

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:

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