


DRAFT

 Agenda	<p style="text-align: right;">2020 CENSUS COMPLETE COUNT STEERING COMMITTEE (An Ad Hoc Committee Established by the Board of Supervisors)</p> <p style="text-align: right;">November 18, 2019 12:00 P.M. Paramount Conference Room 777 Arnold Drive, Martinez</p>
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Supervisor Diane Burgis, Chair
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
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Present: Diane Burgis, Chair; Candace Andersen, Vice Chair; Aparna Madireddi, District II Representative; Linda Soliven, District III Representative; Lynn Reichard-Enea, District V Representative; Andres Orozco, At Large Member; Melody Howe-Weintraub, At Large Member; Mariana Moore, At Large Member; Samuel Houston, At Large Member

Absent: Lina Velasco, District I Representative; Lauren Babb, District IV Representative; Fran Biderman, At Large Member; Ali Saidi, At Large Member; Alvaro Fuentes, At Large Member; Mark Orcutt, At Large Member; Terry Koehne, At Large Member;

Staff Present: Matt Lardner, Census Outreach Coordinator; Kristine Solseng, Conservation and Development Department; Barbara Riveira, County Administrator's Office

Attendees: Mark Goodwin

1. Call to Order and Introductions

Meeting called to order at 12:15 pm.

2. Public Comment.

No public comment was made.

3. Attached is the Record of Action for the October 21, 2019 meeting.

The committee unanimously approved the Record of Action

Motion: Marianna Moore

- *Second: Aparna Madireddi*
- *Ayes: All*

4. RECEIVE federal, state, regional and local updates on preparation for the Census.

The committee heard updates from the federal, state, regional and county level Census outreach efforts. Recruitment for U.S. Census Bureau jobs in the county were discussed. Language guides in 58 languages were recently released by the Census Bureau. The opening of the Concord office was discussed. Updates on the state's PDI tool for canvassing was reviewed. Guidance for QAC/QAKs have still not been released. New Communication Portal for State Grantees was also reviewed. New regional texting tool was discussed as well as streamlining reporting processes for grantees throughout the region. Local updates were also discussed, including upcoming Trainings in November and December, updates to county website, and updated list of partners.

5. Receive status report from the Outreach Subcommittee.

The committee unanimously approved the Outreach Subcommittee Records of Action for October 29, 2019 and November 12, 2019.

- *Motion: Marianna Moore*
- *Second: Lynn Reichard Enea*
- *Ayes: all*

6. APPROVE Census 2020 revised RFP Grant allocation plan in the amount of \$280,000 for the reallocation of \$3000 to Bay Area Community Resources as recommended by staff, AUTHORIZE staff to prepare and process contracts with grant awardee including the ability to refine scope of work/service plan, make minor funding adjustments as needed to finalize and execute contracts by November, and conduct mandatory training by December.

The committee unanimously approved Census 2020 revised RFP Grant allocation plan

- *Motion: Supervisor Candace Anderson, Vice Chair*
- *Second: Melody Howe-Weintraub*
- *Ayes: all*

7. REVIEW Census Ambassador program proposed activities.

Proposed activities for the newly developed Census Ambassador Program was discussed. Activities vary for adults and students. Activities include, adopting-your-block, hosting a house party, posting on social media, tabling at events, and more. A sign up form is now available on the website for interested parties.

8. REVIEW and APPROVE tentative meeting schedule and work plan for 2020.

The committee reviewed the meeting schedule and Supervisor Burgis recommended that the committee designate the week of March 23, 2020 as Census Week in Contra Costa County. The committee unanimously approved the Meeting Schedule for 2020.

Motion: Linda Soliven

- *Second: Aparna Madireddi*
- *Ayes: All*

9. The next meeting is currently scheduled for December 16, 2019.

Next meeting scheduled for December 16, 2019.

10. Adjourn

Meeting adjourned at 1:05 pm.

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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