



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.

For Additional Information Contact:

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