



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:

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