



Agenda

2020 CENSUS COMPLETE COUNT STEERING COMMITTEE

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

March 18, 2019

12:00 Noon

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

- Present: Candace Andersen, Vice Chair; Lina Velasco, District I Representative; Aparna Madireddi, District II Representative; Lauren Babb, District IV Representative; Lynn Reichard-Enea, District V Representative; Alvaro Fuentes, At Large Member; Andres Orozco, At Large Member; Ali Saidi, At Large Member; Mariana Moore, At Large Member; Mark Orcutt, At Large Member; Samuel Houston, At Large Member; Terry Koehne, At Large Member
- Absent: Diane Burgis, Chair; Linda Soliven, District III Representative; Fran Biderman, At Large Member; Melody Howe-Weintraub, At Large Member
- Staff Present: Barbara Riveira, CAO Sr. Management Analyst; Kristine Solseng, Conservation and Development Department
- Attendees: Dom Pruett, Veronica Ramos, Julie DiMaggio Enea, Viola Lujan, Zhiyman Zhang, Mark Goodwin, Jaime Jenett, David Tucker, Emlyn Struthers

1. Call to Order and Introductions.

Vice Chair Andersen convened the meeting at 12:10 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 and APPROVE the Record of Action for the February 19, 2019 meeting.

The Committee approved the Record of Action for the February 19, 2019 - 2020 Census Complete Count Steering Committee.

AYE: Vice Chair Candace Andersen, District I Representative Lina Velasco, District II Representative Aparna Madireddi, 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 Mark Orcutt, At Large Member Samuel Houston, At Large Member Terry Koehne

Other: Chair Diane Burgis (ABSENT), District III Representative Linda Soliven (ABSENT), At Large Member Fran Biderman (ABSENT), At Large Member Mariana Moore (ABSENT), At Large Member Melody Howe-Weintraub (ABSENT)

Passed

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

Emlyn Struthers, Management Analyst & Deputy Clerk, Clerk of the Board of Supervisors provided a good overview of open meeting policies for advisory bodies. The presentation included an overview of the Brown Act and the Better Government Ordinance to include open meetings, agenda requirements, and resources available. Lauren Babb asked what constituted a quorum. Emlyn stated that a quorum is a majority of the members of the body. Supervisor Anderson explained for the 2020 Census Complete Count Steering Committee a quorum would be nine members. Supervisor Anderson also requested all member to notify Barbara Riveira if they would not be able to attend meeting in the future. If the quorum requirements are not met, there won't be a meeting.

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

Supervisor Andersen gave a brief overview of the two sub-committees and stated the sub-committees will be researching and reviewing deeper into outreach and Finance and making recommendations to the full committee. Supervisor Andersen then asked for volunteers to serve on the two Sub-Committees.

The following members volunteered for the Outreach Sub-Committee: Samuel Houston, Aparna Madireddi, Andres Orozco, Lina Velasco, Lynn Reichard-Enea, Terry Koehne, Mark Orcutt

The following volunteered for the Finance Sub-Committee: Lauren Babb, Marianna Moore

Supervisor Burgis will make the final recommendation for the two sub-committees at the next meeting.

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

Barbara Riveira and Kristine Solseng gave a brief overview of the role and responsibilities of the regional working groups. Barbara Riveira reviewed the timeline of when the different tasks should be accomplished. Discussion followed about how the map should be set up by district because we will need to perform outreach for each region similar to how the supervisorial districts are setup. Supervisor Andersen explained that the Board of Supervisor's requested that the Steering Committee have four Regional Working Groups. Kristine Solseng explained that this particular map was chosen because it does not separate cities and it breaks-out the county into four regional areas and it was a good map to use for planning purposes. Supervisor Anderson stated that the map gives us a logical breakout of the county. Each area has its own unique hard to count population. Supervisor Andersen asked for any additional suggestions to include.

7. 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.

Kristine Solseng gave an overview of the proposed Strategic Plan. She stated that the plan is one of the requirements for state funding. The plan answers all state questions regarding the county's plan to accomplish a complete count. She stated we have 60 days after the contract with the state is signed to get our Strategic Plan to the state. Mark Goodwin restated that that this is a state requirement. David Tucker, State Regional Manager was in attendance and also stated he would be reviewing our Strategic Plan and making recommendations. He mentioned that the Strategic Plan is a living document that can be modified until we go into the implementation phase, and do not wait until the last minute to submit it to the state. He also stated that our first Quarterly Report is due April 1st.

Supervisor Andersen stated that the committee needs to provide feedback via email no later than April 5th to Kristine Solseng or Barbara Riveira.

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

Kristine Solseng and Barbara Riveira gave a brief update of activities:

- *The U.S. Census Bureau released the Tag Line "Shape your future, Start Here, United States Census 2020"*
- *U.S. District Court of Northern California ruled that the inclusion of a citizenship question on the 2020 Census violates Federal Law. This is scheduled to be heard by the U.S. Supreme Court in April.*
- *The State is having it's Census Kick-off April 2nd with a press release and week of events.*
- *Quarterly Reports are due to the State April 1st*
- *Region 3 ACBO is United Way of the Bay Area*

Kristine Solseng gave an overview of the proposed Strategic Plan. She stated that the plan is one of the requirements for state funding. The plan answers all state questions regarding the county's plan to accomplish a complete count. She stated we have 60 days after the contract with the state is signed to get our Strategic Plan to the state.

Mark Goodwin restated that this a requirement form the state to receive funding. David Tucker, State Regional Manager attended the meeting and stated that he will be reviewing the strategic plans for our region and that the state views the Strategic Plan as a living document that can be modified until we go into the implementation phase. He also stated that we should not wait until the last minute to get the strategic plan to the State. He also stated that the Quarterly Reports are due April 1, 2019.

Supervisor Andersen stated that the committee needs to provide feedback by April 5th to Kristine Solseng or Barbara Riveira.

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

Lauren Babb presented a proposal for Contra Costa County Census Kick-off. The event will be held on April 2nd from 12:30 - 3:00 at the Food Bank of Contra Costa and Solano County, 4010 Nelson Ave, Concord, CA 94520. The program will begin with a short media event to celebrate the importance of the Census and will follow with showing support for the Food Bank by helping to bag food for distribution.

10. 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.

Zhiyuan Zhang, U.S. Census Bureau provided a presentation on the language accessibility that the U.S. Census Bureau will be providing. Kristine Solseng provided the committee with a presentation of the highest percentage of languages spoken in Contra Costa County.

11. 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.

Barbara Riveira presented the new meeting schedule, and made the committee aware of the time change for the July meeting. Supervisor Andersen directed staff to find an alternate location for the July meeting, to keep the time schedule consistent. Consensus was to keep the committee meeting schedule consistent at 12:00 to 2:00.

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

Meeting adjourned at 1:50 p.m.

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.

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.

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

For Additional Information Contact:

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