



# Agenda

## INTERNAL OPERATIONS COMMITTEE

April 8, 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 March 11, 2019 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. CONSIDER recommending to the Board of Supervisors the appointment of the Jonathan Bash, representing the Sierra Club, to the Environmental Organizations #2 seat on the Hazardous Materials Commission to complete the unexpired term ending on December 31, 2019 and to a new term that will expire on December 31, 2023. *(Michael Kent, Health Services Department)*
5. CONSIDER approving recommendations from the Fish & Wildlife Committee for the allocation of 2019 Fish and Wildlife Propagation Fund grant funds for ten projects totaling \$67,267. *(Maureen Parkes, Conservation and Development Department)*
6. CONSIDER Commission for Women and staff recommendations regarding proposed modification to the Commission's bylaws and PROVIDE direction to staff. *(Julie DiMaggio Enea, County Administrator's Office)*
7. CONSIDER accepting and approving the 2017-2019 Triennial Review Phase II Report and recommendations. *(Jami Napier, Chief Assistant Clerk of the Board)*
8. The next meeting is currently scheduled for May 13, 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:** 04/08/2019  
**Subject:** RECORD OF ACTION FOR THE MARCH 11, 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 March 11, 2019 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the March 11, 2019 IOC meeting.

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

None.

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#### **Attachments**

DRAFT IOC Record of Action for March 11, 2019

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# DRAFT



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
MARCH 11, 2019

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

Present: Candace Andersen, Vice Chair  
Absent: Diane Burgis, Chair  
Staff Present: Julie DiMaggio Enea, Staff  
Attendees: Joanne Bohren, Auditor-Controller Division Mgr  
Sandra Bewley, Supv Acct.  
Joe Yee, Deputy Public Works Director  
Carlos Velasquez, Fleet Services Manager  
David Gould, Purchasing Services Manager  
Mark Goodwin, District III Chief of Staff

### 1. Introductions

*Vice Chair Andersen called the meeting to order at 1:00 p.m. and invited those in attendance to introduce themselves.*

### 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 February 11, 2019 IOC meeting.

*Vice Chair Andersen approved the Record of Action for the February 11, 2019 IOC meeting as presented.*

AYE: Vice Chair Candace Andersen  
Other: Chair Diane Burgis (ABSENT)  
Passed

4. RECOMMEND to the Board of Supervisors the appointment of the Peter Dahling to the Business #2 Alternate seat on the Hazardous Materials Commission to complete the unexpired term ending on December 31, 2021.

*Vice Chair Andersen approved the nomination of Peter Dahling to the Business #2 Alternate seat on the Hazardous Materials Commission to complete the unexpired term ending on December 31, 2021, and directed staff to forward the recommendation to the Board of Supervisors.*

AYE: Vice Chair Candace Andersen  
Other: Chair Diane Burgis (ABSENT)  
Passed

5. ACCEPT report on the Auditor-Controller's audit activities for 2018 and APPROVE the proposed schedule of financial audits for 2019.

*Joanne Bohren presented the report and explained that the department was unable to complete some of the scheduled audits due to a high incidence of staff turnover. She noted that the training curve for new audit staff is two-three years, but that positions are being filled.*

*Sandra Bewley elaborated on audit findings related to the procurement card policy, noting that many of the misuses are repeated by the same employees.*

*Vice Chair Andersen accepted the staff report and directed staff to forward the report to the Board of Supervisors for informational purposes.*

AYE: Vice Chair Candace Andersen  
Other: Chair Diane Burgis (ABSENT)  
Passed

6. ACCEPT 2017/18 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet.

*Carlos Velasquez presented the report highlights including the exercise to identify and reassign underutilized vehicles.*

*Joe Yee noted that the department was working towards its goal of "greening" the County's fleet, purchasing more electric vehicles. He explained some of the reluctance of staff to acclimate to electric vehicles, such as a lack of charging station infrastructure and anxiety about the range that the vehicles could operate on a single charge. He noted that the County uses a web application called Charge Point, which maps out the locations and driving directions to nearby charging stations available to County employees.*

*Supervisor Andersen accepted the report and directed staff to forward the report to the Board of Supervisors for informational purposes.*

AYE: Vice Chair Candace Andersen  
Other: Chair Diane Burgis (ABSENT)  
Passed

7. ACCEPT the Small Business Enterprise, Outreach and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 through December 31, 2018.

*David Gould presented the staff report and noted that performance was trending upward, although cyclical patterns have been noticed. He advised that he has assembled a directory of local, small, minority-owned, women-owned, and disabled-owned business to serve as a reference for departments seeking goods and services. He plans to make this directory available on line and in hard copy, as a visual reminder to departments of their obligations under the County's SBE and Outreach programs.*

*Supervisor Andersen accepted the report and directed staff to forward the report to the Board of Supervisors for information purposes.*

AYE: Vice Chair Candace Andersen  
Other: Chair Diane Burgis (ABSENT)  
Passed

8. The next meeting is currently scheduled for April 8, 2019.
9. Adjourn

*Vice Chair Andersen adjourned the meeting at 1:25 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:** 04/08/2019

**Subject:** RECOMMENDATION 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 hazardous materials issues with consideration to broad public input, and reporting back to the Board on Board referrals.

### **Referral Update:**

The Environmental Organizations #2 seat was declared vacant by the Board of Supervisors on June 13, 2018 due to resignation, and was posted by the Clerk of the Board. The bylaws of the Commission provide that Environmental Organizations #2 seat be nominated by an environmental organization, but that no particular environmental organization will have an exclusive right to nominate an individual to this seat and, therefore, which environmental organization is represented on the Hazardous Materials Commission rests with the Internal Operation Committee and ultimately the Board of Supervisors.

The Hazardous Materials Commission advertised for this open seat (attached) and received one application (also attached). On February 28, 2019, the Commission voted unanimously to

recommend that Jonathan Bash be appointed to this seat. His application and letter of recommendation from the Sierra Club are attached. Since the current seat term will expire on December 31, 2019, staff is recommending that Mr. Bash be appointed to complete the current term and also to a new four year term that will expire on December 31, 2023.

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

RECOMMEND to the Board of Supervisors the appointment of the Jonathan Bash, representing the Sierra Club, to the Environmental Organizations #2 seat on the Hazardous Materials Commission to complete the unexpired term ending on December 31, 2019 and to a new term that will expire on December 31, 2023.

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**Attachments**

HMC Environmental Seat Announcement

Sierra Club Letter of Recommendation J. Bash

Candidate Application Jonathan Bash HazMat Comm

Hazardous Materials Commission Roster March 2019

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**\*\* PLEASE POST or DISTRIBUTE \*\***

## **CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION SEEKS APPLICANTS**

### **DO HAZARDOUS MATERIALS POLICY ISSUES INTEREST YOU?**

The Contra Costa County Hazardous Materials Commission is seeking applicants to fill an **Environmental Seat**.

You may apply if you ...

- are nominated by an environmental organization;
- live or work in Contra Costa County;
- have demonstrated knowledge of hazardous materials issues;
- Have an understanding of, and a commitment to, the principles of Environmental Justice, as defined in County policy.
- can commit to regular attendance at monthly Commission meetings and a monthly Committee meeting;

The Commission is a voluntary body appointed by the Board of Supervisors, and makes policy recommendations to the Board and County staff on issues concerning hazardous materials and hazardous waste.

The Commission's 13 members and alternates serve four-year terms and include representatives of industry, labor, civic groups, environmental organizations, environmental engineers, the general public, and the Mayors Conference.

To obtain an application form, or for further information, contact Michael Kent, Executive Assistant to the Commission, at (925) 313-6587. Applications may also be obtained from the Clerk of the Board located at 651 Pine Street 1<sup>st</sup> Floor, Martinez CA 94553.

You may also download an application from the County's website:

<http://www.co.contra-costa.ca.us/DocumentCenter/View/6433>

**Filing Date: Applications will be accepted until the seat is filled and should be mailed to the Clerk of the Board.**

**Members:** *George Smith – Chair, Don Bristol, Frank Gordon, Fred Glueck,  
Jim Payne, Lara DeLaney, Leslie Stewart, Mark Ross, Ralph Sattler, Rick Alcaraz, Steven Linsley*

**597 Center Avenue, Suite 200, Martinez CA 94553 Phone (925) 313-6712 Fax (925) 313-6721**



Serving Alameda, Contra Costa, Marin and San Francisco counties

3/7/2019

To The Contra Costa County Hazardous Materials Commission:

The Sierra Club Bay Chapter and the Chapter's Mt. Diablo Group nominate Jonathan Bash to represent the Sierra Club in the Environmental Seat. Jonathan is an active member of the Sierra Club and currently serves on the Mt. Diablo Group's Executive Committee, and as a member of the Chapter's Political Committee. We would like him to be a voice on the Commission to help represent our priorities and to inform us of the Commission's activities.

Thank you,

A handwritten signature in black ink, appearing to read "Minda Berbeco", followed by a horizontal line extending to the right.

Minda Berbeco  
Chapter Director  
San Francisco Bay Chapter, Sierra Club

Jim Blickenstaff  
Chair, Sierra Club Mt. Diablo Group

## Application Form

### Profile

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

Hazardous Materials Commission: Submitted  
 Sustainability Commission: Submitted

HazMat: Enviro Org; Sustain:  
 Community OR Env. Justice

Seat Name (if applicable)

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

As an Executive Board Member of Sierra Club Mt. Diablo and a Political Committee Member of Sierra Club San Francisco Bay, I hope to further serve my community by stepping up as a proactive conduit between the region's environmental movement and Contra Costa County. I believe I'll be able to contribute greatly to the mission of one or both commission(s), having spent most of my government, community and public relations career advocating for health and environmental issues. I also bring previous commission experience as Chair of the City of Martinez Civil Service Commission. If appointed, I hope to represent the Sierra Club's -- and its partners' -- perspectives, and act as a voice for a younger generation tasked with fighting climate change and protecting our community from unacceptable levels of pollution.

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

Jonathan \_\_\_\_\_ T \_\_\_\_\_ Bash \_\_\_\_\_  
First Name Middle Initial Last Name

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

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

Martinez \_\_\_\_\_ CA \_\_\_\_\_ 94553 \_\_\_\_\_  
City State Postal Code

Primary Phone \_\_\_\_\_

Rubicon Programs, Inc. \_\_\_\_\_ Communications Manager \_\_\_\_\_ Nonprofit Public Relations \_\_\_\_\_  
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

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## 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

UCLA

Name of College Attended

Political Science/Public Affairs

Course of Study / Major

253

Units Completed

### Type of Units Completed

---

Quarter

### Degree Awarded?

---

Yes  No

Bachelor's Degree

Degree Type

6/14/2013

Date Degree Awarded

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### 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

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Degree Type

---

Date Degree Awarded

---

## Other schools / training completed:

---

Course Studied

---

Hours Completed

## Certificate Awarded?

Yes  No

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## Work History

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

### 1st (Most Recent)

6/19/2017 - Present

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

Yes  No

Communications Manager

Position Title

### Employer's Name and Address

Rubicon Programs, Inc. 2500 Bissell Ave. Richmond, CA 94804

### Duties Performed

- Chief storyteller and media advocate for a large community-based organization that fights poverty in Contra Costa and Alameda County - Develops Rubicon's strategic communications strategy and editorial calendar, leads media and community relations, and oversees contractors - Manages Rubicon's brand, website, blog, social media and digital advertising, and writes, designs and edits print, video & audio content

2nd

1/3/2017 - 4/28/2017

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

### Volunteer Work?

Yes  No

Chief of Staff

Position Title

### Employer's Name and Address

Contra Costa County, Office of Supervisor Diane Burgis 651 Pine St. Martinez, CA 94553

### Duties Performed

- Coordinated communications, managed office operations, served as the member's policy adviser, and represented the Supervisor at community stakeholder meetings

3rd

9/16/2013 - 12/31/2016

Dates (Month, Day, Year) From - To

40

Hours per Week Worked?

## Volunteer Work?

Yes  No

Account Executive

Position Title

## Employer's Name and Address

Brown-Miller Communications, Inc. 1114 Jones St. Martinez, CA 94553

## Duties Performed

-Led the agency's public health research and policy advocacy accounts, including Center for Ecoliteracy, Public Health Advocates, the Health Officers Association of California, and California Food Policy Advocates -Planned campaigns, developed budgets and managed projects -Provided communications counsel to clients, researchers and partners -Authored op-eds, press releases, letters-to-the-editor, fact sheets, direct mail pieces and additional action-driven collateral - Conducted, co-authored and/or commissioned focus groups, surveys, academic studies, key informant interviews and literature reviews - Developed strategic plans, brand guides, trainings and presentations -Produced social media plans, digital content and advertising creative, and crafted frames, messages, talking points and communications guidelines - Successfully pitched local, state, and national print, digital, and broadcast media, and placed op-eds in high-profile outlets

[Jonathan Bash Resume Contra Costa.pdf](#)

Upload a Resume

## Final Questions

### How did you learn about this vacancy?

Other

Contra Costa Community College  
Trustee

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:

I have previously consulted with Supervisor Burgis and Supervisor Gioia. I am no longer under contract with either.

### 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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My employer, Rubicon Programs, Inc., has contracts with the County, providing workforce development and reentry services.

**Please Agree with the Following Statement**

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

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I Agree



# Jonathan Taylor Bash



## EDUCATION



Bachelor of Arts  
University of California, Los Angeles

- Major: Political Science
- Minors: Public Affairs, Labor Studies
- College Honors & Political Science Departmental Honors (with Thesis)
- Rep. Sherman Political Science Scholar
- Dean's List (6x)

## AWARDS



Winner of the Public Relations Society of America's highest honor - the Silver Anvil - for the nonprofit public service campaign "Serving Up the Bitter Truth About Sugary Drinks."

## TECHNICAL SKILLS



## COMMUNITY INVOLVEMENT



Chair, Civil Service Commission  
City of Martinez



Executive Committee Member  
Sierra Club Mt. Diablo



Political Committee Member  
Sierra Club San Francisco Bay

## WORK EXPERIENCE



Communications Manager  
Rubicon Programs

2017 - Present | Richmond, CA

- Chief storyteller and media advocate for a large community-based organization that fights poverty in Contra Costa and Alameda County
- Develops Rubicon's strategic communications strategy and editorial calendar, leads media and community relations, and oversees contractors
- Manages Rubicon's brand, website, blog, social media and digital advertising, and writes, designs and edits print, video & audio content



Communications Consultant  
Jonathan Bash Public Affairs

2016 - Present | Martinez, CA

- Developed communications strategies for a variety of clients, including a ballot measure, a Central Labor Council, and candidates for Supervisor, City Council, School Board & College Board
- Created direct mail pieces, digital and print advertisements, press releases & letters-to-the-editor, and outsourced field operations



Chief of Staff  
Contra Costa County Board of Supervisors

2017 | Brentwood, CA

- Coordinated communications, served as the member's policy advisor, and represented the Supervisor at community stakeholder meetings



Account Executive  
Brown-Miller Communications

2013 - 2016 | Martinez, CA

- Led the agency's public health research and policy advocacy accounts:
  - Health Officers Association of CA
  - Public Health Advocates (CCPHA)
  - Center for Ecoliteracy
  - Contra Costa County Library
  - CA Food Policy Advocates
  - HEAL Cities Campaign
- Planned campaigns, developed budgets and managed projects
- Provided communications counsel to clients, researchers and partners
- Authored op-eds, press releases, letters-to-the-editor, fact sheets, direct mail pieces and additional action-driven collateral
- Conducted, co-authored and/or commissioned focus groups, surveys, academic studies, key informant interviews and literature reviews
- Developed strategic plans, brand guides, trainings and presentations
- Produced social media plans, digital content and advertising creative, and crafted frames, messages, talking points and communications guidelines
- Successfully pitched local, state, and national print, digital, and broadcast media, and placed op-eds in high-profile outlets



Communications Assistant  
UCLA Center for Health Policy Research

2011 - 2013 | Los Angeles, CA

- Published e-newsletter, reaching 11,000 academics, lawmakers & press
- Produced press releases, blogs, case studies, flyers and collateral
- Curated the Center's website, press list and legislative staff database
- Assisted with policy advocacy efforts and the writing of research

## HAZARDOUS MATERIALS COMMISSION ROSTER

<u>Name</u>	<u>Start date</u>	<u>End date</u>	<u>Position</u>
Fred Glueck	26-Feb-19	31-Dec-22	Business Seat 1 - West Co. Council of Industries
Aaron Winer	26-Feb-19	31-Dec-22	Business Seat 1 Alt. - West Co. Council of Ind.
Mark Hughes	26-Feb-19	31-Dec-21	Business Seat 2 - Industrial Association
Peter Dahling	19-Mar-19	31-Dec-21	Business Seat 2 Alternate - Industrial Association
Don Bristol	7-Mar-17	31-Dec-20	Business Seat 3 - Contra Costa Taxpayers Assoc.
Marjorie Leeds	21-Mar-17	31-Dec-20	Business Seat 3 Alt. - Co. Co. Taxpayers Assoc.
Gabriel Quinto	12-Feb-19	31-Dec-22	City Seat 1
David Hudson	12-Feb-19	31-Dec-22	City Seat 1 Alternate
Mark Ross	29-Mar-16	31-Dec-19	City Seat 2
Rich Kinney	29-Mar-16	31-Dec-19	City Seat 2 Alternate
George Smith	27-Feb-18	31-Dec-21	Environmental Engineering Firms
Ronald Chinn	27-Feb-18	31-Dec-21	Environmental Engineering Firms Alternate
Ralph Sattler	27-Feb-18	31-Dec-21	Environmental Organizations Seat 1
Lisa Park	27-Feb-18	31-Dec-21	Environmental Organizations Seat 1 Alternate
<i>Vacancy</i>	<i>8-Mar-16</i>	<i>31-Dec-19</i>	<i>Environmental Organizations Seat 2</i>
Peter Dragovich	21-Apr-15	31-Dec-19	Environmental Organizations Seat 2 Alternate
Stephen Linsley	7-Mar-17	31-Dec-20	Environmental Organizations Seat 3
Linus Eukel	18-Oct-16	31-Dec-20	Environmental Organizations Seat 3 Alternate
Frank Gordon	3-Mar-16	31-Dec-19	General Public
Tim Bancroft	8-Mar-16	31-Dec-19	General Public Alternate
Henry Alcaraz	26-Feb-19	31-Dec-22	Labor Seat 1 - Central Labor Council
<i>Vacancy</i>	<i>1-Jan-19</i>	<i>31-Dec-22</i>	<i>Labor Seat 1 Alternate - Central Labor Council</i>
Jim Payne	8-Mar-16	31-Dec-19	Labor Seat 2 - Local 8-5, Pace
Tracy Scott	8-Mar-16	31-Dec-19	Labor Seat 2 Alternate - Local 8-5, PACE
Leslie Stewart	7-Mar-17	31-Dec-20	League of Women Voters
Rita Xavier	7-Mar-17	31-Dec-20	League of Women Voters Alternate



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 04/08/2019

**Subject:** ALLOCATION OF FISH & WILDLIFE PROPAGATION FUNDS

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

**Department:** Conservation & Development

**Referral No.:** IOC 19/6

**Referral Name:** Allocation of Propagation Funds by the Fish and Wildlife Committee

**Presenter:** Maureen Parkes, Conservation &  
Development Dept

**Contact:** Maureen Parkes  
925.674.7831

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### **Referral History:**

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 the recommended modifications to improve the grant process in the future. The modifications included (1) updating the FWC Conflict of Interest Code, which was accomplished, and; (2) having the IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review, which is now a standing referral to the IOC.

### **Referral Update:**

Attached is a memo describing the outreach and selection process and criteria, and transmitting the grant funding recommendations of the County's Fish & Wildlife Committee for full or partial funding of ten projects. The Fish & Wildlife Committee exercised care in limiting allocations to the direct costs of each project for activities that protect, conserve, propagate, and preserve fish and wildlife. The grant matrix attached to the transmittal shows each project in summary form, including the amount requested vs. the proposed allocation, the rationale for the FWC's decision, and any limitations on the use of the funds.

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

APPROVE recommendations from the Fish & Wildlife Committee for the allocation of 2019 Fish and Wildlife Propagation Fund grant funds for ten projects totaling \$67,267.

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

The recommendation will have no impact on the County General Fund. The FWC is proposing to allocate \$67,267 or 38% of the \$175,909 propagation funds available as of January 10, 2019. Fish and wildlife propagation funds are restricted to costs for the protection, conservation, propagation, and preservation of fish and wildlife, pursuant to Fish and Game Code section 13100, and are budgeted in the Fish and Game Fund (110200).

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## **Attachments**

**Fish and Wildlife Committee Recommendations for 2019 Propagation Fund Allocations**

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**CONTRA COSTA COUNTY  
FISH AND WILDLIFE COMMITTEE**  
c/o Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553  
Telephone: 925-674-7203      Fax: 925-674-7250

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TO: Internal Operations Committee  
Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

FROM: From: Daniel Pellegrini, Chair  
Fish and Wildlife Committee  
By: Maureen Parkes, Planning Technician III  
Staff to Fish and Wildlife Committee

DATE: April 2, 2019

SUBJECT: **Grant Funding Recommendations from the Contra Costa County Fish and Wildlife Committee**

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*Maureen  
Parkes*

The Contra Costa County Fish and Wildlife Committee (FWC) requests Internal Operations Committee (IO) consideration of recommended grants from the Fish and Wildlife Propagation Fund (Fund). The FWC reviewed 13 grant applications and recommends 10 of them for full or partial funding. The FWC is requesting that the IO Committee consider these recommendations and make their own recommendation for consideration by the full Board of Supervisors (Board). This memo provides background on the grant program, explains the review process performed by the FWC and documents the FWC's recommendations on grant funding.

## **I. Background**

### **Fish and Wildlife Propagation Fund**

The Fish and Wildlife Propagation Fund was established in accordance with the California Fish and Game Code (Code) 13100 as a repository for fines collected for certain violations of the Code and other regulations related to fish and game. The most common fines are small (\$25-\$150) and are processed through the four Superior Courts in Contra Costa County. The fines typically stem from hunting or fishing violations (e.g. not possessing a valid license), illegal take and illegal dumping. Occasionally there are larger fines that result from larger violations, including failure to obtain appropriate permits for activities such as streambed alteration. A portion of the various fines are deposited into the Fish and Wildlife Propagation Fund. As of January 10, 2019, the Fund had an available balance of \$175,908.92.

## **FWC Grant Program**

The Board has charged the FWC with coordinating a process by which fine money could be appropriately “expended for the protection, conservation, propagation, and preservation of fish and wildlife” [Fish and Game Code 13100]. Since 1996, the FWC has implemented a structured process for reviewing funding requests. The FWC developed a grant application packet (attached), which includes a cover letter to explain the grant process and funding priorities, an application to solicit relevant information about the project, and a copy of the expenditure criteria established by California law for the Fish and Wildlife Propagation Fund.

In July 2018, the application packet was sent to the Fish and Wildlife Committee mailing list, Contra Costa Watershed Forum mailing list, Contra Costa County libraries, Contra Costa County Office of Education, Contra Costa College, Diablo Valley College and Los Medanos College for distribution to interested teachers and programs that could benefit from the grant program. Joan Morris wrote a short article in the Contra Costa Times regarding the availability of the grant application packet. A press release was distributed to local and regional media outlets regarding the availability of the grant application packet and CCTV publicized it on the CountyNet Bulletin Board which reaches 400,000+ homes in the County. It was also made available on the Committee’s website and to anyone who requested a copy.

## **FWC Grant Review Process in 2019**

A total of 13 applications requesting a total of \$99,589.51 were received by the application deadline.

The Fish and Wildlife Committee members considered the funding of the applications at their January and February meetings. Some applicants attended FWC meetings to make themselves available to answer questions regarding their applications.

## **II. Recommendation of Funding on Grants for 2019**

At the February 20, 2019 meeting, the FWC recommended funding for 10 of the proposed projects. Projects recommended for funding total \$67,266.78 and are geographically located across the County. More details are provided on the attached grant recommendations chart, which provides information on all of the applications. The specific FWC recommendations and votes are listed on Pages 3 - 5. Members in attendance and voting on these items were: Judy Bendix (District I), Susan Heckly (District II), Brett Morris (District IV), Daniel Pellegrini (District V), Rhonda Gehlke (At-large), Kathleen Jennings (At-large), Heather Rosmarin (At-large), and Nicole Kozicki (At-large Alternate).

The following recommendations are for full funding of the project as proposed unless noted otherwise.  
FWC Recommendations:

- 1) Appropriate \$3,572.00 to The Regents of the University of California for their Native Bees in Urban Brentwood and Agricultural Brentwood project to conduct research on native bees and their role in providing pollination services in the Brentwood area. Partial funding is recommended and may only be used for travel, materials and supplies as outlined in the grant application Project Budget. [5 ayes/3 noes]

Ayes: Gehlke, Heckly, Kozicki, Morris and Pellegrini; Noes: Bendix, Jennings and Rosmarin; Absent: Dawson and Skinner; Abstain: None

- 2) Appropriate \$2,895.00 to Contra Costa Resource Conservation District for their Sacramento perch: from watersheds to classrooms, and back! project. The program provides for restoration of Sacramento perch in the Bay Delta System and will engage approximately 225 students with inquiry-based learning, as well as hands-on, experiential learning. Funds will be used for supplies for aquariums, and supplies for spawning and food acclimation. [8 ayes/0 noes]

Ayes: Bendix, Gehlke, Jennings, Heckly, Kozicki, Morris, Rosmarin and Pellegrini; Noes: None; Absent: Dawson and Skinner; Abstain: None

- 3) Appropriate \$12,500.00 to International Bird Rescue for their Resolving Negative Human-Wildlife Interactions (AKA Urban Wildlife Conflicts) project. Funding will be used to offset nutrition, medicine, and veterinary medical supply costs for birds admitted from Contra Costa County to the San Francisco Bay-Delta Wildlife Center located in Cordelia, California between April 1 and December 31, 2019. [8 ayes/0 noes]

Ayes: Bendix, Gehlke, Jennings, Heckly, Kozicki, Morris, Rosmarin and Pellegrini; Noes: None; Absent: Dawson and Skinner; Abstain: None

- 4) Appropriate \$1,025.00 to Worth a Dam for their Treasure Hunt for the 'Lost Key to the Waters' project to support a learning activity at the 12<sup>th</sup> Annual Beaver Festival in Martinez. The project will teach children and parents the essential benefits of a beaver pond. Funds will be used for various supplies, directional sign flags, exhibit location map, bronze keys, chalk and soft pastels. [8 ayes/0 noes]

Ayes: Bendix, Gehlke, Jennings, Heckly, Kozicki, Morris, Rosmarin and Pellegrini; Noes: None; Absent: Dawson and Skinner; Abstain: None

- 5) Appropriate \$6,000.00 to Kids for the Bay for their Watershed Action Program project to fund eight (8) local bay and delta field trips (school bus transportation) for students and teachers from low-income Contra Costa County schools, which will teach students about the scientific principles of fish and wildlife conservation, as well as help to improve the health of fish and wildlife habitats in Contra Costa County through Environmental Action Projects and trash clean-ups. [8 ayes/0 noes]

Ayes: Bendix, Gehlke, Jennings, Heckly, Kozicki, Morris, Rosmarin and Pellegrini; Noes: None; Absent: Dawson and Skinner; Abstain: None

- 6) Appropriate \$2022.30 to Greens-at-Work/Berkeley Partners for Parks for their City of Richmond Adopt-a-Spot Rehabilitation Project (Richmond/CA) project. Work will include fencing part of the site to deter trash from blowing into Hoffman Marsh, filling in and maintaining native plant vegetation, and conducting public outreach. Funds will be used for bamboo fence panels, steel stakes/rebar, tools + tie wire, native plants, soil and gloves. [8 ayes/0 noes]

Ayes: Bendix, Gehlke, Jennings, Heckly, Kozicki, Morris, Rosmarin and Pellegrini; Noes: None; Absent: Dawson and Skinner; Abstain: None

- 7) Appropriate \$4,804.82 to Marine Science Institute for their 2019 Delta Education Equipment project to support their Delta Discovery Voyages program. Funding will be used for new Samson ropes for mooring their 90-foot research vessel at the Antioch Marina, which is used to deliver STEM and environmental education to CCC 5th grade students. [8 ayes/0 noes]

Ayes: Bendix, Gehlke, Jennings, Heckly, Kozicki, Morris, Rosmarin and Pellegrini; Noes: None; Absent: Dawson and Skinner; Abstain: None

- 8) Appropriate \$10,000 to the Regional Parks Foundation for their Kids Healthy Outdoors Challenge (KHOC) program. This program promotes outdoor education and play while also supporting the delivery of third-grade curriculum. Funds will be used for bus transportation, teacher's guide, student booklets and teacher orientation (supplies and lunches). [8 ayes/0 noes]

Ayes: Bendix, Gehlke, Jennings, Heckly, Kozicki, Morris, Rosmarin and Pellegrini; Noes: None; Absent: Dawson and Skinner; Abstain: None

- 9) Appropriate \$21,580.00 to The Watershed Project (TWP) for their Water Quality Monitoring in Contra Costa County project. Funds will support TWP's third year of their county-wide creek monitoring program. TWP will continue all aspects of the monitoring program while expanding their network, making their data available through California Environmental Data Exchange Network (CEDEN), and deploying monitoring loggers at certain sites. Funds will be used for monthly monitoring equipment, Water Reporter app to publish data, test kits, testing samples at Enthalpy Analytical, ID bug samples and a Water Quality Monitoring Design Course. [8 ayes/0 noes]

Ayes: Bendix, Gehlke, Jennings, Heckly, Kozicki, Morris, Rosmarin and Pellegrini; Noes: None; Absent: Dawson and Skinner; Abstain: None

- 10) Appropriate \$2,867.66 to the City of El Cerrito, Operations + Environmental Services Division for their El Cerrito Recycling + Environmental Resource Center - Hillside Habitat Restoration Project. The project will improve the native plant habitat on the hillside nearest to the El Cerrito Recycling + Environmental Resource Center benefitting the Bay Area wildlife that depend on the native species habitat for food and shelter. Funds will be used for landscape staples, weed barrier landscape fabric, plants, compost, seeds, refreshments for volunteers and interpretive signage. [8 ayes/0 noes]

Ayes: Bendix, Gehlke, Jennings, Heckly, Kozicki, Morris, Rosmarin and Pellegrini; Noes: None; Absent: Dawson and Skinner; Abstain: None



- 11) Further, the FWC also recommended that within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Details will be outlined in the grant award packet provided to all successful applicants.  
[8 ayes/0 noes]

Ayes: Bendix, Gehlke, Jennings, Heckly, Kozicki, Morris, Rosmarin and Pellegrini; Noes: None; Absent: Dawson and Skinner; Abstain: None

Staff recommends that grant awardees may request modifications to the budget allocations described in their grant applications in writing and those requests may be approved by the Fish and Wildlife Committee or the Department of Conservation and Development Director or his designee.

Please contact Maureen Parkes at 925-674-7831 or Abigail Fateman at 925-674-7820 with any questions.

**Attachments:**

- Grant application packet for Fish and Wildlife Propagation Funds
- Chart summarizing the applications and recommendations

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
A	The Regents of the University of California	non-profit	Native Bees in Urban Brentwood and Agricultural Brentwood	(a) public education (i) scientific research  *CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i)	East County	\$8,572.00	\$3,572.00	This is a request for funding the sampling of native bees and their flower hosts in urban Brentwood during the main flowering season of 2018 (complete) and 2019 (proposed for 2019) (March-Sept.) and compare this inventory with sampled collections from adjacent Ag Brentwood farms. This is a continuation of Professor Frankie's research on California's native bees and their relationships with flowering plants, and their pollination role in agricultural, ornamental, and natural landscapes. They will also will be sharing their findings with several audiences. Funds would be used for travel, materials and supplies and a bee taxonomist hired on a contract basis to identify bees.	The project meets the requirements of Section 13103 (a) public education and (i) scientific research. The Committee recommends partial funding in the amount of \$3,572 to support Professor Frankie's research on native bees and their role in providing pollination services in the Brentwood area. Funds may be used only for travel, materials and supplies as outlined in the grant application Project Budget.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
B	Contra Costa Resource Conservation District	government	Sacramento perch: from watersheds to classrooms, and back!	(a) public education (d) by breeding, raising and releasing Sacramento perch  *CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (d)	Countywide	\$2,895.00	\$2,895.00	This is a request for funding a Sacramento perch restoration project combined with watershed education for students. Funds would be used for supplies for aquariums, and supplies for spawning and food acclimation.	The project meets the requirements of Section 13103(a) public education and (d) by breeding, raising and releasing Sacramento perch. The program provides for restoration of Sacramento perch in the Bay Delta System and will engage approximately 225 students with inquiry-based learning, as well as hands-on, experiential learning.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
C	International Bird Rescue	non-profit	Resolving Negative Human-Wildlife Interactions (AKA Urban Wildlife Conflicts)	(b) Temporary emergency treatment and care of injured or orphaned wildlife. (c) Temporary treatment and care of wildlife confiscated by the department as evidence.	Countywide	\$12,500.00	\$12,500.00	This is a request for funding to offset nutrition, medicine, and veterinary medical supply costs for birds admitted from Contra Costa County to the San Francisco Bay-Delta Wildlife Center located in Cordelia, California between April 1 and December 31, 2019.	The project meets the requirements of Section (b) Temporary emergency treatment and care of injured or orphaned wildlife and (c) Temporary treatment and care of wildlife confiscated by the department as evidence. IBR is a referral hospital and often treats the most challenging cases that are beyond the capacity or skills of other regional wildlife centers and clinics. The goal of the project is to address known, ongoing Urban Wildlife Conflicts (negative human-wildlife interactions) in CCC in 2019.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
D	Worth a Dam	non-profit	Treasure Hunt for the 'Lost Key to the Waters'	(a) public education	Central County	\$1,025.00	\$1,025.00	This is a request for funds to support a learning activity at the 12th annual Beaver Festival in Martinez. Children and parents will learn the essential benefits of a beaver pond with a 'treasure hunt' theme. Funds are requested for various supplies, directional sign flags, exhibit location map, bronze keys, chalk and soft pastels.	The project meets the requirements of Section 13103 (a) public education. The project will teach children and parents the essential benefits of a beaver pond with this fun treasure hunt at the Martinez Beaver Festival.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
E	Kids for the Bay	non-profit	Watershed Action Program	(a) public education (e) habitat improvement	West County 50% Central County 25% East County 25%	\$6,000.00	\$6,000.00	This is a request for funds to deliver the Watershed Action Program and to fund eight (8) local bay and delta field trips (school bus transportation) for students and teachers from low-income Contra Costa County schools, which will teach students about the scientific principles of fish and wildlife conservation, as well as help to improve the health of fish and wildlife habitats in Contra Costa County through Environmental Action Projects and trash clean-ups.	The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. In hands-on science classroom lessons, students and teachers will learn about the ecology of their local watershed; on field trips they will learn about the diversity of aquatic life in close-up encounters with nature; use microscopes, observe and identify local bird species and participate in trash clean-ups to protect the wildlife that they learn about during their classroom lessons and field trip.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
F	City of Lafayette, Creeks Committee	government, voluntary advisory committee	Lafayette - Creek Interpretation and Education Signage	(a) public education	Central County	\$4,200.00	\$0.00	This is a request for funds to design, fabricate and install two interpretive wayside panels in Lafayette community parks near downtown Lafayette. The signage will increase awareness of the creeks and their natural values in the downtown area of Lafayette in a way that will inform and promote projects identified in the Lafayette Downtown Creeks Preservation, Restoration and Development Plan (DCP).	The Committee does not recommend funding for this project because it did not demonstrate it would provide as much benefit to fish and wildlife as other grant applications.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
G	Greens-at-Work/Berkeley Partners for Parks	non-profit	City of Richmond Adopt-a-Spot Rehabilitation Project (Richmond/CA)	(e) habitat improvement	West County	\$2,022.30	\$2,022.30	This is a request for funds for habitat restoration on City of Richmond property next to the Hoffman Marsh. This site is the gateway to the Greens-at-Work Point Isabel/Hoffman Marsh restoration project previously funded by CCC Fish and Wildlife Propagation Fund. Work will include fencing part of the site to deter trash from blowing into Hoffman Marsh, filling in and maintaining native plant vegetation, and conducting public outreach. Funds will be used for bamboo fence panels, steel stakes/rebar, tools + tie wire, native plants, soil and gloves.	The project meets the requirements of Section 13103 (e) habitat improvement. The project will enhance, improve, and extend the quality of the habitat on which the plants, animals, birds and insects of Hoffman Marsh rely.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).



Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
H	Marine Science Institute	non-profit	2019 Delta Education Equipment	(a) public education	Central County 51% East County 49%	\$7,733.55	\$4,804.82	This is a request for funds to replace Samson ropes for mooring their 90-foot research vessel at the Antioch Marina, which is used to deliver STEM and environmental education to CCC 5th grade students with hands-on science curriculum that is aligned with Next Generation Science Standards (NGSS).	The program meets the requirements of Section 13103 (a) public education. The Committee recommends funding in the amount of \$4,804.82 for new Samson ropes for mooring their research vessel so the Delta Discovery Voyages program will carry on safely and without interruption.
I	Regional Parks Foundation	non-profit	Kids Healthy Outdoors Challenge (KHOC)	(a) public education	West County 35% Central County 21% East County 44%	\$10,000.00	\$10,000.00	This is a request for funds for their Kids Healthy Outdoors Challenge Program. This program promotes outdoor education and play while also supporting the delivery of third-grade curriculum. Funds would be used for bus transportation, teacher's guide, student booklets and teacher orientation (supplies and lunches).	The project meets the requirements of Section 13103 (a) public education. The goal of the program is to connect youth to nature and build future environmental stewards.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
J	The Watershed Project	non-profit	Water Quality Monitoring in Contra Costa County	(a) public education (e) habitat improvement	Countywide	\$21,580.00	\$21,580.00	This is a request for funds to go toward TWP's third year of their county-wide creek monitoring program. They will continue all aspects of the monitoring program while expanding their network, making their data available through California Environmental Data Exchange Network (CEDEN), and deploying monitoring loggers at certain sites. Funds would be used for monthly monitoring equipment, Water Reporter app to publish data, test kits, testing samples at Enthalpy Analytical, ID bug samples and a Water Quality Monitoring Design Course.	The project meets the requirements of Section 13103 (a) public education and (e) habitat improvement. The goal of the creek monitoring program is to train and engage citizen scientists on improving water quality in CCC and they will play a role in educating other residents on how to ensure a healthier habitat for fish.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
K	Mt. View Sanitary District	government	MVSD Pollinator Garden	(a) public education (e) habitat improvement	Central County	\$17,180.00	\$0.00	This is a request for funds to reduce ground squirrel population by removing turf/bare ground, replacing it with native and Mediterranean plants, and installing a pollinator garden, which will have four interpretative panels and a garden brochure to educate visitors and school students on the importance of pollinators and pollinator habitat conservation. Funds would be used for plants, interpretive panel fabrication and base, and UC Berkeley Bee Lab follow-up study.	The Committee does not recommend funding for this project due to the uncertainty that it would reduce the ground squirrel population.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
L	California Native Grasslands Association (CNGA)	non-profit	Grassland Monitoring Workshop: Methods and Techniques for Vegetation and Wildlife Monitoring	(a) public education	Countywide	\$3,014.00	\$0.00	This is a request for funds to put on a two-day workshop in Contra Costa County. This workshop will provide 30 attendees with a framework to effectively design a monitoring plan for vegetation and/or wildlife, understand current protocols and field methods, get an introduction to several methods of data analysis, and provide guidelines for how to use the results to inform future management decisions. Funds would be used for instructors, food, handouts and field work materials.	The Committee does not recommend funding for this workshop because it was not as competitive with other grant applications in the benefit to fish and wildlife or the number of people reached.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
M	City of El Cerrito, Operations + Environmental Services Division	government	El Cerrito Recycling + Environmental Resource Center - Hillside Habitat Restoration Project	(e) habitat improvement	West County	\$2,867.66	\$2,867.66	<p>This is a request for funds to support El Cerrito's volunteer efforts to improve wildlife habitat on the portion of the hillside nearest to the El Cerrito Recycling + Environmental Resource Center. They will remove invasive and fire-prone plants and add new native plants to improve pollinator and other wildlife habitat, prevent erosion, decrease fire risk, and increase the overall aesthetics of the site. Interpretive signage will be used to encourage people to recognize both invasive and native plants and understand their role in the greater ecosystem of the hillside. Funds would be used for landscape staples, weed barrier landscape fabric, plants, compost, seeds, refreshments for volunteers and interpretive signage.</p>	<p>The project meets the requirements of Section 13103 (e) habitat improvement. The project will improve the native plant habitat on the hillside nearest to the El Cerrito Recycling + Environmental Resource Center benefitting the Bay Area wildlife that depend on the native species habitat for food and shelter.</p>

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

Grant Applications and Fish and Wildlife Committee Recommendations 2019

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
	<b>Total Available Funds as of January 10, 2019</b>					<b>\$175,908.92</b>	<b>\$175,908.92</b>		
						<b>\$99,589.51</b>	<b>\$67,266.78</b>		
					<b>Remainder</b>	<b>\$76,319.41</b>	<b>\$108,642.14</b>		

Subtotals By Region	Requested Funding Amount	Percentage of Total Amount Requested	Recommended Funding Amount	Percentage of Total Amount Recommended for Approval
<b>East</b>	\$18,261.44	18.34%	\$11,826.36	17.58%
<b>West</b>	\$11,389.96	11.44%	\$11,389.96	16.93%
<b>Central</b>	\$29,949.11	30.07%	\$7,075.46	10.52%
<b>Countywide</b>	\$39,989.00	40.15%	\$36,975.00	54.97%
<b>TOTAL</b>	\$99,589.51	100.00%	\$67,266.78	100.00%

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

# Department of Conservation and Development

30 Muir Road  
Martinez, CA 94553

Phone: 1-855-323-2626

# Contra Costa County



**John Kopchik**  
Director

**Aruna Bhat**  
Deputy Director

**Jason Crapo**  
Deputy Director

**Maureen Toms**  
Deputy Director

**Kara Douglas**  
Assistant Deputy Director

**Kelli Zenn**  
Business Operations Manager

July 27, 2018

Dear Fish and Wildlife Propagation Fund Grant Applicants:

The Contra Costa County Fish and Wildlife Committee is pleased to announce that completed funding applications are now being accepted for consideration for the Contra Costa County Fish and Wildlife Propagation Fund (Fund). All application materials and guidelines are attached. Proposals must be received by 5:00 p.m. on Monday, January 7, 2019 (a postmark of January 7, 2019, does not satisfy the submission deadline). Proposals may be emailed or mailed. Any applications that are received after the due date or without a signature will not be considered. The recommendations of the Fish and Wildlife Committee will be forwarded to the Contra Costa County Board of Supervisors, which maintains final decision-making authority for expenditures from the Fund.

The Contra Costa County Fish and Wildlife Propagation Fund is entirely supported by fine revenues resulting from violations of the Fish and Game Code and Title 14 of the California Code of Regulations in Contra Costa County (County). Projects awarded from the Fund must benefit the fish and wildlife resources of the County and must meet the requirements of Section 13103 of the Fish and Game Code (attached). If your project is eligible under Section 13103 (d), (h), (i), or (m) please send a copy of your draft proposal to Maureen Parkes at maureen.parkes@dcd.cccounty.us by November 1, 2018. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds. See Instructions for more details. All applications that satisfy the requirements listed in the funding application instructions will be considered.

The Fish and Wildlife Committee strongly encourages applications related to:

- improving habitat
- scientific research
- public education
- threatened and endangered species
- resolving human/wildlife interaction issues

In addition to the above areas of interest, the Fish and Wildlife Committee wishes to fund one or more projects that increase collaboration with law enforcement agencies, the court, and community cultural organizations on enforcement issues and education focusing on communities that may be unaware of local fish and game laws. Projects that provide multilingual signage and educational materials are encouraged.

The Fish and Wildlife Committee awards grants to non-profit organizations, schools and government agencies. The Committee generally does not recommend funding for operating costs and overhead, such as staff salaries, benefits or utilities. If an hourly rate is listed, costs need to be itemized separately (see grant guidelines for more details). The Committee generally gives preference to funding material expenses (e.g. purchase of equipment and materials).

The Committee expects to recommend awards to several applicants. However, it is possible that a particularly excellent proposal will be recommended to receive a large portion of the total available funds. During the 2018 grant cycle a total of \$101,355.33 was awarded to 10 projects. The awards ranged from \$1,030 to \$23,135.00. Successful applicants may anticipate receiving notification of funding awards by the late spring or early summer of 2019.

**The grant award funds will be disbursed on a cost reimbursement basis.\*** (See below for exceptions.) Within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Fish and Wildlife Propagation fund grants will be disbursed after receipt and approval of the final project report. Details will be outlined in the grant packet to all successful applicants.

**\*Exception For Non-Profit Organizations That Can Demonstrate Financial Hardship:** Private, non-profit entities that can demonstrate that providing Fish and Wildlife Propagation grant funding on a cost reimbursement basis will create a financial hardship and be detrimental to the operation of the program will be eligible to receive up to 1/2 of the grant amount after the grant is awarded. The remaining amount of the grant will be disbursed after the entity has submitted information including invoices and receipts documenting how the initial disbursement was spent. Within a year of initial notification of the grant funding award (i.e. spring or summer of 2020), or within one month of project completion, whichever comes sooner, the entity will be required to submit information including invoices and receipts documenting how the second disbursement was spent, and provide a final project report documenting the results of the project.

**\*Exception For Small Projects Under \$1,000:** Grant funding may be disbursed to private, non-profit entities prior to the beginning of the project if the award is under \$1,000 and the entity has provided documentation that the project could only be initiated with advance funding. Within a year of grant funding, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project.

The Committee appreciates your interest in this opportunity to improve the fish and wildlife resources in Contra Costa County. Should you have any questions about the Fish and Wildlife Committee or this funding program, please contact me at 925-674-7831 or [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us).

Sincerely,

**Maureen Parkes**  
**Fish and Wildlife Committee Staff**



## INSTRUCTIONS

### What Must Be Included in Your Proposal (not to exceed 4 pages):

- 1) Signed Application Cover Page (see attached)
- 2) Description of the project for which funding is requested. Please include an explanation of:
  - how this project will benefit the fish and wildlife of Contra Costa County
  - how this project meets the requirements of Section 13103 of the Fish & Game Code (attached) which defines the eligibility requirements for projects requesting funding from the Fish and Wildlife Propagation Fund. Indicate which letter(s) of the Section 13103 is/are satisfied.

**NEW REQUIREMENT:** If your proposal is eligible under Section 13103 (d), (h), (i)\*, or (m), a copy of your draft proposal must be sent to the attention of Maureen Parkes at maureen.parkes@dcd.cccounty.us or at the address listed on Page 2 and received by November 1, 2018. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds.

\*If your project is eligible under Section 13103 (i), and a scientific collection permit is required and issued by the California Department of Fish and Wildlife, this will indicate that the project is eligible to receive Fish and Wildlife Propagation funds. Please send the scientific collection permit along with your grant application by the January 7, 2019 - 5:00 P.M. grant submission deadline. Scientific collection permits are not included in the grant application page limit.

\*The Fish and Wildlife Committee wishes to be acknowledged for its financial support of the project. FWC or staff review may be required prior to printing any written materials that receive funding. Please refer to the guidelines listed below:

  - Grant recipients agree to obtain advance written approval from the FWC of any communication/written material that may reasonably be understood to represent the views of the FWC and to provide the FWC with reasonable opportunity to review, comment and approve the communication/written material in advance. Grant recipients may use the following standard language in making attributions for funding by the FWC:
    - Attribution for full Grant funding: "This (research, publication, project, Web site, report, etc.) was funded by the Contra Costa County Fish and Wildlife Committee."
    - Attribution for partial Grant funding: "This (research, publication, project, Web site, report, etc.) is funded in part by the Contra Costa County Fish and Wildlife Committee."
- 3) **Project schedule - The project must be completed within a year from the date you receive notification of funding (by Spring/Summer 2020).**
- 4) Project budget (itemized). The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead. Examples for these include staff salaries, health insurance, and operation costs such as electricity to run an office. If an hourly rate is listed, overhead costs need to be itemized separately. The Committee generally gives preferences to funding material expenses (e.g. purchase of equipment and materials).
- 5) Annual budget for the applying organization (not itemized).
- 6) Statement describing the applying organization, listing the Board of Directors and officers of the organization, and listing all affiliated organizations.
- 7) Statement describing the qualifications of the sponsoring organization and participating individuals for completing the project.
- 8) List of individuals responsible for performing project and of individuals responsible for overseeing project.
- 9) Statement describing the status of permit approvals necessary to perform project (if applicable).
- 10) Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This request does not count toward your page limit and is only required if requesting an exception.)

**Format:**

- Your proposal packet, including cover sheet and any attachments must not exceed four single-sided pages or two double-sided pages, 8.5 by 11 inches in size. Please use 11 point font or larger and ½ inch margins or larger on your pages. *If you submit more than 3 pages plus required cover sheet, your proposal may be disqualified without review.*
- **NEW REQUIREMENT:** If your project is eligible under Section 13103 (d), (h), (i), or (m) a copy of your draft proposal must be sent to the attention of Maureen Parkes at [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us) and received by November 1, 2018. (See exception for Section 13103 (i) above.) Do not attach an additional cover letter, brochures, posters, publications, CDs, DVDs, large maps or yellow-sticky paper (e.g. Post-It™).
- Your complete application packet including signature must **arrive by 5:00 p.m. on Monday, January 7, 2019 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of January 7, 2019 does not satisfy the submission deadline. If submitted after the deadline, your proposal will be disqualified).

**Your complete application should be:**

Emailed: [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us)

or

Mailed: Contra County Fish & Wildlife Committee  
c/o Contra Costa County Dept. of Conservation and Development  
30 Muir Road  
Martinez, CA 94553-4601  
Attn: Maureen Parkes

If you wish to hand deliver, contact Maureen by email or at 925-674-7831.

**Final Checklist Before You Submit Your Proposal:**

*Please note that your proposal will not be considered if you provide more materials than required below:*

- Signed Cover page (your proposal will be disqualified if it does not have your original signature on the cover page).
- 3 pages or less on your project description (any extra attachments such as a map and an organization budget will be counted as one of the three page limit.)
- If your project qualifies under Section 13013 (i) and you have been issued a scientific collection permit from the California Department of Fish and Wildlife please include it. (This is not a part of the page limit listed above.)
- Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This is not a part of the page limit listed above and is only required if requesting an exception).

If you have questions regarding the Contra Costa County Fish and Wildlife Propagation Fund grant process, please contact Maureen Parkes: [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us) / (925) 674-7831.

## **California Fish and Game Code Section 13103.**

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department. \*
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.
- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

\* A scientific collection permit, if required and issued by the California Department of Fish and Wildlife, indicates that the project is eligible to receive Fish and Wildlife Propagation funds.

### **California Fish and Game Code Section 711.2. (a)**

"For purposes of this code, unless the context otherwise requires, "wildlife" means and includes all wild animals, birds, plants, fish, amphibians, reptiles, and related ecological communities, including the habitat upon which the wildlife depends for its continued viability ..."

**Contra Costa County  
2019 Fish and Wildlife Propagation Fund  
Application Cover Page**

**Office Use Only:**

Project title:

Organization/Individual applying:

(Organization type: please check one – government, non-profit, for-profit, other (explain))

Address:

Telephone:

Fax:

E-mail:

Name and title of contact person:

One sentence summary of proposal:

Requested grant:

Proposal prepared by (name & title):

Signature (*Typing your name does not count as a signature. If this section is empty, your proposal will not be considered*):

\_\_\_\_\_

Signed on \_\_\_\_\_



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 04/08/2019

**Subject:** COMMISSION FOR WOMEN BYLAWS

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

**Department:** County Administrator

**Referral No.:**

**Referral Name:**

**Presenter:** Julie DiMaggio Enea      **Contact:** Julie DiMaggio Enea (925) 335-1077

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#### **Referral History:**

Last December, the IOC received the Commission's status report and understood that the Commission needed further time to review the bylaws changes proposed by County staff. The Supervisors instructed the Commissioners to review the changes, make a list of any changes they could not agree with, and return to the IOC in February 2019.

#### **Referral Update:**

The Commission for Women has submitted its proposed changes (see attached markup copy) to the bylaws that were proposed by County staff last last year. The substantive changes proposed by the Commission are described below:

- They removed the prohibition that members cannot simultaneously participate in organizations that donate or grant funds to the Commission.
- They relaxed the member responsibilities, reducing the time expectation for service to the Commission.
- They eliminated the Goal Advancement Committee.

Staff has no comment regarding changes to member responsibilities or the elimination of the Goal Advancement Committee. Staff disagrees with the Commission's removal of the prohibition of simultaneous membership in organizations that donate or grant funds to the Commission. To eliminate real or perceived conflicts of interest or undue influence over Commission activities, an arm's length relationship should be established and maintained between the Commission and funding organizations.

The Commission also sent staff a list of questions related to the administration of Commission funds. Attached are staff's responses to those questions.

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

CONSIDER Commission for Women and staff recommendations regarding proposed modification to the Commission's bylaws and PROVIDE direction to staff.

**Fiscal Impact (if any):**

Providing budgetary coordination and support for the Commission for Women will require a nominal commitment of staff time from the County Administrator's Office. This function will be performed by current staff.

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**Attachments**

Women's Commission Proposed Changes to Staff Recommended Commission Bylaws

Staff Response to Commission Questions Regarding Funds Administration

Commission for Women Roster March 2019

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BYLAWS OF THE  
CONTRA COSTA COMMISSION FOR WOMEN AND GIRLS

\_PROPOSED REVISED ~~December 2018~~ MARCH 2019

**ARTICLE I.- NAME**

**Section 1.**

The name of this body shall be the Contra Costa Commission for Women and Girls, hereinafter referred to as “the Commission.”

**Section 2.**

This body was formed in 1984 as ~~the-an~~ Advisory Committee ~~on the Employment and Economic Status of Women~~. In 2000, the Contra Costa County Board of Supervisors approved the Advisory Committee’s request that the association be renamed the Contra Costa Commission for Women.

**ARTICLE II. -PURPOSE**

The Commission shall provide information and advice to the Contra Costa County Board of Supervisors and other entities, as necessary, relating to the health and welfare of women and girls in the county. The Commission will strive to increase awareness of women’s and girls’ issues, celebrate the achievements of local deserving women, champion opportunities for women and girls, and recommend legislative solutions at the city, county, state and federal levels. ~~Areas of focus will include, but are not be limited to, socio-economic conditions, workplace issues, social treatment of gender issues, and health and safety for women and girls.~~

**ARTICLE III. -MEMBERSHIP**

**Section 1. Members**

The Commission shall not exceed fifteen (15) members plus one Alternate At Large member, and the membership shall be broadly representative of the racial, ethnic, age, religious affiliation, gender, and sexual orientation diversity of the community at large.

Members must be at least 18 years of age and work and/or reside in Contra Costa County.

~~Members of the Commission may not be members of any organization that donates or grants funds to the Commission.~~

\_The Alternate At Large member is a non-voting member except that he/she shall fill in for a regular At Large member when that member is absent from part or all of a meeting, during which time the alternate member shall constitute a voting member.

**Section 2. Member Responsibilities.** -Each member is expected to:

- Attend meetings of the Commission. Members are expected to notify the Chair in advance of any absence from a meeting. Members may be excused by the Chair for authorized absences. A member that is absent from three (3) consecutive scheduled meetings without authorization from the Chair will be considered to have resigned his or her position with the Commission, and the Chair will notify the Board of Supervisors of the vacancy.-



- Comply with the Contra Costa County policy for Board Appointees concerning Conflict of Interest and Open Meetings, Resolution No. 2002/376.-
- ~~Work on Commission activities no less than five (5) hours a month and serve on at least one (1) Standing or Special Committee. Said time includes the monthly Commission meeting held on the third (3rd) Tuesday of each month.~~
- Should a member take on a leadership role within a Standing or Special Committee (Chair or Vice-Chair), the member shall commit to working no less than a total of ten (10) to as many hours per month as is needed to complete the project.
- If appointed to the specific geographic District in which they work or reside, i.e.: District I, II, III, IV, and V; also referred to as “District Members”, meet and/or communicate regularly with the Supervisor for their District. District Members shall commit at least an additional hour (1) to two (2) hours a month to this duty to meeting quarterly with their Supervisors.
- ~~At Large Members of the Commission will endeavor to attend one (1) Board of Supervisor’s meeting a year on behalf of the Commission, resulting in an additional commitment of approximately two (2) hours throughout the entire year.~~
- ~~If elected to the Executive Committee, commit to working no less than a total of fifteen (15) hours per month.~~
- ~~Be an ambassador and proponent of the Commission and engage people from all cultural and ethnic groups in women’s and girls’ issues and in the work of the Commission.~~

### **Section 3. Appointment**

District Members and At Large Members of the Commission shall be appointed by the County Board of Supervisors for fixed, staggered terms. Incumbents may be appointed to successive terms.

~~Incumbents may be appointed to successive terms.~~

### **Section 4. Terms of Appointment**

All seat terms are for a period of four (4) years with staggered expiration dates for five (5) seats in one (1) year, five (5) seats plus the alternate in the second (2nd) year and five (5) seats in the third (3rd) year.

Appointments to seats shall begin on the effective date of appointment and end on the scheduled expiration date for the seat to which the appointment is made.

### **Section 5. Vacancies**

The Membership Committee shall monitor scheduled and unscheduled membership vacancies and promptly recruit to fill vacancies. The Membership Committee shall consider community experience, and the criteria outlined in Article III (Membership), Section 1 (Members) in formulating a recommendation for review by the Commission.

The Membership Committee will present Applicants ~~for membership~~ to the District Supervisors or the Board’s Internal Operations Committee for appointment. The Commission Chair shall report to the County Board of Supervisors any unscheduled membership vacancy as it occurs. The Membership Committee shall also engage in onboarding of new members as well as monitoring of the terms of appointment and meeting attendance.

## **Section 6. Removal**

Members of the Commission serve at the pleasure of the Board of Supervisors. -The following circumstances may be grounds for removal from the Commission:

1. **Resignation.-** Members who wish to resign shall do so in writing to the Commission Chair.
2. **Absence from three (3) consecutive meetings or five (5) of the eleven (11) Commission meetings scheduled each year. Members who miss three (3) consecutive meetings and/or whose attendance rate falls below forty-five percent (45%) will trigger an automatic recommendation notice to the Executive Committee. The Membership Committee shall monitor meeting attendance.**

3. **Lack of participation on Standing and Special Committees.** The Commission Chair shall request information from Committee Chairs regarding member participation at the conclusion of each quarter. The Membership Committee will take this information into consideration should a meeting attendance recommendation be triggered under number two (2) above.
4. **Poor Conduct.** -Behavior that violates state law or the County's policies, as prescribed in the County's Advisory Body Handbook.

#### **ARTICLE IV.- OFFICERS**

**The officers of the Commission shall comprise the Executive Committee and shall include a Chair, a Vice-Chair, a Treasurer, and a Secretary. In the event that the responsibilities of a designated office would be best served by two individuals, those individuals elected to that position will share the position as cooperative officers.-**

##### **Section 1.- Nomination of Officers**

For annual appointment of Commission Chairperson, and Vice Chairperson the Membership Committee shall announce the solicitation of nominations from the Commission members during the December meeting or the next regularly-scheduled meeting, obtain the nominees' consent to serve, and announce the slate of nominees at the February Commission meeting, or at the next regularly scheduled meeting. Should one of these positions become vacant during the term of office, nominations will be taken, nominees' consent to serve will be obtained, and nominees will be announced at the next regularly scheduled Commission meeting.

##### **Section 2.- Election of Officers**

A Membership Committee and Chair shall be elected by Commission members at the regularly scheduled Commission meeting each January.

A report from the Membership Committee on the nomination of officers shall be given at the regularly scheduled Commission meeting each February.

Election of officers shall be held each February. Terms of office shall begin as of the regular meeting in March of each year.

Officer(s) shall be elected from among the members of the Commission in February of each year. Should vacancies occur, officers may also be appointed at the discretion of the Chair to fulfill the remaining term of the vacant officer position(s).

The election will be conducted publicly through the use of ballots. Ballots will be announced and counted publicly by the Membership Committee. The election of each officer will carry with a majority vote. In the case of a tie vote, the Commission may re-cast ballots until the tie is broken. If, in the opinion of the Chair, the tie will not be broken within a reasonable number of attempts, the election may be deferred until the next scheduled Commission meeting and the current seated officer will remain in office until a new officer is elected.

No commissioner shall serve on the Executive Committee until he/she has served 12 consecutive months of his/her term as a commissioner.-

### Section 3. Term of Office

The officers of the Commission shall hold office for a term of one (1) year, twelve (12) consecutive months beginning in March of the year of election. In the event elections are held after February in any given year, officers will serve their terms until elections the following year. Officers may serve consecutive terms.

No commissioner shall serve on the Executive Committee for more than two consecutive years.

In the event the Chair is unable to complete her term of office, the Vice Chair will succeed the Chair and fulfill the Chair's remaining term of office as the presiding officer. The membership will conduct an election to replace the Vice Chair. The Vice-Chair's successor will serve the remaining term of office.-

A vacancy in any office may be filled by a majority vote of the members attending a special or regular Commission meeting.

### Section 4. Duties

#### 1. ~~1.~~ Chair

The Chair shall conduct meetings, develop agendas, ensure the full participation of the Commissioners present during a duly held meeting, and serve as the official spokesperson for the Commission.-

The Chair shall also prepare Annual Reports for the County Board of Supervisors, and ensure that all members have completed the Brown Act and Better Government Ordinance training annually.

~~2.~~

#### 2. Vice-Chair

The Vice-Chair shall maintain the historical record of the Commission and manage time at regular or special Commission meetings. The Vice- Chair shall also assist the Chair as directed by the latter and shall assume all the obligations and authority of the Chair in the absence of the latter.

#### 3. Treasurer

3. The Treasurer shall prepare the annual Commission budget, receive and account for donations and ~~fund-raising~~fundraising proceeds, and shall forward all receipts to the County Administrator's Office for deposit in the County Treasury. -The Treasurer shall track and report monthly on the financial activity of the Commission and liaise with the County Administrator's Office to arrange authorized disbursements from the Commission's account.

-

#### 4. Secretary

The Secretary shall handle any regular or special administrative duties, which may include the following tasks:

- Take minutes at regular or special Commission meetings, and send draft minutes to the Chair at least ten (10) calendar days before the next Commission meeting.
- File approved minutes and related handouts for the Commission's records.
- 1. Ensure that agendas and minutes are uploaded to the Commission's website within a month of being approved.
- 1. Ensure that the Commission's calendar is up to date on its website within a month of the next scheduled Commission meeting.
- 1. Maintain a record of attendance of Commissioners as provided by the Membership Committee.
- In consultation with the Public Relations Subcommittee, maintain a subscription (distribution) list of individuals who have elected to receive the Commission's meeting notices and agenda.-
- Check the Commission's email account at least twice a week.
- Check the Commission's mailbox at least once a week.
- Create, update, and keep name tents of each member for Commission meetings.

## **Section 5. Removal**

The Commission, by a majority vote, may remove the Chairperson and/or Vice-Chairperson from office and relieve them of their duties. In the event of removal of the Chairperson and/or Vice Chairperson, the Membership Committee shall meet and present nominations for the vacant position(s) at the next regularly scheduled Commission meeting.

## **ARTICLE V. MEETINGS**

### **Section 1.- Regular Meetings**

Regular meetings of the Commission shall be held at 7:00 pm on the third (3rd) Tuesday of each month. **Exception:** The Commission generally does not meet one month out of the year. Notice of regular meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA., at least ninety-six (96) hours prior to the meeting date. -Agendas shall be posted, mailed and made available to the public in accordance with the Brown Act and Contra Costa County Better Government Ordinance.

### **Section 2. Special Meetings**

Special meetings of the Commission may be called at any time by the Chair. Notice of a special meeting will include the time, date, place, and purpose. Notice of special meetings of the Commission and an accompanying agenda shall be emailed to each member and publicly noticed on the Commission webpage and at the Clerk of the Board of Supervisors, 651 Pine St., Room 106, Martinez, CA., at least twenty-four (24) hours prior to the meeting date.

### Section 3. Action at a Meeting: Quorum and Required Vote

A quorum is one person more than one-half of the authorized membership, or 8 members. - Each member present shall have one vote on motions. Members must offer disclosure and abstain from voting or recuse themselves upon issues in which a conflict of interest may constrain impartiality.

1. The work of the Commission may proceed by consensus as long as there is no objection from a Member to proceeding in this manner.
2. On any matter where a Member requests a recorded vote, the matter may only be approved if it is approved by approval by a simple majority of the total number of voting members (at least 5 members).
3. Proxy voting is not permitted.
4. The Alternate At Large Member may only vote in the absence of one At Large Member.

### Section 4. Open Meetings

All meetings of the Commission and all meetings of the standing and special committees shall comply with the Brown Act and the County's Better Government Ordinance.-

## ARTICLE VI.- COMMITTEES

### Section 1. Executive Committee

The Executive Committee shall consist of the Chair, Vice Chair, Treasurer and Secretary, and shall be established to provide cohesive leadership to the Commission.

### Section 2. Standing Committees

1. The Executive Committee and/or a majority of the Members may form Standing Committees to manage ongoing functions of the Commission and research and explore specific issues in-depth that come before the Commission. The goal of a Committee is to provide a working forum for interaction and information exchange among members and the public focusing on issues needing in-depth consideration.

The Standing Committees are: ~~Goal Advancement~~, Events, Legislative, Membership, and Public Relations.

The Standing Committees shall be formed of, at minimum, two (2) members and, maximum, four (4) members, unless approved by the Chair. The Chair and Vice Chair of a Standing or Special Committee shall be responsible for scheduling and presiding over Committee meetings, serve as a point of contact for the Commission, and ensure that the Committee is fulfilling its goals.

All Standing Committees shall make progress reports to the Commission at each of the Commission's regular meetings.

~~Goal Advancement Committee. The purpose of the Goal Advancement Committee is to oversee the advancement of the Commission's goals by providing guidance to the Commission on goal adherence and advancement efforts as identified in the~~

~~Commission's strategic plan.~~

~~The Goal Advancement Committee's responsibilities are as follows:~~

- ~~● Hold the Commission and its Committees responsible for adhering to the goals set in the most recent strategic planning session.~~
- ~~● Address any discrepancies between goal attainment and commission activities — ensuring the goals are kept in high priority or adjusted (and agreed upon) according to changes in focus.~~
- ~~● Partner with other Committees when needed.~~

**1. Events Committee.**- The Events Committee's responsibilities are as follows:

- Plan events throughout the year.
- Invite speakers to Commission meetings.
- Collaborate with outside groups, as needed.-

**2. Legislative Committee.** -The Legislative Committee's responsibilities are as follows:

- Identify and recommend legislative initiative priorities to the Executive Committee.
- Monitor Contra Costa County legislative agendas for Federal, State and County Legislation:
  - Board of Supervisors' State and Federal Legislative Platforms.
  - –Board of Supervisors and Board Legislation Committee Actions, Minutes and/or Memorandums.
  - –If not within expressed Platforms and/or expressed actions by Board, present formal request to the Board of Supervisors seeking Request for Support on behalf of the Commission. –Commission members to approve formal requests by majority vote.
- Serve as liaison to Commission in women's legislative and policy initiatives.
- Disseminate information to Commission membership, including legislative updates and alerts; prepare legislative materials for advocacy purposes; and monitor federal and state legislation, funding and policy initiatives that affect women's rights in California.

**Membership Committee.**- The Membership Committee shall consist of a minimum of three (3) and a maximum of four (4) members of the Commission who choose not to be considered for election to office. -The Membership ~~Committee's~~Committees responsibilities are as follows:

- Annually in January, solicit nominations for the election of Commission officers, obtain the nominees' consent to serve, and provide the slate of nominees to the Commission in February
- Interview applicants and make recommendations to the Commission regarding applicants.
- Submit recommended applicants names to the Internal Operations Committee for possible consideration by the Board of Supervisors for appointment, and keep the Executive Committee apprised of the status of pending appointments.
- Engage onboarding with a new Member.
- Recommend policies, procedures, and strategies for enhancing Commission membership, both numerically and qualitatively, to assure a growing and vital organization.
- Monitor meeting attendance as well as report to the Executive Committee should an attendance violation occur.



- Maintain current membership roster.-
- 1. Public Relations Committee.- The Public Relations Committee's responsibilities are as follows:**
  - Serve as a link between the public and the Commission.
  - Maintain the Commission's social media presence by posting information relevant to women in Contra Costa County.
  - Prepare and send out quarterly newsletter.
  - Maintain subscription (*Listserv*) of individuals interested in the Commission's work, in consultation with the Secretary.-
  - Create and send out press releases to media outlets in Contra Costa County as needed.
  - Maintain the Commission's website.
  - Design and update the Commission's logo as needed.

### **Section 3. Special Committees**

The Chair of the Commission and/or the majority of the members may also form Special Committees. Special Committees ("ad hoc" or "select" committees) may be formed for a specific purpose and cease to exist after completion of a designated task.

### **Section 4. Terms of Committee Membership**

The terms of membership for members of Standing Committees of the Commission shall be one year, twelve (12) consecutive months from appointment. Each February, membership of standing or special Committees will be reviewed and confirmed in March. All members of Commission must serve on at least one (1) Standing and/or Special Committee.

### **Section 5. Accountability of Committees**

All Chair and/or Vice Chair of Committees shall present to the Commission Chair monthly activity reports due one (1) week prior in writing to the regularly scheduled meetings and shall have authority to make recommendations to the Commission on matters within the Committee's area of expertise. Only the Commission may take action on Committee recommendations.

## **ARTICLE VIII. -GOVERNANCE**

The operations of the Contra Costa Commission for Women and Girls shall be governed by its bylaws. -To the extent there are any inconsistencies between these bylaws and the resolutions creating the Commission or countywide advisory body policies, the resolutions and countywide advisory body policies will govern.

## **ARTICLE IX. AMENDMENT OF BYLAWS**

Proposals to amend the Commission Bylaws shall be presented at a regular Commission meeting and voted on at the following regular Commission meeting.

These bylaws and any bylaw amendments shall be recommended by the Commission and be effective upon approval by the Board of Supervisors.

Originally adopted by majority membership vote at the regular Meeting of the Contra Costa County Women's Advisory Committee on May 18, 1993 and amended on September 21, 1993, March 19, 1996, April 16, 1996, November 21, 2000, April 17, 2007, February 17, 2010, December 11, 2010, and [2017]

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~~Approved by the Contra Costa Board of Supervisors on (Date).~~

**County Administrator's Office responses to questions posed by the Commission for Women regarding fund administration.**

**April 2019**

**1) Are all county commissions moving in this direction or is this unique to the Women's Commission?**

Most county advisory bodies have no access to finances.

**2) If we move forward, how soon would an account be set up?**

An account in the County finance system could likely be set up within weeks of receiving a deposit from the Commission.

**3) Who would be the authorized user and would the Women's Commission receive access to account?**

The Commission's Treasurer would work with a budget liaison in the County Administrator's Office to deposit and access funds.

**4) Is there an approval process to obtain commission funds?**

Yes. The Board of Supervisors must authorize the solicitation of donations or fundraising campaigns. Donations must be tracked and reported to the County Administrator's Office.

**5) Will our funds be used for any other purpose beyond the Women's Commission?**

No.

**6) If there is an approval process to access funds, what is the turnaround time?**

Yes. We would likely use the same process and protocols as are used for County municipal advisory councils. Your CAO Liaison can provide the necessary forms and instructions.

**7) How would the commission handle in-kind donations?**

If by "in-kind", you mean a person's volunteer services, there are no specific requirements for tracking or reporting such services. If in-kind donations include gifts, then the estimated value of gifts must be tracked and reported to the CAO, and should be included in each Treasurer's report.

**8) Is the Women's Commission responsible for bank fees or will this be covered by the County?**

There are no bank fees or interest. Funds will be deposited in the County General Fund in a cost center designated for the Commission.

**9) Is there a county liaison to support grant writing if requesting grants as a county commission?**

No.

**10) What about check writing permissions?**

See response to #6. The Auditor's office will ultimately issue checks on behalf of the Commission, after approval by the CAO liaison.

**11) Who will provide the initial funding of the account since the commission does not have funds on hand?**

No budget provision has been authorized for the Commission. However, the Commission may consider fundraising or soliciting donations (see response to #4).

## COMMISSION FOR WOMEN ROSTER

<u>Name</u>	<u>Status</u>	<u>Start date</u>	<u>End date</u>	<u>Position</u>
Michelle Brown	Active	24-Apr-18	28-Feb-20	At-Large 1
Rosa Argentina Davila-Luevano	Active	14-Mar-17	28-Feb-20	At-Large 2
Dayanna Macias-Carlos	Active	1-Mar-19	28-Feb-22	At-Large 3
Lanita Mims	Active	6-Nov-18	28-Feb-20	At-Large 4
Hannah R Brown	Active	1-Mar-19	28-Feb-22	At-Large 5
Ariana J Rickard	Active	23-Oct-18	1-Mar-21	At-Large 6
Phyllis Gordon	Active	14-Mar-17	28-Feb-20	At-Large 7
Julianna Hynes	Active	1-Mar-19	28-Feb-22	At-Large 8
Stephanie M Williams-Rogers	Active	22-Jan-19	28-Feb-22	At-Large 9
<i>Vacancy</i>	<i>Active</i>	<i>1-Mar-18</i>	<i>28-Feb-21</i>	<i>At-Large 10</i>
Deborah Cowans	Active	1-Mar-19	28-Feb-22	At-Large Alternate
Joey Smith	Active	1-Mar-19	28-Feb-22	District I
<i>Vacancy</i>	<i>Active</i>	<i>8-May-17</i>	<i>28-Feb-19</i>	<i>District II</i>
<i>Vacancy</i>	<i>Active</i>	<i>1-Mar-19</i>	<i>28-Feb-22</i>	<i>District III</i>
Lauren A. Babb	Active	1-Mar-18	28-Feb-21	District IV
Kirsten Upshaw	Active	9-May-17	1-Mar-20	District V



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

7.

**Meeting Date:** 04/08/2019

**Subject:** TRIENNIAL ADVISORY BODY REVIEW - PHASE II REPORT AND RECOMMENDATIONS

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

**Department:** County Administrator

**Referral No.:** IOC 19/7

**Referral Name:** TRIENNIAL ADVISORY BODY REVIEW

**Presenter:** Jami Napier (925) 335-1908      **Contact:** Emlyn Struthers (925) 335-1919

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#### **Referral History:**

The Board of Supervisors is the governing authority for approximately 78 active advisory boards, commissions, and committees (bodies). These bodies serve a variety of governmental functions, both mandatory and discretionary. In order to formalize a regular, on-going sunset review process, as well as compliance with operating procedures, the Board approved Resolution (2012/261). This resolution was designed to ensure that every three years each advisory body is reviewed, with approximately a third of the total reviewed each year. Since the new triennial review process was installed in 2012, one full round of review has been completed. The Board approved Phase I of this review on December 5, 2016, Phase II on March 21, 2017, and Phase III on December 5, 2017. Last year, the Internal Operations Committee reviewed findings of the second round of triennial sunset review for 14 advisory bodies included in Phase I, which was approved on February 12, 2018. This year, Internal Operations and the Board of Supervisors will review 27 bodies included in Phase II.

#### **Referral Update:**

#### **List of Advisory Bodies in Phase II**

Twenty-seven committees are included in Phase II, which was last completed in 2017. The fourteen advisory bodies are divided between 5 mandatory bodies and 22 discretionary bodies.

#### **Mandatory Commissions or Committees**

Mandatory commissions include those required under state or federal law. The following five advisory councils, committees, and commissions are considered mandatory, meaning that Contra Costa County must operate the following bodies as required by state or federal law:

- Contra Costa County Planning Commission
- First 5 Contra Costa Children and Families Commission

- In-Home Supportive Services Public Authority Advisory Committee
- Local Child Care & Development Planning Council
- Mental Health Commission

### **Discretionary Commissions or Committees**

Discretionary commissions are created by the Contra Costa County Board of Supervisors on a voluntary basis. Contra Costa County created these nineteen advisory bodies on a voluntary basis to address community needs and solicit further resident engagement.

The bulk of discretionary bodies included in this review cycle fall into two categories: Citizen Advisory Committees for County Service Areas, and Municipal Advisory Councils to provide representation for unincorporated communities. The county's citizen advisory committees for County Service Areas were established by the Board of Supervisors pursuant to the authority granted by Section 31010 of the California Government Code.

Additionally, three bodies in this phase fall into other categories, and are listed below under "Other Discretionary Bodies".

### **County Service Area Citizen Advisory Committees:**

- County Service Area M-16 (Clyde) Citizens Advisory Committee
- County Service Area P-2A (Alamo) Citizens Advisory Committee (Alamo Police Services Advisory Committee)
- County Service Area P-2B (Blackhawk) Citizens Advisory Committee
- County Service Area P-5 (Roundhill) Citizens Advisory Committee
- County Service Area P-6 (Discovery Bay) Citizen Advisory Committee
- County Service Area R-10 (Rodeo) Citizens Advisory Committee

### **Municipal Advisory Councils (MACs) and Town Advisory Council (TAC):**

- Alamo Municipal Advisory Council
- Bay Point Municipal Advisory Council
- Bethel Island Municipal Advisory Council
- Byron Municipal Advisory Council
- Contra Costa Centre Municipal Advisory Council
- Diablo Municipal Advisory Council
- East Richmond Heights Municipal Advisory Council
- El Sobrante Municipal Advisory Council
- Kensington Municipal Advisory Council
- Knightsen Town Advisory Council
- North Richmond Municipal Advisory Council
- Pacheco Municipal Advisory Council
- Rodeo Municipal Advisory Council

### **Other Discretionary Bodies:**

- Advisory Council on Equal Employment Opportunity
- Council on Homelessness
- Family & Children's Trust Committee

## **Referral Update**

Following the Triennial Review approved in 2016, no committees included in Phase II were sunset. One newly-formed committee has been added—the East Richmond Heights MAC.

## **Findings**

### **Summary of Findings for Phase II**

Staff from the Clerk of the Board reviewed the materials and surveys submitted by the advisory body staff and chairs. No changes to bylaws, membership requirements, or seat structure are recommended for committees except those highlighted in the summary findings. This report includes a paraphrased description of advisory bodies in the Phase II review, along with a summary of comments or recommendations from the Clerk of the Board.

### **Mandatory Bodies**

#### **In-Home Support Services Public Authority Advisory Committee**

**Serves as an advisory council to the In-Home Support Services Public Authority (IHSS), which is administered by the Employment and Human Services Department (EHSD). IHSS provides specialized support services to residents who are frail, elderly, blind, or disabled. Public Authority has an Advisory Committee whose membership is composed of individuals who are current or past users of personal assistance services paid for through public or private funds and professional representatives from the Community.**

#### ***Staff Comments/Recommendations***

*The IHSS Public Authority Advisory Committee appears to be functioning as intended, and in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the IHSS Public Authority Advisory Committee.*

#### **Planning Commission**

**The Planning Commission was established under State law to implement the planning power of the county. The Planning Commission develops or approves land use plans, development initiatives, planning programs, and permit applications, among other duties. The Planning Commission was established in County Ordinance Code, Section 26-2, pursuant to Chapters 3 and 4 of Title 7 of the California State Government Code.**

#### ***Staff Comments/Recommendations***

*The County Planning Commission appears to be functioning as intended, and in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the Planning Commission.*

#### **First 5 Contra Costa Children and Families Commission**

**The commission works to support early childhood development through a strategic plan developed pursuant to the California Children and Families First Act of 1998, an initiative Constitutional Amendment approved by the voters as Proposition 10. Contra Costa County established the First 5 Children and Families Commission with Board Resolution 98/46.**

#### ***Staff Comments/Recommendations***

*The First 5 Commission appears to be functioning as intended, and in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes*

to the First 5 Commission.

## **Local Child Care & Development Planning Council**

The mission of the Contra Costa County Local Planning and Advisory Council for Early Care and Education (LPC) is to promote quality childcare through community assessment, advocacy, resource development, and collaboration with other organizations. The LPC coordinates programs and services affecting early child care and education, including recommendations for the allocation of Federal Funds to local early child care and education programs.

### ***Staff Comments/Recommendations***

*The Local Planning Council appears to be functioning as intended, and in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the LPC.*

## **Mental Health Commission**

The Contra Costa County Mental Health Commission was established by order of the Contra Costa County Board of Supervisors on June 22, 1993, pursuant to the Welfare & Institutions Code 5604, also known as the Bronzan-McCorquodale Act. The primary purpose of the Commission is to serve in an advisory capacity to the Board of Supervisors and to the Mental Health Division and its staff. Commissioners are appointed by members of the County Board of Supervisors from each of the five districts for a term of three years. Each district has a consumer of mental health services, family member and an at-large representative on the Commission, for a total of 15 members plus a representative from the Board of Supervisors. The Board of Supervisors established the Mental Health Commission in actions taken in on June 22, 1993 (Board Agenda Item 06/22/93\_I.O.5).

### ***Staff Comments/Recommendations***

*The Mental Health Commission notes difficulties in recruiting members to fill the various categories. However, even with these challenges, the Commission has been able to maintain adequate membership and has not needed to cancel meetings in the past year due to lack of quorum. The Mental Health Commission appears to be functioning as intended, and in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the Mental Health Commission.*

## **Discretionary Bodies**

### **County Service Area Citizen Advisory Committees:**

#### **County Service Area M-16 (Clyde) Citizens Advisory Committee**

The County Service Area M-16 Citizens Advisory Committee advises the Board of Supervisors and county administrative departments on the desires of the community in street lighting facilities and services, recreation and park services in the unincorporated community of Clyde.

### ***Staff Comments/Recommendations***

*The County Service Area M-16 Advisory Committee does not currently have any appointees, and the last appointment terms expired December 31, 2014. Clerk of the Board recommends seeking input from the community and the District V Supervisor to consider discontinuing the Citizen Advisory Committee and removing it from the County's Local Appointments List (Maddy Book).*

#### **Alamo Polices Services Advisory Committee (County Service Area P-2A Citizens Advisory Committee)**

The Alamo Polices Services Advisory Committee advises the Board of Supervisors and the Sheriff's Department on the needs of the Alamo community for police services.



### ***Staff Comments/Recommendations***

*The Alamo Police Services Advisory Committee appears to be functioning as intended, and in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the Alamo Police Services Advisory Committee.*

### **County Service Area P-2B (Blackhawk) Citizens Advisory Committee**

**The County Services Area (CSA) P-2A Citizens Advisory Committee advises the Board of Supervisors on the needs of the Blackhawk community for extended police services which shall include, but not be limited to, enforcement of the State Vehicle Code, crime prevention, litter control, and other issues.**

### ***Staff Comments/Recommendations***

*In general terms, the P-2A appears to be functioning as intended. However, the Clerk of the Board noted deficiencies with record keeping and compliance with several administrative procedures. To rectify this, the Clerk of the Board recommends that the District III Supervisor consider establishing a liaison to the committee within her office. Additionally, the Clerk of the Board recommends that the District III office serves as the keeper of the CSA P-2A's permanent records (including minutes and agendas). Clerk of the Board also recommends additional training for advisory body staff persons, particularly new advisory body staff who are not familiar with the complex system of rules that pertain to advisory bodies.*

### **County Service Area P-5 (Roundhill) Citizens Advisory Committee**

**The County Service Area P-5 Citizens Advisory Committee advises the Board of Supervisors regarding community concerns regarding public protection within the district boundaries, which lie within the Roundhill area of the unincorporated community of Alamo.**

### ***Staff Comments/Recommendations***

*The Alamo Police Services Advisory Committee appears to be functioning as intended, and in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the Alamo Police Services Advisory Committee, and recommends continuation of the advisory body.*

### **County Service Area P-6 (Discovery Bay) Citizen Advisory Committee**

**The County Service Area P-6 Citizen Advisory Committee creates reports and recommendations to the Board of Supervisors on extended police protection services which includes, but is not limited to, enforcement of the State Vehicle Code where authorized by law, crime prevention, and litter control.**

### ***Staff Comments/Recommendations***

*The County Service Area P-6 (Discovery Bay) Citizens Advisory Committee appears to be functioning as intended, and in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the P-6 Citizens Advisory Committee, and recommends continuation of the advisory body.*

### **County Service Area R-10 (Rodeo) Citizens Advisory Committee**

**The County Service Area R-10 Citizens Advisory Committee advises the Board of Supervisors and administrative departments regarding the desires of the community of Rodeo regarding local park and recreation facilities and services.**

### ***Staff Comments/Recommendations***

*The County Service Area R-10 has not been active in recent years. The Clerk of the Board recommends examining whether the Rodeo MAC can feasibly take on the advisory functions previously performed by the R-10 Citizen Advisory Committee, to ensure representation in this area, without further need for additional administrative support and additional meetings. Combining the functions could potentially provide for better engagement, as Rodeo residents would have one community meeting to attend—rather than having to attend two separate meetings.*

## **Municipal Advisory Councils (MACs) and Town Advisory Council (TAC):**

### **Alamo Municipal Advisory Council**

**The Alamo Municipal Advisory Council (MAC) advises the Board of Supervisors on issues and concerns related to County services provided to the unincorporated area of Alamo.**

### ***Staff Comments/Recommendations***

*The Alamo MAC appears to be functioning as intended, and in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the Alamo MAC, and recommends that it continues.*

### **Bay Point Municipal Advisory Council**

**The Bay Point MAC advises the Board of Supervisors or other local government agencies on issues and concerns related to the unincorporated area of Bay Point.**

### ***Staff Comments/Recommendations***

*Clerk of the Board could not find evidence of online posting of the Bay Point MAC's agendas, 96 hours in advance of meetings. Clerk of the Board recommends that all MACs are given a checklist of reminders of the online posting requirements, as well as resources to assist with this process.*

### **Bethel Island Municipal Advisory Council**

**The Bethel Island MAC advises the Board of Supervisors or other local government agencies on issues and concerns related to the unincorporated area of Bethel Island.**

### ***Staff Comments/Recommendations***

*The Bethel Island MAC appears to be functioning as intended, and generally operates in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the Bethel Island MAC. However, the Clerk of the Board notes that staff would benefit from a Better Government Ordinance training, as staff may have confusion over the timelines for posting meeting agendas and notices.*

### **Byron Municipal Advisory Council**

**The Byron Municipal Advisory Council advises the Board of Supervisors on issues and concerns related to the unincorporated area of Byron.**

### ***Staff Comments/Recommendations***

*The Byron MAC appears to be functioning as intended, and in compliance with the county's*

*administrative policies. The Clerk of the Board does not recommend any changes to the Byron MAC at this time.*

#### **Contra Costa Centre Municipal Advisory Council**

**The Contra Costa Centre Municipal Advisory Council was formed to advise the Board of Supervisors, the County Planning Commission, and the Zoning Administrator on issues and concerns affecting the residents (including businesses) of Contra Costa Centre (the area surrounding the Pleasant Hill BART station).**

#### ***Staff Comments/Recommendations***

*The Clerk of the Board recommends that the Contra Costa Centre MAC may be considered a candidate for dissolution, or alternatively, that the bylaws should be modified to reflect the Council's current workload. Established in 2003 as the Pleasant Hill BART Station Vicinity Municipal Advisory Council, the Council was originally intended to replace to the Pleasant Hill BART Station Area Steering Committee. Since then, it was renamed to its current name, the Contra Costa Centre MAC in 2005, and the area has since further developed and matured. With fewer rapid changes in land use and other issues of concern, the Clerk of the Board recommends scaling back the MAC's regular meetings to a quarterly basis (rather than monthly). Additionally, given the difficulties obtaining a full roster and achieving quorum, the Clerk of the Board recommends amending the membership to 5 authorized seats, potentially with alternates as authorized under Board Item D.1 on January 14, 2014 (Survey Findings and Recommendations on Proposals to add MAC Alternate and Youth Seats).*

#### **Diablo Municipal Advisory Council**

**The Diablo MAC's purpose is to advise the Board of Supervisors, County Planning Commission, and the Zoning Administrator on land use issues and other concerns affecting the unincorporated community of Diablo.**

#### ***Staff Comments/Recommendations***

*The Diablo MAC appears to be functioning as intended, and in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the Diablo MAC at this time.*

#### **East Richmond Heights Municipal Advisory Council**

**The East Richmond Heights Municipal Advisory Council was created to advise the Board of Supervisors or other local government agencies on issues and concerns related the unincorporated community of East Richmond Heights. The East Richmond Heights MAC was newly established in 2017, and began to hold meetings in 2018.**

#### ***Staff Comments/Recommendations***

*So far, the East Richmond Heights MAC has not yet been meeting on a regular, monthly meeting schedule, plans to meet on a regular basis now that the MAC has its bearings. The Clerk of the Board noted website posting of agendas and meetings, reflecting meetings held in 2018. While relatively new, the East Richmond Heights MAC appears to be functioning as intended, and operates in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the East Richmond Heights MAC at this time.*

#### **El Sobrante Municipal Advisory Council**

**The El Sobrante Municipal Advisory Council provides input to the Board of Supervisors, the County**

**Planning Commission, and the Zoning Administrator on land use issues and other concerns affecting the unincorporated community of El Sobrante.**

***Staff Comments/Recommendations***

*Overall, the El Sobrante MAC reports that they are doing well, but are in the process of updating their bylaws to amend officer roles. Board Resolution 2011/497 indicates that changes to the bylaws regarding officer roles and responsibilities can be done with the approval of only the MAC without returning to the BOS for approval, provided that no further changes are made. If the El Sobrante MAC identifies further modifications to be made to their bylaws, the bylaws would then need to return to the Board of Supervisors for approval to become effective. Beyond their intended bylaw updates, the El Sobrante MAC appears to be functioning as intended, and operates in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the El Sobrante MAC at this time.*

**Kensington Municipal Advisory Council**

**The Kensington MAC advises the Board of Supervisors, County Planning Commission, and the Zoning Administrator on land use issues and other concerns affecting the unincorporated community of Kensington.**

***Staff Comments/Recommendations***

*The Kensington MAC appears to be functioning as intended, and operates in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the Kensington MAC at this time.*

**Knightsen Town Advisory Council**

**The Council advises the Board of Supervisors on land use and planning matters affecting the community of Knightsen and may represent the Knightsen community before the Board of Supervisors, the East County Regional Planning Commission, the Zoning Administrator and the Local Agency Formation Commission on proposed boundary changes affecting the community. Effective February 26, 2019, the Board of Supervisors has separated the Knightsen TAC members from the Knightsen Community Services District (Resolution 2019/58).**

***Staff Comments/Recommendations***

*The Knightsen MAC is currently vacant at the time of this writing, due to the reorganization authorized by the Board of Supervisors on February 26, 2019. Previously, however, the Knightsen MAC appeared to be functioning as intended, and operated in compliance with the county's administrative policies. The Clerk of the Board does not recommend further changes to the Knightsen MAC at this time, but will monitor the MACs progress with recruiting and appointing new members.*

**North Richmond Municipal Advisory Council**

**The North Richmond Municipal Advisory Council advises the Board of Supervisors on issues and concerns affecting the unincorporated community of North Richmond.**

***Staff Comments/Recommendations***

*The North Richmond MAC appears to be functioning as intended, and operates in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the North Richmond MAC at this time.*

## **Pacheco Municipal Advisory Council**

**The purpose of the Pacheco Municipal Advisory Council is to advise the Board on services which are or may be provided to the community by the County or other government agencies.**

### ***Staff Comments/Recommendations***

*The Pacheco MAC appears to be functioning as intended, and operates in compliance with the county's administrative policies. The Clerk of the Board notes that the Pacheco MAC has recently transitioned to posting its agendas and meeting notices on the county's Agenda Center platform. To make agendas easier for citizens to locate, the Clerk of the Board recommends that the Pacheco MAC include a link to the new agenda posting location on the MAC's website, but does not recommend any additional changes to the Pacheco MAC at this time.*

## **Rodeo Municipal Advisory Council**

**The Rodeo Municipal Advisory Council makes recommendations to the Board of Supervisors on issues and concerns related to County services provided to the unincorporated area of Rodeo.**

### ***Staff Comments/Recommendations***

*The Rodeo MAC appears to be functioning as intended, and to be operating in compliance with the county's administrative policies. Given the overlapping boundaries of the R-10 and the Rodeo MAC, the Clerk of the Board encourages the Rodeo MAC to consider taking on the advisory functions of the CSA R-10 Citizen Advisory Commission.*

## **Other Discretionary Bodies:**

### **Advisory Council on Equal Employment Opportunity**

**The Advisory Council on Equal Employment Opportunity assists with the implementation of the County's Equal Employment Opportunities and Contracting Programs and serves as an advisory committee to the Board of Supervisors.**

### ***Staff Comments/Recommendations***

*The bylaws for the Advisory Council on Equal Employment Opportunity (ACEEO) contain language regarding quorum requirements that allow the advisory body to meet without a quorum. This language was included in the original bylaws, approved in 1992. Currently, the ACEEO has 6 of 13 seats filled. The Clerk of the Board recommends that the advisory body consider changing its membership composition due to the difficulty of filling specific seats. Additionally, the Clerk of the Board recommends considering whether the bylaws should be updated to be consistent with the quorum requirements applied to other county advisory bodies.*

### **Council on Homelessness**

**The Contra Costa Council on Homelessness, appointed by the Board of Supervisors, provides advice and input on the operations of homeless services, program operations, and program development efforts in Contra Costa County. Further, the Council on Homelessness establishes the local process for applying, reviewing and prioritizing project applications for funding in HUD Homeless Assistance Grant Competitions, including the Continuum of Care Program and the Emergency Solutions Grant Program.**

**The Contra Costa Council on Homelessness provides a forum for the Continuum of Care to communicate**

about the implementation of strategies to prevent and end homelessness. The purpose of the forum is to educate the community on homeless issues, and advocate on federal, state, county and city policy issues that affect people who are homeless or at-risk of homelessness.

### ***Staff Comments/Recommendations***

*The Council on Homelessness has robust participation and a great deal of community interest, with record numbers of applications received by Clerk of the Board during the Council's last recruitment cycle in Fall 2018. The Council on Homelessness appears to be functioning as intended, and operates in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to Council on Homelessness at this time, and recommends the Council's continued operation.*

### **Family & Children's Trust Committee**

**The Family and Children's Trust Committee (FACT) was established in 1985 by the Contra Costa County Board of Supervisors to make funding recommendations on the allocation of specific funds for the prevention and treatment of child abuse and neglect and supportive services for families and children. Funding for FACT supported projects derived from federal and state program legislation, and donations to the County's Family and Children's Trust Fund.**

### ***Staff Comments/Recommendations***

*The Family and Children's Trust Committee (FACT) appears to be functioning as intended, and operates in compliance with the county's administrative policies. The Clerk of the Board does not recommend any changes to the FACT at this time, and recommends its continued operation.*

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

ACCEPT the 2017-2019 Triennial Review Phase II Report and specific recommendations summarized below:

1. DIRECT the County Administrator to continue implementation with the third cycle of the triennial review process for the remaining advisory bodies.
2. DIRECT the Clerk of the Board to assist with bylaw updates for the Advisory Council on Equal Employment Opportunity, related to membership and quorum requirement.
3. DIRECT the Clerk of the Board to collaborate with the District V Supervisor, County Counsel, and the Rodeo MAC to update the bylaws to perform advisory duties previously completed by the CSA R-10 Citizen Advisory Committee.
4. DIRECT the Clerk of the Board to collaborate with the District V Supervisor and related county departments to consider discontinuing the inactive M-16 Citizens Advisory Committee.
5. DIRECT the Clerk of the Board to collaborate with the District IV Supervisor to update the bylaws of the Contra Costa Centre MAC's membership and composition.
6. REQUEST that the Clerk of the Board explore new review formats to better capture the compliance of advisory bodies with county and state requirements for future cycles of the triennial review.

7. DIRECT the Clerk of the Board and County Counsel to offer a Brown Act, Better Government Ordinance, and Advisory Boards overview training for advisory board staff and chairs in 2019.
8. AUTHORIZE the Clerk of the Board to create materials and resources related to online posting requirements, for those bodies that are currently required under county policy to post agendas online.
9. AUTHORIZE the Clerk of the Board to research and develop new training requirements for advisory board members and advisory board staff, which will return to the Internal Operations Committee for discussion and approval.

**Fiscal Impact (if any):**

None.

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**Attachments**

*No file(s) attached.*

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