



**INTERNAL OPERATIONS
COMMITTEE
SPECIAL MEETING
October 21, 2019
Note changed time: 10:00 A.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
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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 September 9, 2019 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. INTERVIEW candidates for the At Large Alternate #3 seat on the Contra Costa County Fire Protection District - Advisory Fire Commission and DETERMINE recommendation for appointment. *(Julie DiMaggio Enea, County Administrator's Office)*
5. CONSIDER recommending to the Board of Supervisors the appointment of Michelle Hernandez to the At Large #9 seat on the Commission for Women to complete the current term that will expire on February 28, 2022. *(Julie DiMaggio Enea, County Administrator's Office)*
6. CONSIDER accepting the 2018/19 Animal Benefit Fund report. *(Beth Ward, Animal Services Director)*
7. CONSIDER accepting report on the County's current public outreach and engagement capabilities and future strategy. *(Susan Shiu, Office of Communications and Media Director)*
8. CONSIDER proposed updates to Board resolutions governing appointments to, formation of, and requirements of boards, committees, and commissions that are advisory to the Board of Supervisors. *(Jami Napier, Chief Asst. Clerk of the Board)*
9. The November 11, 2019 meeting has been canceled due to the Veteran's Day holiday. The next meeting is currently scheduled for December 9, 2019.
10. Adjourn

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.

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.

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

For Additional Information Contact:

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

3.

Meeting Date: 10/21/2019
Subject: RECORD OF ACTION FOR THE SEPTEMBER 9, 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

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 September 9, 2019 IOC meeting.

Recommendation(s)/Next Step(s):

RECEIVE and APPROVE the Record of Action for the September 9, 2019 IOC meeting.

Fiscal Impact (if any):

None.

Attachments

DRAFT Record of Action for September 9, 2019



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
SEPTEMBER 9, 2019

Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

Present: Diane Burgis, Chair
Candace Andersen, Vice Chair

Staff Present: Timothy Ewell, Staff

Attendees: Jami Napier, Chief Asst Clerk of the Board; Sarah Shkidt, CAO Sr. Mgmt Analyst; David Gould, Purchasing Services Manager

1. Introductions

Chair Burgis called the meeting to order at 1:00 p.m. and invited attendees 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 testimony was offered during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the June 10, 2019 IOC meeting.

The Record of Action for the June 10, 2019 meeting was approved as presented.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

4. RECOMMEND to the Board of Supervisors the appointment of Vincent Moita (Walnut Creek) to the County 1 seat to complete the unexpired term ending on June 30 2020, and Lisa Caronna (Kensington) to the Community 3 seat to a new term expiring on June 30, 2022, on the Affordable Housing Finance Committee, as recommended by the Affordable Housing Program Manager.

Approved as recommended.

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

5. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January 1 through June 30, 2019.

The reports were approved with the following direction to the Purchasing Services Manager:

- *The Purchasing Services Manager will issue a correction on the data for the Office of Re-entry and Justice. Error on ORJ.*
- *Send countywide report to all departments to inform how each department compares against others.*
- *Forward corrected reports to the Board of Supervisors consent agenda.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

- 6.
1. ACCEPT report regarding the use of translation and interpretation services by other counties;
 2. DETERMINE whether or not the County should adopt a policy related to interpretation and/or translation services;
 3. DIRECT staff to draft a policy on language interpretation services for Board of Supervisors meetings, if the Internal Operations Committee determines that a policy is needed.

The Committee accepted the staff report, acknowledged that the services could not be rolled out until staff relocates to the new Administration Building, and gave the following direction for next steps:

1. *Determine if the County needs to pay a retainer.*
2. *Study the actual experience for the EHSD contract*
3. *Obtain additional information from cities within Contra Costa County*
4. *Compare telephonic abilities within new building vs. having someone appear live*
5. *Prepare bid for services*
6. *Examine investment in headphones vs. rental of headphones*
7. *Report back to the Committee in October or November 2019.*

AYE: Chair Diane Burgis, Vice Chair Candace Andersen

Passed

7. The next meeting is currently scheduled for October 14, 2019.

The Committee confirmed the next meeting date.

8. Adjourn

Chair Burgis adjourned the meeting at 1:41 p.m.

For Additional Information Contact:

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

DRAFT



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

4.

Meeting Date: 10/21/2019

Subject: INTERVIEW CANDIDATES FOR THE CONTRA COSTA FIRE
PROTECTION DISTRICT ADVISORY COMMISSION

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 19/5

Referral Name: Advisory Body Recruitment

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

Referral History:

On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The Board also directed that the IOC personally conduct interviews of applicants for At Large seats on several boards, committees, and commissions including the Contra Costa County Fire Protection District Advisory Commission. The Contra Costa County Fire Protection District Advisory Fire Commission includes ten (10) seats that are appointed by the Contra Costa County Board of Supervisors: Five (5) Supervisors District seats, Two (2) At-Large seats, and Three (3) At-Large Alternate seats.

The Advisory Fire Commission's purpose is to review and advise on annual operations and capital budgets, review Fire District expenditures; advise the Fire Chief on district service matters; and serve as liaison between the Board of Supervisors and the community served by the fire district.

Referral Update:

The Commission is seeking to fill a vacancy in the At-Large Alternate #3 seat for a term that will expire on June 30, 2022. Six applications were received, but three of the six applicants neither reside nor work in the District and so are not eligible. The three remaining applicants were invited to interview with the IOC today (applications are attached):

Clayton Laderer, Walnut Creek
Richard Nakano, Martinez
Adriana Tafito, Antioch

Recommendation(s)/Next Step(s):

INTERVIEW candidates for the At Large Alternate #3 seat on the Contra Costa County Fire Protection District - Advisory Fire Commission and DETERMINE recommendation for appointment.

Attachments

Candidate Application Clayton Laderer CCCFPD Adv Fire Comm

Candidate Application Richard Nakano CCCFPD Adv Fire Comm

Candidate Application Adriana Tafitor CCCFPD Adv Fire Comm

Application Form

Profile

Clayton

First Name

Laderer

Last Name

Home Address

WALNUT CREEK

City

Suite or Apt

CA

State

94596

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?☒ District 4

Education**Select the option that applies to your high school education ***☒ G.E.D. Certificate

College/ University A

Touro University

Name of College Attended

MPH & MSPAS

Degree Type / Course of Study / Major

Degree Awarded?☒ Yes ☐ No

College/ University B

Western International University

Name of College Attended

B.S. International Business

Degree Type / Course of Study / Major

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

District IV

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

While I have not attended the Contra Costa County Fire Board meetings, I have attended the San Ramon Fire District Board meetings approx 4 times in the past for various reasons. As a resident and a medical provider within Contra Costa County, I am very much interested in the type, quality, growth and efficiency of the emergency services offered by the Contra Costa County Fire District. As a retired Firefighter/Paramedic, I am intimately familiar of the equipment, operations, scheduling and budget aspects of a Fire Department/District. I would like to contribute in the continued development of the Fire District for our citizens and visitors of Contra Costa County.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☐ Yes ☒ No

List any volunteer or community experience, including any advisory boards on which you have served.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Fire Department Experience, Pre-hospital experience, Physician Assistant, Clinic Management

[C.laderer_AFC_Contra_Costa.docx](#)

Upload a Resume

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Clayton Laderer

2255 Lariat In., Walnut Creek, CA 94596
Cell: 415-305-4359 - c.laderer@yahoo.com

May 28, 2019

Contra Costa County District

RE: Fire Advisory Board

Dear Sir or Ma'am,

I am writing to request consideration for appointment to the Contra Costa County Fire Advisory Board.

My background includes serving in the Fire Service as a Firefighter/Paramedic with extensive prehospital care, 4 years as a Physician Assistant. Currently, I am working in John Muir providing Urgent Care services and Electrophysiology Cardiac services within Contra Costas County.

Recently, I served as the Clinic Supervisor for the Chevron Corporation Headquarters where I oversaw all clinic operations from budgeting, training, compliance, program management, etc. in addition to seeing patients. Provided trainings for communicable diseases, country risks, etc. to requesting business unit teams. I have also consistently endeavored to raise my knowledge and assist my community by taking on additional training positions in my spare time, such as EMT, ACLS, CPR, First Aid, PALS, and currently serving as a Lead Fire Instructor at Los Medanos College Fire Academy.

Above and beyond my knowledge, strong work ethic, and desire to serve my community, you will find me the same gregarious type, hard worker, and someone who is easy to work beside and a pleasure to interact with. I'm a "down to earth" guy who immensely loves his wife and kids, community, has good friends, and who spends his down time working on home construction projects, being a pilot, working out at the gym, and anything else physically active.

I respectfully, request your consideration for this appointment.

Sincerely,

Clayton Laderer
c.laderer@yahoo.com

CLAYTON LADERER

2255 Lariat Ln. Walnut Creek, CA. 94596
EMAIL: c.laderer@yahoo.com | PHONE: 415-305-4359

PROFESSIONAL PROFILE

Highly trained Physician Assistant, Firefighter, Paramedic, and pilot completed dual program for Master of Public Health and Master of Physician Assistant Studies.

Career highlights include:

- 15 years' Experience with Fire Department and US Military
 - Iraq War Zone Paramedic Experience (2004)
 - FEMA Hurricane Katrina Response Experience (2005)
 - FEMA National Incident Management System Experience
 - Management Experience
 - Mission Focused
 - Educator experience
 - Liaison experience
-

Academic Experience

Master of Science (Physician Assistant); Touro University, August 2012 - June 2015

Master of Science (Public Health); Touro University, August 2012 - June 2015

Bachelor of Science (International Business); Western International University, October 2003 - Nov 2006

Associate of Science (Fire Science); Mesa Community College, June 2002

Work Experience

Physician Assistant

John Muir Urgent Care, Orinda CA. February 2018 - Present
Sutter Urgent Care, Antioch, CA. October 2015 - Dec 2018
Provide urgent illness/injury evaluation and management. Perform procedures, such as, I&D's, sutures, splinting, injections, etc.

Chevron Corporation, San Ramon, CA. July 2017 - July 2018
Perform various medical exams, travel health consults and biomedical surveillance exams. Responsible for clinic administration, budget, training, and staff supervision. Participate in clinic process improvement teams, liaison with other domestic and international medical clinics. Maintains and communicates expertise on health risk and specific country requirements to domestic and International staff. Coordinates clinic marketing by coordinating open houses and health fairs. Provide professional support on special projects and other activities when assigned by Regional Director.

Northbay Healthcare, Fairfield, CA. August 2016 - July 2017
Provide Orthopedic Trauma care in the outpatient clinic, inpatient management, and first assist in surgery.

***Full-Time Student** May 2011 - August 2012
Prerequisite classes. Obtained prerequisite classes for PA school.

Commercial Pilot (First Officer)

SkyWest Airlines and Great Lakes Airlines. July 2010 - May 2011
Proficiently provided safe transport of passengers and assisted with hundreds of flight operations. Knowledgeably communicated and coordinated with traffic control and ground crew. Constantly verified and managed technical flight information as operations progressed. Continually assessed passenger safety, including imminent and latent dangers to the airplane.

Fire Service

Fire Academy Instructor (Part-time) August 2012 - Present
Los Medanos College. Expertly provide instruction in emergency equipment, fundamentals of fire ground operations, and response procedures. Develop, coordinate, manage, evaluate, and critique drill scenarios. Liaison with local Fire Departments concerning training & program development.

Firefighter/Paramedic

San Francisco Fire Department. August 2002 - February 2009

Tempe Fire Department. August 1998 - August 2002

Rural Metro Fire Department. April 1996 - August 1998
Expertly provided fire protection, prevention, training and emergency medical services. Entered hazardous environments to assess and gain control of natural disasters and accidents/incidents impacting public health and safety. Evaluated and treated victims of disasters and accidents as well as managed patient care on emergency scenes. Served as a Paramedic Preceptor.

***Paramedic** (took leave from SFFD to serve in Iraq) February 2004 - August 2004

KBR Services. Provided medical services to civilian contractors and Iraqi nationals in a war-zone environment. Competently established clinics at coalition sites, while supporting U.S. efforts in Operation Desert Storm/Shield. Set up clinics in Al Hillah and Karbala.

General Manager

June 1995 - April 1996
Hollywood Video. Managed store operations, including accounting, customer service, and human resources. Skillfully kept the store profitable, customers satisfied, and employees highly trained and motivated.

Damage Control Fireman

July 1993 - June 1995
U.S. Navy. Managed and provided shipboard fire protection. Organized, supervised, and critiqued training. Conducted inspections to ensure safety. Secret security clearance. Honorable Discharge.

Professional License/Certification

NCCPA Certified
California State Physician Assistant
National Registry & CA Paramedic

Advanced Cardiac Life Support and Basic
Life Support
Pediatric Advanced Life Support
International Trauma Life Support
Advanced Medical Life Support

Tactical Combat Casualty Care
CA State Fire Instructor & Evaluator
Firefighter I & II
Hazardous Materials First Responder
Confined Space Rescue
Nuclear/Radiological Monitoring (Train-the-
Trainer)
Rope Rescue I & II
IS-200, 300, 700, 800

Application Form

Profile

Richard

First Name

S.

Middle Initial

Nakano

Last Name

Home Address

Suite or Apt

Martinez

City

CA

State

94553

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?☒ District 5

Education**Select the option that applies to your high school education ***☒ High School Diploma

College/ University A**Name of College Attended**

Whittier College

Degree Type / Course of Study / Major

BA / History - PreMed

Degree Awarded?☒ Yes ☐ No

College/ University B**Name of College Attended**

Saint Mary's College

Degree Type / Course of Study / Major

MBA / Management

Degree Awarded?

☒ Yes ☐ No

College/ University C

Name of College Attended

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

Other schools / training completed:

Course Studied

Stanford Advanced Management College

Hours Completed

32

Certificate Awarded?

☒ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

Martinez

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

I served four years in the largest volunteer fire department in Northern Virginia. I achieved National Certification as a Level 2 fire fighter. I qualified as a pump operator and driver. I was qualified as an EMS technician. I achieved the rank of Lieutenant before moving to California. As a member of the Contra Costa Civil Grand Jury, I was involved in investigations that included the Fire District and its operations. I believe that with the combination of experience and rare insight into fire district operations, I could provide useful perspectives. I am familiar with the management of the fire district and have a unique perspective into its operations.

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☐ Yes ☒ No

List any volunteer or community experience, including any advisory boards on which you have served.

Contra Costa Civil Grand Jury - Foreperson, Wells Fargo Asian Connection - Chairman, Saint Mary's College Graduate Business Alumni - President, Contra Costa Food Bank - volunteer, Hispanic Realtors Assn - Treasurer

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Four years experience as a nationally certified Level 2 Firefighter, EMT certified. Certified pump operator and driver. Familiar with Fire Department operations. Most recently, as a member of the CC Grand Jury, reviewed CC Fire District operations. This offered a unique insight and a history of issues affecting the strengths and weaknesses of fire operations in the County. Strong management, budget, planning and team building skills

Upload a Resume

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ I Agree

Application Form

Profile

Adriana Bianca Tafito
First Name Middle Initial Last Name

Home Address Suite or Apt
Antioch CA 94531
City State Postal Code

Primary Phone
Email Address

Which supervisorial district do you live in?
None Selected

Education

Select the option that applies to your high school education *
☒ High School Dipoloma

College/ University A
Name of College Attended
Degree Type / Course of Study / Major
Degree Awarded?
☐ Yes ☒ No

College/ University B
Name of College Attended
Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☐ No

College/ University C

Name of College Attended

Los Medano

Degree Type / Course of Study / Major

Degree Awarded?

☐ Yes ☒ No

Other schools / training completed:

Course Studied

National Certified Clinical Hemodialysis Technician

Hours Completed

Greater than 1200

Certificate Awarded?

☒ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Contra Costa County Fire Protection District - Advisory Fire Commission: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

With the current state of fire risk and my love for Contra Costa County, I would like to become more involved in the government side of fire protection

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☐ Yes ☒ No

List any volunteer or community experience, including any advisory boards on which you have served.

Registered for Martinez Cert training

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I have been a health care worker for 25 years and am a Native Contra Costa resident

[Upload a Resume](#)

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ **I Agree**



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

5.

Meeting Date: 10/21/2019

Subject: RECOMMENDATION FOR APPOINTMENT TO THE COMMISSION FOR WOMEN

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 19/5

Referral Name: Advisory Body Recruitment

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

Referral History:

The Contra Costa Commission for Women was formed to educate the community and advise the Contra Costa County Board of Supervisors on issues relating to the changing social and economic conditions of women in the County, with particular emphasis on the economically disadvantaged. The Commission's mission is, "to improve the economic status, social welfare, and overall quality of life for women in Contra Costa County."

In September 2017, the IOC held a discussion about problems that had been reported concerning the Commission for Women including a spate of member resignations, inability to achieve a meeting quorum, blurred responsibilities, disagreement over the Commission's mission, factions and fragmentation, open meeting act errors, and loss of interest among some of the membership. The IOC has worked with the Commission over the last two years to institute policy and bylaws changes to address the issues that have hindered functioning of the Commission.

Referral Update:

The Commission for Women continues to face membership challenges. To assist the Commission in achieving a quorum, we recommend the appointment of Michelle Hernandez (Concord) to the At Large #9 seat with a term expiration of February 28, 2022. Ms. Hernandez's application and resumé are attached.

Upon appointment by the Board, two vacancies will remain: one At Large seat and one District III seat.

Recommendation(s)/Next Step(s):

RECOMMEND to the Board of Supervisors the appointment of Michelle Hernandez to the At Large #9 seat on the Commission for Women to complete the current term expiring on February 28, 2022.

Fiscal Impact (if any):

None.

Attachments

Candidate Application Michelle Hernandez Comm For Women
Commission for Women Roster

Application Form

Profile

Dr. Michelle

First Name

R.

Middle Initial

Hernandez

Last Name

Home Address

Suite or Apt

Concord

City

CA

State

94521

Postal Code

Primary Phone

Email Address

Which supervisorial district do you live in?

☒ District 4

Education

Select the option that applies to your high school education *

☒ CA High School Proficiency Certificate

College/ University A

Alliant International University

Name of College Attended

PhD Clinical Psychology

Degree Type / Course of Study / Major

Degree Awarded?

☒ Yes ☐ No

College/ University B

CSU EAST BAY

Name of College Attended

BS CRIMINAL JUSTICE
ADMINISTRATION

Degree Type / Course of Study / Major

Degree Awarded?

☒ Yes ☐ No

College/ University C

UC DAVIS

Name of College Attended

BA Psychology

Degree Type / Course of Study / Major

Degree Awarded?

☒ Yes ☐ No

Other schools / training completed:

Course Studied

Hours Completed

Certificate Awarded?

☐ Yes ☐ No

Board and Interest

Which Boards would you like to apply for?

Equal Employment Opportunity Advisory Council: Submitted

Affordable Housing Finance Committee: Submitted

Advisory Council on Aging: Submitted

Arts & Culture Commission: Submitted

Mental Health Commission: Submitted

Merit Board: Submitted

Commission for Women: Submitted

Workforce Development Board: Submitted

Racial Justice Task Force: Submitted

Racial Justice Oversight Body: Submitted

Seat Name

Have you ever attended a meeting of the advisory board for which you are applying?

☐ Yes ☒ No

If you have attended, how many meetings have you attended?

Please explain why you would like to serve on this particular board, committee, or commission.

As a mental health professional it is essential that the services within our community be representative of our demographics, culture, and inclusiveness .

Qualifications and Volunteer Experience

I would like to be considered for appointment to other advisory boards for which I may be qualified.

☒ Yes ☐ No

Are you currently or have you ever been appointed to a Contra Costa County advisory board, commission, or committee?

☒ Yes ☐ No

List any volunteer or community experience, including any advisory boards on which you have served.

IHSS Public Authority Advisory Committee

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

Dr. Michelle Hernández

[RESUME_2019_1_.docx](#)

Upload a Resume

Conflict of Interest and Certification

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

Please Agree with the Following Statement

I certify that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and undersand that all information in this application is publicly accessible. I understand that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

☒ **I Agree**

Dr. Michelle R. Hernandez

Concord, California 94521

Education:

March 25, 2019

- 2011 Alliant International University
California School of Professional Psychology, San Francisco, Ca.
Doctor of Philosophy in Clinical Psychology
- 2006 University of California, Berkeley Extension, Berkeley, Ca.
Certificate of Achievement in the Study of Loss and Grief
- 2002 John F. Kennedy University, Orinda, Ca.
Master of Arts in Counseling Psychology: Specialization in Somatic Psychology
- 1998 California State University, Hayward, Ca.
Bachelor of Science in Criminal Justice Administration: Specialization in Law Enforcement
- 1996 University of California, Davis, Ca.
Bachelor of Arts in Psychology

Professional Work Experience:

2014-Present National Disability Advocate

Travels giving presentations on a myriad of topics related to disability. Subjects include but are not limited to: Physical , learning , cognitive, and psychiatric disabilities. Uses interactive and experiential exercises to engage the specific audience. Material is enhanced by the use of digital media and design, along with audio and visual aids. All the while focusing on the relevance of current events through social media.

2012-2013 Psychological Services Center, Oakland, Ca.: Outreach Coordinator

Used public relations skills to promote awareness of mental health

issues in Alameda County. Worked directly with members of the community to educate people and explain the importance of mental health aspects within the elderly, disabled, and underrepresented minority groups. Implemented support groups in various senior centers in and surrounding Oakland, California. Collaborated with foster youth services by appointing doctoral students to serve as liaisons by providing psycho-educational groups to the youth. Contracted with Center for Independent Living, Berkeley, California, and provided mental health counseling to the homeless, severely disabled, deaf, and psychiatric population.

2011-2012 **Psychological Services Center**, Oakland, Ca.:
2 nd Half-Time Post-doctoral Intern (CAPIC Accredited)

Psychodiagnostic assessor and therapist in adult outpatient mental health clinic. Curriculum developer for “Wellness Strategies” at Center for Independent Living, Berkeley.

Client population served includes low SES adults in an ethnically diverse environment, the geriatric population, and the physically disabled.

Duties include psychological assessment of parents in forensic settings, report writing, making recommendations to Child Protective Services, treatment planning and implementation, psychotherapy, DSM-IV-TR diagnoses, progress reports, termination, presentations, and didactic training participation, as well as co-leading a Support Group for the Physically Disabled.

Theoretical orientation: psychodynamic.

2010-2011 **Psychological Services Center**, Oakland, Ca.:
1 st Half-Time Pre-doctoral Intern (CAPIC Accredited)

Psychodiagnostic assessor and therapist in adult outpatient mental health clinic. Teacher of ‘Life Strategies for Seniors’ at the Center for Elder Independence in Oakland, Ca.

Client population served includes low SES adults in an ethnically diverse environment, the geriatric population, and the physically disabled.

Duties include psychological assessment of parents in forensic

settings, report writing, making recommendations to Child Protective Services, treatment planning and implementation, psychotherapy, DSM-IV-TR diagnoses, progress reports, termination, presentations, and didactic training participation, as well as co-leading a Support Group for the Physically Disabled.

Theoretical orientation: psychodynamic.

2009-2010 **Psychological Services Center**, Oakland, Ca.:
1st Half-Time Pre-doctoral Intern (CAPIC Accredited)

Psychodiagnostic assessor and therapist in adult outpatient mental health clinic.

Client population served includes low SES adults in an ethnically diverse environment.

Duties include psychological assessment of parent/s in forensic settings, report writing, making recommendations to Child Protective Services, treatment planning and implementation, psychotherapy, DSM-IV-TR diagnoses, progress reports, termination, presentations, and didactic training participation, as well as co-leading a Support Group for the Physically Disabled.

Theoretical orientation: psychodynamic.

2007-2009 **Contra Costa Crisis Center** in Walnut Creek, Ca.:
Grief Counselor serving individual clients as well as co-facilitator of a support group for widow and widowers and a support group for survivors who have lost a loved one in their family.

2007-2008 **Los Medanos College** in Pittsburg, Ca.:
Mentor for The Puente Program: Focus is on assisting and advocating for the Latino population to transfer to a four- year university and attain higher education.

2006-2007 **New Directions Counseling Center** in Concord, Ca.:
Therapist Intern serving disadvantaged clients:
Medi-Cal, Court- Mandated, and Victims of Crime specifically.
Center closed in December of 2007.

2004-2005 **Center for Independent Living** in Berkeley, Ca.:
English and Spanish counseling populations.

Co-facilitator of support group for individuals with physical disabilities.

Supervised a San Francisco State University psychology intern student.

Experience in reporting and writing various reports including but not limited to Child Protective Services, General Assistance, and Social Security Disability.

2003-2004

The United States Department of Veterans Affairs

Readjustment Counseling Service
Concord Vet Center, Concord Ca.

PhD Intern serving clients with Post Traumatic Stress Disorder and/or Sexual Trauma Victims.

Assessment competency in administering the Clinician Administered PTSD scale for DSM IV.

Competency in writing Social Security Disability Reports.

2001-2002

John F. Kennedy University Community Counseling Center

Pleasant Hill, Ca.

Counseling Trainee: 500+ hours of counseling experience.

Member of Evaluation Committee: completing intakes; assessing appropriateness for the center, and making referrals.

Facilitator of support group for individuals with physical disabilities and/or terminal illness.

Professional Training:

Present –

2019 - Latina Leadership Network of the California Community Colleges

Presented Workshop, “Owning Your Authenticity”

2019 San Francisco State University

Presented Workshop. “Let’s Meet at the Intersection”

2017 Pacific Rim Conference “Culture and Disability”

- 2011 **Disability Training: How to Counsel Clients with Physical Disabilities:**
Psychological Services Center, Oakland, Ca.
- 2010 - **Counseling the Disabled within the Community: A Holistic Perspective** UC
Berkeley Extension; School of Education. San Francisco, Ca.
- 2010 - **Disability Training: Physical & Learning Disabilities from a Mental Health
Perspective:** Alameda Family Services, Alameda, Ca.
- 2009- **Continuing Education Instructor: ‘Wounded Warriors: Helping Returning
Veterans Achieve Higher Education’:** Alliant International University, San
Francisco, Ca.
- 2008- **Guest Speaker on ‘Disability and Equal Access to Community College’:** Alliant
International University, San Francisco, Ca.
- 2008- **Guest Speaker on ‘Disability and Equal Access to Elementary Education’:**
Chabot College, Fremont, Ca.
- 2008- **Effective Teaching:** Alliant International University, San Francisco, Ca.
- 2007- **Disability, Families, and Law:** Alliant International University, San Francisco, Ca.
- 2007- **Neuropsychology:** Alliant International University, San Francisco, Ca.
- 2006- **Orientation- Pre Release Counselor for San Quentin Prison**
- 2006- **Grief Support: After a Sudden Death:** UC Berkeley Extension, Berkeley, Ca.
- 2006- **Spiritual Issues in Aging, Illness and Death:** UC Berkeley Extension, Berkeley, Ca.
- 2005- **Introduction to Loss and Grief Issues:** UC Berkeley Extension, Berkeley, Ca.
- 2004- **National Center for PTSD:** Veterans Administration, Menlo Park, Ca.
- 2004- **Psychopharmacology:** Alliant International University, San Francisco, Ca.
- 2004- **Poster Presentation- ‘Intrusiveness in mother-child relationships when the child
has a physical disability’:** Alliant International University, Alameda, Ca.
- 2004- **Child Custody, Mediation, and Evaluation:** Alliant International University,
Alameda, Ca.

Awards and Honors:

2016	Los Medanos College Keynote Speaker Disability Success
2008 - 2009	Honorary Recipient of the CSPP Mental Health Services Act Fellowship.
2010	Featured Exclusive Article in “The Voice of Alliant”

Boards and Commissions:

2018	Board of Directors Independent Living Resource of Contra Costa County
2017	Contra Costa County - IHSS Public Authority Advisory Committee Hand in Hand - Domestic Workers Alliance
2017	Christopher & Dana Reeves Foundation
2015	Board of Directors Easy Does It Berkeley, Ca.
2015	Council Member Metropolitan Transportation Commission Policy Advisory Council
2013	Arthritis Foundation Ambassador
2010 - 2016	Commissioner City of Oakland: Mayor’s Commission on People with Disabilities

Affiliations:

- Latina Leadership Network
- California Psychological Association
- American Psychological Association
Division 22 Rehabilitation Counseling
- Division 35 Society for the
Psychology of Women\
Alameda County Psychological Association

- Contra Costa Psychological Association
- Society for Disability Studies
- Sacramento Valley Psychological Association
- California Latino Psychology Association
- San Francisco Psychology Association

References:

- | | |
|--|--|
| ❖ Dr. Nina Ghiselli | Alliant International University
Director- Disabled Student Services
One Beach St. Suite 100
San Francisco, Ca. 94133 |
| ❖ Dr. Elizabeth Milnes | Psychological Services Center
519 17 th St. Suite 210
Oakland, Ca.94612 |
| ❖ Dr. Terry Meyers | Psychological Services Center
519 17 th St. Suite 210
Oakland, Ca. 94612 |
| ❖ Dr. Dalia Ducker | Alliant International University
Professor
One Beach St. Suite 100
San Francisco, Ca. 94133 |
| ❖ Dr. Michael Rubino
(

Bill Fox L.C.S.W
(| Rafa Counseling Assoc.
101 Gregory Ln # 33
Pleasant Hill, Ca. 94520

Kaiser Permanente
Manager- Behavioral Health
200 Muir Road
Martinez, Ca. 94553 |
| ❖ Marco Godinez M.A. | Puente Counselor – Los Medanos College |

(

2700 East Leland Rd.
Pittsburg, Ca. 94565

* Letters of recommendation upon request

COMMISSION FOR WOMEN ROSTER
AS OF 10/16/19

Michelle Brown	24-Apr-18	28-Feb-20	At-Large 1
Rosa Argentina Davila-Luevano	14-Mar-17	28-Feb-20	At-Large 2
Dayanna Macias-Carlos	1-Mar-19	28-Feb-22	At-Large 3
Lanita Mims	6-Nov-18	28-Feb-20	At-Large 4
Hannah R Brown	1-Mar-19	28-Feb-22	At-Large 5
Ariana J Rickard	23-Oct-18	28-Feb-21	At-Large 6
Phyllis Gordon	14-Mar-17	28-Feb-20	At-Large 7
Julianna Hynes	1-Mar-19	28-Feb-22	At-Large 8
Vacancy	22-Jan-19	28-Feb-22	At-Large 9
Vacancy	1-Mar-18	28-Feb-21	At-Large 10
Deborah Cowans	1-Mar-19	28-Feb-22	At-Large Alternate
Joey Smith	1-Mar-19	28-Feb-22	District I
Kelly Clancy	10-Sep-19	28-Feb-22	District II
Vacancy	1-Mar-19	28-Feb-22	District III
Lauren A. Babb	1-Mar-18	28-Feb-21	District IV
Kirsten Upshaw	9-May-17	28-Feb-20	District V



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

6.

Meeting Date: 10/21/2019
Subject: 2018/19 Animal Benefit Fund Report
Submitted For: Beth Ward, Animal Services Director
Department: Animal Services
Referral No.: IOC 19/8
Referral Name: Animal Benefit Fund PY Review
Presenter: Beth Ward **Contact:** Beth Ward (925) 608-8472

Referral History:

On April 21, 2015, during fiscal year 2015/16 budget hearings, the Board of Supervisors received several comments from the public regarding the Animal Benefit Fund. On May 12, 2015, the Board of Supervisors adopted the fiscal year 2015/16 budget, including a formal referral of this matter to the Internal Operations Committee.

On September 14, 2015 IOC received a staff report summarizing prior year expenditures and current fund balance of the Animal Benefit Fund. On March 28, 2016, the IOC approved a proposal to expand the animal services donation program and reported out to the Board of Supervisors on April 19, 2016. The Board Order directed the Animal Services Director to report annually to the IOC on the impact of the Animal Benefit Fund on the community and families, creating a new standing referral. The IOC has previously received two such reports for FYs 2016/17 and 2017/18.

During last year's report presentation, Animal Services Director Beth Ward advised the IOC that at the current rate of expenditure, the fund balance would be exhausted in about two years, and so more donations would be needed to meet expanding services.

Referral Update:

Please see the attached 2018/19 Animal Benefit Fund report.

Recommendation(s)/Next Step(s):

ACCEPT the 2018/19 Animal Benefit Fund report.

Attachments

2018/19 Animal Benefit Fund Report



2019 Animal Benefit Fund Report



Contra Costa Animal Services
4800 Imhoff Place
Martinez, CA 94553

Introduction

It is our pleasure to present Contra Costa Animal Services' (CCAS) annual report for the Animal Benefit Fund (ABF). This report highlights the progress we've made in strengthening and modernizing our ability to place and care for animals in our shelters, driven by the generous contributions of individuals, organizations and corporations in Contra Costa County and beyond.

The Animal Benefit Fund was established by the Contra Costa Board of Supervisors in 1988 as a way to accept monetary donations from compassionate individuals who want to help our shelter animals. All funds are used to enhance the care and well-being of animals in our shelters and to enhance programs of humane welfare and education for the residents of Contra Costa County.

In FY 18/19, ABF funds were allocated to a range of projects and initiatives geared towards enhancing the care and enrichment of our animals, as well as supporting pet owners in Contra Costa County. Propelled by the collective generosity of over 3,000 donors who contributed just under \$108,000, CCAS was able to make significant improvements in the areas of shelter enrichment, treatment and support for animals.

Over the last year, the Animal Benefit Fund has allowed CCAS to put ideas into action, the results of which are highlighted throughout this report. To our donors, we say, "Thank You" for believing in us and for providing us the tools necessary to impact and save even more lives.

Behind every number is a story. This report highlights a few of those that touched and inspired us, and spurred us to action. For that, our thanks go to the community, adopters, transfer partners, staff and volunteers who either contributed to the fund, adopted an animal into their home or organization, or who gave their time or talent to ensure the best outcomes possible for the animals in our care. The heart-warming results you will read about in this report are a testament to the spirit of compassion, innovation and hard work exhibited by CCAS in the last fiscal year.





Spay and Neuter Program



Cats and dogs on our recovery beds after surgery



In FY18/19, CCAS allocated \$100,000 in funding to increase opportunities for low-cost spay and neuter services in Contra Costa County. Working with our collaborative partners Fix Our Ferals, Contra Costa Humane Society, Paw Fund and Positively SAFE, the fund provided over 1,000 low-cost spay and neuter surgeries for dogs and cats that may not have otherwise been altered. In addition to the spay and neuter services provided through this fund, animals that were altered also received microchips, vaccines, and treatments such as flea and deworming medications.

1008

Low-Cost Spay/Neuter
Surgeries

361

Microchips
Implanted

621

Low-Cost
Vaccinations,
Flea & Deworming
Treatments

Pet Retention/Shelter Intervention



The CCAS/ARF Pet Retention Program has become an overwhelming success in keeping animals out of Contra Costa County shelters. Through this collaborative program we were able to help over 200 pet owners keep or re-home their pets in the last fiscal year. In FY 18/19, \$22,265 in Animal Benefit Funds were utilized by this program to provide support for the 600+ pet owners who requested assistance. Equally important, in FY 18/19 we were able to identify common themes that lead people to surrender their pets, allowing us to bolster our existing resources in those areas and seek new resources to address issues. Beyond the statistical successes enjoyed by the program, the real measure of success can be found in the stories, photos and thank you cards we receive from people whom we've helped keep their pet in their family.



600+

Requests for Assistance

200+

Pets Kept in Homes or Re-homed

\$22,265

In Pet Retention/
Shelter Intervention
Support

Pictured above is San San. Her owner was moving and needed to desperately re-home her dog, or risk surrendering her to CCAS. Through the CCAS/ARF Pet Retention Program, we were able to coordinate with Samoyed Rescue to find a suitable placement for San San and keep her out of the shelter. She has since found a loving home and has never had to step foot into a shelter.

Transfer Partner Assistance (Bridge Fund)

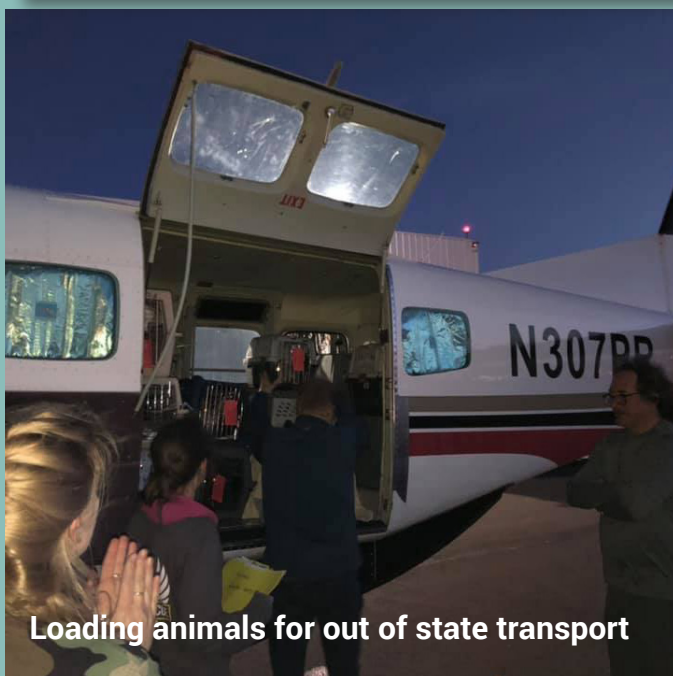


Tiffany the dog looking happy in her goodbye photo on her way to Contra Costa Humane Society

The CCAS Bridge Program served as a mechanism to assist our transfer partners in adopting more animals, particularly those with medical issues. In FY18/19, over \$11,000 in Bridge Program funds were utilized in assisting transfer partners in adopting special needs animals from the Martinez and Pinole shelters. In December of 2018, with input from our Transfer Partners, CCAS made the strategic decision to discontinue the Bridge Program in FY18/19 and re-allocate the remaining funds to Medical Assistance (Panda's Gift Program). This decision streamlined the process to more effectively help our partners in alleviating the costs of medical and other services they incur as a result of pulling special needs animals from our shelters.

52

**Animals
Supported
Through
the Bridge Fund**



Loading animals for out of state transport

\$11,232

**in Transfer
Partner
Assistance**

17

**Veterinary
Partners**



Medical Assistance (Panda's Gift Program)



The Panda's Gift Program was created to provide medical services to animals in need that have conditions beyond CCAS' ability to treat. In FY 18/19, \$9,799 in Animal Benefit Funding was utilized for medical assistance. The funding allowed CCAS to provide animals with acute medical conditions the urgent medical care they needed. From providing urgent care to animals with severe trauma to performing complicated surgeries to save the lives of animals in the hopes they will find their forever homes, the Panda Fund has made a huge difference in CCAS' ability to care for animals with severe trauma and conditions.

A black dog is lying on a yellow towel on a table in a veterinary clinic. Two female veterinarians are performing a dental procedure on the dog. The veterinarian on the left is wearing a blue and white patterned surgical cap and dark scrubs. The veterinarian on the right is wearing a blue surgical cap, a blue face mask, and blue scrubs. They are both focused on the dog's mouth. The background shows a typical veterinary clinic environment with various medical equipment and supplies.

\$753

Average cost of
medical
procedures

8

Veterinary hospitals
and clinics
participating in the
Panda Fund

\$9,799

In Medical Assistance/
Panda Support

Education and Awareness



Over the last fiscal year, the Animal Benefit Fund supported an array of projects that sought to educate and increase awareness about important animal welfare issues, such as the benefits of adoption and the importance of pet licensing. Projects funded by the Education & Awareness Fund in FY 18/19 include: the 2019 CCAS Licensing & Microchip Awareness campaign, social media campaigns targeted towards underserved communities, radio PSAs and the implementation of new, educational signage at the Martinez shelter. ABF funds have allowed CCAS to take our marketing and public education game to the next level and ensure the community is aware and engaged in our work.

\$18,318

Spent on Education



Contra Costa Animal Services
Published by Jenny Thornburg [?] · September 30 at 7:30 AM ·

Losing your pet can be a devastating experience. If your pet is licensed or microchipped, your odds of getting him back go up significantly. Here are some other things you can do in case you lose your pet:
<http://www.co.contra-costa.ca.us/2.../Search-for-Your-Lost-Pet>

Why Should You License Your Pet?

If your pet is lost, you have a much better chance of getting him back.
A license tag helps animal control and shelters quickly identify your dog and get him back to you safely. Remember to update your contact information if you move so that the information is kept current.

Licensing lets people know your pet has been vaccinated for rabies.
A dog cannot be licensed unless it is properly vaccinated. If your pet is loose and bites another animal or person, a license can save his life. Animal Control or a good veterinarian will be much more likely to handle and care for your missing pup if they know that it is healthy doesn't have rabies.

License fees are used to help care for shelter animals.
The annual fee that you pay to license your dog helps to keep shelters running and supports the work of your local animal control. By paying to properly ID your dog, you are helping to feed and house stray dogs found on the streets within your city.

It's the law!
It's mandatory that dog owners have their pets licensed. If you get caught without a license, which can and does happen, you could receive a hefty fine.

Contra Costa Animal Services [Send Message](#)

2.1 Million+

People Reached During June License/Microchip Ad Campaign

213

Pets Microchipped During June Microchip Clinics

Don't Lose Your Best Friend! \$5 Microchips at the Contra Costa County Low-Cost Microchip Clinic

Microchips can be purchased for \$5 and CCAS animal care staff will implant them in your pet for free. Three dates available:

Sat., June 1st
11:00am-2:00pm
Where: Supervisor Burgis' Brentwood Office, 3361 Walnut Blvd., Brentwood

Sat., June 15th
10:00am-1:00pm
Where: Davis Park, San Pablo 1661 Folsom Ave, San Pablo

Sat., June 22
11:00am-2:00pm
Where: Concord Police Department 1350 Galindo St., Concord

Take advantage of this reduced cost microchip clinic to make sure you're able to reconnect with your pet if it ever escapes.

Participants in the microchip clinic will receive a FREE "doggie bag" with treats and helpful info for you and your pet.

For more information, call 925-608-8400, or email: asdweb@asd.cccounty.us



General (Shelter Enrichment)

This beautiful girl is Wanda, who came to CCAS in April of 2018 and was described as nervous, timid and highly dog reactive. Wanda was a dog with a lot of potential, she just needed to work on building her confidence and being more at ease around other dogs. She quickly became a project of our enrichment team due to these issues and the potential she showed. To help Wanda succeed, our team utilized a range of measures to reduce her stress and improve her confidence, including visual barriers to cover the other dog kennels to help alleviate her stress, working on human and dog interactions, muzzle training and providing her with in-kennel enrichment activities to keep her sane in the kennel. Over time, Wanda's behavior steadily improved and she was ultimately adopted by her soulmate, a woman who was familiar with the breed and all of Wanda's quirks. We were so excited to receive an update from Wanda's adopter who reports that Wanda, now named "Rachel," is doing fabulous and that she enjoys her home and her daily walks in the Presidio.



12,014

**Out of Kennel
Enrichment
Sessions**

54

A woman with long brown hair, wearing a blue t-shirt and sunglasses on her head, is leaning over a concrete barrier. She is pointing at a colorful sticker on the barrier with her right index finger. A tan-colored dog with a blue collar is looking at the sticker. The background is slightly blurred, showing a person walking in the distance.

\$226,105

**In Shelter
Enrichment
Support**

15,073

**In-Kennel
Enrichment
Sessions**

In FY 18/19, CCAS added the Shelter Enrichment component to the ABF which has allowed CCAS to take our animal enrichment efforts to the next level. While CCAS enjoys a 92% live release rate for dogs, many of these dogs can be housed at our shelters in excess of 60 days. Providing a robust enrichment program to alleviate the daily stresses dogs experience while in the shelter was a top priority, and the Shelter Enrichment component of the ABF helped us achieve that goal. From in-kennel enrichment, walks and activities, to trainings, evaluations and timid dog management, the ABF funds utilized for animal enrichment made a significant impact in maintaining or improving the behavior levels of CCAS dogs during their time in our shelters.

55

Thank You to Our Donors



Contra Costa Animal Services sends a heartfelt thank you to the generous individuals, organizations, and corporations who have given to the Animal Benefit Fund this year. Your contributions have supported CCAS in providing better care and enrichment for our animals, increasing public services to assist pet owners and community partners and improving live outcomes at our shelters. CCAS is grateful for each and every contribution, funding that has allowed us to save and transform lives in ways we could have never imagined. We simply could not do this without you!

\$107,798

**in Contributions
to the Animal
Benefit Fund**



3,019

Donors

\$5,000

**Largest Individual
Contribution**

**(\$80 average contribution
amount)**



Financials

Animal Benefit Fund Balance	
FY 18/19 Starting Fund Balance	\$755,148.10
FY 18/19 Expenses	\$539,670.83
FY 18/19 Revenues	\$122,544.62
FY 18/19 Ending Fund Balance	\$338,021.89

Animal Benefit Fund Totals

Fund	FY 18/19 Budget	FY 18/19 Actuals	Variance
General (Shelter Enrichment)	\$226,105.00	\$286,407.25	(\$60,302.25)
*FY 17/18 Expenses	\$105,000.00	\$104,465.48	\$534.52
Panda's Gift Program (Medical Assistance)	\$43,000.00	\$9,798.66	\$33,201.34
Education	\$20,000.00	\$18,317.51	\$1,682.49
Shelter Intervention/Pet Retention	\$30,000.00	\$22,265.11	\$7,734.89
Transfer Partner Assistance (Bridge Fund)	\$17,000.00	\$11,232.86	\$5,767.14
Spay and Neuter	\$100,000.00	\$87,183.96	\$12,816.04
Totals:	\$541,105.00	\$539,670.83	\$1,434.17

* There was \$104,765.48 in expenses recorded in FY 2018/19 that were processed after the FY 2017/18 closing period to appropriately record Animal Benefit Fund expenses.



Volunteer Erin
hanging out with her
favorite dog, Mickey.





Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

7.

Meeting Date: 10/21/2019

Subject: Update on Office of Communications & Media's Public Outreach and Engagement Activities and Priorities

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 19/12

Referral Name: County's public information and outreach program

Presenter: Susan Shiu, Communications & Media
Director

Contact: Susan Shiu (925)
313-1183

Referral History:

On February 26, 2019, the Board of Supervisors referred to the Internal Operations Committee a review of the County's current public outreach and engagement capabilities and future strategy, particularly in anticipation of the significant outreach effort that will be required for the 2020 U.S. Census. The Internal Operations Committee requested that the report address coordination with Department PIOs, and current and future outreach tools and strategies to effectively inform and engage citizens in County government issues, with particular emphasis on social media and other emerging technologies.

Referral Update:

Please see attached report from Office of Communications and Media Director Susan Shiu.

Recommendation(s)/Next Step(s):

ACCEPT report from the Office of Communications and Media Director on the County's current public outreach and engagement capabilities and future strategy.

Fiscal Impact (if any):

No fiscal impact.

Attachments

Report on the County's Public Outreach and Engagement Activities and Priorities



Contra Costa County Office of Communications & Media

MEMORANDUM

DATE: October 16, 2019

TO: Internal Operations Committee

FROM: Susan Shiu, Director
Office of Communications & Media

SUBJECT: Update on Office of Communications & Media's Public Outreach and Engagement Activities and Priorities

Contra Costa County's Office of Communications & Media (OCM) is pleased to provide an update on its recent public outreach and engagement activities, successes, and priorities, including those of Contra Costa Television (CCTV).

Major activities and successes this past year include:

New County Website Offers "Virtual Office"

Contra Costa County launched a new website in July 2019 that has a fresh, visual design that offers a mobile-friendly "virtual office" for the public. The website www.contracosta.ca.gov features new icons that can be clicked on to find information easily, a "How Do I?" option in the menu for frequently asked topics, highlighted news items, and new Board of Supervisors, Permit Portal and Tax Portal webpages to help the public find what they need more easily. A new dynamic mapping tool called "Find My Supervisor" was added and enables residents to enter their address to find their elected official. The County website increases usability with additional ways to navigate to information and improves access to information about County services and programs. Additionally, the website project strengthened and supported countywide departmental collaboration.

Emergency Communications Coordination

The Office of Communications & Media plays a vital role in coordinating emergency communications. As the lead Public Information Officer for the County, my role is to coordinate information and public messaging for incidents. The Joint Information Center (JIC) may be activated in an emergency to coordinate public information. Public information officers from other County departments may be called to work the incident with some reporting to the County's Emergency Operation Center (EOC) while others coordinate from their departments'

operation center or in the field. For recent emergency events in October, such as the refinery fire in Crockett and the subsequent Shelter in Place order for nearby communities, and the response before, during and after the PG&E Public Safety Power Shutoff event that impacted over 39,000 residents in the Contra Costa County, this Office and County public information officers were engaged to coordinate and share messaging to keep the public safe and informed. Emergency communications is a multi-departmental and multi-agency coordination in real time to provide confirmed information from official sources to the public. County social media accounts and the website have proven to be important communications tools for emergency updates and resources. During the PG&E power shutoff event, the County website had 140 million views.

County Provides Services at Block Party Event

The County Block Party event offered on the spot services, including voter registration and library card registration. Organized by County public information officers and supported by numerous departments, the 3rd annual event during the summer of 2019 drew over 800 people, which was the largest block party to date. Previous events were held in Martinez and Walnut Creek. This year's Block Party was held at Richmond Civic Center Plaza. The plan is to hold the Block Party in other parts of the County to reach and serve more and more County residents. We have been contacted by other counties to learn more about our event.

Contra Costa Television (CCTV)

The Office of Communications & Media includes Contra Costa Television (CCTV). Its recent activities include:

Closed Captioning Project

In support of the Clerk of the Board of Supervisors, CCTV worked to enable closed captioning for the Board of Supervisors, County Planning Commission, and the Veterans' Voices show, the County's original programming, on cable TV and online. Meetings can be seen live or recorded on broadcast television and online via the County website and on the Contra Costa Television YouTube channel.

Public, Education and Government Services, Partnerships & Collaboration

CCTV launched its sixth Public, Education and Government (PEG) channel as channel management services continued to grow as a core competency. The Contra Costa County Office of Education (CCCOE) and the City of Hercules are the most recent collaborators for the development of PEG services in the County. The County's other partners include the cities of Antioch and Pittsburg (DeltaTV); Clayton, Martinez and Pleasant Hill (City Channel); San Ramon, Moraga and Danville. PEG services continue to provide access to information and serve the public's interests.

Programming & Award Recognition

Veterans' Voices is the original programming show CCTV helps to produce, direct, broadcast and stream live on the YouTube Contra Costa Television Channel. It explores issues from a veteran's perspective. The Office of Communications & Media and CCTV continue to support the Veterans Service Office. In September, 2019, CCTV went live with episode #62. CCTV also won a STAR Award from the National Association of Telecommunications Officers and Advisors (NATOA) for Sports Event Coverage of its live broadcast(s) of the Pittsburg Diamonds Baseball, produced on behalf of the City of Pittsburg.

OCM and CCTV Services & Support

The Office of Communications & Media and Contra Costa TV continued to work with other departments and agencies to provide service and support for media and overall communications. Ongoing support includes the broadcast and recording in triplicate of Board of Supervisors meetings and access through the website. Efforts this past year included live coverage and streaming of County events, such as the Northern Waterfront Economic Development Initiative Forum, Public Works videos for employee recruitment, County Library videos to support literacy and engagement with children and families, Census 2020 Steering Committee support through outreach activities in multiple languages, including adding Census information in the Election Voter Guide, and other projects and requests. Our wide engagement activities help us build more internal and external relationships to support County outreach and communications.

OCM's priorities include:

CCTV Facility Renovation

After 25 years, we moved forward with the CCTV facility renovation project, including architectural plans, the placement of furniture for architects' electrical plans, and initial preparations for a physical move for some staff and how broadcast productions will take place during construction.

Cable Administration

As the cable industry changes, OCM's goal is to strategize how best to serve the public's interests through its Contra Costa Television, including digital distribution channels. Live streaming to broadcast and its YouTube channel is already an important part of CCTV operations. We continue to administer our operations, including a review and refreshing of agreements with partners and clients for CCTV services, as appropriate.

Recently, the Federal Communications Commission (FCC) issued a rule regarding the implementation of Section 621(a) of the Cable Communications Policy Act of 1984 as Amended By the Cable Television Consumer Protection and Competition Act of 1992. The FCC rule took effect in September, 2019. The primary effect of the rule would be to allow cable operators to reduce their Franchise Fee payments to local government, using offsets based on in-kind benefits provided by the operators. In the County, this would include the value of cable TV service to County buildings and the value of the fiber interconnects that Comcast has installed between several County buildings. The National League of Cities, US Conference of Mayors, and several other municipal associations have filed a motion with the FCC to stay its cable franchising order. We are waiting to hear from the cable operators. We are currently gathering data on the value of any in-kind services provided by cable operators. PEG operations and channels are about serving the public's interests, which includes residents who may not have online access to information.

As OCM continues to strengthen its work to serve both the public and departments as communications, broadcast and multimedia experts, our team looks forward to working with the IOC, the Board, the CAO and departments to communicate with clarity and transparency so that our efforts and programs are accessible and more widely shared for increased impact.

Thank you.



Contra Costa County Board of Supervisors

Subcommittee Report

INTERNAL OPERATIONS COMMITTEE

8.

Meeting Date: 10/21/2019

Subject: Resolutions on appointments and requirements for advisory and independent bodies

Submitted For: David Twa, County Administrator

Department: County Administrator

Referral No.: IOC 19/5

Referral Name: Advisory Body Recruitment

Presenter: Jami Napier, Chief Asst Clerk of the Board

Contact: Jami Napier,
925-335-1908

Referral History:

In 2011, the BOS approved Resolution Nos. 2011/497 and 2011/498. Resolution No. 2011/497 pertains to advisory bodies, and Resolution No. 2011/498 applies to independent bodies. A narrower set of policies is prescribed in Resolution No. 2011/498, as the bodies on that list are independent or partially independent from the Board of Supervisors.

These resolutions provide a much-needed reference on various policies for advisory and independent bodies, including the interview and appointments process. The Resolutions delineate the appointments process for District and At-Large seats. For advisory bodies, the resolution references key policies defined elsewhere, such as open meeting and ethics policies. Additionally, the resolution aggregates various reporting requirements, such as the Annual Report and Triennial Review. The policies outlined in these resolutions form the basis for key reference documents, such as the advisory body handbook. Maintaining accurate reference and governing documents is critical to transparency and public participation in County government.

Since adoption eight years ago, there have been changes in County policy that have affected the general policy guidance communicated in Resolution Nos. 2011/497 and 2011/498. Additionally, the lists of applicable bodies in both Resolution Nos. 2011/497 and 2011/498 have evolved, with a number of newly established bodies, and several that have been dissolved. In addition to conforming changes, staff suggests several policy changes intended to conform with, or improve upon, existing practice.

Referral Update:

Advisory Bodies: Recommended Changes to the Resolution for Advisory Bodies

The list of applicable bodies has been changed to reflect bodies that have been newly created or discontinued since the adoption of Resolution Nos. 2011/497 and 2011/498. Staff also recommends cross-referencing other applicable board policies, where possible, particularly for Ethics, where many sources of rules apply. This will improve understanding of, and compliance with, board policies. Lastly, staff recommends posting of the Maddy Book online in lieu of distribution to the library's main branch, and in addition to a public viewing copy on display at the Clerk of the Board office.

- **List of Applicable Bodies:** Updating the list of applicable bodies to account for newly created or dissolved bodies.
- **Enhanced Section on Ethics:** References existing board policies around ethics and conflict of interest to improve definitions and enforcement.
- **Allow online posting of the Local Appointments List (Maddy Book):** On or before December 31 of each year, Clerk of the Board prepares the Local Appointments List, which includes all boards, commissions, and committees that are appointed by the Board of Supervisors. Resolution No. 2011/497 specified that this list would be available at the Clerk of the Board or the main branch of the Library. Local Government Omnibus Act of 2017 changed the State law to allow local governments to either post a copy of the list on the county website or designate the public library with the largest service population to receive a copy of the list. This resolution would specify that the list was available on the County's website or at the Clerk of the Board's office.

Additional Recommended Policy Changes for Further Discussion

Additional recommended policy changes in Resolution No. 2011/497 (advisory) include requiring all advisory bodies to post agendas online, and to change the appointments process for at-large seats to conform to current practice.

Online agenda posting for advisory bodies: All advisory bodies will be required to post agendas online, in addition to the physical posting requirements. The Brown Act web-posting requirements do not uniformly apply to advisory bodies, and staff would like to clarify that all advisory bodies must post agendas online.

Issues to be discussed:

- Should all advisory bodies be required to post agendas online 96 hours ahead of their meetings?
- Where should the agendas be posted: on their individual sites, on the Public Meetings Agenda Center, or are both options acceptable?
- When should this practice begin? Upon adoption or at a date certain, to allow lead time and training of county staff?

Changes to the At-Large appointment process for advisory bodies:

Under Resolution No. 2011/497, two appendices were included to indicate which advisory bodies interviewed their own candidates, and which advisory body interviews were conducted by a

Board Standing Committee. In practice, however, the directions set forth in the appendices have been altered each year at the discretion of the Board Committees. Each Board Committee sets their Plan for those Scheduled Advisory Body Recruitments referred by the Board at the beginning of the calendar year. In 2019, the Schedule for Internal Operations was set under Referral 19/5, and each of the Board Committees sets its schedule using a similar procedure. The advisory body's recommendation would continue to be reviewed by the Board Committee, which has the important role of making the nominations for all at-large seats to the Board of Supervisors.

Regardless of whether a Board Committee or another body conducts the interview, the nominations for all at-large seats on advisory bodies are still reviewed by a Board Standing Committee for recommendation to the full Board of Supervisors. Staff recommends clarifying this practice through resolution. The Board Standing Committees would continue to review all at-large nominations and conduct interviews at its discretion. Under the proposed policy, advisory bodies will generally be allowed to conduct their own interviews for at-large seats, unless provided other direction by a Board Committee.

Issues to be discussed:

- Would the Internal Operations Committee prefer to include appendices that indicate whether a Board Committee will conduct the interviews for at-large seats on a given committee, or should this process be set when the Standing Committee sets their annual interview schedule?

Independent Bodies: Recommended Changes to the Resolution for Independent Bodies

For the resolution pertaining to independent bodies, no substantive policy changes are recommended. Staff recommends only conforming the list of applicable bodies, and changing the Maddy Act posting to online, as allowed by state law.

At-Large appointment process for independent bodies:

For the independent bodies in Resolution 2011/498, appendices were included to indicate whether a Board Committee or the independent body conducted the interview for appointment. Under Resolution 2011/498, only two bodies are authorized to conduct their own interviews: the Affordable Housing Finance Committee and the Workforce Development Board. Staff recommends that the appointment process for at-large seats on independent bodies is reviewed.

Two main approaches exist. The first proposed approach allows the Board Standing Committees to conduct all interviews for at-large nominations for all independent bodies, unless otherwise specified or provided direction by a Board Committee. The Affordable Housing Finance Committee and Workforce Development Board could continue to conduct their own interviews if they are so specified in this proposed Resolution. The second approach would instead allow all independent bodies, or a designated screening committee, to conduct their own interviews unless they request the County to do so on their behalf.

Recommendation(s)/Next Step(s):

1. ACCEPT report regarding advisory and independent body policies;
2. DISCUSS whether all advisory bodies be required to post agendas online 96 hours ahead of their meetings and provide direction on the following issues:
 - a. Where should the agendas be posted: on their individual sites, on the Public Meetings Agenda Center, or are both options acceptable?

- b. When should this practice begin? Upon adoption or at a date certain, to allow lead time and training of county staff.
3. DISCUSS whether to include appendices that indicate whether a Board Committee will conduct the interviews for at-large seats on a given committee, or if the process should be set when the Standing Committee sets its annual interview schedule.
4. PROVIDE direction for the at-large appointments process for independent bodies, and clarify under which circumstances a Board Standing Committee should conduct interviews for at-large seats on independent bodies.
5. DETERMINE whether to recommend changes to Resolution Nos. 2011/497 and 2011/498 to the full Board of Supervisors.

Fiscal Impact (if any):

Negligible costs may be associated with staff time required to post advisory body agendas online.

Attachments

Reso No. 2011/497 as adopted

Reso No. 2011/497 - REDLINE original w proposed edits

Reso No. 2011/497 - CLEAN proposed edits

Reso No. 2011/497 - Updated Exhibit A

Reso No. 2011/498

Reso No. 2011/498 - REDLINE original w proposed edits

Reso No. 2011/498 - CLEAN proposed edits

Reso No. 2011/498 - Updated Exhibit A - FINAL

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 12/13/2011 by the following vote:

AYES: ☒ 5 **John Gioia**
Gayle B. Uilkema
Mary N. Piepho
Karen Mitchoff
Federal D. Glover

NOES: ☐

ABSENT: ☐

ABSTAIN: ☐

RECUSE: ☐



Resolution No. 2011/497

**IN THE MATTER OF ADOPTING POLICY GOVERNING APPOINTMENTS TO, FORMATION OF,
AND REQUIREMENT FO BOARDS, COMMITTEES,
AND COMMISSIONS THAT ARE ADVISORY TO THE BOARD OF SUPERVISORS**

WHEREAS, the Board of Supervisors appoints citizens to boards, committees, and commissions that are advisory to and governed by the Board; and

WHEREAS, the Board of Supervisors wishes to encourage participation of interested citizens in the course of decisions affecting this County; and

WHEREAS, a broad representation of existing concerns and views is desired; and

WHEREAS, the Board of Supervisors finds the appointment of citizens to advisory boards, commissions, or committees to be of value in promoting civic participation;

NOW, THEREFORE, BE IT RESOLVED that the following procedures governing the formation of, and appointments to, boards, commissions, and committees that are advisory to the Board of Supervisors (hereafter "advisory bodies") are adopted:

I. APPLICATION

A. The advisory bodies to which this Resolution applies are listed on Exhibit A, "Advisory Bodies" attached hereto.

II. LOCAL APPOINTMENTS LIST

A. In accordance with the Maddy Local Appointive List Act of 1975 (Government Code Section 54970 et seq.), the Board of Supervisors (hereinafter the "Board") will include in the Local Appointments List prepared by December 31st of every year, a list of all regular and ongoing advisory bodies that have members appointed by the Board.

1. The Local Appointments List will be made available at the following locations: a) in a conspicuous place at the Office of the Clerk of the Board; b) at all County Library branches; and c) on the Contra Costa County website.

2. The Local Appointments List will include a) a list of all appointive terms that will expire during the next calendar year; b) a list of all advisory bodies whose members serve at the pleasure of the Board; b) the name of the incumbent, if any; c) the date of appointment for each filled seat; c) d) the necessary qualifications for service in each seat; e) the date on which the term for the seat expires, if any.

III. APPOINTMENT PROCEDURE

A. The Board makes appointments to two distinct types of seats on its advisory bodies. The following process will be followed for appointments to these two types of seats:

Type 1: Supervisorial District Appointments

Applications may be delivered to either the Clerk of the Board or to the District Supervisor's office. Applications received by a Supervisor's office are to be sent to the Clerk of the Board, and a copy is to be retained by the Supervisor's office. The Clerk of the Board will ensure that the Supervisor has a copy of all applications originally filed with the Clerk of the Board.

Type 2: At Large/Countywide Appointments

Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. When an advisory body conducts interviews, the body's recommendation will be provided to a Board Committee for further review. In all cases, the Board Committee decides which applicants to nominate for full Board action. A list of those advisory bodies that initially interview applicants for appointment is attached hereto as Exhibit B, "Bodies that interview applicants for at large/countywide appointments." A list of those bodies for which a Board Committee initially interviews applicants for appointment is attached hereto as Exhibit C, "Bodies for which a Board Committee interviews applicants."

B. A Board Committee or an individual Supervisor may select a screening committee to assist in interviewing applicants for appointment. Membership subcommittees of Board advisory bodies may serve this purpose.

C. The Board shall strive to maintain an ethnic, economic, and geographic balance to the membership of advisory bodies.

D. Except where federal, State, or County statutes or regulations dictate otherwise, or in exceptional circumstances, the following applicants generally should not be appointed:

1. An applicant who has a family member already serving on the same advisory body.

2. An applicant who would be repeatedly required to recuse himself from the body's business due to a conflict of interest.

E. Except for county officers and employees serving in an official capacity, all advisory body members shall have specific terms of appointment as prescribed by statute or as fixed by the Board. Unless otherwise specified, appointees shall serve four-year terms, and terms should be staggered to limit the number of scheduled vacancies at any one time.

F. All Board appointees to advisory bodies serve at the pleasure of the Board and may be removed during their terms of office by a majority vote of the Board at its pleasure, provided that such action is consistent with conditions imposed by law.

G. An unscheduled vacancy occurs when an appointee leaves his/her seat before his/her term expires. Unscheduled vacancies in seats on advisory bodies which are appointed by the Board will be listed on the Board's agenda within 20 days after the vacancy occurs. The Board will declare the positions vacant and instruct the Clerk of the Board to post the unscheduled vacancies. The Clerk of the Board will create and post the unscheduled vacancy notice within one business day of being instructed to do so by the Board. The notice will be posted at the following locations: 1) in a conspicuous location at the Office of the Clerk of the Board; 2) at all County library branches; and 3) on the Contra Costa County website. Additional outreach may be implemented by the Supervisorial District offices, and/or the advisory body. Pursuant to Government Code §54974(a), the Board will not make a final appointment for a minimum of ten working days after the Clerk has posted the unscheduled vacancy notice. If the Board finds an emergency exists, it may fill the unscheduled vacancy immediately, but the appointee will only serve on an acting basis until the final appointment is made.

IV. FORMATION AND DISSOLUTION OF ADVISORY BODIES

A. The Board of Supervisors may form an advisory body for the purpose of rendering advice or recommendations to the Board on issues of importance. The Board of Supervisors may dissolve an advisory body at the Board's discretion, consistent with conditions imposed by law. Commencing July 1, 2012, each advisory body shall be reviewed at least once every three years pursuant to a procedure established by the Board.

B. When the Board creates an advisory body, the Board may determine whether or not the body should adopt a conflict of interest code.

V. RESPONSIBILITIES OF ADVISORY BODIES.

A. Each advisory body:

1. Shall operate within its mandate as defined in the Board Order, Resolution, or Ordinance creating the body and any applicable law, and may establish specifically defined objectives consistent with its mandate.

2. Shall elect a chairperson and notify the Clerk of the Board of said selection;

3. Shall establish regularly scheduled meeting times and inform the Clerk of the Board of such schedule;

4. Subject to limitations resulting from statutory requirements, may adopt a set of operating rules (bylaws) addressing attendance requirements for continuing membership, the election of officers, and the establishment of subcommittees composed solely of current members of the advisory body. Should the advisory body adopt operating rules (bylaws) that address other topics, these rules shall not be operative until they have been approved by the Board of Supervisors.

5. Shall keep necessary records including agendas and records of action.

6. Shall comply with by the Ralph M. Brown Act (Gov. Code, §§ 54950, et. Seq.) and the County's Better Government Ordinance (County Ordinance Code Division 25.)

7. Shall comply with the Board's policy against conflict of interest.

8. Shall submit an Annual Report to the Board on its activities, accomplishments, membership attendance, required training/certification (if any), and proposed work plan or objectives for the following year, in December. (The form for the Annual Report is found in the Advisory Body Handbook.)

VI. This Resolution and Resolution 2011/498 supercede Resolution 2002/377 in its entirety.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date above.

Contact: Timothy Ewell, 925-335-1036

ATTESTED December 13, 2011

David J. Tye, County Administrator and Clerk of the Board of Supervisors

By: Jane McHuen, Deputy

cc:

RESOLUTION NO. 2011/497

EXHIBIT A

Advisory Bodies

Agricultural Task Force
Alamo Municipal Advisory Council
Alcohol and Other Drugs Advisory Board
Arts & Culture Commission of Contra Costa County
Aviation Advisory Committee
Bay Point Municipal Advisory Council
Bethel Island Municipal Advisory Council
Byron Municipal Advisory Council
Carquinez Bridge Crockett Advisory Committee
Contra Costa County Advisory Council on Aging
Contra Costa County Public Law Library Board of Trustees
Contra Costa Centre Municipal Advisory Council
Contra Costa Commission For Women
Contra Costa County Historical Landmarks Advisory Committee
Contra Costa County Planning Commission
Contra Costa Inter-jurisdictional Council on Homelessness Advisory Board
County Library Commission
County Service Area M-16 Citizens Advisory Committee
County Service Area P-2A Citizens Advisory Committee
County Service Area P-2B Citizens Advisory Committee
County Service Area P-5 Citizens Advisory Committee
County Service Area P-6 Citizen Advisory Committee for Discovery Bay Zones
County Service Area R-10 Citizens Advisory Committee
Countywide Bicycle Advisory Committee
Developmental Disabilities Area Board
Diablo Municipal Advisory Council
Economic Opportunity Council
El Sobrante Municipal Advisory Council
Emergency Medical Care Committee
Equal Employment Opportunity Advisory Council
Family & Children's Trust Committee
Fish & Wildlife Committee
Hazardous Materials Commission
Integrated Pest Management Advisory Committee
Keller Canyon Mitigation Fund Review Committee
Kensington Municipal Advisory Council
Knightsen Town Advisory Council
Local Child Care & Development Planning Council
Managed Care Commission
Mental Health Commission
Mobile Home Advisory Committee
Montalvin Manor Redevelopment Advisory Committee

North Richmond Municipal Advisory Council
Pacheco Municipal Advisory Council
Public & Environmental Health Advisory Board
Relocation Appeals Board of Contra Costa County
Rodeo Municipal Advisory Council
Treasury Oversight Committee

Last Updated: December 8, 2011

RESOLUTION NO. 2011/497

EXHIBIT B

Bodies that Interview Applicants for At-Large/Countywide Appointments

Alcohol and Other Drugs Advisory Board
Arts & Culture Commission of Contra Costa County
Aviation Advisory Committee
Contra Costa County Advisory Council on Aging
Contra Costa County Public Law Library Board of Trustees
Contra Costa County Women's Commission
Contra Costa Inter-jurisdictional Council on Homelessness Advisory Board
Developmental Disabilities Area Board
Emergency Medical Care Committee
Equal Employment Opportunity Advisory Council
Managed Care Commission
Mental Health Commission
Mobile Home Advisory Committee
Public & Environmental Health Advisory Board

Last Updated: December 8, 2011

RESOLUTION NO. 2011/497

EXHIBIT C

Bodies for which a Board Committee Interviews Applicants

Family & Children's Trust Committee
Fish & Wildlife Committee
Hazardous Materials Commission
Integrated Pest Management Advisory Committee
Local Child Care & Development Planning Council
Contra Costa County Planning Commission
Treasury Oversight Committee

Last updated: December 8, 2011

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Resolution No. [2011/4972019/xx](#)

**IN THE MATTER OF ADOPTING POLICY GOVERNING APPOINTMENTS TO, FORMATION OF,
AND REQUIREMENT FO BOARDS, COMMITTEES, AND COMMISSIONS THAT ARE ADVISORY TO
THE BOARD OF SUPERVISORS**

WHEREAS, the Board of Supervisors appoints citizens to boards, committees, and commissions that are advisory to and governed by the Board; and

WHEREAS, the Board of Supervisors wishes to encourage participation of interested citizens in the course of decisions affecting this County; and

WHEREAS, a broad representation of existing concerns and views is desired; and

WHEREAS, the Board of Supervisors finds the appointment of citizens to advisory boards, commissions, or committees to be of value in promoting civic participation;

NOW, THEREFORE, BE IT RESOLVED that the following procedures governing the formation of, and appointments to, boards, commissions, and committees that are advisory to the Board of Supervisors (hereafter "advisory bodies") are adopted:

I. APPLICATION

A. The advisory bodies to which this Resolution applies are listed on [Exhibit A](#), "Advisory Bodies" attached hereto.

Commented [ES1]: Exhibit A, list of applicable bodies, has been edited to reflect those created or dissolved by the Board.

II. LOCAL APPOINTMENTS LIST

A. In accordance with the Maddy Local Appointive List Act of 1975 (Government Code Section 54970 et seq.), the Board of Supervisors (hereinafter the "Board") will include in the Local Appointments List prepared by December 31st of every year, a list of all regular and ongoing advisory bodies that have members appointed by the Board.

1. The Local Appointments List will be made available at the following locations: a) in a conspicuous place at the Office of the Clerk of the Board; [and b\) at all County Library branches; and c\)](#) on the Contra Costa County website.

2. The Local Appointments List will include a) a list of all appointive terms that will expire during the next calendar year; b) a list of all advisory bodies whose members serve at the pleasure of the Board; b) the name of the incumbent, if any; c) the date of appointment for each filled seat; c) d) the necessary qualifications for service in each seat; e) the date on which the term for the seat expires, if any.

III. APPOINTMENT PROCEDURE

A. The Board makes appointments to two distinct types of seats on its advisory bodies. The following process will be followed for appointments to these two types of seats:

Type 1: Supervisorial District Appointments

Applications may be delivered to either the Clerk of the Board or to the District Supervisor's office. Applications received by a Supervisor's office are to be sent to the Clerk of the Board, and a copy is to be retained by the Supervisor's office. The Clerk of the Board will ensure that the Supervisor has a copy of all applications originally filed with the Clerk of the Board.

Type 2: At Large/Countywide Appointments

Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. With the exception of the Planning Commission, bodies may generally conduct their own interviews of applicants, unless provided with other direction by a Board Committee. When an advisory body conducts interviews, the body's recommendation will be provided to a Board Committee for further review. In all cases, the Board Committee decides which applicants to nominate for full Board action. A list of those advisory bodies that initially interview applicants for appointment is attached hereto as Exhibit B, "Bodies that interview applicants for at-large/countywide appointments." A list of those bodies for which a Board Committee initially interviews applicants for appointment is attached hereto as Exhibit C, "Bodies for which a Board Committee interviews applicants."

B. A Board Committee or an individual Supervisor may select a screening committee to assist in interviewing applicants for appointment. Membership subcommittees of Board advisory bodies may serve this purpose.

C. The Board shall strive to maintain an ethnic, economic, and geographic balance to the membership of advisory bodies.

D. Except where federal, State, or County statutes or regulations dictate otherwise, or in exceptional circumstances, the following applicants generally should not be appointed:

1. An applicant who has a family member already serving on the same advisory body.
2. An applicant who would be repeatedly required to recuse himself from the body's business due to a conflict of interest.

E. Except for county officers and employees serving in an official capacity, all advisory body members shall have specific terms of appointment as prescribed by statute or as fixed by the Board. Unless otherwise specified, appointees shall serve four-year terms, and terms should be staggered to limit the number of scheduled vacancies at any one time.

F. All Board appointees to advisory bodies serve at the pleasure of the Board and may be removed during their terms of office by a majority vote of the Board at its pleasure, provided that such action is consistent with conditions imposed by law.

G. An unscheduled vacancy occurs when an appointee leaves his/her seat before his/her term expires. Unscheduled vacancies in seats on advisory bodies which are appointed by the Board will be listed on the Board's agenda within 20 days after the vacancy occurs. The Board will declare the positions vacant and instruct the Clerk of the Board to post the unscheduled vacancies. The Clerk of the Board will create and post the unscheduled vacancy notice within one business day of being instructed to do so by the Board. The notice will be posted at the following locations: 1) in a conspicuous location at the Office of the Clerk of the Board; 2) at all County library branches; and 3) on the Contra Costa County website. Additional outreach may be implemented by the Supervisorial District offices, and/or the advisory body. Pursuant to Government Code §54974(a), the Board will not make a final appointment for a minimum of ten working days after the Clerk has posted the unscheduled vacancy notice. If the Board finds an emergency exists, it may fill the unscheduled vacancy immediately, but the appointee will only serve on an acting basis until the final appointment is made.

IV. FORMATION AND DISSOLUTION OF ADVISORY BODIES

A. The Board of Supervisors may form an advisory body for the purpose of rendering advice or recommendations to the Board on issues of importance. The Board of Supervisors may dissolve an advisory body at the Board's discretion, consistent with conditions imposed by law. Commencing July 1, 2012, each advisory body shall be reviewed at least once every three years pursuant to a procedure established by the Board in Resolution 2012/261.

B. When the Board creates an advisory body, the Board may determine whether or not the body should adopt a conflict of interest code.

V. RESPONSIBILITIES OF ADVISORY BODIES.

A. Each advisory body:

1. Shall operate within its mandate as defined in the Board Order, Resolution, or Ordinance creating the body and any applicable law, and may establish specifically defined objectives consistent with its mandate.

2. Shall elect a chairperson and notify the Clerk of the Board of said selection;

3. Shall establish regularly scheduled meeting times and inform the Clerk of the Board of such schedule;

4. Subject to limitations resulting from statutory requirements, may adopt a set of operating rules (bylaws) addressing attendance requirements for continuing membership, the election of officers, and the establishment of subcommittees composed solely of current members of the advisory body. ~~Should the advisory body adopt The~~ operating rules (bylaws) ~~that address other topics, these rules~~ shall not be operative until they have been approved by the Board of Supervisors.

5. Shall ~~keep-maintain~~ necessary records including agendas and ~~meeting minutes~~ (records of action), ~~and ensure that these documents are made available to the public upon request.~~

6. Shall comply with by the Ralph M. Brown Act (Gov. Code, §§ 54950, et. Seq.) and the County's Better Government Ordinance (County Ordinance Code Division 25.)

~~7. Shall post meeting agendas at least 96 hours ahead of any meeting on the county's website or the advisory body's public webpage, in addition to the physical posting requirements specified in the Brown Act and the Better Government Ordinance.~~

~~87.~~ Shall comply with the Board's policy against conflict of interest, ~~as required by state law and county policies including but not limited to Resolution 2011/376 and Resolution 2011/55.~~

~~98.~~ Shall submit an Annual Report to the Board ~~in December~~ on its activities, accomplishments, membership attendance, required training/certification ~~(if any)~~, and proposed work plan or objectives for the following year, ~~in December.~~ ~~(The form for the Annual Report is found in the Advisory Body Handbook.)~~ ~~A suggested template for the Annual Report can be found in the Advisory Body Handbook or is available from the Clerk of the Board.~~

VI. This Resolution ~~and Resolution 2011/498 supercedes~~^{supersedes} Resolution ~~2002/377~~^{2011/497} in its entirety.

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THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA
and for Special Districts, Agencies and Authorities Governed by the Board

Resolution No. 2019/xx

**IN THE MATTER OF ADOPTING POLICY GOVERNING APPOINTMENTS TO, FORMATION OF,
AND REQUIREMENT FO BOARDS, COMMITTEES, AND COMMISSIONS THAT ARE ADVISORY TO
THE BOARD OF SUPERVISORS**

WHEREAS, the Board of Supervisors appoints citizens to boards, committees, and commissions that are advisory to and governed by the Board; and

WHEREAS, the Board of Supervisors wishes to encourage participation of interested citizens in the course of decisions affecting this County; and

WHEREAS, a broad representation of existing concerns and views is desired; and

WHEREAS, the Board of Supervisors finds the appointment of citizens to advisory boards, commissions, or committees to be of value in promoting civic participation;

NOW, THEREFORE, BE IT RESOLVED that the following procedures governing the formation of, and appointments to, boards, commissions, and committees that are advisory to the Board of Supervisors (hereafter “advisory bodies”) are adopted:

I. APPLICATION

A. The advisory bodies to which this Resolution applies are listed on Exhibit A, “Advisory Bodies” attached hereto.

II. LOCAL APPOINTMENTS LIST

A. In accordance with the Maddy Local Appointive List Act of 1975 (Government Code Section 54970 et seq.), the Board of Supervisors (hereinafter the “Board”) will include in the Local Appointments List prepared by December 31st of every year, a list of all regular and ongoing advisory bodies that have members appointed by the Board.

1. The Local Appointments List will be made available at the following locations: a) in a conspicuous place at the Office of the Clerk of the Board; and b) on the Contra Costa County website.

2. The Local Appointments List will include a) a list of all appointive terms that will expire during the next calendar year; b) a list of all advisory bodies whose members serve at the pleasure of the Board; b) the name of the incumbent, if any; c) the date of appointment for each filled seat; c) d) the necessary qualifications for service in each seat; e) the date on which the term for the seat expires, if any.

III. APPOINTMENT PROCEDURE

A. The Board makes appointments to two distinct types of seats on its advisory bodies. The following process will be followed for appointments to these two types of seats:

Type 1: Supervisorial District Appointments

Applications may be delivered to either the Clerk of the Board or to the District Supervisor’s office. Applications received by a Supervisor’s office are to be sent to the Clerk of the Board, and a copy is to be retained by the Supervisor’s office. The Clerk of the Board will ensure that the Supervisor has a copy of all applications originally filed with the Clerk of the Board.

Type 2: At Large/Countywide Appointments

Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. With the exception of the Planning Commission, bodies may generally

conduct their own interviews of applicants, unless provided with other direction by a Board Committee. When an advisory body conducts interviews, the body's recommendation will be provided to a Board Committee for further review. In all cases, the Board Committee decides which applicants to nominate for full Board action.

B. A Board Committee or an individual Supervisor may select a screening committee to assist in interviewing applicants for appointment. Membership subcommittees of Board advisory bodies may serve this purpose.

C. The Board shall strive to maintain an ethnic, economic, and geographic balance to the membership of advisory bodies.

D. Except where federal, State, or County statutes or regulations dictate otherwise, or in exceptional circumstances, the following applicants generally should not be appointed:

1. An applicant who has a family member already serving on the same advisory body.

2. An applicant who would be repeatedly required to recuse himself from the body's business due to a conflict of interest.

E. Except for county officers and employees serving in an official capacity, all advisory body members shall have specific terms of appointment as prescribed by statute or as fixed by the Board. Unless otherwise specified, appointees shall serve four-year terms, and terms should be staggered to limit the number of scheduled vacancies at any one time.

F. All Board appointees to advisory bodies serve at the pleasure of the Board and may be removed during their terms of office by a majority vote of the Board at its pleasure, provided that such action is consistent with conditions imposed by law.

G. An unscheduled vacancy occurs when an appointee leaves his/her seat before his/her term expires. Unscheduled vacancies in seats on advisory bodies which are appointed by the Board will be listed on the Board's agenda within 20 days after the vacancy occurs. The Board will declare the positions vacant and instruct the Clerk of the Board to post the unscheduled vacancies. The Clerk of the Board will create and post the unscheduled vacancy notice within one business day of being instructed to do so by the Board. The notice will be posted at the following locations: 1) in a conspicuous location at the Office of the Clerk of the Board; 2) at all County library branches; and 3) on the Contra Costa County website. Additional outreach may be implemented by the Supervisorial District offices, and/or the advisory body. Pursuant to Government Code §54974(a), the Board will not make a final appointment for a minimum of ten working days after the Clerk has posted the unscheduled vacancy notice. If the Board finds an emergency exists, it may fill the unscheduled vacancy immediately, but the appointee will only serve on an acting basis until the final appointment is made.

IV. FORMATION AND DISSOLUTION OF ADVISORY BODIES

A. The Board of Supervisors may form an advisory body for the purpose of rendering advice or recommendations to the Board on issues of importance. The Board of Supervisors may dissolve an advisory body at the Board's discretion, consistent with conditions imposed by law. Commencing July 1, 2012, each advisory body shall be reviewed at least once every three years pursuant to a procedure established by the Board in Resolution 2012/261.

B. When the Board creates an advisory body, the Board may determine whether or not the body should adopt a conflict of interest code.

V. RESPONSIBILITIES OF ADVISORY BODIES.

A. Each advisory body:

1. Shall operate within its mandate as defined in the Board Order, Resolution, or Ordinance creating the body and any applicable law, and may establish specifically defined objectives consistent with its mandate.
 2. Shall elect a chairperson and notify the Clerk of the Board of said selection;
 3. Shall establish regularly scheduled meeting times and inform the Clerk of the Board of such schedule;
 4. Subject to limitations resulting from statutory requirements, may adopt a set of operating rules (bylaws) addressing attendance requirements for continuing membership, the election of officers, and the establishment of subcommittees composed solely of current members of the advisory body. The operating rules (bylaws) shall not be operative until they have been approved by the Board of Supervisors.
 5. Shall maintain necessary records including agendas and meeting minutes (records of action), and ensure that these documents are made available to the public upon request.
 6. Shall comply with by the Ralph M. Brown Act (Gov. Code, §§ 54950, et. Seq.) and the County's Better Government Ordinance (County Ordinance Code Division 25.)
 7. Shall post meeting agendas at least 96 hours ahead of any meeting on the county's website or the advisory body's public webpage, in addition to the physical posting requirements specified in the Brown Act and the Better Government Ordinance.
 8. Shall comply with the county policies and state laws against conflict of interest, including but not limited to Resolution 2011/376 and Resolution 2011/55.
 9. Shall submit an Annual Report to the Board in December on its activities, accomplishments, membership attendance, required training/certification, and proposed work plan or objectives for the following year,.. A suggested template for the Annual Report can be found in the Advisory Body Handbook or is available from the Clerk of the Board.
- VI.** This Resolution supersedes Resolution 2011/497 in its entirety.

RESOLUTION NO. 2019/#

EXHIBIT A

List of Applicable Advisory Bodies

Ad Hoc Census 2020 Complete Count Steering Committee
Advisory Council on Aging
Agricultural Advisory Task Force
Alamo Municipal Advisory Council
Alcohol and Other Drugs Advisory Board
Arts & Culture Commission of Contra Costa County
Aviation Advisory Committee
Bay Point Municipal Advisory Council
Bethel Island Municipal Advisory Council
Byron Municipal Advisory Council
Commission for Women
Contra Costa County Planning Commission
Council on Homelessness
County Service Area M-16 Citizens Advisory Committee
County Service Area P-2A (Blackhawk) Citizens Advisory Committee
County Service Area P-2B Citizens Advisory Committee (Alamo Police Services Advisory Committee)
County Service Area P-5 (Roundhill) Citizens Advisory Committee
County Service Area P-6 (Discovery Bay Zones) Citizen Advisory Committee
County Service Area R-10 (Rodeo) Citizens Advisory Committee
Countywide Bicycle Advisory Committee
Diablo Municipal Advisory Council
East Richmond Heights Municipal Advisory Council
Economic Opportunity Council
El Sobrante Municipal Advisory Council
Emergency Medical Care Committee
Equal Employment Opportunity Advisory Council
Family & Children's Trust Committee
Fish & Wildlife Committee
Hazardous Materials Commission
Historical Landmarks Advisory Committee
Integrated Pest Management Advisory Committee
Iron Horse Corridor Management Program Advisory Committee
Juvenile Justice Coordinating Council
Keller Canyon Mitigation Fund Review Committee
Kensington Municipal Advisory Council
Knightsen Town Advisory Council
Library Commission
Local Planning and Advisory Council for Early Care and Education (LPC)
Managed Care Commission
Mental Health Commission
North Richmond Municipal Advisory Council
Pacheco Municipal Advisory Council
Public Law Library Board of Trustees

Racial Justice Oversight Body
Rodeo Municipal Advisory Council
Sustainability Commission
Treasury Oversight Committee

Last Updated: **Month, day 2019**

Adopted this Resolution on 12/13/2011 by the following vote:

NOES:	
ABSENT:	
ABSTAIN:	
RECUSE:	



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2. At Large/Countywide Seats

Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. When an independent body conducts interviews, the body's recommendation will be provided to a Board Committee for further review. In all cases, the Board Committee decides which applicants to nominate for full Board action. A list of those bodies that initially interview applicants for appointment is attached hereto as Exhibit B, "Bodies that interview applicants for at large/countywide appointments." A list of those bodies for which a Board Committee initially interviews applicants for appointment is attached hereto as Exhibit C, "Bodies for which a Board Committee interviews applicants."

A Board Committee or an individual Supervisor may select a screening committee to assist in interviewing the applicants for appointment. A membership subcommittee of an independent body may serve this purpose.

B. An unscheduled vacancy occurs when an appointee leaves his/her seat before his/her term expires. Unscheduled vacancies in seats on independent bodies which are appointed by the Board will be listed on the Board's agenda within 20 days after the vacancy occurs. The Board will declare the positions vacant and instruct the Clerk of the Board to post the unscheduled vacancies. The Clerk of the Board will create and post the unscheduled vacancy notice within one business day of being instructed to do so by the Board. The notice will be placed at the following locations: 1) in a conspicuous place at the Office of the Clerk of the Board; 2) at all County Library branches; and 3) on the Contra Costa County website. Additional outreach may be implemented by the Supervisorial District offices and/or the independent body. Pursuant to Government Code §54974(a), the Board will not make a final appointment for a minimum of ten working days after the Clerk has posted the unscheduled vacancy notice. If the Board finds an emergency exists, it may fill the unscheduled vacancy immediately, but the appointee will only serve on an acting basis until the final appointment is made.

C. Except where federal, State, or County statutes or regulations dictate otherwise, or in exceptional circumstances, the following applicants generally should not be appointed:

1. An applicant who has a family member already serving on the same independent body;
2. An applicant who would be repeatedly required to recuse himself from the body's business due to a conflict of interest.

D. Board of Supervisors representatives on independent bodies serve at the pleasure of the Board and may be removed during their terms of office by a majority vote of the Board at its pleasure, provided such action is consistent with conditions imposed by law.

E. This Resolution and Resolution 2011/497 supercede Resolution 2002/377 in its entirety.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

Contact: Timothy Ewell, 925-335-1036

ATTESTED: December 13, 2011

David J. Twa, County Administrator and Clerk of the Board of Supervisors

By: June McHuen, Deputy

cc:

RESOLUTION NO. 2011/498

EXHIBIT A

Independent Bodies

A. Decision-Making Bodies

Airport Land Use Commission
Alamo-Lafayette Cemetery District Board of Directors
Assessment Appeals Board
Byron-Brentwood-Knightsen Union Cemetery District Board of Trustees
Contra Costa Resource Conservation District Board of Directors
Contra Costa County Employees Retirement Association Board or Trustees
East Contra Costa Fire Protection District Board of Directors
First 5 Contra Costa Children and Families Commission
Housing Authority Board of Commissioners
Merit Board
Contra Costa Mosquito & Vector Control District Board of Trustees
Tri-Delta Transit Authority Board of Directors
Western Contra Costa Transit Authority Board of Directors
Contra Costa County Workforce Development Board

B. Advisory to independent bodies

Affordable Housing Finance Committee
Bay Area Library & Information System Advisory Board
Contra Costa County Fire Protection District's Fire Advisory Commission
Contra Costa Transportation Authority Citizen Advisory Committee
Crockett-Carquinez Fire Protection Commissioners
East Bay Regional Park District Park Advisory Committee
In-Home Supportive Service Public Authority Advisory Committee
North Richmond Waste and Recovery Mitigation Fee Committee

Last Updated: December 8, 2011

RESOLUTION NO. 2011/498

EXHIBIT B

Bodies that Interview Applicants for At-Large/Countywide Appointments

Affordable Housing Finance Committee

Bay Area Library & Information System Advisory Board

Contra Costa County Workforce Development Board

Last Updated: December 8, 2011

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 12/13/2011 by the following vote:

Resolution No. 2011/498

IN THE MATTER OF ADOPTING POLICY GOVERNING APPOINTMENTS TO INDEPENDENT BOARDS, COMMITTEES, AND COMMISSIONS, AND SPECIAL DISTRICTS

WHEREAS, the Board of Supervisors makes appointments to independent bodies not governed by the Board of Supervisors; and

WHEREAS the Board of Supervisors wishes to encourage participation of interested citizens in decisions affecting residents of this County;

NOW, THEREFORE, BE IT RESOLVED that the following procedures governing appointments to independent special districts, boards, commissions, and committees that are not governed by the Board of Supervisors (hereafter collectively referred to as "independent bodies") are adopted:

I. APPLICATION

A. The independent bodies to which this Resolution applies are listed on Exhibit A, "Independent and Quasi-Independent Bodies" attached hereto.

II. LOCAL APPOINTMENTS LIST

A. In accordance with the Maddy Local Appointive List Act of 1975 (Government Code section 54970 et seq.), the Board of Supervisors (hereafter "Board") will include in the Local Appointments List prepared by December 31st of each year, a list of all regular and ongoing independent bodies that have members appointed by the Board.

1. The Local Appointments List will be made available at the following locations: a) in a conspicuous place at the Office of the Clerk of the Board; and b) at all County Library branches; and c) on the Contra Costa County website.

2. The Local Appointments List will include a) a list of all appointive terms that will expire during the next calendar year; b) a list of all boards, commissions and committees whose members serve at the pleasure of the Board; c) the name of the incumbent, if any; d) the date of appointment for each filled seat; e) the necessary qualifications for service in each seat; f) the date on which the term for the seat expires, if any.

III. APPOINTMENT PROCEDURE

A. The Board makes appointments to two distinct types of seats on independent bodies, Supervisorial District Seats and At Large/ Countywide Seats. The following process will be followed for appointments to these two types of seats:

1. Supervisorial District Seats

Applications may be delivered to either the Clerk of the Board or to the District Supervisor's office.

Applications received by a Supervisor's office are to be sent to the Clerk of the Board, and a copy is to be retained by the Supervisor's office. The Clerk of the Board will ensure that the Supervisor has a copy of all applications originally filed with the Clerk of the Board.

2. At Large/Countywide Seats

Applications are sent to the Clerk of the Board. The Clerk of the Board will distribute the applications to the appropriate interviewer. When an independent body conducts interviews, the body's recommendation will be provided to a Board Committee for further review. In all cases, the Board Committee decides which applicants to nominate for full Board action. A list of those bodies that initially interview applicants for appointment is attached hereto as Exhibit B, "Bodies that interview applicants for at large/countywide appointments." A list of these ~~For all other bodies in Exhibit A, bodies for which~~ a Board Committee will

initially interviews applicants for appointment, ~~unless provided other direction by a Board Committee. -is attached hereto as Exhibit C, "Bodies for which a Board Committee interviews applicants."~~

A Board Committee or an individual Supervisor may select a screening committee to assist in interviewing the applicants for appointment. A membership subcommittee of an independent body may serve this purpose.

B. An unscheduled vacancy occurs when an appointee leaves his/her seat before his/her term expires. Unscheduled vacancies in seats on independent bodies which are appointed by the Board will be listed on the Board's agenda within 20 days after the vacancy occurs. The Board will declare the positions vacant and instruct the Clerk of the Board to post the unscheduled vacancies. The Clerk of the Board will create and post the unscheduled vacancy notice within one business day of being instructed to do so by the Board. The notice will be placed at the following locations: 1) in a conspicuous place at the Office of the Clerk of the Board; ~~and 2) at all County Library branches; and 3)~~ on the Contra Costa County website. Additional outreach may be implemented by the Supervisorial District offices and/or the independent body. Pursuant to Government Code §54974(a), the Board will not make a final appointment for a minimum of ten working days after the Clerk has posted the unscheduled vacancy notice. If the Board finds an emergency exists, it may fill the unscheduled vacancy immediately, but the appointee will only serve on an acting basis until the final appointment is made.

C. Except where federal, State, or County statutes or regulations dictate otherwise, or in exceptional circumstances, the following applicants generally should not be appointed:

1. An applicant who has a family member already serving on the same independent body;
2. An applicant who would be repeatedly required to recuse himself from the body's business due to a conflict of interest.
3. An applicant with any of the conflicts of interest listed in Resolution 2011/55.

D. Board of Supervisors representatives on independent bodies serve at the pleasure of the Board and may be removed during their terms of office by a majority vote of the Board at its pleasure, provided such action is consistent with conditions imposed by law.

E. This Resolution ~~and Resolution 2011/497 supercedes~~supersedes Resolution ~~2002/377~~2011/498 in its entirety.

THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA

and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 12/13/2011 by the following vote:

Resolution No. 2011/498

IN THE MATTER OF ADOPTING POLICY GOVERNING APPOINTMENTS TO INDEPENDENT BOARDS, COMMITTEES, AND COMMISSIONS, AND SPECIAL DISTRICTS

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E. This Resolution supersedes Resolution 2011/498 in its entirety.

RESOLUTION NO. 2019/#

EXHIBIT A

List of Applicable Independent and Quasi-Independent Bodies

A. Decision-Making Bodies

Airport Land Use Commission

Alamo-Lafayette Cemetery District Board of Directors

Assessment Appeals Board

Byron-Brentwood-Knighten Union Cemetery District Board of Trustees

Resource Conservation District Board of Directors (Contra Costa County)

East Contra Costa Fire Protection District Board of Directors

First 5 Contra Costa Children and Families Commission

Housing Authority Board of Commissioners

Merit Board

Mosquito & Vector Control District Board of Trustees (Contra Costa County)

Tri-Delta Transit Authority Board of Directors

Western Contra Costa Transit Authority Board of Directors

Workforce Development Board (Contra Costa County)

B. Advisory to independent bodies

Affordable Housing Finance Committee

Contra Costa County Fire Protection District's Fire Advisory Commission

Contra Costa Transportation Authority Citizen Advisory Committee

Crockett-Carquinez Fire Protection Commissioners

East Bay Regional Park District Park Advisory Committee

In-Home Supportive Service Public Authority Advisory Committee

North Richmond Waste and Recovery Mitigation Fee Committee

Last Updated: Month, day 2019