



**CENSUS 2020
FINANCE SUBCOMMITTEE**

**SPECIAL MEETING
June 21, 2019
12:00 P.M.**

**ROOM 108, COUNTY ADMINISTRATION BUILDING
651 PINE ST., MARTINEZ**

Lauren Babb ♦ Samuel Houston ♦ Aparna Madireddi

Agenda Items:

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

1. **INTRODUCTIONS**
2. **PUBLIC COMMENT** on any matter under the jurisdiction of the 2020 Census Finance Subcommittee and NOT on this agenda (speakers may be limited to three minutes).
3. **RECEIVE and APPROVE** the Record of Action for the May 7, 2019 meeting of the Census 2020 Finance Subcommittee. (Teresa Gerringer, District III Supervisor's Office)
4. **DISCUSS and REVIEW** the Contra Costa Census 2020 Budget.
5. **PREPARE** monthly financial update for the Complete Count Steering Committee.
6. **DISCUSS** possible mini-grant program.
7. **RECEIVE** update on other agency spending and grant opportunities.
8. **DISCUSS** meeting frequency, and identify a standing meeting date and time.
9. **ADJOURN**

The 2020 Census Finance Subcommittee will provide reasonable accommodations for persons with disabilities planning to attend its meetings. Contact Mark Goodwin at (925) 252-4500 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 Subcommittee less than 96 hours prior to that meeting are available for public inspection at the County Administration Building, 651 Pine St., Martinez, CA, during normal business hours.

For Additional Information Contact: Mark Goodwin, Chief of Staff, District III Supervisor's Office
Phone (925) 252-4500, Fax (925) 240-7261
mark.goodwin@bos.cccounty.us



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS FINANCE SUBCOMMITTEE

3.

Meeting Date: 06/21/2019

Subject: Record of Action for the May 7, 2019 Meeting

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.:

Referral Name:

Presenter:

Contact: Teresa Gerringer (925) 252-4500

Referral History:

County Ordinance requires that each County body keep a record of its meeting. 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 May 7, 2019 meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the May 7, 2019 meeting of the Census 2020 Finance Subcommittee.

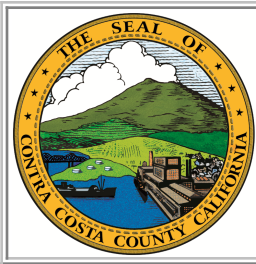
Fiscal Impact (if any):

Not applicable.

Attachments

DRAFT Census Finance Subcommittee Record of Action for May 7, 2019

DRAFT



CENSUS FINANCE SUBCOMMITTEE

RECORD OF ACTION FOR
MAY 7, 2019

Lauren Babb ♦ Samuel Houston ♦ Aparna Madireddi

Present: Aparna Madireddi
Lauren Babb
Sam Houston

Staff Present: Teresa Garringer, District III
Mark Goodwin, District III
Kristine Solseng, Conservation and Development Department
Barbara Riveira, County Administrator's Office

Attendees: Ali Saidi

1. INTRODUCTIONS

Self-introductions were made around the room.

2. **PUBLIC COMMENT** on any matter under the jurisdiction of the 2020 Census Finance Subcommittee and NOT on this agenda (speakers may be limited to three minutes).

No public comment was received.

3. DISCUSS and REVIEW the Contra Costa Census 2020 Budget.

The monthly budget and potential sources of additional funding were discussed.

4. Prepare monthly financial update for the Complete Count Steering Committee.

The monthly budget update will be presented to the full Contra Costa County 2020 Census Steering Committee on May 20, 2019.

5. Discuss mini-grant program.

A potential mini-grant program was discussed, including desired amount, Request for Proposal, overall coordination and oversight. The Finance subcommittee will continue the discussion at the next meeting as part of the overall budget process.

6. Receive update on other agency spending and grant opportunities.

Grant opportunities and spending by other agencies was discussed, along with ways to help local nonprofits collaborate on the grant proposals. Current opportunities include the Bay Area Census Funders Collaborative — a partnership of the Silicon Valley Community Foundation, the East Bay Community Foundation, Northern California Grantmakers, and other funders has issued an RFP to help ensure a fair and complete 2020 census count. The collaborative will award approximately \$1 million in grants to local nonprofits for census education and outreach efforts. Grant applications must be submitted by Friday, May 31, 2019.

7. Discuss meeting frequency, and identify a standing meeting date and time

The Finance subcommittee will meet once a month, until greater frequency is warranted by the task at hand.

AYE: Aparna Madireddi, Lauren Babb, Sam Houston

Passed

8. **ADJOURN**

The Finance subcommittee adjourned at 2:00 p.m., until their next meeting on June 7, 2019, 12:00 p.m. to 2:00 p.m., 651 Pine Street, Room 108, Martinez, CA.

Mark Goodwin, Chief of Staff, District III Supervisor's Office

For Additional Information Contact:

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Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS FINANCE SUBCOMMITTEE

4.

Meeting Date: 06/21/2019
Subject: 2020 Census Budget
Department: County Administrator
Referral No.:
Referral Name:
Presenter: **Contact:**

Referral History:
BUDGET-New Item.

Referral Update:
New item.

Recommendation(s)/Next Step(s):
DISCUSS and REVIEW the Contra Costa Census 2020 Budget.

Attachments

Budget Update 6/1/19

Tasks	Total (2)	State Grant	Expenditures (3)	In-Kind (4)
Grant Administration	\$60,260	\$36,260		
GIS - data analysis and map production	\$100,000	\$50,000		
Contract Outreach Coordinator Staff (1)	\$200,000	\$150,000		
Media Buys	\$26,345	\$26,345		
Additional Outreach Tasks -includes in kind staffing, meeting venues, materials, food, mileage, etc.	\$307,000	\$50,000	\$150	\$495
Language Contracts	\$60,000	\$50,000		
Total	\$753,605	\$362,605	\$150	\$495

(1) Contract Outreach Coordinator is responsible for meeting organization, outreach to local partners, coordination with federal, State, and regional organizations, communication and media plan implementation, management of outreach programs including QAC/QAKs, community messaging, and a speaker's bureau. The Board of Supervisors approved the position on May 14, 2019 with an anticipated hire date of mid-August. The recruitment was opened on May 30.

(2) Difference in Total and State grant equals estimated County in-kind staff costs

(3) Expenditures equal amount received by staff for processing

(4) In-Kind is a total of County Department (non-staff), City, CBO, and other partners in support of County

Updates:

Board of Supervisors adopted budget as part of Strategic Plan on 5/21/2019

Board of Supervisors authorized event costs totaling \$50,000

There are additional in-kind contributions that have not been added at this point

County has invoiced the State \$65,268 but no payments received so far...



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS FINANCE SUBCOMMITTEE

5.

Meeting Date: 06/21/2019
Subject: Monthly Financial Update
Department: County Administrator
Referral No.:
Referral Name:
Presenter: **Contact:**

Referral History:

Financial Update-New Item.

Referral Update:

New Item.

Recommendation(s)/Next Step(s):

Prepare monthly financial update for the Complete Count Steering Committee.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS FINANCE SUBCOMMITTEE

6.

Meeting Date: 06/21/2019
Subject: Mini-Grant Program
Department: County Administrator
Referral No.:
Referral Name:
Presenter: **Contact:**

Referral History:

Mini Grant Program - New Item.

Referral Update:

New item.

Recommendation(s)/Next Step(s):

Discuss possible mini-grant program.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS FINANCE SUBCOMMITTEE

7.

Meeting Date: 06/21/2019
Subject: Other Agency Spending and Grant Opportunities
Department: County Administrator
Referral No.:
Referral Name:
Presenter: **Contact:**

Referral History:

AGENCY grant spending and grant opportunities - New Item

Referral Update:

New Item.

Recommendation(s)/Next Step(s):

Receive update on other agency spending and grant opportunities.

Attachments

No file(s) attached.



Contra Costa County Board of Supervisors

Subcommittee Report

2020 CENSUS FINANCE SUBCOMMITTEE

8.

Meeting Date: 06/21/2019
Subject: Standing Meeting Date and Time
Department: County Administrator
Referral No.:
Referral Name:
Presenter: **Contact:**

Referral History:

Meeting frequency, date, time - New Item.

Referral Update:

New Item.

Recommendation(s)/Next Step(s):

Discuss meeting frequency, and identify a standing meeting date and time

Attachments

No file(s) attached.
