



# Agenda

## INTERNAL OPERATIONS COMMITTEE

December 9, 2019

1:00 P.M.

651 Pine Street, Room 101, Martinez

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

### Agenda Items:

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

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. RECEIVE and APPROVE the Record of Action for the October 21, 2019 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. INTERVIEW candidates for the Public Member 1 and 2 seats on the Integrated Pest Management Advisory Committee and DETERMINE recommendations for Board of Supervisors consideration. *(Wade Finlinson, Health Services Department)*
5. INTERVIEW candidates for the BOS Representative and BOS Alternate Representative seats on the Treasury Oversight Committee and DETERMINE recommendations for Board of Supervisors consideration. *(Russell Watts, Treasurer-Tax Collector)*
6. CONSIDER recommending the the Board of Supervisors the appointment of Clayton Laderer to the At Large Alternate #3 seat on the Contra Costa County Fire Protection District - Advisory Fire Commission. *(Julie DiMaggio Enea, County Administrator's Office)*
7. CONSIDER recommending to the Board of Supervisors the reappointment of Jim Payne to the Labor #2 seat and Tracy Scott to the Labor #2 Alternate seat, and the appointment of Ed Morales to the Environmental Organizations #2 Alternate seat on the Hazardous Materials Commission. *(Michael Kent, Health Services Department)*
8. CONSIDER recommending the reappointment of Dean E. Barbieri to the Member of the Bar seat on the Public Law Library Board of Trustees to a new one-year term expiring on December 31, 2020. *(Julie DiMaggio Enea, County Administrator's Office)*

9. CONSIDER accepting a report on language interpretation services at Board of Supervisors meetings and PROVIDE direction to staff regarding next steps. (*Jami Napier, Chief Assistant Clerk of the Board of Supervisors*)
10. No additional meetings are scheduled for the 2019 Internal Operations Committee.
11. Adjourn

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

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

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

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For Additional Information Contact:

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



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 12/09/2019  
**Subject:** RECORD OF ACTION FOR THE OCTOBER 21, 2019 IOC MEETING  
**Submitted For:** David Twa, County Administrator  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** RECORD OF ACTION  
**Presenter:** Julie DiMaggio Enea      **Contact:** Julie DiMaggio Enea (925) 335-1077

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#### **Referral History:**

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

#### **Referral Update:**

Attached is the Record of Action for the October 21, 2019 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the October 21, 2019 IOC meeting.

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

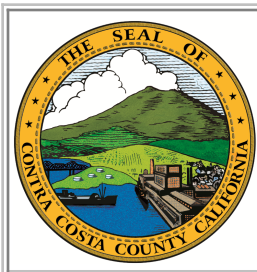
None.

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#### **Attachments**

DRAFT IOC Record of Action 10-21-19

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
October 21, 2019

Supervisor Diane Burgis, Chair  
Supervisor Candace Andersen, Vice Chair

### 1. Introductions

*Vice Chair Andersen announced that Chair Burgis was delayed, called the meeting to order at 10:00 a.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 one requested to speak during the public comment period.*

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

*Approved as presented.*

### 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.

*The Committee interviewed Richard Nakano and Clayton Laderer, and decided to table further deliberation until the District V seat appointment was determined, as one of the two candidates was in contention for the District V seat. The Committee directed staff to schedule a special meeting in November for further deliberation.*

### 5. 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.

*Approved as recommended.*

### 6. ACCEPT the 2018/19 Animal Benefit Fund report.



*Beth Ward presented the report. She explained that the shelters were crowded with an average length of stay at 30+ days, a 2:1 ratio of dogs to dog runs, and 12 dogs per ward rather than the more acceptable 6-9 dogs per ward. She highlighted some of the uses of the Animal Benefit Fund (ABF) during FY 2018/19, to supplement spay/neuter services provided by CBOs, to support the microchip program, and towards the Panda Gift program. She acknowledged that at the current rate of spending, the department would exhaust the ABF balance by the end of this fiscal year. The department plans to compensate for the funding gap with a combination of fee increases and staff assumption of some of the ABF services. The proposed fee increase, slated for public hearing on November 12, is expected to generate about \$300,000 in additional revenue for the department.*

*Vice Chair Andersen asked if Beth had explored establishing or partnering with a 501(c)(3) corporation or the Animal Rescue Foundation for tax deductibility of donations. Beth advised that contributions to the ABF, as a trust fund, are currently tax deductible. She noted that the department relies on about \$100,000 in donations annually.*

*The Committee requested Beth to present the annual report to the Board on November 5 and then return to the Committee in the Spring, once the new fees had been instituted, for further consideration.*

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

*Susun Shiu presented the report, highlighting 2019 accomplishments including the July 2019 launch of the new County website, creation of tax and permit portals, creation of a new landing page for the Board of Supervisors, and the addition of a "how do I?" help feature. She explained some of the goals of the new webpage design as being functional on a mobile device, offering many paths to the same information and opportunities to complete tasks beyond simply finding information. She reported more webpage visits and for longer periods of time.*

*She noted that properly vetted emergency messages appear on the County webpage only during an emergency, and highlighted that the website experienced more than 140 million hits during the PG&E planned electricity outages.*

*Susan also reviewed other OCM activities, including the Block Party, which brings a variety of services out to communities, and the addition of real-time closed captioning at Board of Supervisors meetings. She discussed how PEG Channels help to bridge the communication gap across the digital divide. She informed about the FCC Order 1980, which is stayed pending court action, but threatens to reduce cable franchise revenue that supports the OCM.*

*She expressed appreciation for DoIT support of the dynamic online mapping function and for her staff upon the OCM's upcoming 25th anniversary.*

*The Committee thanked Susan for her work and accepted the report.*

8.
  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.

*Jami Napier and Emlyn Struthers presented the report. Vice Chair Andersen stressed the need for, and importance of, having comprehensive advisory body policy summaries and training materials on the County's webpage, rather than having key information contained elsewhere in supporting reference documents. She also suggested adding a list of defunct bodies to the County website or resolutions, just for information, as there remains obsolete information about these bodies on the Internet.*

*Specific to the guiding resolutions, the Committee provided the following direction:*

- *Require, effective 90 days after adoption of the updated resolution, all County-governed advisory bodies to publish their meeting agendas 96 hours prior to a meeting date and via the County's Agenda Center.*
- *Require County departments to file all advisory body applications to bodies they staff with the Clerk of the Board, who maintains the official record for the Board of Supervisors.*
- *Require County departments and/or advisory bodies to support their transmittals to either the Board or any of its standing committees, of nominations for appointments, with copies of all advisory body applications that were considered in formulating the nominations.*

*The Committee decided that each Board standing committee should decide annually which of the advisory body vacancies under its purview will be filled following either an interview by the Board standing committee or following a screening by the advisory body or a subcommittee thereof.*

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

*Chair Burgis adjourned the meeting at 11:45 a.m.*

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For Additional Information Contact:

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

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 12/09/2019

**Subject:** INTEGRATED PEST MANAGEMENT ADVISORY COMMITTEE  
INTERVIEWS

**Department:** County Administrator

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

**Referral Name:** Advisory Body Recruitment

**Presenter:** Wade Finlinson, IPM Coordinator **Contact:** Wade Finlinson 925-335-3214

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#### **Referral History:**

In June 2014, the IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, Airport Land Use Commission, and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

#### **Referral Update:**

The Integrated Pest Management (IPM) Advisory Committee was established by the Board of Supervisors in November 2009 to advise the Board regarding the protection and enhancement of public health, County resources, and the environment related to pest control methods employed by County departments. The IPM Committee has eight voting members as follows: two ex-officio members (Health Services Department and County/Unincorporated County Storm Water Program) and six public members (one County Sustainability Commission representative, one County Fish and Wildlife Committee representative, one Environmental Organizations representative, and three At Large appointees); plus one Public Member Alternate seat. Effective January 1, 2019, terms of office for the At Large and Alternate seats reviewed by the Internal Operations Committee were extended from two to four years at the direction of the IOC.

The Public Member #1 and 2 seats will become vacant on December 31, 2019. The Environmental Organization seat is also currently vacant but that seat is not screened by the IOC.

Attached is a letter from the IPM Committee transmitting the two applications received from the recruitment for the vacancies, and describing the recruitment process, and the current Committee roster.

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

INTERVIEW the following two candidates for the Public Member #3 and Public Member Alternate seats on the Integrated Pest Management Advisory Committee for terms that will expire on December 31, 2023, and DETERMINE recommendations for Board of Supervisors consideration:

- Susan Captain, Moraga (Incumbent, Public Member 1)
- Stephen Pree, Richmond

**Fiscal Impact (if any):**

No fiscal impact.

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**Attachments**

IPM Transmittal Letter

Candidate Application Susan Captain IPM

Candidate Application Stephen Pree IPM

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## Memorandum

**To:** Internal Operations Committee

Supervisor Diane Burgis, Chair

Supervisor Candace Andersen, Vice Chair

**From:** The IPM Advisory Committee

Jim Donnelly, Chair

Wade Finlinson, Staff

**Date:** December 9, 2019

**Subject:** Two Public Member Appointments to the IPM Advisory Committee

### Background:

On November 10, 2009, the Board of Supervisors approved the bylaws for the Committee.

*Purpose of the Committee (from the Committee's Bylaws)*

- A. *Protect and enhance public health, County resources, and the environment;*
- B. *Minimize risks and maximize benefits to the general public, staff and the environment as a result of pest control activities conducted by County staff and contractors;*
- C. *Promote a coordinated County-wide effort to implement IPM in the County in a manner that is consistent with the Board-adopted IPM Policy;*
- D. *Serve as a resource to help Department Heads and the Board of Supervisors review and improve existing pest management programs and the processes for making pest management decisions;*
- E. *Make policy recommendations upon assessment of current pest issues and evaluation of possible IPM solutions; and*
- F. *Provide a forum for communication and information exchange among members in an effort to identify, encourage, and stimulate the use of best or promising pest management practices.*

### Current Members of the IPM Advisory Committee

Currently the Committee has a total of 13 seats consisting of voting and non-voting members.

The 8 voting members include:

- One representative from Contra Costa Health Services
- One representative from the County Storm Water Program
- One representative from the County Sustainability Commission
- One representative from the County Fish and Wildlife Committee
- One representative from an environmental organization
- Three at-large members of the public (designated Public Member 1, 2, and 3)

The 4 non-voting members include:

- A representative from the Agriculture Department
- Two representatives from the Public Works Department (Facilities Division and Maintenance Division)
- One representative from the County's pest management contractor



#### Public Member Alternate

The Committee also has one public member alternate who only votes if one or more of the six public members are absent from a meeting.

See Attachment A for the list of current Committee members.

**Number of Current Vacancies on the Committee:** Three (3) Total—Two (2) Public At-Large Member seats (Public Member 1-At Large and Public Member 2-At Large), and one (1) Environmental Organization seat. Note that an applicant for the Environmental Organization seat will be recommended to the full Board of Supervisors at a later date.

**Two (2) Terms ending:** The terms for the two (2) Public At-Large seats are ending on December 31, 2019.

#### Recruiting for the Public Member seats

From September 9 through November 25, 2019, the IPM Coordinator, with the help of the Supervisors' offices, widely publicized the Committee's vacancies. A notice of the vacancies along with the application form was emailed to 23 organizations well as to extensive email contacts. Several County Supervisors forwarded the notice through their respective newsletters and email lists, reaching hundreds of potential applicants.

**Number of Applications Received:** Two (2) applications were received for the Public Member seats and are attached to this memo. Susan Captain re-applied for her Public Member 1 seat. Stephen Prée applied for the Public Member 2 seat.

**Terms for Newly Appointed Members:** Terms are 4 years and therefore will end on December 31, 2023.





**Attachment A**  
**INTEGRATED PEST MANAGEMENT**  
**ADVISORY COMMITTEE**  
**ROSTER**  
**(As of November 25, 2019)**

Seat Title	Appointee Name	Work Address or Affiliation	BACKGROUND	Term Expiration	Voting?
Agriculture Commissioner or Designee	Larry Yost	Concord, CA 94520	Agriculture, pesticide regulation, IPM	None	NO
Public Works Facilities Director or Designee	Dave Lavelle	Martinez, CA 94553	Facilities management	None	NO
Public Works Deputy Director or Designee	Allison Knapp	Martinez, CA 94553	Flood control engineer	None	NO
County Pest Management Contractor	Carlos Agurto	Pestec IPM Provider, Antioch, CA 94531	Structural IPM, entomology, vertebrate pest management	December 31, 2019	NO
Health Services Department Representative	Michael Kent	Martinez, CA 94553	Hazardous materials, IPM, public health.	None	YES
County/Unincorporated County Stormwater Program Representative	Teri Rie	Martinez, CA 94553	Stormwater management	None	YES
Sustainability Commission Representative	Kimberly Hazard	County Sustainability Commission	Works at California Childcare Health Program at UCSF/has experience developing IPM programs for childcare sites	December 31, 2019	YES
Public Member – Fish and Wildlife Committee Representative	Susan Heckly	Fish and Wildlife Committee	Wildlife, IPM, worked in the Lindsay Wildlife Museum	December 31, 2019	YES
Public Member 1 – Type 2 At Large	Susan Captain	Owns Captain Vineyards in Moraga	Statistics, computer tech support, wine grape IPM, currently wine grape grower	December 31, 2019	YES
Public Member 2 – Type 2 At Large	Andrew Sutherland	U.C. Cooperative Extension Urban IPM Advisor	UC Cooperative Extension Urban IPM specialist for the Bay Area, entomologist, experience in plant nurseries	December 31, 2019	YES
Public Member 3 – Type 2 At Large	James Donnelly	J.R. Donnelly Consulting	Consultant in health, safety, and environmental quality for industry and construction projects	December 31, 2022	YES
Environmental Organization – Type 3 At Large Seat	Vacant	.		December 31, 2022	YES
Public Member Alternate	Dennis Shusterman	University of CA, Berkeley Occupational Health Service	Physician (and Contra Costa County Master Gardener)	December 31, 2022	Only if a public at-large member/Sust. rep/F&W rep is absent







Contra  
Costa  
County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

# BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

susan

Last Name

captain

Home Address - Street

City

Zip Code

Moraga

94556

Phone (best number to reach you)

Email

Resident of Supervisorial District:

## EDUCATION

Check appropriate box if you possess one of the following:

☐ High School Diploma

☐ CA High School Proficiency Certificate

☒ G.E.D. Certificate

Colleges or Universities Attended

Course of Study/Major

Degree Awarded

Almustansaria University

statistics

☒ Yes ☐ No

☐ Yes ☒ No

☐ Yes ☐ No

Other Training Completed:

Networking certificate DVC

Board, Committee or Commission Name

Seat Name

Climate action Committee for the town of Moraga, La

committee member, board member

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

☐ No

☒ Yes

If yes, how many?

3 years

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

I have been involved IPM advisory committee for 3 years, I am on the sub committee too, I'd like to continue to participate to the committee. I feel, I can contribute to the committee with practices that we have used on our sustainable & green winery, in Moraga, I can learn some new idea's form the committee.

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

My husband & I are founders of Captain Vineyards, in the town of Moraga, established 2005, we pride our vineyard & winery of being the first green winery in the county, Sustainable award from Sustainable CC, water smart certified by EBMUD, Pollution prevention award from central SAN., CoolCal award in 2016 by CAI EPA. Every step of any action is thought of to be socially responsible, economically viable and environmentally sound. I believe that I can contribute to the CC advisory committee and learn as well from the wealth of knowledge the committee has. My Resume might be provided previously, I'll be happy to supply if asked for.

I am including my resume with this application:

Please check one:

☐ Yes

☒ No

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

Please check one:

☐ Yes

☒ No

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

Please check one: ☐ Yes ☐ No

**List any volunteer and community experience, including any boards on which you have served.**

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?**

Please check one: ☐ Yes ☐ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree 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.

**Signed:**

**Date:**

**Submit this application to:**

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)*

### **Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



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Costa  
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**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**First Name**

Stephen

**Last Name**

Pre

**Home Address - Street**

**City**

Richmond

**Zip Code**

94804

**Phone (best number to reach you)**

**Email**

**Resident of Supervisorial District:**

one

**EDUCATION**

*Check appropriate box if you possess one of the following:*

☒ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

**Colleges or Universities Attended**

The Ohio State University

**Course of Study/Major**

Horticulture, Fine Art

**Degree Awarded**

☐ Yes ☒ No

Merritt College

Landscape Horticulture

☐ Yes ☒ No

☐ Yes ☐ No

**Other Training Completed:**

CA DPR CEUs, International Society of Arboriculture CEUs

**Board, Committee or Commission Name**

IPM

**Seat Name**

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

☒ No

☐ Yes

If yes, how many?

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

To apply the knowledge and perspective that I have gained in 40 years as a landscape horticulture professional and life long environmentalist to the problems and challenges of the County IPM Committee.

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

40 years professional experience with horticultural and landscape pesticide applications.  
Certified Arborist.  
Licensed Pesticide Applicator.  
Current IPM coordinator for a local municipality.  
8 years as a municipal storm water professional.  
Bay Friendly Certified Rater.  
Resume provided upon request.

**I am including my resume with this application:**

Please check one:

☐ Yes

☒ No

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

Please check one:

☒ Yes

☐ No



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

Please check one: ☐ Yes ☒ No

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

Habitat restoration volunteer.

While not a volunteer position, I am the staff liaison to the City of El Cerrito Urban Forest Committee.

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?

Please check one: ☒ Yes ☐ No

If Yes, please identify the nature of the relationship:

Employed by the City of El Cerrito

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree 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.

Signed: \_\_\_\_\_

Date: November 26, 2019

Submit this application to:

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

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7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 12/09/2019

**Subject:** TREASURY OVERSIGHT COMMITTEE INTERVIEWS

**Submitted For:** Russell Watts, Treasurer-Tax Collector

**Department:** Treasurer-Tax Collector

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

**Referral Name:** Advisory Body Recruitment

**Presenter:** Russell Watts, Treasurer-Tax Collector **Contact:** Ronda Boler 925-957-2806

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#### **Referral History:**

In June 2014, the IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Committee, Airport Land Use Commission, and the Fish & Wildlife Committee; and that screening and nomination fill At Large seats on all other eligible bodies would be delegated each body or a subcommittee thereof.

#### **Referral Update:**

The Treasury Oversight Committee is responsible for reviewing the County's investment policy, monitoring the performance of County investments, and reporting to the Board of Supervisors. The Committee is composed of seven statutory members and three alternates: County Superintendent of Schools or designee, a representative and an alternate of the Board of Supervisors or their designees, one representative and one alternate elected by a majority of the school and community college districts; one representative and one alternate elected by a majority of the special districts, three public members nominated by the County Treasurer and confirmed by the Board.

The BOS Representative seat was recently vacated with the resignation of longstanding member and former County Auditor-Controller Don Bouchet. The current term expiration for this seat is April 30, 2020. Staff recommends that any new appointment to this seat be made to complete the current term and also to a new term ending on April 30, 2024.

The current BOS Alternate Representative seat term will expire on April 30, 2022.

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

INTERVIEW the following five candidates for the BOS Representative and BOS Alternate Representative seats on the Treasury Oversight Committee and DETERMINE recommendations for Board of Supervisors consideration:

- Kathy Chang, Antioch
- Ian Deas, Walnut Creek
- Kirk Schumacher, Richmond
- Paula Troy, Martinez
- Jack Weir, Pleasant Hill

**Fiscal Impact (if any):**

No fiscal impact.

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**Attachments**

Candidate Application Kathy Chang TOC

Candidate Application Ian Deas TOC

Candidate Application Kirk Schumacher TOC

Candidate Application Paula Troy TOC

Candidate Application Jack Weir TOC

---





Contra  
Costa  
County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

First Name

Katherine

Last Name

Chang

Home Address - Street

City

Zip Code

Phone (best number to reach you)

Email

Resident of Supervisorial District:

Ms. Burgis

**EDUCATION**

Check appropriate box if you possess one of the following:

☐ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended

Course of Study/Major

Degree Awarded

University of Oregon, Eugene, OR

Masters of Science in Accounting

☒ Yes ☐ No

National Chung Hsing Univ, Taipei, Taiwan

Business Administration

☒ Yes ☐ No

☐ Yes ☐ No

Other Training Completed:

CPA (retired) certificate in the State of AZ

Board, Committee or Commission Name

Seat Name

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

☒ No

☐ Yes

If yes, how many?

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

I have had more than 20 years of municipal government finance experience. In retirement, I'd like to contribute to excellence in government finance by serving in commissions and committees.

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

Among other duties, I was in charge of treasury functions as a finance manager in the last 5 years of my employment. I worked with the legal counsel and outside consultant to update investment policies, project and monitor cashflows, and invest surplus funds as appropriate.

I am including my resume with this application:

Please check one:

☒ Yes

☐ No

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

Please check one:

☒ Yes

☐ No

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

Please check one: ☒ Yes ☐ No

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

Regional Measure 3 Independent Oversight Committee

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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

Signed: \_\_\_\_\_

Su

Date: \_\_\_\_\_

11/1/2019

\_\_\_\_\_k of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at

ClerkofTheBoard@cob.cccounty.us

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7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



Kathy Chang  
Cell:  
Email:

November 1, 2019

Contra Costa County Boards and Commissions,

I am interested in serving the Treasury Oversight Committee. I have more than 20 years of experience in local government finance, including treasury and investment among other responsibilities. In retirement, I want to continue to contribute to civil services from a different perspective.

The following is an overview of my work experience:

I was the Finance Manager of two local government agencies from May 2013 to November 2018: Delta Diablo in Antioch and Scotts Valley Water District in Scotts Valley. Primary responsibilities included but not limited to financial operations, annual budget, annual audits, CAFR and other financial reports, investment, debt management, grants, utility billing, fee/rate study, customer service, ERP system administration, and supervising 2.5 to 5.0 FTE positions.

Additional employment history included Principal Financial Analyst in the City of Santa Clara for 3 years and Principal Budget Analyst in the City of Santa Monica for 9 years. In both cities, I coordinated and prepared the annual operating and capital budgets, General Fund 5-year forecast, mid-year and year-end budget reviews, special projects and various studies. I supervised two analysts in the City of Santa Monica. More details can be found in the resume following the letter.

I am committed to bringing leadership, financial stewardship and oversight to the Contra Costa County Boards and Commissions. Thank you.

Truly yours,

Kathy Chang

I strive for fiscal transparency, accountability, excellence and stewardship.

# Kathy Chang, CPA (retired)

, Antioch, CA 94531

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## Career Experience

Delta Diablo District, March 2018 – November 2018

### Finance Manager

Primary responsibilities included annual budget, financial audits, CAFR, financial operations, investment, parcel data administration, Tyler Munis system administration, agenda reports, Finance Committee and full board meetings, purchasing, supervising 5.0 FTE positions, special projects, etc.

Scotts Valley Water District, May 2013 – March 2018

### Finance Manager /Interim Finance Manager (for the first three months)

Manager of the Finance Department with primary responsibilities in financial operations and customer service, annual audit and financial reporting, comprehensive fee/rate study, annual work plan, monthly Finance Committee meetings, annual budget, cash receipts and disbursements, payroll processing, investment, debt management, grants, regulatory reports, etc. Supervise 2.5 FTE positions.

#### Accomplishments:

- Collaborated with other executive team members to: revamp the Administrative Codes, modernizing District operations; conduct a comprehensive fee/rate study and successfully complete the Prop 218 process, achieving fiscal sustainability; and work with a debt refunding team to refund two debts with a fixed rate loan, saving \$700,000 in net present value
- Transformed the Division from a manual paper pushing operation to a highly automated one embracing technology and best business practices with a successful implementation of a new financial management system
- Mentored and transitioned staff to more value added tasks and fostered team work and team spirit in a fast changing environment

City of Santa Clara, March, 2010 – May, 2013

### Principal Financial Analyst

Primary responsibilities included but were not limited to planning, coordinating, developing and/or preparing annual Operating and CIP budgets, five-year forecast, year-end budget review, budget debriefings for future improvements, property and liability insurance programs, MOU costing for labor negotiations and special projects. Project manager for the cost allocation plan and implementation of a new budgeting system.

#### Accomplishments:

- Implemented process and efficiency improvements to streamline the 2011-12 and 2012-13 budget processes, and revamped the Operating and CIP budget instructions for the 2011-12 budget
- Provided leadership and guidance to citywide departments throughout the annual Operating and CIP budget processes. Won accolades for excellent customer and financial services.
- Successfully completed the 2012-13 Cost Allocation Plan updates in time for the 2013-14 Operating Budget preparations; successfully completed the high level architecture design and the fit/gap analysis for the Hyperion Budgeting System upgrades.

City of Santa Monica, February, 2001 – March, 2010

### Principal Budget Analyst

The role of the Principal Budget Analyst had changed significantly as the budget office evolved during a period of three City Managers and three Finance Directors. Responsibilities over the years included: saw to the annual budget process, supervised two senior budget analysts, conducted citywide budget training, led the mid-year and year-end budget review preparations, recommended the 5-year forecast assumptions, prepared the general fund 5-year expenditure forecast, reviewed the bi-weekly Council staff reports for budget and financial impacts, monitored budget vs. actual for all City funds during the year and at year-end and worked on special projects.

*Key Achievements:*

- Gradually took over the budget preparation, coordination and analytical responsibilities previously assumed by Finance Director and/or Budget Manager.
- Brought the annual operating budget document to be a GFOA award winner since FY 2004-05.
- Standardized the five-year expenditure forecast methodology and conducted sensitivity analysis using various economic scenarios.

City of Santa Monica

**Senior Administrative Analyst-Budget (2000 – 2001)**

**Acting Senior Administrative Analyst-Budget (1998-2000)**

Analyzed budget issues pertaining to assigned departments and provided recommendations to department directors and the City Manager's Office for decision-making. Participated in the annual budget preparation, mid-year and year-end budget review preparation and the ICMA performance measurement templates review. Assisted in special projects.

**CERTIFICATE AND EDUCATION**

Member of Arizona Society of Certified Public Accountants since 1998 (10828-E)

**Master of Science in Accounting**

University of Oregon – Eugene, Oregon

**Bachelor of Arts in Business Administration**

National Chung Hsing University, Taipei, Taiwan

## Summary of Qualifications

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**Experience:** Extensive experience in special district and municipal finance in leadership roles with strengths in financial operations, annual budget preparations, interdepartmental coordination, process and efficiency improvements, communication and interpersonal skills. Core competences include:

- |  |   |  |
|--|---|--|
| • Leadership and management skills       | • Operating and CIP budget preparations and budget balancing strategies | • Debt administration                    |
| • Financial and treasury operations      | • 5-year Forecast   | • Special projects                       |
| • Annual audit and financial reporting   | • GAAP and GASB   | • Agenda reports                         |
| • Fiscal policies, rules and regulations | • Rate study and implementations  | • Risk management and insurance programs |

**Skills:** Analytical, resourceful, problem solving, customer service oriented, computer literate (Office 365, Springbrook, Tyler Munis, JDE One World and PeopleSoft), goal and task driven, planning, coordinating and excellent verbal and written communication skills.



Contra  
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Print Form

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Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

First Name

Ian

Last Name

Deas

Home Address - Street

City

Walnut Creek

Zip Code

94598

Phone (best number to reach you)

Email

Resident of Supervisorial District:

yes

**EDUCATION**

Check appropriate box if you possess one of the following:

☒ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended

Course of Study/Major

Degree Awarded

University of Natal (South Africa)

Commerce/Finance

☒ Yes

☐ No

University of Natal (South Africa)

Honors in Accounting Science

☒ Yes

☐ No

☐ Yes

☐ No

Other Training Completed:

Chartered Accountant (South Africa) 1986

Board, Committee or Commission Name

Treasury Oversight Committee

Seat Name

Either Appointee Seat or the Alternate Seat

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

☒ No

☐ Yes

If yes, how many?

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

I retired in December 2018 after an extensive career in both finance and investing and am now looking for volunteer opportunities that are compatible with my expertise that can best serve the community I live in.

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

I believe my extensive background in finance and investing will meet the skill requirements for the Treasury Oversight Committee.

I am including my resume with this application:

Please check one:

☒ Yes

☐ No

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

Please check one:

☒ Yes

☐ No

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

Please check one: ☐ Yes ☒ No

**List any volunteer and community experience, including any boards on which you have served.**

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?**

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree 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.

**Signed:**

**Date:**

**11/5/2019**

**Submit this application to:**

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at*

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8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

# Ian Deas

Walnut Creek, CA 94598

## OVERVIEW

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- Recognized as an experienced senior executive with over twenty five years experience in the global private markets industry.
- Retired from Pantheon Ventures in September 2008.
- Retired from Stafford Capital Partners in December 2018.

## EXPERIENCE

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**Stafford Capital Partners      San Francisco, California      2008 - 2018**  
**Partner**

Provided US knowledge base to Stafford Capital Partners who are a leading global private markets investment and advisory group:

- Secretary and Chief Financial Officer for the US subsidiary.
- Sourced and reviewed secondary opportunities.

**Pantheon Ventures      San Francisco, California      2000 - 2008**  
**Partner**

Head of US Secondary Team:

- Managed US Secondary Team that comprised approximately eight individuals in 2007.
- Oversight of US secondary deal origination, analysis, evaluation, pricing, execution, transfers and completions.
- Maintained external relationships – clients, general partners in secondary portfolio, co-investors, and competitors.
- Monitored underlying secondary portfolio with regular general partner meetings, update of monitoring model and exit reviews.
- Served on Global Secondary Investment Committee.

**Pantheon Ventures      San Francisco, California      1993 - 2000**  
**Chief Financial Officer**

- Supervised Operations Team that comprised approximately six individuals in 2000.
- Performed all CFO functions such as budgets, monthly financial management, corporate tax preparation and filings and annual financial reporting.
- Supervised client reporting.
- Performed compliance responsibilities.
- Supported primary investment program and selective secondary transactions.
- Conducted extensive review of emerging private equity markets in Latin America and South Africa (1997 to 2000).



<b>Pantheon Ventures</b> <b>Finance Director</b>	<b>London, U.K.</b>	<b>1990 - 1993</b>
<ul style="list-style-type: none"> <li>■ Performed all finance director functions such as budgets, monthly financial management, corporate tax preparation and filings and annual financial reporting.</li> <li>■ Supported primary investment program and selective secondary transactions.</li> </ul>		
<b>EuroCellular</b> <b>Finance Director</b>	<b>London, U.K.</b>	<b>1987 - 1990</b>
<b>KPMG Peat Marwick</b> <b>Assistant Audit Manager</b>	<b>London, U.K.</b>	<b>1986 - 1987</b>
<b>Rennies Bulk Terminals</b> <b>Controller</b>	<b>Durban, South Africa</b>	<b>1983 - 1986</b>
<b>Deloitte Haskins &amp; Sells</b> <b>Senior Auditor</b>	<b>Durban, South Africa</b>	<b>1980 - 1983</b>
<b>Deloitte Haskins &amp; Sells</b> <b>Auditor</b>	<b>Empangeni, South Africa</b>	<b>1976 - 1978</b>

## PROFESSIONAL REGISTRATION

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- Chartered Accountant (South Africa) 1986

## EDUCATION

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- 1982 Bachelor of Commerce. University of Natal, South Africa.
- 1985 Bachelor of Accounting Science (Hons). University of South Africa.

## INTERESTS

---

Sailing, Alpine Skiing, Hiking, Gardening and Travel

## OTHER

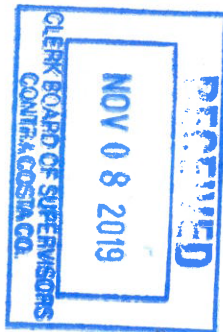
---

Competed in Clipper 07/08 Round the World sailboat race that covered 35,000 miles.

## REFERENCES

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- David Braman, Former Senior Partner, Pantheon Ventures (San Francisco office)  
Email: dbbcercal@hotmail.com
- Angus Whiteley, Chief Executive Officer, Stafford Capital Partners (London, UK)  
Email: anguswhiteley@staffordcp.com



OAKLAND CA 945

06 NOV 2019 PM 4 L



FOREVER / USA

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

94553-12938

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OAKLAND CA 945  
FOREVER / USA





Contra  
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**BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**First Name**

KIRK

**Last Name**

SCHUMACHER

**Home Address - Street**

**City**

**Zip Code**

**Phone (best number to reach you)**

**Email**

**Resident of Supervisorial District:**

ONE

**EDUCATION**

Check appropriate box if you possess one of the following:

☒ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
STANFORD	MATH / ECONOMICS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
UC BERKELEY SCHOOL OF LAW	LAW	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
UC BERKELEY GRAD SCH OF BUSINESS	BUSINESS	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

**Other Training Completed:**

UC BERKELEY EXTENSION FINANCIAL PLANNING, CA R.E. BROKER (INACTIVE)

**Board, Committee or Commission Name**

TREASURY OVERSIGHT COMMITTEE

**Seat Name**

PUBLIC

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

☒ No

☐ Yes

If yes, how many?

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

THIS IS AN IMPORTANT FUNCTION FOR MEMBERS OF THE PUBLIC TO BE INVOLVED IN, AND I HAVE THE BACKGROUND AND EXPERIENCE TO BE OF SERVICE TO MY FELLOW CITIZENS. I JUST HEARD OF THE EXISTENCE OF THIS COMMITTEE WHEN VISITING THE TREASURER'S WEB SITE.

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

I HAVE EXPERIENCE IN LEGAL AND FINANCIAL MATTERS THROUGH BOTH TRAINING AND EMPLOYMENT. I HAVE BEEN AN INVESTOR IN FINANCIAL MARKETS FOR MANY YEARS. MY KNOWLEDGE OF MATHEMATICS, ECONOMICS, LAW AND BUSINESS MAKE ME AN IDEAL CANDIDATE.

**I am including my resume with this application:**

Please check one:

☐ Yes

☒ No

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

Please check one:

☒ Yes

☐ No

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

Please check one: ☐ Yes ☒ No

**List any volunteer and community experience, including any boards on which you have served.**

KIDS' ELEMENTARY SCHOOL "DADS CLUB" - VICE PRESIDENT AND PRESIDENT  
EPISCOPAL CHURCH VESTRY

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?**

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

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**Signed:**

**Date:**

10/16/19

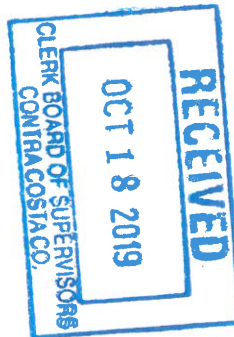
**Submit this application to:**

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

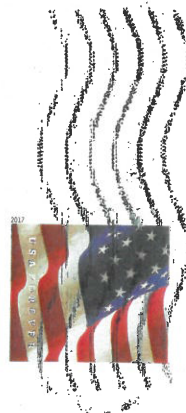
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OAKLAND CA 946  
16 OCT 2019 PM 7 L



Clerk of the Board of Supervisors  
651 PINE STREET  
ROOM 106  
MARTINEZ CA 94553

94553-12333







Contra  
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BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name Paula Last Name Troy

Home Address - Street City Martinez Zip Code 94553

Phone (best number to reach you) Email

Resident of Supervisorial District:

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

☒ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
University of California, Sacramento	Finance	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Board, Committee or Commission Name Seat Name

Treasury Oversight Committee

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

☒ No ☐ Yes If yes, how many?

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

With my past experience in the finance industry, I would like to serve on the Treasury Oversight Committee.

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

Worked in the finance industry for over 19 years. Attached resume.

I am including my resume with this application:

Please check one: ☒ Yes ☐ No

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

Please check one: ☒ Yes ☐ No

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

Please check one: ☐ Yes ☒ No

**List any volunteer and community experience, including any boards on which you have served.**

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?**

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my position, title, or commission in Contra Costa County.

**Signed:**

**Date:**

10-31-19

**Submit this application to:**

1 Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)*

**Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.

# PAULA TROY

---

Martinez, California 94553 ■

## SUMMARY OF EXPERIENCE

**Financial Services Professional** with in-depth experience in client service and operational management. Proven record working with very large public fund clients that range in portfolio size and complexity. Recognized for establishing, nurturing, and retaining valuable clients and relationships. Known for working closely with a variety of partner organizations and internal departments in the coordination of services and information, ensuring that client needs are met.

## PROFESSIONAL EXPERIENCE

### **AMG/STANTEC/CITY OF PLEASANT HILL/ TRANSPAC / 511 CONTRA COSTA Pleasant Hill, CA 2013-PRESENT** ***Project Controls Specialist***

Management of project and program budgets, cost control functions including budgeting, estimating, and forecasting. Process invoices, expenditure tracking, compile monthly reimbursement invoices, payroll reconciliation and maintaining related records with Contra Costa Transportation Authority. Carpool Instead incentive distribution, coordination of the Contra Costa County Library's Discover & Go transit promotion, Employer outreach, SchoolPool, and commute incentives. Maintain access databases and assist with audits.

### **STATE STREET CALIFORNIA, INC., Alameda, California**

**1992 - 2011**

#### ***Client Service Officer***

**1998 - 2011**

Managed all aspects of client service relationships for 7 Public Fund Clients worth \$35 billion. Facilitated client requests and deliverables, ensuring compliance with internal and external regulations, procedures, and controls while ensuring client satisfaction and retention.

- Implemented efficiencies with a significant reduction of exceptions by centralizing daily functions within the accounting team.
- Developed and implemented significant reductions through efficiencies and outsourcing, resulting in a reduction of turnover from 25% to 10%.
- Created procedure manuals for all online system access for daily and monthly activity for hedge fund/commingled portfolios.
- Researched, analyzed, and presented all P&L sheets in a clear concise form, projecting changes in revenue, operating income, cash position, and compensation calculations.
- Presented to Public Retirement Boards for service updates, education, RFP's.
- Received the Quality Management Award.

#### ***Client Service Manager***

**1995 - 1998**

Managed 14 portfolio accountants and 3 Quality Control Specialists in a dynamic team environment. Maintained accurate daily fund accounting records for 21 Public Fund Clients.

- Increased client satisfaction through improved performance and delivery of vital financial information.
- Improved cash operation accuracy and efficiency, contributing to client satisfaction as indicated on client survey.

#### ***Quality Control Specialist***

**1994 - 1995**

Responsible for the training and development of new Portfolio Accountants.

- Developed and implemented operating procedures for consistency and improved delivery of client service at all levels.
- Ensured internal and external reporting met established quality standards and developed new processes/documents for complex client reporting.

#### ***Portfolio Accountant***

**1992 - 1994**

Responsible for accounting of securities of pension funds including general ledger accounting, pricing, and verification of daily financial statements. Proofed account balances on global and domestic funds as well.

## TRAINING AND EDUCATION

Compliance (GASB40, GASB53), Money Laundering, and Diversity  
B.S. Business Administration, Finance concentration - California State University, Sacramento





# Contra Costa County

Please return completed applications to:

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name

Last Name

Jack

Weir

Home Address - Street

City

Zip Code

Pleasant Hill

94523

Phone (best number to reach you)

Email

Resident of Supervisorial District:

### EDUCATION

Check appropriate box if you possess one of the following:

☒ High School Diploma

☐ CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended

Course of Study/Major

Degree Awarded

USF

Business

☒ Yes ☐ No

JFK University

Organizational Management

☒ Yes ☐ No

Professional School of Psychology

" Psych

☐ Yes ☒ No

Other Training Completed:

Board, Committee or Commission Name

Seat Name

Treasurer Oversight

BoS Representative

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

☒ No

☐ Yes

If yes, how many?

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

Committed to supporting transparent, effective and affordable government.

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

- Very experienced in public agency oversight; do or have served on various Prop 39 citizen board oversight committees
- Currently serve as public representative on the County Redevelopment Successor Oversight Committee.
- Familiar with public financial reports and fiscal issues.

I am including my resume with this application:

Please check one:

☒ Yes

☐ No

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

Please check one:

☒ Yes

☐ No

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

Please check one: ☒ Yes ☐ No

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

- Prop 39 land oversight committees: John Swett, Mt. Diablo, CCC Community College, Maraga SD, WCCUSD Parcel Tax Advisory Committee
- President and Executive Director, Contra Costa Taxpayers Association
- County Redevelopment Successor Agency Oversight Commission

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree 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.

Signed:



Date:

10-30-12

Submit this application to:

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

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8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



## **Summary**

Experienced senior executive and professional systems consultant, with a strong focus on helping organizations excel in their vision, goals and business system operations. Extensive background in information systems (IS) development; business planning and management; business continuity and security; and organizational leadership development, motivation, and communications efficiency.

## **Professional Experience**

- **Vice-Mayor and Member, Pleasant Hill City Council; 2010 – Present**
  - Former Chair, Redevelopment Agency; Committees: Economic Development, Flood Control Task Force, Interviews and Nominating; representative to ABAG, League of California Cities, John Muir Community Health Fund, Central Contra Costa Transit Authority, TRANSPAC
- **Principal Consultant and President, CHANGE FOR THE BETTER; California; 1995-Present**
  - Sole Proprietor organizational consultancy; IS and organizational work; Clients include *Oakley Unified School District, Dorris-Eaton School, JFK University, Rocky Mountain Methodist Conference, New Directions Counseling Center, et al*
  - Principal project management consultant for \$60 million mansion construction project, providing planning methodology and team structure; successfully created and incorporated two new subsidiary companies
- **Chief Technology Officer, SASCO Electrical, Inc.; Sacramento; January-July 2003**
  - Developed centralized IS infrastructure for largest sole proprietor electrical contractor in US, \$100M+ firm; developed professional IT organization; designed and constructed state-of-the-art client demonstration computer center
- **Principal and CEO (retired), Toward Better Systems, Inc.; Bay Area; 1997-2002**
  - Business consultancy; IS systems, organizational systems, Y2K; Clients include *SBC Communications, Pacific Bell Wireless, Verizon Wireless, Alameda County Mediation Services, McKesson, Market Search Consultants, et al*
  - *Sample of engagements:*
    - *California Department of Corrections (DOC)* - conducted an assessment of the professional and technical competency of DOC's internal IS staff, at the direction of the California legislature, following the failure of a \$300M computer project; *Client IS management fully supported consultant's report.*
    - *Schlage Locks, Inc.* – conducted an assessment of quality assurance processes, and of the effectiveness of communications between company management and IS technical workers; *management team took the report and recommendations to Schlage's board.*
    - *Mathey-Johnson Precious Metals, Inc.* - performed an assessment of IS goals, mission, systems architecture, customer service function (help desk) and staff organization. Upon acceptance of the assessment report and recommendations, recruited and oriented new IS Technical Manager and staff.
    - *SBC Communications* – wrote corporate "Information Systems Disaster Recovery Policy", embracing all computer systems and data warehouses.
    - *Pacific Bell* – led project team to scope and develop revolutionary new sales compensation software system (COAST), rolled-out on SBC

## JACK WEIR, MA, CDP

corporate basis; *this project had the potential to save SBC tens of millions of dollars.*

- **Director of Data Systems (retired), Pacific Telesis Group (Holding Company); San Francisco; 1983-1996;** provided leadership for and managed the development of computer and information systems (IS) capability for a new post-AT&T divestiture holding company, including:
  - Platform strategy – central storage, client/server schema, network topography. *Start-up computer facilities were scoped, designed, contracted, installed and operational in less than 30 days from formation of new holding company development team, a Hewlett-Packard (vendor) company record.*
  - Computer Center – designed new facility inside existing office high-rise, including physical security, climate control, UPS, fire control. *First ever exemption by SFFD from standing water requirement, due to innovative chemical suppression system. HP site recognition award.*
  - Disaster recovery – hot-site, data backup and storage; *following the Loma Prieta earthquake all systems under SLA contract were recovered and fully operational at remote site in less than 30 minute target.*
  - Security – physical computers, data access, system access, network access (telecommuting, mobile remote access); *several industrial espionage attempts were detected, identified and referred for prosecution.*
  - Hardware standards – desktops, laptops, network components and protocols.
  - Software development methodologies, version control, quality assurance; *no user operation was ever disrupted by a software release or hardware upgrade during this tenure.*
  - Full service 7-by-24 user help desk, including:
    - Call-in acknowledgement and resolution targets and tracking
    - Multi-tier escalation and management notification process (including vendor management)

*(continued)*

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- Technician dispatch, on-site or remote to satellite or home offices
- User notification in the event of major emergencies, failures or interruptions
- Executive level support process (dedicated), including executive secretaries and home systems; *several affiliate officers chose to become holding company employees to obtain our services*
- User orientation and training, including custom on-line vendor support
- System use policies and rules, including e-mail, data storage and confidentiality and telecommuting guidelines; *successfully conducted first corporate trial of employee telecommuting; implemented first corporate obsolete equipment employee-purchase program*
- Negotiation of Service Level Agreements (SLA) and IS budgets with user departments and divisions. *All user departments were free to obtain IS services elsewhere; all user departments chose internal support, and all renewed SLAs annually every year; customer satisfaction surveys annually reported 95+% positive results; user departments frequently donated extra bonus funds for IS staff.*
- Formed and led the corporate inter-department IS coordination and information council.
- Developed approach for building and maintaining IS staff skills and knowledge, including:

## **JACK WEIR, MA, CDP**

- Professional positions – software engineer, network designer, data modeler, programmer
- Technical positions – computer operations, network support, help-desk analyst, PC technician, security administrator, system administrator
- Qualification (including testing) and compensation program for IS staff
- Developed “overall cost of ownership” model for IS planning and multi-year budgeting for:
  - Hardware acquisition and maintenance
  - Software development and maintenance

### **Other Professional Experience**

- Responsible for payroll and employee records for 100,000 telephone employees
- Developed critical accounting systems, which ran for many years beyond their intended life
- Introduced software development methodology, and life-cycle framework
- Led design, construction, computer and network installation of stand-alone computer center; responsible for security, power and HVAC systems, recruitment and training of operations staff; *trialed and initiated first 4X10 and 3X13 shift schemes, promoting strong retention*

### **Education/Certifications**

- **BS, Organizational Behavior, University of San Francisco (with honors)**
- **MA, Organizational Transformation, John F. Kennedy University (with honors)**
- **PsyD Doctoral Program, Professional School of Psychology (on leave)**
- **Certified Data Processor (Senior Management Professional Certification) – Institute for Certification of Computer Professionals**
- **Certified Future Search Conference Facilitator**

### **Other Experience**

- **Former Adjunct Faculty, John F. Kennedy University, School of Management**
- **Incorporator and Chairman, Contra Costa County Veterans Employment Committee**
- **Board Member, Contra Costa Taxpayers Association**
- **Founder, Pleasant Hill Taxpayers Association**
- **Board Member, California League of Citizen Bond Oversight Committees**
- **Former Member, Citizen Bond Oversight Committees: Contra Costa Community College District (Chair), John Swett Unified School District (Chair), Mt. Diablo Unified School District**
- **Former Western Regional Director, Mercedes-Benz Club of America; immediate Past President, San Francisco/Bay Area chapter**
- **Former Chairman of the Board (pro bono), New Directions Counseling Center, Concord**
- **Former President, Safe Neighborhoods Alliance Program (SNAP), Pleasant Hill**
- **Former President, Pleasant Hill Citizens for Responsible Growth**
- **Co-Founder, Shannon Hills Neighborhood Watch program, Pleasant Hill**
- **Former Director, Alameda County Mediation Services Agency**
- **Long-time elections polling place worker**
- **Disabled Veteran, US Army; Military Communications, Cryptography; Army Commendation Medal; service in Europe, Asia, Continental US**



OAKLAND CA 945

31 OCT 2019 PM 3 L

CLERK OF THE BOARD  
651 PINE ST, RM 106  
MARTINEZ, CA 94553



94553-129393





# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 12/09/2019

**Subject:** CONSIDER 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

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#### **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 IOC, on October 21, 2019, interviewed two candidates for the At-Large Alternate #3 seat vacancy on the Contra Costa County Fire Protection District Advisory Fire Commission, for a term that will expire on June 30, 2022. Six applications were received, but three of the six applicants were ineligible and one candidate did not appear for the interview.

The Committee interviewed Richard Nakano and Clayton Laderer, and decided to table further deliberation until the District V seat appointment was determined, as one of the two candidates was in contention for the District V seat. The Committee directed staff to schedule this matter for reconsideration at the next IOC meeting.

Supervisor Glover will recommend to the Board of Supervisors, on December 10, 2019, the appointment of Richard Nakano to the District V seat on the Advisory Fire Commission.

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

CONSIDER recommending the the Board of Supervisors the appointment of Clayton Laderer to the At Large Alternate #3 seat on the Contra Costa County Fire Protection District - Advisory Fire Commission to a term that will expire on June 30, 2022.

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**Attachments**

Candidate Application Clayton Laderer CCCFPD Adv Fire Comm

Candidate Application Richard Nakano CCCFPD Adv Fire Comm

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**Application Form**

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**Profile**

Clayton

First Name

Middle Initial

Laderer

Last Name

Home Address

Suite or Apt

WALNUT CREEK

City

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 &amp; 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](mailto: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](mailto: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

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**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.

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## **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

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[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:

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Please Agree with the Following Statement

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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

7.

**Meeting Date:** 12/09/2019

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

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

**Department:** Health Services

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

**Referral Name:** Advisory Body Recruitment

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

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

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### **Referral History:**

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

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

### **Referral Update:**

The term for Labor #2 seat expired on December 31, 2019. The bylaws of the Commission provide that Labor #2 seat be nominated by a labor organization, screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Contra Costa Labor Council has re-nominated Jim Payne for this seat and Tracy Scott as his alternate. Their letters of support are attached. The terms for these seats expire on December 31, 2023.

The Environmental #2 alternate seat was declared vacant by the Board of Supervisors on July 9, 2019 and posted vacant by the Clerk of the Board. The by-laws of the Commission provide that Environmental #2 alternate seat be nominated by an environmental organization, but that no particular environmental organization will have an exclusive right to nominate an individual to this seat, and therefore which environmental organization is represented on the Hazardous

Materials Commission rests with the Internal Operations Committee and ultimately the Board of Supervisors. The Hazardous Materials Commission advertised for this open seat (attached) and received one application. On October 24, 2019 the Commission voted unanimously to recommend that Ed Morales be appointed to this seat. His application and letter of recommendation from Sustainable Contra Costa are attached. The term for this seat expires on December 31, 2023.

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

RECOMMEND to the Board of Supervisors the reappointment of Jim Payne to the Labor #2 seat and Tracy Scott to the Labor #2 Alternate seat, and the appointment of Ed Morales to the Environmental Organizations #2 Alternate seat on the Hazardous Materials Commission to terms that will expire on December 31, 2023.

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**Attachments**

Letter of Transmittal HazMat Commission Recommendations

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# CONTRA COSTA COUNTY HAZARDOUS MATERIALS COMMISSION



December 2, 2019

## MEMO

**To:** Internal Operations Committee

**From:** Michael Kent, Executive Assistant to the Hazardous Materials Commission mk

**Re:** Appointment Recommendations to the Hazardous Materials Commission

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

The term for Labor Seat #2 expired on December 31, 2019. The bylaws of the Commission provide that Labor Seat #2 be nominated by a labor organization, screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Contra Costa Labor Council has re-nominated Jim Payne for this seat and Tracy Scott as his alternate. Their letters of support are attached. The terms for these seats expire on December 31, 2023.

Environmental Seat #2 alternate was declared vacant by the Board of Supervisors on July 9, 2019 and posted vacant by the Clerk of the Board. The by-laws of the Commission provide that Environmental Seat #2 alternate be nominated by an environmental organization, but that no particular environmental organization will have an exclusive right to nominate an individual to this seat, and therefore which environmental organization is represented on the Hazardous Materials Commission rests with the Internal Operations Committee and ultimately the Board of Supervisors. The Hazardous Materials Commission advertised for this open seat (attached) and received one applicant. On October 24, 2019 the Commission voted unanimously to recommend that Ed Morales be appointed to this seat. His application and letter of recommendation from Sustainable Contra Costa are attached. The term for this seat expires on December 31, 2023.

*Members: George Smith, Chair, Rick Alcaraz, Jonathan Bash, Don Bristol, Fred Glueck, Frank Gordon, Mark Hughes, Steven Linsley, Jim Payne, Gabe Quinto, Mark Ross, Ralph Sattler, Leslie Stewart,*

# Central Labor Council Contra Costa County AFL-CIO

## Executive Officers

Steve Older, *IAM D.L. 190*  
*President*

Kevin Van Buskirk, *SMW 104*  
*Vice-President*

Dan Jameyson, *SEIU 1021*  
*Secretary-Treasurer*

Bambi Marien, *UFCW 5*  
*Sergeant-at-Arms*

October 17, 2019

Michael Kent  
Contra Costa Health Services  
Hazardous Materials Ombudsman  
597 Center Avenue, Suite 100  
Martinez, CA 94553-4640  
[michael.kent@hsd.cccounty.us](mailto:michael.kent@hsd.cccounty.us)

## Executive Board

Rebecca Band, *IBEW 1245*

Brian Fealy, *IAM 1173*

Demetrio Gonzalez Hoy, *UTR*

Sue Guest, *IFPTE 21*

Gabriel Haaland, *SEIU 1021*

Felix Huerta, *IUOE 5*

Tim Jefferies, *IBB 549*

Anita Johnson, *MDEA*

Doug Jones, *SEIU-UHW*

Tom Lawson, *UA 159*

Michael Nye, *CARA*

Nadine Peyrucain, *AFSCME Ret.*

Tracy Scott, *USW 5*

Rachel Shoemake, *IBEW 302*

Vince Wells, *IAFF 1245*

Jonathan Wright, *IFPTE 20*

Dear Mr. Kent,

The Contra Costa Labor Council, AFL-CIO nominates the following as our representatives on the Contra Costa County Hazardous Materials Commission (Term: January 1, 2020 – December 31, 2023):

Labor Seat #2 – USW 5

Jim Payne, Member  
Tracy Scott, Alternate

Feel free to reach out should you have any questions or concerns.

Sincerely,



Joshua Anijar  
Executive Director  
Contra Costa Labor Council

Cc: Jim Payne ([JPayne@usw5.org](mailto:JPayne@usw5.org))  
Tracy Scott ([TScott@usw5.org](mailto:TScott@usw5.org))

## Council Staff

Josh Anijar  
*Executive Director*

Joe Summers  
*Political Director*

Jervon Graves  
*Community Organizer*

Contra  
Costa  
County

**Please return completed applications to:**

Clerk of the Board of Supervisors

651 Pine St., Room 106

Martinez, CA 94553

or email to: [ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)

## **BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION**

**First Name**

**Last Name**

**ne Address - Street**

City

**Zip Code**

**none (best number to reach you)**

**Resident of Supervisorial District:**

## EDUCATION

Check appropriate box if you possess one of the following:

☐ High School Diploma

CA High School Proficiency Certificate

☐ G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
U.C. Berkeley	Chemistry	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
City College of San Francisco	"	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
		<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Board, Committee or Commission Name

**Seat Name**

## HAZARDOUS MATERIALS

## Environmental - Alternate

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

☐ No☒ Yes

If yes, how many?

SEVERAL

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

I have been a commissioner in the past representing other groups including Environmental Engineering. Now as a board member of Sustainable Contra Costa, I believe I can represent them well for this seat.

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

I have over 30 yrs of experience in the area of Environmental Risk Management and have been a resident of Martinez for 20 yrs.

**I am including my resume with this application:**

Please check one:

☐ Yes☒ No

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

Please check one:

☐ Yes☒ No



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

Please check one: ☒ Yes ☐ No

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

Past Commissioner for the Haymarket Commission.  
Board member, Sustainable Contra Costa.  
Member + Instructor of Martinez Community Emergency Response Team (CERT)

Do you have a familial relationship with a member of the Board of Supervisors? (Please refer to the relationships listed below or Resolution no. 2011/55)

Please check one: ☐ 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 relationships?

Please check one: ☐ Yes ☒ No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree 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.

Signed:



Date:

7-28-19

Submit this application to:

Clerk of the Board of Supervisors  
651 Pine St., Room 106  
Martinez, CA 94553

Questions about this application? Contact the Clerk of the Board at (925) 335-1900 or by email at

[ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)

### Important Information

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



inspire

educate

collaborate

demonstrate



July 27, 2019

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

Re: Support for Ed Morales on Hazardous Materials Commission

Dear Mr. Kent,

Sustainable Contra Costa is pleased to nominate Ed Morales to the Contra Costa County Hazardous Materials Commission for the Environmental Alternate position. Mr. Morales has a strong skill set for this position with extensive experience as an environmental consultant and a strong understanding of hazardous materials and chemistry.

Mr. Morales is a pleasure to work on the Board of Directors for Sustainable Contra Costa. He relates well with others, participates consistently, and responsibly contributes to the wellbeing of the organization. He is committed to preserving and protecting our natural environment, while also considering economic perspectives.

Sustainable Contra Costa (SCOCO) is a community of citizens, organizers, leaders and educators working together to inspire healthy, connected and regenerative communities for all, since 2008. We envision a world where everyone, everywhere can live happy, healthy lives within the limits of our planet, leaving space for wildlife and wilderness. Clean, fresh water must be protected for the health and happiness of all. Achieving our sustainability goals requires partnerships and organizations that work in concert at every level.

If selected for this position, I know that Mr. Morales will serve with honor and be a beneficial and positive member of the Hazardous Materials Commission. Please feel free to contact me with any questions.

Sincerely,

Tina Neuhausel  
President, Sustainable Contra Costa  
tina@sustainablecoco.org  
415-302-2350

**Sustainable Contra Costa | 501c3 Nonprofit Organization - Tax ID #30-0670501**

www.sustainablecoco.org | info@sustainablecoco.org | 2156 Stewart Ave, Walnut Creek 94596

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

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

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

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

You may apply if you ...

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

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

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

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

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

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

**Filing Date: Applications must be received by August 30, 2019 and mailed to the Clerk of the Board.**

**Interviews for qualified applicants will take place from 10:00 am – 12:00 pm on September 13, 2019 at the North Richmond Center for Health, 1501 Fred Jackson Way, North Richmond.**

*Members: George Smith – Chair, Rick Alcaraz, Jonathan Bash, Don Bristol, Fred Glueck, Frank Gordon, Mark Hughes, Steven Linsley, Jim Payne, Gabe Quinto, Mark Ross, Ralph Sattler, Leslie Stewart,*

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



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

8.

**Meeting Date:** 12/09/2019

**Subject:** RECOMMENDATION FOR APPOINTMENT TO THE PUBLIC LAW  
LIBRARY BOARD OF TRUSTEES

**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

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#### **Referral History:**

In June, the IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board subcommittee. The Resolutions further permit a Board Committee to select a screening committee to assist in interviewing applicants for appointment. Upon review of the eligible seats, the IOC made a determination that it would conduct interviews for the Member of the Bar seat of the Law Library Board of Trustees, among other seats.

#### **Referral Update:**

The Public Law Library Board of Trustees was established by State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. The Internal Operations Committee annually reviews the appointment to the Member of the Bar seat, which term expires each December 31.

Staff opened a four-week recruitment for the Member of the Bar seat (see attached media release) on October 28 and received one application from incumbent Dean E. Barbieri, whose current letter of interest and original resume are attached hereto.

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

RECOMMEND reappointment of Dean E. Barbieri to the Member of the Bar seat on the Public Law Library Board of Trustees to a new one-year term expiring on December 31, 2020.

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#### **Attachments**

Letter of Interest Dean Barbieri Law Library





November 19, 2019

Contra Costa County Board of Supervisors  
651 Pine Street  
Martinez, CA 94553

RE: Contra Costa County Public Law Library Board of Trustees

Dear Members of the Board of Supervisors:

Please accept this letter as my request for reappointment to the Contra Costa County Public Law Library Board of Trustees for the year 2020. I was appointed to the board in 2017 and have held the position of vice-president. My service on the board has been enjoyable, and I hope to continue it into the new year.

My passion for law libraries is long-standing. I served as Dean of the John F. Kennedy University College of Law for almost a decade. One of my most important duties at JFK was governance of the university's law library. In addition, I have a long history of public service to the people of Contra Costa County.

It is no secret that law libraries in California, including the Contra Costa County Public Law Library, have faced serious economic problems during the past decade. Throughout this time and continuing into the future, the Board of Trustees and staff remain committed to offering the highest possible quality of service to our users. I want to be part of the wonderful work being done by this Board of Trustees in helping make access to justice available to everyone, and I look forward to the challenges of the new year.

Thank you for considering my application. If you have any questions or need additional information, please do not hesitate to contact me.

Sincerely,

  
Dean E. Barbieri





JOHN F. KENNEDY UNIVERSITY

An Affiliate of the National University System

COLLEGE OF LAW

November 21, 2017

Contra Costa County Board of Supervisors  
Office of the Clerk of the Board  
651 Pine Street  
Martinez, CA 94553

Re: Contra Costa County Public Law Library Board of Trustees

Dear Members of the Board of Supervisors:

I would like to be considered for appointment to the upcoming vacancy on the Contra Costa County Public Law Library's Board of Trustees.

As my Curriculum Vitae reflects, since 2010 I have served as Dean of the John F. Kennedy University College of Law where I am responsible for all aspects of law school operations, including the campus law library. I hope to bring to the Contra Costa County Public Law Library Board of Trustees my experience in law library management gained through my first-hand experience with governance of the JFK University law library, as well as my 37 years of experience in the field of law.

I have been a member of The State Bar of California since 1980. During this period I worked with the State Bar for more than a decade in a variety of capacities, including in the areas of development, administration and grading of the California Bar Examination, as well as serving as the State Bar's representative on the Governing Board of Continuing Education of the Bar.

I have served on a variety of boards and commissions and have held public office, most notably as Mayor of the City of Piedmont from 2010-2012. My practice of law has been augmented by extensive problem-solving work in the field of mediation and arbitration.

It would be an honor to serve the people of Contra Costa County by being a member of the law library's Board of Trustees. As you are well aware, all California county law libraries are presently facing serious economic constraints, and I would look forward to the challenge and opportunity of working with the board and library staff towards solutions of such problems.

Contra Costa County Board of Supervisors  
November 21, 2017  
Page 2

Thank you for your consideration, and I would be pleased to provide such further information as may be needed.

Sincerely,

A handwritten signature in blue ink that reads "Dean E. Barbieri". The signature is written in a cursive style with a large initial 'D' and 'B'.

Dean E. Barbieri

# Dean E. Barbieri

Piedmont, California 94611

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## PROFESSIONAL EXPERIENCE

### **John F. Kennedy University, Senior Vice President for Academic Affairs, 2013-2017 and Dean of the College of Law, 2010-present**

- As SVPAA, chief academic officer for all University colleges and programs.
- As Dean, responsible for all phases of college operation, and faculty and staff performance.
- Member, Law School Council of the State Bar of California.

### **The State Bar of California, Office of Admissions, San Francisco, CA, 2001-2010 Director for Examinations**

- Responsible for development of the California Bar Examination and the California First-Year Law Students' Examination.
- Management, oversight and supervision of examination drafting teams comprised of law school deans, professors and practicing attorneys.
- Extensive interaction with California law school administrators, faculty and students in matters associated with law school accreditation and regulation, bar examination and admission to practice matters.
- Acting Director, Moral Character Determinations.
- Regular speaker on bar examination, accreditation and education matters to law school faculty and administrators, law students and bar admissions administrators.
- Continuing Education of the Bar (CEB), Governing Board Member 2005-2010.
- Member, National Conference of Bar Examiners Education Committee and Uniform Bar Examination Committee.
- Council of Bar Admissions Administrators, Chair, Testing Committee.

### **City of Piedmont, CA, 2004-2012**

#### **Mayor, Vice Mayor and City Councilmember**

- 2004-Elected to first four-year term, 2008-re-elected to second four-year term.
- 2010-Elected Mayor for two-year term.
- 2008-Elected Vice Mayor.
- Responsible for \$26 million annual balanced budget and negotiation of employment contracts with union, and non-union city personnel and staff.
- Council Liaison to Audit, Pension, Planning, Parks, and Recreation Commissions.
- Member, Piedmont City Council/Piedmont Board of Education Joint Committee.
- Member, numerous regional boards and agencies.
- 1998-2004, Piedmont Recreation Commissioner, Vice Chair 2002-2004.



**American Arbitration Association, 1989-present**

**Mediator and Arbitrator**

- Successfully mediated over 300 cases involving business, commercial, construction, contract, personal injury and real estate law matters.
- Sole arbitrator in over 75 cases involving business, commercial, construction, contract, franchise, personal injury, probate and real estate law matters.

**First California Real Estate & Mortgage, Alamo, CA, 1998-2001**

**Broker and General Counsel**

- Organized the formation, and served as chief legal counsel, of successful real estate and mortgage loan brokerage firm.
- Originated commercial and residential mortgage loans totaling over \$200 million.

**Sellar, Hazard, Snyder, Fitzgerald, McNeely & Alm, Walnut Creek, CA, 1994-1998**  
**Attorney**

- Civil litigation and transactional practice with emphasis on ADR, banking, construction, corporate, public entity and real estate matters.
- Firm representative to civic and professional organizations.

**Watson, Hoffe and Barbieri, Richmond CA**

**Partner & Associate, 1981-1994**

- Civil litigation and transactional practice with emphasis on ADR, banking, business, commercial, corporate, probate, and real estate law matters.
- Principal outside general counsel to Mechanics Bank.
- Managing partner responsible for firm's hiring and human resources' matters, budget, insurance, library, facilities and IT operations.

**The State Bar of California, Office of Admissions, San Francisco, CA, 1982-2000**

- Grader for the California Bar Examination and California First-Year Law Students' Examination.
- Adjunct Reappraiser involved with special projects and bar examination development and grading activities.

**EDUCATION**

University of San Francisco, School of Law, J.D. 1980

University of California, Davis, B.A. Political Science/Public Service 1977

**PERSONAL**

Member, The State Bar of California, 1980-present

President, Robert G. McGrath American Inn of Court, 2016-present, Member 2011-Present

Member, Board of Directors Contra Costa County Bar Association, 2012-2016

Past President, Rotary Club of Richmond, CA 2001-2002

Member, Rotary Clubs of Richmond, CA and Walnut Creek, CA, 1981-1998

Rotary International District 5160, Chair, Ambassadorial Scholarship Committee 1996-1998; awarded scholarships to college students totaling \$170, 000, annually.



## Contra Costa County

County Administrator's Office • 651 Pine Street • Martinez, CA 94553 • [contracosta.ca.gov](http://contracosta.ca.gov)

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### Media Release

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**FOR IMMEDIATE RELEASE**

Monday, October 28, 2019

Contact: Julie DiMaggio Enea  
Phone: (925) 335-1077  
Email: [julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)

### WOULD YOU LIKE TO SERVE ON THE CONTRA COSTA COUNTY PUBLIC LAW LIBRARY BOARD OF TRUSTEES ?

The Contra Costa County Board of Supervisors is seeking applicants for the Public Law Library Board of Trustees. The Board of Trustees was established pursuant to State law and County Ordinance to maintain a law library in Martinez and a branch library in Richmond. The Board of Trustees is the governing body for the Law Library with the authority to determine personnel, fiscal, and administrative policies to fulfill the legal information needs of the community. County residents who are members of the State Bar and have an interest in public policy and library administration are encouraged to apply for this non-paid volunteer opportunity. The County Board of Supervisors will appoint to fill one vacancy for a one-year term ending on December 31, 2020. The Board of Trustees normally meets on the last Thursday of the month at 12:15 p.m. in Martinez.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 335-1900 or by visiting the County webpage at [contracosta.ca.gov](http://contracosta.ca.gov). Applications should be returned to the Clerk of the Board of Supervisors, Room 106, County Administration Building, 651 Pine Street, Martinez, CA 94553 no later than Friday, November 22, 2019 by 5 p.m. Applicants should plan to be available for public interviews in Martinez on Monday, December 9, 2019. More information about the Contra Costa Public Law Library can be obtained by calling Carey Rowan at (925) 646-2783 or visiting the Law Library website at <http://www.cccplib.org>.

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# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

9.

**Meeting Date:** 12/09/2019

**Subject:** Policy Regarding Policy Regarding Language Interpretation Services at Board of Supervisors Meetings

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

**Department:** County Administrator

**Referral No.:** IOC 19/13

**Referral Name:** Policy Regarding Language Interpretation Services at Board of Supervisors Meetings

**Presenter:** Jami Napier, Chief Asst Clerk of the Board      **Contact:** Jami Napier, 925-335-1908

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### **Referral History:**

Currently, there is no formal procedure or process for providing language interpretation services at the Contra Costa County Board of Supervisors meetings. If a member of the public speaks at public comment and they are more comfortable speaking a language other than English, they historically have brought a language interpreter with them for assistance. Upon approaching the podium to address the Board of Supervisors, the Clerk doubles the speaker's time in order to allow both the speaker, in his/her preferred language, and the English interpreter to address the Board of Supervisors. This method of interpretation is referred to as "consecutive interpretation".

Several County departments utilize language translation and interpretation services from one vendor, LanguageLine. For example, the Employment and Human Services Department (EHSD) has a contract for up to \$1,250,000 to provide telephone interpretation, on-site interpretation, and document translation services. Additionally, other County departments, including the Conservation and Development, District Attorney, Health Services, and the Clerk-Recorder/Elections Departments also use language interpretation services from LanguageLine.

To better serve the residents of Contra Costa County and encourage public participation in Board meetings, the Chair of the Board of Supervisors requested a study and report on language accommodations for Board of Supervisors meetings in the other Bay Area counties.

In September 2019, the Internal Operations Committee accepted a staff report on the prospect of providing language interpretation services at the Board of Supervisors meetings. The committee acknowledged that the services could not be implemented until staff relocates to the new Administration Building. In the meantime, the committee directed staff to conduct further research on the options that would be available and report back to the committee. The direction given to staff was to determine:



- More information about the County’s experience with its current vendor, LanguageLine, including:
  - Whether the County would need to pay a retainer for services;
  - The County Employment and Human Services Division (EHSD)’s experience with LanguageLine;
  - The different methods of providing services – telephone, in-person, etc; and
- Alternatives to using the current vendor, including renting or buying multichannel translation equipment.

Staff was also directed to obtain additional information from cities within Contra Costa County, specifically Richmond, Concord and San Ramon. And, finally staff was directed to identify next steps to prepare or draft a bid for services.

### **Referral Update:**

#### **County’s Experience with LanguageLine**

The County’s LanguageLine representative spoke in length with staff regarding the County’s current services and how best to incorporate the Board of Supervisors meetings. LanguageLine confirmed there would be no retainer for services. The Clerk of the Board of Supervisors would be invoiced only for services used. A new contract would not be required; LanguageLine will agree to add an addendum to address the Board of Supervisors meeting requirements. The terms and conditions would mirror the agreement the County has with EHSD. In addition to EHSD, the County departments of Conservation and Development, Clerk-Recorder/Elections and the District Attorney also use LanguageLine services.

Currently, County departments use a full suite of LanguageLine services: telephone, video, in-person and written services. The major Contra Costa County customer is the Medi-Cal / CalFresh call center, with EHSD face-to-face services at field offices being the second highest user of language access services. Video interpreting services are also used via an iPad at County offices. Like Skype services, video interpreting is an excellent way to provide American Sign Language (ASL) services. Contra Costa County uses the full contracted amount of funds from the LanguageLine contract annually. There is a 2-hour minimum for on-site services and the interpreter also gets reimbursed for gas mileage.

Recall from our September report the LanguageLine costs for In-Person, On-Site Interpretation, with a two hour minimum for on-site services, and for Written Materials Translation with a \$60 minimum:

<b><u>Language Line On-Site Service Prices</u></b>	
Tier 1 – Spanish	\$60/hour
Tier 2 – Standard Languages	\$60/hour
Tier 3 – American Sign Language	\$70/hour
Tier 4 – Rare Languages	\$80/hour

<b><u>Language Line Written Materials Prices</u></b>	
Spanish	\$.19/word
Cantonese & Mandarin	\$.24/word
Tagalog	\$.25/word

As examples, (1) a Board of Supervisors meeting agenda is on average 26 pages; there are approximately 300 words per page for an agenda; the cost for a Spanish translation of a 7,800 words is \$1,482.00; and (2) a discussion item board report can be from one to one-hundred pages long with 400-500 words on a page; a ten-page board report with 400 words on a page would cost \$960.00 to translate.

### **Purchasing or Renting Multichannel Translation Equipment**

Another option would be to purchase a translation system. Contra Costa County can purchase a multichannel translation system with an interpreter model. Headsets are included, with the average of 10 headsets per system. Systems range in cost from a \$1,000 to \$25,000 depending upon the brand, number of simultaneous languages, and number of receivers. Renting headsets may not cost-effective, and would require contracting with a vendor each time services are needed.

### **City Experience Providing Translation Services**

Staff contacted the City Clerk departments of Richmond, Concord and San Ramon. The Senior Assistant City Attorney and Americans with Disabilities Act (ADA) coordinator for Richmond said the City doesn't have a policy in place but is working on an Equal Access Ordinance. It is unclear if the ordinance will address language interpretation at council meetings or if it is more general. Currently, Richmond has the same practice as Contra Costa County where they double the time allowed for public comment when a non-speaker of English approaches the council in order to allow for time to translate to English.

The City of San Ramon Deputy Clerk stated that they do not staff formal interpreters or translators at their City Council meetings.

The City of Concord City Clerk said that while they have no formal policy, but they provide services as needed. Concord has a relationship with Monument Impact, a community-based nonprofit dedicated to "building skills, resources and power within immigrant, refugee and low-income communities in Concord". When there is an item on the City of Concord agenda that may have numerous of Spanish-speaking public in attendance, the City of Concord hires an interpreter and borrows headsets from Monument Impact. The interpreter stands in the back of the Council Chambers and provides simultaneous interpretation to those members of the public that are wearing headsets. While this is not a formal policy, the relationship the City Clerk has with Monument Impact is a benefit to the public for their City Council meetings.

As reported last September, the Chief Assistant Clerk of the Board conducted a survey of Bay Area counties and received responses from four local counties: Alameda, Marin, Santa Clara, and Solano. The four responding counties request a 72-hour advance notice for language interpretation services from individuals planning to attend a Board of Supervisors meeting. All four counties currently provide language accommodations in varying degrees, as summarized below.

### **Contracts with Neighboring Counties: Overview and Administration**

The costs for services will vary with the breadth of the contract. Costs tend to be on an hourly or as-needed basis. Among the counties surveyed, there is a consensus that in person interpretation services have a two-hour minimum time length. All counties evaluated, with the exception of Santa Clara, have limited experience with translation services.

- **Alameda County** Clerk of the Board, through administration, has contracts with two vendors and provides services in both American Sign Language and Spanish upon a 72-hour advance request.
- **Marin County** Clerk of the Board has one contract through their administration office and can provide translation services in both Spanish and other languages, also with a 72-hour advance request.
- **Santa Clara County** Clerk of the Board through their executive office has multiples contracts with translation vendors. The Clerk of the Board uses Mandarin, Spanish and other language translators.
- **Solano County** Clerk of the Board reports that they do not have a contract to provide language translation services, but citizens can request a Spanish translator with a 72-hour advance request.

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

1. ACCEPT report update on further study of potential services and exploration of policies or procedures in Contra Costa cities.
2. DETERMINE whether there is enough information to direct staff to draft a policy or bid related to interpretation services, or if more research required.

**Fiscal Impact (if any):**

Unknown fiscal impact.

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**Attachments**

*No file(s) attached.*

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