



# Agenda

## 2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

(An Ad Hoc Committee Established by the Board of Supervisors)

March 18, 2019  
12:00 P.M.

Paramount Conference Room  
777 Arnold Drive, Martinez

**Supervisor Diane Burgis, Chairperson**  
**Supervisor Candace Andersen, Vice Chair**

District I: Lina Velasco • District II: Aparna Madireddi • District III: Linda Soliven  
District IV: Lauren Babb • District V: Lynn Reichard-Enea

Fran Biderman • Alvaro Fuentes • Samuel Houston • Melody Howe-Weintraub  
Terry Koehne • Mariana Moore • Mark Orcutt • Andres Orozco • Ali Saidi

### Facilitators:

Barbara Riveira, County Administrator's Office  
Kristine Solseng, Conservation and Development Department

### Agenda Items:

Items may be taken out of order based on the business of the day and preference of the Committee

1. Call to Order and 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 February 19, 2019 of the 2020 Census Complete Count Steering Committee meeting. *(Barbara Riveira, County Administrator's Office)*
4. REVIEW applicable provisions of the Ralph M. Brown Act and the County's Better Government Ordinance. *(Emlyn Struthers, Clerk of the Board's Office) - Est 5 min*
5. DISCUSS and APPROVE recommendation to form an Outreach Sub-Committee and a Finance Sub-Committee. Discuss committee governance. *(Supervisor Andersen) - Est 15 min*
6. DISCUSS the role and responsibilities of the regional working groups. *(Barbara Riveira, County Administrator's Office; Kristine Solseng, Conservation and Development Department) - Est 10 min*
7. REVIEW the draft Strategic Outreach Plan and DETERMINE next steps. *(Kristine Solseng, Conservation and Development Department) - Est 20 min*

8. RECEIVE federal, State, and Regional updates on preparation for the Census. *(Barbara Riveira, County Administrator's Office; Kristine Solseng, Conservation & Development Department) - Est 10 min*
9. RECEIVE update on the April 1st Kick-Off Event. *(Lauren Babb, District IV Appointee) - Est 5 min*
10. RECEIVE presentation on Language Accessibility. *(Zhiyuan "John" Zhang, U.S. Census Bureau, Kristine Solseng, Conservation and Development Department) - Est 30 min*
11. REVIEW meeting schedule and work plan. *(Barbara Riveira, County Administrator's Office) - Est 5 min*
12. The next meeting is currently scheduled for April 15, 2019, at Contra Costa County EMS Agency, 777 Arnold Drive, Paramount Room, Martinez.
13. Adjourn

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*The 2020 Census Complete Count Steering Committee will provide reasonable accommodations for persons with disabilities planning to attend the 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 2020 Census Complete Count Steering Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.*

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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:

Barbara Riveira, County Administrator's Office  
Phone (925) 335-1018, Fax (925) 646-1353  
barbara.riveira@cao.cccounty.us



# Contra Costa County Board of Supervisors

## Subcommittee Report

### 2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

3.

**Meeting Date:** 03/18/2019

**Subject:** RECORD OF ACTION FOR THE FEBRUARY 19, 2019 MEETING

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:** Barbara Riveira, County Admin Office **Contact:** Barbara Riveira (925)  
335-1018

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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 February 19, 2019 meeting.

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

RECEIVE and APPROVE the Record of Action for the February 19, 2019 meeting.

#### **Fiscal Impact (if any):**

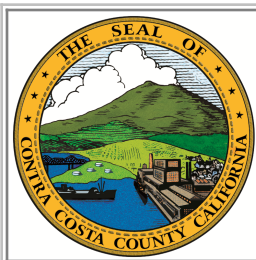
None.

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#### **Attachments**

DRAFT 2020 Census Steering Committee Record of Action for February 19, 2019

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## 2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

RECORD OF ACTION FOR  
FEBRUARY 19, 2019

Present: Chair Diane Burgis; District I Representative Lina Velasco; District II Representative Aparna Madireddi; District III Representative Linda Soliven; District IV Representative Lauren Babb; District V Representative Lynn Reichard-Enea; At Large Member Fran Biderman; At Large Member Melody Howe-Weintraub; At Large Member Mariana Moore; At Large Member Mark Orcutt; At Large Member Samuel Houston; At Large Member Terry Koehne; At Large Member Alvaro Fuentes; At Large Member Andres Orozco; At Large Member Ali Saidi

Staff Present: Barbara Riveira, CAO Sr. Management Analyst; Kristine Solseng, Conservation & Development Dept

Attendees: Julie DiMaggio Enea, County Admin Office; Mark Goodwin, District III Chief of Staff; Jaime Jenett, HSD Homeless Programs; Dom Pruet, District II Supervisor's Office; Kook Huber; Lia Bolden, U.S. Census Bureau; Zhiyman Zhang, U.S. Census Bureau; Sandy Trujillo; Mariana Trujillo

1. Welcome and Introductions (*Supervisor Burgis*)

***Chair Burgis convened the meeting at 2:05 p.m. and self-introductions were made around the room.***

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

***No one requested to speak during public comment period***

3. RECEIVE presentation providing a census overview and update on State and federal guidelines and instructions.

***Lia Bolden, Northern California Partnership Coordinator, U.S. Census Bureau presented a good overview of the importance of the census, why the census is done, how the census data can make a difference in how funding is distributed for the next 10 years, and how the final data can make a difference with congressional seats as well as redistricting. She also expressed that one of the primary concerns of the U.S. Census Bureau is to maintain secure data and hiring community members to fill jobs in the local area. This is the first census where an individual can go on-line or use a phone to complete the census. The phone and on-line capabilities will have 12 other languages available to assist with filling out the census. The census will be printed in English and Spanish, and individuals can request a paper copy.***

***Supervisor Burgis requested that Ms. Bolden return to the Steering Committee to provide a presentation on language access.***



4. It is recommended that Steering Committee members develop rapport with community organization, faith leaders, schools, and other community groups in order to further the goals of the local census effort.

*Kristine Solseng presented an overview of the Complete Count Committee and Regional Working Groups.*

*Supervisor Burgis also requested that information be sent to all members about training on the Brown Act and quorum requirements to get a better understanding of the public meeting requirements and rules.*

*Supervisor Burgis requested that one of the charts “Integrating with Other Census Outreach” be revised to include Cities, Special Districts and CBO’s*

5. Next Step: Steering Committee is asked to recommend a budget to the Board of Supervisors in March to meet the State Strategic Plan due date.

*Kristine Solseng presented on the different elements that the Strategic Plan needed to include as well as presented three options for budget presentation. A goal was set to present the strategic plan and budget to the Board of Supervisors on March 26, 2019.*

*It was recommended that the Strategic Plan Framework under Additional Outreach Strategies be modified to match messaging with hard-to-count population. It was additionally requested that the Budget chart be made larger.*

*Supervisor Burgis recommended that an updated draft of the Strategic Plan be presented at the next Steering Committee meeting.*

6. DISCUSS Census 2020 Kick-off Event -- April 1, 2019 and offer suggestions for the venue and structure of the event.

*Barbara Riveira provided a short presentation on the objectives of the Kick-off Event and why April 1, 2019 was selected as the date for the Kick-off Event.*

*Lauren Babb and Sandy Trujillo volunteered to start a working group to provide support for the event. Supervisor Burgis requested that staff prepare an outline of what a regional work group does.*

*Members of the Steering Committee were asked to email Barbara Riveira any ideas for the location of the event, event activities, and what media outlets should be invited to the event. In addition, staff was instructed to invite the County's Public Information Officer to the kick-off event.*

7. Review tentative meeting schedule and work plan.

*Supervisor Burgis reviewed the meeting schedule and stated committee members can add additional items to the work plan. The committee decided to meet on the third Monday of every month from 12:00 noon to 2:00 p.m.*

AYE: Chair Diane Burgis, District I Representative Lina Velasco, District II Representative Aparna Madireddi, District III Representative Linda Soliven, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Ali Saidi, At Large Member Alvaro Fuentes, At Large Member Andres Orozco, At Large Member Fran Biderman, At Large Member Mariana Moore, At Large Member Mark Orcutt, At Large Member Melody Howe-Weintraub, At Large Member Samuel Houston, At Large Member Terry Koehne

Passed

8. The next meeting is currently scheduled for March 18, 2019 (*Location to be determined...*).

## **ADJOURN**

***Chair Burgis adjourned the meeting at 4:05 p.m.***

For Additional Information Contact:

Barbara Riveira, County Administrator's Office  
Phone (925) 335-1018, Fax (925) 646-1353  
barbara.riveira@cao.cccounty.us



# Contra Costa County Board of Supervisors

## Subcommittee Report

### 2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

4.

**Meeting Date:** 03/18/2019  
**Subject:** RALPH M. BROWN ACT AND COUNTY BETTER GOVERNMENT ORDINANCE  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:**

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#### **Referral History:**

The Ad Hoc Census 2020 Complete Count Steering Committee is a public body that conducts public meetings. As such, its members are required to comply with the provisions of the Brown Act and the County's Better Government Ordinance (BGO).

The Ralph M. Brown Act was an act of the California State Legislature, authored by Assemblymember Ralph M. Brown and passed in 1953, that guaranteed the public's right to attend and participate in meetings of local legislative bodies. The Brown Act was enacted in response to mounting public concerns over informal, undisclosed meetings held by local elected officials who were avoiding public scrutiny by holding secret "workshops" and "study sessions." The Brown Act solely applies to California city and county government agencies, boards, and councils.

The BGO is a local law enacted by the Board of Supervisors that applies specifically to Contra Costa County government. Committee members and County staff are required to operate within its guidelines. The Ordinance mandates a higher level of transparency and availability of information to the public than does the Brown Act.

#### **Referral Update:**

A summary of the Brown Act and Better Government Ordinance along with selected provisions is attached hereto. In addition, a video presentation of the Brown Act and the County Better Government Ordinance as they apply to this Committee is available on the County's website at: <http://www.contracosta.ca.gov/mediacenter.aspx?VID=19> .

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

REVIEW applicable provisions of the Ralph M. Brown Act and the County's Better Government Ordinance.

**Fiscal Impact (if any):**

None.

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**Attachments**

Presentation-Open Meeting Policies

Brown Act - BGO Summary

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# OVERVIEW OF OPEN MEETING POLICIES FOR ADVISORY BODIES

Presented by

**Emlyn Struthers**

*Management Analyst & Deputy Clerk*

Contra Costa County Clerk of the Board of Supervisors



## WHAT THIS PRESENTATION COVERS

- 1. Overview of the two main open meeting polices**
  - **Brown Act**
  - **Better Government Ordinance (“BGO”)**
- 2. Resources available to you**



## LAYERS OF POLICIES: ADVISORY BODIES



- **Federal**
- **State**
- **Local**

# OPEN MEETING POLICIES

- **The Brown Act**
- **Better Government Ordinance**





# THE BROWN ACT

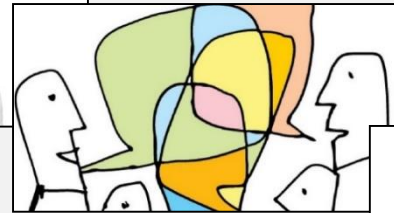
- **Guarantees the public's right to attend and participate in meetings of local legislative bodies**
- Applies to local legislative bodies, such as the Board of Supervisors, and bodies created by formal action of those bodies, including advisory boards



# BROWN ACT MEETING

- Any gathering of a majority of the members of the legislative body to:

- Hear
- Discuss, and/or
- Deliberate



... on any item of business that is within the subject matter jurisdiction of the body



## DISCUSSING BUSINESS OUTSIDE A MEETING IS GENERALLY PROHIBITED

- Majority may not discuss or transact business outside of a properly noticed meeting
  - Personally
  - Through Staff
  - Via technology
- ‘Serial’ meetings are prohibited



# THE BETTER GOVERNMENT ORDINANCE (BGO)

- **Codifies main provisions of the Brown Act**
- **Applies to a broader set of the county's advisory bodies and includes subcommittees**
- **Goes beyond the disclosure requirements in the Brown Act**
  - Extends the notice period to a minimum of 96 hours (4 full days) in advance



# QUORUM

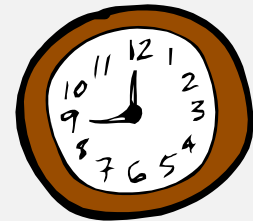
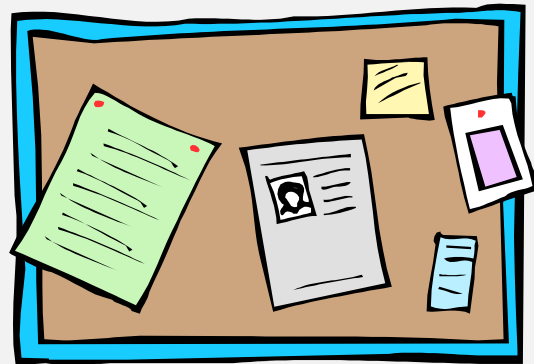


- A quorum is the minimum number of members who must be present at the meeting for business to be **legally** transacted (Brown Act)
- Generally, a **quorum is a majority** of the members of the body
- Quorum is fixed: No “moving” quorum
  - Based on **AUTHORIZED** seats, not how many appointments are currently made
- No quorum, no meeting!



# AGENDA POSTING AND PUBLIC ACCESS

- **Physical posting at a location fully accessible to the public** is required
- Must **distribute the agenda and materials** to those who have requested the materials within the last year
- Internet web posting is required for many bodies and is **recommended for all bodies**

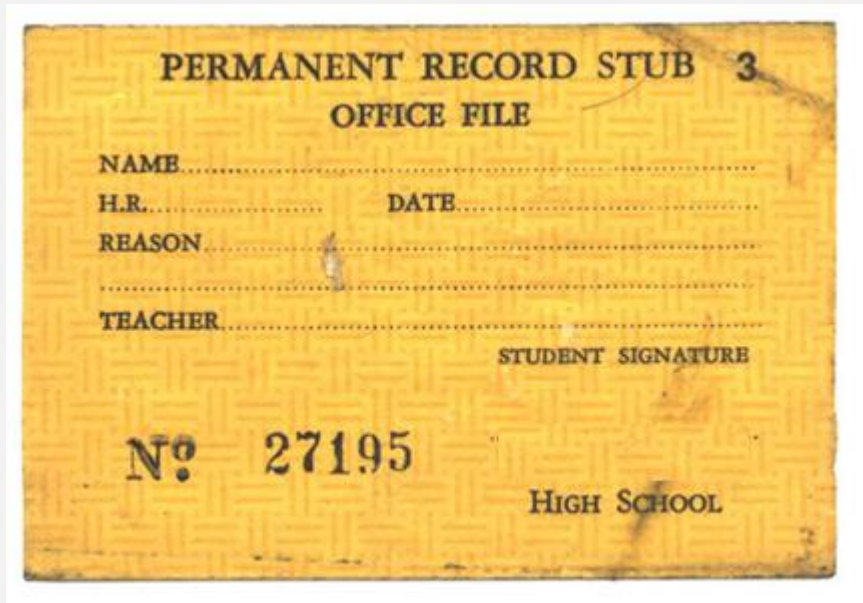


# REQUIRED AGENDA CONTENT

- Where/when meeting is held
- Adequate description of agenda items
- Public access to agenda materials
- Disability-related modification or accommodation & how to request
- Public comment



# MINUTES/RECORD OF ACTIONS



- Must be kept in the county's custody and available for public inspection
- Must be kept indefinitely (permanent record)



## MEETING IN CLOSED SESSION

- Meeting in closed session is allowed **only** for specific matters as expressly authorized by statute.
- **Advisory bodies are not authorized to hold closed sessions**



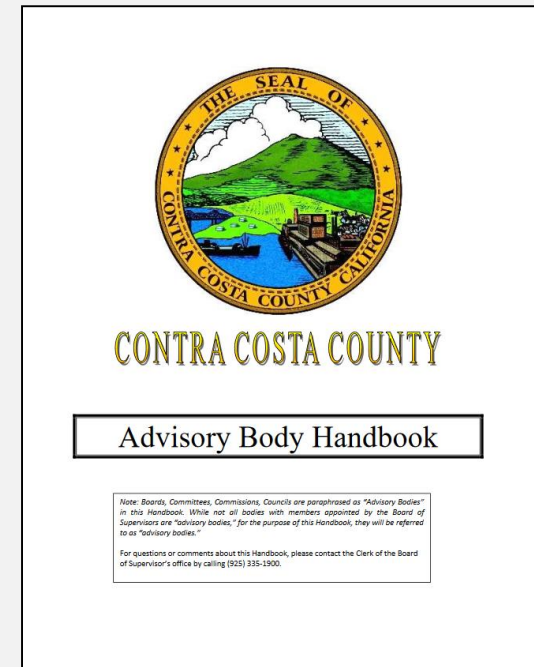
# PENALTIES & REMEDIES

- **Removal from role**
- **Criminal Penalties**
  - Knowing violations are a misdemeanor
- **Civil Remedies**
  - Any interested person may bring a lawsuit
  - Body has chance to cure and correct
  - Certain illegal actions may be voided
  - Costs and attorney fees awarded



# RESOURCES

- **Clerk of the Board Website:**
  - <http://www.co.contra-costa.ca.us/3418/>
  - Handbook
  - Videos and online trainings
- **Staff assistance and support**
  - Advisory body staff
  - Clerk of the Board



- About Contra Costa ▶
- Appointed Bodies, Committees and Commissions
- Board of Supervisors ▶
- Clerk of the Board ▶
- Clerk-Recorder
- Codes & Ordinances ▶
- County Administration ▶
- Departments ▶



Live Chat



CCTV



Online Payments



Jobs

## Board of Supervisors Appointed Bodies, Committees and Commissions

Contra Costa is governed by a five-member Board of Supervisors elected to represent citizens of our County. County government also includes a variety of citizen commissions, committees and other entities formed to advise the Board of Supervisors and County staff on issues and policy. County committees are created as a result of State and Federal legislation, agreements with public or private agencies, and local needs. They serve as links to our community, expanding the dialogue between the public and the County government, and enhancing the quality of life for our residents.

We welcome the participation of our citizens, and have a wide variety of positions available. Some of our appointed bodies have very targeted, specific focus, while others have broad-based jurisdictional responsibilities. Elected officials, including County Supervisors, sit on some of these entities; most are comprised of people who have an interest in a facet of local government, and are to be thanked for giving their time and expertise.

The following information is available to assist you in participating:

### [Boards & Commissions Database](#)

Find details and the online application for each appointed body, committee and commission by visiting the [Boards & Commissions Database](#).

### [Apply Online!](#)

- [PDF Application](#)
- [Find out in which supervisorial district you live; many appointments are specific to the boundaries of each district](#)
- [2019 Local Appointments List](#)
- [Agenda Center - Citizen Advisory Body Meeting Agendas](#)
  - Note: some advisory bodies may publish agendas on their own website

I've been appointed! What next?

- [Advisory Body Handbook](#)
- Training Resources
  - [Training Certification](#)
  - [Advisory Body Training Video](#)
  - [Brown Act and Better Government Ordinance Training Video](#)
  - [Ethics Training](#)
- [Municipal Advisory Council Policies](#)

For more information, please contact the Clerk of the Board:

# TRAINING

- **Training Certification Form**
  - Complete within first two months of appointment



I've been appointed! What next?

- [Advisory Body Handbook](#)
- Training Resources
  - [Training Certification](#)
  - [Advisory Body Training Video](#)
  - [Brown Act and Better Government Ordinance Training Video](#)
  - [Ethics Training](#)

# QUESTIONS? ASK US!

Clerk of the Board, *Main Office*

(925) 335-1900

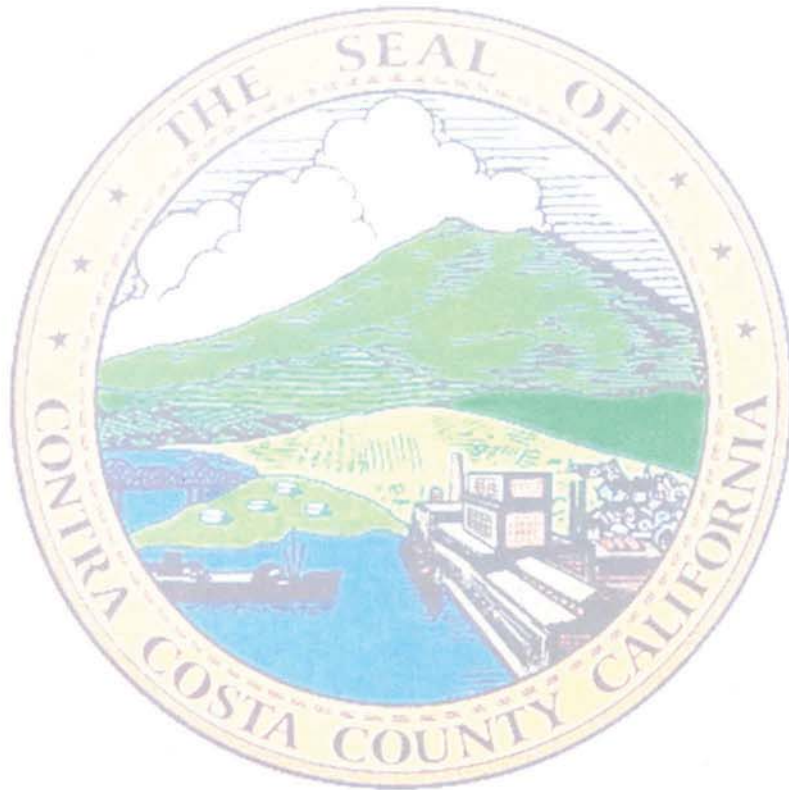
[ClerkoftheBoard@cob.cccounty.us](mailto:ClerkoftheBoard@cob.cccounty.us)

Emlyn Struthers, *Management Analyst & Deputy Clerk*

(925) 335-1919

[Emlyn.Struthers@cob.cccounty.us](mailto:Emlyn.Struthers@cob.cccounty.us)





## **Appendix 1**

**Key Provisions of Brown Act,  
Better Government Ordinance  
and Agenda Requirements**



*Office of the County Counsel*  
651 Pine Street, 9th Floor  
Martinez, CA 94553

Contra Costa County  
Phone: (925) 335-1800  
Fax: (925) 646-1078

*Date:* January 15, 2014

*To:* David W. Twa, County Administrator,  
Attn: Tiffany Lennear, Chief Clerk of the Board of Supervisors,  
County Boards, Commissions, and Committees and their Administrative  
Officers and Secretaries

*From:* Sharon L. Anderson, County Counsel  
By: Mary Ann McNett Mason, Assistant County Counsel

*M.A.M.*

*Re:* **Ralph M. Brown Act Amendment Requires Detailed Public Report of  
Individual Votes**

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For your information, we discuss a recent amendment to the Ralph M. Brown Act, the open meeting law, Statutes of 2013, Chapter 257, effective January 1, 2014. Government Code section 54953, subsection ( c ) (2) now provides:

“The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.”

Previously, the law prohibited public bodies from voting by secret ballot, but did not expressly require that individual votes be reported on open session items, unless the meeting involved a teleconference location.<sup>1</sup> Thus, some agencies would state in their minutes that an item passed, without specifying how the various board members voted. This made it hard for members of the public either not attending the meeting, or watching the meeting of a very large body, to know with certainty how individual members voted on any given item. Government Code section 54953 ( c ) (2) was added to improve public accountability by requiring agencies to clearly report the vote or abstention of each member present at the meeting.<sup>2</sup>

#### **A. Specificity in Minutes/Record of Actions Now Required**

To comply with this new public reporting requirement, each time a board, committee, or commission votes on an agenda item, the minutes or record of actions must

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<sup>1</sup> Gov. Code, § 54953 (b) (2).

<sup>2</sup> Senate Floor, Bill Analysis, SB 751 (5/28/13); Assembly Committee on Appropriations, Bill Analysis, SB 751 (7/3/13).



state how each individual board or committee member voted. If the member did not vote, the minutes/record of actions must specify whether the member was absent or abstained. To do this, include the following information in the minutes/record of actions for every vote:

- AYES: (list names of members voting aye)
- NOES: (list names of members voting no)
- ABSENT: (list names of members absent)
- ABSTAIN: (list names of members who abstained)

A written record of the body's actions must be made available for public review. This is usually done by posting approved minutes or a record of actions.

If bodies pass resolutions or otherwise reflect their actions by annotating individual board orders, these documents must detail the vote in the form shown above. A simple statement of the number of votes pro and con on a resolution or an annotated board order will not suffice. Each board member's name and vote, absence, or abstention also must be listed on the resolutions or board orders.

#### **B. Enhancing Transparency in Open Session**

Sometimes when a vote taken in open session is not unanimous, it can be difficult for members of the public attending the meeting to follow. To enhance transparency in this circumstance, it is a good practice to publicly announce the vote immediately after it occurs. After a vote in open session that either is not unanimous or from which a member abstains, the chair may summarize the vote and action taken as follows:

“The motion passes 3-2, with Smith and Jones dissenting. Item x is approved.” or

“The motion passes 4-0, with Smith abstaining. Item x is approved.”

“The motion fails 3-2, with Smith, Jones, and Black voting against. Item x is not approved.”

#### **C. Report of Vote following Closed Session**

Not all boards, committees, and commissions are authorized by the Brown Act to meet in closed session. Legal counsel must always be consulted before listing a closed session item on an agenda. When a closed session is authorized, and the body reports an

David W. Twa, County Administrator  
Attn: Tiffany Lennear, Chief Clerk of the Board of Supervisors  
January 15, 2014  
Page 3

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action taken in closed session in the minutes/record of actions or other written document, the same format described in Section A above must be used to describe the vote.<sup>3</sup>

In an oral report of action taken or direction given in a closed session, the vote or abstention of every member present for the closed session must be reported. This applies even if the vote is unanimous.<sup>4</sup> For example, the chair or counsel may state:

“In closed session, the board voted unanimously to seek appellate review in the case of *Green v. Miller*.” or

“In closed session, the board voted 3-2, to seek appellate review in the case of *Green v. Miller*, with Smith, Jones, and Black voting aye, and White and Rose dissenting.” or

“In closed session, the board voted unanimously to seek appellate review in the case of *Green v. Miller*, with Black abstaining.

MAM/am

cc: Members, Board of Supervisors  
County Administrator  
Attn: Terry Speiker, Chief Assistant County Administrator  
Julie Enea, Senior Deputy County Administrator  
Department Heads  
Steven Moawad, Senior Deputy District Attorney

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<sup>3</sup> Gov. Code, §§ 54953, 54957.1.

<sup>4</sup> Gov. Code, § 54957.1.

*Office of the County Counsel*  
651 Pine Street, 9th Floor  
Martinez, CA 94553

Contra Costa County  
Phone: (925) 335-1800  
Fax: (925) 646-1078

*Date:* March 29, 2012

*To:* County Boards, Commissions and Committees and their  
Administrative Officers and Secretaries

*From:* Sharon L. Anderson, County Counsel  
By: Mary Ann McNett Mason, Assistant County Counsel *M. A. M.*

*Re:* Selected Brown Act and Better Government Ordinance Provisions

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County advisory bodies are subject to both the Ralph M. Brown Act (Government Code, sections 54950 et. seq.) and the County's expanded open meeting law, the Better Government Ordinance (Contra Costa County Code, Chapter 25-2.) For your information, we provide this summary of the critical provisions of these open meeting laws.

A. Open Meetings. The Brown Act and Better Government Ordinance generally require that all County Board, commission and committee ("County body") meetings be open for public attendance, that all interested persons be permitted to attend and participate, and that meetings be held on noticed dates at fixed times and places and in accordance with posted agendas. Most county bodies provide for regular fixed times and places for meetings. Meetings generally must be held within the jurisdictional limits of the Board of Supervisors and at locations accessible to the public, including disabled persons. (Gov. Code, §§ 54950, 54954(a),(b), 54961; Ord. § 25-2.602.)

B. County Bodies Subject to Open Meeting Laws. The Brown Act applies to all "legislative bodies" of a local agency, i.e., the County. Legislative bodies include: 1) the governing body of the local agency, (e.g., the Board of Supervisors); 2) committees created by statute; 3) committees created by formal action of the Board, whether composed of lay persons or a combination of lay persons and board members; 4) standing committees composed solely of members of the Board which have a continuing subject matter jurisdiction (e.g., permanent subcommittees such as the "Internal Operations" committee); 5) standing committees created by a Board appointed committee and composed solely of members of that body (e.g., a Mental Health Commission subcommittee). (Gov. Code, § 54952 (a), (b).)

The Better Government Ordinance applies to all County bodies subject to the Brown Act *and* to all other Board or committee created County bodies, including temporary, ad hoc advisory committees composed solely of Board members or committee members and appointed to deal with a single topic for only one meeting or a small number of unscheduled meetings. (Ord. § 25-2.202(a), 25-2.204(a), 25-2.205.) County bodies that are not subject to the Brown Act nevertheless must comply with comparable provisions under the Ordinance. (Ord. § 25-2.202(a), 25-2.204(a), 25-2.205.) We caution that very few committees will be exempt from both the Act

and the Ordinance and that the safer course of action is to assume that both open meeting laws apply.

Bodies subject to the Brown Act and the Ordinance do not include advisory committees to a single individual which are formed by the unilateral action of that individual, e.g., a committee to assist the County Administrator or a single Supervisor and do not include committees made up entirely of County staff. (56 Ops.Cal.Atty.Gen. 14 (1973); Ord. § 25-2.202.) However, unless composed entirely of County staff, a permanent advisory committee created by the County Administrator or a department head must permit the public to attend its meetings upon request to the extent possible consistent with the facilities and the purpose of the gathering. Meetings of these committees need not be formally noticed or provide for public comment. (Ord. § 25-2.204 (d), (e).)

C. Definition of "Meeting". "Meetings" include:

\* Any congregation of a majority of members of a County body at the same place and location (including teleconference locations) to hear, discuss, deliberate or take action on any item within the body's subject matter jurisdiction. (Gov. Code, 54952.2 (a).)

\* Any serial use of communication, personal intermediaries, or technological devices through which a majority of the body's members discuss, deliberate, or take action on an item. (For example, for a five person body, such an illegal "serial" meeting could occur where committee member A e-mails committee member B about his position on a committee issue and B forwards A's e-mail to committee member C.) A mere series of e-mails or telephone calls by a majority of the body about one of its business items violates the Brown Act. (Gov. Code, § 54952.2 (b).)

D. Social and Ceremonial Occasions. Meetings generally do not include social or ceremonial occasions, provided that a majority of the members do not discuss among themselves business within the subject matter jurisdiction of the legislative body of the local agency. (Gov. Code, § 54952.2(c)(5).) However, when a County body, as a body, sponsors a social, recreational or ceremonial occasion, such as a holiday party, and a majority of the body is invited to attend, the occasion must be accessible to the public upon request, to the extent possible consistent with the facilities and the purpose of the gathering. The occasion need not be noticed formally, conducted at a particular location or provide for public comment. (Ord. § 25-2.204 (d) (2), (e).)

E. Regular Meetings- Agenda Posting Requirements and Related Provisions.

1. Enhanced Agenda Notice Requirement. Under the Brown Act, agendas must be posted at least 72 hours before each scheduled regular meeting. (Gov. Code, § 54954.2

(a.) However, the Better Government Ordinance extends this posting period an additional day. (Ord. § 25.2-206 (a).) Thus, at least 96 hours before each scheduled regular meeting, an agenda containing a brief general description of each item of business to be transacted at the public body's meeting, including items to be discussed in closed session, must be posted. The description generally need not exceed 20 words. The agenda must specify the time and location of the regular meeting.

The agenda must be physically posted in a location freely accessible to members of the public during the entire 96 hour period. (Gov. Code, § 54954.2(a); Ord. § 25.2-206 (a); 78 Ops.Cal.Atty.Gen.328 (1995).) In addition, certain bodies must *also* post their agendas on the their website, or arrange for posting on the County's website 96 hours in advance of the meeting. (Gov. Code, § 54951, 54954.2 (d); see attached memorandum, **Internet and Physical Agenda Posting Required for Certain Bodies.**)

If an item is not specified on the agenda, the County body may not act on or discuss that item, or add that item to the agenda as an urgency item, except as set forth below in subsections 3 and 4. (Gov. Code, § 54954.2 (a), (b); Ord. § 25.2-205.)

2. Deadline for Staff Materials. At least 96 hours in advance of a regular scheduled meeting, all staff reports and other materials prepared or forwarded by staff that provide background information and recommendations on agenda items must be made available to the public and to members of the body. (Ord. § 25-2.206 (a).) In the case of items that are placed on the agenda for a scheduled meeting at a prior meeting occurring not more than seven days before the scheduled meeting, supporting written staff materials may be made available 24 hours before the scheduled meeting. (Ord. § 25-2.206 (a).)

3. Exceptions to the Better Government Ordinance 96 hour agenda notice and staff material deadline. Under limited circumstances, the County body may waive the requirement that an agenda and supporting staff reports must be made available to the public and to members of the body at least 96 hours before the meeting. Upon a determination by *three-fourths* vote of the body that it is essential to waive the time limits *and* after receiving from staff a written explanation as to why the agenda and/or staff reports could not be made available 96 hours in advance, the body may waive the time limits. (Ord. § 25-2.206 (a).) *Notwithstanding a waiver of the Better Government Ordinance requirements, the 72 hour agenda notice requirements and exceptions thereto of the Brown Act continue to apply to all County bodies covered by the Act.*

4. Exceptions to Brown Act 72 hour agenda notice.

a. "Brief Response" to Public Comment; Reference to Staff. (Gov. Code, § 54954.2 (a).) A County body may engage in certain limited activities that are not discussion of



or action on, non-agenda items. If an item not on the agenda is raised by a member of the public during the "public comment" portion of the meeting, members of the County body may "briefly respond." Until a court has construed "briefly respond," we recommend that County bodies interpret the right to respond narrowly, and keep responses limited. On any matter, either in response to questions posed by members of the public or on their own initiative, members of County bodies may ask questions for clarification. In addition, subject to the body's rules or procedures, members of County bodies may provide a reference to staff or other resources for factual information, may request that staff report back at a subsequent meeting on a matter, or may request that staff place a matter on a future agenda. (Gov. Code, § 54954.2 (a).)

b. Limits on Discussion and Action on Non-Agenda Items. (Gov. Code, § 54954.2 (b). Discussion may occur and action may be taken on items which are not set forth on the posted agenda where, prior to discussion or action, the body publicly identifies the item and:

(1) The majority of members of the body vote and find that an emergency exists which involves a work stoppage or other activity which severely impairs public health, safety or both or a crippling disaster which severely impairs public health and safety or both, or

(2) Upon a determination by a two-thirds vote of the body (or, if less than two-thirds of the members are present, a unanimous vote of the members present) that there is a need to take immediate action and that the need for action *came to the attention of the local agency after the agenda was posted*, or

(3) The item was posted for a prior meeting, but action on the item was continued to the present meeting, which is not more than five calendar days after the meeting for which the item was posted. (Gov. Code, § 54954.2 (b).)

*We caution that these exceptions will rarely apply in the case of County advisory bodies.*

F. Special Meeting Notice Requirements. The Brown Act law requires that notice of a special meeting be provided by 24 hour advance written notice to each member of the public body (unless notice has been appropriately waived) and to each local newspaper, radio or television station which had requested notice in writing. Notice may be given by personal delivery or *by any other means* (i.e., facsimile or e-mail). In addition, the call and notice of the special meeting must be physically posted at least 24 hours prior to the meeting in a location that is freely accessible to members of the public. Bodies subject to the internet posting requirement must also simultaneously post the special meeting agenda on their website, or if they don't have a website, on the County's website. The notice must identify the time and place of the meeting and the business to be transacted. Only the business set forth in the notice may be transacted at the

meeting. (Gov. Code, § 54956.)

1. Public Input. The notice for the special meeting must provide an opportunity for public comment on the item which is the subject of the special meeting before the public body acts on that item. (Gov. Code, § 54956.)

G. Emergency Meeting Notice Requirements. The Brown Act allows the calling of emergency meetings in specified circumstances (work stoppages, crippling disasters, or other activities which will severely impair public health, safety or both, as determined by a majority of the public body) without complying with the special meeting 24 hour notice or 24 hour posting requirements. If telephone services are functioning, each newspaper and radio or television station that has filed a request for special notice must be noticed by telephone at least one hour prior to the emergency meeting. (Gov. Code, § 54956.5 (a) (1), (b).)

In the case of dire emergencies (crippling disaster, mass destruction, terrorist act, threatened terrorist act that poses immediate and significant peril as determined by a majority of the public body), even the one hour notice to media outlets is eliminated. If telephone services are functioning, telephone notice of the meeting must be given to the media outlets at or near the time that the chair notifies members of the body of the meeting. (Gov. Code, § 54956.5 (a) (2), (b).)

As to any emergency meeting, if telephone services are not functioning, as soon after the meeting as possible, newspapers and radio or television stations must be notified of the meeting, of its purpose, and of any action taken at it. In addition, as soon after the meeting as possible, the minutes of the emergency meeting must be posted for a minimum of 10 days in a public place. (Gov. Code, § 54956.5 (e).)

H. Public Input.

1. Provide Opportunity to Comment. Every agenda must provide an opportunity for members of the public to directly address the body on 1) items that are within the subject matter jurisdiction of the body, even if they are not on the agenda and 2) items on the agenda. The opportunity to comment on agenda items must be afforded *before or during* the body's consideration of the item. (Gov. Code, § 54954.3(a); Ord. § 25-2.205 (c).) To ensure that the public is not denied the opportunity to comment on specific agenda items, and to enhance the flow of the meeting, we suggest that the public comment period as to all items usually be scheduled for the beginning of the meeting.

If a member of the public addresses an item not appearing on the posted agenda, no response, discussion, or action on that item may occur except as set forth in section E,

subparts 3 and 4 above.

2. No Prohibition of Criticism. During a meeting, the County body may not abridge or prohibit public criticism of the County's policies, procedures, programs, or services, and may not abridge or prohibit public criticism of acts or omissions of the body. However, the body may apply its adopted rules of procedure concerning time per speaker. (Gov. Code, § 54954.3 (a); Ord. § 25-2.604.)

3. Overflow Capacity. If the number of spectators at a meeting of the Board of Supervisors, or of a permanent board or commission, or of a permanent subcommittee of the Board, exceeds the legal capacity of the meeting room, the public address system must broadcast into an adjacent area to permit the overflow audience to hear the meeting. If this is not possible, the meeting must be adjourned to a facility with sufficient capacity to accommodate the entire audience. (Ord. § 25-2.602.)

I. Teleconferencing. A body may hold meetings by "teleconference," that is, a meeting of a body whose members are in different locations, connected electronically through audio and/or video. During the teleconference, at least a quorum of the members of the body must participate from locations within the boundaries of the body. Teleconferencing may be used for all purposes in connection with a public meeting, including voting. All votes taken during a teleconferenced meeting must be by roll call. Each teleconference location must be identified in the agenda for the meeting, and each teleconference location must be accessible to the public. The agenda must permit members of the public to address the body directly at each teleconference location. Agendas must be posted at all teleconference locations. (Gov. Code, § 54953 (b).)

J. Record of Meetings. Each County body must keep a record of its meetings. Though the record need not be verbatim, i.e., a tape-recording, it must accurately reflect the agenda and the decisions made in the meeting. (Ord. § 25-2.205 (d).)

K. Assistance for Persons with Disabilities on Request. Upon request, agendas, agenda packets, and other writings distributed to the public body must be made available in appropriate alternative formats to persons with disabilities as required by the federal Americans with Disabilities Act. In addition, every public body agenda, including all subcommittee agendas, must include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aides or services, may be made by a person with a disability who requires a modification or accommodation to participate in a meeting. (Gov. Code, §§ 54954.1; 54954.2 (a); 54957.5 (b).)

L. Distributed Materials as Public Records. Except for certain writings exempt



from disclosure under the California Public Records Act, documents distributed to the County body by staff or any other person for consideration at a public meeting are public records. If presented during a meeting during discussion on an agenda item, such records must be immediately available for public inspection. If presented during a meeting prior to commencement of discussion on the agenda item to which the records relate, such non-exempt documents must be made available to the public for inspection before and during discussion on the agenda item. (Gov. Code, § 54957.5(a),(c); Ord. § 25-2.206 (c).)

Before a meeting, except for records that are exempt by law from disclosure, any county record that is intended for distribution to the body, even if not yet distributed to the body, must be available for public inspection and copying upon request. (Ord. § 25-2.206 (b).)

*M. Provision of Agenda Materials Required.*

1. Written Request for Packet. The Brown Act permits a member of the public to place a standing request that copies of the agenda or of the agenda packet be mailed to him. Such request must be made in writing and will apply for the entire calendar year in which it is filed. The body must mail the requested materials at the time the agenda is posted, or upon distribution to a majority of the members of the County body, whichever is first. Thus, if the agenda packet is mailed to members of the county body a week before the meeting, the packet must be mailed simultaneously to a requestor. (Gov. Code, § 54954.1.)

2. Materials Distributed Less Than 72 Hours Before Meeting. If a document related to an open session agenda item on a regular meeting agenda is distributed to a majority of the body less than 72 hours before the meeting, the document must be made available to the public at a specified location at the same time it is provided to the body. Each meeting agenda must specify the location where such documents will be available for public inspection. (Gov. Code, § 54957.5 (b) (2).) Inasmuch as the County's Better Government Ordinance requires that the agenda and supporting staff reports be made available to the public and members of the body at least 96 hours before a regular meeting, there should be few occasions on which a document is distributed less than 72 hours before a meeting.

Please note that these two State law requirements apply, even if a legislative body subject to the Better Government Ordinance acts by a three-fourths vote to waive ordinance requirements that the agenda and supporting staff reports must be made available to the public 96 hours in advance of the meeting. (Ord. § 25-2.206 (a).)

2. Fees for Provision of Packet. The County body may establish a fee for provision of agenda packets. (Gov. Code, § 54954.1.) However, the Better Government Ordinance imposes a limitation on fees for duplication of agendas and related materials. Bodies considering establishment of a fee for mailing of the agenda or agenda packet should be sure

such fee conforms to these limitations. While a body may charge actual mailing costs, a body may not charge for copying meeting agendas and related materials that are twenty or fewer pages per document. A fee of one cent per page may be charged for a copy of agendas and related materials that contain more than twenty pages per document. (Ord., §§ 25-2.206 (d); 25-4.610.)

N. Closed Sessions. There are a number of express grounds (to receive legal advice concerning threatened or pending litigation, etc.) authorizing adjournment of a County body from a public meeting to a closed session. However, this office envisions only the rarest of situations arising in which the public bodies that it advises other than the Board of Supervisors or legislative special district bodies would be permitted to go into closed session. For this reason, we suggest that if the County body feels a closed session may be justified the body should authorize its chairperson or staff to contact this office to discuss whether a closed session is appropriate, how it should be noticed, and how action taken should be reported out.

1. Agenda Notice Requirements. Regular meeting agendas and special meeting notices must include a brief, general description of the matters to be discussed in closed session. (Gov. Code, §§ 54954.2, 54956.) The Brown Act provides agenda descriptions for each of the various closed session topics. While the Act does not require use of these descriptions, their use provides a “safe harbor” against challenges to the adequacy of the notice. (Gov. Code, § 54954.5.)

2. Announcing and Reporting Out. Before conducting a closed session, the body must announce in open session the items to be discussed. Disclosure may be made by reference to the agenda item number or letter. (Gov. Code, § 54957.7(a).) After completing closed session, the public body must reconvene in open session and make a public report of certain specified actions. The content of the report depends upon the nature of the closed session. Generally, in addition to other matters, where action is taken the County body must report out the vote or abstention of every member present. (Gov. Code, §§ 54957.1.)

3. Closed Session Prohibited for Temporary Bodies. A County body subject to the Better Government Ordinance, but not otherwise subject to the Brown Act, (i.e., a temporary ad hoc committee composed solely of members of the county body) may not hold a closed session. It must conduct all meetings in open session. (Ord., § 25-2.205 (a).)

O. Procedure to Void Actions Taken in Violation of the Brown Act's Requirements. The Brown Act sets forth a procedure for invalidating actions of a covered public body taken in violation of that Act. (Gov. Code, § 54960.1.) The procedure provides that before any interested person may initiate legal action to obtain a judicial determination of whether the public body has violated the Act and that any action taken is null and void, the person must make a written demand on the public body to cure the alleged defect. If your body received such a demand, it

immediately should be brought to the attention of the County Counsel's Office.

Should the interested party file and succeed in litigation, the court can award costs and reasonable attorneys fees against the County body. (Gov. Code, § 54960.5.)

P. Criminal Penalty for Unlawful Meeting. Each member of a body who attends a meeting of that body where action is taken in violation of any provision of the Brown Act, and where the member intends to deprive the public of information to which the member knows or has reason to know the public is entitled under the Brown Act, is guilty of a misdemeanor. (Gov. Code, § 54959.)

Conclusion. As can be seen from the foregoing, it is very important that your County body properly prepare agendas and provide required notice of its meetings. If these procedural matters are not done correctly, interested parties may use legal process to void actions taken at an improperly noticed meeting. If your body has any particular questions concerning these requirements, please have your chairperson or administrative staff contact this office for clarification.

MAM/am

attachment

cc: Members, Board of Supervisors, District Offices  
County Administrator  
Clerk of the Board  
Thomas Kensok, Senior Deputy District Attorney  
County Department Heads

*Office of the County Counsel*  
651 Pine Street, 9th Floor  
Martinez, CA 94553

Contra Costa County  
Phone: (925) 335-1800  
Fax: (925) 646-1078

*Date:* February 21, 2012  
*To:* County Boards, Commissions, and Committees  
*From:* Sharon L. Anderson, County Counsel  
By: Mary Ann McNett Mason, Assistant County Counsel *M. A. M.*  
*Re:* Internet and Physical Agenda Posting Required for Certain Bodies

---

For your information, we summarize a recent amendment to the Ralph M. Brown Act, the open meeting law.

#### PHYSICAL AND INTERNET AGENDA POSTING REQUIRED

Effective January 1, 2012, State law requires that certain public bodies post regular and special meeting agendas on their websites. **This is not a substitute for physically posting the agenda. Agendas must be posted both on the website and on the building.** (Gov. Code, §§ 54954.2, 54956.) County bodies must post regular meeting agendas at least 96 hours before the regular meeting and must post special meeting agendas at least 24 hours before the special meeting. The same time limits apply to both physical and internet posting.

This new internet posting requirement applies to governing bodies of local agencies such as the Board of Supervisors or a joint powers agency governing board. Additionally, the new requirement applies to statutory bodies such as the County Planning Commission and Municipal Advisory Councils, and to certain bodies whose membership is compensated for service *and* includes a Supervisor or other member of a statutory body, such as the Internal Operations Committee. (Gov. Code, §§ 54951, 54954.2 (d), 54956 (c).) A comprehensive list of County bodies subject to the new internet posting requirement is attached. (See list, **Bodies That Must Post Agendas Physically and on Website.**)

If a listed body does *not* have its own website, it must arrange to have its agenda posted on the County's website 96 hours before regular meetings and 24 hours before special meetings. A body without a website must deliver a hard copy of its agenda to the Clerk of the Board, attention Arsenio Escadero, Senior Management Analyst, **at least one full business day** before the required posting deadline. Bodies that have websites should forward links for their websites to the Clerk of the Board who will create a master index of such websites on the County's website.

#### NO POSTING, NO MEETING

If a body on the attached list fails to timely post its agenda physically in a location

that is freely accessible to the public *and* on its website (or the County's website,) the body may not hold its meeting. (Gov. Code, §§ 54954.2 , 54956 .)

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MAM/am

attachment

cc: Members, Board of Supervisors

County Administrator

Attn: Terry Speiker, Chief Assistant County Administrator

Attn: Lara Delaney, Senior Management Analyst

Department Heads and Fire Chiefs

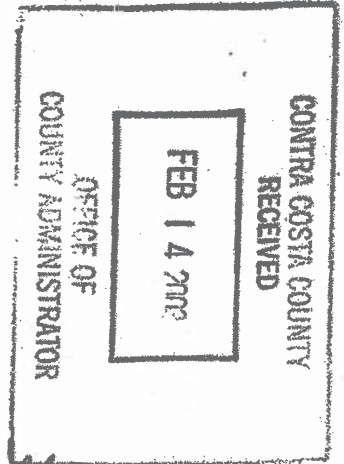
Executive Director, Housing Authority



Office of the County Counsel  
651 Pine Street, 9th Floor  
Martinez, CA 94553

Contra Costa County  
Phone: (925) 335-1800  
Fax: (925) 646-1078

**IMPORTANT  
New Brown Act  
Agenda Requirement**



**Date:** February 13, 2003

**To:** County Boards, Commissions and Committees and their Administrative Officers and Secretaries

**From:** Silvano B. Marchesi, County Counsel  
By: Mary Ann McNett Mason, Deputy County Counsel *M.A.M.*

**Re:** Brown Act Requirements for Assistance for Persons with Disabilities

---

Effective January 1, 2003, the Brown Act contains requirements designed to ensure that public bodies foster participation by persons with disabilities. (Gov. Code, §§ 54954.1; 54954.2 (a); 54957.5 (b).)

*I. New Agenda Requirement*

The Brown Act now requires that every advisory body meeting agenda include information regarding how, to who, and when a request for disability-related modification or accommodation, including auxiliary aides or services, may be made by a person with disabilities. (Gov. Code, § 54954.2 (a).) To ensure that your advisory body meets this requirement, you should include the following statement *on the front page* of your agenda:

**"The (insert name of advisory body, or subcommittee of advisory body) will provide reasonable accommodations for persons with disabilities planning to attend (insert name of advisory body or subcommittee) meetings who contact (insert name of chair or, if committee has staff, name of staff to committee) at least 24 hours before the meeting, at (insert telephone number for chair or staff person named above.)"**

Be sure to include this statement on every meeting agenda, whether the agenda is for a meeting of the advisory body itself, or for a meeting of one of the body's subcommittees. To ensure that the statement is visible, you may want to print it in bold or italic type, or you may want to enlarge the type.

*2. Provision of Documents for Persons With Disabilities on Request*

The Brown Act now requires that, *upon request*, agendas, agenda packets, and other writings distributed to your advisory body be made available in appropriate alternative formats to persons with disabilities as required by the federal Americans with Disabilities Act. (Gov. Code, §§ 54954.1, 54954.2 (a), 54957.5 (b).) For example, a person with a vision problem may contact you and ask for an enlarged copy of the agenda packet. Please note that when responding to such a request, your advisory body may not charge a person with a disability any more than it would charge any other person for providing copies of the documents requested. (Gov. Code, § 54957.5 (c).)

A requestor may make a standing request that the agenda and agenda packets always be made available in an appropriate alternative format. Such request will be good for the entire calendar year in which it is made. (Gov. Code, § 54954.1.)

Please note that an advisory body is only required to provide a document in an appropriate alternative format when there is a request for such modification. Advisory bodies are not required to provide documents in alternative formats in the absence of a request.

*3. What To Do if You Receive a Request for Either a Meeting Access Accommodation or a Document in an Alternative Format*

If you are an advisory body chair, or staff to an advisory body, and you receive a request for an accommodation to attend a meeting, i.e., for an assistive listening device, a sign language assistant, or wheelchair access, or you receive a request for a document in an alternative format, i.e., large print or braille, you should do the following:

A. Do not ask the requestor about the nature of their disability. Inquire only about the nature of the accommodation needed.

B. Do not ask the requestor to put the request in writing. An oral request is sufficient. Make sure you understand the request.

C. For every request, complete the attached "Disability Access Request Form." Be sure to get a telephone number where you can contact the requestor. Tell the requestor that you will respond as soon as possible.

D. Immediately call Gina Martin, Chief Clerk, Clerk of the Board at 925-335-1900. Tell her about the access request, and fax a copy of the completed Disability Access Request Form to her at 925-335-1913. Ms. Martin has sources for provision of accommodations and will assist you in identifying an appropriate source for the accommodation.

E. Before the meeting, inform the requestor of the outcome of the request, i.e., that the advisory body will provide the requestor an audio tape of the agenda contents.

F. Complete the "outcome" section of the Disability Access Request Form.

*4. What To Do if You Receive a Complaint about Your Response to a Request from a Person with a Disability*

If you receive a complaint about your response to a request to assist a person with disabilities, immediately refer the matter to the Assistant Risk Manager/Liability, Sharon Hymes-Offord, at 925-335-1442 or to the County's Risk Manager, Ron Harvey, at 925-335-1443.

MAM/am

attachment

cc: Members, Board of Supervisors, District Offices  
County Department Heads ✓  
Clerk of the Board  
Attn: Gina Martin, Chief Clerk,  
Ron Harvey, Risk Manager  
Jim Sepulveda, Senior Deputy District Attorney  
Emma Kuevor, Affirmative Action Officer  
Susan Skamsner, ADA Coordinator



**DISABILITY ACCESS REQUEST FORM**  
**INTAKE FORM**

1. **DATE OF MEETING(S)** If more than one meeting or reoccurring meeting, please list specifics as to dates: \_\_\_\_\_  
\_\_\_\_\_
2. **NAME OF MEETING, EVENT AND/OR COMMITTEE** (include County department) \_\_\_\_\_  
\_\_\_\_\_
3. **CONTACT PERSON** \_\_\_\_\_
4. **TELEPHONE NUMBER OF CONTACT PERSON** \_\_\_\_\_
5. **LOCATION OF EVENT** (include room number or location) \_\_\_\_\_  
\_\_\_\_\_

**ACCESS REQUEST**

1. **Who made the request for access?** \_\_\_\_\_  
Contact phone number and/or address \_\_\_\_\_  
\_\_\_\_\_
2. **What access accommodation was requested?** \_\_\_\_\_  
\_\_\_\_\_
3. **Did the requestor identify a disability?** \_\_\_\_\_  
\_\_\_\_\_
4. **What date was the request received and by what means (phone call, letter, etc.)?** \_\_\_\_\_  
\_\_\_\_\_

**OUTCOME**

1. **REQUEST GRANTED** \_\_\_\_\_ Describe access accommodation \_\_\_\_\_  
\_\_\_\_\_
- Were any problems encountered? \_\_\_\_\_  
\_\_\_\_\_
- Were accommodations successful? \_\_\_\_\_
- Were there any comments/complaints from the person receiving the accommodation? \_\_\_\_\_  
\_\_\_\_\_
2. **Was request for access denied?** \_\_\_\_\_  
Describe reason for denial or alternative offered \_\_\_\_\_  
\_\_\_\_\_
3. **Comments/complaints from person requesting access?** \_\_\_\_\_
4. **Suggestions for future accommodations** \_\_\_\_\_

# BETTER GOVERNMENT ORDINANCE

Contra Costa County, California, Ordinance Code >> Title 2 - ADMINISTRATION >> Division 25 - BETTER GOVERNMENT ORDINANCE >> Chapter 25-2 - MEETINGS >>

## Chapter 25-2 - MEETINGS

### Sections:

#### Article 25-2.2. General

- 25-2.202 - Application to policy bodies—Definitions.
- 25-2.204 - Meetings to be open and public.
- 25-2.205 - Expansion of open meeting requirements.
- 25-2.206 - Agendas and related materials—Public records.
- 25-2.402 - Closed sessions—Pending litigation.
- 25-2.404 - Closed sessions—Employee salaries and benefits.
- 25-2.406 - Report of closed session actions.
- 25-2.602 - Barriers to attendance prohibited.
- 25-2.604 - Public testimony at regular and certain special meetings.
- 25-2.606 - Public comment by members of policy bodies.

#### 25-2.202 - Application to policy bodies—Definitions.

- (a) For the purposes of this division a "policy body" means the board of supervisors, or any permanent or temporary board, committee or commission under the authority of the board of supervisors. Policy bodies do not include committees entirely made up of county staff.
- (b) A "delegated body" is any private entity which receives a grant of governmental authority, financial support or property, pursuant to action by the board of supervisors; and is governed by a multi-member body, which includes one or more members of a policy body.
- (c) "County" includes the county of Contra Costa and all special districts, agencies and authorities of which the board of supervisors is the governing body.
- (d) "Permanent advisory committee" means a permanent committee created by the county administrator, or a department head to advise the county administrator or a department head. "Permanent advisory committee" does not include a committee made up entirely of county staff.

(Ord. 95-6).

#### 25-2.204 - Meetings to be open and public.

- (a) All meetings of any policy body which is not currently governed by the provisions of the Ralph M. Brown Act (Gov. Code Section 54950 et seq.) shall be held in accordance with Section 25-2.205 of this division.
- (b) The governing body of a "delegated body" shall conduct its meetings pursuant to Section 25-2.205 of this division when it deliberates either the expenditure of funds received from the county or any use of governmental authority delegated by the county.
- (c) To the extent not inconsistent with state or federal law, any contract between the county and a private entity that owns, operates or manages any real property in which the county has a legal interest, including a mortgage, and on which the entity performs a government function related to the furtherance of health, safety or welfare, shall include a requirement that any meeting of the governing board of the entity to address any matter relating to the property, or its

government related activities on the property, be conducted as provided by Section 25-2.205, except that closed sessions may be conducted as provided for by Article 25-2.4.

- (d) The following are considered to be passive access gatherings which the public shall be permitted to attend:
  - (1) Meetings of permanent advisory committees;
  - (2) Social, recreational or ceremonial occasions sponsored by or for the policy body, to which a majority of the body has been invited.
- (e) Such "passive access" gatherings shall be accessible upon inquiry or request to the extent possible consistent with the facilities and the purpose of the gathering. Such gatherings need not be noticed formally, conducted in any particular space open to spectators or provide for comment by spectators.
- (f) Such passive access gatherings may exclude the public if their purpose is to discuss information which is privileged by a specific state or federal statute.

(Ord. 95-6).

### **25-2.205 - Expansion of open meeting requirements.**

- (a) Policy bodies of the county which would not otherwise be subject to the Ralph M. Brown Act (Gov. Code Section 54950 et seq.) shall hold all meetings in open session. No closed sessions shall be allowed.
- (b) No issues which are not included in the agenda may be acted upon or deliberated by the policy body. No urgency items may be added to the agenda.
- (c) Public comment must be allowed on each agenda item and during a general comment period.
- (d) Records or recordings of the meetings must be kept in a manner which accurately reflects the agenda and decisions made at the meeting. These records do not necessarily need to be verbatim records.

(Ord. 95-6).

### **25-2.206 - Agendas and related materials—Public records.**

- (a) Staff material, consisting of agendas of policy body meetings, staff reports and other material prepared or forwarded by staff which provide background information and recommendations regarding agenda items, when distributed to all or to a majority of the members of a policy body in connection with a matter subject to discussion or consideration at a public meeting shall be made available to the public. All such staff material must be distributed to the policy body and be made available to the public ninety-six hours before a scheduled meeting or twenty-four hours prior to a meeting when the agenda item has been added to the agenda at a previous meeting of the policy body not more than seven days prior to the scheduled meeting. However, the policy body may, by a three-fourths vote, waive these time limits when, in its judgment, it is essential to do so, providing that the county administrator, appropriate department head or staff member furnishes to the board of supervisors or other policy body a written explanation as to why the material could not be provided to the board or other policy body and the general public within the above time limits.
- (b) Records which are not exempt from disclosure and intended for distribution to the policy body shall be made available for public inspection and copying upon request whether or not actually distributed to or received by the body at the time of the request.
- (c) Records which are releasable and which are distributed during a public meeting but prior to commencement of their discussion shall be made available for public inspection prior to and during, their discussion.
- (d) A policy body of the county may charge a duplication fee in accordance with Section 25-4.610, for a copy of a public record prepared for consideration at a public meeting. Neither this section



nor the California Public Records Act (Gov. Code § 6250 et seq.) shall be construed to limit or delay the public's right to inspect any record required to be disclosed by this section, whether or not distributed to a policy body.

(Ord. 95-6).

#### **Article 25-2.4. Closed Sessions**

##### **25-2.402 - Closed sessions—Pending litigation.**

- (a) A policy body covered by the Ralph M. Brown Act, based on advice of its legal counsel, may hold a closed session to confer with, or receive advice from, its legal counsel regarding pending litigation when discussion in open session concerning those matters would prejudice the position of the county in that litigation.
- (b) Litigation shall be considered pending when any of the following circumstances exist:
  - (1) An adjudicatory proceeding before a court, administrative body exercising its adjudicatory authority, hearing officer, or arbitrator, to which the county, an officer or employee of the county, or an agency of the county is a party, has been initiated formally;
  - (2) A point has been reached where, in the opinion of the policy body on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the county, or the policy body is meeting only to decide whether a closed session is authorized pursuant to that advice;
  - (3) Based on existing facts and circumstances, the policy body has decided to initiate or is deciding whether to initiate litigation.
- (c) Legal advice as to the potential risk of litigation of actions not yet taken, if provided by counsel at a meeting of a policy body, is to be conveyed openly as a matter of public record.
- (d) A closed session may not be held under this section to consider the qualifications or engagement of an independent contract attorney or law firm, for litigation services or otherwise.
- (e) Prior to holding a closed session pursuant to this section, the policy body shall disclose the justification for its closure either by entries in the appropriate categories on the agenda or, in the case of an item added to the agenda based on a finding of necessity and urgency, by an oral announcement specifying the same information.

(Ord. 95-6).

##### **25-2.404 - Closed sessions—Employee salaries and benefits.**

- (a) A policy body with authority concerning employee compensation and benefits may hold closed sessions with the county's designated representatives regarding the salaries, salary schedules or compensation paid in the form of fringe benefits to its represented and unrepresented employees. A policy body shall not discuss or negotiate compensation or other contractual matters in closed session with one or more employees directly interested in the outcome of the negotiations except as follows. The board of supervisors may, in closed session, discuss and provide direction to the county administrator or other negotiators representing the county regarding the salary and benefits of unrepresented management employees. The salary and benefits of members of the board of supervisors, the county administrator and department heads will be discussed and acted on separately by the board of supervisors in open session.
- (b) In addition to the closed sessions authorized by subdivision (a), a policy body subject to Government Code Section 3501 may hold closed sessions with its designated representatives on mandatory subjects within the scope of representation of its represented employees, as determined pursuant to Government Code Section 3504.
- (c) Closed sessions shall be for the purpose of reviewing the county's position and instructing its designated representatives and may take place only prior to and during consultations and

discussions between the county's designated representatives and the representatives of employee organizations or the unrepresented employees.

(Ord. 95-6).

### **25-2.406 - Report of closed session actions.**

- (a) After every closed session, a policy body may in its discretion and in the public interest, disclose to the public any portion of its discussion the disclosure of which is not prohibited by federal or state law. The body shall, by motion and vote in open session, elect either to disclose no information or to disclose the information which a majority deems to be in the public interest. The disclosure shall be made through the presiding officer of the body or such other person, present in the closed session, whom he or she designates to convey the information.
- (b) A policy body shall publicly report any final action taken in closed session and the vote or abstention of every member present thereon, as follows:
  - (1) **Real Property Negotiations.** Direction or approval given to the policy body's negotiator concerning real estate negotiations pursuant to Government Code Section 54956.8 shall be reported as soon as the agreement is final. If its own approval renders the agreement final, the policy body shall report that approval, the substance of the agreement and the vote thereon in open session immediately. If final approval rests with the other party to the negotiations, the county shall disclose the fact of that approval, the substance of the agreement and the policy body's vote or votes thereon upon inquiry by any person, as soon as the other party or its agent has informed the county of its approval.
  - (2) **Litigation.** Direction or approval given to the policy body's legal counsel to prosecute, defend or seek or refrain from seeking appellate review or relief, or to otherwise enter as a party, intervenor or amicus curiae in any form of litigation as the result of a consultation under Government Code Section 54956.9 shall be reported in open session as soon as given, or at the first meeting after the adverse parties have been served if, in the opinion of legal counsel, earlier disclosure would jeopardize the county's ability to effectuate service of process or to conclude existing settlement negotiations to its advantage, in a manner that identifies the adverse party or parties, any co-parties with the county, and the substance of the litigation, including the circumstances leading to the dispute.
  - (3) **Settlement.** Approval given to the policy body's legal counsel of a settlement of pending litigation as defined in Government Code Section 54956.9, at any stage prior to or during a judicial or quasi-judicial proceeding, shall be reported as soon as the settlement is final. If its own approval renders the settlement final, the policy body shall report that approval, the substance of the agreement and the vote thereon in open session immediately. If final approval rests with some other party to the litigation, the county shall disclose the fact of that approval, the substance of the agreement and the policy body's vote or votes thereon upon inquiry by any person, as soon as the settlement is final. The county shall neither solicit nor agree to any term in a final settlement which would preclude the release of the text and terms of the settlement itself and any related documentation communicated to or received from the adverse party or parties, or any other materials not originally constituting a confidential communication between the county and its counsel. The county shall oppose any request for confidentiality to which it is proposed the county would be a party.
  - (4) **Claim Payments.** Disposition reached as to claims discussed in closed session pursuant to Government Code Section 54956.95 shall be reported as soon as agreed upon by the claimant, in a manner that discloses the name of the claimant, the substance of the claim, and any monetary amount approved for payment.
  - (5) **Employee Actions.** Action taken by a policy body to appoint, employ, dismiss, transfer, accept the resignation of or otherwise modify the terms or duration of the employment

contract of a public employee in closed session pursuant to Government Code Section 54957, shall be reported immediately in a manner that names the employee and position affected and specifies any change in compensation, job description, assignment or other contract particulars and, in the case of dismissal for a violation of law or of the policy of the county, the reason for dismissal. "Dismissal" within the meaning of this division includes any termination of employment at the will of the employer rather than of the employee, however characterized, including a resignation tendered as an alternative to involuntary termination. The proposed terms of any separation agreement shall be disclosed, along with its final terms, immediately upon final approval by the policy body. Provided, that the report of a dismissal or the nonrenewal of an employment contract shall be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

- (6) Collective Bargaining. Approval of a final agreement concluding labor negotiations pursuant to Government Code Section 54957.6 shall be reported as soon as it has been approved and ratified by all parties in a manner that describes the item approved, and identifies the other party or parties to negotiation. Such disclosure shall include all formal offers and counteroffer made over the term of the negotiations.
- (c) Reports required to be made immediately may be made orally or in writing, but shall be supported by copies of any contracts, settlement agreements, or other affected documents that were finally approved or adopted by both sides after action in the closed session. These documents shall be provided to any person who requested such copies in a written request submitted within twenty-four hours of the posting of the agenda, or who has made a standing request for all such documentation as part of a request for notice of meetings pursuant to Government Code Sections 54944.1 or 54946.

(Ord. 95-6).

#### **Article 25-2.6. Public Participation**

##### **25-2.602 - Barriers to attendance prohibited.**

No policy body shall conduct any meeting, conference or other function in any facility that excludes persons on the basis of actual or presumed class identity or characteristics, or which is inaccessible to persons with physical disabilities, or where members of the public may not be present without making a payment or purchase. Whenever the number of spectators at a meeting of the board of supervisors, or a permanent board or commission, or a permanent sub-quorum committee of the board of supervisors, exceeds the legal capacity of the meeting room, any public address system used to amplify sound in the meeting room shall be extended by supplementary speakers to permit the overflow audience to listen to the proceedings in an adjacent room or passageway. If there be no public address system, or if supplementary speakers are not available at the time, the meeting shall be adjourned to a facility with capacity to accommodate all citizens present and wishing to attend.

(Ord. 95-6).

##### **25-2.604 - Public testimony at regular and certain special meetings.**

A policy body shall not abridge or prohibit public criticism of the policies, procedures, programs or services of the county, or of any other aspect of its proposals or activities, or of the acts or omissions of the policy body, on any basis other than reasonable and uniformly applied time constraints provided in previously adopted rules.

(Ord. 95-6).

##### **25-2.606 - Public comment by members of policy bodies.**



Every member of a policy body retains the full constitutional rights of a citizen to comment publicly on the wisdom or propriety of government actions, including those of the policy body of which he or she is a member. This county shall not sanction, reprove or deprive members of their rights as elected or appointed officials for expressing their judgments or opinions, including those which deal with the perceived inconsistency of nonpublic discussions, communications or actions with the requirements of state or federal law or of this division. The release of factual information made confidential by state or federal law including, but not limited to, the privilege for confidential attorney-client communications, may be the basis for a request for injunctive relief, a complaint to the grand jury seeking an accusation of misconduct, or both.

*(Ord. 95-6).*



To: Board of Supervisors

From: INTERNAL OPERATIONS COMMITTEE

Date: April 28, 2009



Contra Costa County

Subject: ADOPTION OF ORDINANCE TO EXEMPT CERTAIN MUNICIPAL ADVISORY COUNCILS FROM THE BETTER GOVERNMENT ORDINANCE

**RECOMMENDATION(S):**

ADOPT Ordinance No. 2009-11 as introduced on April 21, 2009, amending the County's Better Government Ordinance (BGO) to exempt Municipal Advisory Councils (MACs) whose membership composition is the same as the elected members of a Community Service District (CSD).

**FISCAL IMPACT:**

n.e.

**BACKGROUND:**

Effective January 1, 2006, the Community Services District (CSD) law expressly contemplates that members of a CSD board of directors may serve on a municipal advisory council and that the offices of Director and Council member are not incompatible (Gov. Code § 61040 (d)). Therefore, if the Board of Supervisors and the Board of the CSD desire that the members of a MAC be the elected members of a CSD, this can be accomplished by amending the resolution establishing the MAC. (This was accomplished in April 2007 for the Diablo MAC.)

APPROVE

OTHER

RECOMMENDATION OF COUNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: 04/28/2009

APPROVED AS RECOMMENDED

OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYES  NOES   
ABSENT  ABSTAIN   
RECUSE

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: April 28, 2009

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

By: EMY L. SHARP, Deputy

Contact: Julie Enea (925) 335-1077

cc: Internal Operations Committee Staff, Supervisor Piepho's Office

up entirely of county staff.  
(Ords. 2009-11 § 2, 95-6 § 1.)

**SECTION III. EFFECTIVE DATE.** This ordinance becomes effective 30 days after passage, and within 15 days after passage shall be published once with the names of supervisors voting for or against it in the Contra Costa Times, a newspaper published in this County.

PASSED on APRIL 28, 2009, by the following vote:

AYES: SUPERVISORS GIOIA, UILKEMA, PIEPHO, GLOVER AND BONILLA  
NOES: NONE  
ABSENT: NONE  
ABSTAIN: NONE

ATTEST: DAVID J. TWA  
Clerk of the Board of Supervisors  
and County Administrator

  
Board Chair

By:   
Deputy

[SEAL]



MAM:  
H:\BRNACT\Ord amending BGO 3-27-09.wpd

ORDINANCE NO. 2009- 11

ATTACHMENT  
ITEM NO. C.18  
DATE: April 28, 2009

BETTER GOVERNMENT ORDINANCE AMENDMENT

ORDINANCE NO. 2009-11

EXEMPTION FROM BETTER GOVERNMENT ORDINANCE

The Contra Costa County Board of Supervisors ordains as follows (omitting the parenthetical footnotes from the official text of the enacted or amended provisions of the County Ordinance Code.):

**SECTION I. SUMMARY.** This ordinance amends Section 25-2.202 of the County Ordinance Code to provide that the Better Government Ordinance does not apply to a municipal advisory council whose members are the elected directors of a community services district serving ex officio as the appointed members of the municipal advisory council, by specifying that those types of municipal advisory councils are not included in the definition of "policy body" or "county."

**SECTION II.** Section 25-2.202 of the County Ordinance Code is amended to read:

**25-2.202 Application to policy bodies; definitions.**

(a) For the purposes of this ordinance a "policy body" means the board of supervisors, or any permanent or temporary board, committee or commission under the authority of the board of supervisors. A committee entirely made up of county staff is not a "policy body." A municipal advisory council entirely made up of the elected members of the governing board of a community services district, who have been designated by the board of supervisors to serve ex officio as the appointed members of the municipal advisory council, is not a "policy body."

(b) A "delegated body" is any private entity which receives a grant of governmental authority, financial support, or property, pursuant to action by the board of supervisors; and is governed by a multi-member body, which includes one or more members of a policy body.

(c) "County" includes the County of Contra Costa and all special districts, agencies and authorities of which the board of supervisors is the governing body. "County" does not include a municipal advisory council entirely made up of the elected members of the governing board of a community services district, who have been designated by the board of supervisors to serve ex officio as the appointed members of the municipal advisory council.

(d) "Permanent advisory committee" means a permanent committee created by the County Administrator, or a department head to advise the County Administrator, or a department head. "Permanent advisory committee" does not include a committee made



# Contra Costa County Board of Supervisors

## Subcommittee Report

### 2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

5.

**Meeting Date:** 03/18/2019  
**Subject:** Governance and Committees  
**Submitted For:** Diane Burgis, District III Supervisor  
**Department:** Board of Supervisors District III  
**Referral No.:**  
**Referral Name:**  
**Presenter:** **Contact:**

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#### **Referral History:**

Chair Burgis recommends the approval and creation of two Complete Count Steering Committee sub-committees. The Outreach and Finance sub-committees will be composed solely by Complete Count Steering Committee members, and will be advisory in nature. The sub-committees will be staffed by members of the Chair's staff, with Barbara Riveira, County Administrator's Office filing the appropriate notice of the meetings.

#### **Referral Update:**

None at this time.

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

Discussion and approval of the recommendation to form two sub-committees. Solicitation of volunteers to serve on the Outreach and Finance subcommittees.

#### **Fiscal Impact (if any):**

None.

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#### **Attachments**

*No file(s) attached.*

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### 2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

6.

**Meeting Date:** 03/18/2019

**Subject:** DISCUSSION OF THE ROLE OF THE REGIONAL WORKING GROUPS

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:** Barbara Riveira, County Admin **Contact:** Kristine Solseng 925-674-7809 or  
Office & Kristine Solseng, DCD Barbara Riveira 925-335-1018

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#### **Referral History:**

At the February 19, 2019 Steering Committee meeting, Supervisor Buris requested that staff prepare an outline of what a regional work group does.

#### **Referral Update:**

Attached is a description of the role and responsibilities of a regional Working Group. Also attached is a Proposed Regional Working Group map of the boundaries. The map does not follow Board of Supervisor's district boundaries, but rather Regional Transportation Planning Commission boundaries. This map better reflects the directive from the Board of Supervisors for a Central, East, South, and West Regional Working Group. The map correlates to where people self-identify and does not split cities like the Board of Supervisor's district boundaries map.

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

Review and approve role and responsibilities of the regional working groups.

#### **Fiscal Impact (if any):**

None.

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#### **Attachments**

Regional Working Group Role and Responsibilities

Map of Proposed Regional Working Groups

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## **Regional Working Group Role and Responsibilities:**

The Regional Working Groups are a liaison between the Complete Count Steering Committee and the local community at-large to maximize participation and response rates by increasing awareness of the census to ensure an accurate 2020 Census count. There are Regional Working Groups in Central County, East County, South County, and West County. See attached map.

Members of the Regional Working Groups speak the language and know the pulse of its community, therefore establishing an information highway that even the internet cannot rival – neighbor informing neighbor.

The Regional Working Group should solicit a volunteer or select a chairperson/spokesperson to bring the group together to focus on and set clear achievable goals and objectives and report back to the Steering Committee. They may recruit members for their respective teams; ideal candidates for a Work Group are those community members who have expertise, influence, and experience in the area of the respective committee. Committees that invest time, resources, and energy in this project are more productive and successful.

### **Activities include:**

#### **1. Support Complete Count Steering Committee in developing Implementation Plans (April – August, 2019)**

- Identify areas of the community that may need extra outreach efforts, either a geographical area or a population group that might be hard to count;
- Identification of potential locations for Questionnaire Assistance Center (QAC)/Questionnaire Action Kiosks (QAK)
- Provide input on outreach program structure, including Messaging Partners, Mini-Grants, and Adopt-A-Block programs.
- Host Census Solutions Workshops to brainstorm and collaborate on the best ways to reach hard-to-count communities within the region. The following groups should be included in the Census Solutions Workshops.
  - CBO's - Non-profits, community organizers, neighborhood organizations, advocacy groups, etc.
  - Cultural Groups – Community organizations, advocacy group, neighborhoods sharing the same culture
  - Faith Based Organizations - Congregations, churches, spiritual communities, temples, synagogues, mosques, etc.,
  - Immigrant Communities - Community organizations, advocacy groups, and non-profits serving immigrant communities



- Labor - Labor unions and local affiliates will be engaged through Contra Costa County
- Higher Education- Representatives from our community colleges and universities
- Business - Entities who can promote Census participation to their customers or clients, existing marketing channels, etc.
- K-12 - School District and Charter Network Representatives (such as student services, family engagement, communications, etc.)
- Unincorporated Community Advisory bodies– Representatives for the unincorporated areas of Contra Costa County
- Cities - Representatives from each city (as assigned by city leadership)
- People with Disabilities - Organizations supporting people with intellectual, physical, or mental impairments who will need assistance and/or accommodations to fully participate in the Census.
- Elected Officials - Representatives from elected officials (Federal, State, & Local)
- Seniors - Service providers, advocacy organizations, & individual leaders serving senior citizens
- Affordable Housing - Affordable housing developers, service providers, and housing authorities
- Children 0-5 - Childcare, early education programs, and non-profits serving children ages 0-5 (*First 5 and Early Care & Education*)
- Health - Public Health Departments, clinics, hospitals, and other health-related service providers
- LGBTQ - Community organizations, service providers, and individuals advocating for LGBTQ folks
- Unhoused - Organizations, service providers, and advocates supporting the unhoused community
- Workforce- Workforce Investment Board representatives and job training programs (*This group will be focused on recruiting for Census jobs, especially enumerators*)

**2. Assist in Recruiting for Census Jobs (March – January 2020)**

- Disseminating information about census job openings for the 2020 Census. Information will include the number of jobs available and types of jobs available.

**3. Implementing Strategic Plan (September, 2019 – July 2020)**

- Collaborate with community organizations to inform individuals of the importance of participating in the 2020 Census and the benefits derived from census data.
- Assist in implementing and promoting QAC and QAK locations

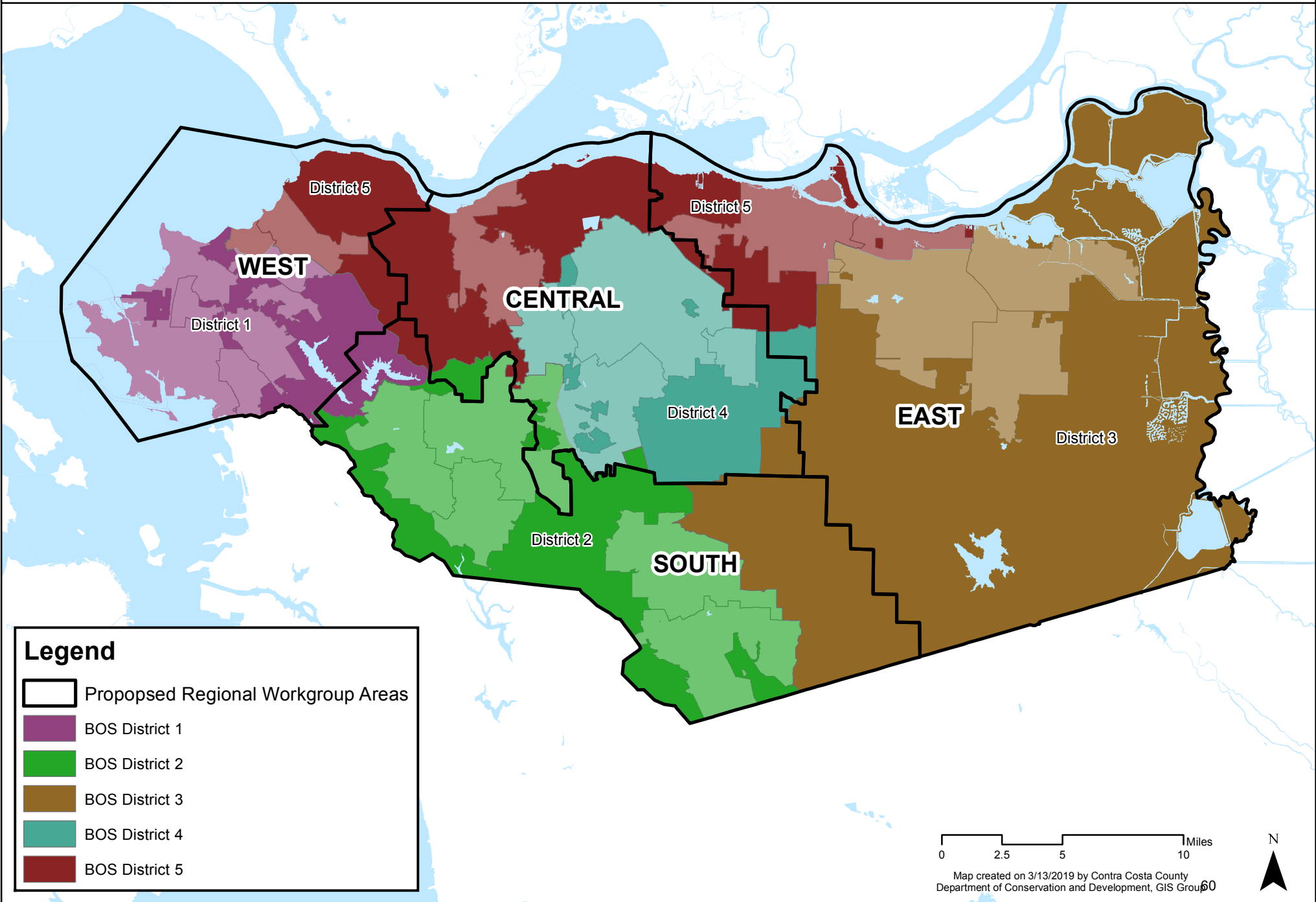
- Encourage local organizations, businesses, and faith communities to participate in the Census Messaging Partners program to include Census messages in local newspapers, newsletters, fliers, social media, business packaging, and other messaging opportunities.
- Promote Mini-grant opportunities to local organizations to implement outreach strategies such as block parties, leveraging existing community resources, hosting sports tournaments, or other local outreach strategies
- Reach out to local community based organizations, faith based communities, and local businesses to participate in Adopt-A-Block program
- Assist in activities between the Census Bureau and the local government, such as participation and identifying other resources and activities.
- Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. May also encourage school administrators, teachers, and students to use Statistics in Schools materials .
- Create and coordinate activities and materials for local faith-based institution in the promotion of the 2020 Census awareness and participation.
- Facilitate ways to get the census message to all community households, using all available sources such as local newspapers, newsletters, fliers, local festivals, billboards, social media, radio, and television.
- Prepare for a mass media mobilization, build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications;
- Create and coordinate activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags) and the inclusion of the census logo and message on sales promotion materials.
- Use a “grassroots” approach to working with community-based organizations and groups who have direct contact with households who may be hard to count;
- Customize promotional materials for local area;
- Coordinate and implement special regional events.

#### **4. Assist with Non-Response Follow Up**

- Assist in developing and implementing a Non-Response Follow Up outreach plan in collaboration with Census Bureau, State, and Regional efforts.



# Proposed Regional Working Group Boundaries





# Contra Costa County Board of Supervisors

## Subcommittee Report

### 2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

7.

<b><u>Meeting Date:</u></b>	03/18/2019	
<b><u>Subject:</u></b>	Review of DRAFT Strategic Outreach Plan	
<b><u>Submitted For:</u></b>	David Twa, County Administrator	
<b><u>Department:</u></b>	County Administrator	
<b><u>Referral No.:</u></b>	1	
<b><u>Referral Name:</u></b>	Strategic Plan Update	
<b><u>Presenter:</u></b>	Kristene Solseng, DCD	<b><u>Contact:</u></b> Kristine Solseng (925) 674-7809

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#### **Referral History:**

At the February 19, 2019 Steering Committee meeting, Supervisor Burgis requested staff to update the draft Strategic Plan and present it at the next Steering Committee meeting.

#### **Referral Update:**

The county is required to provide the state with a Strategic Plan within 60 days of entering into the County-Optional Outreach Agreement. Contra Costa County has been allocated \$362,605 for Census 2020 Outreach efforts as part of the County-Optional Outreach Agreement. The anticipated due date for the Strategic Plan is around May 7th. The following elements are required elements of the Strategic Plan

- Outreach Plan,
- Approach,
- Partnership Coordination,
- Resouces and Infrastructure,
- GIS data and maps,
- Language Access Plan,
- Local Complete County Committee,
- Workforce Development,
- Budget,
- Timeline, and
- Measured Results.

The budget included is a Phase I Budget, which just allocates the State funds and notes anticipated County in-kind staff costs. As part of a more robust implementation planning process, the budget will be revisited to determine appropriate funding levels and the sources.

A draft Strategic Plan is attached for review.

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

Steering Committee members are invited to provide comments on the draft Strategic Plan via email to staff by April 5, 2019. A final Strategic Plan will be brought before the Steering Committee at the April 15th meeting.

**Fiscal Impact (if any):**

None.

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**Attachments**

Draft Strategic Plan

A. Maps

B1. Language Stats

B2. Language Resources

C. Timeline

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County of  
Contra Costa  
California



Census 2020:  
Strategic Plan

April xx, 2019  
Contra Costa County Complete Count Steering  
Committee



## **Table of Contents**

Introduction.....	2
I. Outreach Plan .....	4
II. Approach.....	5
III. Partnerships and Coordination.....	6
IV. Resources and Infrastructure.....	6
V. Geospatial Data/Mapping.....	7
VI. Language Access Plan.....	7
VII. Complete Count Committee.....	8
VIII. Workforce Development.....	9
IX. Budget.....	10
X. Timeline.....	10
XI. Measurement/Results.....	11

Attachment A: Hard to Count Maps

Attachment B: Language Access Plan Spreadsheet

Attachment C: Timeline

## **Introduction**

The federally mandated census occurs every 10 years and the next decennial Census will be conducted in April 2020. The census is an actual enumeration of the population living in the United States, citizens or noncitizens alike. The census data collected in April will be used for the next decade to distribute Congressional seats to states and apportion more than \$675 billion in federal grants to tribal, state and local governments. Census data is also used to make decisions at every level of government, such as where to build schools, hospitals and senior centers. Historically, however, certain populations have been undercounted including immigrants, minorities, linguistically isolated groups, homeless and transient populations, and those living in low-income households. According to The George Washington Institute of Public Policy at The George Washington University, an estimated \$1950 in federal funding for each person not counted will be lost every year over the next ten years for much needed programs in our communities. California and our communities have so much to lose if an accurate count is not accomplished.

### **Challenges in 2020**

The Census Bureau faces challenges counting certain households and population groups, regardless of budget and staffing. These include recent immigrants, households with limited English proficiency, households with low income, racial/ethnic minorities, children under 5 years old, persons who are disabled, rural residents, renters, and those with unstable or unconventional housing. California has historically been the hardest-to-count state in the nation. In 2016, about 75% of all Californians belonged to one or more groups that tend to be undercounted.

Contra Costa County has many of these hard to count groups.

- 24.7% are foreign born <sup>1</sup>
- 34.8% speak a language other than English at home <sup>1</sup>
- 5.7% are under 5 years old <sup>1</sup>
- 7.5% have a disability <sup>1</sup>
- 14.8% are at or below the poverty rate <sup>2</sup>

It is essential for the State, counties, cities, and communities to partner with the U. S. Census Bureau to obtain a complete count. The goal for Census 2020 is to achieve the same or higher self-response rate as was achieved in 2010, despite the additional challenges faced by hard-to-count populations and the current political climate. Maintaining a high self-response rate is especially critical, since the Census Bureau is expected to face significant challenges in recruiting well-qualified enumerators as well as a reduced budget for non-response follow up.

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<sup>1</sup> US Census Bureau Population Estimates 2018 (<https://www.census.gov/quickfacts/contracostacountycalifornia>)

<sup>2</sup> California Poverty Method (CPM) 2014-2016 (<http://www.ppic.org/publication/poverty-in-california/>)

**2020 Census Strategic Plan  
Contra Costa County**

**Goals**

The following are the Goals of the Contra Costa County Complete Count effort.

1. Achieve a Self-Response Rate of at least 76.9% (2010 Self Response Rate according to the US Census Bureau);
2. Increase participation in hard-to-count communities;
3. Collaborate with the U.S. Census Bureau, State, regional groups, the Regional CBO, Contra Costa cities and special districts, and community organizations to avoid duplication and effectively communicate the Census message;
4. Build additional capacity and strengthen Contra Costa County community-based organizations through Census outreach efforts.

DRAFT

## **I. Outreach Plan**

Contra Costa County's Outreach Plan is designed to work with local organizations at the grassroots level to ensure all residents, in particular the hard-to-count (HTC) populations, self-respond to the Census 2020 Questionnaire. To make optimum use of the limited funding allocated for Census outreach, the County intends to leverage the efforts of the U.S. Census Bureau Partnership Program, the State of California Complete Count Committee, the Regional Administrative Community Based Organizations, and local foundation/community-based organization efforts. Using a data-driven approach, the outreach plan capitalizes on existing public resources and partners with local government and community-based organizations to catalyze grassroots energy.

Contra Costa County's Outreach Plan centers on the idea that by working with various community partners and providing a range of options for collaboration, we can reach HTC residents through a variety of means. The Outreach Plans has five key programs in which community partners may participate:

1. **Messaging Partners:** Community Partners agree to amplify Census messaging through social media, newsletters, and email blasts. Messages may be targeted to specific populations and in-language as needed.
2. **Host Questionnaire Assistance Centers or Questionnaire Action Kiosks.**
3. **Apply for a Mini-Grant** to implement a Census Outreach idea, such as
  - Community Events
  - Youth Film Festivals
  - Soccer Tournaments
  - CBO outreach efforts (to fund larger CBO outreach events to leverage existing resources)
4. **Adopt-a-Block Program:** Community Organization volunteers to canvass in HTC Census Blocks to encourage residents to fill out their Census questionnaires. This program will work in concert with SwORD's live self-response data to target areas with a low self-response rate. Community Organizations and/or volunteers will be provided with training and a stipend for the canvassing.
5. **Census Speakers Bureau:** The County will work to match requests for a Census 2020 Speaker at community events with local trusted messengers, Complete Count Committee Members, and Census staff to present at various local events.

In addition to the primary outreach programs, County Costa County will collaborate with the Census Bureau and the State to promote events such as Census/Sundays/Saturdays, business partnerships, and Census in Schools events.

Specifics on how we will achieve this are provided below.

## **II. Approach**

### **Identify least likely to respond areas and population vis-à-vis census tracts within the local jurisdiction.**

Contra Costa County used a variety of data sources to determine where our HTC populations are located, including the Census Bureau's Planning Dataset and the State of California HTC Database. In addition, a comprehensive language analysis was completed to better understand the language needs throughout the county.

By using the methods above, the County has identified the following least likely to respond areas.

- Immigrant Communities
- Non-English Speakers
- Cultural and Ethnic Populations
- Minority Populations
- Poverty Population
- Youth, aged 0-5
- Youth, aged 18-24
- Rural Residents
- People with Disabilities
- LGBTQ
- Veterans
- Unhoused Residents
- Areas with limited internet access
- Renters
- Elderly

A map series is attached. (Attachment A)

### **Describe research methodology used to identify HTC/least Likely to respond populations, barriers, challenges and opportunities.**

*Staff will provide this information in more detail.*

### **III. Partnership Coordination**

Having a strong understanding of both local needs and resources from Federal, State, and Regional efforts, the County has developed a plan to coordinate with Census partners at all levels. The following outlines the key components of the plan.

1. Overview of Role and Resources document is in development, which outlines what resources are provided by the US Census Bureau staff, State Complete Count Committee, the Regional CBOs, the County, and local cities and community organizations.
2. Identify community organizations serving local HTC population and inform organization about resources available for Census outreach.
3. Ongoing Communication
  - a. Scheduled meetings with Census, State, and Administrative Community-Based Organization (ACBO)
  - b. Steering Committee and Regional Subcommittee Meetings
  - c. Communication Network for opportunities

### **IV. Resources and Infrastructure**

Contra Costa County has designated Kristine Solseng as the primary GIS contact to interface with SwORD mapping portal. Kristine has worked as a GIS planner for 12 years and has extensive knowledge of ESRI mapping products, including ArcOnline and Portal.

Questionnaire Assistance Centers (QACs) and Questionnaire Action Kiosks (QAKs) will be a key resource to ensuring there is a complete count in 2020. The following outlines the potential types of QACs and QAKs that will be deployed in Contra Costa County.

- QACs are locations staffed with Census Partnership Staff, knowledgeable personnel, or a trained Census Volunteer to assist residents to complete their forms. These may be established as one-time events or be open throughout the survey period.
- QAKs are digital Census Kiosks that are available for residents to have questions answered through an easy to use interface or via Census Ambassadors. The kiosks may reside on existing computers at libraries or service locations. Alternatively, they may be as simple as a tablet device or app that is portable. QAKs will be activated prior to and throughout the survey period.

The number of QACs and QAKs will largely depend on resources and partnerships with the Census Bureau, the State, and the Administrative Regional Community Organization. The County will identify potential sites including:

- Libraries (QAKs)
- County Service locations (QAKs)
- Community Based Organizations (QACs or QAKs) that volunteer host a QAC or QAK



**2020 Census Strategic Plan  
Contra Costa County**

- Churches, Synagogues, Mosques, Temples, and other Faith Based locations (QACs or QAKs) that volunteer to host a QAC or QAK
- Schools (QAK)
- Other locations determined at Kick-Off Event and other community outreach events

## **V. Geospatial Data or Mapping of the following:**

The County has or will be developing the following data products:

- HTC/least likely to respond
- County Resources/office to be leveraged in HTC areas
- County Census Partners
- Detailed language maps (<https://arcg.is/0HLe8v>)

A copy of Hard to Count/Low Response Score maps are attached. (Attachment A)

## **VI. Language Access Plan**

Over 36% of Contra Costa County residents speak a language other than English at home, with over 150,000 speaking English less than very well. Given the largest city in Contra Costa County is about 130,000, non-English speakers comprise a larger portion of the population than any given city. For this reason, having a robust language access plan is critical.

A comprehensive spreadsheet has been developed to identify the number of people in Contra Costa County who may need in-language resources, the resources available from the Census Bureau, the State, the Regional ACBO, the County, and local community organizations that speak each language. This spreadsheet will be also used to identify gathering locations that may be suitable for QAC/QAKs for each language. This is a working document to help the County best direct existing resources and identify areas in which additional language assistance may be required. A copy of the spreadsheet is attached. (Attachment B)

Our efforts will build on the ACBO and State of California efforts to provide in-language services. The ACBO is required to provide a plan for at least the top six non-English languages in the region. The ACBO could provide QAC/QAKs, call centers, mobile resources, or other tools to provide in-language services. The State of California is anticipated to provide materials and resources as well as consistent messaging.

Additionally, the County will provide both written and verbal translating services at workshops and other outreach events when needed.

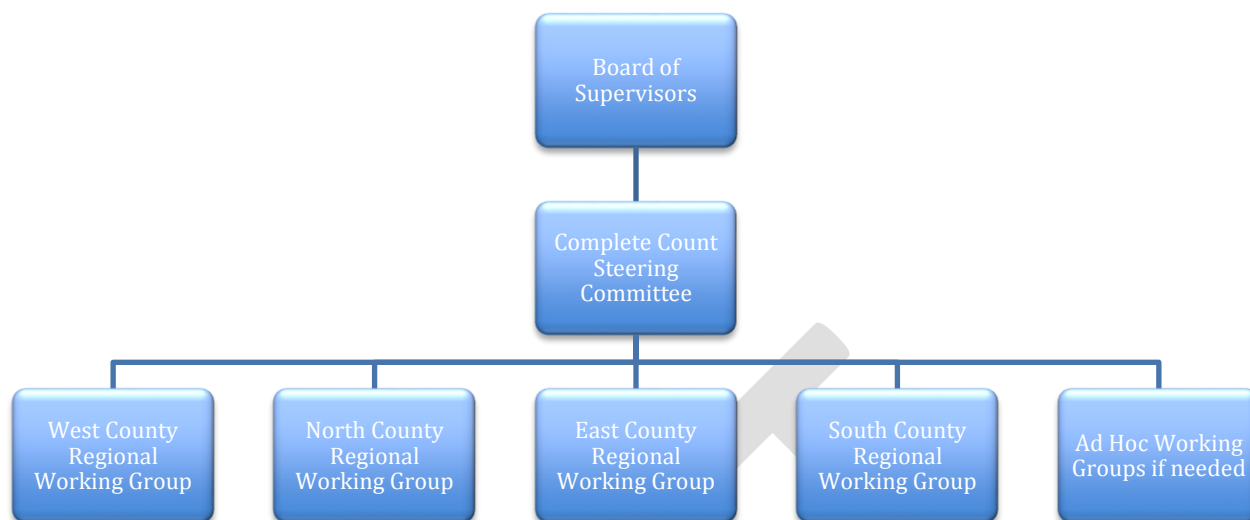
## **VII. Complete Count Committee**

Contra Costa County Complete Count Committee is structured with a core Steering Committee supplemented with Regional Work Groups. The Board of Supervisors appointed the Complete Count Steering Committee members on February 12, 2019.

The Steering Committee consists of 16 members led by, and including, Chairperson, County Supervisor Diane Burgis and Vice Chairperson, County Supervisor Candace Andersen. Each of the five County Supervisors designated a member and there are nine at-large members, all of whom were appointed by the Board of Supervisors following an open recruitment and interview process. The members include:

Supervisor Diane Burgis – County Board of Supervisors	Chair
Supervisor Candace Andersen – County Board of Supervisors	Vice Chair
Lina Velasco – City of Richmond Community Development Director	District I
Aparna Madireddi – San Ramon Diversity Coalition and Culture in the Community Committee	District II
Linda Soliven – Retired teacher and Community Advocate	District III
Lauren Babb – Planned Parenthood, Public Affairs Director	District IV
Lynn Reichard-Enea – Board of Supervisors District Representative	District V
Fran Biderman – First Five, Family Economic Security Partnership Coordinator	At Large Seat
Alvaro Fuentes – Community Clinic Consortium, Executive Director	At Large Seat
Samuel Houston – Small Business Owner, Member Economic Opportunity Council, and Changing Lives Community Ministry Volunteer	At Large Seat
Melody Howe-Weintraub – Multi-faith ACTION Coalition, Chair	At Large Seat
Terry Koehne – County Board of Education, Chief Communications Officer	At Large Seat
Mariana Moore – Ensuring Opportunity Campaign to End Poverty in Contra Costa, Director	At Large Seat
Mark Orcutt – East Bay Leadership Council and Contra Costa Economic Partnership, Communications Director	At Large Seat
Andres Orozco – College Student, Community Volunteer, and St. Mary’s College Resident Advisor/Head Receptionist	At Large Seat
Ali Saidi – Stand Together Contra Costa (immigrant justice), Director	At Large Seat

Contra Costa County’s Complete County Committee reports to the Board of Supervisors. There are four Regional Working Groups, which serve as a liaison from the Steering Committee to the local community. The Regional Working Groups will be instrumental in developing the Implementation Plan. In addition to the Regional Working Groups, additional subcommittees or working groups may be identified to work on specific topics. The structure of the Complete Count Committee is provided below.



The Regional Working Groups will be comprised elected officials and staff from local government, community groups, faith-based organizations, and anyone else who is interested in Census 2020 outreach. Additional work groups may formed at the direction of the Steering Committee to better understand a particular population sub group (i.e. immigrants, youth, or the homeless population) or a particular organization type (service providers, schools, etc.) if needed.

The Local Complete Count Committee is staffed by the County Administrator’s Office.

## **VIII. Workforce Development**

The County has developed a Census 2020 webpage as a resource that links to the Census recruitment page, as well as the State Resource Page, to include the development of a database to capture and develop relationships with interested community groups.

Additionally the County’s Workforce Development Board will post job opportunities in career centers, make staff and clients aware of them, and shared them with our networks (via email and in meetings). The email lists operated by the Workforce Development Board reach about 140 partners, including government agencies, education partners, contractors, and community based organizations. These partner organizations then share postings with their networks.

The Workforce Development Board will integrate outreach for Census jobs with a number of their existing career center workshops, including “Beyond the Basics” and “Applying for Government Jobs.” The Career Centers also have a Resource Room with computer labs and can assist residents in applying for Census jobs.

## VIII. Budget

Tasks	Total	County Staff	
		In Kind	State Grant
Grant Administration	60,260	24,000	36,260
GIS (data analysis and map production)	50,000		50,000
Complete County Committee/Sub-Committee Meetings	155,345	88,000	67,345
Partnership Coordination	10,000	5,000	5,000
Media	51,000	15,000	36,000
Workforce Development	19,000	10,000	9,000
Outreach (includes meeting venues, materials, food, mileage, etc)	132,000	60,000	77,000
In-Language Outreach (staff coordination)	10,000		10,000
Transition Services	10,000		10,000
QAC/QAK	15,000		15,000
On Site Staff (Census or Census Ambassador)	20,000	20,000	
Interpretation Contract	10,000		10,000
Non Response Follow Up	12,000		12,000
Communication Partners Program	25,000	10,000	15,000
Speaker Bureau	10,000		10,000
<b>Total</b>	<b>599,605</b>	<b>237,000</b>	<b>362,605</b>

## IX. Timeline

See Timeline Attached (Attachment C)

## **X. Measure Results**

### **Accountability Measures by program**

- Community Messaging Partners
  - Number of Forms from Community Partners
  - Report of number of estimated people reached per message
  - Number of in-language messages
- QAC/QAKs
  - List of potential locations
  - List of language needs
  - List of final QAC/QAK locations, languages provided, number of people served
- Complete Count Steering Committee Meeting
  - Meeting Agendas and Records of Action
- Regional Working Groups
  - List of invitee list
  - Summary of Workshops
  - Summary of Working Group meetings
- Workforce Development
  - List of jobs advertised and list of partners
- Speakers Bureau
  - List of local leaders to speak on the Census
  - Calendar of events and assigned speaker
  - Toolkit for Speakers
- Media
  - Summary of social media posts and engagement analytics
  - List of Press Releases and Events and associated media mentions

### **Data to be Collected**

Data collected to be categorized by the programs Contra Costa County community partners might engage in

- **Community Partners**
  - Community Partner Location,
  - Service areas,
  - HTC population served,
  - Program commitments (messaging, QAC/QAK, mini-grant, adopt-a-block, speaker host)
- Other TBD as implementation plans are developed

### **Evaluation/Methodology/Approach:**

The final self-response rates will be the ultimate test in determining the effectiveness of Contra Costa County's Complete Count outreach efforts. In particular, the self-response rate for traditionally hard to count communities.

**2020 Census Strategic Plan  
Contra Costa County**

A review of data collected and how it is correlated to census participation will include

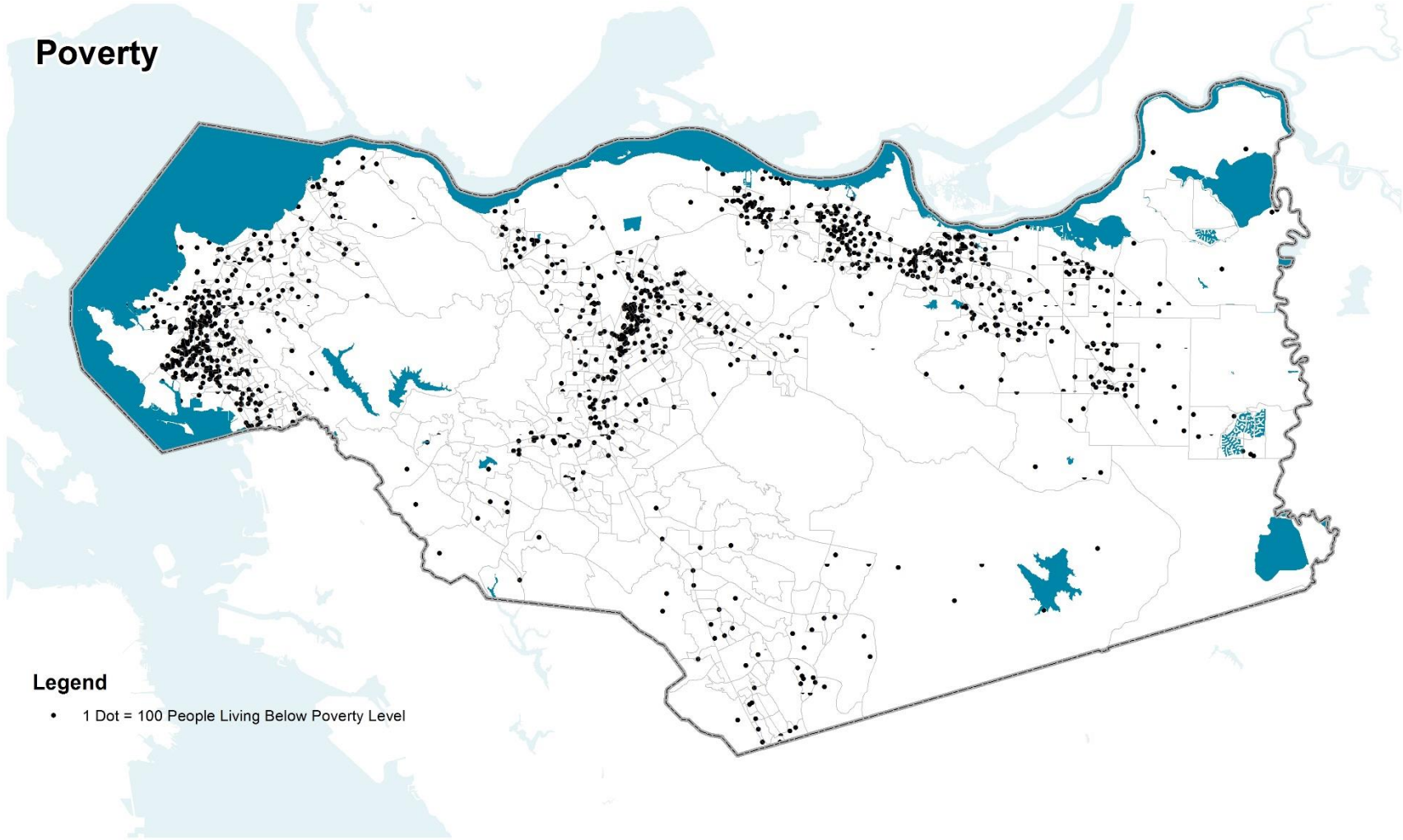
- Correlation between community events and self-response rates
- Correlation between Adopt-A-Block program and self-response rates
- Correlation between QAC/QAK locations and self-response rates

DRAFT



# Attachment A

## Poverty

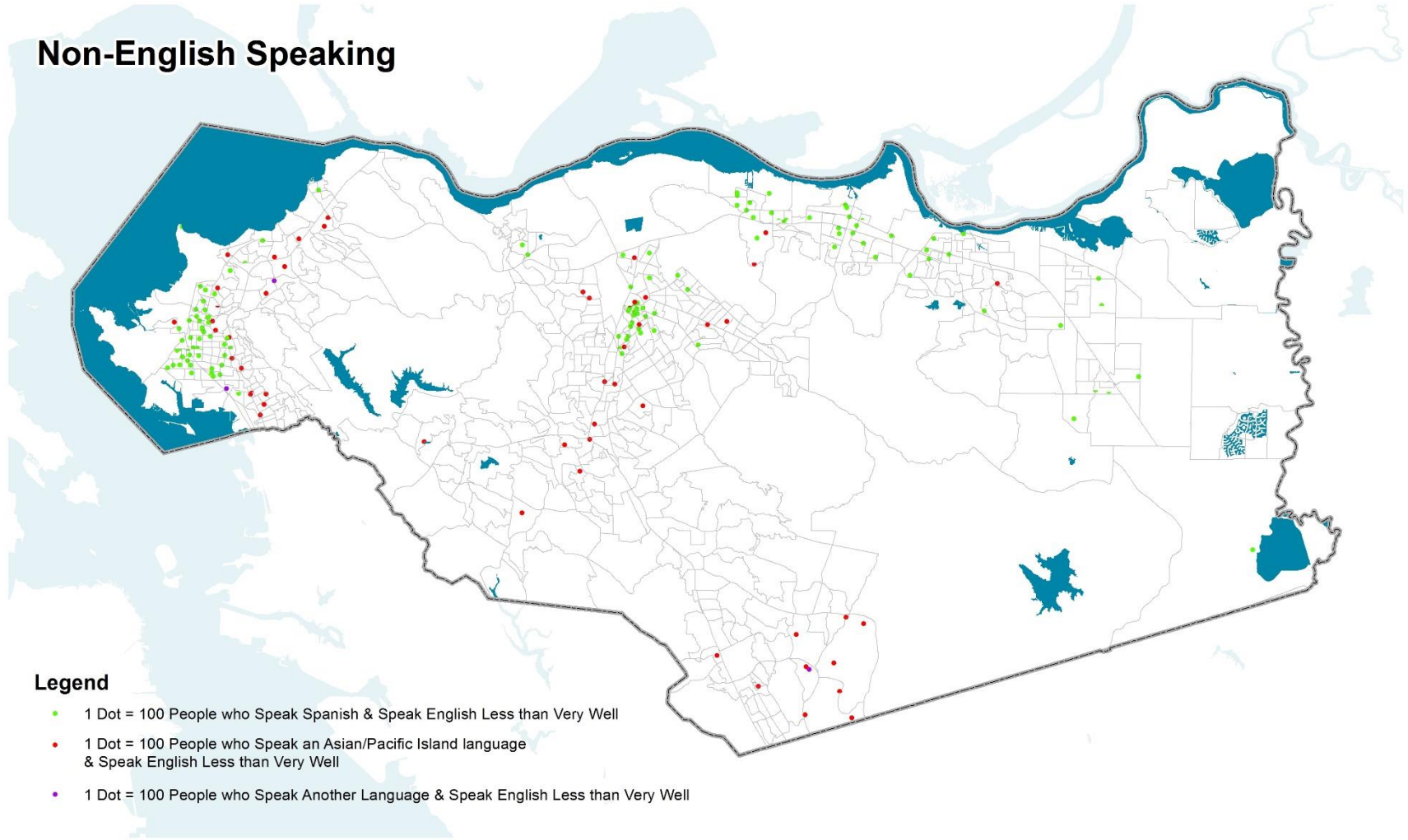


### Legend

- 1 Dot = 100 People Living Below Poverty Level

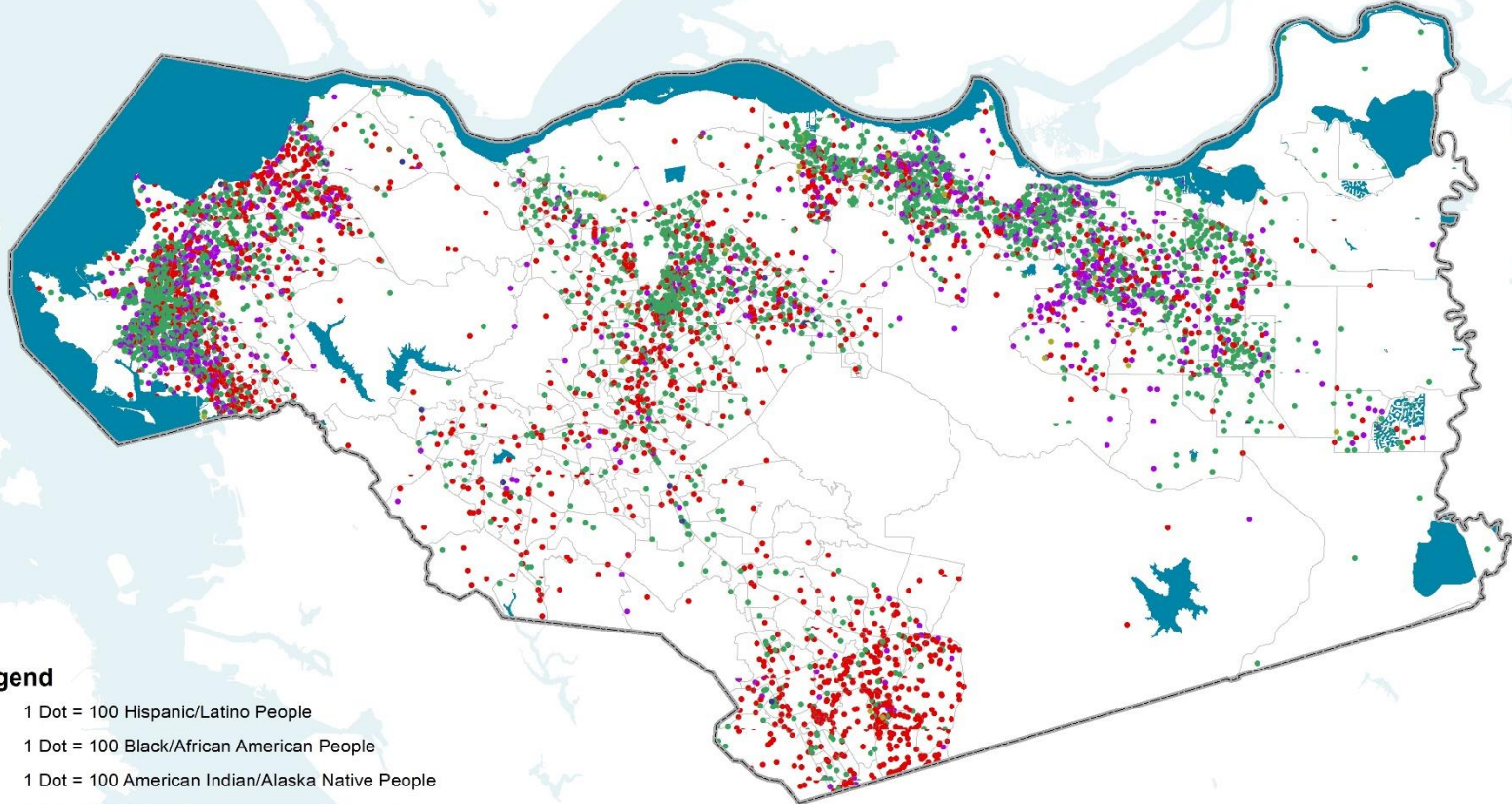
# Attachment A

## Non-English Speaking



# Attachment A

## Race and Ethnicity



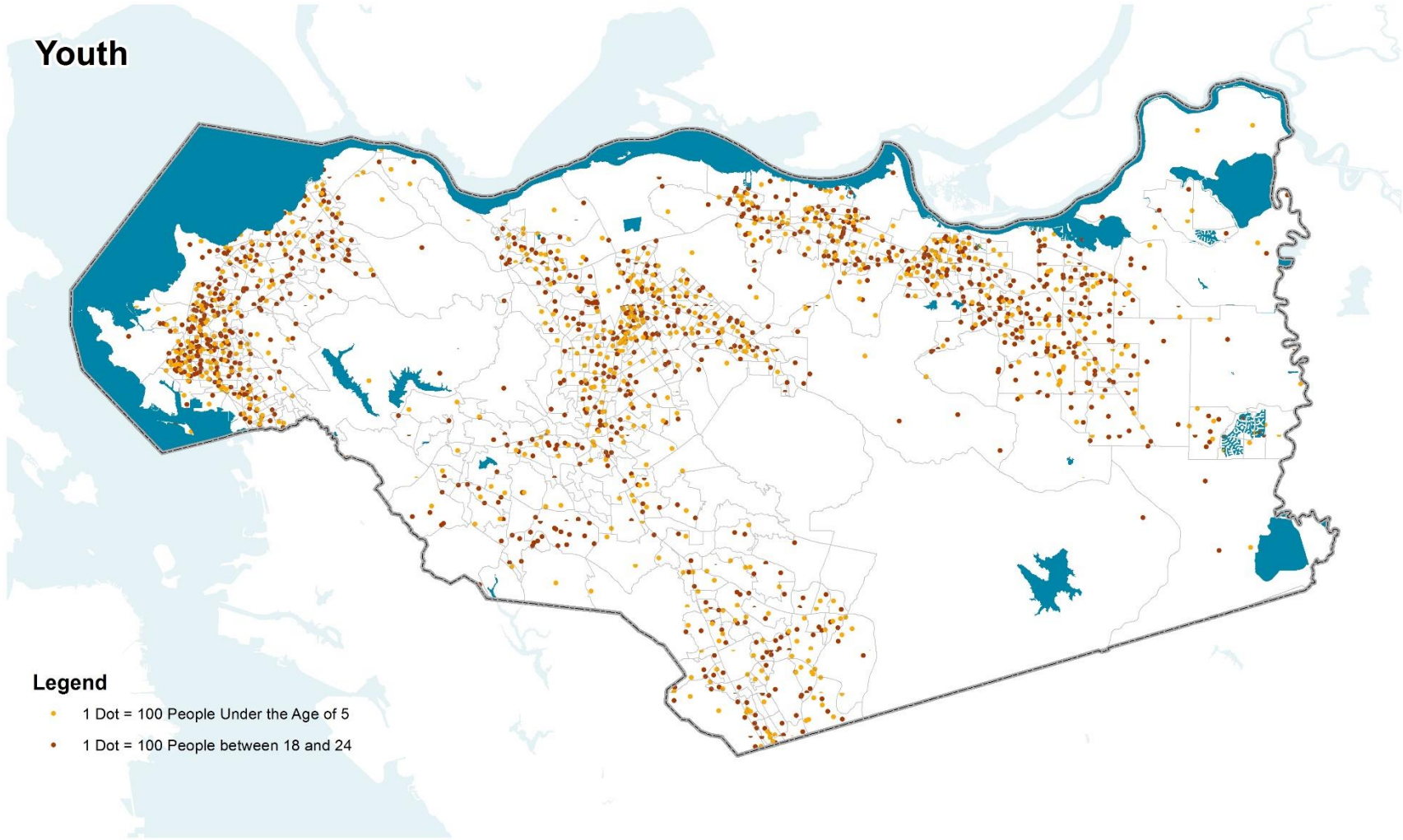
### Legend

- 1 Dot = 100 Hispanic/Latino People
- 1 Dot = 100 Black/African American People
- 1 Dot = 100 American Indian/Alaska Native People
- 1 Dot = 100 Asian People
- 1 Dot = 100 Native Hawaiian/Pacific Islander People
- 1 Dot = 100 Some Other Race People



# Attachment A

## Youth

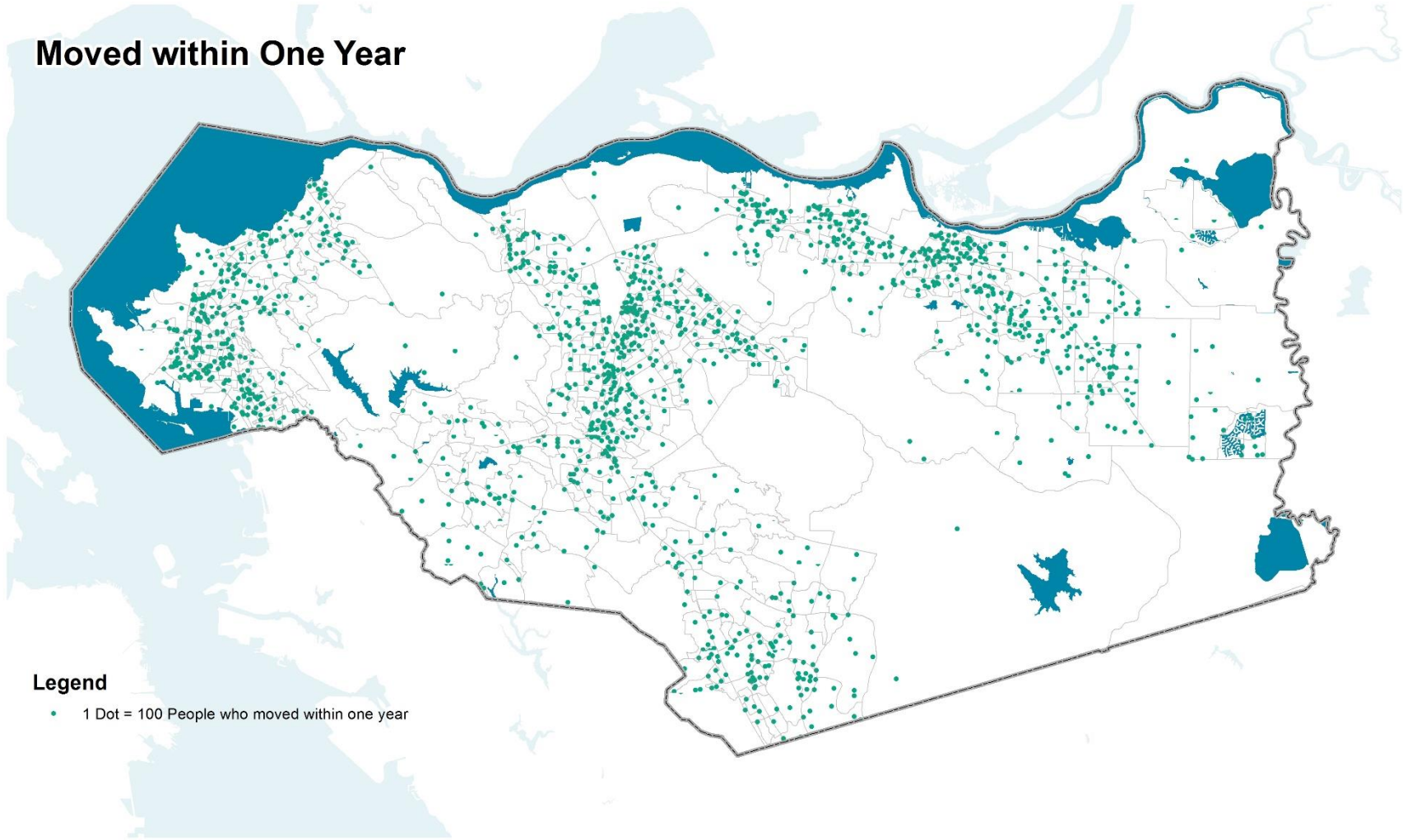


### Legend

- 1 Dot = 100 People Under the Age of 5
- 1 Dot = 100 People between 18 and 24

# Attachment A

## Moved within One Year

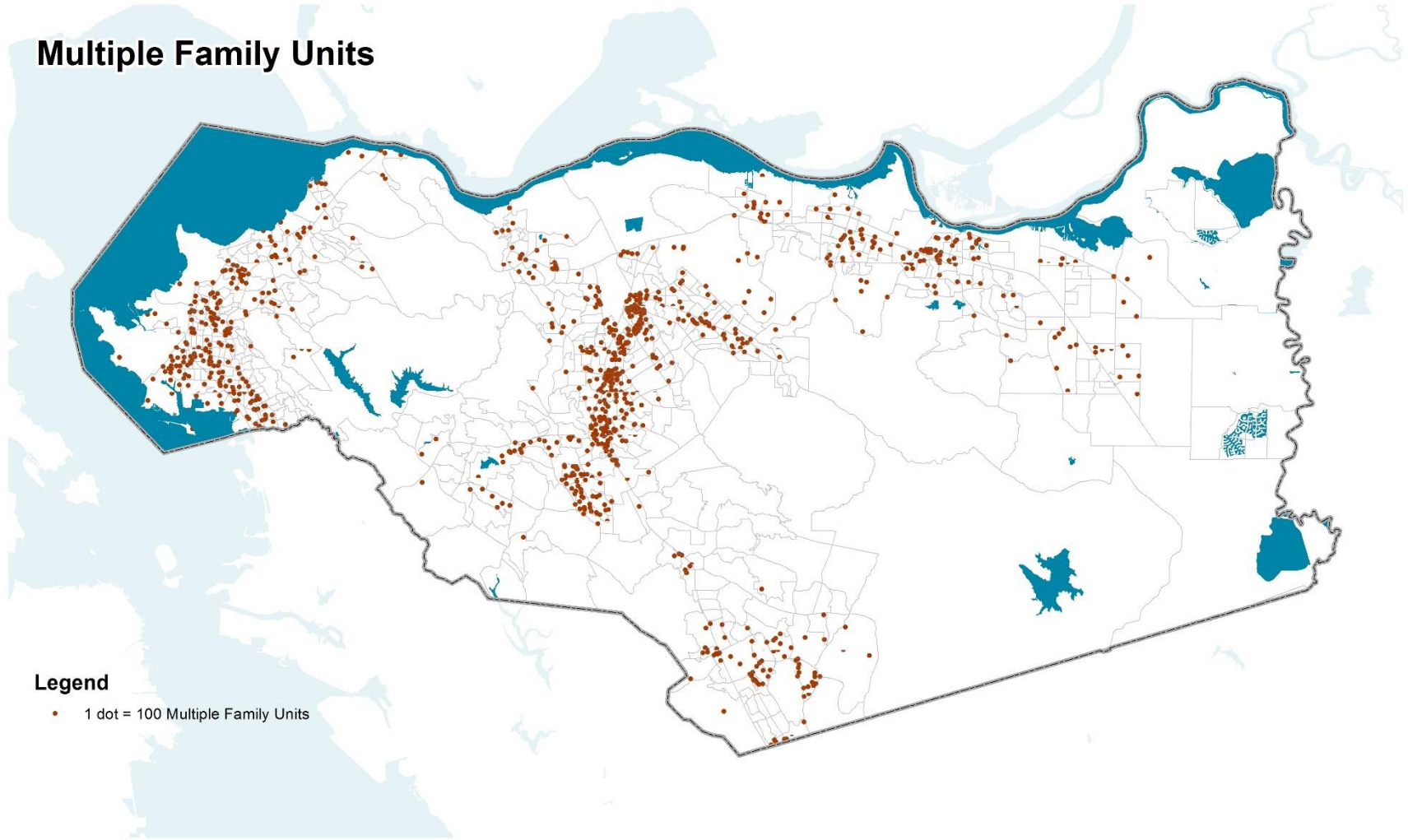


### Legend

- 1 Dot = 100 People who moved within one year

# Attachment A

## Multiple Family Units



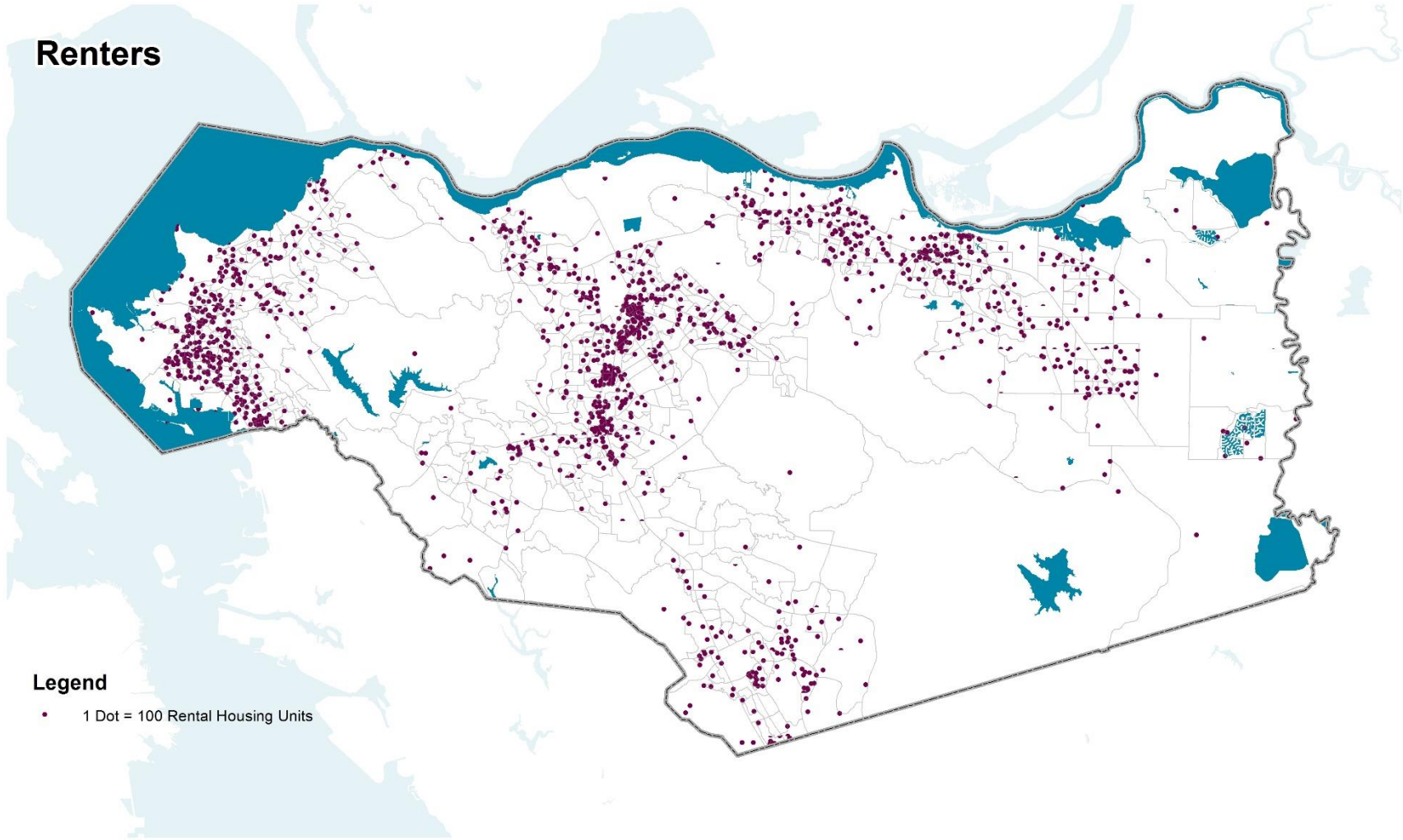
### Legend

- 1 dot = 100 Multiple Family Units



# Attachment A

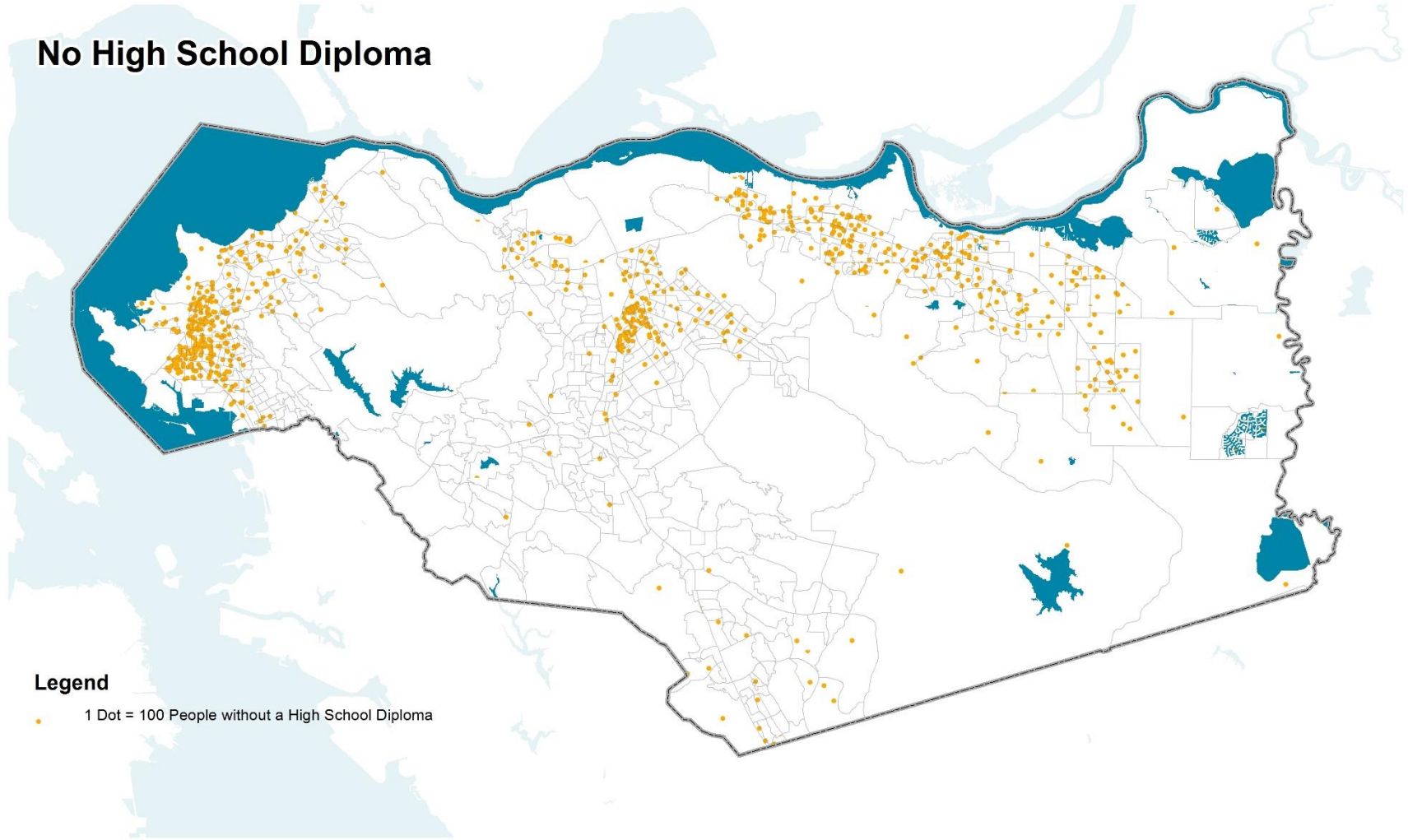
## Renters





# Attachment A

## No High School Diploma

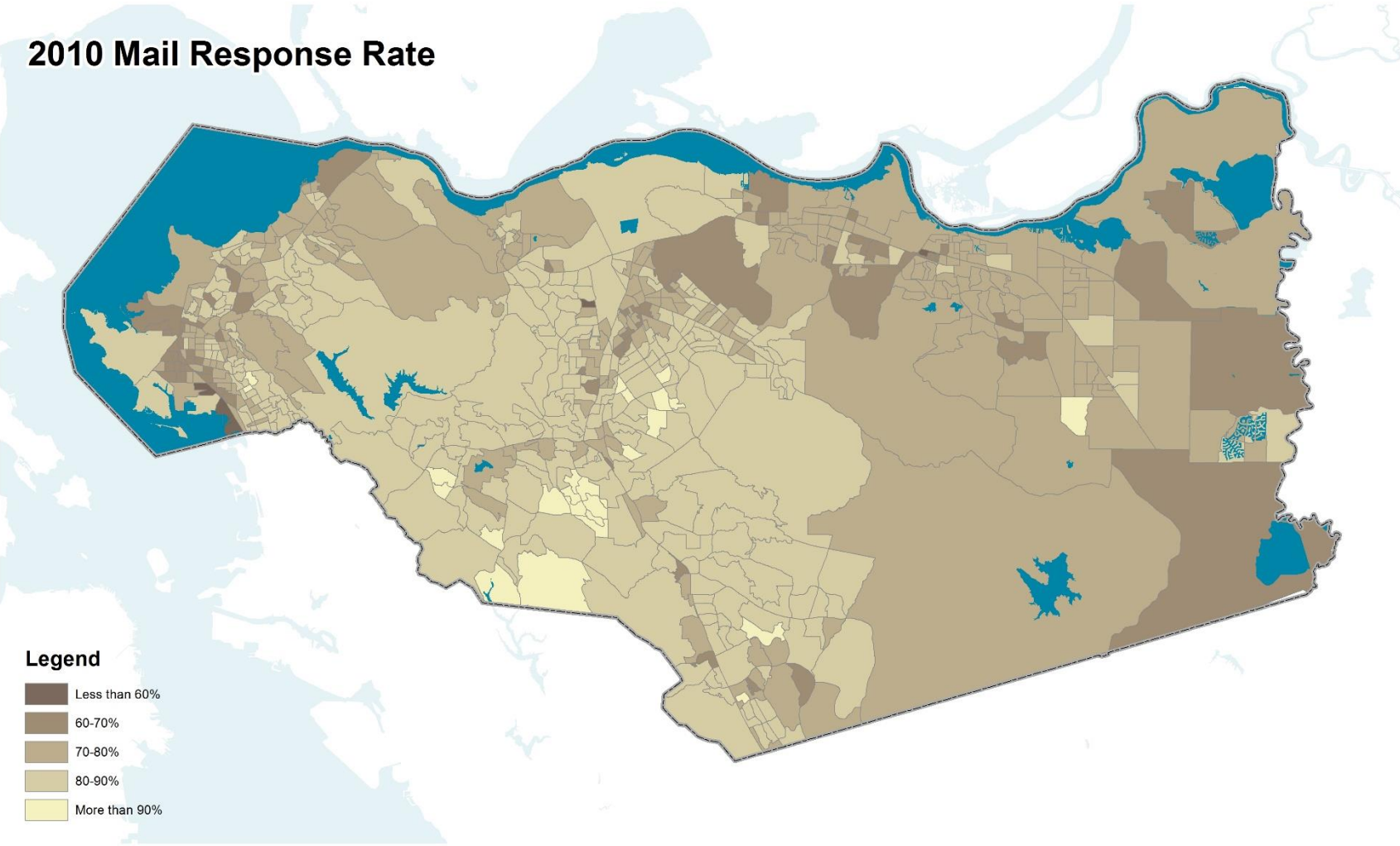


### Legend

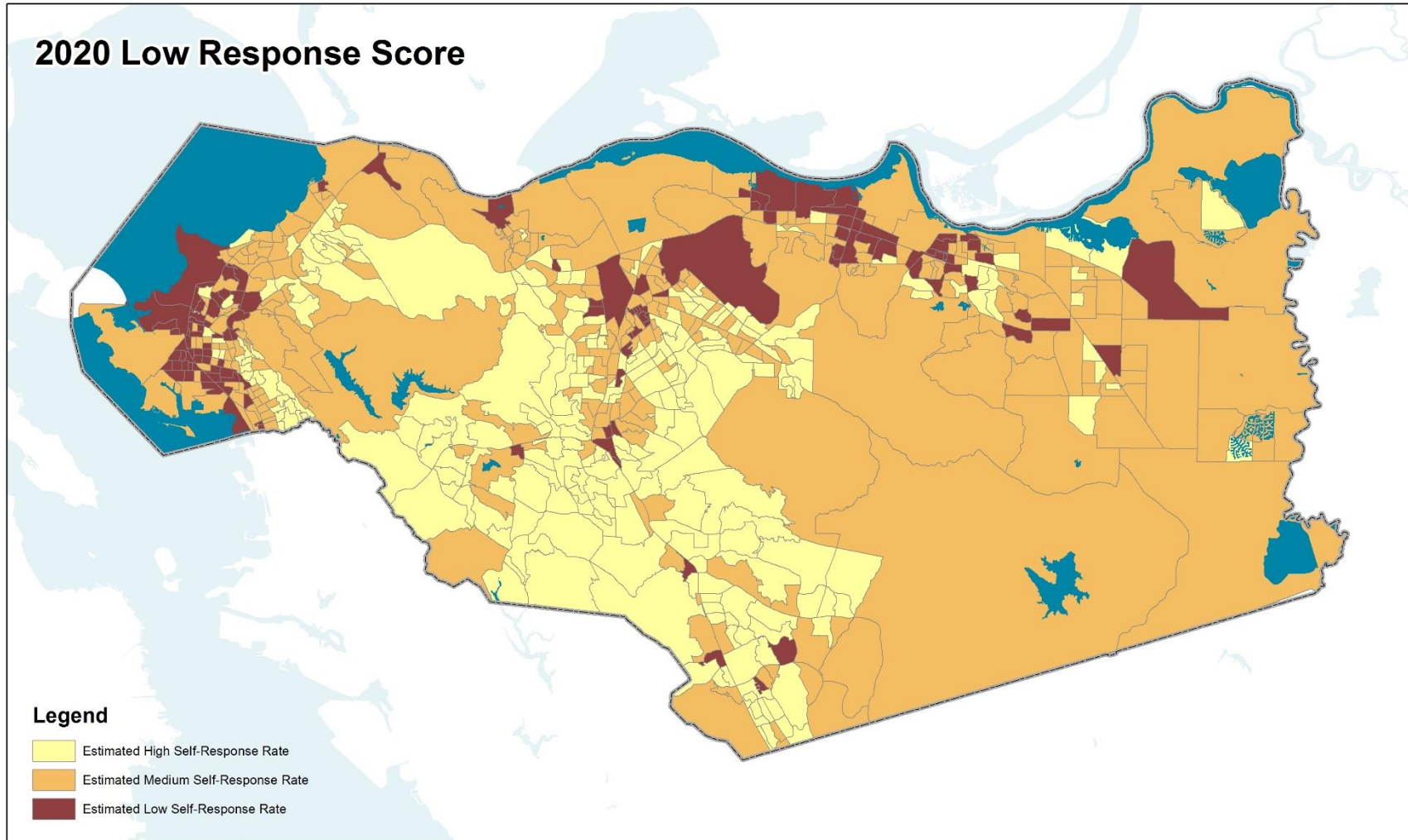
• 1 Dot = 100 People without a High School Diploma

Attachment A

2010 Mail Response Rate



# Attachment A



Attachment B-1: Key Statistics for Languages Spoke in Contra Costa County

Language	Key Statistics					
	Estimate	Percent of County	Less than Very Well	Percent of all LVS	LVW as Percent of Language	More than 1 language
Total Population Estimate (5 years and old)	1,082,244	100.0%	152,665	39.4%	14.1%	
Speak only English	694,824	64.2%	NA	NA	NA	
Visually Impaired (calculated for total population)	21,606	1.9%	NA	NA	NA	
Hearing Impaired (calculated for total population)	35,087	3.1%	NA	NA	NA	
Spanish	196,833	18.2%	81,467	21.0%	41.4%	
Chinese (incl. Mandarin, Cantonese)	39,569	3.7%	21,288	5.5%	53.8%	X
Tagalog (incl. Filipino)	31,292	2.9%	11,012	2.8%	35.2%	X
Persian (incl. Farsi, Dari)	9,874	0.9%	4,446	1.1%	45.0%	X
Vietnamese	9,102	0.8%	4,814	1.2%	52.9%	
Russian	7,990	0.7%	2,735	0.7%	34.2%	
Hindi	6,809	0.6%	1,464	0.4%	21.5%	
Portuguese	6,583	0.6%	2,927	0.8%	44.5%	
Arabic	6,498	0.6%	1,170	0.3%	18.0%	
Punjabi	6,109	0.6%	2,192	0.6%	35.9%	
Korean	5,815	0.5%	3,520	0.9%	60.5%	
Nepali, Marathi, or other Indic languages	5,708	0.5%	1,650	0.4%	28.9%	X
Other languages of Asia	5,177	0.5%	2,080	0.5%	40.2%	X
French (incl. Cajun)	4,806	0.4%	571	0.1%	11.9%	
Japanese	4,692	0.4%	1,752	0.5%	37.3%	
Ilocano, Samoan, Hawaiian, or other Austronesian languages	4,671	0.4%	1,375	0.4%	29.4%	X
Telugu	4,605	0.4%	344	0.1%	7.5%	
German	3,523	0.3%	239	0.1%	6.8%	
Urdu	3,148	0.3%	555	0.1%	17.6%	
Other and unspecified languages	2,450	0.2%	438	0.1%	17.9%	X
Italian	2,204	0.2%	385	0.1%	17.5%	
Malayalam, Kannada, or other Dravidian languages	1,974	0.2%	49	0.0%	2.5%	X
Thai, Lao, or other Tai-Kadai languages	1,965	0.2%	991	0.3%	50.4%	X
Yoruba, Twi, Igbo, or other languages of Western Africa	1,932	0.2%	1,134	0.3%	58.7%	X
Tamil	1,894	0.2%	124	0.0%	6.5%	
Ukrainian or other Slavic languages	1,655	0.2%	492	0.1%	29.7%	X
Other Indo-European languages	1,614	0.1%	583	0.2%	36.1%	X
Gujarati	1,452	0.1%	512	0.1%	35.3%	
Amharic, Somali, or other Afro-Asiatic languages	1,426	0.1%	627	0.2%	44.0%	X
Polish	1,313	0.1%	519	0.1%	39.5%	
Yiddish, Pennsylvania Dutch or other West Germanic languages	876	0.1%	187	0.0%	21.3%	X
Greek	753	0.1%	85	0.0%	11.3%	
Hebrew	738	0.1%	130	0.0%	17.6%	
Serbo-Croatian	618	0.1%	348	0.1%	56.3%	X
Bengali	562	0.1%	109	0.0%	19.4%	
Khmer	554	0.1%	351	0.1%	63.4%	
Swahili or other languages of Central, Eastern, and Southern Africa	367	0.0%	-	0.0%	0.0%	X
Armenian	170	0.0%	-	0.0%	0.0%	
Hmong	99	0.0%	-	0.0%	0.0%	
Haitian	-	0.0%	-	0.0%	NA	
Navajo	-	0.0%	-	0.0%	NA	
Other Native languages of North America	-	0.0%	-	0.0%	NA	X

source American Community Survey, 2017, 1-year estimates; Tables B16001 and S1810

**Attachment B-2: Language Resources**

Language	Census Bureau				State, RCBO, County, City, CBO, Other
	Internet Form	Phone Assistance	Paper and Field	Glossaries/ Identification Card	
Total Population Estimate (5 years and old)	X	X	X		X
Speak only English	X	X	X		X
Visually Impaired (calculated for total population)					Braille and Large Print
Hearing Impaired (calculated for total population)		Telecommunication Device			Video Guide in ASL
Spanish	X	X	X	X	X
Chinese (incl. Mandarin, Cantonese)	Simplified	Mandarin/Cantonese		Simplified ?	Simplified ?
Tagalog (incl. Filipino)	Tagalog	Tagalog		Tagalog	Tagalog
Persian (incl. Farsi, Dari)				Farsi	Farsi
Vietnamese	X	X		X	X
Russian	X	X		X	X
Hindi				X	X
Portuguese	X	X		X	X
Arabic	X	X		X	X
Punjabi				X	X
Korean	X	X		X	X
Nepali, Marathi, or other Indic languages				Nepali, Marathi, Sinhala	Nepali, Marathi, Sinhala
Other languages of Asia				Burmese, Turkish	Burmese, Turkish
French (incl. Cajun)	French	French		French	French
Japanese	X	X		X	X
Ilocano, Samoan, Hawaiian, or other Austronesian languages				Ilocano, Indonesian	Ilocano, Indonesian
Telugu				X	X
German				X	X
Urdu				X	X
Other and unspecified languages				Hungarian	Hungarian
Italian				X	X
Malayalam, Kannada, or other Dravidian languages				Malayalam	Malayalam
Thai, Lao, or other Tai-Kadai languages				Thai, Lao	Thai, Lao
Yoruba, Twi, Igbo, or other languages of Western Africa				Twi, Igbo, Yoruba	Twi, Igbo, Yoruba
Tamil				X	X
Ukrainian or other Slavic languages				Ukrainian, Slovak, Czech, Bulgarian, Lithuanian	Ukrainian, Slovak, Czech, Bulgarian, Lithuanian
Other Indo-European languages				Romanian, Albanian	Romanian, Albanian
Gujarati				X	X
Amharic, Somali, or other Afro-Asiatic languages				Amharic, Somali, Tigrinya	Amharic, Somali, Tigrinya
Polish	X	X		X	X
Yiddish, Pennsylvania Dutch or other West Germanic languages				Yiddish, Dutch	Yiddish, Dutch
Greek				X	X
Hebrew				X	X
Serbo-Croatian				Serbian, Bosnian, and Croatian	Serbian, Bosnian, and Croatian
Bengali				X	X
Khmer				X	X
Swahili or other languages of Central, Eastern, and Southern Africa				Swahili	Swahili
Armenian				X	X
Hmong				X	X
Haitian	Haitian Creole	Haitian Creole		Haitian Creole	Haitian Creole
Navajo				X	X
Other Native languages of North America					

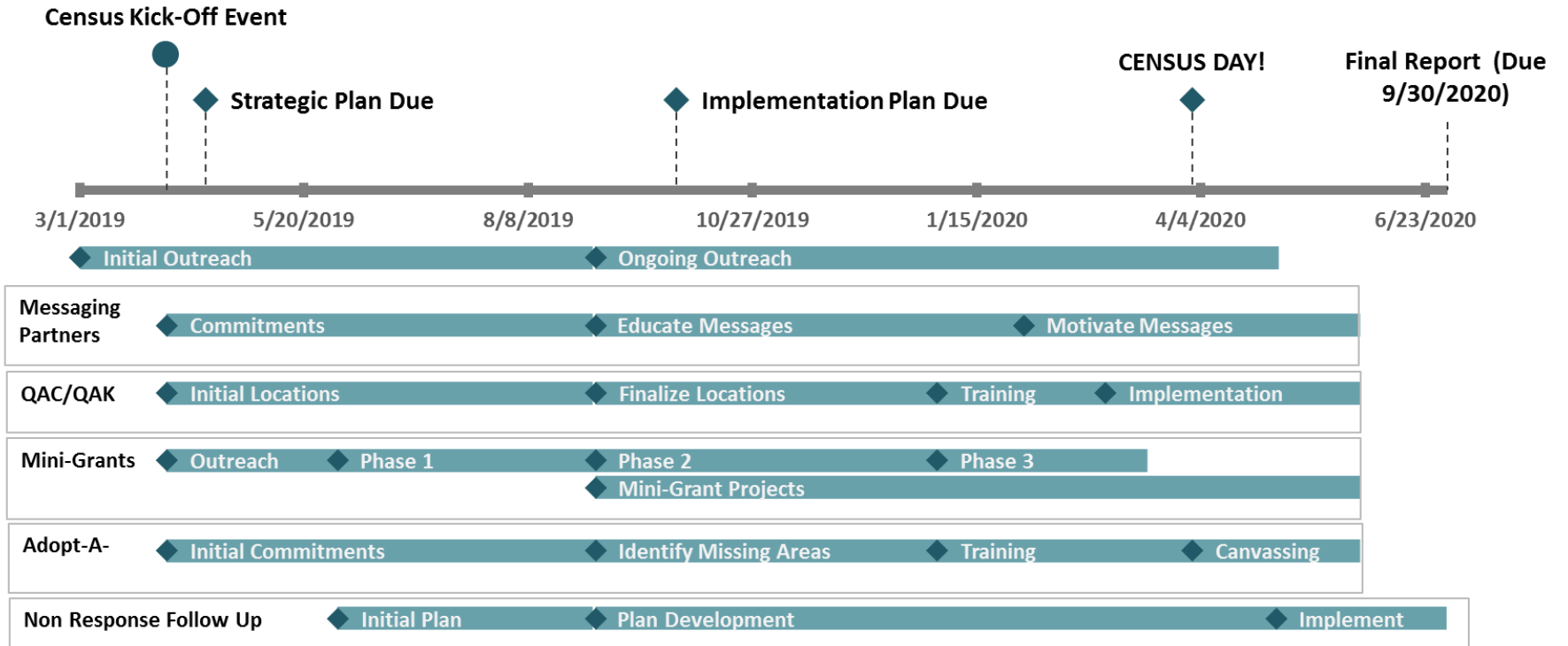
TBD

source American Community Survey, 2017, 1-year estimates; Tables B16001 and S1810



# Attachment C

## Census 2020 Complete Count Timeline





# Contra Costa County Board of Supervisors

## Subcommittee Report

### 2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

8.

**Meeting Date:** 03/18/2019

**Subject:** Federal, State and Regional Updates on Preparation for the Census

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:** Barbara Riveira, County Admin **Contact:** Kristine Solseng 925-674-7809 or  
Office & Kristine Solseng, DCD Barbara Riveira 925-335-1018

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#### **Referral History:**

Federal/State/Regional Updates.

#### **Referral Update:**

Attached is March 3, 2019 article - U.S. Census Bureau Unveils 2020 Census Tagline. Shape your future. START HERE. U.S. Census 2020

Tagline

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

RECEIVE Federal, State, and Regional updates on preparation for the Census.

#### **Fiscal Impact (if any):**

None.

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#### **Attachments**

U.S. Census Bureau Unveils 2020 Census Tagline

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**FOR IMMEDIATE RELEASE: MONDAY, MARCH 04, 2019**

## **Census Bureau Unveils 2020 Census Communications Campaign Platform**

March 04, 2019  
CB19-26

**MARCH 4, 2019** – As promotional and outreach activities are ramping up across the nation ahead of the 2020 Census — from establishing local and state complete count committees, to diverse partners coming together to reduce the undercount of children and other hard to count populations — today the U.S. Census Bureau announced its long-planned communications campaign platform: “Shape your future. START HERE.”



“We undertook an unprecedented amount of research to help us learn more about what potential barriers, attitudes and motivators America had about participating in the upcoming census,” said Census Bureau Director Dr. Steven Dillingham. “The 2020 platform arose from that research, and has been rigorously tested to ensure that our campaign effectively communicates that when the public responds to the 2020 Census, they will know they are helping to shape the future of their community for the next 10 years.”

The Census Bureau and VMLY&R — the Census Bureau’s communications contractor — tested the platform in multiple languages and in diverse focus groups across the country. The resulting research was paired with the expertise of VMLY&R’s multicultural advertising agencies, seasoned in reaching diverse audiences. The 2020 Census advertising campaign will be in English and 12 other languages.

The “Shape your future. START HERE.” platform will be incorporated across Census Bureau outreach and partnership awareness materials beginning this April, and then more broadly when the 2020 Census advertising campaign launches in January 2020. In this image, the tagline points to the 2020 Census logo reinforcing the message that the public can shape the future of their

community by responding to the 2020 Census.. The availability of the creative platform will help guide outreach efforts being planned by states, local communities and nonprofit organizations. In addition, it allows partners to determine how they can complement the \$500 million communications campaign created by the Census Bureau and VMLY&R.

This is the third decennial census to include a dedicated advertising and communications operation. In the 2000 and 2010 Censuses, the Census Bureau also utilized advertising, partnership and communications campaigns to increase awareness and participation in the count. Higher self-response rates increase the accuracy of the census and save taxpayer money by lowering census follow-up costs for nonresponding households.

The Census Bureau and VMLY&R are in the process of developing creative materials under the “Shape your future. START HERE.” platform. Those creative materials will be tested extensively around the country before they are built into ads for placement.



The U.S. Constitution mandates that a census of the population be conducted once every 10 years for the purposes of reapportioning Congress. Census data is also used to determine how more than \$675 billion in federal funds are distributed back to states and local communities every year for services and infrastructure, including health care, jobs, schools, roads and businesses.

###



# Contra Costa County Board of Supervisors

## Subcommittee Report

### 2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

9.

**Meeting Date:** 03/18/2019  
**Subject:** Kick-Off Event  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** 5  
**Referral Name:** Kick Off Event  
**Presenter:** Lauren Babb, District 4 Appointee      **Contact:** Kristine Solseng  
674-7809

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#### **Referral History:**

At the February 19, 2019 Steering Committee meeting Lauren Babb and Sandy Trujillo volunteered to start a working group to provide support for the Kick-Off event. Members of the Committee were asked to email Barbara Riveira any ideas for the location of the event, event activities, and what media outlets should be invited to the event. In addition, staff was instructed to invite the County's Public Information Officer to the kick-off event. April 2, 2019 has been selected as the Kick-off date to coincide State Census Event and other events around the State. The Census Bureau also plans on announcing the 2020 Census Slogan on April 1, 2019.

#### **Referral Update:**

The proposed Kick-Off Event will be a media event on April 2, 2019 from 12:30 - 3:00 at the Food Bank in Concord. The goal of the event is to highlight the importance of the Census and highlight the work of one of our community partners. The Kick-Off Event will include a media event followed by service to the Food Bank. The media event will include a short program with speeches from representatives from the Food Bank and the County, with representation from our various partners in attendance. Supervisor Burgis' speech will include a call for cities to adopt Resolutions to recognize the importance of the 2020 U.S. Census and an invitation to community members to attend future Regional Working Group workshops. Following the short program, participants are encouraged to stay and help bag food to support the Food Bank.

As a follow up to the Kick-Off event, Steering Committee volunteers are being asked to give presentations as members of the Speakers Bureau to City Councils about the importance of the Census. Staff will create a tool kit for the Speaker Bureau, which will include a power point presentation, talking point, key resources, and forms for interested parties.

Invitations to the event will be sent to mayors, city administrators, state senators and assembly members, members of the Steering Committee, and interested parties.

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

Discuss options for a Census Kick-off and make recommendations.

**Fiscal Impact (if any):**

N/A

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**Attachments**

Committee Member Suggestions - April 1 Kick-Off

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**Emailed From Committee Members –  
RE: April 1 Kick-Off Event Suggestions/Thoughts**

*Fran Biderman – Member At-large*

For the April 1 kick-off, would it make sense for each Supervisor to hold the kickoffs at their offices – that way they would be engaged, could advertise the kick off and regional subcommittees to their constituents (“come to the kickoff and get involved!”), we wouldn’t have to look for spaces...just a thought.

*Melody Howe Weintraub – Member At-large*

I am meeting with faith leaders from around the county tomorrow. I plan to tell them a Census Day Event is happening on April 1. Do you have any more details? I heard at the Steering Committee that people seem to prefer a central event in the morning and possibly regional events in the evening. I support that idea but think that it is short notice to organize both of the events.

*Barbara Riveira – Staff*

The California Census Office is having a weeklong effort to promote California’s efforts to ensure a complete and accurate count in California. The California Census Office will hold a press conference on April 2 at 11 a.m. with key state leaders to kick-off the week of action.

The California Census Office is asking stakeholders and partners to hold local call to action events, meet with elected representatives and connect with the community between April 1-7. Share events with the California Census Office – send an email to [census2020events@census.ca.us](mailto:census2020events@census.ca.us) and they will feature the details on the website and social media. For agencies promoting on social media add hashtag #BeCountedCA to your post. For general social media you can always use #CACensus#Census2020.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### 2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

10.

**Meeting Date:** 03/18/2019

**Subject:** Language Accessibility for the Census Form and Promotional Materials

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:** 6

**Referral Name:** Language Presentation

**Presenter:** Zhiyuan "John" Zhang, U.S. Census  
Bureau

**Contact:** Barbara Riveira (925)  
335-1018

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#### **Referral History:**

At the February 19, 2019 Steering Committee meeting, Supervisor Burgis requested the U.S. Census Bureau return to the Steering Committee to provide a presentation on language access.

#### **Referral Update:**

Zhiyuan Zhang, or John, Partnership Specialist, U.S. Census Bureau, has joined us for the presentation. Mr. Zhang was a college English teacher in China for seven years. In 1989 he came to the United States to pursue graduate studies in American Studies at Smith College in Massachusetts. After graduation, he traveled from the East Coast all the way to the West Coast to learn about the American people and to experience the cultures, and finally settled down in the Bay Area and raised three kids here.

John has been a business owner for over 20 years focusing on developing international training programs for Chinese government officials, executives and professionals. Living in the Silicon Valley, John witnessed the progress that technology presented as well as the environmental damage caused by the huge accumulation of electronic waste. To better serve the community and protect the environment, he set up a recycling business with a few friends to collect e-waste in the Bay Area. As a local Bay Area resident, John's goal is to get involved with communities and to motivate everyone to participate in the 2020 Census. Please see the attached presentation information provided by the U.S. Census Bureau.

Kristine Solseng, Conservation and Development Department will present information on potential language barriers for certain hard to count populations in Contra Costa County.

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

RECEIVE presentation on Language Accessibility from Zhiyuan "John" Zhang, U.S. Census Bureau. RECEIVE presentation from Kristine Solseng, Conservation and Development Department on potential language barriers for certain hard to count populations in Contra Costa County.

**Fiscal Impact (if any):**

N/A

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**Attachments**

Language Accessibility - US Census Bureau

Contra Costa County Languages Presentation

Contra Costa County Language Statistics

Census Bureau Resources for County Languages

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# Language Accessibility for 2020 Census

Zhiyuan “John” Zhang  
Partnership Specialist  
U. S. Census Bureau

[zhiyuan.zhang@2020census.gov](mailto:zhiyuan.zhang@2020census.gov)

510-761-1097

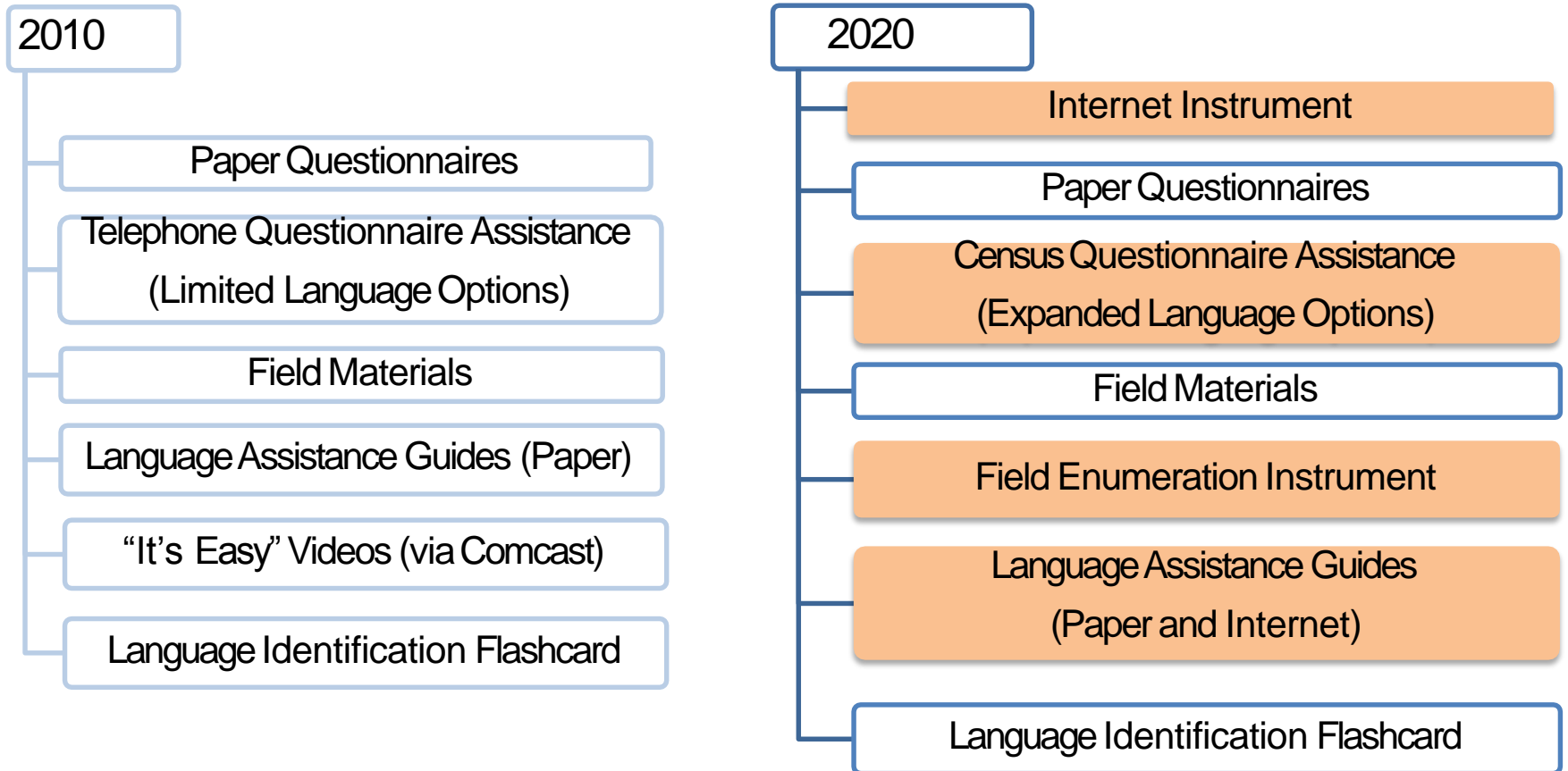
# 2020 Census Language Program

## Overview

- Identify ways to reduce language barriers for respondents of Limited English Proficiency (LEP)
- Determine the optimal level of support in non-English languages for LEP households completing the 2020 Census
- Optimize the non-English content of questionnaires and associated non-questionnaire materials across data collection modes and operations
- Ensure cultural relevancy and meaningful translation of 2020 Census questionnaires and associated non-questionnaire materials

# 2020 Census Language Program

## Then and Now: Planned Changes for 2020



# Language Accessibility

## Summary: 2020 Census Non-English Support

Internet Self-Response Census Questionnaire Assistance (CQA)	<ul style="list-style-type: none"><li>• 12 Non-English Languages</li></ul>
Language Guides (Video and Print) Language Glossaries Language Identification Card	<ul style="list-style-type: none"><li>• 59 Non-English Languages</li><li>• Language Guides include American Sign Language, braille, large print</li></ul>
Paper Questionnaire & Mailing Materials Field Enumeration Instrument & Materials	<ul style="list-style-type: none"><li>• Spanish</li></ul>

# Language Accessibility

Language List: All Non-English Languages (in order—top to bottom, left to right)

Spanish	Italian	Khmer	Tamil	Croatian
Chinese	Farsi	Nepali	Navajo	Bulgarian
Vietnamese	German	Urdu	Hungarian	Twi
Korean	Armenian	Romanian	Hebrew	Lithuanian
Russian	Hindi	Telugu	Malayalam	Yoruba
Arabic	Ukrainian	Burmese	Swahili	Czech
Tagalog	Bengali	Punjabi	Yiddish	Igbo
Polish	Greek	Lao	Indonesian	Marathi
French	Amharic	Hmong	Serbian	Sinhala
Haitian Creole	Somali	Albanian	Tigrinya	Slovak
Portuguese	Thai	Turkish	Ilocano	American Sign Language
Japanese	Gujarati	Bosnian	Dutch	

# Language Accessibility

2020 Census Language List: Internet Self-Response, Census Questionnaire Assistance

	Language	Limited English Speaking Households (MOE)	Cumulative Percent of Total Limited- English-Speaking Households
1	Spanish	3,186,101 (12,273)	60.3
2	Chinese	447,785 (3,571)	68.8
3	Vietnamese	174,439 (2,844)	72.1
4	Korean	166,917 (2,619)	75.2
5	Russian	145,174 (2,497)	78.0
6	Arabic	89,739 (2,255)	79.7
7	Tagalog	69,772 (1,664)	81.0
8	Polish	65,603 (1,665)	82.3
9	French	64,108 (1,620)	83.5
10	Haitian Creole	63,220 (1,918)	84.7
11	Portuguese	62,881 (2,063)	85.9
12	Japanese	59,586 (1,682)	87.0

# Language Accessibility

**Bilingual mailing is determined at the census tract level**

An entire census tract is selected for English/Spanish bilingual mailing, if at least 20% of the occupied housing units might require Spanish assistance. These are households in which at least one adult (age 15 or older) speaks Spanish and does not speak English "very well."


All mailings will include the language assistance sheet, that informs households that they can complete their questionnaire via internet or phone in 12 non-English languages.



# Examples of Instruments/Materials Planned for 2020

## Census Questionnaire Assistance (CQA)

- Conduct telephone interviews in non-English languages
- Provide general information and answers to questions about the 2020 Census and instructions on completing the the questionnaires
- Available in the same number of languages as the Internet instrument



**UNITED STATES DEPARTMENT OF COMMERCE**  
Economics and Statistics Administration  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

For help completing your 2017 Census Test questionnaire, call toll-free 1-844-330-2020.

Para recibir ayuda para completar su cuestionario de la Prueba del Censo del 2017, llame sin costo al número 1-844-468-2020.


如果您需要协助填写2017年人口普查测试问卷，请拨打免费电话 1-844-391-2020 (普通话)，1-844-398-2020 (粤语)。

2017년 인구 센서스 시범 조사에 도움이 필요하시면, 무료 번호 1-844-392-2020으로 전화해 주십시오.

Để được trợ giúp hoàn thành phiếu câu hỏi Điều tra Dân số Thử nghiệm năm 2017 của quý vị, hãy gọi đến đường dây miễn phí theo số 1-844-461-2020.

За помощь в заполнении вашей анкеты тестирования переписи 2017 года, позвоните бесплатно на 1-844-417-2020.

للحصول على مساعدة في إكمال استقصاء الإحصاء التجريبي لعام 2017، اتصل برقم الهاتف المجاني 1-844-416-2020.

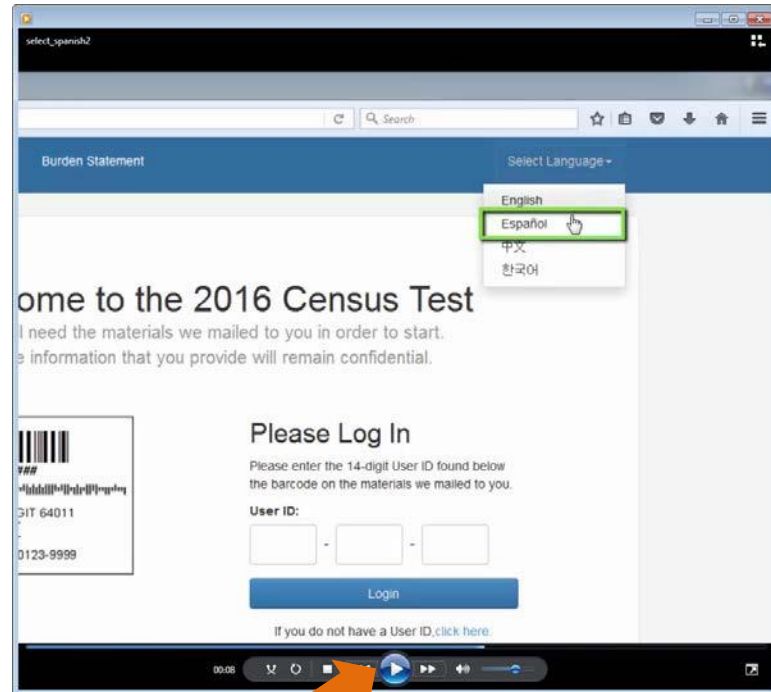


Example: 2017 Census Test Census Questionnaire Assistance Insert

# Examples of Instruments/Materials Planned for 2020

## Video Language Assistance Guides

- Assist non-English speaking respondents on filling out the Internet questionnaire
- Examples of video content:
  - What are the questions and why
  - Why participation is important
  - How to select the language
  - How to log in
  - How to navigate
  - How to submit
- Available via the internet
- Also used during partnership and communications events



Conceptual Example of Video Language Assistance Guide

# LANGUAGES SPOKEN IN CONTRA COSTA COUNTY

Analysis and Resources for Outreach

# Key Points

- Over 387,000 (about 36%) of Contra Costa County residents speak a language other than English at home.
- 152,665 residents do not speak English very well.
- Given the largest city in the County is about 130,000, non-English speakers comprise a larger portion of the population than any given city.
- There are 23,758 Limited English Households in Contra Costa County

# Population by Language Spoken

- More than 40 languages are spoken in Contra Costa County. Top 10 include:
- Spanish
- Chinese (includes Mandarin / Cantonese)
- Tagalog (includes Filipino)
- Persian (includes Farsi, Dari)
- Vietnamese
- Russian
- Hindi
- Portuguese
- Arabic
- Punjabi

# Summary of all Languages

Key Statistics for Languages Spoke in Contra Costa County

Language	Key Statistics						
	Estimate	Percent of County	Less than Very Well	Percent of all LVS	LVW as Percent of Language	More than 1 language	
Total Population Estimate (5 years and old)	1,082,244	100.0%	152,665	39.4%	14.1%		
Speak only English	694,824	64.2%	NA	NA	NA		
Visually Impaired (calculated for total population)	21,606	1.9%	NA	NA	NA		
Hearing Impaired (calculated for total population)	35,087	3.1%	NA	NA	NA		
Spanish	196,833	18.2%	81,467	21.0%	41.4%		
Chinese (incl. Mandarin, Cantonese)	39,569	3.7%	21,288	5.5%	53.8%	X	
Tagalog (incl. Filipino)	31,292	2.9%	11,012	2.8%	35.2%	X	
Persian (incl. Farsi, Dari)	9,874	0.9%	4,446	1.1%	45.0%	X	
Vietnamese	9,102	0.8%	4,814	1.2%	52.9%		
Russian	7,990	0.7%	2,735	0.7%	34.2%		
Hindi	6,809	0.6%	1,464	0.4%	21.5%		
Portuguese	6,583	0.6%	2,927	0.8%	44.5%		
Arabic	6,498	0.6%	1,170	0.3%	18.0%		
Punjabi	6,109	0.6%	2,192	0.6%	35.9%		
Korean	5,815	0.5%	3,520	0.9%	60.5%		
Nepali, Marathi, or other Indic languages	5,708	0.5%	1,650	0.4%	28.9%	X	
Other languages of Asia	5,177	0.5%	2,080	0.5%	40.2%	X	
French (incl. Cajun)	4,806	0.4%	571	0.1%	11.9%		
Japanese	4,692	0.4%	1,752	0.5%	37.3%		
Ilocano, Samoan, Hawaiian, or other Austronesian languages	4,671	0.4%	1,375	0.4%	29.4%	X	
Telugu	4,605	0.4%	344	0.1%	7.5%		
German	3,523	0.3%	239	0.1%	6.8%		
Urdu	3,148	0.3%	555	0.1%	17.6%		
Other and unspecified languages	2,450	0.2%	438	0.1%	17.9%	X	
Italian	2,204	0.2%	385	0.1%	17.5%		
Malayalam, Kannada, or other Dravidian languages	1,974	0.2%	49	0.0%	2.5%	X	
Thai, Lao, or other Tai-Kadai languages	1,965	0.2%	991	0.3%	50.4%	X	
Yoruba, Twi, Igbo, or other languages of Western Africa	1,932	0.2%	1,134	0.3%	58.7%	X	
Tamil	1,894	0.2%	124	0.0%	6.5%		
Ukrainian or other Slavic languages	1,655	0.2%	492	0.1%	29.7%	X	
Other Indo-European languages	1,614	0.1%	583	0.2%	36.1%	X	
Gujarati	1,452	0.1%	512	0.1%	35.3%		
Amharic, Somali, or other Afro-Asiatic languages	1,426	0.1%	627	0.2%	44.0%	X	
Polish	1,313	0.1%	519	0.1%	39.5%		
Yiddish, Pennsylvania Dutch or other West Germanic languages	876	0.1%	187	0.0%	21.3%	X	
Greek	753	0.1%	85	0.0%	11.3%		
Hebrew	738	0.1%	130	0.0%	17.6%		
Serbo-Croatian	618	0.1%	348	0.1%	56.3%	X	
Bengali	562	0.1%	109	0.0%	19.4%		
Khmer	554	0.1%	351	0.1%	63.4%		
Swahili or other languages of Central, Eastern, and Southern Africa	367	0.0%	-	0.0%	0.0%	X	
Armenian	170	0.0%	-	0.0%	0.0%		
Hmong	99	0.0%	-	0.0%	0.0%		
Haitian	-	0.0%	-	0.0%	NA		
Navajo	-	0.0%	-	0.0%	NA		
Other Native languages of North America	-	0.0%	-	0.0%	NA	X	

source American Community Survey, 2017, 1-year estimates; Tables B16001 and S1810

# Summary of Language Resources

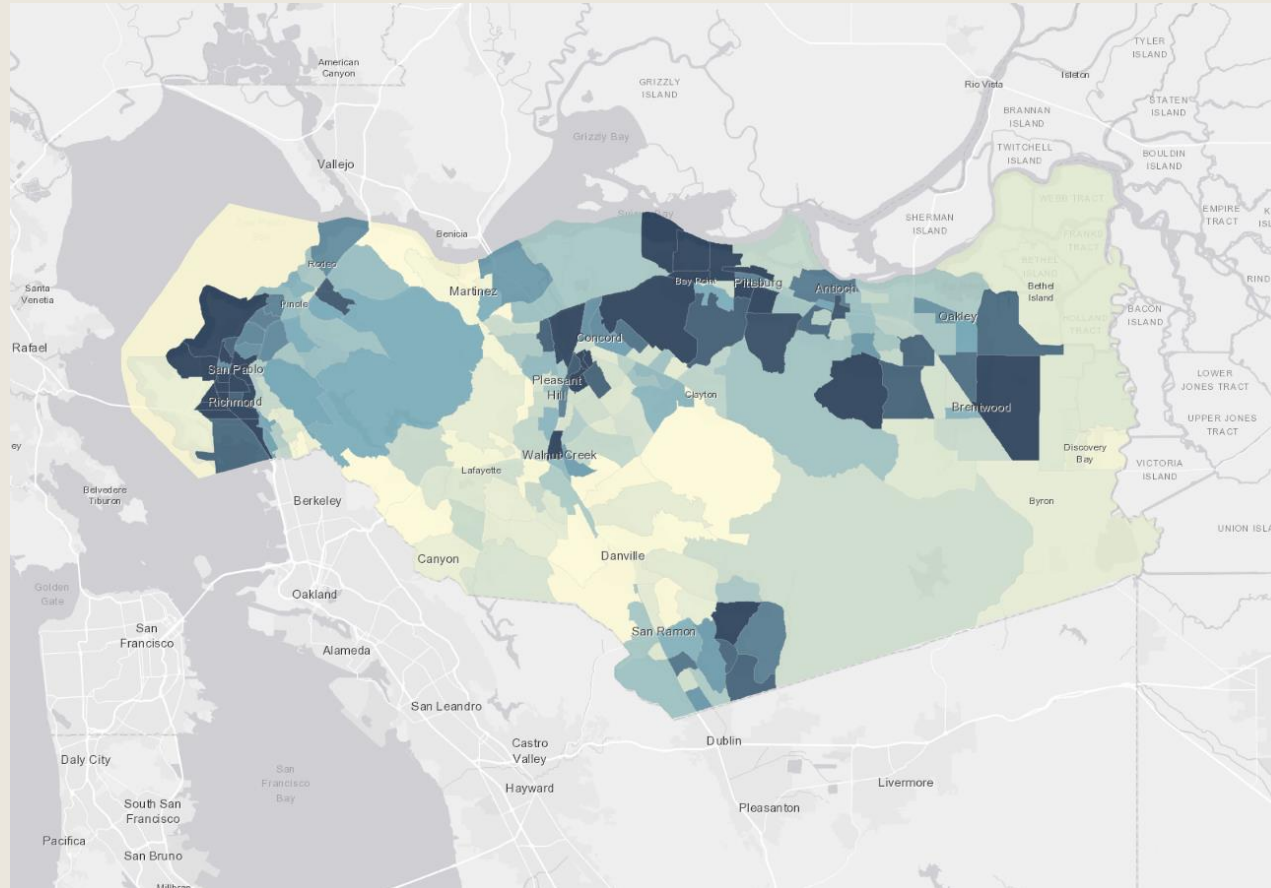
Language Resources

Language	Census Bureau				State	RCBO	County	City/CBO/Other
	Internet Form	Phone Assistance	Paper and Field	Language Glossaries/ Identification Card				
Total Population Estimate (5 years and old)	X	X	X					
Speak only English	X	X	X					
Visually Impaired (calculated for total population)								Braille and Large Print
Hearing Impaired (calculated for total population)		Telecommunication Device						Video Guide in American Sign Language
Spanish	X	X	X	X				X
Chinese (incl. Mandarin, Cantonese)	Simplified	Mandarin/Cantonese		Simplified ?				Simplified ?
Tagalog (incl. Filipino)	Tagalog	Tagalog		Tagalog				Tagalog
Persian (incl. Farsi, Dari)				Farsi				Farsi
Vietnamese	X	X		X				X
Russian	X	X		X				X
Hindi				X				X
Portuguese	X	X		X				X
Arabic	X	X		X				X
Punjabi				X				X
Korean	X	X		X				X
Nepali, Marathi, or other Indic languages				Nepali, Marathi, Sinhala				Nepali, Marathi, Sinhala
Other languages of Asia				Burmese, Turkish				Burmese, Turkish
French (incl. Cajun)	French	French		French				French
Japanese	X	X		X				X
Ilocano, Samoan, Hawaiian, or other Austronesian languages				Ilocano, Indonesian				Ilocano, Indonesian
Telugu				X				X
German				X				X
Urdu				X				X
Other and unspecified languages				Hungarian		TBD	TBD	Hungarian
Italian				X				X
Malayalam, Kannada, or other Dravidian languages				Malayalam				Malayalam
Thai, Lao, or other Tai-Kadai languages				Thai, Lao				Thai, Lao
Yoruba, Twi, Igbo, or other languages of Western Africa				Twi, Igbo, Yoruba				Twi, Igbo, Yoruba
Tamil				X				X
Ukrainian or other Slavic languages				Ukrainian, Slovak, Czech, Bulgarian, Lithuanian				Ukrainian, Slovak, Czech, Bulgarian, Lithuanian
Other Indo-European languages				Romanian, Albanian				Romanian, Albanian
Gujarati				X				X
Amharic, Somali, or other Afro-Asiatic languages				Amharic, Somali, Tigrinya				Amharic, Somali, Tigrinya
Polish	X	X		X				X
Yiddish, Pennsylvania Dutch or other West Germanic languages				Yiddish, Dutch				Yiddish, Dutch
Greek				X				X
Hebrew				X				X
Serbo-Croatian				Serbian, Bosnian, and Croatian				Serbian, Bosnian, and Croatian
Bengali				X				X
Khmer				X				X
Swahili or other languages of Central, Eastern, and Southern Africa				Swahili				Swahili
Armenian				X				X
Hmong				X				X
Haitian	Haitian Creole	Haitian Creole		Haitian Creole				Haitian Creole
Navajo				X				X
Other Native languages of North America								

source American Community Survey, 2017, 1-year estimates; Tables B16001 and S1810



# Contra Costa County Language Landscape



### Key Statistics for Languages Spoke in Contra Costa County

Language	Key Statistics					
	Estimate	Percent of County	Less than Very Well	Percent of all LVS	LVW as Percent of Language	More than 1 language
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Nepali, Marathi, or other Indic languages	5,708	0.5%	1,650	0.4%	28.9%	X
Other languages of Asia	5,177	0.5%	2,080	0.5%	40.2%	X
French (incl. Cajun)	4,806	0.4%	571	0.1%	11.9%	
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Ilocano, Samoan, Hawaiian, or other Austronesian languages	4,671	0.4%	1,375	0.4%	29.4%	X
Telugu	4,605	0.4%	344	0.1%	7.5%	
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Thai, Lao, or other Tai-Kadai languages	1,965	0.2%	991	0.3%	50.4%	X
Yoruba, Twi, Igbo, or other languages of Western Africa	1,932	0.2%	1,134	0.3%	58.7%	X
Tamil	1,894	0.2%	124	0.0%	6.5%	
Ukrainian or other Slavic languages	1,655	0.2%	492	0.1%	29.7%	X
Other Indo-European languages	1,614	0.1%	583	0.2%	36.1%	X
Gujarati	1,452	0.1%	512	0.1%	35.3%	
Amharic, Somali, or other Afro-Asiatic languages	1,426	0.1%	627	0.2%	44.0%	X
Polish	1,313	0.1%	519	0.1%	39.5%	
Yiddish, Pennsylvania Dutch or other West Germanic languages	876	0.1%	187	0.0%	21.3%	X
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Hebrew	738	0.1%	130	0.0%	17.6%	
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Bengali	562	0.1%	109	0.0%	19.4%	
Khmer	554	0.1%	351	0.1%	63.4%	
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Armenian	170	0.0%	-	0.0%	0.0%	
Hmong	99	0.0%	-	0.0%	0.0%	
Haitian	-	0.0%	-	0.0%	NA	
Navajo	-	0.0%	-	0.0%	NA	
Other Native languages of North America	-	0.0%	-	0.0%	NA	X

source American Community Survey, 2017, 1-year estimates; Tables B16001 and S1810

## Language Resources

Language	Census Bureau					State	RCBO	County	City/CBO/Other
	Internet Form	Phone Assistance	Paper and Field	Language Glossaries/ Identification Card	Guides				
Total Population Estimate (5 years and old)	X	X	X		X				
Speak only English	X	X	X		X				
Visually Impaired (calculated for total population)					Braille and Large Print				
Hearing Impaired (calculated for total population)		Telecommunication Device			Video Guide in American Sign Language				
Spanish	X	X	X	X	X				
Chinese (incl. Mandarin, Cantonese)	Simplified	Mandarin/Cantonese		Simplified ?	Simplified ?				
Tagalog (incl. Filipino)	Tagalog	Tagalog		Tagalog	Tagalog				
Persian (incl. Farsi, Dari)				Farsi	Farsi				
Vietnamese	X	X		X	X				
Russian	X	X		X	X				
Hindi				X	X				
Portuguese	X	X		X	X				
Arabic	X	X		X	X				
Punjabi				X	X				
Korean	X	X		X	X				
Nepali, Marathi, or other Indic languages				Nepali, Marathi, Sinhala	Nepali, Marathi, Sinhala				
Other languages of Asia				Burmese, Turkish	Burmese, Turkish				
French (incl. Cajun)	French	French		French	French				
Japanese	X	X		X	X				
Ilocano, Samoan, Hawaiian, or other Austronesian languages				Ilocano, Indonesian	Ilocano, Indonesian				
Telugu				X	X				
German				X	X				
Urdu				X	X				
Other and unspecified languages				Hungarian	Hungarian	TBD	TBD	TBD	
Italian				X	X				
Malayalam, Kannada, or other Dravidian languages				Malayalam	Malayalam				
Thai, Lao, or other Tai-Kadai languages				Thai, Lao	Thai, Lao				
Yoruba, Twi, Igbo, or other languages of Western Africa				Twi, Igbo, Yoruba	Twi, Igbo, Yoruba				
Tamil				X	X				
Ukrainian or other Slavic languages				Ukrainian, Slovak, Czech, Bulgarian, Lithuanian	Ukrainian, Slovak, Czech, Bulgarian, Lithuanian				
Other Indo-European languages				Romanian, Albanian	Romanian, Albanian				
Gujarati				X	X				
Amharic, Somali, or other Afro-Asiatic languages				Amharic, Somali, Tigrinya	Amharic, Somali, Tigrinya				
Polish	X	X		X	X				
Yiddish, Pennsylvania Dutch or other West Germanic languages				Yiddish, Dutch	Yiddish, Dutch				
Greek				X	X				
Hebrew				X	X				
Serbo-Croatian				Serbian, Bosnian, and Croatian	Serbian, Bosnian, and Croatian				
Bengali				X	X				
Khmer				X	X				
Swahili or other languages of Central, Eastern, and Southern Africa				Swahili	Swahili				
Armenian				X	X				
Hmong				X	X				
Haitian	Haitian Creole	Haitian Creole		Haitian Creole	Haitian Creole				
Navajo				X	X				
Other Native languages of North America									

source American Community Survey, 2017, 1-year estimates; Tables B16001 and S1810



# Contra Costa County Board of Supervisors

## Subcommittee Report

### 2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

11.

**Meeting Date:** 03/18/2019

**Subject:** REVIEW MEETING SCHEDULE AND WORK PLAN

**Submitted For:** David Twa, County Administrator

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:** Barbara Riveira, County Admin Office **Contact:** Barbara Riveira (925)  
335-1018

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#### **Referral History:**

It is anticipated that the Steering Committee will meet at least once a month through Fall 2020 to complete the actual Census and oversee any post-Census activities. A meeting schedule and work plan through December 2019 was proposed at the February 19, 2019 meeting. The work plan was designed to coincide with the key milestones identified, so far, by the State. Additional meetings may be required as new information becomes available. Committee members were asked to anticipate these meeting dates in their personal schedules, as achieving a quorum will be essential for the Steering Committee to be able to consistently meet and conduct the necessary business.

#### **Referral Update:**

At the February 19, 2019, Steering Committee meeting Supervisor Burgis reviewed the meeting schedule and stated committee members can add additional items to the work plan. The committee unanimously voted to meet on the third Monday of every month from 12:00 noon to 2:00 p.m.

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

A new meeting schedule is provided including the dates and location of the meetings. The meetings are scheduled for the third Monday of every month through December 2019, from 12:00 noon to 2:00 p.m., with the exception of the July meeting time being scheduled for a later time, from 2:00 to 4:00 p.m. due to the availability of the meeting room.

#### **Fiscal Impact (if any):**

None.

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#### **Attachments**

2019 Meeting Schedule



## 2020 Census Complete Count Steering Committee

### 2019 Meeting Schedule

3<sup>rd</sup> Monday at 12:00 Noon

CCC EMS Agency, 777 Arnold Drive, Paramount Room, Martinez

Meeting Date	Subject	Staff Contacts
February 19	<ul style="list-style-type: none"> <li>• Census Overview/Updates</li> <li>• Complete Count Committee Overview</li> <li>• Strategic Plan/Budget</li> <li>• Working Group Structure</li> <li>• Kick-Off Event – April 1, 2019</li> <li>• Meeting Schedule</li> </ul>	<p style="text-align: right;">Barbara Riveira, County Administrator's Office Phone (925) 335-1018 <a href="mailto:barbara.riveira@cao.cccounty.us">barbara.riveira@cao.cccounty.us</a></p> <p style="text-align: right;">Kristine Solseng, Conservation and Development Phone (925) 674-7809 Kristine.Solseng@dcd.cccounty.us</p>
March 18	<ul style="list-style-type: none"> <li>• State/Federal Update</li> <li>• Strategic Plan / Budget Recommendation to Board of Supervisors</li> <li>• Hard to Count Population 1 Study Session</li> <li>• Working Group Reports</li> <li>• Kick-Off Event – April 1, 2019 Update</li> </ul>	
April 15	<ul style="list-style-type: none"> <li>• State/Federal Update</li> <li>• Kick-Off Event Update</li> <li>• Working Groups Report</li> <li>• Hard to Count Population 1 Study Session-Continued</li> <li>• Draft Mini-Grant RFP Review</li> </ul>	
May 20	<ul style="list-style-type: none"> <li>• State/Federal Update</li> <li>• Working Group Updates</li> <li>• Hard to Count Population 2 Study Session</li> <li>• Mini-Grant RFP Approval</li> </ul>	
June 17	<ul style="list-style-type: none"> <li>• State/Federal Update</li> <li>• Working Group Updates</li> <li>• Hard to Count Population 3 Study Session</li> <li>• Initial Non Response Follow Up Ideas</li> </ul>	

<p>July 15  <b>Time Change</b>  <b>2:00 to 4:00</b></p>	<ul style="list-style-type: none"> <li>• State/Federal Update</li> <li>• Working Group Updates</li> <li>• Hard to Count Population 4 Study Session</li> <li>• Mini-Grant Phase I Recommendations to BOS</li> <li>• “Educate” messaging plan</li> </ul>	
<p>August 19</p>	<ul style="list-style-type: none"> <li>• State/Federal Update</li> <li>• Working Group Updates</li> <li>• Hard to Count Population 5 Study Session</li> <li>• Review Draft Implementation Plan</li> </ul>	
<p>September 16</p>	<ul style="list-style-type: none"> <li>• State/Federal Update</li> <li>• Working Group Updates / Mini-Grant Updates</li> <li>• Approve Implementation Plan</li> </ul>	
<p>October 21</p>	<ul style="list-style-type: none"> <li>• State/Federal Update</li> <li>• Working Group Updates / Mini-Grant Updates</li> <li>• Mini-Grant Phase II Recommendations to BOS</li> <li>• Adopt a Block Missing Areas Review</li> </ul>	
<p>November 18</p>	<ul style="list-style-type: none"> <li>• State/Federal Update</li> <li>• Working Group Updates / Mini-Grant Updates</li> <li>• Review Draft Training for QAC/QAK and Canvassing</li> </ul>	
<p>December 16</p>	<ul style="list-style-type: none"> <li>• State/Federal Update</li> <li>• Working Group Updates / Mini-Grant Updates</li> <li>• “Motivate” messaging plan</li> </ul>	