



# Agenda

## INTERNAL OPERATIONS COMMITTEE

February 11, 2019  
1:00 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

### Agenda Items:

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

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the January 28, 2019 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. CONSIDER nominations for appointment to the Business #1, Business #1 Alternate, Business #2, and Labor #1 seats on the Hazardous Materials Commission and DETERMINE recommendations for Board of Supervisors consideration. *(Michael Kent, Executive Asst. to the Hazardous Materials Commission)*
5. CONSIDER nominations of the Affordable Housing Finance Committee to appoint Frances Sorrondegui to the Community #2 seat, and reappoint Willie Robinson to the County #2 seat, both with terms ending on June 30, 2021. *(Kristen Lackey, Conservation and Development Department)*
6. CONSIDER approving the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees. *(Julie DiMaggio Enea, IOC Staff)*
7. CONSIDER approving 2019 Internal Operations Committee meeting schedule and work plan. *(Julie DiMaggio Enea, IOC Staff)*
8. The next meeting is currently scheduled for March 11, 2019.
9. Adjourn

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*The Internal Operations Committee will provide reasonable accommodations for persons with disabilities planning to attend Internal Operations Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.*

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*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Internal Operations Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours. Staff reports related to items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).*

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

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For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 335-1077, Fax (925) 646-1353  
[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 02/11/2019  
**Subject:** RECORD OF ACTION FOR THE JANUARY 28, 2019 IOC MEETING  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** RECORD OF ACTION  
**Presenter:** Julie DiMaggio Enea      **Contact:** Julie DiMaggio Enea (925) 335-1077

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#### **Referral History:**

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the decisions made in the meeting.

#### **Referral Update:**

Attached is the Record of Action for the January 28, 2019 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the January 28, 2019 IOC meeting.

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

None.

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#### **Attachments**

DRAFT IOC Record of Action for January 28, 2019

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# DRAFT



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
JANUARY 28, 2019

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair  
Candace Andersen, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Mark Goodwin, District III Chief of Staff  
Barbara Riveira, CAO Sr. Management Analyst  
Lauren Babb

### 1. Introductions

*Chair Burgis convened the meeting at 1:05 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 the public comment period.*

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

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

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

### 4. INTERVIEW candidates for At Large seats on the ad hoc 2020 Census Complete Count Steering Committee and DETERMINE recommendations for Board of Supervisors consideration.

*The Committee interviewed 18 candidates: Terry Koehne, Melody Howe Weintraub, Dulce Galicia, Alvaro Fuentes, Kapris James, Ali Saidi, Chala Bonner, Samuel Houston, Mariana Moore, Ajit Kaushal, Ruben Hernandez Story, Joseph Villarreal, Adriana Cendejas, Linda Soliven, Cynthia LeBlanc, Fran Biderman, Andres Orozco, and Mark Orcutt. Two candidates: Mayra Padilla and Laura Sheckler were unable to attend the interview and were considered by the Committee on the basis on their applications.*

*Additionally, the following applicants withdrew from consideration for At Large seats: Lauren Babb, Christina Baronian, Lina Velasco, and Sean Casey.*

*The Committee decided to recommend for Board of Supervisors' consideration the following nine individuals for appointment to At Large seats on the Census Steering Committee, and directed staff to forward these recommendations to the Board on February 12:*

*Fran Biderman, Alvaro Fuentes, Samuel Houston, Melody Howe Weintraub, Terry Koehne, Mariana Moore, Mark Orcutt, Andres Orozco, and Ali Saidi.*

*In developing the recommendations, the IOC considered the candidates' connections to hard-to-count populations within the county as well as their capacity to leverage regional cooperation through existing community networks. Consideration was also given to geographic representation and filling gaps in the composition needed to create an effective outreach strategy and campaign.*

*The Committee noted that applicants not selected for the Steering Committee may be considered for appointment to one of the four regional Complete Count committees (East, West, South and Central).*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen  
Passed

5. The next meeting is currently scheduled for February 11, 2019.
6. Adjourn

*Chair Burgis adjourned the meeting at 3:50 p.m.*

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 335-1077, Fax (925) 646-1353  
julie.enea@cao.cccounty.us



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 02/11/2019

**Subject:** NOMINATIONS FOR APPOINTMENT TO THE HAZARDOUS MATERIALS COMMISSION

**Submitted For:** Anna Roth, Health Services Director

**Department:** Health Services

**Referral No.:** IOC 19/5

**Referral Name:** Advisory Body Recruitment

**Presenter:** Michael Kent, Exec Asst to the Commission

**Contact:** Michael Kent (925) 313-6712

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### **Referral History:**

In 2013, IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board Committee. The IOC made a determination that it would delegate the screening and nomination of Hazardous Materials Commission candidates to the Commission, for review by the IOC.

The Hazardous Materials Commission was established in 1986 to advise the Board, County Staff and the mayor's council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a Hazardous Materials Storage and Transportation Plan and Ordinance, coordinating the implementation of the Hazardous Materials Release Response Plan and inventory program, and analyzing and developing recommendations regarding hazards materials issues with consideration to broad public input, and reporting back to the Board on Board referrals.

### **Referral Update:**

The Business #2 Seat, for which the term expires on December 31, 2021, was declared vacant due to resignation and posted by the Clerk of the Board for 10 days on June 13, 2018. The bylaws of the Commission provide that Business #2 Seat be nominated by the Industrial Association, screened by the Internal Operation Committee and appointed by the Board of Supervisors. The Industrial Association has nominated Mark Hughes for this seat. His letter of support and application are attached. The term for this seat expires on December 31, 2021.

The terms of Business #1 Seat and Business #1 Alternate Seat expired on December 31, 2018. The bylaws of the Commission provide that Business Seat #1 and its alternate be nominated by the West County Council of Industries, screened by the Internal Operations Committee and appointed by the Board of Supervisors. The West County Council of Industries has re-nominated Fred

Glueck for this seat and has re-nominated Aaron Winer for the alternate seat. Their applications and letters of support are attached. The terms for these seats expire on December 31, 2022.

The term for Labor #1 Seat expired on December 31, 2018. The bylaws of the Commission provide that Labor #1 Seat be nominated by a labor organization, screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Contra Costa Building and Construction Trade Council has re-nominated Henry Alcaraz for this seat. His letter of support and application are attached. The term for this seat expires on December 31, 2022.

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

APPROVE for recommendation to the Board of Supervisors the Hazardous Materials Commission nominations of the following individuals for appointment to the Commission:

<u>Action</u>	<u>Seat</u>	<u>Nominee</u>	<u>Expiration</u>
Reappoint	Business #1	Fred Glueck	December 31, 2022
Reappoint	Business #1 Alternate	Aaron Winer	December 31, 2022
Appoint	Business #2	Mark Hughes	December 31, 2021
Reappoint	Labor #1	Henry Alcaraz	December 31, 2022

**Fiscal Impact (if any):**

No fiscal impact.

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**Attachments**

Nominations for Appointment to the Hazardous Materials Commission

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THE INDUSTRIAL ASSOCIATION  
OF CONTRA COSTA COUNTY

Mr. Michael Kent  
Hazardous Materials Ombudsman  
Contra Costa Health Services  
597 Center Avenue, Suite 110  
Martinez, CA 94553

Dear Mr. Kent,

Mr. Mark Hughes was selected as the Executive Director by the Board of Directors of the Industrial Association of Contra Costa County (IACCC), effective January 1, 2019. The Board also nominated Mr. Hughes to represent the IACCC on the Hazardous Materials Commission of Contra Costa County.

Mr. Hughes served as a City Council Member for the City of Benicia for the past 13 years. Prior to that, he served in various management roles for Pacific Gas & Electric for over 30 years. Mr. Hughes has served in various professional organizations, including the Solano County Economic Development Commission Board of Directors, the League of California Cities, the Association of Bay Area Governments, and the Benicia Youth Action Coalition Commission.

Please feel free to contact me if you need additional information.

Best regards,

George B. Smith, Board Member  
Industrial Association of Contra Costa County

56 Sandview Drive \* Bay Point, CA 94565

Tel: 925-324-0538

Email: [IACCC.Bookkeeper@gmail.com](mailto:IACCC.Bookkeeper@gmail.com)

[www.IACCC.org](http://www.IACCC.org)





Contra Costa County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials Commission

Board Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Hughes Mark  
(Last Name) (First Name) (Middle Name)

2. Address: Benicia CA 94510  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: \_\_\_\_\_  
(Home No.) (Work No.) (Cell No.)

4. Email Address: \_\_\_\_\_

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: Masters Degree

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) University of San Francisco	Business Economics	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Bachelo	1980
B) Golden Gate University	Human Resource Management	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	MBA	1986
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>		
D) Other schools / training completed: Stanford University	Course Studied Executive Leadership Program - Financial Management	Hours Completed	<input type="text"/>		Certificate Awarded: Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	

**6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.**

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">1/1/19</div> <div style="border: 1px solid black; padding: 2px;">Present</div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px; text-align: center;">1</div> </div> <p>Hrs. per week <span style="border: 1px solid black; padding: 0 5px;">20</span> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">Executive Director</div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">                     Industrial Association of Contra Costa County                      56 Sandview Drive                      Bay Point, CA 94565                 </div>	<p style="text-align: center;">Duties Performed</p> <p>Responsibilities include:</p> <ul style="list-style-type: none"> <li>- Work with member companies on public policy issues, networking opportunities, and educational events.</li> <li>- Work and collaboration with other associations, commissions, and agencies on common cause issues.</li> <li>- Attraction and recruitment of new</li> </ul>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">2005</div> <div style="border: 1px solid black; padding: 2px;">2018</div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">13</div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <p>Hrs. per week <span style="border: 1px solid black; padding: 0 5px;"></span> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">City Council Member</div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">                     City of Benicia                      250 East L Street                      Benicia, CA 94510                 </div>	<p style="text-align: center;">Duties Performed</p> <p>Responsible for leading all aspects of City government, including:</p> <ul style="list-style-type: none"> <li>- Financial Management</li> <li>- Public Health &amp; Safety</li> <li>- Community Development &amp; Land Use</li> <li>- Contract Negotiations</li> <li>- Historical Preservation</li> <li>- Community Sustainability</li> <li>- Water/Waste Water management</li> <li>- Parks and Community Service</li> </ul>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; padding: 2px;">12/15/77</div> <div style="border: 1px solid black; padding: 2px;">9/1/13</div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40px; height: 20px; text-align: center;">36</div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <p>Hrs. per week <span style="border: 1px solid black; padding: 0 5px;"></span> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">Director - Safety, Health &amp; Claims</div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;">                     Pacific Gas &amp; Electric Company                      77 Beale Street                      San Francisco, CA 94105                 </div>	<p style="text-align: center;">Duties Performed</p> <p>Responsible for managing the following departments for the Company:</p> <ul style="list-style-type: none"> <li>- Safety</li> <li>- Third Party Claims</li> <li>- Workers' Compensation</li> </ul> <p>Responsible for leading a team of approximately 350 employees, and managing an annual budget in excess of \$100 million.</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 40px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div> <p>Hrs. per week <span style="border: 1px solid black; padding: 0 5px;"></span> . Volunteer <input type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; height: 20px;"></div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; height: 60px;"></div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; height: 100px;"></div>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

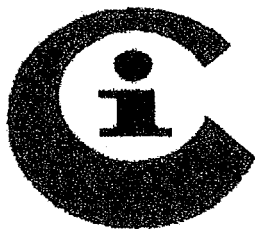
I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: \_\_\_\_\_ Date: 1/17/19

**Important Information**

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THIS FORM IS A PUBLIC DOCUMENT**



**THE COUNCIL OF INDUSTRIES**  
**P.O. BOX 70088**  
**Pt. Richmond, CA 94807**  
**(510)215-9325 office (510)260-4820 cell (510)215-9029 fax**  
**[www.councilofindustries.org](http://www.councilofindustries.org)**

November 8, 2018

Michael Kent  
Contra Costa Health Services  
Hazardous Materials Ombudsman  
597 Center Ave., Suite 100  
Martinez, CA 94553

RE: Nomination of MR. FRED GLUECK to the Hazardous Materials  
Commission, Business Seat #1

On behalf of the Council of Industries I would like to request that Mr. Fred Glueck of Plant Reclamation be nominated to the Contra Costa County Hazardous Materials Commission Business Seat #1, in representation of the business membership at the Council of Industries.

Please consider our request for Mr. Glueck's nomination.

Should you have any questions, contact the undersigned

Regards,

Katrinka Ruk  
Executive Director  
kpruk@sbcglobal.net



**Contra  
Costa  
County**

**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials Commission

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Glueck Fred Scott  
(Last Name) (First Name) (Middle Name)

2. Address: Alamo Ca. 94507  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: \_\_\_\_\_  
(Home No.) (Work No.) (Cell No.)

4. Email Address: \_\_\_\_\_

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved M.B.A. Bus. Adm. - Finance

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) U.C. Berkeley	Bus. Adm.-Finance	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			B.S.	6/1976
B) Golden Gate University	Bus. Adm.-Finance	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			M.B.A.	12/81
C)		Yes No <input type="checkbox"/> <input type="checkbox"/>				
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded:			
U.C. Davis	Haz. Mat. Mgmt.	30	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>			

THIS FORM IS A PUBLIC DOCUMENT

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">2002</div> <div style="border: 1px solid black; padding: 2px;">2019</div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">17</div> <div style="border: 1px solid black; padding: 2px;"></div> </div> <p>Hrs. per week <u>3</u> . Volunteer <input checked="" type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">President/ Director</div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;"> <p>Council of Industries  Richmond, Ca.</p> </div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;"> <p>President of Organization, Director of Organization.  Community Affairs.</p> </div>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">1997</div> <div style="border: 1px solid black; padding: 2px;">2010</div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">13</div> <div style="border: 1px solid black; padding: 2px;"></div> </div> <p>Hrs. per week <u>3</u> . Volunteer <input checked="" type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">Chair/Various Comm. Chairs.</div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;"> <p>Bay Area Air Quality Mgmt. District  Advisory Council, San Francisco, Ca.</p> </div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;"> <p>Sat on Advisory Council for Full Term of Approx. 13 years. Multiple Comm. Assignments.  Community Affairs.</p> </div>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">1984</div> <div style="border: 1px solid black; padding: 2px;">1994</div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">10</div> <div style="border: 1px solid black; padding: 2px;"></div> </div> <p>Hrs. per week <u>4</u> . Volunteer <input checked="" type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">President/Didirector</div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;"> <p>Alamo Improvement Association  Alamo, Ca.</p> </div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;"> <p>Sat as President/Director/Comm. Chair.  Community Affairs.</p> </div>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">1990</div> <div style="border: 1px solid black; padding: 2px;">1992</div> </div> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 2px;">2</div> <div style="border: 1px solid black; padding: 2px;"></div> </div> <p>Hrs. per week <u>1</u> . Volunteer <input checked="" type="checkbox"/></p> </p></p>	<p style="text-align: center;">Title</p> <div style="border: 1px solid black; padding: 2px; text-align: center;">Director</div> <hr/> <p style="text-align: center;">Employer's Name and Address</p> <div style="border: 1px solid black; padding: 2px;"> <p>Contra Costa County Z36 Landscape and Lighting District  Alamo, Ca.</p> </div>	<p style="text-align: center;">Duties Performed</p> <div style="border: 1px solid black; padding: 2px;"> <p>Sat as Director. Appointed by CCC BOS. Local Landscape and Lighting District.  Community Affairs.</p> </div>

THIS FORM IS A PUBLIC DOCUMENT

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other Council of Industries

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

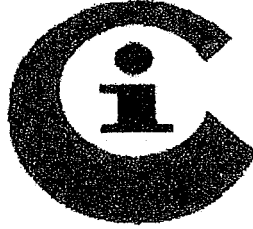
Sign Name:

Date: 10-16-2018

### Important Information

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2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
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7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

**THIS FORM IS A PUBLIC DOCUMENT**



**THE COUNCIL OF INDUSTRIES**  
P.O. BOX 70088  
Pt. Richmond, CA 94807  
(510)215-9325 office (510)260-4820 cell (510)215-9029 fax  
[www.councilofindustries.org](http://www.councilofindustries.org)

November 8, 2018

Michael Kent  
Contra Costa Health Services  
Hazardous Materials Ombudsman  
597 Center Ave., Suite 100  
Martinez, CA 94553

RE: Nomination of MR. AARON WINER to the Hazardous Materials  
Commission, Business Seat #1, as Alternate to Mr. Fred Glueck

On behalf of the Council of Industries I would like to request that Mr. Aaron Winer of Veolia Water be nominated to the Contra Costa County Hazardous Materials Commission Business Seat #1 as an Alternate to Mr. Fred Glueck, in representation of the business membership at the Council of Industries.

Please consider our request for Mr. Winer's nomination for the Alternate position..

Should you have any questions, contact the undersigned

Regards,

Katrinka Ruk  
Executive Director  
kpruk@sbcglobal.net





Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Hazardous Materials Commission0

Business Seat Alternate

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Winer Aaron J  
(Last Name) (First Name) (Middle Name)

2. Address: (No.) (Street) (Apt.) (City) (State) (Zip Code)  
Richmond CA 94804

3. Phones: (Home No.) (Work No.) (Cell No.)

4. Email Address:

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved: Masters

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) USC	Public Administration	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		32	MA	8/8/2006
B) UC Santa Cruz	Environmental Health and Safety Mgmt	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		14	Cert	8/1/1998
C) Johnson State College (VT)	Environmental Studies	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>		120	BA	May 1984
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
Various professional certs						

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6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From To 12/2017 Present Total: Yrs. Mos. 1 Hrs. per week 50 . Volunteer <input type="checkbox"/></p>	<p>Title Area Manager Employer's Name and Address Veolia North America 601 Canal Blvd Richmond, CA 94804</p>	<p>Duties Performed First level manager above project responsible for client relations, corporate financials, environmental compliance, safety aspects and technical support for 5 water and wastewater projects.</p>
<p>B) Dates (Month, Day, Year) From To 6/1/2011 12/15/2017 Total: Yrs. Mos. 6 6 Hrs. per week 50 . Volunteer <input type="checkbox"/></p>	<p>Title Project Manager III Employer's Name and Address Veolia North America 601 Canal Blvd Richmond, CA 94804</p>	<p>Duties Performed Manage all day to day aspects of wastewater treatment plant operations and maintenance, collection (sanitary sewer) O&amp;M, environmental laboratory activities and assist with capital projects design and construction. Contract oversight, safety, client and public relations and related aspects of clean water programs</p>
<p>C) Dates (Month, Day, Year) From To 10/2009 6/1/2011 Total: Yrs. Mos. 1 7 Hrs. per week 50 . Volunteer <input type="checkbox"/></p>	<p>Title District Manager Employer's Name and Address Veolia North America Contra Costa Blvd. Pleasant Hill, CA 94804</p>	<p>Duties Performed First level manager above project responsible for client relations, corporate financials, environmental compliance, safety aspects, personnel and technical support for 9 water and wastewater projects.</p>
<p>D) Dates (Month, Day, Year) From To 5/2008 10/2009 Total: Yrs. Mos. 1 6 Hrs. per week 50 . Volunteer <input type="checkbox"/></p>	<p>Title Project Manager Employer's Name and Address Veolia North America Christopher Way Lathrop, CA 94804</p>	<p>Duties Performed Manage all day to day operations and maintenance of two small wastewater treatment plants. Environmental laboratory activities and assist with capital planning. Included contract oversight, safety, client and public relations and related aspects of clean water programs</p>

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7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other Council of Industries

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name \_\_\_\_\_ Date: 12/6/18

**Important Information**

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**THIS FORM IS A PUBLIC DOCUMENT**

# Contra Costa Building and Construction Trades Council

2727 Alhambra Ave. Suite 5  
Martinez, CA 94553  
FAX (925) 372-7414



Bill Whitney  
C.E.O.  
Phone (925) 228-0900

November 28, 2018

Michael Kent  
Contra Costa County Hazardous Materials Commission  
597 Center Ave., Suite 110  
Martinez, CA 94553

Dear Mr. Kent:

On behalf of the Contra Costa Building and Construction Trades Council and the thirty trade unions that we represent with approximately 30,000 plus Building Trades men and women. I would like to nominate Rick Alcaraz be re-appointed to the Contra Costa County Hazardous Materials Commission.

Thank you for your time and consideration,

Sincerely,

Bill Whitney  
Contra Costa Building and  
Construction Trades Council



Contra  
Costa  
County

For Office Use Only  
Date Received:

For Reviewers Use Only:  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:

Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
**PLEASE TYPE OR PRINT IN INK**  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

**HAZMAT**  
PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: **Alcaraz** (Last Name) **Henry** (First Name) **Rick** (Middle Name)

2. Address: [Redacted] **San Pablo** (City) **Calif.** (State) **94806** (Zip Code)

3. Phones: [Redacted] (Home No.) [Redacted] (Work No.) [Redacted] (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved **A Degree**

	Names of colleges / universities attended	Course of Study / Major	Degree Awarded Yes No <input type="checkbox"/> <input type="checkbox"/>	Units Completed		Degree Type	Date Degree Awarded
				Semester	Quarter		
A)	<b>Cal Berkley</b>	<b>Law</b>	Yes No <input type="checkbox"/> <input type="checkbox"/>				
B)	<b>CCE San Pablo</b>	<b>Buss.</b>	Yes No <input type="checkbox"/> <input type="checkbox"/>				
C)			Yes No <input type="checkbox"/> <input type="checkbox"/>				
D)	Other schools / training completed	Course Studied	Hours Completed	Certificate Awarded Yes No <input type="checkbox"/> <input type="checkbox"/>			
	<b>5 yr Apprenticeship</b>						

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text"/>    <input type="text"/></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text"/>    <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <i>High Purity Piping</i></p> <p>Employer's Name and Address  <i>Swoniter Wallberg</i></p>	<p>Duties Performed</p>
<p>B) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text"/>    <input type="text"/></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text"/>    <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <i>Steam Fitter</i></p> <p>Employer's Name and Address  <i>AVE. Heating  ACCO</i></p>	<p>Duties Performed</p>
<p>C) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text"/>    <input type="text"/></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text"/>    <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title  <i>Purity Piping</i></p> <p>Employer's Name and Address  <i>ICON</i></p>	<p>Duties Performed</p>
<p>D) Dates (Month, Day, Year)  <u>From</u>      <u>To</u>  <input type="text"/>    <input type="text"/></p> <p>Total: <u>Yrs.</u>    <u>Mos.</u>  <input type="text"/>    <input type="text"/></p> <p>Hrs. per week <input type="text"/> . Volunteer <input type="checkbox"/></p>	<p>Title</p> <p>Employer's Name and Address</p>	<p>Duties Performed</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other John Gioia

8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Narr

Date: 1-12-19

### Important Information

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**THIS FORM IS A PUBLIC DOCUMENT**



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 02/11/2019

**Subject:** NOMINATIONS TO THE AFFORDABLE HOUSING FINANCE COMMITTEE

**Submitted For:** John Kopchik, Director, Conservation & Development Department

**Department:** Conservation & Development

**Referral No.:** IOC 19/5

**Referral Name:** ADVISORY BODY RECRUITMENT

**Presenter:** Kristen Lackey, Affordable Housing  
Program Manager

**Contact:** Kristen Lackey  
925.674.7205

---

### **Referral History:**

The Affordable Housing Finance Committee advises the Board of Supervisors on the annual allocation of approximately \$3 million in HOME Investment Partnership Act (HOME) and \$1.8 million in Community Development Block Grant (CDBG) funds for affordable housing development in Contra Costa County. These funds are allocated to the County on an annual basis by formula through the U.S. Department of Housing and Urban Development.

The Committee consists of nine members, including:

- three city representatives (one each from East, Central and West County)
- three county representatives; and
- three community representatives.

The three city representatives are nominated by the cities in each subregion of the County and approved by the Board of Supervisors. Nominations for county and community representatives are solicited by the Department of Conservation and Development. All county and community representative appointments are interviewed by members of the AHFC and reviewed by the Internal Operations Committee (IOC) then referred to the Board of Supervisors for approval. AHFC terms are for three years. A current AHFC roster is attached.

### **Referral Update:**

The AHFC recruited to fill current vacancies in the West County, County, and Community 2 seats. There were five applicants: two were interviewed and the AHFC is recommending one for appointment and one, Kevin Orozco, for reconsideration if another eligible seat becomes available. One applicant did not come to the scheduled interview and two did not respond to the interview invitation.

The AHFC nominates Frances Sorrondegui to the Community 2 seat. Ms. Sorrondegui is a San



Ramon resident that works for the City of Livermore as their Housing Program Manager. Prior to Livermore, Ms. Sorrondegui worked in housing for the City of Pleasanton.

The AHFC nominates Willie Robinson for reappointment to the County seat. Mr. Robinson has been an active member on the committee for over 13 years. His experience as a construction manager provides valuable insight in to a critical component of developing affordable housing.

With the approval of the above recommendations, there will be one vacancy for the West County Representative/City 2 seat. An application from a West County resident was received last week but too late for consideration by the AHFC prior to this meeting. If the applicant is recommended by the AFHC, we will return to the IOC with a request to appoint.

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

APPROVE nominations of the Affordable Housing Finance Committee to appoint Frances Sorrondegui to the Community #2 seat, and reappoint Willie Robinson to the County #2 seat, both with terms ending on June 30, 2021

---

**Attachments**

AHFC Roster

Candidate Application Roosevelt Gipson AHFC

Candidate Application Kevin Orozco AHFC

Candidate Application Willie Robinson AHFC

Candidate Application Anthony Segovia AHFC

Candidate Application Scott Shepherd AHFC

Candidate Application Frances Sorrondegui AHFC

---

**CONTRA COSTA CONSORTIUM  
AFFORDABLE HOUSING FINANCE COMMITTEE**

CITY REPRESENTATIVES

East County Representative (City 1)

Eric C. Brown

Term expires June 30, 2020

Brentwood, CA 94513

Email:

West County Representative (City 2)

Vacant

Term expires June 30, 2021

Central County Representative (City 3)

Calvin S. Robie

Term expires June 30, 2019

Senior Vice President

Bank of Walnut Creek (retired)

Pleasant Hill, California 94523

Phone:

Email:

COUNTY REPRESENTATIVES

Paige Simmons

Term expires June 30, 2020

Discovery Bay, California 94505

Phone:

Email:

Willie J. Robinson

Term expires June 30, 2018

Retired

El Sobrante, CA 94803

Phone:

Email:

Tom Shepard (County 3)

Term expires June 30, 2019

Moraga, CA 94556

Phone:

Email:

#### COMMUNITY REPRESENTATIVES

Dan Bundy (Community 1)

Term expires June 30, 2020

Harmony Homes Associated

Martinez, CA 94553

Phone:

Email:

Vacant (Community 2)

Term expires June 30, 2021

Lisa Caronna (Community 3)

Term expires June 30, 2019

Kensington, CA 94707

Phone:

Email:

## COMMITTEE STAFF

Kristen Lackey  
Affordable Housing Program Manager  
Phone: (925) 674-7793  
Email: [Kristen.Lackey@dcd.cccounty.us](mailto:Kristen.Lackey@dcd.cccounty.us)

Gabriel Lemus  
CDBG Program Manager  
Phone: (925) 674-7882  
Email: [Gabriel.Lemus@dcd.cccounty.us](mailto:Gabriel.Lemus@dcd.cccounty.us)

Kristin Sherk  
Housing Planner  
Phone: (925) 674-7887  
Email: [Kristin.Sherk@dcd.cccounty.us](mailto:Kristin.Sherk@dcd.cccounty.us)

Contra Costa County Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553  
Fax (925) 674-7258

*Approval Process: Interview candidates. City representatives must be approved by cities within the region then Board of Supervisor approval. County and Community representatives must be approved by the County Internal Operations before going to Board of Supervisors.*

# Application Form

---

## Profile

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

---

Equal Employment Opportunity Advisory Council: Submitted

Contra Costa Council on Homelessness: Submitted

Affordable Housing Finance Committee: Submitted

---

Seat Name (if applicable)

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

---

I am interested in serving as a board member because I have 20 years of administrative, managerial, analytical, law enforcement and instructional transferable skills that are relative to the duties as required by the board. I also possess a Masters Degree in Health Services Management, California Community College Credential and an Adult Teaching Credential. My Experience working with youth is as follows. As a Job Corps instructor over eight years, I delivered quality instruction in GED and Testing of Basic Adult Education (TABE) reading & math preparation as needed to Job Corps Trainees utilizing a standardized curriculum. I have worked with at risk trainees from diverse socio-economic ethnic backgrounds to provide them with the tools needed to be successful in future endeavors. I have utilized Citrix to monitor attendance and process evaluations Personal Career Development Plans and conduct reports. Additionally, as a requirement for employment, I participated in the training by the Outlet Program emphasizing the creation of safe environments for Lesbian, Gay, Bisexual, Transgender, Queer and Questioning Youth. Prior to my Career at Job Corps I worked at several universities recruiting and counseling undergraduate minority pre-med students to enter the School of Medicine throughout the country. I coordinated an early outreach component to motivate high school students (GRADES 9-12) into the health sciences. As a hobby I build computers in my spare time. I am also familiar with the latest software packages used in businesses (Microsoft Office (Excel, Access, Publisher, Word and PowerPoint)).

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

Roosevelt

First Name

Gipson Jr

Last Name

Middle Initial

  
Email Address

[Redacted]  
Home Address

Suite or Apt

Sacramento  
City

CA  
State

95833  
Postal Code

Home: [Redacted]  
Primary Phone

Contra Costa County GA  
Employer

Experienced Level Clerk  
Job Title

Government  
Occupation

**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**

Yes  No

**Is a member of your family (or step-family) employed by Contra Costa Co.?**

Yes  No

---

## Education History

Select the highest level of education you have received:

Other

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

---

## College/ University A

University of Ca/Davis  
Name of College Attended

Admin & Human Behavior in Health Care  
Course of Study / Major

[Redacted]  
Units Completed

## Type of Units Completed

---

Quarter

## Degree Awarded?

---

Yes  No

B.S.

Degree Type

June 1978

Date Degree Awarded

---

## College/ University B

Golden Gate University

Name of College Attended

Health Services Management

Course of Study / Major



Units Completed

## Type of Units Completed

---

Semester

## Degree Awarded?

---

Yes  No

M.B.A.

Degree Type

June 1980

Date Degree Awarded

---

## College/ University C

Metropolitan Education

Name of College Attended

**Adult Credential**

Course of Study / Major

Units Completed

**Type of Units Completed**

Semester

**Degree Awarded?**

Yes  No

**Adult Credential**

Degree Type

Date Degree Awarded

**Other schools / training completed:**

**Clinician/Practitioner Consultant**

Course Studied

Hours Completed

**Certificate Awarded?**

Yes  No

**Work History**

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

**1st (Most Recent)**

October 2017 To Present

Dates (Month, Day, Year) From - To



40

Hours per Week Worked?

### Volunteer Work?

Yes  No

Experienced Level Clerk

Position Title

### Employer's Name and Address

Contra Costa County, [REDACTED], Richmond, Ca

### Duties Performed

EXPERIENCED LEVEL CLERK GA (GENERAL ASSISTANCE) PROGRAM (CONTRA COSTA COUNTY) -Obtain GA Roster from GA Unit -Enter GA Intake attendance into Calwin(Traffic Log) -Proctor the BSI( Mental Health Screening) Group -Complete an assessment of clients completing BSI questionnaire in CalWin -Instruct Clients on use of the self serve Kiosk -Scan confidential documents - Serve as a greeter for incoming clients -Schedule & Reschedule GA appointments -Refer clients to Job placements ,Food pantry & other resources via the Resource Room. -Issue Bus Passes/Bus tickets pending determined eligibility -Maintain records of issued Bus passes/Bus Tickets

2nd

December 2014-December 2016

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

Yes  No

SERVICE AGENT(CONTRA COSTA COUNTY)

Position Title

### Employer's Name and Address

2500 Bates Ave, Concord Ca.

## Duties Performed

---

-Answers Covered California customer inquiries through multiple system and toll-free telephone numbers for responding to inbound and other calls as necessary; -Handles requests through Covered California customer inquiries and complaints, using business knowledge, professionalism, and efficiency, to maximize and facilitate one-call resolution; -Refers unresolved Covered California customer complaints to the Customer Service Supervisor or other appropriate staff; -Responds to Covered California customers' inquiries, complaints, and refers requests using business knowledge, policy, uniform procedures, professionalism, and efficiency to facilitate one-call resolution; -Records Covered California customer interactions, recording details of inquiries, complaints, or comments, as well as actions taken. -Provide Technical Support to assist customer in setting up and maintaining online account utilizing CAL HEER'S statewide system

---

## 3rd

10/2011 to Present

Dates (Month, Day, Year) From - To

On Call

Hours per Week Worked?

## Volunteer Work?

---

Yes  No

Position Title

## Employer's Name and Address

---

U.S. SMALL BUSINESS ADMINISTRATION (Disaster Assistance)

## Duties Performed

---

U.S. SMALL BUSINESS ADMINISTRATION (Disaster Assistance) -Respond to a variety of customer inquiries ranging from routine to complex, and provide detailed information to the public regarding federally declared disasters and SBA's loan program. -Assist individuals and businesses with the completion of various SBA loan applications. -Assist applicants in filing an application via the Internet through use of SBA's Electronic Loan Application -Screen the ELA Home and Business applications for accuracy and completeness. -Act as a lead to subordinate Customer Service Representatives (communicating management's goals and objectives to team members.

[Board Member\\_03\\_31\\_18.doc](#)

Upload a Resume

---

## Final Questions

How did you learn about this vacancy?

---

Contra Costa County Homepage

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**ROOSEVELT GIPSON, JR.**

████████████████████  
SACRAMENTO, CALIFORNIA 95833

**RESUME OF QUALIFICATIONS**

TELEPHONE ██████████ MES.  
TELEPHONE ██████████ RES.

**PROFESSIONAL  
DIRECTION:**

Utilization of administrative, managerial, analytical, and instructional skills as it relates to the Board Member position.

October 2017  
To Present

**EXPERIENCED LEVEL CLERK GA (GENERAL ASSISTANCE) PROGRAM  
(CONTRA COSTA COUNTY)**

- Obtain GA Roster from GA Unit
- Enter GA Intake attendance into Calwin(Traffic Log)
- Proctor the BSI( Mental Health Screening) Group
- Complete an assessment of clients completing BSI questionnaire in CalWin
- Instruct Clients on use of the self serve Kiosk
- Scan confidential documents
- Serve as a greeter for incoming clients
- Schedule & Reschedule GA appointments
- Refer clients to Job placements ,Food pantry & other resources via the Resource Room.
- Issue Bus Passes/Bus tickets pending determined eligibility
- Maintain records of issued Bus passes/Bus Tickets

December 2014  
November 2016

**EXCHANGE CUSTOMER SERVICE AGENT(CONTRA COSTA COUNTY)**

**Duties:**

- Answers Covered California customer inquiries through multiple system and toll-free telephone numbers for responding to inbound and other calls as necessary;
- Handles requests through Covered California customer inquiries and complaints, using business knowledge, professionalism, and efficiency, to maximize and facilitate one-call resolution;
- Refers unresolved Covered California customer complaints to the Customer Service Supervisor or other appropriate staff;
- Responds to Covered California customers' inquiries, complaints, and refers requests using business knowledge, policy, uniform procedures, professionalism, and efficiency to facilitate one-call resolution;
- Records Covered California customer interactions, recording details of inquiries, complaints, or comments, as well as actions taken.
- Provide Technical Support to assist customer in setting up and maintaining online account utilizing CAL HEER'S statewide system

October 2011  
Present

**U.S. SMALL BUSINESS ADMINISTRATION (Disaster Assistance)**

- Respond to a variety of customer inquires ranging from routine to complex, and provide detailed information to the public regarding federally declared disasters and SBA's loan program.
- Assist individuals and businesses with the completion of various SBA loan applications.
- Assist applicants in filing an application via the Internet through use of SBA's Electronic Loan Application.

ROOSEVELT GIPSON, JR.  
PAGE TWO

- Screen the ELA Home and Business applications for accuracy and completeness.
- Act as a lead to subordinate Customer Service Representatives (communicating management's goals and objectives to team members.

August 2005

**AUTOCAD/MATH INSTRUCTOR /(De Anza College/ Job Corps)**

- Instructed Trainees in AutoCAD and Basic Applied Mathematics (Technical Calculations) in the evening program.
- Recruited trainees to the evening program
- Promoted the college program to Job Corps trainees

September 2001  
May 2009

**GED INSTRUCTOR (TREASURE ISLAND JOB CORPS)**

Duties:

- Perform an assessment of at- risk students to determine readiness in Writing literature, social studies, math, and science components of the GED.
- Diagnose student needs and provides professional instruction to students enrolled in GED.
- Provide reasonable accomadtion for those students identified to have special needs as recommended by the Disability Coordinator.
- Staff Trainer (Career Success Standards)

July 1996  
December 1997

**PAROLE AGENT I (SACRAMENTO NORTH UNIT)**

Duties:

- Supervised and monitored behavior of parolees in both the office and in the field.
- Established and maintained contacts with employers, family, and friends to augment knowledge of parolees and their behavior patterns.
- Developed community resources
- referred and counseled parolees to assist them in locating needed services (employment services, housing, substance abuse treatment, and etc).
- Investigated parole violations and recommend appropriate action.
- Prepared reports to the Board Of Prison Terms (Violation, Discharge Review, Parolee At Large and etc).
- Attended parole revocation hearings
- Apprehended and arrested parolees in violation of parole.

April 1994  
July 1996

**PAROLE AGENT I (INTERSTATE PAROLE UNIT)**

Duties:

- Monitor parolees accepted by states that participate in the Interstate Compact (The agreement by which all 50 states, the District of Columbia, the Virgin Islands and Puerto Rico function cooperatively in the supervision of probationers and parolees).
- Arrange extradition proceedings for California parolee ordered returned by the Parole Hearings Division (PHD)
- Makes appropriate transportation arrangements upon being advised of a parolee's

availability for return from outside of California.

- Provide technical assistance to Parole Regions on Interstate matters.

ROOSEVELT GIPSON, JR.  
PAGE THREE

- Arrange emergency Reporting Instructions based on criteria set forth in the Interstate Compact Agreement.
- Complete all tasks needed to supervise behavior of parolees in the receiving state.
- Perform other related duties as assigned.

December 1992  
April 1994

**California State Prison Sacramento**

**CORRECTIONAL COUNSELOR I**

Duties:

- Interviewed inmates to gather information
- Read, evaluated, reviewed, and summarized reports from a variety of sources to assist in classification on an inmate.
- Assisted in the development or modification of the inmate's program.
- Wrote and prepared board reports to the Board of Prison Terms summarizing all data on the inmate while making a prognosis for parole suitability.
- Gathered, verified and evaluated information in regards to enemy or gang

- affiliations between inmates, incidents, and requests made by the courts.
- Interpreted and evaluated the inmate's central file for partners of positive or negative behavior.
- Performed Peace Officer duties as required.
- Assisted custodial staff during emergency situations.

March 1992  
October 1992

**P&CSD, Parole Automation Team**

**PAROLE AGENT I, AUTOMATION TRAINER**

Duties:

- Completed Training for Trainers course
- Co-instructed a class to train P&CSD staff on a segment of the CMIS system which will integrate the functions of DDPS, OBIS, Parole Tracking System to enable access and utilization of information between headquarters, institutions and parole regions.
- Utilized written course material, Microsoft Windows, Microsoft Word for Windows, and Newwave.

November 1989  
November 1992

**California Department of Corrections**

**PAROLE AGENT I**

Duties:

- Supervised and monitored behavior of parolees in both the office and in the field.
- Established and maintained contacts with employers, family, and friends to augment knowledge of parolees and their behavior patterns.
- Developed community resources
- Referred and counseled parolees to assist them in locating needed services (employment services, housing, substance abuse treatment, and etc).
- Investigated parole violations and recommend appropriate action.
- Prepared reports to the Board Of Prison Terms (Violation, Discharge Review, Parolee At Large and etc).
- Attended parole revocation hearings

ROOSEVLT GIPSON, JR.  
PAGE FOUR

- Apprehended and arrested parolees in violation of parole.
- Provided AIDS information to the parole unit.

February 1989  
November 1989

**California Department of Corrections**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

Duties:

- Developed systems for monitoring the flow of cases through the re-entry program.
  - Analyzed the impact upon occupancy levels and population turnover, of screening procedures, transportation logistics, classification disciplinary action, and facility /program availability.
  - Prepared Request for Proposal (RFP) packages and assists in their administration.
  - Prepared Budget Change proposals
  - Formulated program policy and procedural recommendations
  - Prepared contracts
  - Prepared closing reports and evaluations on contract performance
- 
- Audited re-entry programs and facilities for compliance to program requirements.
  - Monitored statewide procurement of equipment, supplies, forms, and office space.
  - Assisted in the planning of new re-entry facilities.
  - Provided technical assistance to the parole regions in servicing contracts

October 1987  
February 1989

**State Controller's Office**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

Duties:

- Developed Request for Proposal (RFP)
- Developed user requirements
- Developed Magnetic Tape survey document
- Participated in various management studies to improve the personnel payroll process.

February 1987  
March 1987

**California State Lottery Commission**

**STAFF SERVICES MANAGER I (Acting)**

Duties:

- Supervised staff that was responsible for examining fraudulent lottery tickets.
- Wrote investigative procedures pertaining to the use of informants (whose confidentiality or name is maintained) and operators (where identities are public knowledge) to do undercover investigations.
- Supervised staff that developed the division budget and tracked expenditures.
- Reviewed questionable tickets to determine whether or not altered tickets were fraudulent.

ROOSEVLT GIPSON, JR.  
PAGE FIVE

October 1986  
October 1987

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

Duties:

- Reviewed criminal investigations involving retailers conducted by Lottery Agents for the purpose of recommending appropriate administrative action against retailers.
- Prepared written recommendations to the Director and/or the Retail Support Division.
- Developed written directives, policies, and procedures involving security operations in retail sales.
- Prepared and monitored contracts with the following agencies: Department of Justice; Department of General Services; Department of Personnel Administration; and the Department of Alcoholic Beverage Control.
- Maintained liaison with allied law enforcement agencies; i.e. Department of Alcoholic Beverage Control, Department of Justice, and Department of Motor Vehicles to ensure mutual sharing of intelligence and coordination of law enforcement efforts.
- Supported other Security personnel in assisting with security at drawings.
- Assisted Agents in investigation of criminal acts committed against the lottery.
- Evaluated Invitation for Bids (IFBs) to select a vendor to provide maintenance on the Lottery's statewide security system.
- Developed an issue memo to amend the Lottery Act of 1984 to allow the Lottery to conduct both pre-employment and post employment investigations on employees including arrests and convictions.
- Reviewed and analyzed legislation to advise management on the potential impact on the Lottery.
- Developed the Security Division's statewide training budget.

May 1985  
October 1986

**State of California, Board of Control**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST**

Duties:

- Reviewed and analyzed victim of violent crime reports for completion and adherence to statutory and regulatory requirements and determined that all required information was received and presented in compliance with statute, Administrative Code regulations
- Prepared summary of victim claims.
- Selected and presented appropriate data to the Board of Control.
- Assisted the Claimant and claimant's counsel in the presentation of the claim to the Board.
- Recommended to the Board the disposition of claims based on a thorough knowledge of programs such as public assistance, Medi-Cal, Medicare, Social Security, veterans benefits, unemployment insurance, and state and federal tax computations.
- Maintained liaison between local programs, other state and federal agencies as well as the legislative staff.
- Prepared a report to the Joint Legislative Budget Committee on the success of steps taken to reduce and streamline the victims claim processing procedures.

January 1985  
May 1985

**State of California, Department of Health Services**

**STAFF SERVICES ANALYST**

Duties:

- Analyzed the Medicare Buy-In system, identified problems and developed solutions.



ROOSEVELT GIPSON, JR.  
PAGE SIX

- Monitored the Federal Government's Social Security Administration accretions of Supplemental Security Income Recipients for Buy-In as per the Buy-In agreement and section 254 of the Social Security Administration and State Buy-In Manual.
- Developed system improvements on the state-operated computer system, county welfare identification files and the department's Eligibility History File.
- Prepared analysis of work flow and other periodic reports for use by management.
- Utilized microcomputer (IBM-XT), and various software packages (i.e. Lotus 1-2-3, R Base 4000, and WordStar) in completion of complex assignments.

December 1982  
December 1984

**State of California, Office of Statewide Health Planning & Development**

**HEALTH PLANNING ANALYST**

Duties:

- Directed the activities of subordinate staff, and performed other health planning activities as required.
- Coordinated and maintained liaison with Federal, State and local health planning groups department managers, and staff, professional organizations, universities, citizens committees, and others participating in regional and statewide health planning studies.
- Coordinated matching and placement activities for Southern California region.
- Assisted in the development of vacancies, for potential placement of National Health Service Corps physicians.
- Reviewed appropriate health manpower shortage area designations.
- Assessed distribution and availability of primary care resources in health manpower shortage areas.
- Monitored and provided technical assistance to 40 private practice option placements and 24 National Health Service placements.

January 1982  
December 1982

**University of California, Davis  
School of Medicine**

**SENIOR PROGRAM COORDINATOR**

Duties:

- Supervised activities of student assistants.
- Coordinated and implemented Federal Health Resources Development Program for the School of Medicine.
- Implemented educational agreements at five Northern California Junior and Senior college campuses.
- Recruited and counseled undergraduate minority pre-med students for the School of Medicine.
- Coordinated other tasks, projects as directed by Project Manager.
- Developed the retention component of the program.

April 1981  
January 1982

**University of California, Los Angeles  
School of Medicine, Area Health Education Center**

**PROGRAM COORDINATOR**

Duties:

- Supervised activities of the part-time recruiters and counselors.

ROOSEVELT GIPSON, JR.  
PAGE SEVEN

- Developed and coordinated the Health Professions Resource Center Recruitment Program.
- Established pre-health clubs.
- Established and maintained close working relationships at targeted Area Health Education Centers, colleges, universities, and health centers.
- Developed and presented recruitment presentations.
- Advised students; provided student support information to the Program Director.
- Coordinated annual calendars; designed and developed recruitment publications; maintained statistical data; analyzed and evaluated program.
- Assisted in planning, preparation of health care conferences and attended health related conferences.
- Coordinated the early outreach component to motivate high school students (grades 9-12) into the health sciences.

September 1980  
January 1981

**University of California, San Francisco  
Student Services, Personnel Department**

**FINANCIAL AID ADVISOR**

Duties:

- Analyzed and determined student's eligibility for financial aid in accordance with established criteria.
- Conducted in-depth interviews with students, reviewed application, explained financial aid policies.
- Coordinated the Guaranteed Student Loan and other outside loan program data; kept abreast of legislation, federal mandates, and lender policies.
- Maintained continuous contact with primary lenders.
- Specialized skills included the analysis of complex federal and university financial aid policies and programs.

August 1978  
February 1979

**Liberty Mutual Insurance Company**

**CLAIMS ADJUSTER**

Duties:

- Investigated and settled workers compensation and liability claims.
- Conducted field investigations, reporting, cost analysis, and negotiations.
- Directly interfaced with policyholders and insurance management, often in a problem solving capacity.

October 1975  
June 1978

**University of California, Davis**

**PEER ADVISOR AND COUNSELOR**

Duties:

- Maintained liaison between students, coordinators, and the director Peer Advisor and Counselor Program.

- Provided counseling to a case load of 150 students on academic and financial matters which entailed needs analysis and review, interviewing, and serving as a referral and informational sources.
- Practical experience in the outreach area often serving as a "dropin" advisor.
- Experienced in conducting workshops and seminars.

**EDUCATIONAL  
BACKGROUND**

**California Community  
College Credential**  
(Lifetime)  
**Designated Subjects  
Adult Credential**  
(July 2005)

**Business & Industrial Management  
Business Management  
Elementary & Secondary Basic Skills**  
Metropolitan Education  
San Jose, California

**M.B.A.**  
(June 1980)

**Health Services Management**  
Golden Gate University  
San Francisco, California

**B.S.**  
(June 1978)

**Administration and Human Behavior  
in Health Care**  
University of California  
Davis, California

**PRACTICAL  
EXPERIENCE:**

October 1974  
May 1975

**FOOD SERVICES MANAGER: UNIVERSITY OF CALIFORNIA, DAVIS**

- Provided direct supervision to 8 food service personnel.
- Developed management experience in the administration of food services, purchasing operations, safety, sanitation, and food handling.
- Developed practical skills in financial management, equipment planning and evaluation of alternative systems.

**HEALTH  
SERVICES  
PRACTICUM**

**WOODLAND MEMORIAL HOSPITAL, WOODLAND, CALIFORNIA**

- Completed an internship at this private hospital rotating through all departments including radiology, laboratory, medical records, physical plant and storage areas.
- Gained knowledge of the functional and organizational structure, management and operation of a hospital, as a business and social institution.
- Learned role relationships of the governing board, administration, and medical staff

as they relate to the internal and external forces which affect the administrative process.

ROOSEVELT GIPSON, JR.  
PAGE NINE

-Provided written analysis/recommendation regarding problem areas.

**PERSONAL HEALTH DEPARTMENT, Sacramento, California**

- Experienced in the planning of patient-care programs faced with issues dealing with public accountability for health services.
- Formulated policy to provide greater accessibility and quality of care.
- Gained practical knowledge of main office operations in support of six Sacramento Clinics with specialized experience in the "Take-Care Project" for the Elderly.
- Frequented clinics to review facility utilization and services.

AFFILIATIONS:

AHIMA  
HIMSS  
California Health Information Association  
Association of MBA Executives, Inc.  
Cal Aggie Alumni Association  
Golden Gate University Alumni Association

# Application Form

---

## Profile

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

---

Affordable Housing Finance Committee: Submitted

Seat Name (if applicable)

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

---

I currently work as a case manager at La Clinica de La Raza in Pittsburg and Oakley. The majority of the clients I work with have concerns with housing. I try my best to connect my clients to affordable housing resources. The housing process moves slow and there are less and less affordable places everyday. I would like to serve on this board because I would like to be aware of solutions that are being taken to address this crisis. I also believe I can contribute because I come with the perspective of the community and I am aware of the needs and how those needs can be met.

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

Kevin \_\_\_\_\_ Orozco \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_ \_\_\_\_\_  
Email Address

\_\_\_\_\_ \_\_\_\_\_  
Home Address Suite or Apt

Pittsburg \_\_\_\_\_ CA \_\_\_\_\_ 94565  
City State Postal Code

Mobile: \_\_\_\_\_  
Primary Phone

La Clinica De La Raza \_\_\_\_\_ IBH Case Manager \_\_\_\_\_  
Employer Job Title Occupation

---

**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**

---

Yes  No

**Is a member of your family (or step-family) employed by Contra Costa Co.?**

---

Yes  No

---

## **Education History**

**Select the highest level of education you have received:**

---

Other

**Bachelor's Degree**

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

---

## **College/ University A**

**San Francisco State University**

Name of College Attended

**International Relations**

Course of Study / Major

Units Completed

## **Type of Units Completed**

---

None Selected

**Degree Awarded?**

---

Yes  No

**Bachelor of Science**

Degree Type

**05/2016**

Date Degree Awarded

---

**College/ University B**

Los Medanos College

Name of College Attended

Social Sciences

Course of Study / Major

Units Completed

**Type of Units Completed**

None Selected

**Degree Awarded?**

Yes  No

Associate's

Degree Type

05/2014

Date Degree Awarded

---

**College/ University C**

Name of College Attended

Course of Study / Major

Units Completed

**Type of Units Completed**

None Selected

**Degree Awarded?**

Yes  No

---

Degree Type

---

Date Degree Awarded

---

### Other schools / training completed:

---

Course Studied

---

Hours Completed

### Certificate Awarded?

Yes  No

---

## Work History

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

### 1st (Most Recent)

02/13/2018-Present

---

Dates (Month, Day, Year) From - To

40

---

Hours per Week Worked?

### Volunteer Work?

Yes  No

IBH Case Manager

---

Position Title

### Employer's Name and Address

---

La Clinica De La Raza 2240 Gladstone Dr Suite 2 Pittsburg, CA 94565



## Duties Performed

---

Provide intensive case management for patients of La Clinica de La Raza in Pittsburg and Oakley. Connect patients to resources in the community that pertain to housing, education, employment, food, legal matters and other issues. Collaborate with community partners to provide the best care for patients.

---

### 2nd

09/2017-02/2018

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

---

Yes  No

Program Specialist

Position Title

### Employer's Name and Address

---

Fred Finch Youth Center 3800 Coolidge Ave Oakland, CA 94602

## Duties Performed

---

Provided administrative support and minor case management to a school based health center. Clinic was connected to a newcomer program at school next door. Managed clinic schedule and made sure students were assessed and connected to resources.

---

### 3rd

05/2016-05/2017

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

---

Yes  No

Case Manager

Position Title

## Employer's Name and Address

YMCA Community Resource Center 1486 Huntington Ave South San Francisco, CA 94080

## Duties Performed

Provided safety net services such as rental, utility, and car repair assistance who were in emergency situations. Provided shelter and housing referrals for homeless individuals and families. Organized a monthly food program. Organized and put on community events during the holidays.

[resume.docx](#)

Upload a Resume

---

## Final Questions

### How did you learn about this vacancy?

Contra Costa County Homepage

If "Other" was selected please explain

### . Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

Yes  No

If Yes, please identify the nature of the relationship:

### Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

Yes  No

If Yes, please identify the nature of the relationship:

**Please Agree with the Following Statement**

---

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

---

I Agree

# Kevin Orozco

[REDACTED]  
[REDACTED] Pittsburg, CA 94565  
[REDACTED]

## Education

**San Francisco State University, San Francisco, CA** August 2014-May 2016

**Bachelor of Arts in International Relations**

**Coursework:** Geography of Ethnic Communities, International Affairs, Security Intelligence, International Organizations, International Political Economy, Senior Seminar with Thesis

**Los Medanos College, Pittsburg, CA** August 2012- May 2014

**Associate of Arts in Liberal Arts: Behavioral and Social Science**

**Coursework:** General Education, Macro Economics, Intercultural Communication, Argumentation and Debate

## Experience

**Integrated Behavioral Health Case Manager, La Clinica de La Raza** February 2018-Present

- Provide intensive case management to clients in a health care setting. Connect clients to housing, food, legal, employment and educational resources and more
- Provide motivational interviewing to substance abuse patients
- Maintain caseload through clinical notes and provide appropriate referrals and advocacy for clients

**Program Specialist, Rising Harte Wellness Center** September 2017-February 2018

- Managed day to day flow of a school based health center, providing administrative support for medical providers
- Provide case management to newcomer students, linking them and their families to resources within the community such as MediCal enrollment, food and legal resources and mental health services
- Work closely with school district officials and school staff to make sure every students' healthcare needs are met

**Lead Case Manager, YMCA Community Resource Center** May 2016- May 2017

- Provided case management to individuals and families seeking housing assistance, providing shelter referrals, healthcare referrals, emergency rental assistance and long term housing and eviction prevention services
- Attend meetings with funders, county officials, and other agencies to discuss how to allocate funds and how to better serve our community
- Organize seasonal programs for clients by gathering donations from local businesses, law enforcement, and food banks

**Skills: Case Management, Motivational Interviewing, SBIRT, Microsoft Office, Salesforce, Spanish oral and written fluency, good communication and customer service skills,**



Contra  
Costa  
County

**For Office Use Only**  
Date Received:

**For Reviewers Use Only:**  
Accepted Rejected

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

MAIL OR DELIVER TO:  
Contra Costa County  
CLERK OF THE BOARD  
651 Pine Street, Rm. 106  
Martinez, California 94553-1292  
PLEASE TYPE OR PRINT IN INK  
(Each Position Requires a Separate Application)

BOARD, COMMITTEE OR COMMISSION NAME AND SEAT TITLE YOU ARE APPLYING FOR:

Affordable Housing Finance Committee

Committee Member

PRINT EXACT NAME OF BOARD, COMMITTEE, OR COMMISSION

PRINT EXACT SEAT NAME (if applicable)

1. Name: Robinson Willie J.  
(Last Name) (First Name) (Middle Name)

2. Address: [Redacted] El Sobrante, CA 94803  
(No.) (Street) (Apt.) (City) (State) (Zip Code)

3. Phones: [Redacted] [Redacted]  
(Home No.) (Work No.) (Cell No.)

4. Email Address: [Redacted]

5. EDUCATION: Check appropriate box if you possess one of the following:

High School Diploma  G.E.D. Certificate  California High School Proficiency Certificate

Give Highest Grade or Educational Level Achieved

Names of colleges / universities attended	Course of Study / Major	Degree Awarded	Units Completed		Degree Type	Date Degree Awarded
			Semester	Quarter		
A) California Polytechnic State University	Architectural Engineering	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1976
B) Contra Costa Junior College	Environmental Design / Drafting Technology	Yes No <input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1971
C) <input type="text"/>	<input type="text"/>	Yes No <input type="checkbox"/> <input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
D) Other schools / training completed:	Course Studied	Hours Completed	Certificate Awarded: Yes No <input type="checkbox"/> <input type="checkbox"/>			
<input type="text"/>	<input type="text"/>	<input type="text"/>				

6. PLEASE FILL OUT THE FOLLOWING SECTION COMPLETELY. List experience that relates to the qualifications needed to serve on the local appointive body. Begin with your most recent experience. A resume or other supporting documentation may be attached but it may not be used as a substitute for completing this section.

<p>A) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/>/18/1992 <input type="text"/>/31/2017</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 25 <input type="text"/> 10</p> <p>Hrs. per week <input type="text"/>40 . Volunteer <input type="checkbox"/></p>	<p>Title President / CEO</p> <p>Employer's Name and Address W.J. Robinson &amp; Associates 369 Pine Street, Suite 223 San Francisco, CA 94102</p>	<p>Duties Performed Provided Project &amp; Construction Management Services in the areas of Design &amp; Construction of projects in: Transit &amp; Transportation Facilities; Water &amp; Wastewater Treatment Facilities; Housing &amp; Commercial Facilities; &amp; K-12 Schools and Institutions of Higher Learning Facilities.</p>
<p>B) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/>/01/1981 <input type="text"/>/30/1991</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 10 <input type="text"/> 8</p> <p>Hrs. per week <input type="text"/>40 . Volunteer <input type="checkbox"/></p>	<p>Title Cost &amp; Scheduling Engineer</p> <p>Employer's Name and Address Don Todd &amp; Associates 202 - 2nd Street San Francisco, CA 94102</p>	<p>Duties Performed Developed Design &amp; Construction Scheduling; Schedule development, review and analysis; Prepared Cost Estimates for project in the schematic, preliminary and final phases; Provided Value Engineering Review and Analysis for project during the design phase.</p>
<p>C) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/>/01/1978 <input type="text"/>/28/1981</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 2 <input type="text"/> 2</p> <p>Hrs. per week <input type="text"/>40 . Volunteer <input type="checkbox"/></p>	<p>Title Cost &amp; Scheduling Engineer</p> <p>Employer's Name and Address Homitz Allen &amp; Associates West MacArthur Blvd. Oakland, CA 94806</p>	<p>Duties Performed Provided technical assistance to contractors in construction of wastewater project in the Division of Water Quality in the State of California.</p>
<p>D) Dates (Month, Day, Year) From <input type="text"/> To <input type="text"/> <input type="text"/>/06/1974 <input type="text"/>/01/1977</p> <p>Total: Yrs. <input type="text"/> Mos. <input type="text"/> <input type="text"/> 3 <input type="text"/> 6</p> <p>Hrs. per week <input type="text"/>40 . Volunteer <input type="checkbox"/></p>	<p>Title Cost Engineer</p> <p>Employer's Name and Address Bechtel Corporation Power Division 425 Market St., 33rd Flr. San Francisco, CA 94105</p>	<p>Duties Performed Provided quantity take-offs for cost estimating Nuclear Power Plant Construction.</p>

7. How did you learn about this vacancy?

CCC Homepage  Walk-In  Newspaper Advertisement  District Supervisor  Other

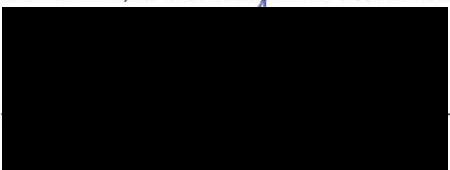
8. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors? (Please see Board Resolution no. 2011/55, attached): No  Yes

If Yes, please identify the nature of the relationship:

9. Do you have any financial relationships with the County such as grants, contracts, or other economic relations? No  Yes

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publically accessible. I understand and agree that misstatements / omissions of material fact may cause forfeiture of my rights to serve on a Board, Committee, or Commission in Contra Costa County.

Sign Name: 

Date: 06/04/2018

**Important Information**

1. This application is a public document and is subject to the California Public Records Act (CA Gov. Code §6250-6270).
2. Send the completed paper application to the Office of the Clerk of the Board at: **651 Pine Street, Room 106, Martinez, CA 94553.**
3. A résumé or other relevant information may be submitted with this application.
4. All members are required to take the following training: 1) The Brown Act, 2) The Better Government Ordinance, and 3) Ethics Training.
5. Members of boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
6. Advisory body meetings may be held in various locations and some locations may not be accessible by public transportation.
7. Meeting dates and times are subject to change and may occur up to two days per month.
8. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.

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

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

WHEREAS the Board of Supervisors wishes to avoid the reality or appearance of improper influence or favoritism;

NOW, THEREFORE, BE IT RESOLVED THAT the following policy is hereby adopted:

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



# Application Form

## Profile

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

Affordable Housing Finance Committee: Submitted

Seat Name (if applicable)

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

I'm interested in serving on this board because I love community service , I feel that I have a lot of experience when it comes to life.

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

Anthony \_\_\_\_\_ Segovia \_\_\_\_\_  
First Name Middle Initial Last Name

\_\_\_\_\_  
Email Address

\_\_\_\_\_ Suite or Apt \_\_\_\_\_  
Home Address

Antioch \_\_\_\_\_ CA \_\_\_\_\_ 94513 \_\_\_\_\_  
City State Postal Code

Mobile: \_\_\_\_\_  
Primary Phone

Lendone \_\_\_\_\_ Founder \_\_\_\_\_ Lender \_\_\_\_\_  
Employer Job Title Occupation

### Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?

Yes  No

### Is a member of your family (or step-family) employed by Contra Costa Co.?

Yes  No

## Education History

### Select the highest level of education you have received:

Other

Assoc

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

---

### College/ University A

Los medianos

Name of College Attended

Journalism

Course of Study / Major

30

Units Completed

### Type of Units Completed

Semester

### Degree Awarded?

Yes  No

Assoc

Degree Type

2009

Date Degree Awarded

---

### College/ University B

Name of College Attended

Course of Study / Major

Units Completed

### Type of Units Completed

None Selected

### Degree Awarded?

Yes  No

Degree Type

Date Degree Awarded

---

## College/ University C

---

Name of College Attended

---

Course of Study / Major

---

Units Completed

### Type of Units Completed

---

None Selected

### Degree Awarded?

---

Yes  No

---

Degree Type

---

Date Degree Awarded

---

### Other schools / training completed:

---

Course Studied

---

Hours Completed

### Certificate Awarded?

---

Yes  No

---

### Work History

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

#### 1st (Most Recent)

01/05/2009

---

Dates (Month, Day, Year) From - To

40

---

Hours per Week Worked?

**Volunteer Work?**

---

Yes  No

**Founder**

Position Title

**Employer's Name and Address**

---

Lendone financial

**Duties Performed**

---

Worked with various real estate agents to secure financing

---

**2nd**

04/1/2017-07/18/2018

Dates (Month, Day, Year) From - To

20

Hours per Week Worked?

**Volunteer Work?**

---

Yes  No

Contra costa county alcohol and  
other drug board

Position Title

**Employer's Name and Address**

---

Contra costa county 1220 morello ave Martinez, Ca 94521

**Duties Performed**

---

Worked with various organizations to assist with prescription drug awareness

---

**3rd**

Dates (Month, Day, Year) From - To

Hours per Week Worked?

**Volunteer Work?**

---

Yes  No

Position Title

**Employer's Name and Address**

---

**Duties Performed**

---

---

Upload a Resume

---

**Final Questions**

**How did you learn about this vacancy?**

---

Contra Costa County Homepage

---

If "Other" was selected please explain

**. Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

---

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Do you have any financial relationships with the County such as grants, contracts, or other economic relations?**

---

Yes  No

**If Yes, please identify the nature of the relationship:**

---

**Please Agree with the Following Statement**

---

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

---

I Agree

### Application Form

### Profile

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

- Affordable Housing Finance Committee: Submitted
- Agricultural Advisory Task Force: Submitted
- Arts & Culture Commission: Submitted
- Aviation Advisory Committee: Submitted
- Countywide Redevelopment Successor Agency Oversight Board (Pending--To begin July 1, 2018): Submitted
- Airport Land Use Commission: Submitted
- Resource Conservation District: Submitted

Seat Name (if applicable)

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

I have worked in affordable housing development for over 15 years. I am aware of the importance to communities and businesses to provide housing options for people at all income levels. I know that I could contribute significantly to identifying strategies and legislation to assist Contra Costa County in developing more housing opportunities for its citizens.

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

<u>scott</u> First Name	<u></u> Middle Initial	<u>Shepherd</u> Last Name
----------------------------	---------------------------	------------------------------

[Redacted]  
Email Address

[Redacted]  
Home Address

Suite or Apt

Diablo  
City

CA  
State

94528  
Postal Code

Mobile: [Redacted]  
Primary Phone

Category III Development Corp  
Employer

CEO  
Job Title

Real Estate Development  
Occupation

---

**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**

---

Yes  No

**Is a member of your family (or step-family) employed by Contra Costa Co.?**

---

Yes  No

---

## **Education History**

**Select the highest level of education you have received:**

---

Other

**Masters Science /MBA**

---

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

---

## **College/ University A**

**University of Wisconsin**

---

Name of College Attended

**Economics**

---

Course of Study / Major

**8**

---

Units Completed

## **Type of Units Completed**

---

Semester

**Degree Awarded?**

---

Yes  No

**BA**

---

Degree Type

1991

Date Degree Awarded

---

## College/ University B

Texas A&M University

Name of College Attended

Land Development and Finance

Course of Study / Major

4

Units Completed

## Type of Units Completed

---

None Selected

## Degree Awarded?

---

Yes  No

Msc./ MBA

Degree Type

2002

Date Degree Awarded

---

## College/ University C

Name of College Attended

Course of Study / Major

Units Completed

## Type of Units Completed

---

None Selected



## Degree Awarded?

---

Yes  No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

Managing Broker

---

Course Studied

60

---

Hours Completed

## Certificate Awarded?

---

Yes  No

---

## Work History

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

### 1st (Most Recent)

1/1/2010

---

Dates (Month Day Year) From To

40

---

Hours per Week Worked?

### Volunteer Work?

---

Yes  No

CEO

---

Position Title

## Employer's Name and Address

---

Category III Development Corporation 350 Sansome St., Suite 400 San Francisco, CA 94104

## Duties Performed

---

Lead executive team in acquisition, development, finance, and construction of new and renovated properties.

---

## 2nd

---

Dates (Month Day Year) From To

---

Hours per Week Worked?

## Volunteer Work?

---

Yes  No

---

Position Title

## Employer's Name and Address

---

## Duties Performed

---

## 3rd

---

Dates (Month Day Year) From To

---

Hours per Week Worked?

## Volunteer Work?

---

Yes  No

---

Position Title

## Employer's Name and Address

---

## Duties Performed

---

[SHEPHERD CV2018.pdf](#)

Upload a Resume

---

## Final Questions

### How did you learn about this vacancy?

---

Contra Costa County Homepage

---

If "Other" was selected please explain

### . Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

---

Yes  No

If Yes, please identify the nature of the relationship:

---

Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

---

Yes  No

If Yes, please identify the nature of the relationship:

---

# SCOTT SHEPHERD

415 [REDACTED] / [REDACTED]@ [REDACTED].com / San Francisco, CA 94104

## Executive Management

*Strategic Planning*

*Real Estate Development*

*Global Operations*

Accomplished Executive with domestic and international experience in large-scale real estate development, operations, construction, and management. Strategic decision-maker that leads an executive team in driving innovation, profitability, and direction of vertically integrated business units; advancing qualified real estate and land opportunities; defining and achieving specific tactical objectives to source and close lucrative new business opportunities across various sectors; and building internal, investor, and jurisdictional consensus.

Energetic, collaborative, honest and decisive. Track record of increasing revenues, streamlining operations and growing bottom line. Known for solving highly complex and difficult development projects and coalescing stakeholders to foster approvals. Raising the bar with new standards for housing development, creating a sense of place congruent with the community, and seamlessly integrating all the pieces. Broad experience visualizing and pricing out various sensitivities for new and redevelopment opportunities.

- Directed development projects as large as \$375+ million with over 6,000 units of multifamily and subdivision lot development of new construction, in-fill development, and renovation. Master planned communities and mixed-use commercial retail and office. Sponsor in investment entities with market rate and complex affordable multifamily assets. *State of California Class B General Contractor/ State of Illinois Managing Real Estate Broker/ BA in Economics and MS in Real Estate and Land Development.*
- *Keen listener and effective communicator* considers all vantage points, translates complex processes into easily understood, actionable bites, and puts most stakeholders at ease. Expert at turning around resistant city officials and cementing positive, lasting working relationships with clients, investors, and public and private partners across product sectors.
- *Pivotal Strengths* – deep partnerships with regional healthcare systems and institutional owners and operators, value-add feasibility analysis and timely capital positioning, successful negotiation of necessary land entitlements and approvals, managing critical investment targets and partners, maximizing cost effective legal solutions at all phases, precise budget and schedule tracking, sunset investment exit-strategies

---

## PROJECT MILESTONES

**\$11 million, 154 units Youngstown Ohio/ Seneca Oaks Apartments (OH)** former Low-income Housing Tax Credit development acquired in 2013. Complex turnaround amidst a sustained decade long economic decline across all regional performance sectors including extremely tight capital markets. Resilient issues of drugs, gangs, and theft crimes, extremely low employment, and decades of mismanagement. Strategic collaboration with healthcare system; instituted fundamental real estate, capital investment, and business practices. Worked with Ohio Housing Finance Agency (OHFA) and HUD to vacate income restrictions and repositioned property with capital investment strategy and new management.

**\$26 million, 115 units North Las Vegas/ Rose Gardens Townhomes (NV)** Acquisition and rehabilitation of townhome development (100% Sec. 8 HAP Contract). Project is now the catalyst for the revitalization efforts in the neighborhood. Acquired the asset through complex UCC foreclosure, reposition with new FHA 221D (4) and an allocation of 4% LIHTC. City of North Las Vegas LIHTF loan. Value-add strategy led to preservation of asset and exit upon ultimate sale to new investment partnership lead by the Hampstead Companies.

**\$24 million, 242 units Stockton California/ Park Village Apartments (CA)** Section 8 housing (100% PBRA) in area of significant organized crime activity. Comprehensive redevelopment plan presented to city, HUD, owner and co-partner including new bond financing, CDBG loan, allocation of low income housing tax credits and new first mortgage.

**\$55 Million, mixed-use residential and commercial portfolio Cincinnati Ohio/ Franciscan Home Development I-IV and 27,000 SF retail storefront spaces (OH)** Difficult and complex scattered site development in 32 buildings. High profile workout including new capitalization, development and construction of 222 units and 18 commercial storefronts. Full community and stakeholder involvement including strategic partnership with Catholic Healthcare Partners (CHP). New issuance of non-competitive tax credits, private activity bonds, and debt leading to comprehensive neighborhood revitalization efforts in Over the Rhine. Partners and stakeholders included C-level executives at Kroger, Proctor & Gamble, Western Southern, Cincinnati Reds, CHP, 3CDC, and City of Cincinnati. The project was a successful public/private partnership that created fertile infill opportunities connecting other nodes of investment, which led to the overall revitalization of the OTR community.

**\$22 million, 162 units Woodland California/ Casa del Sol Mobile Home Park (CA).** Successful acquisition, development and full scale renovation of existing mobile home community including the construction of new state of the art community center, 21 new rental coaches, and full WWSD construction and replacement in situ. Complex multi-tier sequenced financing stacks including thirteen (13) sources - four (4) state agencies, three (3) commercial and private lenders, and six (6) sources of bridge and mezzanine debt with various takeout's. Complex matrix overlay of income and rent restrictions from public grant and debt sources. Successful project served as gateway catalyst for downtown Woodland revitalization and blight removal.

**\$375 Million, 2,130 acre Austin Texas/ Steiner Ranch Phases V through VIII (TX).** Complicated final plat approvals which included endangered species, aquifer water recharge cover limitations, and other concessions. Community expansion including land entitlement, development and construction management for the now built-out Steiner Ranch. Production homebuilders included KB, Morrison, CENTEX, and Taylor Woodrow. Included new WWSD and pad construction for the Steiner Ranch Apartments.

**\$365 Million, 975 acres Pflugerville, Texas/ Falcon Pointe Master Planned Community (TX).** Master Planned community included land assembly, entitlements, development and construction management for the now completed Falcon Pointe Community. Included land development and pad construction for the Murchison Elementary School and Pflugerville High School.

**\$200 Million, 120 acres Austin Texas / Austin Airport Centre (TX).** Full entitlement and land development, which lead to the Austin Airport Fast Park and an established power retail center. Involved extensive (WWater) negotiation from private Municipal Utility District (MUD) and issuance of capital bond financing for full system infrastructure. Directed all aspects of real estate and land development.

**PROFESSIONAL EXPERIENCE**

**CATEGORY III DEVELOPMENT CORP**, Chicago, San Francisco, London, offices including integrated affiliates **CATEGORY III AVIATION CORP**, Chicago IL (aircraft ops based at KCCR)  
**CATEGORY III PROPERTY MANAGEMENT**, Chicago IL (asset based self-management entity)  
**ARSENAL CONSTRUCTION San Francisco** (Class B General Building Contractor)  
**President and CEO, 2010 - Present**

*Provide executive leadership for real estate development firm with three offices and net field profit of \$3.9 million*

Execute and deliver all aspects of real estate investment, construction, development and support for full service real estate firm specializing in single and multifamily residential.

**COMMUNITY HOUSING OPPORTUNITIES CORPORATION (CHOC) – Northern California**  
**Executive Vice President, Development, 2007-2010**

Create and execute strategic development plans for CA based mid-sized non-profit housing development company. Projects included LITHC, HUD financed, CalHFA, CA HCD, and local jurisdictions. Centralized operations in the California central valley. Portfolio included multifamily assets in excess of \$400 million.

**MERCY HOUSING INC.**, Cincinnati, Ohio  
**Vice President, Development – Midwest, 2003-2007**

National housing developer with portfolio in excess of 22,000 units and \$1.5+ billion in value. Led its Midwest regional office in Cincinnati with development and construction operations in Ohio and five (5) adjacent states. Relocated to Chicago to lead the strategic response to housing development in the gulf coast states after a series of natural disasters in 2005.

**TRAMMELL CROW COMPANY**, Austin and Houston Texas  
**Director of Development, 1998-2003**

Commercial real estate development firm specializing in institutional projects. Commercial office, community retail centers, and residential master-planned communities throughout Texas.

**TRAMMELL CROW COMPANY**, Denver CO  
**Broker Associate, 1993-1998**

Office leasing and commercial tenant representation for institutional and corporate real estate clients.

*Early Career* included paralegal in the global real estate group at **JONES DAY** in Washington DC

**Affiliations**      Licensed Real Estate Managing Broker, Illinois - Active  
Licensed Class B General Building Contractor, California - Active  
Commercial Pilot – Multi-engine - Current  
Oakland Aviation Museum – Board of Directors - Former  
Art Institute of Chicago - Auxiliary Board - Former

---

Museum of Modern Art - SFMOMA SECA Board  
Member - Creative Growth Oakland  
Member - National Business Aviation Association (NBAA)  
Member - Aircraft Owners and Pilots Association (AOPA)  
Mentor and Sponsor - Colorado Outward Bound School (COBS)  
Member - Tax Credit Advisory Group (Novogradac)  
Member – Urban Land Institute 1996-2016  
Strategic Healthcare Partners – Catholic Health Partners -Cincinnati; CHRISTUS -Houston;  
Mercy Health – Blue Ash; Mercy Housing – San Francisco; Provena – Chicago;

**Education**

1991- **BA** – University of Wisconsin – Milwaukee – Economics  
2002 - **MSLD/ MBA** – Texas A&M University – Land and Real Estate Development

# Application Form

## Profile

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

Affordable Housing Finance Committee: Submitted

Seat Name (if applicable)

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

My career has been focused on work in the areas of supporting and expanding the supply of affordable housing and human services for the cities of Livermore and Pleasanton within Eastern Alameda County. In total, I have 15 years of experience administering and managing CDBG, HOME, and affordable housing programs. I have been a resident of San Ramon since 2011 and am interested in understanding more about the network of affordable housing and services agencies within Contra Costa County. The opportunity serve on this commission would allow me to learn more about what's happening in other parts of the County regarding issues I care deeply about, and to give back to my community in a way that would benefit from my experience and knowledge.

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

Frances

First Name

D

Middle Initial

Sorrondegui

Last Name

[Redacted]

Email Address

[Redacted]

Home Address

Suite or Apt

San Ramon

City

CA

State

94583

Postal Code

Mobile:

[Redacted]

Primary Phone

City of Livermore

Employer

Housing Programs Manager

Job Title

Local Government Manager

Occupation



**Do you, or a business in which you have a financial interest, have a contract with Contra Costa Co.?**

---

Yes  No

**Is a member of your family (or step-family) employed by Contra Costa Co.?**

---

Yes  No

---

## **Education History**

**Select the highest level of education you have received:**

---

Other

**B.A. Degree**

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

---

---

### **College/ University A**

**Cal State Hayward**

Name of College Attended

**Political Science/Public Administration**

Course of Study / Major

**246.5**

Units Completed

---

### **Type of Units Completed**

Quarter

---

### **Degree Awarded?**

Yes  No

**B.A.**

Degree Type

**March 21, 2003**

Date Degree Awarded

---

## College/ University B

Ohlone College

Name of College Attended

Real Estate Broker Certificate

Course of Study / Major

27

Units Completed

## Type of Units Completed

Semester

## Degree Awarded?

Yes  No

Certificate of Achievement

Degree Type

Pending Final Approval Summer  
2018

Date Degree Awarded

---

## College/ University C

Name of College Attended

Course of Study / Major

Units Completed

## Type of Units Completed

None Selected

## Degree Awarded?

Yes  No

---

Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

---

Yes  No

---

## Work History

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

### 1st (Most Recent)

1/9/2018 - present

---

Dates (Month, Day, Year) From - To

40

---

Hours per Week Worked?

## Volunteer Work?

---

Yes  No

Housing Programs Manager

---

Position Title

## Employer's Name and Address

---

City of Livermore, Community Development Department 1052 S. Livermore Avenue Livermore, CA 94550

## Duties Performed

---

Manage the City's Affordable Housing Programs, including the First-time Homebuyer and Inclusionary Housing (Below Market Rate Sale) programs; implement the City's Affordable Housing Ordinance (Impact fees, must-build ownership and rental housing policies), manage budgeting of the City's Affordable Housing Trust Fund; and, underwrite and project manage various affordable housing projects funded by the City.

---

**2nd**

December 19, 2015 - December 22, 2016

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

---

Yes  No

Housing Manager

Position Title

## Employer's Name and Address

---

City of Pleasanton 123 Main Street Pleasanton, CA 94568

## Duties Performed

---

Managed the City's CDBG, HOME and affordable housing programs. Coordinated with the Alameda County HOME Technical Advisory Committee on the CDBG and HOME programs. Oversaw the development and monitoring of housing projects within the City. Staff liaison to the City's Housing Commission and staff for the City's small Housing Authority.

---

**3rd**

May 9, 2003 - December 18, 2015

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

---

Yes  No

Senior Management Analyst

Position Title

## Employer's Name and Address

---

City of Livermore, Community Development Department 1052 S. Livermore Avenue Livermore, CA 94550

## Duties Performed

---

Provided management level support for the City's Affordable Housing Programs, including the First-time Homebuyer and Inclusionary Housing (Below Market Rate Sale) programs; implementation of the City's Affordable Housing Ordinance, and project management of various affordable housing projects funded by the City.

[FDR\\_Resume\\_June\\_2018.pdf](#)

Upload a Resume

---

## Final Questions

### How did you learn about this vacancy?

---

Contra Costa County Homepage

If "Other" was selected please explain

### . Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

---

Yes  No

If Yes, please identify the nature of the relationship:

---

### Do you have any financial relationships with the County such as grants, contracts, or other economic relations?

---

Yes  No

**If Yes, please identify the nature of the relationship:**

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# FRANCES D. SORRONDEGUI (REISNER)

██████████ (cell) ○ Email: ██████████

## SUMMARY OF QUALIFICATIONS

Municipal manager with 15 years of experience successfully developing and administering housing and human services projects and programs. Able to navigate politically sensitive issues, communicate effectively and coordinate successfully with a diverse array of public and private organizations and community stakeholders.

## CORE COMPETENCIES

- Project Management
- Grants Management (State & Federal)
- Regulatory Compliance
- Policy Development
- Fiscal/Program Analysis
- Community Outreach
- Program Design
- Contract Negotiation and Development
- Communication & Partnership Building

## EXPERIENCE

### **Housing Programs Manager**, January 2017 to present

*City of Livermore – Community Development Department*

- Manage the City’s First Time Homebuyer and Affordable Housing Programs, including the Inclusionary Housing Program and Mortgage Assistance Programs.
- Project manage the development of City-funded affordable housing units, including new construction and acquisition/rehabilitation.
- Serve as Staff Liaison to the Tri-Valley Affordable Housing Committee and represent the City’s Housing section on other local and regional committees.
- Supervise housing staff and contractors in the administration of affordable housing programs.
- \$15M Budgetary responsibility for the City’s First Time Homebuyer Programs, (State & Federal Grants) and projects funded through the City’s Housing Trust Fund (In Lieu Development Fees).
- Manage implementation of the City’s Inclusionary Housing Ordinance and make policy recommendations to the Housing and Human Services Division Manager.
- Oversee property management and compliance for City-owned and City-funded affordable housing units.

### **Housing Manager**, December 2015 to December 2016

*City of Pleasanton – City Manager’s Office, Housing Division*

- Manage the City’s Affordable Housing division the implementation of new affordable units, first time homebuyer, and rehabilitation programs
- Coordinate monitoring and oversight of City funded projects and liaison with project owners
- Serve as Staff Liaison to City’s Housing Commission.
- Supervise staff and contractors in the administration of affordable housing programs.
- Budgetary responsibility for the City’s Housing Division programs
- Manage the City’s Housing and Human Services Grant Program (CDBG & HOME)
- Manage the City’s Public Housing Authority responsibilities

Accomplishments: Coordinated final disposition of the City’s Public Housing Authority property and the permanent financing close for Kottinger Gardens Phase 1 development (130 unit senior project). Successfully initiated a \$330,900 grant award from State HCD which will be used to

support Kottinger Gardens and leverage the City's funds for Phase 2 of the development. Coordinated and oversaw the community-wide marketing and application processes for two large multi-family sites totaling 76 Below Market Rate units. Coordinated contracts and implemented changes to streamline and bring greater efficiency to the Housing Division's programs.

**Senior Management Analyst**, December 2013 to December 2015

*City of Livermore – Community & Economic Development Department*

*Accomplishments:* Lead the acquisition, developer selection and loan negotiations for a 5-unit, market rate, multi-family building which was converted to special needs housing. Secured a \$1,000,000 CalHome Grant from the State Housing and Community Development Department for the City's Mortgage Assistance Program. Project managed and negotiated the Disposition and Development Loan Agreement with MidPen Housing for a 4-acre, City-owned commercial site to be redeveloped into a mixed income, ownership/rental housing project. Planned and coordinated the implementation of an award-winning single family acquisition/rehab homeownership program for Veterans in partnership with Habitat for Humanity.

**Housing Specialist**, January 2010 to December 2013

*City of Livermore – Community & Economic Development Department*

*Accomplishments:* Coordinated the administration of a \$2.3 million Neighborhood Stabilization Program Grant (NSP1) from the State of California representing several Alameda County jurisdictions. Negotiated and managed the contract for acquisition, rehabilitation and resale of 11 properties through that program, including two homes dedicated for special needs housing. Coordinated the program design for the regional Tri-Valley Down Payment Assistance Program.

**Human Services Specialist**, February 2007 to January 2010

*City of Livermore – Community Development Department*

- Responsible for administration and compliance monitoring of projects funded through the Federal Community Development Block Grant (CDBG) and HOME Investment Partnership Program.
- Administered Housing and Human Services Grants allocation process for thirty sub-grantees annually.
- Staff Liaison to the City's Human Services Commission.
- Planned and implemented programs in collaboration with other governmental and non-profit agencies.
- Represented the City on numerous other Human Services projects, boards and committees.

*Accomplishments:* Coordinated the planning, development, funding and implementation of a school-based cooking education program in partnership with the Livermore Valley Joint Unified School District and Kaiser Permanente Community Health targeted to the lowest income "Title 1" schools in Livermore. Coordinated the development and construction of a school garden at a Portola Elementary ("Title 1" low income) which was a partnership project of the City and LVJUSD school nutrition office.

**Human Services Administrative Technician**, July 2004 to February 2007

*City of Livermore, Community Development Department*

(Promoted from a Temporary position status which I held from May 2013 – July 2004)



EDUCATION & OTHER EXPERIENCE: **Real Estate Brokers Certificate of Achievement** (Pending award 2018)  
Ohlone College, Fremont, CA

**Bachelor of Arts in Political Science**, March 2003  
Option in Public Affairs and Administration  
California State University, Hayward

**Panetta Institute of Public Policy, CSU Monterey Bay  
Congressional Internship**, September 2002 to December 2002  
*Office of Congressman Fortney Pete Stark, Washington, D.C.*

▪ Congressional Intern scholarship recipient representing CSU Hayward campus

**Associate of Arts in Individual Studies**, June 2001  
Foothill College, Los Altos Hills, California  
Graduated with High Honors

CERTIFICATIONS

& TRAININGS: **Certified HOME Specialist**, June 2006  
U.S. Department of Housing and Urban Development

**Certificate of completion**, July 2004  
National Community Development Association (NCDA) CDBG Practitioner  
Training

MEMBERSHIPS: Municipal Managers Association of Northern California (since 2013)

REFERENCES: Available upon request.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 02/11/2019  
**Subject:** PLAN FOR SCHEDULED ADVISORY BODY RECRUITMENTS  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 19/5  
**Referral Name:** ADVISORY BODY RECRUITMENT  
**Presenter:** Julie DiMaggio Enea, IOC Staff      **Contact:** Julie DiMaggio Enea 925.335.1077

#### Referral History:

The Board of Supervisors has directed the IOC to personally conduct recruitment and interviews of applicants for At Large seats on the Contra Costa County Fire Protection District's (CCCFPD) Fire Advisory Commission, the County Planning Commission, and the Board appointees to the Contra Costa County Employees' Retirement Association (CCCERA) Board of Trustees and the the East Contra Costa County Fire Protection District Board of Directors. Additionally, the Board of Supervisors has directed the IOC to recruit on behalf of the Contra Costa Resource Conservation District (CCRCD), which is governed by a Board of Directors appointed by the County Board of Supervisors and regulated under Division 9 of the California Public Resources Code.

In 2019, the IOC will need to recruit to fill the following scheduled vacancies:

<u>Advisory Body</u>	<u>Seat</u>	<u>Term/yrs</u>	<u>Expiration Date</u>
Employees Retirement Assoc. Bd of Trustees (CCCERA)	BOS Appointee 4	3	6/30/2019
County Connection Citizens Advisory	County seat	2	6/18/2019
Law Library Bd of Trustees	Member of the Bar	1	12/31/2019

Also, attached for the Committee's information is a listing (**Attachment A**) of all advisory body seats that are screened by the Internal Operations Committee and their current status, according to the Board Appointive List maintained by the Clerk of the Board's Office.

#### Referral Update:

It is important that the IOC develop a recruitment schedule that permits the Board of Supervisors to make its appointments prior to the effective dates of the new seat terms. Staff proposes the following recruitment schedules:

#### **Contra Costa Employees' Retirement Assoc. Board of Trustees and County Connection Citizens Advisory Committee**

April 1	Issue press release advertising vacancies
April 26	Application Deadline for vacancy (4 week application period)
April 29 - May 7	Staff to screen applications and schedule all interviews for May 13
<b>May 13</b>	<b>IOC Committee Meeting: Interview candidates for the vacancies</b>
June 4 or 11	Board of Supervisors Meeting: Board consideration of IOC recommended appointments
June 19, 2019	County Connection appointment takes effect
June 30, 2019	Retirement Board appointment takes effect

#### **Law Library Board of Trustees**

October 28	Issue press release advertising vacancies
November 22	Application Deadline for vacancies (4 week application period)
November 25 - Dec 4	Staff to screen applications and schedule all interviews for December 9
<b>December 9</b>	<b>IOC Committee Meeting: Interview candidates for the vacancies</b>

December 17	Board of Supervisors Meeting: Board consideration of IOC recommended appointments
January 1	Appointment takes effect

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

APPROVE the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees.

**Fiscal Impact (if any):**

None.

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**Attachments**

Attachment A: 2019 IOC Interview/Screening Responsibilities

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## 2019 IOC INTERVIEW RESPONSIBILITIES

### ATTACHMENT "A"

<u>Advisory or Regional Legislative Body</u>	<u>County "At Large" Seat</u>	<u>Staff Contact</u>
Airport Land Use	Appointee 1 BOS	5/4/2020 Jamar Stamps, DCD
Airport Land Use	Appointee 2 BOS	5/6/2019 Jamar Stamps, DCD
Airport Land Use	At Large 1	5/6/2019 Jamar Stamps, DCD
Aviation Advisory	At Large 1	3/1/2021 Natalie Oleson, PW
Aviation Advisory	At Large 2	3/1/2020 Natalie Oleson, PW
Aviation Advisory	At Large 3	3/1/2019 Natalie Oleson, PW
Contra Costa County FPD Fire Advisory Commission	At Large 1	6/30/2020 Vicki Wisher
Contra Costa County FPD Fire Advisory Commission	At Large 2	6/30/2022 Vicki Wisher
Contra Costa County FPD Fire Advisory Commission	At Large Alternate 1	6/30/2020 Vicki Wisher
Contra Costa County FPD Fire Advisory Commission	At Large Alternate 2	6/30/2020 Vicki Wisher
County Connection Citizens Advisory	County seat	6/18/2019 Diane Bodon, 925-256-4720
East Bay Regional Parks District Advisory	Appointee 1	12/31/2020 Pfuehler Erich, EBRPD (510) 544-2006
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 4	6/30/2019 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 5	6/30/2020 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 6	6/30/2020 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee 9	6/30/2020 Gail Strohl/Julie Enea
Employees Retirement Assos. Bd of Trustees (CCCERA)	BOS Appointee Alternate	6/30/2020 Gail Strohl/Julie Enea
Fish & Wildlife	At Large 1	12/31/2022 Maureen Parkes, DCD
Fish & Wildlife	At Large 2	12/31/2022 Maureen Parkes, DCD
Fish & Wildlife	At Large 3	12/31/2020 Maureen Parkes, DCD
Fish & Wildlife	At Large 4	12/31/2020 Maureen Parkes, DCD
Fish & Wildlife	At Large Alternate	12/31/2020 Maureen Parkes, DCD
Integrated Pest Management	At Large 1	12/31/2019 Tanya Drlik
Integrated Pest Management	At Large 2	12/31/2019 Tanya Drlik
Integrated Pest Management	At Large 3	12/31/2022 Tanya Drlik
Integrated Pest Management	Public Member Alternate	12/31/2022 Tanya Drlik
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	At Large	3/31/2022 Enid Mendoza
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Public Member	3/31/2022 Enid Mendoza
Local Enforcement Agency Independent Hearing Panel (Solid Waste)	Technical Expert	3/31/2022 Enid Mendoza
Los Medanos Health Advisory Committee	Public Member	Tim Ewell
Mosquito & Vector Control District Bd of Trustees	At Large 1	1/2/2023 Allison Nelson or Craig Downs
Mosquito & Vector Control District Bd of Trustees	At Large 2	1/2/2021 Allison Nelson or Craig Downs
Mosquito & Vector Control District Bd of Trustees	At Large 3	1/2/2021 Allison Nelson or Craig Downs
Planning Commission	At Large 1	6/30/2022 Hiliana Li, DCD
Planning Commission	At Large 2	6/30/2020 Hiliana Li, DCD
Treasury Oversight	BOS Member	4/30/2020 Rusty Watts
Treasury Oversight	BOS Member Alternate	4/30/2022 Rusty Watts
Treasury Oversight	Public 1	4/30/2022 Rusty Watts

2014 IOC designated these seats for in-person interview by IOC.

## 2019 IOC INTERVIEW RESPONSIBILITIES

Treasury Oversight	Public 2	4/30/2022	Rusty Watts
Treasury Oversight	Public 3	4/30/2020	Rusty Watts
Affordable Housing Finance	Community 1	6/30/2020	Kara Douglas, DCD
Affordable Housing Finance	Community 2	6/30/2021	Kara Douglas, DCD
Affordable Housing Finance	Community 3	6/30/2019	Kara Douglas, DCD
Affordable Housing Finance	County 1	6/30/2020	Kara Douglas, DCD
Affordable Housing Finance	County 2	6/30/2021	Kara Douglas, DCD
Affordable Housing Finance	County 3	6/30/2019	Kara Douglas, DCD
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 1	12/31/2022	Lea Castleberry
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 2	12/31/2017	Lea Castleberry
BBK Union Cemetery Distict Bd of Trustees (if needed)	Trustee 3	12/31/2017	Lea Castleberry
Hazardous Materials	Env Engineering Firms	12/31/2017	Michael Kent
Hazardous Materials	Env Engineering Firms Alt	12/31/2017	Michael Kent
Hazardous Materials	Env Organizations 1	12/31/2017	Michael Kent
Hazardous Materials	Env Organizations 1 Alt	12/31/2017	Michael Kent
Hazardous Materials	Env Organizations 2	12/31/2019	Michael Kent
Hazardous Materials	Env Organizations 2 Alt	12/31/2019	Michael Kent
Hazardous Materials	Env Organizations 3	12/31/2020	Michael Kent
Hazardous Materials	Env Organizations 3 Alt	12/31/2020	Michael Kent
Hazardous Materials	General Public	12/31/2019	Michael Kent
Hazardous Materials	General Public Alt	12/31/2019	Michael Kent
Housing Authority Board of Commissioners	Tenant #1 (age 62 or above)	3/31/2018	Joseph Villarreal
Housing Authority Board of Commissioners	Tenant #2	3/31/2018	Joseph Villarreal
Law Library Bd of Trustees	Member of the Bar	12/31/2019	Carey Rowan, Sup Court
Resource Conservation District Bd of Trustees	Director 1	11/30/2020	Patty Pell, RCD, (925) 672-4577, X 4149, ppell@ccrcd.org
Resource Conservation District Bd of Trustees	Director 2	11/30/2020	Patty Pell, RCD, (925) 672-4577, X 4149, ppell@ccrcd.org
Resource Conservation District Bd of Trustees	Director 3	11/30/2020	Patty Pell, RCD, (925) 672-4577, X 4149, ppell@ccrcd.org
Resource Conservation District Bd of Trustees	President	11/30/2020	Patty Pell, RCD, (925) 672-4577, X 4149, ppell@ccrcd.org
Resource Conservation District Bd of Trustees	Vice President	11/30/2020	Patty Pell, RCD, (925) 672-4577, X 4149, ppell@ccrcd.org
Western CC Transit Auth Bd of Directors	Crockett	12/31/2018	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Crockett Alt	12/31/2018	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Rodeo	12/31/2018	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	Rodeo Alt	12/31/2018	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	San Pablo	12/31/2018	Jamar Stamps, DCD
Western CC Transit Auth Bd of Directors	San Pablo Alternate	12/31/2018	Jamar Stamps, DCD
CCTA Bicycle and Pedestrian Adv Cte	County	12/31/2017	Jamar Stamps, DCD
CCTA Bicycle and Pedestrian Adv Cte	County Alternate	12/31/2017	Jamar Stamps, DCD

2014 IOC delegated interview responsibility to the respective advisory body, with a referral of the resultant nomination to the IOC

## 2019 IOC INTERVIEW RESPONSIBILITIES

Key:

currently vacant
will have a 2019/20 vacancy requiring recruitment in 2019
filled



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

7.

**Meeting Date:** 02/11/2019

**Subject:** 2019 WORK PLAN

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

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** N/A

**Presenter:** Julie DiMaggio Enea, IOC Staff **Contact:** Julie DiMaggio Enea 925.335.1077

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#### **Referral History:**

The Board of Supervisors made the following referrals to the 2019 Internal Operations Committee, which are described in **Attachment B:**

#### **Standing Referrals**

1. Continued policy oversight and quarterly monitoring of the Small Business Enterprise and Outreach programs, and e-Outreach
2. Review of the annual financial audit schedule
3. Review of annual Master Vehicle Replacement List and disposition of low-mileage vehicles
4. Local Bid Preference Program
5. Advisory Body Candidate Screening/Interview
6. Fish and Wildlife Propagation Fund Allocation
7. Advisory Body Triennial Review
8. Animal Benefit Fund Review

#### **Non-Standing Referrals**

9. Commission for Women Member Attrition
10. Waste Hauler Ordinance Status Report
11. Los Medanos Healthcare District Board Member recruitment

The Committee members have selected the second Monday of each month at 1:00 p.m. as the standing meeting date/time for 2019.

#### **Referral Update:**

Attached for the Committee's review is the proposed meeting schedule and the proposed work plan for hearing each of the 2019 referrals (**Attachment A**).

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

APPROVE the proposed 2019 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

**Fiscal Impact (if any):**

None.

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**Attachments**

Summary of 2019 IOC Referrals

Proposed 2019 IOC Meeting and Discussion Schedule

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## INTERNAL OPERATIONS COMMITTEE SUMMARY OF 2019 REERRALS

The 2019 Internal Operations Committee (IOC) received 11 referrals from the Board of Supervisors. Following is a summary of each referral and its status.

### **Standing Referrals**

1. Small Business Enterprise (SBE) and Outreach Programs. The IOC accepted three reports from the Purchasing Services Manager, together covering the period July 1, 2017 through June 30, 2018, and reported out to the Board of Supervisors on April 17 and September 18, 2018. The IOC approved staff recommendations to exempt cooperative purchase agreements from the SBE and Outreach Programs and to exclude warrant request and procurement card purchases from program reporting.
  
2. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of their 2017 audits and the proposed 2018 Audit Schedule to the IOC on March 12, 2018. The IOC transmitted the Audit Schedule to the Board of Supervisors on March 20, 2018.
  
3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager has analyzed the fleet and annual vehicle usage, and made recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet, to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles.

The IOC received the 2016/17 fleet report on March 12, 2018 and reported out to the Board of Supervisors on March 20, 2018.

4. Local Bid Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses and stimulate the local economy, at no additional cost to the County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee.

The IOC received two reports, together covering the period July 1, 2017 through June 30, 2018, and reported out to the Board of Supervisors on April 17 and September 18, 2018.

5. Advisory Body Recruitments. On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.

In 2018, the IOC submitted recommendations to the Board of Supervisors to fill 28 vacant seats on various committees and commissions. The IOC interviewed 26 individuals for seats on the Aviation Advisory Committee, Local Enforcement Agency, Redevelopment Successor Oversight Board, Treasury Oversight Committee, East Bay Regional Parks Advisory Committee, East Contra Costa Fire Protection District Board of Directors, CCCFPD Advisory Fire Commission, the County Planning Commission, the Integrated Pest Management Advisory Committee, and the Law Library.

In 2019, the IOC will need to recruit and interview for the Los Medanos Health Advisory Committee, the Airport Land Use Commission, the Retirement Board, Affordable Housing Finance Committee, the Law Library, and the IPM Advisory Committee.

6. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On April 19, 2018, the IOC received a report from DCD proposing, on behalf of the FWC, the 2018 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on April 24, 2018, recommended grant awards for ten projects totaling \$101,355, which the Board of Supervisors unanimously approved. The Board subsequently approved a supplemental allocation on June 26, 2018 for one additional project in the amount of \$7,811.49.

7. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/COB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis.

The first phase report of the current Triennial Review Cycle was completed in February 2018, at which time the IOC approved staff recommendations that included modifying the composition of the Alcohol and Other Drugs Advisory Board, reconstituting the Commission for Women, streamlining the advisory body application form, and conducting a survey of neighboring

jurisdictions on ethics training requirements. The IOC received follow-up reports on these recommendations on October 8 and December 10, 2018, and reported out to the Board on the Alcohol and Other Drugs Advisory Board on October 23, 2018.

8. Animal Benefit Fund Review. On April 21, 2015, the Board of Supervisors received several comments regarding the Animal Benefit Fund from members of the public during fiscal year 2015/16 budget hearings. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including formal referral of this issue to the Internal Operations Committee. On September 14, 2015 IOC received a staff report summarizing prior year expenditures and current fund balance of the Animal Benefit Fund. On March 28, 2016, the IOC approved a proposal to expand the animal services donation program and reported out to the Board of Supervisors on April 19, 2016. The Board Order directed the Animal Services Director to report annually to the IOC on the impact of the Animal Benefit Fund on the community and families, creating a new standing referral. On October 8, 2018, the IOC received the second annual report on the Animal Benefit Fund covering FY 2017/18 and reported out to the Board of Supervisors on November 6, 2018.

### **Non-Standing Referrals**

9. Commission for Women Member Attrition and Review. Following up on a referral begun in 2017, the IOC held several follow-up discussions in February, April and October 2018 related to a spate of member resignations, and concerns that had been expressed by some members about the Commission not closely adhering to the mission established by the BOS, and a requirement of members to raise funds for the Commission but a with perceived inability to influence how raised funds were utilized. Staff made recommendations for reforming the Commission, which the Commission took under advisement, but were unable to fully consider during 2018 due to an inability to achieve a meeting quorum. The Board of Supervisors on April 24, 2028, at the IOC's recommendation, reduced the Commission's size from 15 to 10; however, the other four staff recommendations remain unresolved.

10. Waste Hauler Ordinance Status Report. On May 8, 2012, the Board of Supervisors referred to the Internal Operations Committee a proposal to develop a waste hauler ordinance. The IOC and staff from Environmental Health, Conservation and Development, the County Administrator's Office and the County Counsel's Office worked for more than five years with franchise haulers to craft an ordinance, which was adopted by the Board of Supervisors on December 5, 2017. The IOC, on October 8, 2018, received a status report from Environmental Health on the implementation of the ordinance and approved a recommendation to reduce the required performance bond from \$50,000 to \$20,000 to encourage greater compliance with the ordinance. The Board of Supervisors approved this recommendation on November 13, 2018, with a referral to the Legislation Committee and direction to Environmental Health to report back in six months on the effects of the bond amount reduction.

11. Los Medanos Health Care District Board Member Recruitment. As part of the dissolution of the Los Medanos Community Healthcare District (District), the Board adopted Resolution No.

2018/436, which created the Los Medanos Health Advisory Committee (Advisory Committee). The Board formed the Advisory Committee to identify health disparities within the District's borders and to make recommendations related to a grant program to be conducted in the District's territory. The current composition of the Advisory Committee calls for (1) one At Large seat to be interviewed and recommended to the full Board for appointment by the Internal Operations Committee.

The IOC was scheduled to interview three candidates for the At Large seat on December 10, 2018, but decided to remove this item from consideration and directed staff to work with Office of Communications and Media and LAFCo to recruit a broader pool of qualified candidates for Committee consideration, and return to the IOC in January or February of 2019.

**2019 Internal Operations Committee Discussion Schedule**  
**2nd Monday at 1:00 p.m.**  
**As of February 6, 2019**

<b>Meeting Date</b>	<b>Subject</b>	<b>Staff Contacts</b>
January 28 SPECIAL	◆ 2020 Census Complete Count Steering Cte interviews	Julie Enea
February 11	◆ HazMat Comm nominations ◆ Affordable Housing Finance Cte nominations ◆ IOC Schedule and Work Plan for 2019 ◆ IOC Advisory Body Recruitment Schedule	Michael Kent Kristen Lackey Jami/Julie Julie Enea
March 11	◆ Commission for Women Member Attrition/ByLaws ◆ Internal Audit Work Plan for 2019 ◆ Fleet ISF/Low Mileage Vehicles ◆ Phase II Triennial AB Review Intro	Julie Enea Joanne Bohren Carlos Velasquez/Joe Yee Jami Napier/Emlyn Struthers
April 8	◆ Airport Land Use Commission interviews ◆ Fish & Wildlife Propagation Fund Allocations ◆ Local Bid Preference Program Semi-Annual Report ◆ SBE/Outreach July-December 2018 ◆ County Connection Citizen Adv Cte ◆ Los Medanos HealthCare District interviews	Jamar Stamps Maureen Parkes David Gould David Gould Diane Boden 256-4720 Timothy Ewell
May 13	◆ County Connection Citizen Adv Cte Interviews ◆ CCCERA Interviews ◆ Waste Hauler Permit Program Status Report	Julie Enea Julie Enea Marilyn Underwood/Kristian Lucas
June 10	◆ Planning Commission At Large 1 interviews ◆ Affordable Housing Finance Cte Nominations	Hiliani Li Kristen Lackey
July 8	◆	
August 12	◆	
September 9	◆ Local Bid Preference Program Semi-Annual Report ◆ SBE/Outreach Jan-Jun 2019 report	David Gould David Gould
October 14	◆ Animal Benefit Fund PY Review	Beth Ward/Steve Burdo
November 11	◆ Cancel – Veterans Day	
December 9	◆ Law Library interviews ◆ HazMat Interviews ◆ IPM Cte interviews ◆ Tri-Delta Transit?? Interviews	Julie Michael Kent Tanya Drlik Jamar Stamps?