: Yrs. Mos. 1 3 Hrs. per week 40 . Volunteer <input type="checkbox"/></div>	<div>Title Financial Analyst Employer's Name and Address University of California Berkeley</div>	<div>Duties Performed • Prepare monthly financial reporting, forecasting and planning for 10 units in the human resources department, covering the position of budget analyst for a year (2006-07) and continuing to act as back up. Trained incoming budget analyst in the Berkeley system. • Monitor department budget expenses and personnel transactions f</div>

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: March 22, 2018

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.

Makalia F. Aga

• El Cerrito, CA 94530 •

PROFILE

- A highly motivated financial specialist with over 20 years of experience in human resources and banking environments, strong statistical and analytical skills.
- Adept at financial forecasting, budget planning and reporting; a record of streamlining systems and processes for maximum efficiency and providing direction on data integrity.
- Exceptionally well-organized and detail-oriented; a problem solver who sees projects to completion and thrives on challenge; dependable in high pressure situations.
- An articulate, concise communicator, both oral and in writing, with a talent for relating with people of all cultures and organizational levels. A passion for learning.
- Proficient in MS Access, Excel, Word and PowerPoint & File maker Pro.
- Fluent in French and Amharic.

CAREER HISTORY

Institute On Aging

Contracts Specialist/A/P/Auditor– July 2015 – Present

- Forecast and prepare monthly budget for MSSP program Case Managers & Nurses.
- Monitor monthly expenses not to exceed the given budget.
- In charge of credit card use and purchases made.
- Month end reconciliation of credit card and bank statement.
- In charge of vendor contracts and make sure that all procedures and policies are followed.
- Primary contact with vendors and any issues that arises in regards to invoices.
- Investigate any discrepancies with invoices and services rendered to IOA clients.
- Ensure the integrity of all financial activities and purchases.
- Point person in regards to any expense related inquiries.
- Auditor- Clients file.

UNIVERSITY OF CALIFORNIA, BERKELEY, Berkeley, CA

Financial Services Analyst II, Music/Statistics Department, April 2013- February 2014

- An expert and responsible for all BFS entries
- Identify new vendors, set up/modify and obtain all needed documentation
- Works closely with the traveler and/or host
- Ensures the integrity of all financial transactions entered into BFS

- Excellent language skills to succinctly convey a problem and propose solutions within policy or applicable laws
- Excellent analytical skills in interpreting and applying policies, processes and procedures originating from a variety of sources
- Applies extensive knowledge of University Travel and Entertainment reimbursement procedures and guidelines to resolve routine and unusual problems

UNIVERSITY OF CALIFORNIA, BERKELEY, Berkeley, CA 2001-2009

HR Generalist, Employment Unit - Human Resources, 2008 – 2009

- Researched and developed best practices to create the billing process for Employment Services to operate as a recharge revenue income unit.
- Evaluate the financial status of a revenue/recharge activity.
- Provided services in the area of routing and requisition approval.
- Respond to recruitment process inquiries and questions, and provide customer service to the campus.
- Proficient in the Human Capital Management system (HCM 9.0).

Financial Analyst, Human Resources, 2007-2008

- Prepare monthly financial reporting, forecasting and planning for 10 units in the human resources department, covering the position of budget analyst for a year (2006-07) and continuing to act as back up. Trained incoming budget analyst in the Berkeley system.
- Monitor department budget expenses and personnel transactions for budget impact.
- Research and pull complex ad hoc financial reports for budget analyst.
- Oversee accuracy of the entire business contract process, collaborating with units, outside contractors and consultants on contractual agreements.
- Administer campus-wide reduced fee program for all UC campuses, acting as primary liaison with Office of the President.
- Manage service award and retirement program for UC Berkeley employees, solve problems and ensure accuracy and timeliness.

Administrative Specialist, Employee Development & Training, 2001-07

- Managed accounts payable, reconciliation, budget and purchasing, quickly adapting to the complex Berkeley financial system; acted as point person for all departmental inquiries and coordinated new employee orientation.
- Managed day-to-day application and monetary award process for Career Development Opportunity Program (CDOP), and approved applications and employee payments.

- Led process mapping to reorganize all administrative functions in response to budget deficits; streamlined preparation of training materials to increase efficiency.
- JOHN F. KENNEDY UNIVERSITY, Orinda, CA

1998-01
- Full-time Student
- BANK OF AMERICA, NT&SA, San Francisco, CA

1993-97
- Financial Analyst, Corporate Treasury, San Francisco, CA, 1995-97
- Helped design a mechanism for a settlement unit that worked with the Federal Reserve, to ensure exact daily settlements for newly approved interstate activity between nationwide Bank of America bank branches and affiliates.
- Senior Customer Service Representative, Grand Lake Branch, Oakland, CA,

1993-95
- HEALD BUSINESS COLLEGE, Oakland, CA

1992-94
- Fulltime Student

EDUCATION & CERTIFICATION

- John F. Kennedy University, Pleasant Hill, CA

Master of Integral Psychology

2012
- University of California, Berkeley, Berkeley, CA

Financial Management Certification Program

2009
- American Management Association

Certificate in Fundamentals of Finance and Accounting

2004
- John F. Kennedy University, Orinda, CA

B.A. in Liberal Arts with emphasis in Psychology

2002
- Heald Business College, Oakland, CA

A.A. in Accounting

1994



Contra
Costa
County

For Office Use Only
Date Received:

RECEIVED MAR 23 2013

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:

TREASURER'S OVERSIGHT COMMITTEE

Public Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: GRUBB EDGAR HAROLD
(Last Name) (First Name) (Middle Name)

2. Address: WALNUT CREEK, CA 94598
(No.) (Street) (Apt.) (City) (State) (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 MBA, CPA

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) <u>Penn State</u>	<u>BS ACCTG</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>B.S.</u>	<u>6/1961</u>
B) <u>CAL STATE FULLERTON</u>	<u>MBA</u>	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<u>MBA</u>	<u>2/1967</u>
C) <u></u>	<u></u>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			
<u></u>	<u>CPA EXAM</u>	<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>1/2000</u> To <u>CURRENT</u> Total: Yrs. <u>18</u> Mos. <u> </u> Hrs. per week <u>16</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>DIRECTOR</u> Employer's Name and Address <u>EJ GALLOWAY</u></p>	<p>Duties Performed <u>BOARD MEMBER</u> <u>CHAIR, AUDIT COMMITTEE</u> <u>CONSULTANT, FINANCE</u></p>
<p>B) Dates (Month, Day, Year) From <u>1/2000</u> To <u>12/2016</u> Total: Yrs. <u>17</u> Mos. <u>0</u> Hrs. per week <u>8</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>DIRECTOR, FINANCE COMMITTEE</u> <u>BOARD CHAIR</u> Employer's Name and Address <u>-CSAA, OAK RD,</u> <u>WALNUT CREEK</u> <u>- AAA CLUB</u></p>	<p>Duties Performed <u>OVERSIGHT of</u> <u>LARGE INVESTMENT</u> <u>PORTFOLIO (\$5 bn +)</u> <u>of INSURANCE CO</u> <u>AND CLUB INVESTMENT</u> <u>(\$1 bn +)</u></p>
<p>C) Dates (Month, Day, Year) From <u>1/2009</u> To <u>CURRENT</u> Total: Yrs. <u> </u> Mos. <u> </u> Hrs. per week <u>2</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>DIRECTOR,</u> Employer's Name and Address <u>CARMAX</u> <u>RICHMOND, VA</u></p>	<p>Duties Performed <u>Member Audit, P&G</u> <u>Committee</u></p>
<p>D) Dates (Month, Day, Year) From <u>9/1986</u> To <u>1/2000</u> Total: Yrs. <u>134</u> Mos. <u>3</u> Hrs. per week <u>50</u> . Volunteer <input type="checkbox"/> <u>FULLTIME</u></p>	<p>Title <u>EVP, CFO</u> Employer's Name and Address <u>TRANS AMERICA, INC</u> <u>SAN FRANCISCO, CA</u></p>	<p>Duties Performed <u>FINANCIAL & ADMIN</u> <u>OVERSIGHT</u></p>

7. How did you learn about this vacancy?

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

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: 3/23/2018

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
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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:

TREASURY OVERSIGHT COMMITTEE

MEMBER

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: REIGLE (Last Name) DENNIS (First Name) RUSSELL (Middle Name)

2. Address: (No.) (Street) (Apt.) DANVILLE (City) CA (State) 94504 (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: MASTERS DEGREE

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) UNIV. OF CINCINNATI	PSYCHOLOGY	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	120		BA	1967
B) HARVARD G.S. BUS.	BUSINESS	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	40		MBA	1969
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
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) <u>From</u> <u>To</u> 1/2007 4/2014</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 7 3</p> <p>Hrs. per week <u>40⁺</u> Volunteer <input type="checkbox"/></p>	<p>Title DIRECTOR, ACADEMIC + CAREER DEVELOPMENT</p> <p>Employer's Name and Address AMERICAN INSTITUTE OF CPA'S 220 LEIGH FARM RD. DURHAM, N.C. 27707</p>	<p>Duties Performed MANAGE: • ACADEMIC PROGRAMS • DIVERSITY ACTIVITIES • CAREER DEVELOPMENT PROGRAMS • AICPA FOUNDATION OPERATIONS</p>
<p>B) Dates (Month, Day, Year) <u>From</u> <u>To</u> 9/1977 9/2001</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 24</p> <p>Hrs. per week <u>50⁺</u> Volunteer <input type="checkbox"/></p>	<p>Title PARTNER</p> <p>Employer's Name and Address ARTHUR ANDERSEN LLP 33 W. MONROE CHICAGO, IL. 60611</p>	<p>Duties Performed MANAGE: • INVESTMENT COMMITTEE FOR PENSION + PROFIT SHARING • PARTNER MATTERS • HUMAN RESOURCES • AA FOUNDATION • RECRUITING + UNIV. RELATIONS</p>
<p>C) Dates (Month, Day, Year) <u>From</u> <u>To</u> 1/75 8/1977</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 2 7</p> <p>Hrs. per week <u>40⁺</u> Volunteer <input type="checkbox"/></p>	<p>Title DEPUTY DIRECTOR</p> <p>Employer's Name and Address N.J. COMMISSION ON FINANCING POSTSECONDARY EDUCATION 20 NASSAU ST. SUITE 250 PRINCETON, N.J. 08540</p>	<p>Duties Performed MANAGE: • STAFF • RESEARCH • PUBLIC MEETINGS</p>
<p>D) Dates (Month, Day, Year) <u>From</u> <u>To</u> 8/1971 8/1974</p> <p>Total: <u>Yrs.</u> <u>Mos.</u> 3</p> <p>Hrs. per week <u>40⁺</u> Volunteer <input type="checkbox"/></p>	<p>Title PROGRAM OFFICER</p> <p>Employer's Name and Address WOODROW WILSON NAT'L FELLOWSHIP FOUNDATION 32 NASSAU ST. PRINCETON, N.J. 08540</p>	<p>Duties Performed • RAISE + DISBURSE FUNDS FOR SELECTING + SUBSIDIZING PHILADELPHIA TO WORK IN HISTORICALLY BLACK COLLEGES + UNIVERSITIES</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:

3/20/2018

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.

Application Form

Profile

Which Boards would you like to apply for?

Treasury Oversight Committee: Submitted

Seat Name (if applicable)

Describe why you are interested in serving on this advisory board/commission (please limit your response to one paragraph).

I am a professional Civil Engineer with two master's degrees, Public Administration and Civil Engineering, and am currently working as Port Associate Engineer for the Port of Oakland. I would greatly appreciate the chance to give back by utilizing my public budgeting and finance skills to review the County's investment policy and monitor the performance of County's investments. During FY18 at the Port of Oakland, I helped develop \$42 million capital improvement and \$8 million major maintenance budget for the Maritime Engineering Division. Currently, I responsible for managing and delivering various multi-million dollar public construction projects. During my graduate coursework for the Public Administration's degree, I took advance courses in public policy development and implementation. I would be thrilled to have the opportunity to serve on the Treasury Oversight Committee and put my in-depth knowledge of public finance to use. I am confident you will find me a good fit to review public investment policies and provide recommendations to the Board of Supervisors. I look forward to hearing from you and thank you for your time and consideration.

This application is used for all boards and commissions

Parm

First Name

Sandhu

Last Name

Middle Initial

Email Address

Home Address

Suite or Apt

Danville

City

CA

State

94506

Postal Code

Mobile:

Primary Phone

Port of Oakland

Employer

Port Associate Engineer

Job Title

Civil Engineering

Occupation

Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

☐ Yes ☒ No

Is a member of your family (or step-family) employed by Contra Costa Co.?

☐ Yes ☒ No

Education History

Select the highest level of education you have received:

☒ Other

Master's Degree

If "Other" was Selected Give Highest Grade or
Educational Level Achieved

College/ University A

University of San Francisco

Name of College Attended

Master's in Public Administration

Course of Study / Major

140

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

MPA

Degree Type

April 2017

Date Degree Awarded

College/ University B

San Jose State University

Name of College Attended

**Master's of Science in Civil
Engineering**

Course of Study / Major

140

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

M.S. - Civil Engineering

Degree Type

Dec 2013

Date Degree Awarded

College/ University C

San Jose State University

Name of College Attended

Bachelors in Civil Engineering

Course of Study / Major

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

B.S. - Civil Engineering

Degree Type

May 2012

Date Degree Awarded

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Work History

Please provide information on your last three positions, including your current one if you are working.

1st (Most Recent)

06/2016 - Present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Port Associate Engineer

Position Title

Employer's Name and Address

Port of Oakland 530 Water Street Oakland, CA.

Duties Performed

Manage design projects and consultant contracts. Supervise extended Port staff. Develop design and construction contract documents. Conduct construction plan review for new/re-development projects. Co-develop the Port's standards and processes. Develop scope for capital improvement projects. Perform cost estimation and life cycle cost analysis for both, the expense and capital improvement projects. Provide engineering support and act as consultant to revenue divisions during planning and lease negotiations

2nd

10/2014 - 6/2016

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Port Assistant Engineer

Position Title

Employer's Name and Address

Port of Oakland 530 Water Street Oakland, CA.

Duties Performed

Produced design plans and specifications for civil engineering projects. Supervised engineering summer interns and trained new associate engineers. Managed project budget and schedule. Performed engineer's estimates for civil works projects. Conducted field inspections to guide design and to support construction. Evaluated site conditions for the Port's facilities.

3rd

07/2013 - 10/2014

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

Volunteer Work?

☐ Yes ☒ No

Transportation Engineer

Position Title

Employer's Name and Address

Fehr and Peers 100 Pringle Ave Walnut Creek, CA.

Duties Performed

Evaluated and analyzed traffic impacts for new and re-development projects, and recommended mitigations solutions. Designed multiple traffic and pedestrian signals. Designed Complete Street concepts to enhance the safety for all users, including pedestrians, bicyclists, motorists and transit users. Performed freeway and ramp capacity analysis to study traffic impacts.

[Parm Resume 2018 Public.pdf](#)

Upload a Resume

Final Questions

How did you learn about this vacancy?

☒ Contra Costa County Homepage

If "Other" was selected please explain

. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Parm Sandhu

SUMMARY

As a registered Civil Engineer with two master's degrees, Public Administration and Civil Engineering, I utilize my knowledge, skills, and experience to help build safe and sustainable public infrastructure; while exploring new strategies to streamline internal organizational procedures and processes.

EDUCATION

UNIVERSITY OF SAN FRANCISCO 2014 – 2017
Masters of Public Administration

SAN JOSE STATE UNIVERSITY 2012 – 2014
Masters of Science - Civil Engineering/Transportation Engineering

SAN JOSE STATE UNIVERSITY 2009 – 2012
Bachelors of Science - Civil Engineering

WORK EXPERIENCE

PORT ASSOCIATE ENGINEER, PORT OF OAKLAND, CA June '16 – Present

During FY18, I helped develop \$42 million capital improvement and \$8 million major maintenance budget for the Maritime Engineering Division. During this same year, I also assumed responsibility for managing and delivering various multi-million dollar construction projects. Currently, I manage major development projects, supervise extended Port staff, and am developing a workload plan for the engineering staff for the FY19 budget year.

- Manage design projects and consultant contracts.
- Supervise extended Port staff.
- Develop design and construction contract documents.
- Conduct construction plan review for new/re-development projects.
- Co-develop the Port's standards and processes.
- Develop scope for capital improvement projects.
- Perform cost estimation and life cycle cost analysis for both, the expense and capital improvement projects.
- Provide engineering support and act as consultant to revenue divisions during planning and lease negotiations

PORT ASSISTANT ENGINEER (LEAD ENGINEER), PORT OF OAKLAND, CA October '14 – June '16

During FY16, as a lead engineer in charge, I managed and delivered multiple major capital improvement projects including the Firewater infrastructure improvement project at Berth 33-34 and the port-wide LED replacement project.

- Produced design plans and specifications for civil engineering projects.
- Supervised engineering summer interns and trained new associate engineers.
- Managed project budget and schedule.
- Performed engineer's estimates for civil works projects.
- Conducted field inspections to guide design and to support construction.
- Evaluated site conditions for the Port's facilities.

TRANSPORTATION ENGINEER, FEHR AND PEERS, WALNUT CREEK. July '13 – October '14

As the appointed project design engineer, I assisted the City of Albany in designing and implementing a citywide Active Transportation Plan; and led several other hospital expansion projects in the City of Oakland to study traffic impacts.

- ➔ Evaluated and analyzed traffic impacts for new and re-development projects, and recommended mitigations solutions.
- ➔ Designed multiple traffic and pedestrian signals.
- ➔ Designed Complete Street concepts to enhance the safety for all users, including pedestrians, bicyclists, motorists and transit users.
- ➔ Performed freeway and ramp capacity analysis to study traffic impacts.

ENGINEERING INTERN, CITY OF OAKLAND, CA.

Sept. '11 – July '13

I guided the City of Oakland in developing its citywide crosswalk policy protocol, and a project for the Highway Safety Improvement Program, Cycle 5; which was later funded by CALTRANS.

- ➔ Evaluated, drafted and executed engineering related citizen requests.
- ➔ Designed traffic control measures for school zones.
- ➔ Utilized and implemented CA-MUTCD on a daily basis.
- ➔ Developed the City of Oakland's Pedestrian Safety Project-2012.
- ➔ Assisted the Transportation Engineer with managing civil improvement projects.

ENGINEERING INTERN, CITY OF LIVERMORE, CA.

July '10 – Sept. '11

During my time at the City of Livermore, I conducted and processed critical speed surveys as required by California Vehicle Code for local municipalities to update speed limits on city streets.

- ➔ Presented the 2010 Bay Area Regional Water Control Board Storm Water Permit update to the engineering staff.
- ➔ Corrected FEMA flood maps for the city of Livermore.
- ➔ Designed a traffic signal battery backup project (CIP).
- ➔ Assisted engineers in laying out a new angular parking throughout the downtown area.
- ➔ Processed collision reports for future accident studies.

CERTIFICATION

PROFESSIONAL CIVIL ENGINEER (PE), CA.

License # 86106

Exp. Date: 09/30/2018

PROFESSIONAL ACTIVITIES

VICE PRESIDENT, WESTERN COUNCIL OF ENGINEERS (WCE) -PORT OF OAKLAND, CA January '16 – Present

Currently, I sit on a three-member WCE 2018 Contract Negotiations Committee; responsible for negotiating a multi-year labor union contract with the Port of Oakland.

- ➔ Lead the contract negotiations committee with bargaining and union contract negotiations
- ➔ Facilitate feedback to the HR department for changes to administrative policies.
- ➔ Supported members in addressing personal and grievances issues.

ACTIVE MEMBER OF FOLLOWING PROFESSIONAL SOCIETIES:

- ➔ American Society of Civil Engineers
- ➔ American Public Works Association
- ➔ American Society of Public Administration



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:

Treasury Oversight Committee

Public Member At-Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name:	Sarapochillo	Laura	Ambrose Nasca
	(Last Name)	(First Name)	(Middle Name)
2. Address:	El Sobrante, CA 94803		
	(No.)	(Street)	(Apt.) (City) (State) (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

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of California, Santa Cruz	Psychology Major Politics Minor	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	May 2004
B)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
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>03/24/13</u> To <u>3/31/17</u> Total: Yrs. <u>4</u> Mos. <u>0</u> Hrs. per week <u>40-50</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Project Manager</u> Employer's Name and Address <u>California Capital & Investment Group</u> <u>Attn: Phil Tagami</u> <u>300 Frank H. Ogawa Plaza, Suite 340</u> <u>Oakland, CA 94612</u></p>	<p>Duties Performed - Budget & cash flow management of public & private industrial construction projects totalling over \$200M. - Audit oversight of public project & of project's private contractor as needed - ACTC \$41M grant reporting - Class III short line railroad financial modeling - Implan modeling for estimated \$1.6B proposed LA Veteran Affairs Campus</p>
<p>B) Dates (Month, Day, Year) From <u>3/23/2011</u> To <u>3/23/2013</u> Total: Yrs. <u>2</u> Mos. <u></u> Hrs. per week <u>40</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Executive Coordinator</u> Employer's Name and Address <u>California Capital & Investment Group</u> <u>Attn: Phil Tagami</u> <u>300 Frank H. Ogawa Plaza, Suite 340</u> <u>Oakland, CA 94612</u></p>	<p>Duties Performed - Executive Assistant to CEO and Vice President - Gained direct insight into public-private partnerships, project funding mechanisms, commercial development & construction, property management, commercial & residential refinancing, philanthropy and public service</p>
<p>C) Dates (Month, Day, Year) From <u>2014</u> To <u>2016</u> Total: Yrs. <u>2</u> Mos. <u></u> Hrs. per week <u>~10</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Director</u> Employer's Name and Address <u>Oakland Builders Alliance</u> <u>Attn: Mark McClure</u> <u>300 Frank H. Ogawa Plaza, Suite 340</u> <u>Oakland, CA 94612</u></p>	<p>Duties Performed - Board management - Accounts payable & receivable - Tax preparation - Strategic planning - Public relations - Event production</p>
<p>D) Dates (Month, Day, Year) From <u>2009</u> To <u>2011</u> Total: Yrs. <u>2</u> Mos. <u></u> Hrs. per week <u>~20</u> . Volunteer <input type="checkbox"/></p>	<p>Title <u>Finance Assistant</u> Employer's Name and Address <u>Ella Baker Center for Human Rights</u> <u>Attn: Zachary Norris</u> <u>1970 Broadway, Suite 1125</u> <u>Oakland, CA 94612</u></p>	<p>Duties Performed - Accounts payable & receivable - Tax preparation assistance - Account reconciliation - Audit reconciliation</p>

THIS FORM IS A PUBLIC DOCUMENT

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 Nam

Date:

3/22/18

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 Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 04/09/2018
Subject: Commission for Women Comments on CAO Recommendations for Bylaws Modifications
Submitted For: David Twa, County Administrator
Department: County Administrator
Referral No.: IOC 18/9
Referral Name: Commission for Women Review
Presenter: Julie DiMaggio Enea **Contact:** Julie DiMaggio Enea (925) 335-1077

Referral History:

Last September, the IOC held a discussion about problems that had been reported concerning the Commission for Women including a spate of member resignations, inability to achieve a meeting quorum, blurred responsibilities, disagreement over the Commission's mission, factions and fragmentation, open meeting act errors, and loss of interest among some of the membership.

In February, IOC staff presented five recommendations to address the problems identified by some of the former and current Commission members. Commission member Joey Smith and former Commission member Beth Mora commented that the officer duties of the Commission were rotated annually but the Commission's subcommittee leadership had no formal rotation of officers. They emphasized that the formation of the Friends Group and the Commission's increased dependence on the Group for funding resulted from the elimination of County funding for the Commission many years ago. Ms. Mora commented that several of the former members of the Commission were disappointed that the Board of Supervisors had not yet dismantled and re-established the Commission as a completely new entity.

The Committee generally concurred with staff's recommendations and asked the Commission to discuss reducing its size from 20 members to something smaller, e.g., 10 or 15 members, to improve cohesion and also the probability of achieving a meeting quorum, and to report any feedback to the IOC on April 9. Depending on the outcome of discussions on April 9, the remaining IOC staff recommendations were proposed to be considered by the Commission for report back to the IOC in October.

Referral Update:

Attached is a response from the Commission on Women to all five staff recommendations.

Recommendation(s)/Next Step(s):

CONSIDER response from the Commission on Women to staff recommendations presented in February 2018.

Attachments

Women's Commission Response to CAO Recommendations of February 2018



**The Contra Costa County Commission for Women
IOC Response Memo
April 2, 2018**

a. To safely account for Commission funds and eliminate the Commission's dependence on outside agencies for funds administration, DIRECT the County Administrator to create and administer a budgetary organization unit to account for funds granted and donated to the Commission for Women and to work with the Commission Chair and Treasurer on a protocol and procedure to deposit and disburse the funds.

Answer: A request was submitted to the Commission for Women's interim county representative, Susan Smith, March 21, 2018, to find out about setting up an account per our discussion with County Supervisor, Candace Andersen, also March 21, 2018. We are awaiting directions on how to complete these steps and in the meantime, have been advised to submit our response via this memo that does the following;

1. Addresses each of the recommendations made by the IOC Chair and Vice Chair.
2. If the Commission has agreed to any of the recommendations, to describe the next steps and if there is a fiscal impact associated with these actions;
 - a. Any Issues or concerns that the Commission has and would like the IOC Chair and Vice Chair to comment on.

The Commission has not had the chance to review this request as a whole and will respond as a group after our April, 2018 meeting.

b. To establish an arm's length relationship between the Commission and the Friends of the Commission and other supporting agencies, MODIFY the bylaws of the Commission to stipulate that members of the Commission may not be members of any organization that donates or grants funds to the Commission.

Answer: At this time, the commission has not agreed to have its members withdraw from The Friends. The Friends are a 501 (c) 3 that was formed to do advocacy for women and girls and under that umbrella to act as a fiscal agent for the Women's Commission and to give them support towards their annual budget, as well as, supporting and donating to other organizations that do advocacy for women and girls. The following are examples of different organizations and events The Friends have donated to that are not affiliated with the Commission for Women along with one that supports the Commission for Women;

1. Donate money to the Rosie the Riverter Foundation- Purchasing airfare for a Rosie to fly to Washington D.C., to meet President Obama and Vice President Joe Biden.
2. Paid for scholarships for young women in Girls Inc. to attend all day seminars.
3. Donated money to Female Veteran Stand Down
4. Paid for a leadership classes for our former chair to bring back to the Commission for Women that trained us in how to put on effective seminars. These seminars were in direct alignment with the Commission for Women's mission, *"To educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged ; to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."*
5. Donations to young women phasing out of the foster care system.

c. To foster leadership among all Commission members, MODIFY the bylaws of the Commission to stipulate that a member may serve as an officer for no more than two consecutive years.

Answer: A copy of the bylaws was submitted to Supervisor Candace Andersen's office March 21, 2018 to have her staff help us revise the bylaws to reflect the changes recommended, as well as, changes the Commission would like to have added i.e. ensuring new members serve at least one year as Commissioner before being allowed to serve on the Executive Committee.

We would like the record to show that no commissioner has ever served more than two terms.

d. To sharpen the Commission's focus on its primary mission and to also minimize its dependence on fundraising, CONSIDER whether or not the annual Women's Hall of Fame recognition ceremony is consistent with the Commission's charge and mission, *"To educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged ; to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."*

Answer: The Women's Hall of Fame is a bi-annual event that empowers and recognizes women in the community who are doing extraordinary things to uplift and support women from all economic backgrounds, in our County. While it is a major event, it is not the only event the Commission for Women holds. Up until the negative culture that was created this last year and ultimately, brought the commission to a stand still, we were very active in our community through our Women In Leadership seminars that tackled female entrepreneurship, Women in non-traditional jobs, and women in public service, to name a few.

Going forward, we are bringing back our seminars focusing on advocacy and beginning with a seminar that will be held June 13, 2018 at DVC discussing #METOO and its effects on our

community. We are also working with Soroptimist to bring a showing of the documentary, "Equal Means Equal" along with a discussion on the Equal Rights Amendment and the League of Women Voters to bring community members and candidates together to speak to each other and learn the different platforms they support. We have also submitted to the County Supervisors, several initiatives we would like to support.

e. To help the Commission consistently maintain a meeting quorum, Consider reducing the membership of the Commission from 20 members (5 District and 15 at large seats) plus one alternate to 15 members (5 District and 10 at large seats) plus one alternate.

Answer: The commission never had an issue with having a quorum until the commissioners who decided to vacate their posts in July, 2017, left at the same time, The commission feels that dropping our numbers would not help thwart that happening again and would like to keep membership, as is.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 04/09/2018

Subject: ALLOCATION OF FISH & WILDLIFE PROPAGATION FUNDS

Submitted For: John Kopchik, Director, Conservation & Development Department

Department: Conservation & Development

Referral No.: IOC 18/6

Referral Name: Allocation of Propagation Funds by the Fish and Wildlife Committee

Presenter: Maureen Parkes, Conservation &
Development Dept

Contact: Maureen Parkes
925.674.7831

Referral History:

On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with the recommended modifications to improve the grant process in the future. The modifications included (1) updating the FWC Conflict of Interest Code, which was accomplished, and; (2) having the IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review, which is now a standing referral to the IOC.

Referral Update:

Attached is a memo describing the outreach and selection process and criteria, and transmitting the grant funding recommendations of the County's Fish & Wildlife Committee for full or partial funding of ten projects. The Fish & Wildlife Committee exercised care in limiting allocations to the direct costs of each project for activities that protect, conserve, propagate, and preserve fish and wildlife. The grant matrix attached to the transmittal shows each project in summary form, including the amount requested vs. the proposed allocation, the rationale for the FWC's decision, and any limitations on the use of the funds.

Recommendation(s)/Next Step(s):

APPROVE recommendations from the Fish & Wildlife Committee for the allocation of 2018 Fish and Wildlife Propagation Fund grant funds for ten projects totaling \$101,355.

Fiscal Impact (if any):

The recommendation will have no impact on the County General Fund. The FWC is proposing to allocate \$101,355 or 45% of the \$227,856 propagation funds available as of January 12, 2018. Fish and wildlife propagation funds are restricted to costs for the protection, conservation, propagation, and preservation of fish and wildlife, pursuant to Fish and Game Code section 13100, and are budgeted in the Fish and Game Fund (110200).

Attachments

Fish and Wildlife Committee Recommendations for 2018 Propagation Fund Allocations



**CONTRA COSTA COUNTY
FISH AND WILDLIFE COMMITTEE**
c/o Department of Conservation and Development
30 Muir Road
Martinez, CA 94553
Telephone: 925-674-7203 Fax: 925-674-7250

TO: Internal Operations Committee
Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

FROM: From: Daniel Pellegrini, Chair
Fish and Wildlife Committee
By: Maureen Parkes, Planning Technician III *Maureen Parkes*
Staff to Fish and Wildlife Committee

DATE: April 3, 2018

SUBJECT: **Grant Funding Recommendations from the Contra Costa County Fish and Wildlife Committee**

The Contra Costa County Fish and Wildlife Committee (FWC) requests Internal Operations Committee (IO) consideration of recommended grants from the Fish and Wildlife Propagation Fund (Fund). The FWC reviewed 10 grant applications and recommends each of these for full or partial funding. The FWC is requesting that the IO Committee consider these recommendations and make their own recommendation for consideration by the full Board of Supervisors (Board). This memo provides background on the grant program, explains the review process performed by the FWC and documents the FWC's recommendations on grant funding.

I. Background

Fish and Wildlife Propagation Fund

The Fish and Wildlife Propagation Fund was established in accordance with the California Fish and Game Code (Code) 13100 as a repository for fines collected for certain violations of the Code and other regulations related to fish and game. The most common fines are small (\$25-\$150) and are processed through the four Superior Courts in Contra Costa County. The fines typically stem from hunting or fishing violations (e.g. not possessing a valid license), illegal take and illegal dumping. Occasionally there are larger fines that result from larger violations, including failure to obtain appropriate permits for activities such as streambed alteration. A portion of the various fines are deposited into the Fish and Wildlife Propagation Fund. As of January 12, 2018, the Fund had an available balance of \$227,856.21.

FWC Grant Program

The Board has charged the FWC with coordinating a process by which fine money could be appropriately “expended for the protection, conservation, propagation, and preservation of fish and wildlife” [Fish and Game Code 13100]. Since 1996, the FWC has implemented a structured process for reviewing funding requests. The FWC developed a grant application packet (attached), which includes a cover letter to explain the grant process and funding priorities, an application to solicit relevant information about the project, and a copy of the expenditure criteria established by California law for the Fish and Wildlife Propagation Fund.

In August 2017, the application packet was sent to the Fish and Wildlife Committee mailing list, Contra Costa Watershed Forum mailing list, Contra Costa County Office of Education, Contra Costa College, Diablo Valley College and Los Medanos College for distribution to interested teachers and programs that could benefit from the grant program. A press release was distributed to local and regional media outlets regarding the availability of the grant application packet and CCTV publicized it on the CountyNet Bulletin Board which reaches 400,000+ homes in the County. It was also made available on the Committee’s website and to anyone who requested a copy.

FWC Grant Review Process in 2018

A total of 10 applications requesting a total of \$104,155.33 were received by the application deadline.

The Fish and Wildlife Committee members considered the funding of the applications at their January and February meetings. Some applicants attended FWC meetings to make themselves available to answer questions regarding their applications.

II. Recommendation of Funding on Grants for 2018

At the February 21, 2018 meeting, the FWC recommended funding for all 10 of the proposed projects. Projects recommended for funding total \$101,355.33 and are geographically located across the County. More details are provided on the attached grant recommendations chart, which provides information on all of the applications. The specific FWC recommendations and the vote of the FWC on these recommendations are listed on Pages 3 and 4. Members in attendance and voting on these items were: Judy Bendix (District I), Clark Dawson (District III), Kathleen Jennings (At-large), Brett Morris (District IV), Daniel Pellegrini (District V), Rhonda Gehlke (At-large) and Jeff Skinner (At-large).

All recommendations are for full funding of the project as proposed unless noted otherwise.
FWC Recommendations:

- 1) Appropriate \$20,000.00 to Regional Parks Foundation to expand their mountain lion study project from two to three key areas in the East Bay. Funds will be used to purchase 10 additional cameras, train citizen scientists, and analyze image data. The cameras would be located near Mount Diablo at the Morgan Territory and Round Valley Regional Preserves and monitor mountain lions and other carnivores, track other wildlife and human activity in the area. [7 ayes/0 noes]
- 2) Appropriate \$20,000.00 to Regional Parks Foundation to support East Bay Regional Park District's "Kids Healthy Outdoors Challenge" program. Funds will be used for bus transportation to regional parks for low-income schools, teacher's guides, student booklets and teacher orientation supplies and lunches. This program promotes outdoor education and play while also supporting the delivery of third-grade curriculum. [7 ayes/0 noes]
- 3) Appropriate \$8,900.00 to The Regents of the University of California to conduct an inventory of native bees in urban and agricultural Brentwood. Funds will be used for travel, materials and supplies, and a bee taxonomist to identify the bees. The year 2018 is an especially good year to monitor the native bees as the entire area is beginning to recover from five years of drought. This research will also add scientific understanding of drought effects on bee populations and their expected recovery. [7 ayes/0 noes]
- 4) Appropriate \$1,030.00 to Worth a Dam to support a learning activity at the 11th Annual Beaver Festival in Martinez. Funds will be used for wildlife sticker books, festival brochures, printed cards and chalk pastels. The project will teach children how beavers and their ponds help riparian systems thrive. [7 ayes/0 noes]
- 5) Appropriate \$7,739.63 to Marine Science Institute. Funds will be used to replace supplies that were destroyed or damaged by the 2017 rain storms including student raincoats, survival suits, life vests, Delta maps and Delta fish keys for Delta Discovery Voyages, a program that delivers STEM and environmental education with hands-on science curriculum that is aligned with Next Generation Science Standards aboard a 90-foot research vessel on the Sacramento-San Joaquin River Delta. All funds will benefit Contra Costa County 5th grade science education. [7 ayes/0 noes]
- 6) Purchase a deer and turkey decoy for the California Department of Fish and Wildlife (CDFW) in the amount of \$3,496.70. CDFW's Enforcement Division will use the decoys throughout CCC to target poachers. The primary goals for the use of the decoys are to deter violations, reduce illegal hunting and related violations, reduce the unlawful harvest of deer and turkey and reduce the threat of injury to both the public and property. [7 ayes/0 noes]
- 7) Appropriate \$2,300.00 to Contra Costa Resource Conservation District. Partial funding is recommended and may only be used for fencing materials and seed. The project will improve special status species habitat by ensuring soil erosion and sedimentation loads are reduced from entering into an existing livestock pond improving water quality, and the breeding and dispersing habitat of the California red-legged frog and California tiger salamander. [7 ayes/0 noes]

- 8) Appropriate \$23,135.00 to the Watershed Project to expand their countywide water quality monitoring program in six Contra Costa County watersheds. Funds will be used for intern stipends, monitoring equipment and supplies, costs for testing of samples and identification of bug samples sent to scientific labs. The goal of their creek monitoring program is to train and engage citizen scientists on improving water quality in CCC in order to provide suitable habitat for fish populations. [7 ayes/0 noes]
- 9) Appropriate \$5,634.00 to Mt. View Sanitary District (MVSD). Funds will be used to design, fabricate, and install 14 interpretive panels and purchase four metal bases for three MVSD sites. The goal of this project is to provide an effective educational tool to reach County residents about wetland and garden habitats and the wildlife dependent on them. [7 ayes/0 noes]
- 10) Appropriate \$9,120.00 to Mt. View Sanitary District to improve water quality and provide refuge and nesting habitat. Funds will be used for materials and supplies to fabricate 15, 4' x 10' floating treatment wetlands in Moorhen Marsh. [7 ayes/0 noes]
- 11) Further, the FWC also recommended that within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Details will be outlined in the grant award packet provided to all successful applicants. [7 ayes/0 noes]

Please contact Maureen Parkes at 925-674-7831 or Abigail Fateman at 925-674-7820 with any questions.

Attachments:

- Grant application packet for Fish and Wildlife Propagation Funds
- Chart summarizing the applications and recommendations

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
A	Regional Parks Foundation (RPF)	non-profit	East Bay Regional Mountain Lion Project (EBMLP)	(i) scientific research (m) other expenditures * CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i) and (m)	East County	\$20,000.00	\$20,000.00	This is a request for grant funds to expand a mountain lion study project from two to three key areas in the East Bay. RPF requests funds to purchase 10 additional cameras, train citizen scientists, and analyze image data. The cameras would be located near Mount Diablo at the Morgan Territory and Round Valley Regional Preserves and monitor mountain lions and other carnivores, track other wildlife and human activity in the area.	The project meets the requirements of Section 13103 (i) scientific research and (m) other expenditures. Long term goals of the project include: identification of important corridors for mountain lion movement which will inform future land acquisition by EBRPD; gain a better understanding of the challenges that mountain lions face along a suburban/urban interface; identify areas of potential human-mountain lion conflict, and develop strategies to mitigate these conflicts; document mountain lion ecology specific to the East Bay; increase public awareness of the behavior and ecological role of mountain lions in California; and contribute vital data to CDFW effort to tally the State’s mountain lion population.

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
B	Regional Parks Foundation (RPF)	non-profit	Kids Healthy Outdoors Challenge (KHOC)	(a) public education	West County 60% East County 23% Central County 17% (data from school year 16-17)	\$20,000.00	\$20,000.00	This is a request for grant funds for bus transportation to regional parks for low-income schools, teacher's guides, student booklets and teacher orientation supplies and lunches to support EBRPD's Kids Healthy Outdoors Challenge. This program promotes outdoor education and play while also supporting the delivery of third-grade curriculum.	The project meets the requirements of Section 13103 (a) public education. The goal of the program is to connect youth to nature and build future environmental stewards.
C	The Regents of the University of California	non-profit	Native Bees in Urban Brentwood and Agricultural Brentwood	(i) scientific research (m) other expenditures * CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i) and (m)	East County	\$8,900.00	\$8,900.00	This is a request for grant funds to conduct an inventory of native bees in urban and agricultural Brentwood. Funds would be used for travel, materials and supplies, and a bee taxonomist who would be hired on a contract basis to identify the bees. This project expands on Dr. Frankie's research over the past few years on native bees and their role in providing pollination services in the Brentwood area.	The project meets the requirements of Section 13103 (i) scientific research and (m) other expenditures. The overarching goal of this proposal is to systematically sample native bees in urban Brentwood during the main flowering season of 2018 (and compare this inventory with the 144 native bees of 8 Brentwood farms, which will also be sampled during 2018.) The year 2018 is an especially good year to monitor the native bees as the entire area is beginning to recover from 5 years of drought. This research will also add scientific understanding of drought effects on bee populations and their expected recovery, which would be a major contribution to climate science.

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
D	Worth a Dam	non-profit	Build-A-Beaver Pond	(a) public education	Central County	\$1,030.00	\$1,030.00	This is a request for funds to support a learning activity at the 11th annual Beaver Festival in Martinez. The project will teach children how beavers and their ponds help riparian systems thrive. Funds are requested for wildlife sticker books, festival brochures, printed cards and chalk pastels.	The project meets the requirements of Section 13103 (a) public education. The project is designed to show the impact beavers have above and below the water surface and demonstrates their importance to the ecosystem and the vital role ponds play in landscape health.
E	Marine Science Institute	non-profit	2018 Delta Education Supplies	(a) public education	Central County 58% East County 42%	\$7,739.63	\$7,739.63	This is a request for grant funds to replace supplies that were destroyed or damaged by the 2017 rain storms including student raincoats, survival suits, life vests, Delta maps and Delta fish keys for Delta Discovery Voyages, a program that delivers STEM and environmental education with hands-on science curriculum that is aligned with Next Generation Science Standards aboard a 90-foot research vessel on the Sacramento-San Joaquin River Delta. All funds will benefit Contra Costa County 5th grade science education.	The project meets the requirements of Section 13103 (a) public education. The Delta Discovery Voyages program teaches science that is unique and relevant to the region where the students live, human direct effect on Delta ecosystem and why it is important to protect watersheds.

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
F	California Department of Fish and Wildlife	government	Decoys	(g) purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use	Countywide	\$3,496.70	\$3,496.70	A request by the CA Department of Fish and Wildlife for propagation funds to be used to purchase a deer and turkey decoy and then be gifted to CDFW. CDFW's Enforcement Division will use the decoys throughout CCC to target poachers. The primary goals for the use of the decoys are to deter violations, reduce illegal hunting and related violations, reduce the unlawful harvest of deer and turkey and reduce the threat of injury to both the public and property.	This project meets the requirements of Section 13103 (g) by purchasing equipment for the CDFW's ownership and use. The decoys will be placed in areas that have reported problems of deer or turkey poaching or are suspected to have a poaching problem.
G	Contra Costa Resource Conservation District	government	Morgan Territory Pond 7 Project Phase 2	(e) habitat improvement	East County	\$5,100.00	\$2,300.00	This is a request for funds to construct and install a temporary livestock exclusion fence around a swale and purchase native plant seeding to promote vegetation establishment to maintain cover and reduce soil erosion from entering a seasonal pond known to provide breeding habitat for California red-legged frog.	This project meets the requirements of Section 13103 (e) habitat improvement. Partial funding is recommended and may only be used for fencing materials and seed. The project will improve special status species habitat by ensuring soil erosion and sedimentation loads are reduced from entering into an existing livestock pond improving water quality, and the breeding and dispersing habitat of the California red-legged frog and California tiger salamander.

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
H	The Watershed Project	non-profit	Monitoring Water Quality in Contra Costa County Watersheds	(a) public education (e) habitat improvement	Countywide	\$23,135.00	\$23,135.00	A request for funds to expand their countywide water quality monitoring program in six Contra Costa County watersheds, which includes stipends for interns, monitoring equipment and supplies, costs for testing of samples and identification of bug samples sent to scientific labs. The goal of their creek monitoring program is to train and engage citizen scientists on improving water quality in CCC in order to provide suitable habitat for fish populations.	This project meets the requirements of Section 13103 (e) habitat improvement. The Watershed Project is adding three new partnering groups, eight new sites, one new watershed, and will begin sampling for benthic macroinvertebrates living in the creek which will provide a longer perspective on water quality. The project will address local water quality concerns and result in more highly-trained citizen scientists living in these communities who can work toward improved water quality and habitat for native fish in the years to come.
I	Mt. View Sanitary District	government	The Moorhen Marsh, McNabney Marsh, and Wildlife Garden Interpretive Panels Project	(a) public education	Central County	\$5,634.00	\$5,634.00	A request for grant funds to design, fabricate, and install 14 interpretive panels and purchase four metal bases for three MVSD sites. The goal of this project is to provide an effective educational tool to reach County residents about wetland and garden habitats and the wildlife dependent on them.	This project meets the requirements of Section 13103 (a) public education. The project will help increase public awareness on variety of subjects such as: special status wetland species, the Endangered Species Act, the Migratory Bird Treaty Act, the dangers of pesticides to wildlife, wetland management challenges, and the value of clean water to fish and wildlife.

Grant Applications and Fish and Wildlife Committee Recommendations 2018

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
J	Mt. View Sanitary District	government	MVSD Floating Treatment Wetlands Project - Pilot Study	(e) habitat improvement	Central County	\$9,120.00	\$9,120.00	A request for grant funds for materials and supplies to fabricate 15, 4' x 10' floating treatment wetlands (FTW) in Moorhen Marsh to improve water quality and provide refuge and nesting habitat.	This project meets the requirements of Section 13103 (e) habitat improvement. Floating Treatment Wetlands (FTW) are a useful tool to improve water quality for fish and wildlife. FTWs target excess nutrients which are a primary contributor to algae and weed growth in aquatic systems. In addition to improving water quality, FTWs also provide refuge habitat for birds, macroinvertebrates, and fish, as well as potential nesting habitat for waterfowl and songbirds.
						\$104,155.33	\$101,355.33		
			Total Available Funds as of January 12, 2018			\$227,856.21			
					Remainder		\$126,500.88		
			Subtotals By Region	Requested Funding Amount	Percentage of Total Amount Requested	Recommended Funding Amount	Percentage of Total Amount Recommended for Approval		
			East	\$41,850.64	40.18%	\$39,050.64	38.53%		
			West	\$12,000.00	11.52%	\$12,000.00	11.84%		
			Central	\$23,672.99	22.73%	\$23,672.99	23.36%		
			Countywide	\$26,631.70	25.57%	\$26,631.70	26.28%		
			TOTAL	\$104,155.33	100.00%	\$101,355.33	100.00%		

Department of Conservation and Development

30 Muir Road
Martinez, CA 94553

Phone: 1-855-323-2626

Contra Costa County



John Kopchik
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Deputy Director

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Deputy Director

Maureen Toms
Deputy Director

Kara Douglas
Assistant Deputy Director

August 30, 2017

Dear Fish and Wildlife Propagation Fund Grant Applicants:

The Contra Costa County Fish and Wildlife Committee is pleased to announce that completed funding applications are now being accepted for consideration for the Contra Costa County Fish and Wildlife Propagation Fund (Fund). All application materials and guidelines are attached. Proposals must be received by 5:00 p.m. on Monday, January 8, 2018 (a postmark of January 8, 2018, does not satisfy the submission deadline). Proposals may be emailed or mailed. Any applications that are received after the due date or without a signature will not be considered. The recommendations of the Fish and Wildlife Committee will be forwarded to the Contra Costa County Board of Supervisors, which maintains final decision-making authority for expenditures from the Fund.

The Contra Costa County Fish and Wildlife Propagation Fund is entirely supported by fine revenues resulting from violations of the Fish and Game Code and Title 14 of the California Code of Regulations in Contra Costa County (County). Projects awarded from the Fund must benefit the fish and wildlife resources of the County and must meet the requirements of Section 13103 of the Fish and Game Code (attached). If your project is eligible under Section 13103 (d), (h), (i), or (m) please send a copy of your draft proposal to Maureen Parkes at maureen.parkes@dcd.cccounty.us by November 1, 2017. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds. See Instructions for more details. All applications that satisfy the requirements listed in the funding application instructions will be considered.

The Fish and Wildlife Committee strongly encourages applications related to:

- improving habitat
- scientific research
- public education
- threatened and endangered species
- resolving human/wildlife interaction issues

In addition to the above areas of interest, the Fish and Wildlife Committee wishes to fund one or more projects that increase collaboration with law enforcement agencies, the court, and community cultural organizations on enforcement issues and education focusing on communities that may be unaware of local fish and game laws. Projects that provide multilingual signage and educational materials are encouraged.

The Fish and Wildlife Committee awards grants to non-profit organizations, schools and government agencies. The Committee generally does not recommend funding for operating costs and overhead, such as staff salaries, benefits or utilities. If an hourly rate is listed, costs need to be itemized separately (see grant guidelines for more details). The Committee generally gives preference to funding material expenses (e.g. purchase of equipment and materials).

The Committee expects to recommend awards to several applicants. However, it is possible that a particularly excellent proposal will be recommended to receive a large portion of the total available funds. During the 2017 grant cycle a total of \$102,184.92 was awarded to 16 projects. The awards ranged from \$800 to \$21,019.53. Successful applicants may anticipate receiving notification of funding awards by the late spring or early summer of 2018.

The grant award funds will be disbursed on a cost reimbursement basis.* (See below for exceptions.) Within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Fish and Wildlife Propagation fund grants will be disbursed after receipt and approval of the final project report. Details will be outlined in the grant packet to all successful applicants.

***Exception For Non-Profit Organizations That Can Demonstrate Financial Hardship:** Private, non-profit entities that can demonstrate that providing Fish and Wildlife Propagation grant funding on a cost reimbursement basis will create a financial hardship and be detrimental to the operation of the program will be eligible to receive up to ½ of the grant amount after the grant is awarded. The remaining amount of the grant will be disbursed after the entity has submitted information including invoices and receipts documenting how the initial disbursement was spent. Within a year of initial notification of the grant funding award (i.e. spring or summer of 2019), or within one month of project completion, whichever comes sooner, the entity will be required to submit information including invoices and receipts documenting how the second disbursement was spent, and provide a final project report documenting the results of the project.

***Exception For Small Projects Under \$1,000:** Grant funding may be disbursed to private, non-profit entities prior to the beginning of the project if the award is under \$1,000 and the entity has provided documentation that the project could only be initiated with advance funding. Within a year of grant funding, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project.

The Committee appreciates your interest in this opportunity to improve the fish and wildlife resources in Contra Costa County. Should you have any questions about the Fish and Wildlife Committee or this funding program, please contact me at 925-674-7831 or maureen.parkes@dcd.cccounty.us.

Sincerely,



Maureen Parkes

Fish and Wildlife Committee Staff

INSTRUCTIONS

What Must Be Included in Your Proposal (not to exceed 4 pages):

- 1) Signed Application Cover Page (see attached)
- 2) Description of the project for which funding is requested. Please include an explanation of:
 - how this project will benefit the fish and wildlife of Contra Costa County
 - how this project meets the requirements of Section 13103 of the Fish & Game Code (attached) which defines the eligibility requirements for projects requesting funding from the Fish and Wildlife Propagation Fund. Indicate which letter(s) of the Section 13103 is/are satisfied.

NEW REQUIREMENT: If your proposal is eligible under Section 13103 (d), (h), (i)*, or (m), a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us or at the address listed on Page 2 and received by November 1, 2017. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds.

*If your project is eligible under Section 13103 (i), and a scientific collection permit is required and issued by the California Department of Fish and Wildlife, this will indicate that the project is eligible to receive Fish and Wildlife Propagation funds. Please send the scientific collection permit along with your grant application by the January 8, 2018 - 5:00 P.M. grant submission deadline. Scientific collection permits are not included in the grant application page limit.

*The Fish and Wildlife Committee wishes to be acknowledged for its financial support of the project. FWC or staff review may be required prior to printing any written materials that receive funding. Please refer to the guidelines listed below:

 - Grant recipients agree to obtain advance written approval from the FWC of any communication/written material that may reasonably be understood to represent the views of the FWC and to provide the FWC with reasonable opportunity to review, comment and approve the communication/written material in advance. Grant recipients may use the following standard language in making attributions for funding by the FWC:
 - Attribution for full Grant funding: "This (research, publication, project, Web site, report, etc.) was funded by the Contra Costa County Fish and Wildlife Committee."
 - Attribution for partial Grant funding: "This (research, publication, project, Web site, report, etc.) is funded in part by the Contra Costa County Fish and Wildlife Committee."
- 3) **Project schedule - The project must be completed within a year from the date you receive notification of funding (by Spring/Summer 2019).**
- 4) Project budget (itemized). The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead. Examples for these include staff salaries, health insurance, and operation costs such as electricity to run an office. If an hourly rate is listed, overhead costs need to be itemized separately. The Committee generally gives preferences to funding material expenses (e.g. purchase of equipment and materials).
- 5) Annual budget for the applying organization (not itemized).
- 6) Statement describing the applying organization, listing the Board of Directors and officers of the organization, and listing all affiliated organizations.
- 7) Statement describing the qualifications of the sponsoring organization and participating individuals for completing the project.
- 8) List of individuals responsible for performing project and of individuals responsible for overseeing project.
- 9) Statement describing the status of permit approvals necessary to perform project (if applicable).
- 10) Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This request does not count toward your page limit and is only required if requesting an exception.)

Format:

- Your proposal packet, including cover sheet and any attachments must not exceed four single-sided pages or two double-sided pages, 8.5 by 11 inches in size. Please use 11 point font or larger and ½ inch margins or larger on your pages. *If you submit more than 3 pages plus required cover sheet, your proposal may be disqualified without review.*
- **NEW REQUIREMENT:** If your project is eligible under Section 13103 (d), (h), (i), or (m) a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us and received by November 1, 2017. (See exception for Section 13103 (i) above.) Do not attach an additional cover letter, brochures, posters, publications, CDs, DVDs, large maps or yellow-sticky paper (e.g. Post-It™).
- Your complete application packet including signature must **arrive by 5:00 p.m. on Monday, January 8, 2018 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of January 8, 2018 does not satisfy the submission deadline. If submitted after the deadline, your proposal will be disqualified).

Your complete application should be:

Emailed: maureen.parkes@dcd.cccounty.us
or
Mailed: Contra County Fish & Wildlife Committee
c/o Contra Costa County Dept. of Conservation and Development
30 Muir Road
Martinez, CA 94553-4601
Attn: Maureen Parkes

If you wish to hand deliver, contact Maureen by email or at 925-674-7831.

Final Checklist Before You Submit Your Proposal:

Please note that your proposal will not be considered if you provide more materials than required below:

- Signed Cover page (your proposal will be disqualified if it does not have your original signature on the cover page).
- 3 pages or less on your project description (any extra attachments such as a map and an organization budget will be counted as one of the three page limit.)
- If your project qualifies under Section 13013 (i) and you have been issued a scientific collection permit from the California Department of Fish and Wildlife please include it. (This is not a part of the page limit listed above.)
- Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This is not a part of the page limit listed above and is only required if requesting an exception).

If you have questions regarding the Contra Costa County Fish and Wildlife Propagation Fund grant process, please contact Maureen Parkes: maureen.parkes@dcd.cccounty.us / (925) 674-7831.

California Fish and Game Code Section 13103.

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department. *
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.
- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

* A scientific collection permit, if required and issued by the California Department of Fish and Wildlife, indicates that the project is eligible to receive Fish and Wildlife Propagation funds.

California Fish and Game Code Section 711.2. (a)

"For purposes of this code, unless the context otherwise requires, "wildlife" means and includes all wild animals, birds, plants, fish, amphibians, reptiles, and related ecological communities, including the habitat upon which the wildlife depends for its continued viability ..."

**Contra Costa County
2018 Fish and Wildlife Propagation Fund
Application Cover Page**

Office Use Only:

Project title:

Organization/Individual applying:

(Organization type: please check one – government, non-profit, for-profit, other (explain))

Address:

Telephone:

Fax:

E-mail:

Name and title of contact person:

One sentence summary of proposal:

Requested grant:

Proposal prepared by (name & title):

Signature (*Typing your name does not count as a signature. If this section is empty, your proposal will not be considered*):

Signed on _____



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

8.

Meeting Date: 04/09/2018

Subject: Small Business Enterprise & Outreach Program - July-December 2017

Submitted For: Brian M. Balbas, Public Works Director/Chief Engineer

Department: Public Works

Referral No.: IOC 18/1

Referral Name: Small Business Enterprise and Outreach Programs

Presenter: David Gould, Purchasing Services
Manager

Contact: David Gould (925)
313-2151

Referral History:

The Board of Supervisors has adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

SBE and Outreach Programs. The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) county-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less. The SBE Program's objective is to have at least 50% or more of the total eligible dollar base amounts be awarded to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees
- Average annual gross receipts of fourteen million dollars (\$14,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Local Bid Preference Program. On August 10, 2004, the Board of Supervisors referred to the Internal Operations Committee (IOC) the creation of a policy to grant a five percent preference to Contra Costa County vendors on all sealed bids or proposals, except with respect to those contracts which state law requires to be granted to the lowest bidder, and review of an ordinance to be drafted by County Counsel to enact this policy. The 2005 IOC proposed a new ordinance to the Board of Supervisors, and the Board adopted the local bid preference ordinance to support small local business and stimulate the local economy at no additional cost to the County. The ordinance provides that if the low bid in a commodities purchase is not a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is

in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price.

The ordinance defines a local vendor as any business that has its headquarters, distribution point, or locally-owned franchise located within the county for at least six months immediately prior to the issuance of the request for bids, and holds a valid business license by a jurisdiction in Contra Costa County.

Reporting Requirements

It is the responsibility of each department to track and compile the data on purchasing and outreach activities so that a countywide report can be provided to the Board of Supervisors. It is the responsibility of the Purchasing Services Manager to comply with and report on the Local Bid Preference Program. The Board receives reports for six month increments, and the last report received by the Board was for the period ending June 30, 2017.

Since adoption, the IOC has continued to monitor the effects of these programs through annual reports, currently prepared and presented by the Purchasing Services Manager.

Referral Update:

The attached report constitutes the next report due for the time period of July 1 through December 31, 2017.

Recommendation(s)/Next Step(s):

ACCEPT the Small Business Enterprise, Outreach and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 through December 31, 2017.

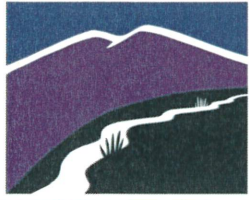
Fiscal Impact (if any):

None. This is an informational report.

Attachments

SBE, Outreach and Local Bid Programs Report for July-December 2017

SBE, Outreach and Local Bid Programs Report for July-December 2017 - Attachment A



Contra Costa County Public Works Department

Brian M. Balbas, Director
Deputy Directors
Stephen Kowalewski, Chief
Mike Carlson
Carrie Ricci
Joe Yee

April 4, 2018

TO: Internal Operations Committee
Supervisor Diane Burgis, Chair
Supervisor Candace Anderson

FROM: David Gould, Procurement Services Manager

SUBJECT: Small Business Enterprise, Outreach, and Local Program Report for July-December 2017

RECOMMENDATION:

ACCEPT the SBE, Outreach, and Local Programs Report, reflecting departmental program data for the period: July 1 through December 31, 2017.

BACKGROUND:

Contra Costa County values the contributions of small business in the County and has developed programs to assist in the solicitation and awarding of contracts. The Board of Supervisors has adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) county-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less.

The SBE Programs objective is to have at least 50% or more of the total eligible dollar base amounts be awarded to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation
- Principal office of which is located in California
- Officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees

- Average annual gross receipts of fourteen million dollars (\$14,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

Reporting Requirements

It is the responsibility of each department to track and compile the data on these purchasing activities so that a countywide report can be provided to the Board of Supervisors. The Board receives reports for six month increments, and the last report received by the Board was for the period ending June 2017. Attachment A constitutes the report due for the time period of July 1-December 31, 2017.

Summary Findings

The table below summarizes the attached department activity on a countywide basis.

July - December 2017

	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
ACTIVITY TYPE:						
Professional/Personal Services	355	219	61.7%	\$15,027,315	\$7,724,036	51.4%
Purchasing Transactions	1406	485	34.5%	\$26,888,866	\$6,808,245	25.3%
Construction Contracts	6	6	100.0%	\$230,000	\$230,000	100%

Overall this information shows the County is directing a large volume of qualifying activity to SBE firms. For professional/personal services contracts, this activity surpassed the 50% goal for both number and dollar value. The dollar value of contracts reported was \$7.7 million for this period compared to \$7.9 million in the previous reporting period.

For the category of purchasing transactions, it should be noted that while the activity did not achieve the 50% goal, the dollar value of these contracts awarded to SBE businesses exceeded \$6.8 million. The percentage of Construction projects awarded under the program was 100% to SBE firms, or \$230,000.

It is worth noting that the SBE participation goals of surrounding agencies are more typically in the 20-25% range. By that measure, Contra Costa County's reported activity is above that threshold in every reporting category.

E-Outreach Report

In addition, outreach data for many small departments and for commodities exceeding \$10,000 is maintained and provided through the Purchasing Division of the Public Works Department reflecting outreach to small, women, minority-owned, local, disadvantaged and/or other business enterprises. During the reporting period, 45 bids were conducted using the BidSync e-outreach site. Notifications were sent to 224,306 businesses of which 39% are considered a small, local, or disadvantaged business.

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals exceeding \$10,000 to be solicited online. For this period the County's E-Outreach Program produced the following results.

**E-Outreach Report
for the period
July 1, 2017 - December 31, 2017**

Number of Solicitations	45
Total Notifications	224,306
Dollar Value	\$ 19,885,732

BUSINESS CATEGORY	Notifications	Percentage of Total
MBE - Minority Business Enterprise	15,110	7%
WBE - Women Business Enterprise	12,298	5%
SBE - Small Business Enterprise	45,857	20%
LBE - Local Business Enterprise	2,635	1%
DVBE - Disabled Veteran Business Enterprise	89	.04%
DBE - Disadvantaged Business Enterprise	10,559	5%
Total	86,548	39%

Local Business Preference

The Local Bid Preference Program allows a bidder in a commodity bid exceeding \$25,000, who is a low bidder, to submit a new bid if they are within 5% of the low bidder. There were no instances of the Bid Preference being utilized for this reporting period.

Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$76.6 million. The dollar value awarded to Contra Costa County businesses was \$8.7 million. The value of awarded to all Bay Area businesses was 42% or \$32.5 million. This represents a significant contribution to the local economy.

Contra Costa County	\$7,630,330	9%
Other Bay Area Counties	\$12,656,936	14%
Other	\$68,785,678	77%
Total	\$89,072,944	100%

Conclusion

The County demonstrates continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activity. While the data for some individual departments is below this threshold, this is often due to unique business requirements that require sole source purchases or contracts.

Continued outreach is necessary to maintain and improve participation of SBE firms as well as training for department staff that make these purchasing and contract decisions regarding the policy.

The reporting for the SBE, Outreach, E-Outreach, and Local Bid Preference programs are combined into a single report and presented by the Purchasing Manager.

Attachment A

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
July - December 2017

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
Agriculture						
Professional/Personal services contracts	4	3	75.0%	\$31,999	\$28,999	90.6%
Purchasing Transactions	12	1	8.3%	\$12,742	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Animal Services						
Professional/Personal services contracts	19	18	94.7%	\$1,950,662	\$1,011,718	51.9%
Purchasing Transactions	51	15	29.4%	\$1,469,062	\$136,291	9.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Assessor						
Professional/Personal services contracts	0	0	0	\$0	\$0	0.0%
Purchasing Transactions	8	1	83.30%	\$35,275	\$9,000	25.5%
Construction contracts	0	0	0	\$0	\$0	0.0%
Auditor-Controller						
Professional/Personal services contracts	1	1	100.0%	\$2,016	\$2,016	100.0%
Purchasing Transactions	2	2	100.0%	\$15,482	\$15,482	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Clerk-Recorder-Elections						
Professional/Personal services contracts	16	2	12.5%	\$138,911	\$26,550	19.1%
Purchasing Transactions	13	1	7.7%	\$100,231	\$8,000	8.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Conservation and Development						
Professional/Personal services contracts	5	3	60.0%	\$315,000	\$205,000	65.1%
Purchasing Transactions	16	12	75.0%	\$122,206	\$88,261	72.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Administration						
Professional/Personal services contracts	7	1	14.3%	\$377,500	\$80,000	21.2%
Purchasing Transactions	3	1	33.3%	\$53,393	\$700	1.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A

SMALL BUSINESS ENTERPRISE - Program Activity report

July - December 2017

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
County Administrator's Office - Clerk of the Board						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Communications and Media						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	8	4	50.0%	\$40,039	\$17,206	43.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Administrator's Office - Dept. of Information Technology (DoIT)						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	20	16	80.0%	\$562,025	\$341,845	60.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Dept. Child Support Services (DCSS)						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	9	2	22.2%	\$41,478	\$7,530	18.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
County Counsel						
Professional/Personal services contracts	53	53	100.0%	\$15,758	\$15,758	100.0%
Purchasing Transactions	8	8	100.0%	\$3,235	\$3,235	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
District Attorney						
Professional/Personal services contracts	0	7	0.0%	\$0	\$0	0.0%
Purchasing Transactions	38	21	55.3%	\$431,723	\$233,378	54.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Employment and Human Services						
Professional/Personal services contracts	16	8	50.0%	\$847,680	\$417,138	49.2%
Purchasing Transactions	139	57	41.0%	\$1,146,415	\$349,265	30.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
July - December 2017

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
Fire Protection District						
Professional/Personal services contracts	4	2	50.0%	\$235,250	\$117,000	49.7%
Purchasing Transactions	20	5	25.0%	\$431,689	\$211,822	49.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Health Services						
Professional/Personal services contracts	173	94	54.3%	\$9,511,272	\$5,172,914	54.4%
Purchasing Transactions	474	99	20.9%	\$9,042,367	\$1,574,862	17.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Human Resources						
Professional/Personal services contracts	9	7	77.8%	\$319,900	\$179,900	56.2%
Purchasing Transactions	9	1	11.1%	\$277,299	\$9,500	3.4%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Library						
Professional/Personal services contracts	8	2	25.0%	\$299,682	\$47,500	15.9%
Purchasing Transactions	46	16	34.8%	\$231,454	\$104,395	45.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Probation						
Professional/Personal services contracts	24	10	41.7%	\$141,621	\$44,543	31.5%
Purchasing Transactions	49	22	44.9%	\$435,690	\$205,431	47.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Defender						
Professional/Personal services contracts	4	0	0.0%	\$33,348	\$0	0.0%
Purchasing Transactions	8	2	25.0%	\$144,677	\$38,812	26.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Public Works						
Professional/Personal services contracts	9	8	88.9%	\$435,000	\$375,000	86.2%
Purchasing Transactions	295	136	46.1%	\$7,031,699	\$2,062,269	29.3%
Construction contracts	6	6	100.0%	\$230,000	\$230,000	100.0%

ATTACHMENT A
SMALL BUSINESS ENTERPRISE - Program Activity report
July - December 2017

Reporting Period:

	<u>Total # of ALL contracts</u>	<u>Total # of SBE contracts</u>	<u>SBE percent of Total # of contracts</u>	<u>Total dollar value of ALL contracts</u>	<u>Total dollar value of SBE contracts</u>	<u>SBE percent of Total contracts value</u>
Office of the Sheriff						
Professional/Personal services contracts	3	0	0.0%	\$371,716	\$0	0.0%
Purchasing Transactions	164	59	36.0%	\$5,000,704	\$1,326,500	26.5%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Treasurer - Tax Collector						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	14	4	28.6%	\$259,981	\$64,461	24.8%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
Veterans Services Office						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

Total Activity Reported

Professional/Personal services contracts	355	219	61.7%	\$15,027,315	\$7,724,036	51.4%
Purchasing Transactions	1406	485	34.5%	\$26,888,866	\$6,808,245	25.3%
Construction contracts	6	6	100.0%	\$230,000	\$230,000	100.0%