



# Agenda

## INTERNAL OPERATIONS COMMITTEE

December 10, 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 Record of Action for the October 8, 2018 IOC meeting. *(Jami Napier, Interim IOC Staff)*
4. CONSIDER recommending the reappointment of James Pinckney to the At Large #1 seat on the Contra Costa Mosquito & Vector Control District Board of Trustees to a new four-year term ending on January 2, 2024. *(Jami Napier, County Administrator's Office)*
5. CONSIDER recommending the reappointment of Dean E. Barbieri to the Member of the Bar seat on the Public Law Library Board of Trustees to a new one-year term expiring on December 31, 2019. *(Jami Napier, County Administrator's Office)*
6. CONSIDER recommending the reappointment of Walter Pease and Bethallyn Black to the Contra Costa Resource Conservation District Board of Directors to new four years terms expiring on November 30, 2022. *(Jami Napier, County Administrator's Office)*
7. CONSIDER recommending the reappointment of Neil Tsutsui to the Board of Supervisors Appointee seat on the East Bay Regional Parks District Park Advisory Committee to a new two-year term that will expire on December 31, 2020. *(Jami Napier, County Administrator's Office)*
8. INTERVIEW candidate for the Board of Supervisors Alternate seat on the Treasury Oversight Committee to complete the unexpired term that will expire on April 30, 2022, and DETERMINE recommendation for Board of Supervisors consideration. *(Russell Watts, Treasurer-Tax Collector)*



9. INTERVIEW candidates for the Integrated Pest Management Advisory Committee and DETERMINE recommendations for Board of Supervisors consideration. *(Tanya Drlik, Health Services Department)*
10. INTERVIEW candidates for the At Large seat on the Los Medanos Health Advisory Committee and DETERMINE recommendation for Board of Supervisors consideration. *(Timothy Ewell, County Administrator's Office)*
11. CONSIDER status report on the Commission for Women and any action to be taken. *(Jami Napier, County Administrator's Office)*
12. CONSIDER suggestions for redesign of the County's advisory body application form. *(Jami Napier, Clerk of the Board's Office)*
13. Adjourn

No additional meetings of the 2018 Internal Operations Committee are scheduled.

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*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.*

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*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](http://www.co.contra-costa.ca.us).*

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*Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

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For Additional Information Contact:

Jami Napier, Interim Committee Staff  
Phone (925) 335-1908, Fax (925) 646-1353  
[jami.napier@cob.cccounty.us](mailto:jami.napier@cob.cccounty.us)





# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

Meeting Date: 12/10/2018  
Subject: RECORD OF ACTION FOR THE OCTOBER 8, 2018 IOC MEETING  
Submitted For: David Twa, County Administrator  
Department: County Administrator  
Referral No.: N/A  
Referral Name: RECORD OF ACTION  
Presenter: Jami Napier      Contact: Julie DiMaggio Enea (925) 335-1077

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#### 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 is the Record of Action for the October 8, 2018 IOC meeting.

#### Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the October 8, 2018 IOC meeting.

#### Fiscal Impact (if any):

None.

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#### Attachments

DRAFT IOC Record of Action for October 8, 2018

Minutes Attachments

*No file(s) attached.*

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
October 8, 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: Phyllis Gordon, Kirsten Upshaw, Beth Ward, Arturo Castillo, Jami Napier, Emlyn Struthers, Nicole Kozicki, Maureen Parkes, Kristen Lackey, Lia Bristol, Roni Gehlke, Kathleen Jennings, Bert Mulchaey, Joshua Porter, Marilyn Underwood, Kara Douglas, Jill Ray

### 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).

*None of the attendees requested to speak during the public comment period.*

### 3. RECEIVE and APPROVE the Record of Action for the September 10, 2018 IOC meeting.

*The Committee approved the Record of Action for the September 10, 2018 IOC meeting as presented.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen  
Passed

### 4. INTERVIEW the following candidates for the At Large #1 and #2 seats for four-year terms ending on December 31, 2022 and the Alt Large Alternate #1 seat with a term expiring on December 31, 2020, and DETERMINE recommendations for Board of Supervisors consideration:

- Madeline Burgess, Concord
- Rhonda Gehlke (incumbent)
- Kathleen Jennings (incumbent), Concord
- Nicole Kozicki, Moraga
- Bert Mulchaey, Pinole



- Walter Pease, Pleasant Hill
- Joshua Porter, Kensington
- Jill Wiseman, Lafayette (applied specifically for the At Large Alternate seat)

*The Committee interviewed Roni Gehlke, Kathleen Jennings, Nicole Kozicki, Bert Mulchaey, and Joshua Porter for the At Large seats on the Fish and Wildlife Committee. Walter Pease withdrew his candidacy and was not in attendance. Jill Wiseman and Madelaine Burgess were unable to attend but were considered on the basis of their applications.*

*At the conclusion of the interviews, the Committee decided to recommend to the Board of Supervisors the reappointment of Roni Gehlke and Kathleen Jennings to the At Large 1 and 2 seats, respectively, to new terms ending on December 31, 2022, and the appointment of Nicole Kozicki to the At Large Alternate seat to complete the unexpired term ending on December 31, 2020.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen  
Passed

5. ACCEPT the 2017/18 Animal Benefit Fund report.

*Animal Services Director Beth Ward presented the 2017/18 annual report on the Animal Benefit Fund. She noted that at the current rate of expenditure, the fund will become exhausted in about two years, and so more donations are needed to meet expanding services. She thanked the Committee for the opportunity to illuminate this need.*

*The Committee accepted the report and directed staff to forward it to the Board of Supervisors.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen  
Passed

6. ACCEPT report from the Health Services Department on actions taken by county staff to implement the Solid Waste Collection & Transportation (Waste Hauler) Ordinance.

*Dr. Marilyn Underwood, Environmental Health Director, presented the status report and summarized the actions of her division to establish the permit forms and process, train code and law enforcement officers, and notify non-franchise haulers of the new permit requirements.*

*Dr. Underwood reported that while extensive outreach has been conducted, no permit applications have been received. More than 40 phone inquiries were received but mostly to confirm exemption from the permit program. She reasoned that the current administrative penalties may not provide enough inducement for compliance, noting that the cost for a \$50,000 performance bond of approximately \$500 far exceeds the penalty for the first and second violation of the ordinance and is equivalent to the penalty for a third violation in a year. Consequently, the*



*Committee decided to recommend to the Board that the bond amount be reduced from \$50,000 to \$20,000 to encourage greater compliance.*

*Supervisor Andersen suggested that Environmental Health contact the Contra Costa Association of Realtors because homebuyers and sellers often discard large amounts of junk during a home buying transaction. She also suggested developing an online solid waste disposal referral service similar to that available through Recyclesmart.*

*Supervisor Burgis suggested researching the web application called GoTrashy, which identifies local junk haulers and provides on line bidding functionality, and also the idea of developing a County web application to match people up with approved/permitted haulers.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

7. CONSIDER status report on the Commission for Women and any action to be taken.

*Julie Enea presented the staff report. Commission Chair Kirsten Upshaw reported that the Commission didn't have a clear understanding of the Brown Act and quorum requirements but, after speaking with Emlyn Struthers, gained a better understanding of the public noticing and quorum requirements.*

*Supervisors Andersen and Burgis noted that the Commission website was not up to date and the link to current agendas was obscure. The meeting location was incorrect and agendas not posted on line. Supervisor Burgis again requested an annual budget for the Commission. Ms. Upshaw handed out a proposed budget, which is attached hereto.*

*Phyllis Gordon said that support from the County Administrator's Office had not been reliable. Committee staff reported that CAO staff had been available through September 30 and had no knowledge of any requests for assistance from the Commission. Staff advised that the highest priority for the Commission at this point should be to fill vacancies so that Commission meetings could be held and decisions made regarding the bylaws.*

*The Committee directed Ms. Upshaw to send her recommendations for appointments directly to the County Administrator for placement on a Board of Supervisors agenda. The Committee directed the Commission, once it could achieve a quorum and hold a meeting, to consider and report back to the IOC regarding changes to its bylaws, as previously recommended by the County Administrator. The Committee suggested that Ms. Upshaw forward the Commission's proposed bylaws changes to Julie Enea. Emlyn Struthers offered to assist the Commission by posting meeting agendas at Pine Street and on the County's web page.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed



8. In order to rectify the quorum issues, Clerk of the Board recommends the following bylaw updates:
1. Reduce the quorum requirement by decreasing the number of voting seats;
  2. Convert up to 10 of the District seats to At Large seats
  3. Allow for the appointment of At-Large Alternates, who are authorized to vote in the event of member absences.

*Emlyn Struthers presented the staff report. The Committee decided to recommend to the Board of Supervisors Option B with Alternates as the new AODAB seat configuration: one seat per District plus six At Large seats for a total of 11 primary seats, plus three At Large Alternates. Since the number of seated members currently exceeds the number of primary seats in the proposed new configuration (12 vs. 11), the Committee chose to recommend that 12th seats be maintained until one can be eliminated through scheduled attrition, the soonest of which would occur in June 2019.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen  
Passed

9. CONSIDER the reinstate of fees in-lieu of providing affordable rental units as required under the County's Inclusionary Housing Ordinance.

*Kara Douglas presented the staff report. The Committee decided to recommend to the Board of Supervisors the reinstatement of fees in-lieu of providing affordable rental units as required under the County's Inclusionary Housing Ordinance, but prospectively so as not to negatively impact any developments currently in the pipeline. The Committee also requested Ms. Douglas to contact the Bay Area Building Industry Association and also provide to the Board, along with the Committee's recommendation, a sampling of in-lieu fees charged by neighboring jurisdictions.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen  
Passed

10. The November 12, 2018 is canceled due to the Veteran's Day holiday. The next meeting is currently scheduled for December 10, 2018.
11. Adjourn

*Chair Burgis adjourned the meeting at 3:00 p.m.*





# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 12/10/2018  
Subject: Recommendation for Appointment to the Mosquito & Vector Control District Board of Directors  
Submitted For: David Twa, County Administrator  
Department: County Administrator  
Referral No.: IOC 18/5  
Referral Name: Advisory Body Recruitment  
Presenter: Jami Napier                      Contact: Julie DiMaggio Enea (925) 335-1077

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#### Referral History:

The Contra Costa Mosquito & Vector Control District was established in 1986 through the consolidation of two such districts. The boundaries of the current District are all of Contra Costa County. The District provides Countywide public health services through the control of mosquitoes, rats, skunks, yellowjackets and other vectors. Of the 22 members of the Board of Trustees, the Board of Supervisors appoints three to represent the unincorporated area. The Internal Operations Committee (IOC) screens the nominations for the three County seats.

#### Referral Update:

On January 2, 2017, the term of office of the At Large 1 seat will expire. A new appointment to the seat may be made for either two or four years, at the discretion of the Board of Supervisors.

Staff initiated a four-week recruitment on October 15, 2018. No applications were received. However, incumbent James Pinckney (Alamo) has notified staff that he is interested in continuing to serve. Attached is Mr. Pinckney's 2012 application for consideration.

#### Recommendation(s)/Next Step(s):

RECOMMEND the reappointment of James Pinckney to the At Large #1 seat on the Contra Costa Mosquito & Vector Control District Board of Trustees to a new four-year term ending on January 2, 2024.

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#### Attachments

Candidate Application James Pinckney MVCD

Press Release Mosquito Vector Control

Minutes Attachments



*No file(s) attached.*

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**RECEIVED**  
**For Office Use Only**  
**Date Received:**  
NOV 05 2012  
CLERK BOARD OF SUPERVISORS  
CONTRA COSTA CO.



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>  <div>1988</div> <div>CURRENT</div>  Total: <u>Yrs.</u> <u>Mos.</u>  <div>20+</div> <div></div>  Hrs. per week <div>-</div> . Volunteer <input checked="" type="checkbox"/>  (VARY'S)</p>	<p>Title  <div>TRUSTEE -</div>  Employer's Name and Address  <div></div></p>	<p>Duties Performed  <div>CURRENT AUDIT chair.</div>  <div>PREVIOUS FINANCE COMMITTEE chair</div></p>
<p>B) Dates (Month, Day, Year)  <u>From</u> <u>To</u>  <div>1998</div> <div>2009</div>  Total: <u>Yrs.</u> <u>Mos.</u>  <div>10+</div> <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>MANAGING DIRECTOR</div>  Employer's Name and Address  <div>MARSH.</div></p>	<p>Duties Performed  <div>ACCOUNT EXEC</div></p>
<p>C) Dates (Month, Day, Year)  <u>From</u> <u>To</u>  <div>1978</div> <div>1998</div>  Total: <u>Yrs.</u> <u>Mos.</u>  <div>20+</div> <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>SVP</div>  Employer's Name and Address  <div>Johnson + Higgins</div></p>	<p>Duties Performed  <div>ACCT EXEC</div></p>
<p>D) Dates (Month, Day, Year)  <u>From</u> <u>To</u>  <div></div> <div></div>  Total: <u>Yrs.</u> <u>Mos.</u>  <div></div> <div></div>  Hrs. per week <div></div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div></div>  Employer's Name and Address  <div></div></p>	<p>Duties Performed  <div></div></p>



7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other CURRENT TRUSTEE & AUDIT chair

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:

11-3-12

### 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.

Completed ALL TRAINING  
#4 11-5-12 PER AB 1234  
#5 Form 700 Filed





## Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

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### Media Release

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**FOR IMMEDIATE RELEASE**

Monday, October 15, 2018

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

### WOULD YOU LIKE TO SERVE ON THE CONTRA COSTA MOSQUITO & VECTOR CONTROL DISTRICT BOARD OF TRUSTEES ?

The Contra Costa Mosquito & Vector Control District was established in 1986. The boundaries of the current District are all of Contra Costa County. The District provides Countywide public health services through the control of mosquitoes, rats, skunks, yellowjackets and other vectors. This is important to prevent the transmission of disease and to minimize vector population outbreaks, which would interfere with recreational, residential, agricultural, and industrial activities. The District Board of Trustees meets on the second Monday of every other month at 7 p.m. in Concord.

The County is recruiting for volunteers to fill one vacancy. The term of office is four years, ending on January 2, 2023. The County Board of Supervisors will make the appointment. Contra Costa residents 18 or older are encouraged to apply. The District provides an expense stipend of \$100 per month conditioned upon meeting attendance.

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](http://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 Friday, November 16, 2018 by 5 p.m. Applicants should plan to be available for public interviews in Martinez on Monday, December 10, 2018. More information about the Contra Costa Mosquito & Vector Control District can be obtained by visiting the District's website at <http://www.contracostamosquito.com/>.

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 12/10/2018  
Subject: RECOMMENDATION FOR APPOINTMENT TO THE PUBLIC LAW  
LIBRARY BOARD OF TRUSTEES  
Submitted For: David Twa, County Administrator  
Department: County Administrator  
Referral No.: IOC 18/5  
Referral Name: Advisory Body Recruitment  
Presenter: Jami Napier                      Contact: Julie DiMaggio Enea (925) 335-1077

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#### Referral History:

In June, the 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 subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for the Member of the Bar seat of the Law Library Board of Trustees, among other seats.

#### Referral Update:

The Public Law Library Board of Trustees was established by State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. The Internal Operations Committee annually reviews the appointment to the Member of the Bar seat, which term expires each December 31.

Staff opened a four-week recruitment for the Member of the Bar seat (see attached media release) on October 15 and received one application from incumbent Dean E. Barbieri, whose letter of interest and resume are attached hereto.

#### Recommendation(s)/Next Step(s):

RECOMMEND reappointment of Dean E. Barbieri to the Member of the Bar seat on the Public Law Library Board of Trustees to a new one-year term expiring on December 31, 2019.

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#### Attachments

Letter of Interest Dean Barbieri Law Library



Candidate Application Dean Barbieri Law Library

Press Release Law Library 2018

Minutes Attachments

*No file(s) attached.*

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JOHN F. KENNEDY UNIVERSITY  
*An Affiliate of the National University System*

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COLLEGE OF LAW

October 31, 2018

Contra Costa County Board of Supervisors  
651 Pine Street  
Martinez, CA 94553

RE: Contra Costa County Public Law Library Board of Trustees

Dear Members of the Board of Supervisors:

Please accept this letter as my request for reappointment to the Contra Costa County Public Law Library Board of Trustees. I was appointed to the board by the Board of Supervisors in 2017 and have been elected Vice-President of the Board of Trustees. I have thoroughly enjoyed my service on this board and hope to continue in 2019.

Law libraries have always been a subject about which I am passionate. Since 2010, I have served as the Dean of the John F. Kennedy University College of Law, a position which includes governance of the JFK University's law library. In addition, I have a long history of public service to the people of Contra Costa County.

During the last decade, the Contra Costa County Public Law Library has faced serious budget deficits, despite increasing demands for service by our users. Yet, the Board of Trustees and staff are committed to providing the highest quality of service possible to our users. I certainly share that commitment and look forward to meeting the challenges that the new year will bring. Most of all, I want to be part of the wonderful work done by this Board of Trustees in making access to justice available to everyone.

Thank you for your consideration of my application. If you have any questions or need further information, please do not hesitate to contact me.

Sincerely,

Dean E. Barbieri  
Dean, College of Law





JOHN F. KENNEDY UNIVERSITY

An Affiliate of the National University System

COLLEGE OF LAW

November 21, 2017

Contra Costa County Board of Supervisors  
Office of the Clerk of the Board  
651 Pine Street  
Martinez, CA 94553

Re: Contra Costa County Public Law Library Board of Trustees

Dear Members of the Board of Supervisors:

I would like to be considered for appointment to the upcoming vacancy on the Contra Costa County Public Law Library's Board of Trustees.

As my Curriculum Vitae reflects, since 2010 I have served as Dean of the John F. Kennedy University College of Law where I am responsible for all aspects of law school operations, including the campus law library. I hope to bring to the Contra Costa County Public Law Library Board of Trustees my experience in law library management gained through my first-hand experience with governance of the JFK University law library, as well as my 37 years of experience in the field of law.

I have been a member of The State Bar of California since 1980. During this period I worked with the State Bar for more than a decade in a variety of capacities, including in the areas of development, administration and grading of the California Bar Examination, as well as serving as the State Bar's representative on the Governing Board of Continuing Education of the Bar.

I have served on a variety of boards and commissions and have held public office, most notably as Mayor of the City of Piedmont from 2010-2012. My practice of law has been augmented by extensive problem-solving work in the field of mediation and arbitration.

It would be an honor to serve the people of Contra Costa County by being a member of the law library's Board of Trustees. As you are well aware, all California county law libraries are presently facing serious economic constraints, and I would look forward to the challenge and opportunity of working with the board and library staff towards solutions of such problems.



Contra Costa County Board of Supervisors  
November 21, 2017  
Page 2

Thank you for your consideration, and I would be pleased to provide such further information as may be needed.

Sincerely,

A handwritten signature in blue ink that reads "Dean E. Barbieri". The signature is written in a cursive style with a large initial 'D' and 'B'.

Dean E. Barbieri



## Dean E. Barbieri

Piedmont, California 94611

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### PROFESSIONAL EXPERIENCE

#### **John F. Kennedy University, Senior Vice President for Academic Affairs, 2013-2017 and Dean of the College of Law, 2010-present**

- As SVPAA, chief academic officer for all University colleges and programs.
- As Dean, responsible for all phases of college operation, and faculty and staff performance.
- Member, Law School Council of the State Bar of California.

#### **The State Bar of California, Office of Admissions, San Francisco, CA, 2001-2010 Director for Examinations**

- Responsible for development of the California Bar Examination and the California First-Year Law Students' Examination.
- Management, oversight and supervision of examination drafting teams comprised of law school deans, professors and practicing attorneys.
- Extensive interaction with California law school administrators, faculty and students in matters associated with law school accreditation and regulation, bar examination and admission to practice matters.
- Acting Director, Moral Character Determinations.
- Regular speaker on bar examination, accreditation and education matters to law school faculty and administrators, law students and bar admissions administrators.
- Continuing Education of the Bar (CEB), Governing Board Member 2005-2010.
- Member, National Conference of Bar Examiners Education Committee and Uniform Bar Examination Committee.
- Council of Bar Admissions Administrators, Chair, Testing Committee.

#### **City of Piedmont, CA, 2004-2012**

##### **Mayor, Vice Mayor and City Councilmember**

- 2004-Elected to first four-year term, 2008-re-elected to second four-year term.
- 2010-Elected Mayor for two-year term.
- 2008-Elected Vice Mayor.
- Responsible for \$26 million annual balanced budget and negotiation of employment contracts with union, and non-union city personnel and staff.
- Council Liaison to Audit, Pension, Planning, Parks, and Recreation Commissions.
- Member, Piedmont City Council/Piedmont Board of Education Joint Committee.
- Member, numerous regional boards and agencies.
- 1998-2004, Piedmont Recreation Commissioner, Vice Chair 2002-2004.



**American Arbitration Association, 1989-present**

**Mediator and Arbitrator**

- Successfully mediated over 300 cases involving business, commercial, construction, contract, personal injury and real estate law matters.
- Sole arbitrator in over 75 cases involving business, commercial, construction, contract, franchise, personal injury, probate and real estate law matters.

**First California Real Estate & Mortgage, Alamo, CA, 1998-2001**

**Broker and General Counsel**

- Organized the formation, and served as chief legal counsel, of successful real estate and mortgage loan brokerage firm.
- Originated commercial and residential mortgage loans totaling over \$200 million.

**Sellar, Hazard, Snyder, Fitzgerald, McNeely & Alm, Walnut Creek, CA, 1994-1998**  
**Attorney**

- Civil litigation and transactional practice with emphasis on ADR, banking, construction, corporate, public entity and real estate matters.
- Firm representative to civic and professional organizations.

**Watson, Hoffe and Barbieri, Richmond CA**

**Partner & Associate, 1981-1994**

- Civil litigation and transactional practice with emphasis on ADR, banking, business, commercial, corporate, probate, and real estate law matters.
- Principal outside general counsel to Mechanics Bank.
- Managing partner responsible for firm's hiring and human resources' matters, budget, insurance, library, facilities and IT operations.

**The State Bar of California, Office of Admissions, San Francisco, CA, 1982-2000**

- Grader for the California Bar Examination and California First-Year Law Students' Examination.
- Adjunct Reappraiser involved with special projects and bar examination development and grading activities.

**EDUCATION**

University of San Francisco, School of Law, J.D. 1980

University of California, Davis, B.A. Political Science/Public Service 1977

**PERSONAL**

Member, The State Bar of California, 1980-present

President, Robert G. McGrath American Inn of Court, 2016-present, Member 2011-Present

Member, Board of Directors Contra Costa County Bar Association, 2012-2016

Past President, Rotary Club of Richmond, CA 2001-2002

Member, Rotary Clubs of Richmond, CA and Walnut Creek, CA, 1981-1998

Rotary International District 5160, Chair, Ambassadorial Scholarship Committee 1996-1998; awarded scholarships to college students totaling \$170, 000, annually.





## Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

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### Media Release

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**FOR IMMEDIATE RELEASE**

Monday, October 15, 2018

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

### WOULD YOU LIKE TO SERVE ON THE CONTRA COSTA COUNTY PUBLIC LAW LIBRARY BOARD OF TRUSTEES ?

The Contra Costa County Board of Supervisors is seeking applicants for the Public Law Library Board of Trustees. The Board of Trustees was established pursuant to State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. County residents who are members of the State Bar and have an interest in public policy and library administration are encouraged to apply for this non-paid volunteer opportunity. The County Board of Supervisors will appoint to fill one vacancy for a one-year term ending on December 31, 2019. The Board of Trustees normally meets on the last Thursday of the month at 12:15 p.m. in Martinez.

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](http://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 Friday, November 16, 2018 by 5 p.m. Applicants should plan to be available for public interviews in Martinez on Monday, December 10, 2018. More information about the Contra Costa Public Law Library can be obtained by calling Carey Rowan at (925) 646-2783 or visiting the Law Library website at <http://www.cccplib.org>.

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 12/10/2018

Subject: RECOMMENDATIONS FOR APPOINTMENT TO THE CONTRA COSTA  
RESOURCE CONSERVATION DISTRICT BOARD OF DIRECTORS

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 18/5

Referral Name: Advisory Body Recruitment

Presenter: Jami Napier                      Contact: Julie DiMaggio Enea (925) 335-1077

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#### Referral History:

Contra Costa Resource Conservation District (RCD) director recruitment is conducted by the County pursuant to a 1998 RCD resolution ordering that all future directors shall be appointed by the County Board of Supervisors in lieu of election (Public Resources Code Section 9314).

The mission of the RCD is to carry out natural resources conservation projects through voluntary and cooperative efforts. The RCD is a non-regulatory agency that works with individuals, growers, ranchers, public agencies, non-profit organizations and corporations to accomplish its mission. The USDA Natural Resource Conservation Service provides technical support for the RCD's programs.

#### Referral Update:

On November 30, 2018, the terms of office for two of the five RCD Director seats expired: Directors 2 and 4.

Consequently, the current sitting RCD members are:

- Igor Skaredoff (Martinez)
- Tom Brumleve (Walnut Creek)
- Tom Bloomfield (Brentwood)

Two Director seats remain vacant. Terms of office are four years beginning on December 1.

Following a five-week recruitment, no applications were received. However, the District has advised that the incumbents wish to continue serving and the District Board has nominated by resolution (attached) the following incumbents for reappointment:

Walter Pease and Bethallyn Black



Recommendation(s)/Next Step(s):

CONSIDER recommending the reappointment of Walter Pease and Bethallyn Black to the Contra Costa Resource Conservation District Board of Directors to new four years terms expiring on November 30, 2022.

Fiscal Impact (if any):

No County cost.

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Attachments

CCRCD Resolution Nominating the Reappointment of Incumbents

Minutes Attachments

*No file(s) attached.*

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Resolution No: **2018-03**

WHEREAS, the Contra Costa Resource Conservation District has two directors whose terms of office will expire November 30, 2018:

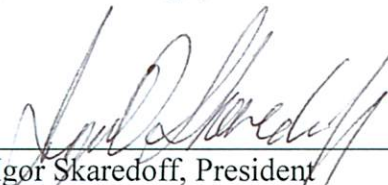
Walter Pease and Bethallyn Black;


And

WHEREAS, the California Public Resources Code states the Contra Costa County Board of Supervisors shall appoint directors to the Contra Costa Resource Conservation District;

NOW, THEREFORE, BE IT RESOLVED that by the authority vested in the Board of Directors of the Contra Costa Resource Conservation District, it is hereby voted on this 30<sup>th</sup> day of November, 2018 to respectfully recommend the appointment of Walter Pease and Bethallyn Black as directors.

AYES: 3  
NOES: 0  
~~ABSENT:~~ 2  
Recused:

  
Igor Skaredoff, President  
Board of Directors, Contra Costa RCD

  
Patty Pell  
Clerk/Secretary for the Governing Board





# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 12/10/2018  
Subject: RECOMMENDATION FOR APPOINTMENT TO THE EAST BAY  
REGIONAL PARKS DISTRICT PARK ADVISORY COMMITTEE  
Submitted For: David Twa, County Administrator  
Department: County Administrator  
Referral No.: IOC 18/5  
Referral Name: Advisory Body Recruitment  
Presenter: Jami Napier Contact: Julie DiMaggio Enea (925) 335-1077

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#### Referral History:

On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The Board also directed that the IOC personally conduct interviews of applicants for At Large seats on several boards, committees, and commissions including the East Bay Regional Parks District (EBRPD) Park Advisory Committee (PAC).

#### Referral Update:

##### East Bay Regional Parks District Park Advisory Committee

The Park Advisory Committee (PAC) is a 21-member citizens' advisory group appointed by the East Bay Regional Park District Board of Directors. Candidates are nominated by individual Park District Board members and a variety of other public entities, such as the Mayors' Conference, Board of Supervisors, and Special District Chapters of Alameda and Contra Costa Counties.

The PAC studies issues and makes recommendations and comments on a spectrum of policy issues, such as grazing, dogs, horses and bikes in parks, the Park District budget, naming park facilities, park land use plans, new concessions, and more. Members are appointed for two-year terms and may serve a total of four consecutive terms, or eight years. Meetings are held monthly in Oakland.

In May 2017, Neil Tsutsui (El Cerrito) was appointed to the Board of Supervisors Appointee seat to complete the unexpired term of the seat vacated by Colin Coffey, when he was appointed to the EBRPD Board of Directors. Mr. Tsutsui's appointment will expire on December 31. Staff initiated a four-week recruitment with the attached press release on October 15. No new applications were received; however, Mr. Tsutsui has notified the County that he wishes to continuing serving as the Board's appointee to the PAC. Attached is his original application and resume.



Recommendation(s)/Next Step(s):

RECOMMEND the reappointment of Neil Tsutsui to the Board of Supervisors Appointee seat on the East Bay Regional Parks District Park Advisory Committee to a new two-year term that will expire on December 31, 2020.

Fiscal Impact (if any):

None. EBRPD Park Advisory Committee members are not compensated.

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Attachments

Press Release East Bay Regional Parks District

Candidate Application Neil Tsutsui EBRPD PAC

Neil Tsutsui Resume

Minutes Attachments

*No file(s) attached.*

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## Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

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### Media Release

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#### FOR IMMEDIATE RELEASE

Monday, October 15, 2018

Contact: Julie DiMaggio Enea

Phone: (925) 335-1077

Email: [julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)

### WOULD YOU LIKE TO SERVE ON THE

### EAST BAY REGIONAL PARKS DISTRICT PARK ADVISORY COMMITTEE?

The Contra Costa County Board of Supervisors is seeking an individual who is interested in park land use to represent the County on the East Bay Regional Parks District Park Advisory Committee (PAC). The PAC is a 21-member citizens' advisory group that studies issues and makes recommendations and comments on myriad policy issues, such as grazing, dogs, horses and bikes in parks, the Park District budget, naming park facilities, park land use plans, new concessions, and more.

Members are appointed for two-year terms and may serve a total of four consecutive terms, or eight years. Service is voluntary and members receive no compensation. Meetings are held in the evenings on the fourth Monday of each month at the Park District Headquarters in Oakland.

Application forms for the Contra Costa County seat can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900, or the application can be completed on line by visiting the County website at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us). Applications should be submitted 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, November 16, 2018**. Applicants should plan to be available for public interviews on Monday, December 10, 2018. Further information about the Park Advisory Committee can be obtained by calling Erich Pfuehler at the East Bay Regional Parks District at (510) 544-2006.

####



**Application Form**

Status: submitted

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**Profile****This application is used for all boards and commissions**

Neil	D	Tsutsui
First Name	Middle Initial	Last Name
<hr/>		
<div>████████████████████</div>		
Email Address		
<hr/>		
<div>████████████████████</div>		
Home Address		Suite or Apt
<hr/>		<hr/>
El Cerrito	CA	94530
City	State	Postal Code
<hr/>		
Mobile: <div>████████████████</div>		
Primary Phone		
<hr/>		
UC Berkeley	Professor: Environmental Science, Policy & Management	Professor
Employer	Job Title	Occupation

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**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**☐ Yes ☒ No

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**Is a member of your family (or step-family) employed by Contra Costa Co.?**☐ Yes ☒ No

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**Interests & Experiences****Which Boards would you like to apply for?**

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East Bay Regional Park District's Park Advisory Committee - BOS Appointee



**Please describe your interest in serving as a member of the board(s) you have selected and if applicable which seat you are applying for.**

I am interested in serving on the East Bay Regional Park District's Park Advisory Committee.

**Have you previously served on a government or non-profit board or committee?**

I have served on many committees within the University of California system including the: Committee on Ecological Preserve and Open Space committee (UC Irvine), campus-wide Committee on Course of Instruction (UC Berkeley; currently), College of Natural Resources Curriculum committee (UCB; currently), and many others. I have also served on several Research Grant Proposal review committees for the National Science Foundation and the US Dept of Agriculture. I am currently on the editorial board for the scientific journals, Biological Invasions and BMC Ecology.

**Please describe how your education, work experience, or other activities have prepared you to serve on the board or commission you have selected.**

I am currently a Full Professor in the Department of Environmental Science, Policy and Management, in the College of Natural Resources at UC Berkeley (since 2007). I have a PhD in Ecology, Behavior, and Evolution from UC San Diego, post-doctoral research experience at UC Davis, was previously a Professor of Ecology and Evolution at UC Irvine. I have published 57 peer reviewed research papers, many in the most highly regarded scientific journals. I have broad scientific interest and expertise in the fields of entomology, animal behavior, genetics, genomics, and chemical ecology. I recently served four years as the Vice Chair for Instruction and, since 2007, have held an appointment as Faculty Curator in the UCB Essig Museum of Entomology.

[Tsutsui\\_CV\\_032817.pdf](#)

Upload a Resume

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## Work History

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

### 1st (Most Recent)

7/1/2007-present

Dates (Month, Day, Year) From - To

40+

Hours per Week Worked?



## Volunteer Work?

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☐ Yes ☒ No

Professor

Position Title

## Employer's Name and Address

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Department of Environmental Science, Policy, and Management College of Natural Resources 130  
Mulford Hall, #3114 UC Berkeley Berkeley CA 94720-3114

## Duties Performed

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Teaching undergraduate and graduate (PhD) courses in Insect Behavior, Environmental Science Forum, Molecular Approaches to Environmental Problem Solving, Conservation & Resource Studies Senior Seminar, and others. Conceived, designed, executed, and published internationally recognized research on honey bee and ant biology.

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2nd

7/1/2003-6/31/2007

Dates (Month, Day, Year) From - To

40+

Hours per Week Worked?

## Volunteer Work?

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☐ Yes ☒ No

Assistant Professor

Position Title

## Employer's Name and Address

---

Dept of Ecology and Evolutionary Biology Steinhaus Hall UC Irvine Irvine CA

## Duties Performed

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Taught undergraduate courses in Advanced Evolutionary Biology and Social Behavior of Ants, and graduate (PhD) course in Evolutionary Biology. Conceived, designed, executed, and published internationally recognized research on honey bee and ant biology.



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**3rd**

**7/1/2000-6/30/2003**

Dates (Month, Day, Year) From - To

**40+**

Hours per Week Worked?

**Volunteer Work?**

☐ Yes ☒ No

**Post-doctoral Scholar**

Position Title

**Employer's Name and Address**

Dept of Evolution and Ecology 1 Shields Ave UC Davis Davis CA

**Duties Performed**

Conceived, designed, executed, and published research on ant behavior, ecology, pheromone communication.



## CURRICULUM VITAE

### NEIL DURIE TSUTSUI

University of California, Berkeley  
Department of Environmental Science,  
Policy & Management  
130 Mulford Hall, #3114  
Berkeley CA 94720-3114

EMAIL: [REDACTED]

PH: [REDACTED]

FAX: [REDACTED]

WEB: [REDACTED]

## EDUCATION

Boston University, September 1994  
B.A. in Biology, specialization in Marine Science, *with honors*.

University of California, San Diego – Department of Biology  
Ph. D. in Biology, September 2000  
Dr. Ted J. Case – Thesis advisor

## PROFESSIONAL APPOINTMENTS

Professor, 2014-present  
Associate Professor, 2009-2014  
Assistant Professor, 2007-2009  
Vice Chair for Instruction, 2010-2012, 2014-2015  
Department of Environmental Science, Policy & Management  
University of California, Berkeley

Faculty Curator, 2007-present  
Essig Museum of Entomology  
University of California, Berkeley

Assistant Professor, 2003-2007  
Department of Ecology and Evolutionary Biology  
University of California, Irvine

Post-doctoral Associate, 2000-2003  
Section of Evolution and Ecology, Center for Population Biology  
University of California, Davis  
Dr. Richard K. Grosberg – Advisor

## PUBLICATIONS

58. Cridland, J., **N. D. Tsutsui**, and S. R. Ramírez. 2017 . The complex demographic history and evolutionary origin of the western honey bee, *Apis mellifera*. GENOME BIOLOGY & EVOLUTION evx009. DOI: <https://doi.org/10.1093/gbe/evx009>
57. Mathis, K. A. and **Tsutsui, N. D.** 2016. Dead ant walking: A myrmecophilous beetle predator uses parasitoid host location cues to selective prey on parasitized ants. PROCEEDINGS OF THE ROYAL SOCIETY OF LONDON, B **283**:20161281.
56. Mathis, K. A. and **Tsutsui, N. D.** 2016. Cuticular hydrocarbon cues are used for host acceptance by *Pseudacteon* spp. phorid flies that attack *Azteca sericeasur* ants. JOURNAL OF CHEMICAL ECOLOGY **42**:286-293.
55. Emery, V. J. and **Tsutsui, N. D.** 2016. Differential sharing of chemical cues by social parasites versus social mutualists in a three-species symbiosis. JOURNAL OF CHEMICAL ECOLOGY **42**:277-285.



54. Torres, C. W. and **Tsutsui, N. D.** 2016. The effect of social parasitism by *Polyergus breviceps* on the nestmate recognition system of its host, *Formica altipetens*. PLOS ONE **11**(2): e0147498.
53. **Tsutsui, N. D.** 2014. Controlling the spread of Argentine ants. VOICE OF THE PCOC. Fall:10-11.
52. Tillberg, C.V, Edmonds, B., Freauﬀ, A., Hanisch, P., Paris, C., Smith, C.R., **Tsutsui, N. D.**, Wills, B.D., Wittman, S.E., and A.V Suarez. 2014. Foraging ecology of the tropical giant hunting ant *Dinoponera australis* (Hymenoptera: Formicidae) – Evaluating mechanisms for high abundance. BIOTROPICA **46**(2):229-237.
51. **Tsutsui, N. D.** 2013. Dissecting ant recognition systems in the age of genomics. BIOLOGY LETTERS **9**:20130416.
50. Lewis V., Moore, S., Tabuchi, R., Sutherland, A., Choe, D.-H. and **N. D. Tsutsui** 2013. Researchers combat the resurgence of bed bug in behavioral studies and monitor trials. CALIFORNIA AGRICULTURE **67**:172-178.
49. Simola, D. F., Wissler, L., Donahue, G., Waterhouse, R.M., Helmkampf, M., Roux, J., Nygaard, S., Glastad, K.M., Hagen, D.E., Viljakainen, L., Reese, J.T., Hunt, B.G., Graur, D., Elhaik, E., Kriventseva, E.V., Wen, J., Parker, B.J., Cash, E., Privman, E., Childers, C.P., Muñoz-Torres, M.C., Boomsma, J.J., Bornberg-Bauer, E., Currie, C., Elsik, C.G., Suen, G., Goodisman, M.A.D., Keller, L., Liebig, J., Rawls, A., Reinberg, D., Smith, C.D., Smith, C.R., **Tsutsui, N.**, Wurm, Y., Zdobnov, E.M., Berger, S.L. and J. Gadau. 2013. Social insect genomes exhibit dramatic evolution in gene composition and regulation while preserving regulatory features linked to sociality. GENOME RESEARCH **23**:1235-1247.
48. Emery, V. J. and **N. D. Tsutsui.** 2013. Recognition in a social symbiosis: Chemical phenotypes and nestmate recognition behaviors of Neotropical parabiotic ants. PLOS ONE **8**(2): e56492.
47. Choe, D.-H., D. B. Villafuerte and **N. D. Tsutsui.** 2012. Trail pheromones of the Argentine ant, *Linepithema humile* (Mayr) (Hymenoptera: Formicidae). PLOS ONE **7**(9):e45016.
46. Johnson, B. R., E. van Wilgenburg, and **N. D. Tsutsui.** 2012. Nestmate recognition in social insects is sometimes more complex than an individual based decision to accept or reject (Commentary). BEHAVIORAL ECOLOGY AND SOCIOBIOLOGY **66**:343-346.
45. Choe, D.-H., S. R. Ramírez and **N. D. Tsutsui.** 2012. A silica gel-based method for extracting insect surface hydrocarbons. JOURNAL OF CHEMICAL ECOLOGY. DOI 10.1007/s10886-012-0074-1.
44. Ramírez, S. R., T. Eltz, M. K. Fujiwara, G. Gerlach, B. Goldman-Huertas, **N. D. Tsutsui** and N. E. Pierce. 2011. Asynchronous diversification in a specialized plant-pollinator mutualism. SCIENCE. **333**: 1742-1746.
43. van Wilgenburg, E., A. Felden, D.-H. Choe, R. Sulc, J. Luo, K. J. Shea, M. A. Elgar and **N. D. Tsutsui.** 2011. Learning and discrimination of cuticular hydrocarbons in a social insect. BIOLOGY LETTERS.
42. Smith, C. R., A. V. Suarez, **N. D. Tsutsui**, S. E. Wittman, B. Edmonds, A. Freauﬀ, and C. V. Tillberg. 2011. Nutritional asymmetries are related to division of labor in a queen-less ant. PLOS ONE **6**:e24011.
41. Johnson, B. R. and **N. D. Tsutsui.** 2011. Taxonomically restricted genes are associated with the evolution of sociality in the honey bee. BMC GENETICS **12**:164.
40. Abbot, P. *et al.* 2011. Inclusive fitness theory and eusociality. NATURE **466**:1057-1062. (Brief communications arising).
39. Suen, G., *et al.* 2011. The genome sequence of the leaf-cutter ant, *Atta cephalotes*, reveals insights into its obligate symbiotic lifestyle. PLOS GENETICS **7**:e1002007.



38. Smith, C. R., *et al.* 2011. A draft genome of the red harvester ant, *Pogonomyrmex barbatus*: a model for reproductive division of labor and social complexity. PROCEEDINGS OF THE NATIONAL ACADEMY OF SCIENCES, USA **108**:5667-5672.
37. Smith, C. D., *et al.* 2011. The draft genome of the globally widespread and invasive Argentine ant (*Linepithema humile*). PROCEEDINGS OF THE NATIONAL ACADEMY OF SCIENCES, USA **108**:5673-5678. \* **N. D. Tsutsui** – corresponding author.
36. Johnson, B. R., E. van Wilgenburg, and **N. D. Tsutsui**. 2011. Nestmate recognition in social insects: overcoming physiological constraints with collective decision making. BEHAVIORAL ECOLOGY AND SOCIOBIOLOGY **65**:935-944.
35. Franks, S. J., P. D. Pratt, and **N. D. Tsutsui**. 2010. The genetic consequences of a demographic bottleneck in an introduced biological control insect. CONSERVATION GENETICS **12**:201-211.
34. Ramírez, S. R., T. Eltz, F. Fritsch, R. Pemberton, E. G. Pringle, and **N. D. Tsutsui**. 2010. Intraspecific geographic variation of fragrances acquired by orchid bees in native and introduced populations. JOURNAL OF CHEMICAL ECOLOGY **36**:873-884.
33. van Wilgenburg, E., R. Sulc, K. J. Shea, and **N. D. Tsutsui**. 2010. Deciphering the chemical basis of nestmate recognition. JOURNAL OF CHEMICAL ECOLOGY **36**:751-758.
32. Marsico, T. D., J. W. Burt, E. K. Espeland, G. Gilchrist, M. A. Jamieson, L. Lindstrom, S. Swope, G. Roderick, M. Szucs and **N. D. Tsutsui**. 2010. Underutilized resources for studying the evolution of invasive species during their introduction, establishment and lag phases. EVOLUTIONARY APPLICATIONS **3**:203-219.
31. Vanderhoeven, S., C. Brown, C. Tepolt, **N. D. Tsutsui**, V. Vanparys, S. Atkinson, G. Mahy and A. Monty. 2010. Linking concepts in invasion biology: Network analysis shows what has been studied most and helps identification of knowledge gaps. EVOLUTIONARY APPLICATIONS **3**:193-202.
30. van Wilgenburg, E., C. W. Torres and **N. D. Tsutsui**. 2010. The global expansion of a single ant supercolony. EVOLUTIONARY APPLICATIONS **3**:136-143.
29. Suarez, A. V., T. McGlynn and **N. D. Tsutsui**. 2010. Biogeographic patterns of invasive species. In: Lach, L., C. Parr, and K. Abbott, eds., ANT ECOLOGY, pp. 233-244 (Peer-reviewed book chapter).
28. van Wilgenburg, E., J. Clémencet and **N. D. Tsutsui**. 2010. Experience influences aggressive behaviour in the Argentine ant. BIOLOGY LETTERS **6**:152-155.
27. Brandt, M., E. van Wilgenburg, R. Sulc, K. J. Shea and **N. D. Tsutsui**. 2009. The scent of supercolonies: The discovery, synthesis and behavioral verification of ant colony recognition cues. BMC BIOLOGY **7**:71.
26. Brandt, M., E. van Wilgenburg, and **N. D. Tsutsui**. 2009. Global-scale analyses of chemical ecology and population genetics in the invasive Argentine ant. MOLECULAR ECOLOGY **18**:997-1005.
25. Cooper, M. L., K. M. Daane, E. H. Nelson, L. G. Varela, M. C. Battany, **N. D. Tsutsui**, and M. K. Rust. 2008. Liquid baits manage Argentine ants in coastal vineyards. CALIFORNIA AGRICULTURE **62**:177-183. (Peer-reviewed extension article).
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23. Suarez, A. V., D. A. Holway and **N. D. Tsutsui**. 2008. Genetics and behavior of a colonizing species: The invasive Argentine ant. AMERICAN NATURALIST **172**:S72-S84.
22. Calcaterra, L. A., Delgado, A. and **N. D. Tsutsui**. 2008. Activity patterns and parasitism rates of fire ant decapitating flies (Diptera: Phoridae: *Pseudacteon* spp.) in their native Argentina. ANNALS OF THE ENTOMOLOGICAL SOCIETY OF AMERICA **101**:539-550.
21. **Tsutsui, N. D.**, A. V. Suarez, Spagna, J. C. and J. S. Johnston. 2008. The evolution of genome size in ants. BMC EVOLUTIONARY BIOLOGY **8**:64.
20. Suarez, A. V.\* and **N. D. Tsutsui**\*. 2008. The evolutionary consequences of biological invasions. MOLECULAR ECOLOGY **17**:351-360. \*these authors contributed equally.



19. Torres, C. W.\*, M. Brandt and **N. D. Tsutsui**. 2007. The role of cuticular hydrocarbons as chemical cues for nestmate recognition in the invasive Argentine ant (*Linepithema humile*). *INSECTES SOCIAUX* **54**:363-373. \*undergraduate co-author.
18. Calcaterra, L. A., R. Vander Meer, J. P. Pitts, J. P. Livore, and **N. D. Tsutsui**. 2007. Survey of *Solenopsis* fire ants and their parasitoid flies (Diptera: Phoridae: *Pseudacteon*) in central Chile and central western Argentina. *ANNALS OF THE ENTOMOLOGICAL SOCIETY OF AMERICA* **100**:512-521.
17. Thomas, M. L., C. M. Payne-Makrisa, A. V. Suarez, **N. D. Tsutsui**, and D. A. Holway. 2007. Contact between supercolonies elevates aggression in Argentine ants. *INSECTES SOCIAUX* **54**: 225-233.
16. Thomas, M., C. M. Payne-Makrisa, A. V. Suarez, **N. D. Tsutsui**, and D. A. Holway. 2006. When supercolonies collide: Territorial aggression in an invasive and unicolonial social insect. *MOLECULAR ECOLOGY* **15**:4303-4315.
15. The Honeybee Genome Sequencing Consortium. 2006. Insights into social insects from the genome of the honeybee *Apis mellifera*. *NATURE* **443**:931-949.
14. Whitfield, C. W., S. K. Behura, S. H. Berlocher, A. G. Clark, S. Johnston, W. S. Sheppard, D. Smith, A. V. Suarez, D. Weaver, and **N. D. Tsutsui**. 2006. Thrice out of Africa: Ancient and recent expansions of the honey bee, *Apis mellifera*. *SCIENCE* **314**:642-645.
13. Thomas, M., **N. D. Tsutsui**, and D. A. Holway. 2005. Intraspecific competition influences the symmetry and intensity of aggression in the invasive Argentine ant. *BEHAVIORAL ECOLOGY* **16**:672-481.
12. **Tsutsui, N. D.** 2004. Scents of self: The expression component of self/non-self recognition systems. *ANNALES ZOOLOGICI FENNICI* **41**:713-727.
11. Suarez, A. V. and **N. D. Tsutsui**. 2004. The value of museum collections for research and society. *BIOSCIENCE* **54**:66-74.
10. **Tsutsui, N. D.**, S. N. Kauppinen\*, A. F. Oyafuso\*, and R. K. Grosberg. 2003b. The distribution and evolutionary history of *Wolbachia* infection in native and introduced populations of the invasive Argentine ant (*Linepithema humile*). *MOLECULAR ECOLOGY* **12**:3057-3068. \*undergraduate co-author.
9. **Tsutsui, N. D.** and A. V. Suarez. 2003. The colony structure and population biology of invasive ants. *CONSERVATION BIOLOGY* **17**:48-58.
8. **Tsutsui, N. D.**, A. V. Suarez, and R. K. Grosberg. 2003a. Genetic diversity, asymmetrical aggression, and recognition in a widespread invasive species. *PROCEEDINGS OF THE NATIONAL ACADEMY OF SCIENCES, USA* **100**:1078-1083.
7. Suarez, A. V., D. A. Holway, D. Liang, **N. D. Tsutsui**, and T. J. Case. 2002. Spatio-temporal patterns of intraspecific aggression in the invasive Argentine ant. *ANIMAL BEHAVIOUR* **64**:697-708.
6. Holway, D. A., L. Lach, A. V. Suarez, **N. D. Tsutsui**, and T. J. Case. 2002. The ecological causes and consequences of ant invasions. *ANNUAL REVIEW OF ECOLOGY AND SYSTEMATICS* **33**:181-233.
5. Suarez, A. V., M. Benard, **N. D. Tsutsui**, T. A. Blackledge, K. Copren, E. M. Sarnat, A. L. Wild, W. M. Getz, P. T. Starks, K. Will, P. J. Palsboll, M. E. Hauber, C. Moritz, and A. D. Richman. 2002. Conflicts around a study of Mexican crops. *NATURE* **417**:897. (Correspondence).
4. **Tsutsui, N. D.**, A. V. Suarez, D. A. Holway, and T. J. Case. 2001. Relationships among native and introduced populations of the Argentine ant, *Linepithema humile* and the source of introduced populations. *MOLECULAR ECOLOGY* **10**:2151-2161.
3. **Tsutsui, N. D.** and T. J. Case. 2001. Population genetics and colony structure of the Argentine ant (*Linepithema humile*) in its native and introduced ranges. *EVOLUTION* **55**:976-985.
2. **Tsutsui, N. D.**, A. V. Suarez, D. A. Holway and T. J. Case. 2000. Reduced genetic variation and the success of an invasive species. *PROCEEDINGS OF THE NATIONAL ACADEMY OF SCIENCES, USA* **97**:5948-5953.



1. Suarez, A. V., **N. D. Tsutsui**, D. A. Holway and T.J. Case. 1999. Behavioral and genetic differentiation between native and introduced populations of the Argentine ant. *BIOLOGICAL INVASIONS* **1**:43-53.

## **GRANT SUPPORT**

- NATIONAL SCIENCE FOUNDATION LONG-TERM RESEARCH IN ENVIRONMENTAL BIOLOGY (LTREB), (co-PI). “LTREB Collaborative Proposal: Large-scale removal of introduced ants as a test of community reassembly”. 4/1/2017-3/31/2022. **\$391,313** (Tsutsui share: **\$177,548**).
- NATIONAL SCIENCE FOUNDATION, IOS-SDS, (B. Fisher, co-PI), “Collaborative Research: Scents of Self: How Trade-offs Shape Self/Non-self Recognition Cues in a Supercolonial Insect” (ranked #1 in panel). February 2016 – January 2020. **\$830,933**.
- UNITED STATES DEPARTMENT OF AGRICULTURE, NIFA-AFRI. “Using Functional Genomics to Link Behavior, Chemical Ecology and Chemoreception in a Widespread and Damaging Agricultural Pest” February 2016 – January 2019. **\$498,083**.
- UC BERKELEY BAKAR FELLOW, “Deploying Insect Pheromones to Control a Widespread and Damaging Insect”, July 2012 – June 2017. **\$250,000**.
- UCMEXUS, (K. Mathis, co-PI), “Host Selection and Successful Parasitism of the Aggressive Arboreal Ant *Azteca instabilis* by Decapitating Phorid Flies (Genus: *Pseudacteon*) in Dynamic Coffee Agroecosystems”, January 2012 – December 2013. **\$11,852**.
- GORDON AND BETTY MOORE FOUNDATION, “Using Genomics, Isotopes and Pollen to Illuminate the Past and Predict the Future of California Bees”, November 2011 – October 2014. **\$379,339**.
- CALIFORNIA STRUCTURAL PEST CONTROL BOARD, DEPARTMENT OF PESTICIDE REGULATION, “Bedbug detection using airborne pheromone cues”. February 2011 – February 2012. **\$116,650**.
- DEFINING WISDOM, sponsored by the University of Chicago Arete Initiative and the John Templeton Foundation. “The Wisdom of the Ant: The Role of Experience in Sociality and Aggression”. October 2008 – September 2010. **\$100,000**.
- UNITED STATES DEPARTMENT OF AGRICULTURE, NRI-CSREES 2008-35302-04680. “An Integrative Analysis of Altered Social Behavior in the Invasive Argentine Ant (*Linepithema humile*)”. (ranked #8 of 83). September 2008 – August 2011. **\$425,000**.
- COMMITTEE ON RESEARCH, FACULTY RESEARCH GRANT (UC-BERKELEY), “A preliminary analysis of candidate genes for aggression in the invasive Argentine ant”. 2007 – 2008. **\$5,000**.
- AUSTRALIAN RESEARCH COUNCIL, “Sociality and a sense of smell: Receptor organ evolution in ants”. (PI: Mark A. Elgar, University of Melbourne). 2008 – 2010. **\$225,000**.
- STRUCTURAL PEST CONTROL BOARD, CALIFORNIA DEPARTMENT OF CONSUMER AFFAIRS, “The Role of Genetics and Cuticular Hydrocarbons in Argentine ant Aggression”. (Co-Investigator: Ken Shea, UC-Irvine, Department of Chemistry). September 2005 – August 2008. **\$312,037**.
- UNITED STATES DEPARTMENT OF AGRICULTURE, NRI-CSREES 2004-35302-14865. “The Genetic and Biochemical Basis of Altered Social Behavior in the Invasive Argentine ant (*Linepithema humile*)” (ranked #2 of 117). September 2004 – August 2007. **\$325,000**.

## **TEACHING EXPERIENCE, AWARDS & MENTORSHIP**

### **GRADUATE STUDENTS ADVISED:**

Candice Torres (Ph.D.; 2005–2012)	Virginia Emery (Ph.D.; 2009–2013)
Rebecca Sandidge (Ph.D.; 2008–present)	Tara Madsen-Steigmeyer (Ph.D.; 2011–2014)
Kaitlyn Mathis (Ph.D.; 2009–2015)	Maria Tonione (Ph.D.; 2012–present)
Kelsey Scheckel (Ph.D.; 2014–present)	Brian Whyte (Ph.D.; 2015–present)



**POST-DOCTORAL RESEARCHERS ADVISED:**

Dr. Megan McPhee (2003–2005)	Dr. Miriam Brandt (2005–2007)
Dr. Johanna Clemencet (2006–2007)	Dr. Ellen van Wilgenburg (2006–2010)
Dr. Dong-Hwan Choe (2009–2011)	Dr. Brian Johnson (2009–2011)
Dr. Santiago Ramirez (2008–2013)	Dr. Kaustubh Gokhale (2014–2016)
Dr. Jan Buellesbach (2016–present)	Dr. Elizabeth Cash (2016–present)
Dr. Joshua Gibson (2016–present)	

**GRADUATE COMMITTEE MEMBER**

Valerie Foster (UCI; Ph.D.; 2004–2006), Nan Wang (UCI; M.S.; 2005–2006), Jesse Hollister (UCI; Ph.D.; 2006), Steven Lockton (UCI; Ph.D.; 2004–2007), Diane Livio (UCI; M.S.; 2005–2007), Felipe Barreto (UCI; Ph.D.; 2006–2007), Rosemary Byrne (UCI; Ph.D.; 2006–2007), June Gwalthney (UCI; Ph.D.; 2006–2007), Shauna Price (UCLA; Ph.D.; orals committee; 2007), Nicole VanderSal (UCB; Ph.D.; 2007–2008), Michael Branstetter (UCD; Ph.D., orals committee; 2007), Alexandra Harmon-Threatt (UCB; Ph.D.; 2009–2011), Cause Hanna (UCB; Ph.D.; Chair–orals committee; 2007–2012), Caroline Lee (UCB, Integrative Biology; Ph.D; 2008, orals committee), Lisa Fernandez (UCB; Ph.D.; 2008–present), Steven Bayes (UCB; Ph.D.; 2008–2014), Julie Hopper (UCB; Ph.D.; 2008–2015), Joseph Sapp (UCSC; Ph.D.; 2009–present), Misha Leong (UCB; Ph.D.; orals committee), Jeremy Anderson (UCB; Ph.D; 2010–present), Traci Grzymala (UCB; Ph.D.; orals committee), Kelly Schiabor (UCB; Ph.D; Molecular & Cell Biology; 2011–2015), Robert Thistle (UCB; Ph.D; Molecular & Cell Biology; 2011–2014), Sara Emery (UCB; Ph.D.; Chair–orals committee; 2012), Samantha Cheung (UCB; Ph.D; Molecular & Cell Biology; 2012–2016), Anne Murray (UCB; Ph.D.; Chair–orals committee; 2012), Kevi Mace (UCB; Ph.D.; Chair–orals committee; 2012), Carolyn Elya (UCB; Ph.D; Molecular & Cell Biology; 2013–present), Ting-ting “Dana” Lin (UCB, Integrative Biology; Ph.D; 2014, orals committee), Allison Quan (UCB; Ph.D; Molecular & Cell Biology; 2014–present), Celia Del Cid (UCB; Ph.D.; orals committee; 2014–15), Ignacio Escalante (UCB; Ph.D.; guiding committee, Chair–orals committee; 2014–present), Maggi Raboin (UCB; guiding committee, Chair–orals committee; 2015–present).

**UNDERGRADUATES MENTORED:**

~100 since 2003.

**COURSES TAUGHT & TEACHING AWARDS:**

**UC-Berkeley**

**Environmental Science Forum** (ESPM 201C), Spring 2008.

**Insect Behavior** (ESPM150, ESPM142), each Fall 2008–2012; 2015, 2016.

**Genetics and Genomics of Insect Behavior** (ESPM290), Spring 2009.

**Senior Seminar-Conservation & Resource Studies** (ESPM194), Spring 2011 (two classes), Spring 2012.

**Insect Chemoreception and Chemical Ecology** (ESPM290), Spring 2014.

**Advanced Chemical Ecology** (ESPM290), Fall 2014, 2016.

**Molecular Approaches to Environmental Problem Solving** (ESPM 192), Spring 2015, 2016.

**UC-Irvine**

**Graduate Core in Evolution**, Winter 2007.

**Advanced Evolutionary Biology** (BS168), Spring 2004, 2005, 2006.

**Freshman Seminar** (BS2B), “Social behavior of ants”, Spring 2004, 2005, 2006, 2007.

**Faculty Appreciation Award** – Alpha Epsilon Delta (AED) Pre-Medical Honor Society, Spring 2006.

**GUEST LECTURES:**



**UC-Irvine Graduate Core in Evolution**, “Sociality, symbiosis, and the major evolutionary transitions”, Winter 2004, 2005, 2006.

**UC-Irvine Graduate Core in Ecology**, “The ecology and behavior of invasive species”, Spring 2004, 2005.

**Entomology** (BS184), “Cooperation and conflict in social insects”, Spring 2004, Fall 2006.

**Insect Ecology** (ESPM113), “Cooperation, conflict and communication in social insects”, Spring 2008.

**General Entomology** (ESPM140), “Chemical ecology and genetics of social insects”, Spring 2008.

## **INVITED PRESENTATIONS & PROFESSIONAL MEETINGS**

1999:

**Invited speaker** – Argentine ant symposium, Palo Alto, CA, May.

**Speaker** – Soc. for the Study of Evolution/American Soc. of Naturalists, Madison, WI. July.

**Speaker** – California Population & Evolutionary Genetics meeting (CALPEG), Bodega Bay, CA. December.

2000:

**Seminar speaker** – Center for Population Biology, Department of Evolution and Ecology, UC-Davis. March.

2001:

**Speaker** – Soc. for the Study of Evolution/American Soc. of Naturalists, Knoxville, TN. June.

**Invited symposium speaker** – Soc. for Conservation Biology, Hilo, HI. Symposium on: “Population biology of invasive species”. July.

2002:

**Invited speaker** – Department of Ecology & Evolutionary Biology, UC-Irvine. February.

**Invited symposium speaker** – International Union for the Study of Social Insects (IUSI), Sapporo, Japan. Symposium on: “Population Genetics and Genomics”. July/August.

**Invited speaker** – Molecular & Genetic Approaches in Ecology, UC-Davis, CA. October.

2003:

**Speaker** – Soc. for the Study of Evolution/American Soc. of Naturalists, Chico, CA. June.

**Invited seminar speaker** – Moss Landing Marine Laboratory, CA. November.

**Speaker** – California Population & Evolutionary Genetics (CALPEG), Irvine, CA. Dec.

2004:

**Invited seminar speaker** – Department of Biology, UC-Riverside, Riverside, CA. January.

**Invited symposium speaker** – Ecological Society of America, Portland, OR. Symposium on: “Evolution of invasive species”. August.

2005:

**Invited speaker** – Department of Biological Chemistry, UC-Irvine. January.

**Invited seminar speaker** – Behavior, Evolution & Culture Speaker Series, UC-Los Angeles, Los Angeles, CA. February.

**Invited seminar speaker** – Department of Evolution, Ecology & Organismal Biology, Ohio State University, Ohio. November.

2006:

**Student-Invited speaker** – 19<sup>th</sup> Annual Michael Duke Memorial Seminar Speaker. Department of Entomology, North Carolina State University. April.

**Invited symposium speaker** – International Union for the Study of Social Insects (IUSI), Washington, D.C. Symposium on: “Recognition Systems”. August.

**Invited seminar speaker** – Scripps Institute of Oceanography, UC-San Diego. November.

**Invited seminar speaker** – Department of Environmental Science, Policy & Management, UC-Berkeley. November.

2007:

**Invited speaker** – U.S. Department of Agriculture, Project Directors workshop. February.



Tsutsui, Neil D.  
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**Invited seminar speaker** – Department of Ecology & Evolutionary Biology, UC–Los Angeles. April.

**Invited seminar speaker** – Department of Ecology & Evolutionary Biology, University of Miami (Florida). April.

**Invited seminar speaker** – Quantitative and Systems Biology, UC–Merced. October.

**Invited symposium speaker** – Entomology Society of America, San Diego, CA. Symposium on “Connecting the Colony: Building Social Complexity through Pheromones” December.

**Poster presentation** – U.S. Department of Agriculture, Project Directors workshop. December.

2008:

**Invited speaker** – Entomology Society of America, Pacific Branch, Napa, CA. April.

**Student-invited speaker** – Program in Ecology, Evolution and Conservation Biology, University of Illinois, Urbana-Champaign. April.

**Invited speaker** – Defining Wisdom Symposium, John Templeton Foundation/University of Chicago, IL. August.

**Invited seminar speaker** – ESPM Colloquium, Department of Environmental Science, Policy & Management, UC–Berkeley. September.

**Invited seminar speaker** – Department of Entomology, UC–Davis. November.

2009:

**Invited speaker** – California Structural Pest Control Board, Napa, CA. January.

**Invited speaker** – The Past, Present and Future of Ant Genomics workshop and meeting, Tempe, AZ. January.

**Invited speaker** – Synthesis of the Ecology and Evolution of Invasive Species workshop and meeting, Lake Tahoe, CA. March.

**Invited speaker** – Defining Wisdom Symposium, John Templeton Foundation/University of Chicago, IL. June.

**Invited symposium speaker** – American Association for the Advancement of Science (AAAS), San Francisco, CA. Symposium on “The Evolution of Cooperation”, August.

2010:

**Poster presentation** – U.S. Department of Agriculture, Project Directors workshop. Washington, D.C. March.

**Invited seminar speaker** – Department of Entomology, UC–Riverside. May.

**Invited speaker** – Defining Wisdom Symposium, John Templeton Foundation/University of Chicago, IL. June.

**Invited speaker** – Pest Control Operators of California, combined district meeting. July.

**Invited seminar speaker** – Collaborative Learning at the Interface of Mathematics & Biology (CLIMB) program, UC–Davis. Sept.

**Invited speaker** – Meeting of the American Philosophical Society, Philadelphia, PA. Nov.

**Poster presentation** – U.S. Department of Agriculture, Project Directors workshop. San Diego, CA. Dec.

2011:

**Invited speaker** – Plant and Animal Genomes, San Diego, CA. Jan.

**Invited speaker** – Science@Cal, Dept. of Astronomy, UC Berkeley, CA. May.

**Invited speaker** – ESPM Colloquium, UC Berkeley, CA. November.

2012:

**Invited speaker** – California Structural Pest Control Board, Sacramento, CA. April.

**Invited symposium speaker** – Entomology Society of America, Knoxville TN, November.

**Poster presentation** – Entomology Society of America, Knoxville TN, November.

2013:

**Invited speaker** – California Structural Pest Control Board, Sacramento, CA. January.

**Invited speaker** – Entomology Society of America, Pacific Branch, Lake Tahoe, NV. April.

**Invited seminar speaker** – Department of Entomology, Texas A&M University, April.



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**Invited conference speaker** – Adapting to Global Change in the Mediterranean Hotspot, Seville, Spain. September.

**Invited conference speaker** –National Pest Management Association, Pestworld 2013. October.

2014:

**Invited seminar speaker** – Department of Entomology, UC–Davis. January.

**Invited seminar speaker** –Essig Brunch, Essig Museum of Entomology, UC Berkeley, April.

**Invited speaker** – Target Speciality Products, San Jose, CA. June.

**Invited speaker** – Target Speciality Products, Sacramento, CA. June.

**Keynote speaker** – PCOC Expo, Las Vegas, NV. June.

**Invited speaker** – Invasion Genetics: The Baker and Stebbins Legacy, Asilomar, CA. August.

**Invited symposium speaker** – Entomology Society of America, Portland, OR, November.

2015:

**Invited speaker/panelist** – Center for Population Biology mini-conference, UC–Davis. February.

**Invited seminar speaker** – PERT Program/Center for Insect Science, U of Arizona. March.

**Invited speaker** – Evolution of Organismality, St. Louis, MO. May.

**Invited speaker** – Target Speciality Products, Sante Fe Springs, CA. June.

**Invited speaker** – Target Speciality Products, San Marcos, CA. June.

2016:

**Plenary speaker.** American Association of IPM Entomologists, Monterey, CA. “The behavior and social structure of ants”, February.

**Invited symposium speaker** – International Congress of Entomology, Orlando, FL, September.

## **SERVICE**

### **PANEL MEMBER:**

NATIONAL SCIENCE FOUNDATION – IOB Behavioral Systems. 2011, 2013.

NATIONAL SCIENCE FOUNDATION – DEB Phylobiogeography. 2008.

NATIONAL SCIENCE FOUNDATION – Doctoral Dissertation Improvement Grants. 2007.

U.S. DEPARTMENT OF AGRICULTURE – Arthropod & Nematode Biology: Organismal & Population Biology. 2007, 2009.

U.S. DEPARTMENT OF AGRICULTURE – ARS, OSQR: Ants and Termites. 2009.

### **EDITORIAL BOARDS:**

AUSTRALIAN JOURNAL OF ZOOLOGY. Associate Editor, 2007–2012.

BMC ECOLOGY. Associate Editor, 2011–present.

BIOLOGICAL INVASIONS. Associate Editor, 2011–present.

PLOS GENETICS. Guest Editor, 2013.

### **COMMITTEE MEMBER:**

NATIONAL ECOLOGICAL OBSERVATORY NETWORK (NEON) DESIGN CONSORTIUM, Invasive Species subcommittee. 2004–2005.

### **REVIEWER** (manuscripts and grant proposals, excluding panel service above):

>150 total from July 2003–present

Journals, including: *The American Naturalist*, *Animal Behaviour*, *Annals of the Entomological Society of America*, *Behavioral Ecology*, *Behavioral Ecology & Sociobiology*, *Biology Letters*, *BMC Ecology*, *Conservation Biology*, *Diversity & Distributions*, *Ecology*, *Ecology Letters*, *Evolution*, *Evolutionary Applications*, *Evolutionary Ecology Research*, *Genetics*, *Insectes Sociaux*, *Journal Chemical of Ecology*, *Naturwissenschaften*, *Molecular Ecology*, *Oecologia*, *PLoS One*, *Proceedings of the National Academy of Sciences*.



Tsutsui, Neil D.  
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Funding agencies, including: *The National Science Foundation, US Department of Agriculture, National Institute for Climate Change Research (US Dept of Energy), Natural Environment Research Council.*

**SERVICE TO UC SYSTEM:**

Member – Faculty advisory committee, UC Education Abroad Program (UCEAP). 2013–present.

**SERVICE TO CAMPUS:**

Member – Committee on Courses of Instruction (COCI). 2014–present.

- Sciences subcommittee. 2014–2015.
- Variances subcommittee. 2015–2016.
- Student Information Systems (SIS) advisory committee. 2016–present.

Member – Berkeley Institute for Global Change Biology. 2010–present.

Member – *Ad hoc* campus tenure review committee – 2010, 2014.

Member – Ecological Preserve and Open Space committee. 2006–2007 (UCI).

Member – Phi Beta Kappa nominating committee. 2004–2007 (UCI).

**SERVICE TO SCHOOL/COLLEGE:**

Faculty Judge – College of Natural Resources Gradfest Symposium. 2011.

Faculty Judge – College of Natural Resources Honor Symposium. 2010, 2015.

Member – Biological Sciences Executive Committee. Elected by department; 2006–2008 (UCI).

Member – Crystal Cove Research Cottage committee. 2005–2006 (UCI).

**SERVICE TO THE DEPARTMENT:**

Member – Race, Culture, and Environment search committee. 2016.

Vice Chair for Instruction. 2010–2012, 2014–2015.

Chair – Undergraduate Programs Committee. 2010–2012, 2014–2015.

Chair – *Ad hoc* personnel action committee. 2012, 2016.

Member – ESPM Departmental Vision committee. 2012.

Member – Molecular Environmental Biology undergraduate advising committee. 2008–present.

Member – Graduate student advising committee. 2008–present.

Member – Global Change Organismal Biology search committee. 2010.

Member – Environmental Science undergraduate major committee. 2008–2010.

Member – Environmental Science undergraduate major transition committee. 2010–2011.

Chair – ESPM Safety Committee. 2009.

Member – Graduate admissions committee. 2009–2010.

Member – *Ad hoc* tenure and merit review committees – 2 times since 2007.

Chair – Graduate student awards committee. 2007–2008.

Chair – Molecular Analytical Facility Steering committee. 2006–2007. (UCI)

Member – Ecology search committee. 2 positions; 2005–2006. (UCI)

Member – Departmental web-page committee. 2003–2007. (UCI)

Member – *Ad hoc* personnel merit review committee – 5 times since 2003. (UCI)

**MEETING CO-ORGANIZER**

California Population & Evolutionary Genetics meeting (CALPEG), December 2003.

## **OUTREACH**

**INVITED SCIENTIST:**

Congressional Education Day on Invasive Species, Washington, D.C. May 2010.

**SPEAKER:**

UC–Irvine Minority Biomedical Research Support program. February 2004.

California Alliance for Minority Participation (CAMP) Summer Science Academy (lab tour). July 2004, July 2005.



UC–Irvine, Teacher Professional Development program on Science Fair Projects as Tools for Investigation & Experimentation, School of Biological Sciences Outreach Program. August 2004.

UC–Irvine, Minority Graduate Research Conference in Biomedical Sciences. November 2005.

UC–Irvine, Minority Science Program, Theory & Research Seminar Series. May 2006, May 2007.

Girls, Inc., Eureka Day, UC–Irvine. July 2006.

NIH-Bridges to the Baccalaureate, UC–Irvine Minority Science Program, "Careers in Biomedical Sciences" (Santa Ana College). Faculty panel. October 2006.

UC President's Post-doctoral Fellowship Program. Led workshop on "Grant writing in the sciences". October 2009.

**FACULTY MENTOR:**

UC–Irvine, High School Science Fair Initiative, School of Biological Sciences Outreach Program (2004–2005).

**REVIEWER:**

Southern California Junior Science and Humanities Symposium. 2004, 2006.

UC–Irvine, Excellence in Research, Biological Sciences Symposium. 2004–2005.

**VOLUNTEER:**

Ask a Scientist Night, Irvine Unified School District, Oct. 2003.

**PRESS:**

**Magazine:** Nature–News and Views (**405**:519-520), Science–Editor's Choice (288:1549), New Scientist (**166**:9), Science News (**157**:346; **161**:245), California Wild (**55**:4-5), California Agriculture (**56**:4), Conservation (Jan-Mar 2010), Discover Magazine (March 18, 2014), Wired Magazine (April 10, 2014), many others.

**Newspaper:** The New York Times (1 August 2000, Science Times p. D1), The Los Angeles Times (16 May 2000, p. A1; 15 Sept. 2006, p. B1), The San Francisco Chronicle (15 Sept. 2006; 28 October 2009), The Washington Post, National Geographic News (22 Sept. 2006), The Orange County Register (May 2000; 15 Sept. 2006), The San Diego Union-Tribune (10 Feb. 2003), The Sacramento Bee (26 June 2003, p. A3), Sacramento News and Review (27 Feb. 2003), many others.

**Television:** CNN Headline News, local affiliates of NBC, ABC, and FOX; KQED-Quest, KQED-Deep Look.

**Radio:** National Public Radio ("Radiolab", "All Things Considered"), BBC World Service ("Science in Action"), Canadian Broadcasting Corporation ("Quirks and Quarks; As It Happens"), Earthwatch Radio, This Week in Science (KVDS).

**Internet:** Reddit (front page), Ars Technica, National Geographic News, Discovery on-line, The Environmental News Network, many others.

**MEMBERSHIPS**

**MEMBER:**

Phi Beta Kappa Honor Society. 1994–present.

Society for the Study of Evolution. 1997–2005.

American Society of Ichthyologists and Herpetologists. 1998–2000.

UC-Irvine, Institute for Genomics and Bioinformatics. 2003–2007.

Sigma Xi Honor Society. 2005–present.

Entomology Society of America. 2007–present.

American Association for the Advancement of Science. 2016-present.





# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

8.

Meeting Date: 12/10/2018  
Subject: TREASURY OVERSIGHT COMMITTEE INTERVIEW  
Submitted For: Russell Watts, Treasurer-Tax Collector  
Department: Treasurer-Tax Collector  
Referral No.: IOC 18/5  
Referral Name: Advisory Body Recruitment  
Presenter: Russell Watts, Treasurer-Tax Collector      Contact: Ronda Boler

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#### 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 May 15, 2018, the TOC adopted amendments to its Bylaws, in part, to add an alternate member for each of the appointed and elected positions in order to ensure a quorum for each of its regularly held meetings. On June 26, 2018, the Board of Supervisors approved the amendments.

Accordingly, we respectfully request the IOC consider appointing Parm Sandhu for the Board of Supervisor's Alternate seat to the TOC. The candidate submitted a completed application during the recruitment last April, and he is interested in being interviewed for the vacant Alternate seat. We understand the Board of Supervisors will make the final approval for the appointment. The appointment is for a four-year term, which will expire on April 30, 2022.

A copy of the latest TOC Bylaws and meeting place and calendar are available [online](#).

Recommendation(s)/Next Step(s):

INTERVIEW candidate for the Board of Supervisors Alternate seat on the Treasury Oversight Committee to complete the unexpired term that will expire on April 30, 2022, and DETERMINE recommendation for Board of Supervisors consideration.

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Attachments

Candidate Application Parm Sandhu Treasury Oversight Committee

Minutes Attachments

*No file(s) attached.*

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## Application Form

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### Profile

#### Which Boards would you like to apply for?

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Treasury Oversight Committee: Submitted

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Seat Name (if applicable)

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

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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

Primary Phone



Port of Oakland

Employer

Port Associate Engineer

Job Title

Civil Engineering

Occupation

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**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

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## 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

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## College/ University A

University of San Francisco

Name of College Attended

Master's in Public Administration

Course of Study / Major

140

Units Completed

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## Type of Units Completed

☒ Semester

**Degree Awarded?**

☒ Yes ☐ No



**MPA**

Degree Type

**April 2017**

Date Degree Awarded

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**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

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**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

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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 Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

9.

Meeting Date: 12/10/2018  
Subject: INTEGRATED PEST MANAGEMENT ADVISORY COMMITTEE  
INTERVIEWS  
Submitted For: Anna Roth, Health Services Director  
Department: Health Services  
Referral No.: IOC 18/5  
Referral Name: Advisory Body Recruitment  
Presenter: Tanya Drlik Contact: Tanya Drlik 925-335-3214

---

#### Referral History:

In June 2014, the 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 subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, 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 Board, 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.

#### Referral Update:

The Integrated Pest Management (IPM) Advisory Committee was established by the Board of Supervisors in November 2009 to advise the Board regarding the protection and enhancement of public health, County resources, and the environment related to pest control methods employed by County departments. The IPM Committee has eight voting members as follows: two ex-officio members (Health Services Department and County/Unincorporated County Storm Water Program) and six public members (one Public and Environmental Health Advisory Board representative, one County Fish and Wildlife Committee representative, one Environmental Organizations representative, and three At Large appointees); plus one Public Member Alternate seat. Terms of office for the At Large and Alternate seats reviewed by the Internal Operations Committee have recently been extended from two to four years at the direction of the IOC.

The Public Member #3 and Public Member Alternate seats will become vacant on December 31, 2018. The Environmental Organization seat is also currently vacant due to a resignation.

Attached is a letter from the IPM Committee transmitting the two applications received from the



recruitment for the vacancies, and describing the recruitment process, and the current Committee roster.

Recommendation(s)/Next Step(s):

INTERVIEW the following two candidates for the Public Member #3 and Public Member Alternate seats on the Integrated Pest Management Advisory Committee and DETERMINE recommendations for Board of Supervisors consideration:

- James Donnelly, Danville (incumbent)
- Dennis Shusterman, Richmond

Fiscal Impact (if any):

No fiscal impact.

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Attachments

IPM Transmittal Memo

Candidate Application James Donnelly IPM Adv Cte

Candidate Application Dennis Shusterman IPM Adv Cte

Minutes Attachments

*No file(s) attached.*

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## Memorandum

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

**From:** The IPM Advisory Committee  
Cece Sellgren, Chair  
Tanya Drlik, Staff

**Date:** November 30, 2018

**Subject:** Public Member and Environmental Organization Appointments to the IPM Advisory Committee

### Background:

On November 10, 2009, the Board of Supervisors approved the bylaws for the Committee.

#### *Purpose of the Committee (from the Committee's Bylaws)*

- A. *Protect and enhance public health, County resources, and the environment;*
- B. *Minimize risks and maximize benefits to the general public, staff and the environment as a result of pest control activities conducted by County staff and contractors;*
- C. *Promote a coordinated County-wide effort to implement IPM in the County in a manner that is consistent with the Board-adopted IPM Policy;*
- D. *Serve as a resource to help Department Heads and the Board of Supervisors review and improve existing pest management programs and the processes for making pest management decisions;*
- E. *Make policy recommendations upon assessment of current pest issues and evaluation of possible IPM solutions; and*
- F. *Provide a forum for communication and information exchange among members in an effort to identify, encourage, and stimulate the use of best or promising pest management practices.*

#### *Purview of the Committee*

The Committee is concerned with the operation of County Departments and not with the actions of other public agencies, private individuals, business, or industry.

### Current Members of the IPM Advisory Committee

Currently the Committee has a total of 13 seats consisting of voting and non-voting members.

The 8 voting members include

- One representative from Contra Costa Health Services
- One representative from the County Storm Water Program
- One representative from the County Sustainability Commission
- One representative from the County Fish and Wildlife Committee
- One representative from an environmental organization
- Three at-large members of the public (designated Public Member 1, 2, and 3)





The 4 non-voting members include

- A representative from the Agriculture Department
- Two representative from the Public Works Department (Facilities Division and Maintenance Division)
- One representative from the County's pest management contractor

#### Public Member Alternate

The Committee also has one public member alternate who only votes if one or more of the three at-large public members is absent from a meeting.

Please see Attachment A for the list of current Committee members.

**Number of Current Vacancies on the Committee:** Three (3) Total—One (1) Public At-Large Member seat (Public Member #3), one (1) Public Member Alternate seat, and one (1) Environmental Organization seat. Note that the Environmental Organization member resigned in September 2018 to take a teaching job in Alameda County.

**Three (3) Terms ending:** The terms for all three (3) seats are ending on December 31, 2018.

#### Recruiting for the Public Member seats

From September 24 through November 26, 2018, the IPM Coordinator, with the help of the Supervisors' offices, widely publicized the Committee's vacancies. A notice of the vacancies along with the application form was emailed to 36 organizations, list serves and email contacts, reaching 100s of potential applicants. The notice was sent to the County Library Administration for posting in each library. The notice was also sent to the office of each County Supervisor and to the extensive email list of the IPM Advisory Committee. The notice was posted on the County's Advisory Body website and appeared in Supervisor Andersen's newsletter.

**Number of Applications Received:** Two (2) applications were received for the seats and are attached to this memo. James Donnelly re-applied for his Public Member 3 seat. Dennis Shusterman applied for either the Public Member 3 seat or the Alternate seat. There was no application for the Environmental Organization seat.

**Terms for Newly Appointed Members:** Terms are 4 years and therefore will end on December 31, 2022.





**Attachment A**  
**INTEGRATED PEST MANAGEMENT**  
**ADVISORY COMMITTEE**  
**ROSTER**  
**(As of November 20, 2018)**

Seat Title	Appointee Name	Work Address or Affiliation	BACKGROUND	Term Expiration	Voting?
Agriculture Commissioner or Designee	Larry Yost	2366 Stanwell Circle, Concord, CA 94520	Agriculture, pesticide regulation, IPM	None	NO
Public Works Facilities Director or Designee	Jerry Casey	2467 Waterbird Way Martinez, CA 94553	Facilities management	None	NO
Public Works Deputy Director or Designee	Allison Knapp	255 Glacier Dr., Martinez, CA 94553	Flood control engineer	None	NO
County Pest Management Contractor	Carlos Agurto	Pestec IPM Provider, 1804 Sanger Peak Ct., Antioch, CA 94531	Structural IPM, entomology, vertebrate pest management	December 31, 2019	NO
Health Services Department Representative	Michael Kent	597 Center, Ste 100, Martinez, CA 94553	Hazardous materials, IPM, public health.	None	YES
County/Unincorporated County Storm Water Program Representative	Cece Sellgren	255 Glacier Dr. Martinez, CA 94553	Storm Water management, clean water issues, grazing	None	YES
Sustainability Commission Representative	Gretchen Logue	County Sustainability Commission	Community member	December 31, 2019	YES
Public Member – Fish and Wildlife Committee Representative	Susan Heckly	Fish and Wildlife Committee	Wildlife, IPM, worked in the Lindsay Wildlife Museum	December 31, 2019	YES
Public Member 1 – Type 2 At Large	Susan Captain	Ow ns Captain Vineyards in Moraga	Statistics, computer tech support, wine grape IPM, currently wine grape grower	December 31, 2019	YES
Public Member 2 – Type 2 At Large	Andrew Sutherland	U.C. Cooperative Extension Urban IPM Advisor	UC Cooperative Extension Urban IPM specialist for the Bay Area, entomologist, experience in plant nurseries	December 31, 2019	YES
Public Member 3 – Type 2 At Large	James Donnelly	J.R. Donnelly Consulting	Consultant in health, safety, and environmental quality for mining and industrial processes	December 31, 2018	YES
Environmental Organization – Type 3 At Large Seat	Vacant (resigned September 2018)	.		December 31, 2018	YES
Public Member Alternate	Wayne Lanier	Consultant in biotechnology	Advising biotech and pharmaceutical companies on research, development, & regulatory issues	December 31, 2018	Only if a public at-large member/Sust. rep/F&W rep is absent







Contra  
Costa  
County



For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

Print Form

## 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:**

Integrate Pest Management Advisory Committee

Public Member at Large

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Donnelly, James R.  
(Last Name) (First Name) (Middle Name)

2. Address: Danville, CA 94526  
(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 M.A. Leadership

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Long Beach City College	Engineering	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	90		AS	1968
B) Cal. State, Long Beach	Chemistry	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	60		BS	1971
C) Saint Mary's College of California	Leadership	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	30		MA	2006
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)  <u>From</u>      <u>To</u>  <div>2016</div>      <div>2018</div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div>2</div>      <div></div>  Hrs. per week <div></div> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <div>Public Member at Large</div>  Employer's Name and Address  <div>Contra Costa Advisory Committee on Integrated Pest Management</div></p>	<p>Duties Performed  <div>Attended and participated in Committee meetings.  Served as Vice Chair of the Decision Making Committee.  Served as Chair of the Policy &amp; Posting Review Task Force</div></p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>2015</div>      <div>2018</div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div>3</div>      <div></div>  Hrs. per week <div></div> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title  <div>Danville/Alamo Representative</div>  Employer's Name and Address  <div>Contra Costa Country Advisory Council on Aging</div></p>	<p>Duties Performed  <div>Attended and participated in Council meetings  Participated in Transportation Committee (also known as the Senior Mobility Action Coalition, SMAC).</div></p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>2006</div>      <div>Present</div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div>12</div>      <div></div>  Hrs. per week <div>10-20</div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>Principal</div>  Employer's Name and Address  <div>J.R. Donnelly Consulting</div></p>	<p>Duties Performed  <div>Provide Environmental, Health, Safety &amp; Quality Consulting services to industry and construction projects.  Provide Health &amp; Safety Training, Permit Assistance and Environmental/Safety Audits.</div></p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div>1989</div>      <div>2007</div>  Total: <u>Yrs.</u>      <u>Mos.</u>  <div>18</div>      <div></div>  Hrs. per week <div>40</div> . Volunteer <input type="checkbox"/></p>	<p>Title  <div>Dir. Environmental, Health, &amp; Safety</div>  Employer's Name and Address  <div>Aker Kvaerner, Inc</div></p>	<p>Duties Performed  <div>Director of Environmental, Health, Safety &amp; Quality for an international Engineering Construction company serving the mining/mineral processing and environmental remediation industries.  Provided direction and support for projects internationally.</div></p>

THIS FORM IS A PUBLIC DOCUMENT



7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other Current Member IPM Com.

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:

September 24, 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**



**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
  1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.

**THIS FORM IS A PUBLIC DOCUMENT**





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:

Integrated Pest Management Advisory Comm.

Public

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name:	Shusterman	Dennis	Jay
	(Last Name)	(First Name)	(Middle Name)
2. Address:		Richmond	CA 94807
	(No.)	(Street)	(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 Post-doctoral

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) Pacific Oaks College Pasadena, CA	Human Development	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			BA	2/71
B) University of California, Davis	Medicine	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MD	6/1978
C) University of California, Berkeley	Environmental Health Sciences	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			MPH	2/82
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
Family Medicine Residency Occupational Medicine Training	Board Certified Board Certified		Yes No <input checked="" 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)</p> <p>From <u>5/2017</u> To <u>current</u></p> <p>Total: Yrs. <u>1</u> Mos. <u>6</u></p> <p>Hrs. per week <u>    </u> . Volunteer <input checked="" type="checkbox"/></p>	<p>Title</p> <p>Master Gardener Volunteer</p> <p>Employer's Name and Address</p> <p>UC Master Gardener Program of Contra Costa County 2380 Bisso Lane, Suite B Concord, CA 94520</p>	<p>Duties Performed</p> <p>Community &amp; school garden consultation</p>
<p>B) Dates (Month, Day, Year)</p> <p>From <u>9/2014</u> To <u>current</u></p> <p>Total: Yrs. <u>4</u> Mos. <u>2</u></p> <p>Hrs. per week <u>8</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Physician V (per diem)</p> <p>Employer's Name and Address</p> <p>University of California, Berkeley Occupational Health Service 2222 Bancroft Way Berkeley, CA 94720</p>	<p>Duties Performed</p> <p>Examine and treat injured workers</p>
<p>C) Dates (Month, Day, Year)</p> <p>From <u>11/2007</u> To <u>8/2014</u></p> <p>Total: Yrs. <u>6</u> Mos. <u>10</u></p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Public Health Medical Officer III (Supv)</p> <p>Employer's Name and Address</p> <p>Occupational Health Branch CA Dept. of Public Health 850 Marina Bay Parkway Building P, 3rd Floor Berkeley, CA 94804</p>	<p>Duties Performed</p> <p>Managed group evaluating chemical hazards in workplace. Prepared fact sheets and hazard alerts. Conducted field investigations.</p>
<p>D) Dates (Month, Day, Year)</p> <p>From <u>9/2004</u> To <u>10/2007</u></p> <p>Total: Yrs. <u>3</u> Mos. <u>2</u></p> <p>Hrs. per week <u>40+</u> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Professor of Medicine</p> <p>Employer's Name and Address</p> <p>University of Washington Occupational &amp; Environmental Med. 325 Ninth Avenue Box 359739 Seattle, WA 98104</p>	<p>Duties Performed</p> <p>Evaluated and treated complex occupational and environmental medicine cases. Directed occupational medicine residency and taught toxicology.</p>



7. How did you learn about this vacancy?

☐ CCC Homepage ☐ Walk-In ☐ Newspaper Advertisement ☐ District Supervisor ☒ Other CCMG message board

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: 11/6/18

### 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.



**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.





# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

10.

Meeting Date: 12/10/2018

Subject: INTERVIEW CANDIDATES FOR LOS MEDANOS HEALTH ADVISORY COMMITTEE AT LARGE SEAT

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 18/5

Referral Name: Advisory Body Recruitment

Presenter: Timothy Ewell

Contact: Timothy Ewell 925-335-1036

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#### Referral History:

Per IOC policy, the IOC conducts interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and delegates the screening and nomination fill At Large seats on all other eligible bodies to each body or a subcommittee thereof.

In November 2017, the County submitted an application to the Contra Costa Local Agency Formation District (LAFCo) to dissolve the Los Medanos Community Healthcare District (District). On July 10, 2018, the Board of Supervisors adopted a resolution amending its original application to LAFCo to include a plan for providing comprehensive health-related services within the District's territory. As part of that amended application, the Board adopted Resolution No. 2018/436, which created the Los Medanos Health Advisory Committee (Advisory Committee). The Board formed the Advisory Committee to identify health disparities within the District's borders and to make recommendations related to a grant program to be conducted in the District's territory. The Advisory Committee initially consisted of five members and its formation of the committee is contingent upon the dissolution of the District.

On September 12, 2018, LAFCo voted unanimously to dissolve the District in support of the County's application. As part of that action, LAFCo imposed certain terms and conditions on the County as successor agency, including expansion of the Advisory Committee from five to seven members. The Board of Supervisors subsequently adopted Resolution No. 2018/543 (Attachment A) on November 6, 2018 expanding the Advisory Committee and making related adjustments to the terms of office for those seats. The current composition of the Advisory Committee calls for (1) one At Large seat to be interviewed and recommended to the full Board for appointment by the Internal Operations Committee.

#### Referral Update:



On October 18, 2018, the County opened a recruitment to fill the At Large seat on the Advisory Committee for a four-week period. Subsequently, the recruitment process was extended for an additional two-weeks to allow interested individuals additional time to submit applications to the County. The County received three applications seeking appointment to the vacant seat, which are included in today's agenda packet for reference (Attachment B).

Recommendation(s)/Next Step(s):

INTERVIEW the following candidates for the At Large seat for an initial two-year term to commence upon the dissolution of the Los Medanos Community Healthcare District and DETERMINE recommendation for Board of Supervisors consideration:

- Dennis Gonzales (Oakley)
- Victor Segura (Brentwood)
- Stephanie Williams-Rogers (Brentwood)

Fiscal Impact (if any):

No fiscal impact.

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Attachments

Attachment A: Resolution No. 2018/543

Attachment B: Los Medanos Health Advisory Committee Applications

Minutes Attachments

*No file(s) attached.*

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**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 11/06/2018 by the following vote:

AYE: ☐  
NO: ☐  
ABSENT: ☐  
ABSTAIN: ☐  
RECUSE: ☐



**Resolution No. 2018/543**

**Resolution No. 2018/543 Augmenting the Membership of the Los Medanos Health Advisory Committee**

**WHEREAS**, the Board of Supervisors of the County of Contra Costa (the “County”) has submitted an application to the Contra Costa Local Agency Formation Commission (“LAFCO”) for the dissolution of the Los Medanos Community Healthcare District (the “District”) pursuant to the Cortese/Knox/Hertzberg Local Government Reorganization Act of 2000, Division 3, commencing with Section 56000 of the California Government Code;

**WHEREAS**, the Board of Supervisors of the County (the “Board of Supervisors”) desires to promote the health and well-being of the people who live within the boundaries indicated on the map attached as Attachment A and incorporated herein by reference (the “Subject Territory”);

**WHEREAS**, contingent upon the dissolution of the District by LAFCO, the Board of Supervisors desires to create a grant program to provide comprehensive health-related services to residents of the Subject Territory (the “Los Medanos Area Health Plan Grant Program”);

**WHEREAS**, on July 10, 2018, the Board of Supervisors adopted Resolution No. 2018/436, which established the Los Medanos Health Advisory Committee, a five-member advisory committee created to make recommendations to the Board of Supervisors to enable the development and implementation of the Los Medanos Area Health Plan Grant Program;

**WHEREAS**, on September 12, 2018, LAFCO voted unanimously to approve the County’s application to dissolve the District, with the condition that the County increase the number of members on the Los Medanos Health Advisory Committee to seven members.

**WHEREAS**, this resolution supercedes Resolution No. 2018/436.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors as follows:

1. Establishment of the Los Medanos Health Advisory Committee.

Contingent upon the dissolution of the District by LAFCO pursuant to the application submitted to LAFCO by the County in November 2017, as amended, the Los Medanos Health Advisory Committee (the “Committee”) is established.

2. Territorial Area.

The area the Committee will serve is the Subject Territory.

3. Membership.

The Committee will consist of seven (7) members, who are to be selected and appointed by the Board of Supervisors, as follows: (i) two nominated by the City of Pittsburg; (ii) two nominated by the Bay Point Municipal Advisory Council; (iii) one nominated by the County’s Public Health Division, (iv) one nominated by the County’s Behavioral Health Division; and (v) one at-large member, who resides or works within the Subject Territory, nominated by the County’s Internal Operations Committee.

4. Term of Office.

The initial term of office will be two years for the following members:



- One member appointed upon the recommendation of the City of Pittsburgh.
- One member appointed upon the recommendation of the Bay Point Municipal Advisory Council.
- The member appointed upon the recommendation the County's Public Health Division.
- The member appointed upon the recommendation of the County's Internal Operations Committee.

The initial term of office will be three years for the following members:

- One member appointed upon the recommendation of the City of Pittsburgh.
- One member appointed upon the recommendation of the Bay Point Municipal Advisory Council.
- The member appointed upon the recommendation the County's Behavioral Health Division.

Following their initial terms, each seat will have a three-year term.

If a vacancy occurs, a replacement will be selected and appointed by the Board of Supervisors upon the nomination of the entity that nominated the prior holder of the seat. The newly-appointed member will serve the remainder of the term of the prior holder of the seat.

Upon the expiration of a member's term, the member is eligible to be reappointed by the Board of Supervisors.

#### 5. Removal from Office.

Each appointed member of the Committee serves at the pleasure of the Board of Supervisors and may be removed, at will, by a majority vote of the Board of Supervisors.

#### 6. Committee Purpose and Duties.

The Committee will advise the Board of Supervisors on the development and implementation of the Los Medanos Area Health Plan Grant Program and shall:

- Develop an area health plan that identifies the major health disparities that impact residents of the Subject Territory, and priorities for improving health outcomes. The plan will be presented to the Board of Supervisors for review and will not be final unless adopted by the Board of Supervisors. The Committee may engage an outside consultant to assist in developing the plan. The Committee shall submit an updated plan for approval by the Board of Supervisors no less than every five years.
- Solicit proposals from service providers interested in participating the Los Medanos Area Health Plan Grant Program and capable of addressing the priorities outlined in the adopted plan. Funding for grants will be provided from (i) a special fund established by the Auditor-Controller, at the direction of the Board of Supervisors, that is used to segregate the property tax revenue received by the County as a result of the dissolution of the District, and (ii) any other funds made available to the grant program.
- Monitor the efficacy of the programs to which grants are made.
- Report to the Board of Supervisors no less than once per year on the execution of the adopted plan, the grants provided under the grant program, the results achieved through the adopted plan and the grant program, and other matters that relate to the Committee's purpose and duties.

#### 7. Quorum and Vote Necessary for Action.

A quorum is a majority vote of the total number of authorized positions on the Committee, not a majority of the total number of filled positions. The Committee may only take action by a majority vote of the total number of authorized positions, not by a majority vote of the quorum. (With seven authorized positions, a quorum is four members; four affirmative votes are necessary for action.)

#### 8. Compensation.

Committee members will serve without compensation of any kind, and the Board of Supervisors will not provide funds for the payment of Committee meeting stipends.

#### 9. Administrative Support.

Administrative support will be provided to the Committee by the County's Health Services Department.

#### 10. Committee Funds.

Any funds transferred to or received by the County as a result of the dissolution of the District may only be used for the benefit of the residents of the Subject Territory.



#### 11. Committee Operation and Procedural Rules.

Within the parameters of this Resolution, the Committee may organize itself and operate as it determines but shall hold regular meetings, at intervals to be established by the Committee, at an established time and place. The Committee may develop bylaws for the operation of the Committee, but such bylaws must be approved by the Board of Supervisors to be effective. The Committee meetings are to be conducted in accordance with the provisions of the Brown Act (Government Code sections 54950 et seq.), including the pre-meeting posting of meeting calendar notices, and the County Better Government Ordinance (County Ordinance Code, Division 25). In addition, the Committee must fully comply with the Board of Supervisors' policy concerning conflict of interest and open meetings (Resolution No. 2002/375), and the Board's policy governing appointments to boards, committees, and commissions (Resolution No. 2002/377), as applicable.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**ATTESTED: November 6, 2018**

David J. Twa, County Administrator and Clerk of the Board of Supervisors

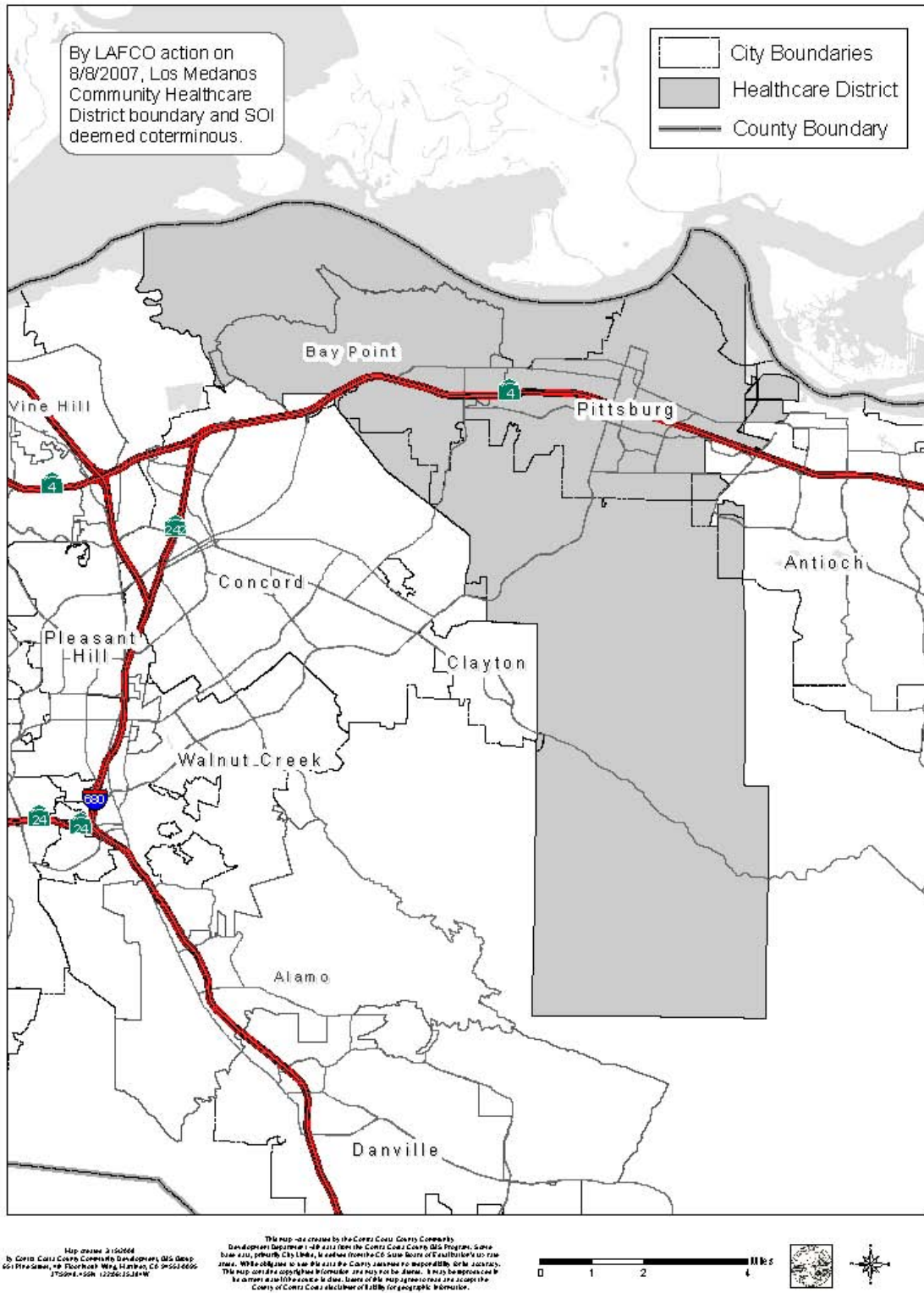
**Contact: Timothy M. Ewell, (925) 335-1036**

By: , Deputy

**cc:** Hon. Michael R. McGill, Chair-Contra Costa LAFCO, Anna Roth, Health Services Director



## Los Medanos Community Healthcare District





## Application Form

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### Profile

#### Which Boards would you like to apply for?

Los Medanos Health Advisory Committee: Submitted

Dennis Gonzales

Seat Name (if applicable)

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

I would like to better serve my constituents as a member of the community board.

#### This application is used for all boards and commissions

Dennis

First Name

I

Middle Initial

Gonzales

Last Name

[REDACTED]

Email Address

[REDACTED]

Home Address

Suite or Apt

OAKLEY

City

CA

State

94561

Postal Code

[REDACTED]

Primary Phone

Department of Veterans Affairs

Employer

Staff Nurse

Job Title

Nurse

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



AA degree from Los Medanos  
College

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

College/ University A

Los Medanos College

Name of College Attended

General Education

Course of Study / Major

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

AA

Degree Type

5/26/2006

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:**

**Nursing**

\_\_\_\_\_  
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)**

\_\_\_\_\_  
9/15/2010-Present

Dates (Month, Day, Year) From - To

\_\_\_\_\_  
24-64

Hours per Week Worked?



**Volunteer Work?**

☐ Yes ☒ No

**Staff Nurse**

Position Title

**Employer's Name and Address**

150 Muir Rd Martinez, CA

**Duties Performed**

Safety Officer, CNA Mosby Skill Preceptor, PM Shift Activity Lead Delivered nursing care based on patient needs, physical comfort, and emotional needs, to palliative care patients. Observes patients and reports changing conditions in a timely manner, completes patient care assignments, prioritizing workloads, and maintains a safe, dignified environment. Administers various treatments and medications utilizing BCMA, and documented in CPRS. Responsible for the supervision and delegation of responsibilities of ADL care amongst the CNA's, medication pass, treatments, weekly nurses assessments (2x/day), admission assessments, new orders, collection of specimens for lab examination, monitoring I&O's, reordering and ordering new medications, documenting findings, patient advocate, alerting MD/RP to acute changes, administering acute emergency interventions, emergency discharge, communicating between family, patients, doctors, pharmacy and other specialties.

**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

---

[new\\_resume.doc](#)

Upload a Resume

---

## Final Questions

### How did you learn about this vacancy?

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☒ Newspaper Advertisement

---

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:

---



**Please Agree with the Following Statement**

---

**I understand that this form is a public document and is subject to the California Public Records Act.**

---

☒ I Agree



## **Denny Gonzales, LVN License #242851**

**Oakley, CA 94561**

---

### **Education:**

10/2007-2/2009

Location: Western Career College

Concentration: Nursing - LVN

Current Status: Graduated 2/2009

8/2002-08/2006

Location: Los Medanos College

Concentration: General Education

Current Status: AA in Liberal Arts achieved 06/2006

---

### **Skills/Abilities:**

#### **Nursing Experience:**

- Provided direct patient care and assistance with ADL's.
- Administered medications via G-tubes, injection, orally, nebulizer, and transdermally.
- Documented findings.
- Worked as both team leader and as a team member on multiple occasions.
- Performed numerous head-to-toe assessments, admission assessments, wound dressing changes (including experience with wound-vac and invasive wound packing), insertion of foley catheters, NG tube care, GT tube/stoma care, tracheostomy care, colostomy care, and assisted with patient education.
- Hospice, respite, and dementia trained and certified as an LVN.

#### **Management**

- Served as charge nurse over 4 CNA's and 39 patients.
- Carried a full course load in college while serving as a High School Tutor, College Tutor, and driver for Domino's.
- Assistance in Routing driver's at Domino's Pizza.
- Determined patient flow in Sports Clinic.
- Assisted in filing in Sports Clinic.
- Assistance in team work distribution at K-Mart.
- Delivered over 400 newspapers for the Contra Costa Times with few complaints.

#### **Communication**

- Passed the Written Proficiency Exam at CSUS in September 2006.
- Completed multiple college level communication courses.

#### **Leadership**

- Served as head math tutor for multiple classes.
- Attended leadership course for new teaching methods.



- Served as lead dayporter for several months at K-Mart.

#### **Computer**

- Trained in use of Windows XP/Vista, MS Word, MS Excel, MS Access, MS Power point, Dreamweaver, Flash, HTML, and some program installation.

---

#### **Work Experience:**

9/12/10 - Present

Location: Department of Veteran's Affairs – Martinez CREC Shasta Unit & Tahoe Unit

Title: Staff LVN

Additional Roles: Safety Officer, CNA Mosby Skill Preceptor, PM Shift Activity Lead

Job Description: Delivered nursing care based on patient needs, physical comfort, and emotional needs, under the direction of the RN to palliative care patients. Observes patients and reports changing conditions in a timely manner, completes patient care assignments, prioritizing workloads, and maintains a safe, dignified environment.

Administers various treatments and medications utilizing BCMA, and documented in CPRS.

6/29/09-9/30/10

Location: Lone Tree Convalescent Hospital

Title: Charge Nurse

Job Description: Charge nurse on side B leading 4 CNA's with 39 patients. Responsible for the supervision and delegation of responsibilities of ADL care amongst the CNA's, medication pass, treatments, weekly nurses assessments (2x/day), admission assessments, new orders, collection of specimens for lab examination, monitoring I&O's, reordering and ordering new medications, documenting findings, patient advocate, alerting MD/RP to acute changes, administering acute emergency interventions, emergency discharge, communicating between family, patients, doctors, pharmacy and other specialties.

3/2003-5/2008

Location: Domino's

Title: Delivery Driver

Job description: Duties include communicating with and helping customers, delivering pizza and handling money.

08/2005-05/2006

Location: Dow Wetlands and Kirker Creek Watershed

Title: Volunteer

Job description: Removing invasive plants, planting native plants, promoting natural growth, while trying to solve problems that were created in the past. Also collected and updated data by collecting and testing different samples. Specifically testing for several chemical properties including: Dissolved oxygen, nitrates, phosphorus, conductivity, salinity, turbidity and pH.

06/2005-07/2005



Location: Saint Francis Memorial Hospital (Center for Sports Medicine)

Title: Volunteer

Job description: Assisting Physical Therapists in expediting patient flow; preparing stim pads, contrast baths, therabands, answering phones, preparing charts, filing and data entry.

1/2004-6/2004 and 8/2004-11/2004

Location: Los Medanos College

Title: Tutor

Job description: Assisting LMC students with their questions in math. Work closely with LMC Tap Counselor and Faculty with program administration and preparation for students. Attended all meetings related to job.

5/2004-6/2004

Location: Park Middle School

Title: Tutor

Job description: Worked in different classrooms helping students with questions in their specific subject area.

8/2004-12/2004

Location: Any Mountain

Title: Salesman

Job description: Selling season passes for Heavenly Ski Resort, which included taking pictures of pass holders, helping out with information and any questions they had. Also handled money.

06/2001-02/2003

Location: Sylvia's Country Kitchen

Title: Host

Job description: Hosted and greeted customers, helped out with seating, serving drinks, cleaning tables.

03/1999-05/2001

Location: K-Mart

Title: Dayporter

Job description: Dayporter wears many hats; retrieved carts, mixed paint; helped customers with carry out. Job also entailed janitorial work.

10/1998-12/1998

Location: Target

Title: Cashier

Job description: Operated register for Target; retrieved carts and stocked shelves.

08/1993-05/1999

Location: Contra Costa Newspapers

Title: Newspaper boy



Job description: Delivered newspapers to over 400 residents with few complaints.  
Collected money and worked closely with manager.

---

**Awards:**

In 2006:

Certificate of Appreciation earned from a Community Service Project for the restoration of Dow wetlands

In 2005:

Certificate of Participation earned from contributing to the research and restoration program for the Kirker Creek Watershed

In 2002:

ROP Web Publishing Certificate Earned

ROP Video Productions Certificate Earned

In 2000:

Won Recognition award for the Golden State Exams

In 1998:

Won bronze medal for Social Sciences at a school competition

In 1997:

Awarded Time's Carrier of the Month

In 1995:

Awarded Time's Carrier of the Month

References and clinical sites available upon request



## Application Form

---

### Profile

#### Which Boards would you like to apply for?

Los Medanos Health Advisory 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).**

---

#### This application is used for all boards and commissions

Victor

First Name

Segura

Middle Initial

Last Name

Email Address

Home Address

Suite or Apt

Brentwood

City

CA

State

94513

Postal Code

Primary Phone

Altamont Emergency Physicians

Employer

Emergency Medicine Nurse  
Practitioner

Job Title

Nurse Practitioner

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



Masters in Nursing

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

College/ University A

Holy Names University

Name of College Attended

Family Nurse Practitioner

Course of Study / Major

Units Completed

Type of Units Completed

☒ Semester

Degree Awarded?

☒ Yes ☐ No

Masters

Degree Type

08/1/2016

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:**

\_\_\_\_\_  
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)**

4/1/2017 to present  
\_\_\_\_\_  
Dates (Month, Day, Year) From - To

36  
\_\_\_\_\_  
Hours per Week Worked?



### Volunteer Work?

---

☐ Yes ☒ No

Nurse Practitioner

Position Title

### Employer's Name and Address

---

Altamont Emergency Physicians Sutter Tracy Community Hospital 1420 N. Tracy Blvd Tracy, CA

### Duties Performed

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Emergency Medical care, evaluate, treat, diagnose

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2nd

10/2016-04/2017

Dates (Month, Day, Year) From - To

36

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Registered Nurse Traveler

Position Title

### Employer's Name and Address

---

Stability Healthcare

### Duties Performed

---

Registered Nurse- Floated to different units throughout hospital

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3rd

10/2015-10/2016

Dates (Month, Day, Year) From - To

36

Hours per Week Worked?

### Volunteer Work?

---

☐ Yes ☒ No

Registerd Nurse

Position Title



## Employer's Name and Address

Sutter Delta Medical Center Antioch, CA 94509

## Duties Performed

Registered Nurse Telemetry Emergency

[Resume-](#)

[Segura\\_Nurse\\_Practitioner.docx](#)

Upload a Resume

## Final Questions

How did you learn about this vacancy?

☒ Newspaper Advertisement

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:

Please Agree with the Following Statement

I understand that this form is a public document and is subject to the California Public Records Act.

☒ I Agree



# Victor Segura

## Family Nurse Practitioner, MSN

NP# 95005226

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### PROFESSIONAL PROFILE

I am a confident and competent Family Nurse Practitioner. I am adaptable to change and driven by learning and challenges. I maintain a high level of patient-centered care and provide exceptional service to ensure customer satisfaction. Fluent in English and Spanish, I am a strong team member with a work ethic that enhances team collaboration. I have a strong foundation in nursing with a work ethic that enables me in being successful as a Family Nurse Practitioner in any setting.

---

### EDUCATION

#### **Family Nurse Practitioner (MSN)**

Holy Names University, Oakland, CA

August 2014-August 2016

#### **Registered Nurse (BSN)**

Holy Names University, Oakland, CA

January 2012-December 2013

#### **Licensed Vocational Nurse**

United States

Army

CA

Oakland,

**Emergency Medical Technician**

Oakland, CA

*Victor Segura/Resume*  
*Page 1*



United States  
Army

Pleasant Hill, CA

---

### **CERTIFICATIONS-SKILLS**

- Family Nurse Practitioner, State of California
- Registered Nurse, State of California
- Public Health Nurse, State of California
- (ACLS) American Heart Association Certification, Advanced Cardiac Life Support
- (PALS) American Heart Association Certification, Pediatric Advanced Life Support
- (BLS) American Heart Association Certification, Basic Life Support for Healthcare Providers
- American Heart Association Certification, EKG and Pharmacology
- (TNCC) Trauma Nurse Core Course
- Bilingual: English and Spanish

### **PROFESSIONAL EXPERIENCE**

<b>Altamont Emergency Physicians</b> Nurse Practitioner-Emergency Department	April 2017- Present
<b>Alta Bates Summit-Oakland, CA</b> Registered Nurse-Cardiac Telemetry Short Hour	March 2017-July 2017
<b>Kaiser Permanente-Oakland, CA</b> Registered Nurse-Float Pool Traveler	October 2016-April 2017
<b>Sutter Delta Medical Center- Antioch, CA</b> Registered Nurse-Telemetry /Emergency Department/Float Pool	October 2015-October 2016
<b>Veterans Affairs Hospital-Martinez, CA</b> Registered Nurse-Sub-Acute Rehab	December 2013-October 2015
<b>Veterans Affairs Hospital-Martinez, CA</b>	September 2008-December 2013

***Victor Segura/Resume***  
***Page 2***



LVN Hospice

**Christus St. Johns Hospital-Nassau Bay, TX**  
Med-Surg Telemetry LVN

June 2006-January 2008

**United States Army**  
EMT/LVN-Combat Care and Emergency Department

June 2002-June 2006

---

### **Professional References**

**Dr. Alan Huang, Supervising Physician**  
Tracy Community Hospital Emergency Department

[REDACTED]  
[REDACTED]

**Lorena Behrmann, Nurse Practitioner**  
**Co-Worker**  
Tracy Community Hospital Emergency Department

[REDACTED]  
[REDACTED]

**Rene Steinhauer, Nurse Practitioner**  
Tracy Community Hospital Emergency Department

[REDACTED]  
[REDACTED]



## Application Form

### Profile

#### Which Boards would you like to apply for?

Los Medanos Health Advisory 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).

As a certified professional in health care management, with over 7 years' experience working for top-tier health plans in California, I am passionate about eliminating health disparities that exist. During my professional tenure I developed the first-ever Reducing Health Disparities program for Blue Shield of CA, influencing and collaborating with diverse stakeholders to achieve the goal of identifying existing disparities among plan membership for chronic health conditions such as: asthma, blood pressure, and diabetes. My skills, experience and passion to serve our community make me a prime candidate to help develop an area health plan to determine community health needs, identify priorities in the county to address the needs and facilities requests for proposals. Please see my resume for additional information on my core competencies and professional experience. Thank you for considering my application to serve on the Los Medanos Health Advisory Committee.

#### This application is used for all boards and commissions

Stephanie

First Name

M

Middle Initial

Williams-Rogers

Last Name

Email Address

Home Address

Suite or Apt

Brentwood

City

CA

State

94513

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



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## Education History

Select the highest level of education you have received:

☒ Other

Undergraduate Degree

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

---

### College/ University A

Stephanie Williams-Rogers

Name of College Attended

Communications

Course of Study / Major

Units Completed

---

### Type of Units Completed

☒ Quarter

Degree Awarded?

☒ Yes ☐ No

Bachelors of Arts

Degree Type

2008

Date Degree Awarded

---

### College/ University B

Stanford University

Name of College Attended

Strategic Decision and Risk  
Management

Course of Study / Major

Units Completed

---

### Type of Units Completed

None Selected

Degree Awarded?

☒ Yes ☐ No



## Professional Certification

Degree Type

2014

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:

### Healthcare Management

Course Studied

### Professional Designation

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)



07/2017 - 03/2018

Dates (Month, Day, Year) From - To

40+

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

Senior Manager, Diversity and  
Inclusion

Position Title

### Employer's Name and Address

Blue Shield of CA 50 Beale St, San Francisco

### Duties Performed

•Developed organization's D&I strategic pillars, defined program objectives, and aligned program outcomes to attract, retain, and develop high-performing diverse talent •Partnered with Learning and Development to design and launch Inclusive Leadership development program for Director+ employees •Directed and managed Employee Resource Group (ERG) program--ERG program received company's highest honor for cultivating an inclusive culture for all employees in 2017. •Designed D&I executive leadership council framework with responsibility to advise on strategy, monitor metrics, and evaluate program performance •Partnered with Internal Communications to develop and drive D&I communications strategy and production of organization-wide monthly D&I newsletter •Collaborated with HR Business Partners, Talent Acquisition, and Employee Resource Group leaders to assess and expand diverse and inclusive talent pipelines •Developed operational guidelines, program roles, and key responsibilities to increase program capacity and align initiatives with organizational business priorities

2nd

2/2016- 7/2017

Dates (Month, Day, Year) From - To

40+

Hours per Week Worked?

### Volunteer Work?

☐ Yes ☒ No

Project Manager

Position Title

### Employer's Name and Address

Blue Shield of CA 50 Beale St, San Francisco



## Duties Performed

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•Established focused and cross-functional Reducing Health Disparities program to meet mandate requirements and align with business goals and objectives •Successfully led development of data and reporting capabilities that segmented quality measure results by race and ethnicity •Member of the health literacy strategic working group responsible for reviewing and updating the member written communications to ensure literacy levels were at a minimum threshold and met regulatory requirements •Collaborated with business partners across multiple lines of business: Medicare, PPO, HMO/ACO and IFP, to improve patient satisfaction and Medicare Star ratings

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3rd

8/2014- 2/2016

Dates (Month, Day, Year) From - To

40+

Hours per Week Worked?

## Volunteer Work?

---

☐ Yes ☒ No

Project Manager

Position Title

## Employer's Name and Address

---

Blue Shield of CA 50 Beale St, San Francisco, CA

## Duties Performed

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•Served as Quality Leadership Team member •Responsible for department operations and oversight of \$17M operational and strategic budget •Served as project manager to integrate two health plan memberships into Quality program after acquisition, ensuring regulatory compliance and seamless transition of Commercial and Medicare membership data for HEDIS •Designed and implemented department employee engagement strategy •Formed employee engagement committee responsible for developing goals and activities •Developed Lunch and Learn series, leveraging business partners such as HR, Wellvolution, and Corporate Social Responsibility, to lead information sessions •Led project teams and facilitated complex meetings and strategic planning sessions

[Stephanie\\_Williams\\_Rogers\\_Resume.doc](#)

Upload a Resume

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## Final Questions

How did you learn about this vacancy?

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☒ 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:**

**Please Agree with the Following Statement**

**I understand that this form is a public document and is subject to the California Public Records Act.**

☒ I Agree



██████████ ██████████ ██████████, BRENTWOOD, CA

Forward-thinking leader with experience designing, integrating, and leading programs that maximize impact and accelerate business growth. Demonstrated success managing high-stake strategic plans, projects, and initiatives. Ability to develop and align leadership, facilitate business planning, and work cross-functionally to meet goals and objectives. Specializes in diversity and inclusion and developing high-performing teams. Broad knowledge of health care management, talent management, and organization development and effectiveness.

- D&I Benchmarks & Partnerships
- Employee Resource Groups
- Program Design & Management
- Talent Acquisition & Management
- Healthcare Management
- Health Disparities
- Communication Strategy
- Process Improvement
- Learning and Development
- Affirmative Action Planning and EEOC / OFCCP
- Data Analysis and Reporting

- Developed organization's D&I strategic pillars, defined program objectives, and aligned program outcomes to attract, retain, and develop high-performing diverse talent
- Partnered with Learning and Development to design and launch Inclusive Leadership development program for Director+ employees
- Directed and managed Employee Resource Group (ERG) program--ERG program received company's highest honor for cultivating an inclusive culture for all employees in 2017.
- Designed D&I executive leadership council framework with responsibility to advise on strategy, monitor metrics, and evaluate program performance
- Partnered with Internal Communications to develop and drive D&I communications strategy and production of organization-wide monthly D&I newsletter
- Collaborated with HR Business Partners, Talent Acquisition, and Employee Resource Group leaders to assess and expand diverse and inclusive talent pipelines
- Developed operational guidelines, program roles, and key responsibilities to increase program capacity and align initiatives with organizational business priorities

- Established focused and cross-functional Reducing Health Disparities program to meet mandate requirements and align with business goals and objectives
- Successfully led development of data and reporting capabilities that segmented quality measure results by race and ethnicity
- Member of the health literacy strategic working group responsible for reviewing and updating the member written communications to ensure literacy levels were at a minimum threshold and met regulatory requirements
- Collaborated with business partners across multiple lines of business: Medicare, PPO, HMO/ACO and IFP, to improve patient satisfaction and Medicare Star ratings

- Served as Quality Leadership Team member
- Responsible for department operations and oversight of \$17M operational and strategic budget
- Served as project manager to integrate two health plan memberships into Quality program after acquisition, ensuring regulatory compliance and seamless transition of Commercial and Medicare membership data for HEDIS
- Designed and implemented department employee engagement strategy
- Formed employee engagement committee responsible for developing goals and activities



## **STEPHANIE WILLIAMS-ROGERS, PAHM (CONTINUED)**

### **BLUE SHIELD OF CALIFORNIA**

#### **Project Manager, Quality Management**

**8/2014- 2/2016**

- Developed Lunch and Learn series, leveraging business partners such as HR, Wellvolution, and Corporate Social Responsibility, to lead information sessions
- Led project teams and facilitated complex meetings and strategic planning sessions

### **KAISER PERMANENTE**

#### **Chief of Staff, National Diversity & Inclusion**

**6/2013- 8/2014**

- Reported to the Senior Vice President and Chief D&I Officer
- Participated in department's succession planning and organizational redesign, partnering directly with senior executives, regional stakeholders, HR business partners and external consultants
- Partnered with Brand Communication to develop and execute organization's National Diversity & Inclusion (ND&I) communication plan, working on communications and writing assignments to drive increased employee engagement, awareness and understanding of the enterprise D&I strategy and success stories
- Developed curriculum for the first annual D&I Leadership Summit, whose audience included Director level professionals and above
- Managed and coordinated ERG activities to support business goals and priorities, ensuring groups were in compliance with HR policy
- Served as process improvement advisor for the ND&I project team responsible for creating a standardized logistic planning process for National D&I Council meetings, in collaboration with regional stakeholders

#### **Administrative Lead, Sales & Account Management - Large Group**

**1/2012 – 6/2013**

- Oversaw and mentored administrative staff, coordinating administrative offsite to support employee engagement and talent management goals and initiatives
- Served as project coordinator for the enterprise expansion into the retail setting, supporting talent acquisition and employee onboarding efforts
- Participated in retail expansion workgroup meetings, ensuring project deliverables were executed on time and within scope
- Facilitated monthly meetings to ensure successful execution of business objectives

#### **Administrative IV, KP Regional Float Pool**

**5/2011- 12/2011**

- Awarded employee of the month within first 3 months for my ability to be resourceful with little direction
- Processed and tracked physician orders; maintained and audited patient charts to meet regulatory compliance

### **OPERATING ENGINEERS**

**8/2007- 8/2010**

#### **Office Manager**

- Served as Executive Board member for O.P.E.I.U. Local 3 and delegate for the Alameda County Labor Council, representing a diverse group of employees and their interests
- Presented market research and provided recommendations to the organization's Scholarship Foundation Board of Directors to ensure success of the annual charity fundraising event
- Developed, implemented and maintained marketing communication resources for the organization

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## **EDUCATION, PROFESSIONAL AFFILIATIONS AND ACTIVITIES**

### **EDUCATION:**

#### **Bachelor of Arts in Mass Communication, Broadcasting - Graduated 2008**

California State University Hayward, CA

#### **Professional, Academy for Healthcare Management (professional designation)**

America's Health Insurance Plans (AHIP)

### **PROFESSIONAL AFFILIATIONS:**

**Bay Area Diversity Council**, Advisory Board Chair - Social Media (2017)

### **ACTIVITIES:**

**City of Alameda Parks and Recreation**- Park Leader (2000)

**Alameda County Community Food Bank** - Volunteer / Organizer









# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

11.

Meeting Date: 12/10/2018  
Subject: Commission for Women Status Update  
Submitted For: David Twa, County Administrator  
Department: County Administrator  
Referral No.: IOC 18/9  
Referral Name: Commission for Women Review  
Presenter: Jami Napier      Contact: Julie DiMaggio Enea (925) 335-1077

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#### Referral History:

In September 2017, 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 2018, 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. Attached for reference is the Commission's April 2, 2018 response to the IOC staff recommendations.

The Committee generally concurred with staff's recommendations and preliminarily recommended to the Board that the size of the Commission be reduced from 20 to 15 members to improve cohesion and also the probability of achieving a meeting quorum. The Board approved this recommendation on April 24. Assuming the Commission would thus be able to convene proper meetings, the IOC requested the Commission to consider the remaining CAO recommendations and possible bylaws update, and report back to the IOC in October.

Staff provided at status report to the IOC on October 8, at which time it was acknowledged that the Commission could not meet quorum requirements, had not properly noticed meetings, and was not updating its website. In an effort to fill vacancies and enable the Commission to hold meetings, the IOC directed staff to forward any nominations from the Commission Chair directly to the Board of Supervisors. From October-November, four nominations for appointment to the Commission were approved by the Board, bringing the total membership up to 12 of the 15



authorized seats and enabling the Commission to resume meetings.

The IOC directed the Commission to discuss the four remaining CAO staff recommendations and report back to the IOC.

#### Referral Update:

Attached is a status update from Commission for Women Chair Kirsten Upshaw. Staff has the following comments on the status update:

- **Item (b):** On November 13, the Commission provided IOC staff with a preliminary draft of its revised bylaws, and on November 19, staff suggested numerous changes and additions (see attached mark-up of proposed bylaws). One of the changes suggested by staff, consistent with prior IOC direction, was to prohibit dual membership on the Commission and the Friends of the Commission and any other organization that donates or grants funds to the Commission. The objective of this prohibition is to eliminate any conflict of interest or undue influence of any one or more Commission members with regard to Commission activities and initiatives. Since this has been an issue of contention that contributed to the resignation of prior members, staff maintains this recommendation over the case-by-case recusal of members who have such dual membership.
- **Item (c):** The preliminary draft bylaws provided to IOC staff by the Commission had no provision limiting the number of consecutive years that a member may serve on the Commission's Executive Committee. Staff maintains the recommendation for a two year limit.
- **Item (d):** Staff's recommended mission statement for the Commission is slightly different than the Commission's proposal: "The Commission shall provide information and advice to the Contra Costa County Board of Supervisors and other entities, as necessary, relating to the health and welfare of women and girls in the county. The Commission will strive to increase awareness of women's and girls' issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal levels. Areas of focus will include, but are not be limited to, socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls."

Ms. Upshaw also asked if the County could host and maintain the Commission's website. The County can post Commission agendas, packets, and minutes, but cannot otherwise host and maintain a Commission website. Staff recommends that the Commission's web presence extend no further than agendas, packets, and minutes, and the general information maintained in the Board's appointive listing for the Commission (history, mission, composition, membership, etc.).

At the October 2018 IOC meeting, the Commission provided a proposed FY 2018/19 budget of \$5,430, attached. No information was provided as to any balances of Commission funds that may be available to finance the proposed budget. Staff's recommendation is that any amounts needed should be acquired through fundraising, e.g., donations, grants, and/or event fees.

#### Recommendation(s)/Next Step(s):

CONSIDER status report on the Commission for Women and any action to be taken.

#### Fiscal Impact (if any):



No fiscal impact.

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Attachments

Status Update from Commission for Women on CAO Staff Recommendations

Staff's Suggested Revisions to Commission on Women's Proposed Revised Bylaws

Commission for Women Proposed Budget

Minutes Attachments

*No file(s) attached.*

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**The Contra Costa County Commission for Women  
IOC Response Memo  
December 3, 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:** Due to a lack of quorum, this could not be discussed. We will revisit it again in January, 2019.

**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:** The Women's Commission is actively working to completely separate itself from the "Friends of the Commission" and is no longer asking its members to serve on the "Friends", while in office. The Bylaws also reflect this move to separate the two organizations. The commission does not feel it is necessary to restrict commissioner's from serving on other organizations that may donate to the commission and would like to discuss that with the IOC in more detail, at the next meeting.

**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 revised copy of the Bylaws was submitted to Julie Enea, per our last meeting with the IOC, which she has reviewed and sent us her recommendations. The commission will work over the holiday break to incorporate any changes and submit a final draft by the TBD January, 2019, IOC meeting.

**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. This is directly in line with our mission and at this time, the commission has decided to continue supporting this event that will be hosted by the "Friends of the Commission". The commission has also returned to hosting our other events with our first being the #MeToo seminar that was held in June, 2018, and was so successful that #MeToo2 is being scheduled, tentatively, for February, 2019, at LMC, with the exact date TBD. The commission is also embarking on a new venture called the "Voices of American Women" that will allow women from all of our districts, to give us their assessment on the state of the community, which we will then compile and submit to our county supervisors. The commission is continuing to work with Soroptimist to bring a showing of the documentary, "Equal Means Equal" along with a discussion on the Equal Rights Amendment to our community's and we have submitted new initiatives that we would like to support, to the county supervisors.

We would also like to note that since these questions were first posed to the commission, we have added an updated mission statement to our bylaws that are more of a reflection on the works the commission is doing. They read as follows; *The Commission shall provide education and advisement for the Contra Costa County Board of Supervisors and other entities, as necessary, on relating to the changing, social and economic conditions of women and girls in the county. The commission will increase awareness of women's issues, celebrate the achievements of local deserving women, champion opportunities for women and girls and recommend legislative solutions at the city, county, state and federal levels. Areas of focus will include but are not be limited to: socio-economic conditions, workplace issues, social treatment of gender issues and health and safety for women and girls.*

**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 has accepted and now understands the rationale for reducing the membership from 20 members to 15 members and has been working with Emlyn Struthers and Julie Enea to ensure that we have a quorum and are abiding by the guidelines for Contra Costa Commission's, set by our county.







BYLAWS ~~of the~~ OF THE  
CONTRA COSTA COMMISSION FOR ~~for~~  
WOMEN AND ~~and~~ GIRLS  
PROPOSED ~~REVISED September~~ December, 2018

**ARTICLE I. NAME**

**Section 1.**

The name of this ~~Association body~~ shall be the Contra Costa Commission for Women and Girls, hereinafter referred to as "the Commission."

**Section 2.**

This ~~association body~~ was formed in 1984 as an Advisory Committee. ~~In 1993, it received non-profit status as a 501(c)(4) non-partisan association, to carry out the purposes as stated in Article II. In 2000, the Contra Costa County Board of Supervisors approved the Advisory Committee's request that the association be renamed the Contra Costa Commission for Women.~~

**ARTICLE II. PURPOSE**

The Commission shall provide ~~education information and advice~~ sement for to the Contra Costa County Board of Supervisors and other entities, as necessary, ~~on relating to the changing, social and economic conditions~~ health and welfare of women and girls in the county. The ~~Ce~~ommission will ~~strive to~~ increase awareness of women's and girls' issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal levels. Areas of focus will include, but are not be limited to, ~~o,~~ socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.

**ARTICLE III. MEMBERSHIP**

**Section 1. Members**

The Commission shall not exceed fifteen (15) members plus one Alternate At Large member, and the membership shall be broadly representative of ~~the~~ racial, ethnic, age,

1

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Commented [ES1]: the Advisory Committee on the Employment and Economic Status of Women

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religious affiliation, gender, and sexual orientation **diversity** of the community at large.

Members must be at least 18 years of age and work and/or reside in Contra Costa County.

Members of the Commission may not be members of any organization that donates or grants funds to the Commission.

The Alternate At Large member is a non-voting member except that he/she shall fill in for a regular At Large member when that member is absent from part or all of a meeting, during which time the alternate member shall constitute a voting member.

## **Section 2. ~~Commitment~~Member Responsibilities.** Each member is expected to:

- Attend meetings of the Commission. Members are expected to notify the Chair in advance of any absence from a meeting. Members may be excused by the Chair for authorized absences. A member that is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned his or her position with the Commission, and the Chair will notify the Board of Supervisors of the vacancy.
- Comply with the Contra Costa County policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376.
- ~~This body is a working Commission. As such, members of the Commission shall commit to working~~Work on Commission activities no less than five (5) hours a month and must serve on at least one (1) Standing or Special Committee. Said time includes the monthly Commission meeting held on the third (3rd) Tuesday of each month.
- Should a member take on a leadership role within a Standing or Special Committee (Chair or Vice-Chair), the member shall commit to working no less than a total of ten (10) hours per month.
- ~~Members of the Commission~~If appointed to the specific geographic District in which they work or reside live, i.e.: District I, II, III, IV, and V; also referred to as "District Members", shall meet and/or communicate regularly with the Supervisor for their District. District Members shall commit at least an additional hour (1) to two (2) hours a month to this duty.
- At-Large Members of the Commission will endeavor to attend one (1), Board of Supervisor's meeting a year on behalf of the Commission, resulting in an additional commitment of approximately two (2) hours throughout the entire year.
- ~~Should a member take on an~~If elected to the Executive Committee Role, the member shall commit to working no less than a total of fifteen (15) hours per month.
- Be an ambassador and proponent of the Commission and engage people from all cultural and ethnic groups in women's and girls' issues and in the work of the Commission.

All members shall strive to maintain and protect the Commission's reputation, enhance

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its prestige, and present a favorable image when interacting with organizations or individuals outside of the Commission. When interacting with organizations or individuals outside of the Commission, all members shall proactively make the public at large and members aware of the benefits of Commission membership, highlight current Commission activities and programs, fostering a professional image, proactive, and that is inclusive of all members and groups.

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### Section 3. Appointment

District Members and At Large Members Members of the Commission shall be appointed by the County Board of Supervisors for fixed, ~~and~~ staggered terms ~~by the County Board of Supervisors~~.

Incumbents may be appointed to successive terms. ~~There are District Members and At Large Members.~~

### Section 4. Terms of Appointment

All seat terms are for a period of ~~three (3)~~ four (4) years with staggered expiration dates for ~~seven (7)~~ five (5) seats in one (1) year, five (5) seats ~~seven (7) seats~~ plus the alternate in the second (2nd) year and five (5) seats ~~six (6) seats~~ in the third (3rd) year.

Appointments to seats shall begin on the effective date of appointment and end on the scheduled expiration date for the seat to which the appointment is made.

### Section 5. Vacancies

~~The County Board of Supervisors may appoint members to fill unexpired terms of less than three (3) years and incumbents may be reappointed to successive terms.~~

The Membership Committee ~~shall~~ shall review ~~monitor~~ scheduled and unscheduled membership vacancies ~~as they occur as to appropriateness and need to appoint a replacement and promptly recruit to fill vacancies.~~ The Membership Committee shall consider community experience, minority and geographical representation and the criteria outlined in Article III (Membership), Section 1 (Members) in formulating a recommendation for review by the Commission.

The Membership Committee will present Applicants ~~for appointment~~ to the District Supervisors or the Board's Internal Operations Committee for ~~Board of Supervisors for A~~ appointment. The Commission Chair shall report to the County Board of Supervisors ~~any scheduled or any~~ unscheduled membership vacancy as it occurs.

The Membership Committee shall also engage in on-boarding of new members as well as monitoring of the terms of appointment and meeting attendance.

### Section 6. Removal

Members of the Commission serve at the pleasure of the Board of Supervisors. ~~Any member may be recommended to the Board of Supervisors as a Commissioner for removal from membership as a result of any of the following actions~~ The following circumstances may be grounds for removal from the Commission:

1. ~~1. Resignation.~~ Members who wish to resign shall do so in writing to the Commission Chair.
- ~~1. Absence from three (3) consecutive meetings or five (5) of the eleven~~
2. ~~(11) Commission meetings scheduled each year.~~ Members who miss three (3) consecutive meetings and/or whose attendance rate falls below forty-five percent (45%) will trigger an

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automatic recommendation notice to the ~~Commission~~ Executives Committee. The Membership Committee shall monitor ~~m~~Meeting attendance ~~to be monitored by the Membership Committee.~~

3. ~~1.~~ **Lack of participation on Standing and Special Committees.** The Commission Chair shall request information from Committee Chairs regarding member ~~involvement participation~~ at the conclusion of each quarter. The Membership Committee will take this information into consideration should ~~a~~ meeting attendance recommendation be triggered under number two (2) above.

4. **Poor Conduct.** ~~1.~~ Behavior that ~~violates state law or the County's policies, as prescribed inis unbecoming of a government representative in accordance with the County's Advisory Body-~~Handbook.

~~It is the goal of the Commission to support Women and Girls, as Commissioners as well as our own Members, attendance and involvement is necessary; however the Commission is voluntary and accommodating of our members. The Board of Supervisors makes the final decision on any recommendations for removal of a Commissioner.~~

#### **ARTICLE IV, OFFICERS**

##### **Section 1. Officers OFFICERS**

The officers of the Commission shall ~~comprise the Executive Committee and shall~~ include a Chair, a Vice-Chair, ~~a Fiscal Liaison, and a Treasurer, and~~ a Secretary. In the event that the responsibilities of a designated office ~~w~~ould be best served by two individuals, those ~~inse~~

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individuals elected to that position will share the position as cooperative officers.

### Section 1. Nomination of Officers

For annual appointment of Commission Chairperson, and Vice Chairperson the Membership Committee shall announce the solicitation of nominations from the Commission members during the December meeting or the next regularly-scheduled meeting, obtain the nominees' consent to serve, and announce the slate of nominees at the February Commission meeting, or at the next regularly scheduled meeting. Should one of these positions become vacant during the term of office, nominations will be taken, nominees' consent to serve will be obtained, and nominees will be announced at the next regularly scheduled Commission meeting.

Each officer(s) shall be elected from among the members of the Commission in February of each year. Should vacancies occur, officers may also be appointed at the discretion of the Chair to fulfill the remaining term of the vacant position(s). No commissioner shall serve on the executive board until they have served one full year of their term, as a commissioner.

### Section 2. Election of Officers

A Membership Committee and Chair shall be elected by Commission members at the regularly scheduled Commission meeting each January.

A report from the Membership Committee on the nomination of officers shall be given at the regularly scheduled Commission meeting each February.

Election of officers shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

Officer(s) shall be elected from among the members of the Commission in February of each year. Should vacancies occur, officers may also be appointed at the discretion of the Chair to fulfill the remaining term of the vacant officer position(s).

The election will be conducted publicly through the use of ballots. Ballots will be announced and counted publicly by the Membership Committee. The election of each officer will carry with a majority vote. In the case of a tie vote, the Commission may re-cast ballots until the tie is broken. If, in the opinion of the Chair, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Commission meeting and the current seated officer will remain in office until a new officer is elected.

No commissioner shall serve on the Executive Committee until he/she has served 12 consecutive months of his/her term as a commissioner.

### Section 3. Term of Office

The officers of the Commission shall hold office for a term of one (1) year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may ~~succeed themselves~~ serve consecutive terms.

No commissioner shall serve on the Executive Committee for more than two consecutive years.

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In the event the Chair is unable to complete her term of office, the Vice Chair will succeed the Chair and fulfill the Chair's remaining term of office as the presiding officer. The membership will conduct an election to replace the Vice Chair. The Vice-Chair's successor will serve the remaining term of office. ~~No commissioner shall serve on the executive board until they have served one full year of their term, as a commissioner.~~

A vacancy in any office may be filled by a majority vote of the members attending a special or regular Commission meeting.

### Section ~~43~~. Duties

#### 1. Chair

The Chair shall conduct meetings, develop agendas, ensure the full participation of the Commissioners present during a duly held meeting, and serve as the official spokesperson for the Commission.

~~The Chair shall call a regular or special Commission meetings, prepare the agendas for all regular and special Commission meetings and send agendas and draft minutes to members at least seven (7) days before the meeting, she/he shall also preside at over all Commission meetings, approve all Standing and Special Committees, approve the Chair of Standing and Special Committees, and represent the Commission whenever the occasion demands.~~

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~~Presiding duties include: opening and adjournment; ascertainment of the existence of a quorum; sequence of business; recognition of members entitled to the floor; statement for a vote on all motions that legitimately come before the assembly; enforcement of rules of debate, and protection of the assembly from frivolous or dilatory motions.~~

~~The Chair shall also serve as point of contact with the County as well as the County Board of Supervisors, for the Association of California Commissions for Women (ACCW) and National Association of Commissions for Women (NACW) and attend regular ACCW and NACW meetings. In the event that the Chair cannot attend regular ACCW or NACW meetings, she shall appoint a member to attend as a representative.~~

The Chair shall also prepare Annual Reports for the County Board of Supervisors, and ensure that all members have completed the Brown Act and Better Government Ordinance training annually.

## 2. Vice-Chair

The Vice-Chair shall maintain the historical record of the Commission and manage time at regular or special Commission meetings. The Vice-Chair shall also assist the Chair as directed by the latter and shall assume all the obligations and authority of the Chair in the absence of the latter.

## 3. Fiscal Liaison

~~The Fiscal Liaison shall create a balanced budget for each fiscal year and special events hosted by the Commission. The Fiscal Liaison shall also be responsible for tracking the financial activity of the Commission.~~

## 3. Treasurer

The Treasurer shall prepare the annual Commission budget, receive and account for donations and fund-raising proceeds, and shall forward all receipts to the County Administrator's Office for deposit in the County Treasury. The Treasurer shall track and report monthly on the financial activity of the Commission and liaise with the County Administrator's Office to arrange authorized disbursements from the Commission's account.

## 3.4. Secretary

The Secretary shall handle any regular or special administrative duties, which may include the following tasks:

- Take minutes at regular or special Commission meetings, and send draft minutes to the Chair at least ten (10) calendar days before the next Commission meeting.

- ~~Take minutes at regular or special Commission meetings, and send draft minutes to the Chair at least ten (10) calendar days before~~

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~~next Commission meeting.~~

- File approved minutes and related handouts for the ~~C~~Commission's records.
- Ensure that agendas and minutes are uploaded to the Commission's website within a
  - month of being approved.
- Ensure that the Commission's calendar is up to date on its website within a month of
  - the next scheduled Commission meeting.
- Maintain a record of attendance of Commissioners as provided by the Membership
  - Committee.
  - In consultation with the Public Relations Subcommittee, maintain a subscription (distribution) list of individuals who have elected to receive the Commission's meeting notices and agenda.
- Check the Commission's email account at least twice a week.
- Check the Commission's mailbox at least once a week.
- Create, update, and keep name tents of each member for ~~EC~~ommission meetings.

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## Section 5. Removal

The Commission, by a majority vote, may remove the Chairperson and/or Vice-Chairperson from office and relieve them of their duties. In the event of removal of the Chairperson and/or Vice Chairperson, the Membership Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Commission meeting.

## Section 4. Elections

~~A Nominating Committee and Chair shall be elected by Commission members at the regularly scheduled full Commission meeting each January.~~

~~A report from the Nominating Committee on selection of officers shall be given at the regularly scheduled Commission meeting each February.~~

~~Selection of officers shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.~~

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## Section 1. Regular Meetings







### Section 1. Regular Meetings

Regular meetings of the Commission shall be held at 7:00 pm on the third (3rd) Tuesday of each month. **Exception:** The Commission generally does not meet one month out of the year.

Notice of regular meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA., at least seventy-two (72) ninety-six (96) hours prior to the day named for such meeting-meeting date. Agendas shall be posted, mailed and made available to the public in accordance with the Brown Act and Contra Costa County Better Government Ordinance.

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### Section 2. Special Meetings

Special meetings of the Commission may be called at any time by the Chair. Notice of a special meeting will include the time, date, place, and purpose. Notice of special meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA., at least twenty-four (24) hours prior to the meeting date.

The notice, time permitting, shall be posted at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA., at least seventy-two (72) hours before such meeting date.

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### Section 3. Action at a Meeting: Quorum and Required Vote

The presence of fifty-one percent (51%) of the current membership seats at a regular meeting of the Commission constitutes a quorum. A quorum is one person more than one-half of the authorized membership, or 87 members. Each member present shall have one vote on motions. Members must offer disclosure and abstain from voting or recuse themselves upon issues in which a conflict of interest may constrain impartiality.

The work of the Commission may proceed by consensus as long as there is no objection from a Member to proceeding in this manner.

On any matter where a Member requests a recorded vote, the matter may only be approved if it is approved by approval by a simple majority of the total number of voting members (at least 5 members).

Proxy voting is not permitted.

The Alternate At Large Member may only vote in the absence of one At Large Member.

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#### Section 4. Open Meetings

All meetings of the Commission and all meetings of the standing and special committees shall comply with the Brown Act and the County's Better Government Ordinance.

#### ARTICLE VI. COMMITTEES

##### **Section 1. Executive Committee**

#### ~~ARTICLE VI COMMITTEES~~

The Executive Committee shall consist of the Chair, Vice Chair, and Secretary, ~~and Fiscal Liaison,~~ and shall be established to provide cohesive leadership ~~and continuity~~ to the Commission.

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## Section 2. Standing Committees

The Executive Committee and/or a majority of the Members may form Standing Committees to manage on-going functions of the Commission and research and explore specific issues in-depth that come before the Commission. The goal of a Committee is to provide a working forum for interaction and information exchange among members and the public focusing on issues needing in-depth consideration.

~~in order to expedite the business of the Commission.~~

The Standing Committees are: Goal Advancement, Events, Legislative, Membership, and Public Relations Committee.

The Standing Committees shall be formed of, at minimum, two (2) members and, maximum, of four (4) members, unless approved by the Chair. The Chair and Vice Chair of the a Standing or Special Committee shall be responsible for scheduling and presiding over Committee meetings, and serve as a point of contact for the Commission, and ensure that the Committee is fulfilling its goals.

All Standing Committees shall make progress reports to the Commission at each of the Commission's regular meetings.

### Goals Advancement Committee.

The purpose of the Goals Advancement Committee is to oversee the advancement of the Commission's goals by providing guidance to the Commission on goal adherence and advancement efforts as identified in the Commission's strategic plan.

The Goal Advancement Committee's responsibilities are as follows:

- Hold the Commission and its Committees responsible for adhering to the goals set in the most recent strategic planning session.
- Address any discrepancies between goal attainment and commission activities – ensuring the goals are kept in high priority or adjusted (and agreed upon) according to changes in focus.

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- Partner with other Committees when needed.

### ● Events Committee.

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The Events Committee's responsibilities are as follows:

- Plan events throughout the year.
- Invite speakers to Commission meetings.
- 
- Collaborate with ~~other~~ outside groups, as needed.

#### Legislative Committee.

The Legislative Committee's responsibilities are as follows:

- Identify and recommend legislative initiative priorities ~~to~~ the Executive Committee/Commission Board.
- Monitor Contra Costa County ~~Legislative~~ agendas for Federal, State and County Legislation:
  - Board of Supervisors' State and Federal Legislative Platforms.
  - Board of Supervisors and Board Legislation Committee Actions, Minutes and/or Memorandums.
  - If not within expressed Platforms and/or expressed actions by Board, present formal request to the Board of Supervisors seeking Request for Support on behalf of the Commission.
  - Commission members to approve formal requests by majority vote.
- Serve as liaison to Commission in women's legislative and policy initiatives.
- Disseminate information to Commission membership, including legislative updates and alerts.
- prepare ~~ration of~~ legislative materials for advocacy purposes; and monitoring federal and state legislation, funding and policy initiatives that affect women's rights in California.

Membership Committee. The Membership Committee shall consist of a minimum of three (3)

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and a maximum of four (4) members of the Commission who choose not to be considered for election to office. Th

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- Annually in January, solicit nominations for the election of Commission officers, obtain the nominees' consent to serve, and provide the slate of nominees to the Commission in February
- Interview applicants and make recommendations to the Commission regarding applicants.
- ~~Submit recommended applicants names to the Internal Operations Committee for possible consideration by the Board of Supervisors for approval and appointment to the commission, and keep the Executive Committee advised.~~ Submit recommended applicants names to the Internal Operations Committee for possible consideration by the Board of Supervisors for approval and appointment to the commission, and keep the Executive Committee advised apprised of the status of pending appointments.

- Recommend policies, procedures, and strategies for enhancing the Commission membership in
- Commission both numerically and qualitatively, to assure a growing and vital
- membership organization.

- Maintain current membership roster.

The Public ~~R-Relations~~ Committee's responsibilities are as follows:

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• Maintain the Commission's social media presence by posting information relevant to  
the



- ~~women~~ in Contra Costa County.

- Prepare and send out quarterly newsletter.

- Maintain ~~subscription (Listserve)~~ of individuals interested in the Commission's work, in consultation with the Secretary.

- Create and send out press releases to media outlets in Contra Costa County as needed.

- Maintain the Commission's website.

- Design and update the Commission's logo as needed.

### Section 3. Special Committees

The Chair of the Commission and/or the majority of the members may also form Special Committees. Special Committees ("ad hoc" or "select" committees) ~~are formed~~ may be formed for a specific purpose and cease to exist after completion of a designated task.

### Section 4. Terms of Committee Membership

The terms of membership for members of Standing Committees of the Commission shall be one year, twelve (12) consecutive months from appointment. Each February, membership of standing or special Committees will be reviewed and confirmed in March. All members of Commission must serve on at least one (1) Standing and/or Special Committee.

### Section 5. Accountability of Committees

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All Chair and/or Vice Chair of Committees ~~formed by the Commission or the Executive Committee~~ shall present to the Commission Chair monthly activity reports due one (1) week prior in writing to the regularly scheduled meetings and shall have authority to make recommendations to the Commission on matters within the Committee's area of expertise. Only the Commission may take action on Committee recommendations.

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#### ARTICLE VIII. GOVERNANCE

The operations of the Contra Costa Commission for Women and Girls shall be governed by its bylaws. ~~To the extent there are any inconsistencies between these bylaws and the resolutions creating the Commission or countywide advisory body policies, the resolutions and countywide advisory body policies will govern.~~

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#### ARTICLE IX. AMENDMENT OF BYLAWS

Proposals to amend the Commission Bylaws shall be presented at a regular Commission meeting and voted on at the following regular Commission meeting.

These bylaws and any bylaw amendments shall be recommended by the Commission and be effective upon approval by the Board of Supervisors.

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~~The Bylaws of the Contra Costa Commission for Women and Girls may be amended after presentation of proposed amendments to the Executive Committee. The Executive Committee will then provide recommendations to the Commission as a scheduled agenda item in a regular Commission meeting. The Commission will vote on the proposed amendments at the following regular Commission meeting.~~

Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women's Advisory Committee on May 18, 1993 and amended on September 21, 1993, March 19, 1996, April 16,

1996, November 21, 2000, April 17, 2007, February 17, 2010, December

11, 2010, and [2017]

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Approved by the Contra Costa Board of Supervisors on (Date) March 15 2011

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# Contra Costa Commission for Women

Fiscal Year July 2018 - June 2019 Budget

			BUDGET	ACTUALS
REVENUES				
EXPENTIURES				
PROJECTS			\$2,700.00	\$ -
#METOO and Voices of American Women		\$2,000.00		\$ -
Board Retreat		\$700.00		\$ -
				\$ -
SUBSCRIPTIONS			\$270.00	\$ -
Website - Wix		\$120.00		\$ -
P.O. Box		\$150.00		\$ -
Email Distribution System		\$ -		\$ -
DUES			\$1,900.00	\$ -
ACCW		\$50.00		\$ -
NACW		\$50.00		\$ -
National Conference Delegate		\$1,800.00		\$ -
Alliance for Girls		\$250.00		
			\$ -	\$ -
EVENT ATTENDANCE & CONFERENCES			\$ -	\$ -



TBD			\$ -
<b>OFFICE SUPPLIES</b>			<b>\$360.00 \$ -</b>
Business Cards	\$160.00		\$ -
Name Badges	\$100.00		\$ -
Name Plates	0		\$ -
Outreach Packets (Folders & Printing)	\$100.00		\$ -
<b>MISCELLANEOUS EXPENSES</b>			<b>\$200.00 \$ -</b>
	<b>TOTAL EXPENSES</b>	<b>\$5,430.00</b>	<b>\$ -</b>
	<b>BUDGET TOTAL</b>	<b>\$5,430.00</b>	<b>\$ -</b>
			8/6/2018





# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

12.

Meeting Date: 12/10/2018  
Subject: Advisory Body Application Format  
Submitted For: David Twa, County Administrator  
Department: County Administrator  
Referral No.: IOC 18/5  
Referral Name: Advisory Body Recruitment  
Presenter: Jami Napier      Contact: Jami Napier (925) 335-1908

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#### Referral History:

The current application form was approved in 2011 to provide additional detail and professionalism in advisory board and commissions applications.

The current form is offered in two formats: as a PDF form and as an online form through Granicus. Applications can be submitted digitally either online through Granicus or by email to the Clerk of the Board or staff. Applications can also be submitted in paper format to the Clerk of the Board offices in-person, or by mail. The current application appears as four (4) pages in PDF form.

#### **Rationale for Updating the Application:**

Informal feedback from members of the public, County staff, and Supervisors indicate that the current application seems like a job application and is off-putting to prospective applicants.

The application is unnecessarily lengthy, and is missing information that the Supervisors and County staff would like to know when reviewing applications. The current application includes detailed job history and education information that is not relevant to the role of an advisory board commissioner. Additionally, the current application is missing information that is helpful in evaluating applications—such as their motivation for serving, and whether or not applicants have attended meetings in the past.

#### Referral Update:

#### **Process for Update:**

Clerk of the Board (COB) staff reviewed applications from the nine Bay Area counties, as well as the pre-2011 application. Based on public feedback and comments, as well as the review of neighboring counties, a draft mock-up of an application has been created for discussion purposes. Clerk of the Board hopes that this draft application will elicit feedback at the Internal Operations



meeting to further refine and improve this draft application.

### **Online and PDF Format:**

Beginning in March of 2017, Clerk of the Board has allowed for online applications to be submitted through Granicus as a link on the Boards and Commissions webpage. The online form is intended to have the same fields as the paper copy; however, demand from supervisors has led to the addition of an optional field, requesting that applicants describe why they are interested in serving on the advisory board or commission. Clerk of the Board would like to ensure that the online format and the PDF format should match in order and content.

Contra Costa County is not unique in offering an online form: four of the other nine Bay Area counties offer an online application method as well. However, these counties do not offer a PDF format, and reserve the format for in-person applicants. The remaining four Bay Area counties only offer a PDF (and paper) application format, and do not offer an online method. Contra Costa is the only one that allows and promotes both application methods equally, and sees a nearly-equal number of applications in both formats. Each format has a different set of advantages and disadvantages, and Clerk of the Board plans to continue to offer both methods.

Below is a summary of how our neighboring counties accept advisory board applications.

<b><u>County</u></b>	<b><u>Online Form</u></b>	<b><u>PDF</u></b>
Napa	Primary Method	Provided Only As a Paper Copy In Person
Alameda	None	Primary/Only Method
Solano	None	Primary/Only Method
San Francisco	None	Primary/Only Method
Sonoma	None	Primary/Only Method
Marin	Primary Method	Provided Only As a Paper Copy In Person
Contra Costa	Offered	Offered
San Mateo	Primary Method	Provided Only As a Paper Copy In Person
Santa Clara	Primary Method	Provided Only As a Paper Copy In Person

### **Issues to be Addressed by the Internal Operations Committee:**

- Review attachments, including draft form
- Suggest additional changes to draft form
- Determine process for form approval, and whether the form should return to the IOC for further discussion before going to the Board of Supervisors for approval.

### **Attachments for Review:**

- Contra Costa County Current Application
- Contra Costa County Pre-2011 Application
- Applications from Other Counties
  - Alameda County
  - Marin County
  - Napa County
  - San Francisco County
  - Santa Clara County



- Solano County
- Sonoma County
- Mock-up of a draft application (for discussion purposes at Internal Operations)

**Suggestions:** In order to remove the detailed job history and education sections, applicants can instead describe their relevant experience and may choose to enclose an optional resume. The new application should be reduced to two pages—one-page front and back.

Recommendation(s)/Next Step(s):

The draft application is enclosed for review and discussion. County Supervisors, County employees, and members of the public will have an opportunity to provide feedback and suggestions on the future application form. Once these comments are incorporated, the form can return to the IOC for additional discussion on a revised version, or can go directly to the full Board of Supervisors (BOS) for approval, depending on the scope of the revisions and the wishes of the IOC.

Upon final approval of the form by the BOS, the COB will distribute and inform county staff and BOS offices. Additionally, the online form (hosted through Granicus) will be updated to match the fields and order of information on the new form. The old form will be retired from circulation.

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Attachments

Current Application Form

Pre-2011 Application Form

Alameda County Application Form

Marin County Application Form

Napa County Application Form

San Francisco County Application Form

Santa Clara County Application Form

Solano County Application Form

Sonoma County Application Form

Proposed Application Form

Minutes Attachments

*No file(s) attached.*

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# Contra Costa County

## Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION - DRAFT

First Name

Last Name

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

Education: Please check all that apply

☐ High School

☐ College Degree

☐ Masters Degree

☐ Doctoral Degree (including M.D., J.D., Ph.D., and others)

☐ Other Degree (please specify)

☐ Other Professional Certifications (please specify)

Board, Committee or Commission Name

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ No

☐ Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am including my resume with this application

Please check one:

☐ Yes

☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one:

☐ Yes

☐ No



List any volunteer and community experience, including any advisory boards on which you have served.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

☐ 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 relationships? ☐ Yes ☐ No

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 publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Submit this application to:

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)*

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### **Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by the Contra Costa County.
3. Members of certain 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.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors Member in any of the following relationships: Mother, father, son, daughter. Brother, sister, grandmother, grandfather, grandson, and granddaughter. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter; first-cousin; husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter; sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and
8. A person will not be eligible to serve if the person shares a financial interest as defined in Gov't Code Section 87103 with a Board of Supervisors Member.





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:

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. **Name:** \_\_\_\_\_  
(Last Name) (First Name) (Middle Name)

2. **Address:** \_\_\_\_\_  
(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)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
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)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____. Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____. Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____. Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u></p> <p>Hrs. per week _____. Volunteer <input type="checkbox"/></p>	<p>Title</p> <hr/> <p>Employer's Name and Address</p>	<p>Duties Performed</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: \_\_\_\_\_

### 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.



**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA and for  
Special Districts, Agencies and Authorities Governed by the Board Adopted Resolution  
no. 2011/55 on 2/08/2011 as follows:**

IN THE MATTER OF ADOPTING A POLICY MAKING FAMILY MEMBERS OF THE BOARD OF SUPERVISORS INELIGIBLE FOR APPOINTMENT TO BOARDS, COMMITTEES OR COMMISSIONS FOR WHICH THE BOARD OF SUPERVISORS IS THE APPOINTING AUTHORITY

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;  
NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

- I. SCOPE: This policy applies to appointments to any seats on boards, committees or commissions for which the Contra Costa County Board of Supervisors is the appointing authority.
- II. POLICY: A person will not be eligible for appointment if he/she is related to a Board of Supervisors' Member in any of the following relationships:
1. Mother, father, son, and daughter;
  2. Brother, sister, grandmother, grandfather, grandson, and granddaughter;
  3. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter;
  4. First cousin;
  5. Husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepson, and stepdaughter;
  6. Sister-in-law (brother's spouse or spouse's sister), brother-in-law (sister's spouse or spouse's brother), spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouse's grandson;
  7. Registered domestic partner, pursuant to California Family Code section 297.
  8. The relatives, as defined in 5 and 6 above, for a registered domestic partner.
  9. Any person with whom a Board Member shares a financial interest as defined in the Political Reform Act (Gov't Code §87103, Financial Interest), such as a business partner or business associate.



**The Office of the Clerk of the Board**  
651 Pine Street, Room 106  
Martinez, California 94553-4068  
Phone: (925) 335-1900



**THE BOARD OF SUPERVISORS**  
**John Gioia**, District I  
**Gayle B. Uilkema**, District II  
**Mary N. Piepho**, District III  
**Karen Mitchoff**, District IV  
**Federal D. Glover**, District V

## **CONTRA COSTA COUNTY ADVISORY BOARDS, COMMISSIONS, OR COMMITTEES APPLICATION FORM**

**Application Form must be typed or hand printed**

Name of the Advisory Body: \_\_\_\_\_

Name of the Seat on the Advisory Body: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

### **Personal Experiences, Skills, and Interests**

Education/Background:

Occupation/Employer:

Community Activities:

Special Interests:

**Print Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_



### **Important Information**

1. Send the completed hard copy application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez CA 94553.**
2. Some members of advisory bodies may be required to do the following: 1) file a Statement of Economic Interest Form (Form 700), 2) complete the State Ethics Training Course (AB 1234).
3. All members will be required to take the following County trainings: The Brown Act, The Better Government Ordinance, and Ethics Training.
4. **All** information provided on this application will be accessible to the general public.
5. The meetings of advisory bodies may be held in various locations. Some locations may not be accessible by public transportation.
6. Meetings may be held either in the evenings or during the day, usually once or twice a month.
7. Some boards assign members to subcommittees or work groups requiring additional time.
8. If you wish, you may attach your resumé or any other relevant information that may illustrate how your service will contribute to the board for which you are applying.





## County of Alameda Boards, Commissions and Committees Application

Please print in ink or type this document. This document may be used to apply for a new appointment or to be reappointed to a Board, Commission or Committee. Please answer each question as completely as possible.

I understand that I am obligated to be complete and truthful in providing information on this application. I understand that all of the information disclosed by me in this application may be subject to public disclosure.

Name:

(Last)

(First)

(Middle Int.)

1. Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

2. Home Phone: \_\_\_\_\_ Work/Day Phone: \_\_\_\_\_

3. Employer/Business Name: \_\_\_\_\_ City: \_\_\_\_\_

4. E-mail: \_\_\_\_\_ Fax: \_\_\_\_\_

5. Mailing Address (if different from home address): \_\_\_\_\_

6. Supervisorial District in which you reside: \_\_\_\_\_

7. Name of the Board, Commission or Committee to which you are applying for appointment/reappointment:  
\_\_\_\_\_

8. Please explain why you wish to serve on this Board/Commission/Committee:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9. Please list prior/current appointments to other Alameda County Boards/Commissions/Committees:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



10. Volunteer experience:

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11. Resume enclosed: ☐ Yes ☐ No

**PLEASE NOTE:**

- A. *Appointees serve a maximum of 12 consecutive years on a Board/Commission/Committee;*
- B. *All appointees shall be residents of the County of Alameda unless such residency requirement is waived by a majority vote of the members of the Board of Supervisors; and*
- C. *Government Code §87100. No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.*

**I understand that appointed members to Boards/Commissions/Committees may be required by State Law and County Ordinance to file a Financial Disclosure Statement (Statement of Economic Interest, Form 700) as part of the appointment process.**

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Please return the completed application to the Board District Office, Agency or Department recommending the Board/Commission/Committee appointment.

*Information regarding Alameda County Boards and Commissions and membership is available on the Alameda County website: <http://www.acgov.org/clerk/vacancy.htm>*



**APPLICATION FOR APPOINTMENT TO BOARDS OR COMMISSIONS  
APPOINTED BY THE MARIN COUNTY BOARD OF SUPERVISORS**

Name \_\_\_\_\_ Email \_\_\_\_\_

Home Address \_\_\_\_\_  
Street \_\_\_\_\_

City/Town \_\_\_\_\_ Zip \_\_\_\_\_ Telephone: \_\_\_\_\_

Employer's Name \_\_\_\_\_ Telephone: \_\_\_\_\_  
& Address \_\_\_\_\_

Present Occupation \_\_\_\_\_ Are You Over 18 Years of Age? \_\_\_\_\_

Board/Commission applied for \_\_\_\_\_

As representative of (check one) Supervisorial District # \_\_\_\_\_ (OR) At Large \_\_\_\_\_

**(You may attach additional pages for the following questions)**

Summary of Qualifications for Position: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Reasons for Applying: \_\_\_\_\_

\_\_\_\_\_  
Please describe how you would help support excellence in public service and help the County effectively respond to the needs of the diverse residents we serve: \_\_\_\_\_

\_\_\_\_\_  
Please describe your experience in engaging with members of all races, people from a wide variety of ethnic and socio-economic backgrounds and people with disabilities: \_\_\_\_\_

\_\_\_\_\_  
Please describe your experience in engaging with members of all races, people from a wide variety of ethnic and socio-economic backgrounds and people with disabilities: \_\_\_\_\_

List any organizations of which you are an officer or an employee which are funded by or provide services to county government: \_\_\_\_\_

\_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

Please return to: Clerk, Marin County Board of Supervisors  
Marin County Civic Center, Suite 329  
San Rafael, CA 94903  
415-473-7331(T) 415-473-3645(F)  
[bos@marincounty.org](mailto:bos@marincounty.org)

**Marin County is an Equal Opportunity Employer and Volunteer Center. Minorities, women and individuals with disabilities are strongly encouraged to apply.**

**\*Please note the Conflict of Interest disclosure requirements on the back of this application – you may be required to file a Conflict of Interest disclosure form if you are appointed\***



## **DISCLOSURE REQUIREMENTS**

Listed below are those committees and commissions whose members are required to file a disclosure statement with the Clerk of the Board, Room 329, Marin County Civic Center. The members of commissions or committees not listed are not required to file such statement with the County (some Commissions are not administered by the County of Marin and may have their own Conflict of Interest Code).

	<u>Disclosure Category</u>		<u>Disclosure Category</u>
Access Appeals Board	1	Measure A Community Oversight Comm.	10
Architectural Commission	10	Parks & Open Space Commission	1
Assessment Appeals Boards 1 & 2	1	Personnel Commission	1
Building Board of Appeals	1	Planning Commission	1
Civic Center Conservancy	10	*Retirement Board	*
Integrated Pest Management Comm.	10	Strawberry Design Review Board	1
Kentfield Planning Advisory Board	1	Tamalpais Design Review Board	1
Law Library Board of Trustees	3		

## **DISCLOSURE CATEGORY DEFINITIONS**

- Cat. 1** All sources of income, reportable interests in real property and investments and business positions in business entities located in or doing business in Marin County.
- Cat. 3** Investments and business positions in business entities and sources of income which provide library services, supplies, materials, machinery or equipment of the type utilized by the library.
- Cat. 10** Reportable interests in real property. Investments and business positions in any business entity located in or doing business in Marin County or income from any source if the business entity or source of income manufactures or sells supplies, machinery or equipment of the type utilized by the County. Investments and business positions in any business entity or income from any source if the business entity or source of income is a contractor or subcontractor engaged in the performance of work or services of the type utilized by the County.

***\*The Retirement Board is now covered by a separate Conflict of Interest Code adopted by the Marin County Employees' Retirement Association ("MCERA"). You would only be required to file a Statement of Economic Interest if you are appointed. If you have questions about MCERA's Conflict of Interest Code, please call (415) 473-4178.***





A Tradition of Stewardship  
A Commitment to Service

County Executive Office  
1195 Third Street, Room 310 Napa, CA 94559-3082  
(707) 253-4421 FAX (707) 253-4176  
APPLICATION FOR APPOINTMENT TO  
BOARD, COMMISSION, COMMITTEE OR TASK FORCE

eAFA

**PLEASE TYPE OR PRINT (Complete pages 1 through 3)**

**NOTE:** Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is **not** regarded as confidential **except** for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

**PLEASE NOTE THAT APPOINTEES MAY BE REQUIRED BY STATE LAW AND COUNTY CONFLICT OF INTEREST CODE TO FILE FINANCIAL DISCLOSURE STATEMENTS.**

For information about Form 700 Conflict of Interest Code click on this link [Committee List of Form 700 Filers](#)

\*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

\*Category of membership for which you are applying:

(This information can be found on the news release announcing the opening.  
You may apply for more than one category if more than one position is open.)

\*Supervisorial District in which you reside:

\*Full Name:

\*Date:

\*Current Occupation: (within the last twelve (12) months)

\*Current License: (Professional or Occupational, date of issue and/or expiration including status)

\*Education/Experience: (A resume may be attached containing this and any other information that would be helpful to the Board in evaluating your application.)

\*Community Participation: (Nature of activity and community location)

\*Other County Board/Commission/Committee on which you serve/have served:



\*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

Names, addresses and phone number of three (3) individuals familiar with your background:

\*Name:

\*Address:

\*City:

\*State:

\*Zip Code:

\*Telephone:

\*Name:

\*Address:

\*City:

\*State:

\*Zip Code:

\*Telephone:

\*Name:

\*Address:

\*City:

\*State:

\*Zip Code:

\*Telephone:

Name and occupation of spouse within the last 12 months, if married (For Conflict of Interest purposes):

\*Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute:



\*Application for Appointment to: (Name of Board, Commission, Committee or Task Force)

APPLICANTS APPOINTED BY THE BOARD OF SUPERVISORS WILL BE REQUIRED TO TAKE AN OATH OF OFFICE.

All applications will be kept on file for one year from the date of application.

PERSONAL INFORMATION

The following information is provided in confidence, but may be used by the Board of Supervisors when making the appointment, or be used by the Committee/Commission/Board/Task Force following appointment for purposes of communicating with the appointee.

\*Full Name:

\*email Address:

\*Home Address:

\*Work Address:

\*City:

\*State:

\*Zip Code:

\*City:

\*State:

\*Zip Code:

\*Telephone:

\*Telephone:







**Business and/or professional experience:**

**Civic Activities:**

Have you attended any meetings of the Board/Commission to which you wish appointment?      Yes ☐ No ☐

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Appointments confirmed by the Board of Supervisors require an appearance before the Rules Committee. Once your application is received, the Rules Committee Clerk will contact you when a hearing is scheduled. *(Please submit your application 10 days before the scheduled hearing.)*

**Date:** \_\_\_\_\_ **Applicant's Signature: (required)** \_\_\_\_\_

(Manually sign or type your complete name.  
NOTE: By typing your complete name, you are  
hereby consenting to use of electronic signature.)

**Please Note:** Your application will be retained for one year. Once completed, this form, including all attachments, become public record.

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**FOR OFFICE USE ONLY:**

Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_



**County of Santa Clara**  
**Office of the Clerk of the Board of Supervisors**

County Government Center, East Wing  
70 West Hedding Street  
San Jose, California 95110-1770  
(408) 299-5001 FAX 298-8460 TDD 993-8272  
Web site: <http://www.sccgov.org/sites/bos/cob>



Megan Doyle  
Clerk of the Board

**Application for Advisory Appointment**

New! The County of Santa Clara provides reimbursement to appointed Commissioners for family care expenses during the time spent performing their official County duties. For additional information please contact the Office of the Clerk of the Board at 408-299-5001.

**Applicant must be resident of Santa Clara County.**

**Fields marked with an asterisk (\*) are required.**

Title:

Select...

Submit Date:

8/27/2018

\*Last Name:

Middle Name:

\*First Name:

\*Address:

\*Home Phone:

City:

State:

Zip:

Business Phone:



<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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E-mail Address:  Fax No.

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How long have you been a resident of the County of Santa Clara?

Years  Months

\*In which supervisorial district do you live?

Don't know which district you live in? Use our online [District Lookup Application](#)

\*Are you currently an appointed member of a Santa Clara County Board/Commission/Committee? Yes ☐ No ☐

If yes, which one(s)

\*Are you a County employee? Yes ☐ No ☐

If yes, in which department

Occupation

Education (check all that apply):

☐ High School ☐ College Degree ☐ Master Degree ☐ Doctoral Degree

☐ Other



\*On which Advisory Board, Commission or Committee would you like to serve?

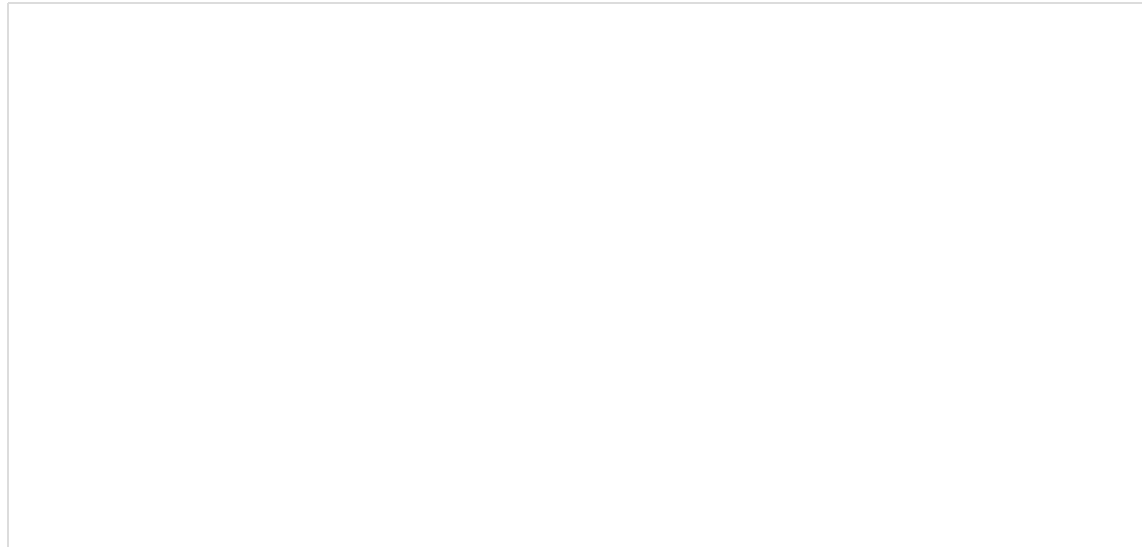
Why do you want to become a member of a County Advisory Board or Commission?

Please list your qualifications thought applicable for appointment.



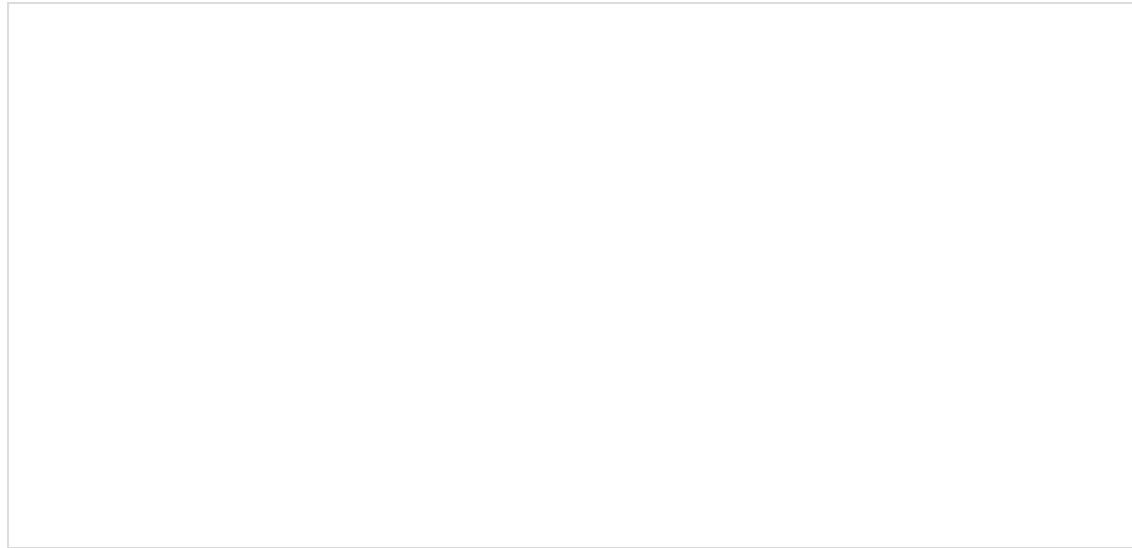


Are there any interests or activities that you wish to bring to attention of the Board of Supervisors?

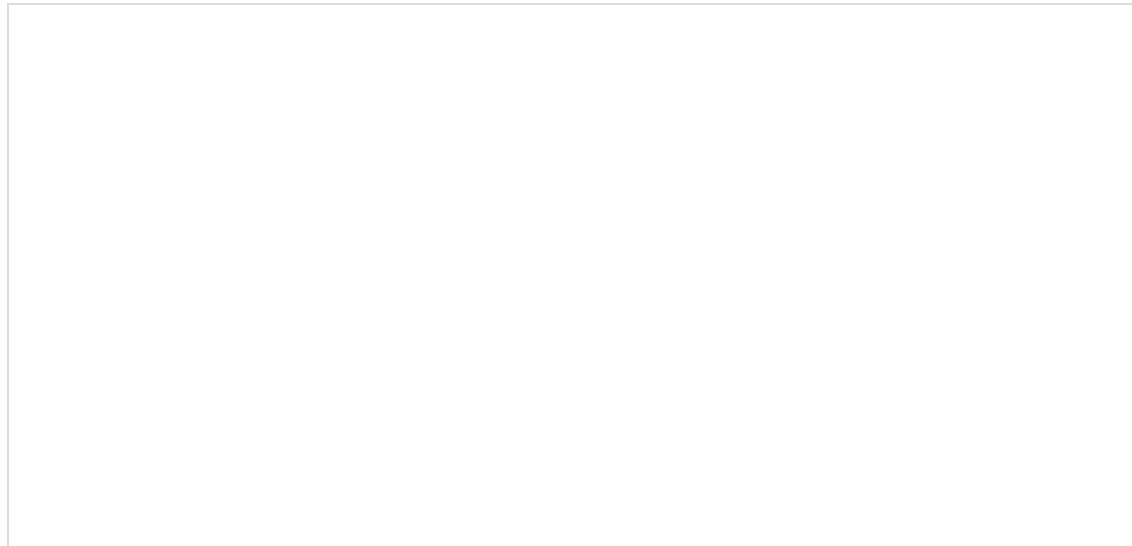




Do you have any obligations that might affect your attendance at scheduled meetings?



This space is provided for any additional information you may have about yourself or the position being sought.





**Please provide three references:**

Reference 1

Name:

Address Line 1:

Address Line 2:

Phone:

Reference 2

Name:

Address Line 1:

Address Line 2:

Phone:

Reference 3

Name:

Address Line 1:

Address Line 2:

Phone:

*Application expires 2 years from date submitted.*

\* How did you learn about this vacancy?





**SOLANO COUNTY BOARD OF SUPERVISORS**  
**675 Texas Street, Suite 6500, Fairfield, CA 94533**

**Application for Membership on Advisory Board, Council, Committee or Commission**  
*(Feel free to attach additional information, resume, biography, etc)*

APPLICATION FOR MEMBERSHIP ON: \_\_\_\_\_  
(Name of Board, Council, Committee or Commission)

IF THIS BOARD, COUNCIL, COMMITTEE OR COMMISSION CALLS FOR A SPECIFIC TYPE OF MEMBER, PLEASE INDICATE THE POSITION FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

NAME: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE NUMBERS: (HOME) \_\_\_\_\_ (BUSINESS) \_\_\_\_\_

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE (please check one): 1\_\_\_\_ 2\_\_\_\_ 3\_\_\_\_ 4\_\_\_\_ 5\_\_\_\_

WILL YOU BE AVAILABLE TO ATTEND BOARD/COUNCIL/COMMITTEE/COMMISSION MEETINGS REGULARLY: \_\_\_\_\_

MEMBERSHIPS IN OTHER ORGANIZATIONS (list name and address): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR EMPLOYMENT & EDUCATIONAL HISTORY (Resume may be attached):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES (list 3-5): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

AS A MEMBER OF THIS BOARD/COUNCIL/COMMITTEE/COMMISSION, WHAT MIGHT YOU HOPE TO ACHIEVE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AS A MEMBER OF THIS BOARD/COUNCIL/COMMITTEE/COMMISSION, WHAT DO YOU THINK YOU MIGHT CONTRIBUTE TO HELP IT FULFILL ITS MISSIONS AND GOALS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

APPLICANT SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



County of Sonoma  
Board of Supervisors  
Boards/Commissions/Committees Application

Return Completed Application to:  
575 Administration Drive, Rm. 100A  
Santa Rosa, CA 95403  
(707) 565-2241  
(707) 565-3778 FAX

BOARD/COMMISSION/COMMITTEE OF INTEREST \_\_\_\_\_

HAVE YOU EVER ATTENDED A MEETING OF THIS BOARD/COMMISSION/COMMITTEE? YES ☐ NO ☐

IF SO, HOW MANY? \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

HOW MANY YEARS HAVE YOU RESIDED IN SONOMA COUNTY? \_\_\_\_\_

PRESENT OCCUPATION \_\_\_\_\_

**EDUCATION:**

SCHOOL	MAJOR	GRADUATION DATE/DEGREE

**COMMUNITY SERVICE EXPERIENCE:**

ORGANIZATION	DATES SERVED	POSITION

OTHER RELEVANT EXPERIENCE/EXPERTISE:

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WHAT IS YOUR UNDERSTANDING OF THE ROLE AND RESPONSIBILITY OF THIS  
BOARD/COMMISSION/COMMITTEE?

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**WHICH ACTIVITIES OF THIS BOARD/COMMISSION/COMMITTEE INTEREST YOU THE MOST?**

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**WHICH ACTIVITIES INTEREST YOU THE LEAST?**

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**WHAT WOULD BE YOUR GOAL AS A BOARD BOARD/COMMISSION/COMMITTEE MEMBER?**

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**WHAT DO YOU FEEL YOU COULD CONTRIBUTE TO SEE THESE GOALS REALIZED?**

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**USE ADDITIONAL PAPER IF NECESSARY**

**PLEASE LIST TWO LOCAL REFERENCES AND THEIR PHONE NUMBERS:**

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*Appointees will be required to take an Oath of Office & may be subject to filing an annual Statement of Economic Interest.*

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

**Applications will be kept on file for two years. All applications are available to the public.**

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# Contra Costa County

## Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION - DRAFT

First Name

Last Name

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

Education: Please check all that apply

☐ High School

☐ College Degree

☐ Masters Degree

☐ Doctoral Degree (including M.D., J.D., Ph.D., and others)

☐ Other Degree (please specify)

☐ Other Professional Certifications (please specify)

Board, Committee or Commission Name

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ No

☐ Yes

If yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am including my resume with this application

Please check one:

☐ Yes

☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board?

Please check one:

☐ Yes

☐ No



List any volunteer and community experience, including any advisory boards on which you have served.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

☐ 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 relationships?

☐ Yes

☐ No

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 publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Signed:

Date:

Submit this application to:

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)*

### **Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by the Contra Costa County.
3. Members of certain 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.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors Member in any of the following relationships: Mother, father, son, daughter. Brother, sister, grandmother, grandfather, grandson, and granddaughter. Great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, and great-granddaughter; first-cousin; husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter; sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and
8. A person will not be eligible to serve if the person shares a financial interest as defined in Gov't Code Section 87103 with a Board of Supervisors Member.