

CALENDAR FOR THE BOARD OF SUPERVISORS  
**CONTRA COSTA COUNTY**  
AND FOR SPECIAL DISTRICTS, AGENCIES, AND AUTHORITIES GOVERNED BY THE BOARD  
**BOARD CHAMBERS ROOM 107, ADMINISTRATION BUILDING, 651 PINE STREET  
MARTINEZ, CALIFORNIA 94553-1229**

**CANDACE ANDERSEN**, *CHAIR*, 2ND DISTRICT

**DIANE BURGIS**, *VICE CHAIR*, 3RD DISTRICT

**JOHN GIOIA**, 1ST DISTRICT

**KAREN MITCHOFF**, 4TH DISTRICT

**FEDERAL D. GLOVER**, 5TH DISTRICT

**DAVID J. TWA**, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 335-1900

**To slow the spread of COVID-19, the Health Officer's Shelter Order of March 16, 2020, prevents public gatherings ([Health Officer Order](#)). In lieu of a public gathering, the Board of Supervisors meeting will be accessible via television and live-streaming to all members of the public as permitted by the Governor's Executive Order N29-20. Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).**

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA MAY SUBMIT PUBLIC COMMENTS TO <https://forms.gle/SpucCpKLZ1fqPgV48> EITHER BEFORE OR DURING THE MEETING.

If you have difficulty accessing the public comment link, please contact Clerk of the Board at [ClerkOfTheBoard@cob.cccounty.us](mailto:ClerkOfTheBoard@cob.cccounty.us).

All comments submitted before the conclusion of the meeting will be included in the record of the meeting. When feasible, the Clerk of the Board also will read the comments into the record at the meeting, subject to a two minute time limit per comment.

The Board Chair may reduce or eliminate the amount of time allotted to read comments at the beginning of each item or public comment period depending on the number of comments and the business of the day. Your patience is appreciated.

A lunch break or closed session may be called at the discretion of the Board Chair.

Staff reports related to open session items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).

**SPECIAL MEETING**  
**AGENDA**  
**April 14, 2020**

**9:00 A.M. Convene and announce adjournment to closed session in Room 101.**

**Closed Session**

**A. CONFERENCE WITH LABOR NEGOTIATORS (Gov. Code § 54957.6)**

1. Agency Negotiators: David Twa and Richard Bolanos.

Employee Organizations: Public Employees Union, Local 1; AFSCME Locals 512 and 2700; California Nurses Assn.; SEIU Locals 1021 and 2015; District Attorney Investigators' Assn.; Deputy Sheriffs Assn.; United Prof. Firefighters I.A.F.F., Local 1230; Physicians' & Dentists' Org. of Contra Costa; Western Council of Engineers; United Chief Officers Assn.; Contra Costa County Defenders Assn.; Contra Costa County Deputy District Attorneys' Assn.; Prof. & Tech. Engineers IFPTE, Local 21; and Teamsters Local 856.

2. Agency Negotiators: David Twa.

Unrepresented Employees: All unrepresented employees.

**B. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Gov. Code § 54956.9(d)(1))**

1. *Karla Williams-Smith v. Contra Costa County*, WCAB Nos. ADJ2024949; ADJ953983; ADJ3974816; ADJ3224031; ADJ2329661; ADJ3748261
2. *La 'Shurn Ferrell; Tiana Washington v. County of Contra Costa, et al.*; Contra Costa County Superior Court, Case No. C18-01606
3. *Nicholas Jacobson v. Jane T. Himmelvo, et al.*; United States District Court, Northern District of California, Case No. C19-01716 WHA
4. *Janice Altman, an individual; et al. v. County of Santa Clara, California; et al.*, United States District Court, Northern District of California, Case No. C20-02180

**9:30 A.M. Call to order and opening ceremonies.**

Inspirational Thought- *"There is a light at the end of every tunnel. Some tunnels just happen to be longer than others."* ~Ada Adams, author

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.46 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

**DISCUSSION ITEMS**

**D. 1** CONSIDER Consent Items previously removed.

**D. 2** PUBLIC COMMENT (2 Minutes/Speaker)

**D.3** CONSIDER accepting report on emergency moratoriums on evictions and rent increases, and provide direction to staff. (Mary Ann Mason, Chief Assistant County Counsel)

**D.4** CONSIDER adopting Resolution No. 2020/116 requesting the Governor of California to issue the proposed Executive Order directing county elections officials to conduct the November 3, 2020 election as an all-mail ballot election and extending the deadline to complete audit and report the official canvass by seven days, to December 7, 2020, to protect health and welfare of employees, volunteers and the voters of Contra Costa County. (Deborah R. Cooper, Clerk-Recorder)

**D.5** CONSIDER update on COVID 19; and PROVIDE direction to staff.  
1. Sheriff's Department - Public Safety issues - David Livingston, Sheriff  
2. Health Department - Anna Roth, Director and Dr. Farnitano, Health Officer  
3. Budget and Labor Issues - David Twa, County Administrator

D. 6 CONSIDER reports of Board members.

### **Closed Session**

ADJOURN in memory of  
***Robert Campbell***  
former Assemblymember

### **CONSENT ITEMS**

#### **Claims, Collections & Litigation**

- C. 1** RECEIVE report concerning the final settlement of Jessica Fleihmann vs. Contra Costa County; and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$440,966.72, as recommended by the Director of Risk Management. (100% Workers' Compensation Internal Service Fund)
- C. 2** RECEIVE report concerning the final settlement of Mark Danner vs. Contra Costa County; and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$225,000, as recommended by the Director of Risk Management. (100% Workers' Compensation Internal Service Fund)
- C. 3** DENY claims filed by Stacy Kadesh, Ernani O. Papa, Bhupinder Singh, Ronald Turner, and Vicki Wade.
- C. 4** APPROVE and AUTHORIZE the County's participation in a settlement of the class action lawsuit In Re GSE Bonds Antitrust Litigation (USDC SDNY Case No. 1:19-cv-01704) related to government sponsored enterprise bond transactions between January 1, 2009, and January 1, 2019, as recommended by the County Administrator. (100% Incoming Funds)

## **Honors & Proclamations**

- C. 5 ADOPT Resolution No. 2020/68 proclaiming April 19-25, 2020 as National Crime Victims' Rights Week in promotion of victims' rights and to recognize crime victims and those who advocate on their behalf, as recommended by the District Attorney.
- C. 6 ADOPT Resolution No. 2020/94 honoring Marty Lynch on the occasion of his retirement after 38 Years as Executive Director and Chief Executive Officer of LifeLong Medical Care, as recommended by Supervisor Gioia.

## **Appointments & Resignations**

- C. 7 REAPPOINT John Phillips to the Public Member #3 seat on the Treasury Oversight Committee, as recommended by the Treasurer-Tax Collector.
- C. 8 REAPPOINT Tom Aswad to the District IV seat of the Alcohol and Other Drugs Advisory Board, as recommended by Supervisor Mitchoff.
- C. 9 APPOINT, in lieu of election, Todd Smithey to the General Member #3 seat and Donald Finley to the Safety Member #7 seat on the Contra Costa County Employees' Retirement Association Board of Trustees, as recommended by the Clerk-Recorder.
- C. 10 APPROVE the medical staff appointments and reappointments, privileges, advancements, and voluntary resignations as recommend by the Medical Staff Executive Committee, at their March 16, 2020 meeting, and by the Health Services Director.

## **Personnel Actions**

- C. 11 ADOPT Position Adjustment Resolution No. 25590 to reassign one position and incumbent One-Stop Center Case Manager (represented) from the Workforce Services Bureau to the Workforce Development Board in the Employment and Human Services Department. (95% Federal, 5% State)
- C. 12 ADOPT Position Adjustment Resolution No. 22598 to increase the hours of one Board of Supervisors Special Assistant - Specialist Level (unrepresented) position from part time (20/40) to full time (40/40) and cancel one part time (20/40) Board of Supervisors Special Assistant - Specialist Level (unrepresented) in the Board of Supervisors, District I Office. (Cost neutral)

- C. 13** RATIFY the order of the County Administrator granting additional employee leave in an effort to slow the spread of COVID-19 and preserve critical health care capacity across the region.

**Grants & Contracts**

**APPROVE and AUTHORIZE execution of agreements between the County and the following agencies for receipt of fund and/or services:**

- C. 14** ADOPT Resolution No. 2020/111 approving and authorizing the Sheriff-Coroner, or designee, to apply for and accept a grant from the California Department of Alcoholic Beverage Control, in an initial amount of \$94,977 to fund proactive enforcement targeting the unauthorized sale of alcoholic beverage by businesses within the County for the period July 1, 2020 through the end of the grant funding. (100% State)
- C. 15** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to accept a grant in the amount of \$250,000 from the Employment Development Department Workforce Innovation and Opportunity Act for English Language Learner Pathways to Careers Program services for the period June 1, 2020 through May 30, 2022. (60% Federal, 40% County match)

**APPROVE and AUTHORIZE execution of agreement between the County and the following parties as noted for the purchase of equipment and/or services:**

- C. 16** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with InfoImage of California, Inc., in an amount not to exceed \$330,000 to provide patient billing services at Contra Costa Regional Medical Center and Health Centers for the period January 1, 2020 through December 31, 2021. (100% Hospital Enterprise Fund I)
- C. 17** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Ronald L. Leon, M.D., Inc., in an amount not to exceed \$222,144 to provide outpatient psychiatric services for County patients in East County and County Juvenile Hall for the period April 1, 2020 through March 31, 2021. (100% Mental Health Realignment)
- C. 18** APPROVE and AUTHORIZE the County Librarian, or designee, to execute a contract with Qumpus, Inc. (dba Better World Books), for the removal and subsequent sale, donation or recycling of library books and materials that the County Librarian has determined to be surplus to the Library needs. (100% Library Fund)

- C. 19** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Steris Corporation, to increase the payment limit by \$43,097 to a new payment limit of \$305,309, to provide additional repair and maintenance of infection prevention equipment for Contra Costa Regional Medical Center and Health Center patients with no change in the term June 1, 2019 through May 31, 2021. (100% Hospital Enterprise Fund I)
- C. 20** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment reflecting the change of contractor's corporation name from MGA Healthcare Services, Inc., to Covelo Group, Inc., with no change to the temporary medical staffing services to be provided and no change in the contract payment limit of \$450,000 or the term of January 1, 2020 through December 31, 2020. (100% Hospital Enterprise Fund I)
- C. 21** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment reflecting the change of Contractor's corporation name from MGA Healthcare Services, Inc., to Covelo Group, Inc., with no change to the temporary medical staffing services to be provided and no change in the contract payment limit of \$800,000 or the term of June 1, 2019 through November 30, 2020. (100% Hospital Enterprise Fund I)
- C. 22** RATIFY the execution of contracts by the County Administrator, or designee, in an aggregate amount of \$3,517,823 plus certain variable costs in response to the COVID-19 pandemic emergency declaration. (100% General Fund)
- C. 23** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Catholic Charities CYO of the Archdiocese of San Francisco, effective April 1, 2020, to increase the payment limit by \$90,661 to a new payment limit of \$436,832 to provide additional therapeutic behavioral services for seriously emotionally disturbed children with no change in the term and to increase the automatic extension payment limit by \$36,023 to a new payment limit of \$218,100 through December 31, 2020, (50% Federal Medi-Cal; 50% Mental Health Realignment)
- C. 24** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Acusis, LLC, in an amount not to exceed \$600,000 to provide medical and dictation transcription services at Contra Costa Regional Medical Center and Health Centers for the period March 1, 2020 through March 31, 2023. (100% Hospital Enterprise Fund I)
- C. 25** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with BHC Sierra Vista Hospital, Inc., to allow for a six-month automatic extension from July 1, 2020, through December 31, 2020, with an automatic extension payment limit in an amount not to exceed \$37,500, for the continuation of inpatient psychiatric hospital services to County-referred adults and adolescents through the automatic extension period. (100% Mental Health Realignment)

- C. 26** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with The Permanente Medical Group, Inc., in an amount not to exceed \$500,000 to provide an Assistant Medical Director to Contra Costa Emergency Medical Services for the period April 1, 2020 through March 31, 2022. (100% Measure H Funding)
- C. 27** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Medical Solutions, LLC (dba Nebraska Medical Solutions Staffing, LLC), effective April 6, 2020, to increase the payment limit by \$5,000,000 to a new payment limit of \$8,300,000, to provide additional hours of temporary crisis response nursing services at Contra Costa Regional Medical Center, Health Centers and Detention Facilities, with no change in the original term of July 1, 2019 through June 30, 2020. (100% Hospital Enterprise Fund I)
- C. 28** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Aspira Technologies, Inc., in an amount not to exceed \$919,800 to provide consultation, support, and technical assistance to the department's Information Systems Unit for the period July 1, 2020 through June 30, 2023. (100% Hospital Enterprise Fund I)
- C. 29** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Aspira Technologies, Inc., in an amount not to exceed \$1,132,776 to provide analytics based consultation and technical assistance to the department's Information Systems Unit to serve as Assistant Health Services Information Technology Director for Analytics for the period July 1, 2020 through June 30, 2023. (100% Hospital Enterprise Fund I)
- C. 30** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Daniel L. Zimmerman, M.D., Inc., in an amount not to exceed \$975,000 to provide Obstetrics / Gynecology services to Contra Costa Health Plan members for the period June 1, 2020 through May 31, 2022. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 31** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Bay Area Community Services, Inc., in an amount not to exceed \$425,000 to operate COVID-19 isolation housing in Richmond for homeless individuals in Contra Costa County for the period April 1, 2020 through July 31, 2020. (75% Federal Emergency Management Agency; 25% Coronavirus Disease Homeless Housing and Assistance Program funds)
- C. 32** APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Health Services Director, to execute a contract with Corodata Media Storage, Inc., and issue a purchase order in the amount of \$10,724 for the transfer and storage of back-up data tapes for the period December 1, 2019 through November 30, 2022. (100% Hospital Enterprise Fund I)

- C. 33** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Crestwood Behavioral Health, Inc., in an amount not to exceed \$703,688 to provide residential treatment services mentally ill adults for the period January 1, 2020 through June 30, 2020, with a six-month automatic extension through December 31, 2020 in an amount not to exceed \$351,844. (44% Federal Medi-Cal; 26% State Mental Health Services Act; 30% Mental Health Realignment)
- C. 34** APPROVE and AUTHORIZE the Chief Information Officer, or designee, to execute a contract amendment effective April 1, 2020 with E-3 Systems, to extend the term from July 15, 2020 to July 14, 2022 and increase the payment limit by \$2,500,000 to a new payment limit of \$3,000,000, to continue to provide installation and maintenance of telecommunications cabling. (100% User Fees)
- C. 35** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Cross Country Staffing, Inc., effective April 6, 2020, to include temporary crisis medical staffing services at Contra Costa Regional Medical Center with no change in the payment limit of \$5,500,000 and no change in the period July 1, 2019 through June 30, 2020. (100% Hospital Enterprise Fund I)
- C. 36** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with Cross Country Staffing, Inc., effective April 6, 2020 for temporary crisis medical staffing services at Contra Costa Regional Medical Center and Health Centers with no increase in the original payment limit of \$2,700,000 or the term July 1, 2019 through June 30, 2020. (100% Hospital Enterprise Fund I)

### **Other Actions**

- C. 37** ACCEPT the February 2020 Operations Update of the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Director.
- C. 38** RECEIVE notice of termination from Medical Insights Diagnostics Centers, Inc., terminating contract #27-813-4 for the provision of diagnostic imaging services for Contra Costa Health Plan members and County recipients effective end of business on March 1, 2020. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 39** ADOPT Resolution No. 2020/114 accepting grant deed of development rights for subdivision MS11-0001, for a project being developed by James and Barbara de Fremery, as recommended by the Conservation and Development Director, Knightsen area. (No fiscal impact)
- C. 40** APPROVE amendments to the List of Designated Positions of the Health Services Department's Conflict of Interest Code, as recommended by the County Counsel.



- C. 41 ACCEPT and APPROVE the Head Start 2019-2020 Self Assessment Report and Corrective Action Plan, as recommended by the Employment and Human Services Director.
- C. 42 ACCEPT the monetary donation report from the Animal Services Department, which describes the source and value of each gift received by Animal Services from January 1 through March 31, 2020. (100% Animal Benefit Fund)
- C. 43 APPROVE the list of providers recommended by Contra Costa Health Plan's Peer Review and Credentialing Committee on March 10, 2020, and by the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services. (No fiscal impact)
- C. 44 APPROVE and AUTHORIZE the County Administrator, or designee, to file a certification with the Secretary of the Treasury acknowledging restrictions on the use of Coronavirus Relief Fund allocation funds authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act and authorizing a direct allocation to the County from the US Treasury. (No immediate fiscal impact)
- C. 45 ADOPT revisions to the Board of Retirement Regulations providing for an emergency exception to the 90-day break in service requirement, as recommended by the County Administrator.
- C. 46 APPROVE and AUTHORIZE the County Counsel, or designee, to execute on behalf of the County a conflict waiver acknowledging a potential conflict of interest and consent to Greenan, Peffer, Sallander & Lally LLP representing the owner of a building the County desires to lease at 2055 Meridian Park Blvd., Concord, for emergency purposes, while also representing the County in unrelated eminent domain litigation and property tax appeals and litigation matters.

### **GENERAL INFORMATION**

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402, including as the Housing Authority and the Successor Agency to the Redevelopment Agency. Persons who wish to address the Board should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, First Floor, Room 106, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Board votes on the motion to

adopt.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 651 Pine Street Room 106, Martinez, CA 94553; by fax: 925-335-1913.

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 335-1900; TDD (925) 335-1915. An assistive listening device is available from the Clerk, Room 106.

Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 335-1900, to make the necessary arrangements.

Forms are available to anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda. Forms may be obtained at the Office of the County Administrator or Office of the Clerk of the Board, 651 Pine Street, Martinez, California.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 335-1900 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

[www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us)

Until further notice, to slow the spread of COVID-19 and in lieu of a public gathering, if the Board's STANDING COMMITTEES meet they will provide public access either telephonically or electronically, as noticed on the agenda for the respective STANDING COMMITTEE meeting.

## STANDING COMMITTEES

The **Airport Committee** (Supervisors Karen Mitchoff and Diane Burgis) meets quarterly on the second Wednesday of the month at 11:00 a.m. at the Director of Airports Office, 550 Sally Ride Drive, Concord.

The **Family and Human Services Committee** (Supervisors John Gioia and Candace Andersen) meets on the fourth Monday of the month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Finance Committee** (Supervisors John Gioia and Karen Mitchoff) meets on the first Monday of the month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Hiring Outreach Oversight Committee** (Supervisors Federal D. Glover and John Gioia) meets quarterly on the first Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Internal Operations Committee** (Supervisors Candace Andersen and Diane Burgis) meets on the second Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Legislation Committee** (Supervisors Karen Mitchoff and Diane Burgis) meets on the second Monday of the month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Public Protection Committee** (Supervisors Andersen and Federal D. Glover) meets on the fourth Monday of the month at 10:30 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Sustainability Committee** (Supervisors Federal D. Glover and John Gioia) meets on the fourth Monday of every other month at 1:00 p.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

The **Transportation, Water & Infrastructure Committee** (Supervisors Candace Andersen and Karen Mitchoff) meets on the second Monday of the month at 9:00 a.m. in Room 101, County Administration Building, 651 Pine Street, Martinez.

Airports Committee	May 13, 2020 Canceled	10:30 a.m.	See above
Family & Human Services Committee	April 27, 2020 Canceled May 18, 2020 Special meeting	2:00 p.m.	See above
Finance Committee	May 4, 2020	9:00 a.m.	See above
Hiring Outreach Oversight Committee	June 1, 2020	10:30 a.m.	See above
Internal Operations Committee	April 13, 2020 Canceled May 11, 2020	10:30 a.m.	See above
Legislation Committee	April 13, 2020 Canceled May 11, 2020	1:00 p.m.	See above
Public Protection Committee	April 27, 2020 Canceled	10:30 a.m.	See above
Sustainability Committee	May 26, 2020	1:30 p.m.	See above
Transportation, Water & Infrastructure Committee	May 11, 2020	11:00 a.m.	See above

**AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.**

## **Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):**

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

**AB** Assembly Bill  
**ABAG** Association of Bay Area Governments  
**ACA** Assembly Constitutional Amendment  
**ADA** Americans with Disabilities Act of 1990  
**AFSCME** American Federation of State County and Municipal Employees  
**AICP** American Institute of Certified Planners  
**AIDS** Acquired Immunodeficiency Deficiency Syndrome  
**ALUC** Airport Land Use Commission  
**AOD** Alcohol and Other Drugs  
**ARRA** American Recovery & Reinvestment Act of 2009  
**BAAQMD** Bay Area Air Quality Management District  
**BART** Bay Area Rapid Transit District  
**BayRICS** Bay Area Regional Interoperable Communications System  
**BCDC** Bay Conservation & Development Commission  
**BGO** Better Government Ordinance  
**BOS** Board of Supervisors  
**CALTRANS** California Department of Transportation  
**CalWIN** California Works Information Network  
**CalWORKS** California Work Opportunity and Responsibility to Kids  
**CAER** Community Awareness Emergency Response  
**CAO** County Administrative Officer or Office  
**CCE** Community Choice Energy  
**CCCPCFD (ConFire)** Contra Costa County Fire Protection District  
**CCHP** Contra Costa Health Plan  
**CCTA** Contra Costa Transportation Authority  
**CCRMC** Contra Costa Regional Medical Center  
**CCWD** Contra Costa Water District  
**CDBG** Community Development Block Grant  
**CFDA** Catalog of Federal Domestic Assistance  
**CEQA** California Environmental Quality Act  
**CIO** Chief Information Officer  
**COLA** Cost of living adjustment  
**ConFire (CCCPCFD)** Contra Costa County Fire Protection District  
**CPA** Certified Public Accountant  
**CPI** Consumer Price Index  
**CSA** County Service Area  
**CSAC** California State Association of Counties  
**CTC** California Transportation Commission  
**dba** doing business as  
**DSRIP** Delivery System Reform Incentive Program

**EBMUD** East Bay Municipal Utility District  
**ECCFPD** East Contra Costa Fire Protection District  
**EIR** Environmental Impact Report  
**EIS** Environmental Impact Statement  
**EMCC** Emergency Medical Care Committee  
**EMS** Emergency Medical Services  
**EPSDT** Early State Periodic Screening, Diagnosis and Treatment Program (Mental Health)  
**et al.** et alii (and others)  
**FAA** Federal Aviation Administration  
**FEMA** Federal Emergency Management Agency  
**F&HS** Family and Human Services Committee  
**First 5** First Five Children and Families Commission (Proposition 10)  
**FTE** Full Time Equivalent  
**FY** Fiscal Year  
**GHAD** Geologic Hazard Abatement District  
**GIS** Geographic Information System  
**HCD** (State Dept of) Housing & Community Development  
**HHS** (State Dept of ) Health and Human Services  
**HIPAA** Health Insurance Portability and Accountability Act  
**HIV** Human Immunodeficiency Virus  
**HOME** Federal block grant to State and local governments designed exclusively to create affordable housing for low-income households  
**HOPWA** Housing Opportunities for Persons with AIDS Program  
**HOV** High Occupancy Vehicle  
**HR** Human Resources  
**HUD** United States Department of Housing and Urban Development  
**IHSS** In-Home Supportive Services  
**Inc.** Incorporated  
**IOC** Internal Operations Committee  
**ISO** Industrial Safety Ordinance  
**JPA** Joint (exercise of) Powers Authority or Agreement  
**Lamorinda** Lafayette-Moraga-Orinda Area  
**LAFCo** Local Agency Formation Commission  
**LLC** Limited Liability Company  
**LLP** Limited Liability Partnership  
**Local 1** Public Employees Union Local 1  
**LVN** Licensed Vocational Nurse  
**MAC** Municipal Advisory Council  
**MBE** Minority Business Enterprise  
**M.D.** Medical Doctor  
**M.F.T.** Marriage and Family Therapist  
**MIS** Management Information System  
**MOE** Maintenance of Effort  
**MOU** Memorandum of Understanding  
**MTC** Metropolitan Transportation Commission  
**NACo** National Association of Counties  
**NEPA** National Environmental Policy Act  
**OB-GYN** Obstetrics and Gynecology

**O.D.** Doctor of Optometry  
**OES-EOC** Office of Emergency Services-Emergency Operations Center  
**OPEB** Other Post Employment Benefits  
**OSHA** Occupational Safety and Health Administration  
**PACE** Property Assessed Clean Energy  
**PARS** Public Agencies Retirement Services  
**PEPRA** Public Employees Pension Reform Act  
**Psy.D.** Doctor of Psychology  
**RDA** Redevelopment Agency  
**RFI** Request For Information  
**RFP** Request For Proposal  
**RFQ** Request For Qualifications  
**RN** Registered Nurse  
**SB** Senate Bill  
**SBE** Small Business Enterprise  
**SEIU** Service Employees International Union  
**SUASI** Super Urban Area Security Initiative  
**SWAT** Southwest Area Transportation Committee  
**TRANSPAC** Transportation Partnership & Cooperation (Central)  
**TRANSPLAN** Transportation Planning Committee (East County)  
**TRE** or **TTE** Trustee  
**TWIC** Transportation, Water and Infrastructure Committee  
**UASI** Urban Area Security Initiative  
**VA** Department of Veterans Affairs  
**vs.** versus (against)  
**WAN** Wide Area Network  
**WBE** Women Business Enterprise  
**WCCHD** West Contra Costa Healthcare District  
**WCCTAC** West Contra Costa Transportation Advisory Committee



Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon L. Anderson, County Counsel  
Date: April 14, 2020

Subject: ACCEPT report on emergency moratoriums on evictions and rent increases, and provide direction to staff.

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**RECOMMENDATION(S):**

ACCEPT report on emergency moratoriums on evictions and rent increases, and provide direction to staff.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

This report discusses the statewide emergency court rule that effectively suspends all evictions, the statewide moratorium on residential evictions under the Governor's Executive Order, statewide protections against excessive rent increases, and additional provisions that other local jurisdictions have implemented by adopting urgency ordinances.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Mary Ann Mason, Chief Assistant  
County Counsel, (925) 335-1800

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

By: , Deputy

## BACKGROUND: (CONT'D)

>

### **A. The Judicial Council Has Suspended All Evictions**

On April 5, 2020, the Judicial Council adopted an emergency court rule that effectively suspends all evictions statewide, other than those necessary to protect public health and safety, for the duration of the COVID-19 emergency. The rule applies to all courts and to all evictions cases, not just cases based on a missed rent payment due to COVID-19. The emergency rule applies to residential and commercial evictions. The new court rule applies until 90 days after the Governor lifts the COVID-19 state of emergency.

The emergency rule prohibits a court from issuing a summons after a landlord files an eviction case, unless the eviction is necessary to protect public health and safety, as determined by the court. The rule also prohibits a court from entering an automatic default judgment against a tenant because the tenant failed to file a response, unless the court determines the eviction is necessary to protect the public health and safety.

### **B. The Governor's Executive Order Established a Statewide Residential Eviction Moratorium**

On March 27, 2020, Governor Newsom issued Executive Order N-37-20. This Executive Order prohibits landlords throughout California from evicting residential tenants for nonpayment of rent when the inability to pay is due to COVID-19. The protections in the Executive Order are in effect through May 31, 2020.

The Executive Order extends the period for a tenant to respond to an eviction complaint (an unlawful detainer action) for an additional 60 days beyond the current statutory period of five days. This extension applies to any residential tenant who is served with an eviction complaint while the Executive Order is in effect that seeks to evict the tenant for nonpayment of rent.

To qualify for eviction protection under the new Executive Order, the tenant must have paid rent before March 27, 2020, and must notify the landlord in writing within seven days after the rent is due that the tenant needs to delay all or a portion of the rent due for specified reasons related to COVID-19.

The tenant must retain verifiable documentation, such as pay stubs and bank statements, showing an inability to pay. The documentation must be provided to the landlord when back rent is due, but the order does not designate a specific date or time period for repayment.

Executive Order N-37-20 also prohibits enforcement of a writ to evict a tenant from a residence or dwelling unit due to non-payment of rent if the tenant meets the same criteria listed above.

### **C. Excessive Rent Increases Are Prohibited Statewide Under the Price Gouging Law for the Duration of the Emergency**

On March 4, 2020, Governor Newsom declared a state of emergency in California. Once the state of emergency was declared, California's price gouging statute - Penal Code section 396 - went into effect. The statute prohibits landlords from increasing the rent for a residential unit more than 10 percent from the unit's pre-disaster base rental price, which varies depending on the lease and whether the unit was



previously vacant. The law also prohibits a landlord from evicting a residential tenant and renting to a new tenant at a higher rent after a state of emergency is declared. Executive Order N-28-20 (issued on March 16, 2020) waived the 30-day time limit in the statute, which means that the protections in the statute apply during the length of the current emergency.

## **D. The Tenant Protection Act of 2019 Established Statewide Rent Control and Eviction Protections**

The Tenant Protection Act of 2019 went into effect on January 1, 2020. The law places a rent cap and eviction controls on certain residential properties throughout the State in jurisdictions that do not already have a rent control ordinance, including Contra Costa County.

The law limits rent increases during a 12-month period to five percent plus the increase in the consumer price index for the local area, up to a maximum of 10 percent of the monthly rent. A landlord can impose only two increases per year to reach the maximum increase.

The Tenant Protection Act also prohibits a landlord from terminating a tenancy unless the landlord has "just cause" or "no-fault just cause" to evict the tenant. These protections apply to a tenant who has lived in a unit for at least 12 months. "Just cause" to evict a tenant includes breaching a material term of the lease; criminal activity; and using the unit for an unlawful purpose. "No-fault just cause" includes when the owner or owner's family intends to occupy the unit; withdrawal of the unit from the rental market; a government or court order requires vacating the unit (e.g., due to habitability violations); and the owner intend to demolish or substantially remodel the unit.

The following properties are exempt from the Tenant Protection Act: properties constructed within the last 15 years; single family homes, townhouses and condominiums, unless owned by an investment trust, corporation, or LLC; owner-occupied duplexes; hotels; residential care facilities for adults or the elderly; school dormitories; and group housing.

## **E. Additional Provisions Adopted by Other Local Jurisdictions**

The Governor's Executive Order N-28-20, issued on March 16, 2020, authorizes local governments to exercise their police power to limit residential and commercial evictions where the basis for the eviction is nonpayment of rent. The local authority applies to nonpayment caused by a substantial decrease in income or substantial out-of-pocket medical expenses caused by the COVID-19 crisis or governmental response to the crisis. The Executive Order suspends contrary state law that may preempt local government action. The order is in effect through May 31, 2020, unless extended.

Some Bay Area counties and cities have adopted urgency ordinances to implement moratoriums on evictions not covered by the Governor's Executive Order or in other areas not addressed by the Executive Order. Two cities have adopted a moratorium on rent increases. An urgency ordinance could be introduced and adopted at the next Board meeting. It would go into effect immediately upon adoption. An urgency ordinance requires a four-fifths vote of the Board.

### **1. Grace Period**

Executive Orders N-28-20 and N-37-20 do not state when a residential tenant must pay past due rent that accrues during the eviction moratorium established by the Governor's Executive Order. Counties and cities have adopted ordinances that establish a grace period for paying past due rent. The grace periods range from 60 days after the emergency ends to six months after the emergency ends.

## **2. Late Fees**

Executive Orders N-28-20 and N-37-20 do not mention late fees charged by landlords. Antioch, Concord, Oakland, Pittsburg, and Richmond adopted urgency ordinances to prohibit landlords from charging fees for late rent payments.

## **3. Commercial Evictions**

Executive Order N-28-20 authorizes local governments, through May 31, 2020, to prohibit commercial evictions based on nonpayment of rent caused by substantial loss of income due to the COVID-19 crisis or government response to the crisis (e.g., orders closing businesses). Santa Clara, San Francisco and Marin counties, and the cities of Concord and Pittsburg, adopted ordinances that impose a moratorium on commercial evictions.

## **4. Moratorium on Rent Increases**

Three Bay Area cities - Oakland, Concord, and Pittsburg - adopted urgency ordinances that impose a moratorium on rent increases for certain types of residential units. These moratoriums do not apply to residential units where rent control is prohibited by state law. No state laws regarding rent control have been waived by Executive Order. No Bay Area counties have imposed a moratorium on rent increases.

Oakland adopted an urgency ordinance that establishes a rent increase moratorium on properties that are already subject to the city's rent control ordinance. However, the city's rent control ordinance does not apply to dwelling units that are exempt from rent control under Costa Hawkins, a state law that establishes limits on local rent control ordinances. These exempt units include single-family residences and condominiums and units constructed after February 1, 1995.

Concord and Pittsburg adopted urgency ordinances that establish a rent increase moratorium on residential units. The following units are exempt from the ordinance: properties constructed within the last 15 years; single family homes, townhouses and condominiums, unless owned by an investment trust, corporation, or LLC; owner-occupied duplexes; hotels; residential care facilities for adults or the elderly; school dormitories; and group housing. Pittsburg also adopted a rent increase moratorium for commercial units.

## **F. Comparison Table**

Attached to this Board Order is a table showing what provisions other Bay Area counties and cities have included in urgency ordinances adopted in response to the COVID-19 crisis. Some ordinances were adopted before the Governor's Executive Order N-37-20 and all were adopted before the Judicial Council's emergency court rule.

The table also shows which counties have adopted ordinances that apply only in the unincorporated area, and which counties have adopted ordinances that apply countywide, including in cities. Under the California Constitution and cases interpreting the Constitution, an ordinance adopted by the Board of Supervisors applies in the unincorporated area of the County. Counties that have adopted countywide urgency ordinances during the COVID-19 crisis have relied on Government Code section 8634. This statute authorizes a board of supervisors to "promulgate orders and regulations necessary to provide for the protection of life and property."

Also attached is a memorandum from the Director of Employment and Human Services that provides experiential information about evictions in the County since March 1, 2020.

Finally, attached is a memorandum from the Sheriff's Civil Unit regarding the processing of evictions from October 1, 2018 to March 13, 2020.

ATTACHMENTS

Comparison Table

EHSD Eviction Report

Sheriff's Department Eviction Report

**State of California, Bay Area Counties' and Select Cities' Moratoria on Evictions**

Entity	Residential Evictions	Commercial Evictions	Area Impacted	Grace Period <sup>1</sup>	Freeze Rent <sup>2</sup>	Prohibit "no-fault" evictions <sup>3</sup>	Prohibit late fee <sup>4</sup>
California Judicial Council	Prohibits new cases and delays trial for existing cases by 60 days unless necessary to protect public health and safety until 90 days after emergency ends	Prohibits new cases and delays trial for existing cases by 60 days unless necessary to protect public health and safety until 90 days after emergency ends	Entire state	NO	NO	NO	NO
Governor's Executive Order N-37-20	Prohibited if due to nonpayment of rent caused by COVID-19 until 5/31/2020	Not prohibited	Entire state	NO	NO	NO	NO
Alameda	Prohibited if due to nonpayment of rent caused by COVID-19 for 30 days (to 4/19) unless extended	Not prohibited	Unincorporated areas	NO	NO	NO	NO
Marin	Prohibited if due to nonpayment of rent caused by COVID-19 until 5/31/2020	Prohibited if due to nonpayment of rent caused by COVID-19 until 5/31/2020	Entire county	NO	NO	NO	NO
Santa Clara	Prohibited if due to nonpayment of rent caused by COVID-19 until 5/31/2020 unless extended	Prohibited as to small businesses only if due to nonpayment of rent caused by COVID-19 until 5/31/2020	Entire county	120 days from expiration of ordinance	NO	NO	Yes – through grace period

**State of California, Bay Area Counties' and Select Cities' Moratoria on Evictions**

Entity	Residential Evictions	Commercial Evictions	Area Impacted	Grace Period <sup>1</sup>	Freeze Rent <sup>2</sup>	Prohibit "no-fault" evictions <sup>3</sup>	Prohibit late fee <sup>4</sup>
San Mateo	Prohibited if due to nonpayment of rent caused by COVID-19 until 5/31/2020	Not prohibited	Entire county	90 days plus 3 x 30 days if needed up to 180 days	NO	YES except if owner's family moves into unit	NO
Sonoma	Prohibited if due to nonpayment of rent caused by COVID-19 until 60 days after emergency ends	Not prohibited	Entire county	60 days after emergency ends	NO	NO	NO
Antioch	Prohibited as to late notices and unlawful detainer actions served after March 16, 2020, if due to nonpayment of rent caused by COVID-19, until later of May 31, 2020, or expiration of local or state emergency	Not prohibited	City	90 days for each late month	NO	NO	YES
Concord	Prohibited if due to nonpayment of rent caused by COVID-19 until 5/31/2020 unless extended	Prohibited if due to nonpayment of rent caused by COVID-19 until 5/31/2020	City	90 days for each late month	YES	YES	YES

**State of California, Bay Area Counties' and Select Cities' Moratoria on Evictions**

Entity	Residential Evictions	Commercial Evictions	Area Impacted	Grace Period <sup>1</sup>	Freeze Rent <sup>2</sup>	Prohibit "no-fault" evictions <sup>3</sup>	Prohibit late fee <sup>4</sup>
Oakland	Prohibited if due to nonpayment of rent caused by COVID-19 during local emergency	Prohibited if due to nonpayment of rent caused by COVID-19 as to small businesses only until 5/31/2020 unless extended	City	Allows City Administrator to issue regulations for payment of back rent	YES	NO	YES
Richmond	Prohibited if due to nonpayment of rent caused by COVID-19 during local emergency	Not prohibited	City	6 months	NO	YES	YES
Pittsburg	Prohibited if due to nonpayment of rent caused by COVID-19 during local emergency	Prohibited if due to nonpayment of rent caused by COVID-19 during local emergency	City	6 months	YES until 6 months after emergency	YES unless necessary for health & safety	YES

<sup>1</sup> Executive Order N-28-20 and Executive Order N-37-20 do not state when a tenant must pay the rent that accrues during the moratorium.

<sup>2</sup> Executive Order N-28-20 and Executive Order N-37-20 do not suspend the Costa-Hawkins Rental Housing Act, Civ. Code § 1954.50 et seq. Under Costa-Hawkins, owners of properties exempt from rent control "may establish the initial and all subsequent rental rates" for the exempt unit. (Civ. Code § 1954.52.) Costa-Hawkins exempts from rent control single-family homes, condominiums, and units constructed after 1995. These units would be exempt from any local moratorium on rent increases.

<sup>3</sup> Executive Order N-28-20 and Executive Order N-37-20 do not mention no-fault evictions, but prohibiting certain no-fault evictions falls within a local government's police power. State law (the Ellis Act), however, provides property owners the absolute right to exit the residential rental business. (*San Francisco Apartment Assn. v. City and County of San Francisco* (2016) 3 Cal.App.5th 463, 477. The Tenant Protection Act of 2019 prohibits evictions without "just cause" or "no-fault just cause" (as defined in the Act) of tenants who have resided in a unit lawfully and continuously for at least 12 months.

<sup>4</sup> Executive Order N-28-20 and Executive Order N-37-20 do not mention late fees.



EMPLOYMENT &  
HUMAN SERVICES

## MEMORANDUM

Kathy Gallagher, Director

40 Douglas Drive, Martinez, CA 94553 • (925) 313-1500 • Fax (925) 313-1575 • [www.ehsd.org](http://www.ehsd.org)

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To: Board of Supervisors

Date: April 6, 2020

From: Kathy Gallagher, EHSD Director

Subject: Evictions and Tenant Protections Due to COVID 19 Pandemic

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### INTRODUCTION

The need for affordable housing has been an ongoing concern for Contra Costa County since before the advent of the COVID-19 health emergency. Recent research shows that renters in Contra Costa County need to earn \$43.96 per hour – nearly 3 times the minimum wage – to afford the area’s median asking rent of \$2,286<sup>1</sup>. It is estimated that the County would need to add 32,189 additional affordable housing units to meet current demand<sup>2</sup>. The economic and social impacts of the COVID-19 crisis will put additional pressure on local housing providers and landlords to meet the community’s housing needs.

In response to the current COVID-19 crisis, Governor Gavin Newsom issued an executive order on March 27, 2020 banning the enforcement of eviction orders for renters affected by COVID-19 through May 31, 2020. The order prohibits landlords from evicting tenants for nonpayment of rent and prohibits enforcement of evictions by law enforcement or courts. It also requires tenants to declare in writing, no more than seven days after the rent comes due that the tenant cannot pay all or part of their rent due to COVID 19. The action builds on Governor Newsom’s previous March 16 executive order authorizing local governments to halt evictions for renters impacted by the pandemic.

The following data points and stories collected from community partners by EHSD point to an urgent and emerging need for affordable housing and tenant protections. The data collected also points to the disproportionate impact the COVID-19 crisis has had on vulnerable populations such as poor families, seniors, individuals with communication barriers, undocumented residents, single parents, disabled individuals, and victims of abuse.

### EVICTIONS IN THE COVID-19 EMERGENCY: DATA POINTS AND STORIES

#### CONTRA COSTA CRISIS CENTER (211)

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<sup>1</sup> UC Berkeley Urban Analytics Lab

<sup>2</sup> National Low Income Housing Coalition study from 2017

The Crisis Center experienced an increase in calls related to rental assistance, evictions, and temporary financial and utility assistance when comparing March of this year to last year. The following chart shows a comparison of March 2019 to March 2020:

Type of Call	March 2019	March 2020	% Increase
Rental Assistance/Evictions	117 calls	317 calls	+171%
Temporary Financial/Utility Assistance	276 calls	562 calls	+104%
<b>Total</b>	<b>393 calls</b>	<b>879 calls</b>	<b>+124%</b>

The Crisis Center states that a majority of their recent calls (approximately 60%) involve landlords who are not willing to wait and are demanding payment. Seniors, families, single parents are among the high-risk populations that are impacted and calling due to the panic. The following is a sample of calls received by 211

*Sample of Crisis Center Calls*

- A family of 5 in Antioch is off work due to the shelter in place. Their landlord is adamant that rent needs to be paid or 3-day notice and eviction proceedings will start.
- A single mother in Concord says if rent not paid they will start eviction process.
- A couple with a small child was threatened by their landlord with a \$100 rent increase if this March rent is not paid in full.
- Woman renting a room unable to work said to her landlord who owns house and lives on the property has turned off her cable after finding out she would be unable to pay rent and told her she will have to move.
- Callers are scared and concerned help will not come in time and will be on the streets.
- Callers feeling sad, stressed, depressed, afraid about not being able to work and needing rent money.
- Callers saying that they are living paycheck to paycheck, with no savings.
- Callers saying that their landlords are asking them to move out if no money is received by April 1<sup>st</sup>.
- Callers saying that their landlords won't work with them or wait because they have to pay the mortgage on the house; landlords are saying that they don't have a savings cushion either.
- Callers are calling from all over the County, including San Ramon and south Contra Costa.

**BAY AREA LEGAL AID (BALA)**

Between March 13 and April 2, Bay Area Legal Aid (BALA) received over 100 calls from Contra Costa residents seeking legal assistance specific to housing. The following is a sample of the calls received by BALA:



### *Sample of Bay Area Legal Aid Calls*

- A majority of the callers were from Richmond, then Concord, Oakley, Antioch and San Pablo.
- BALA identified multiple callers who received new (post-May 13) "no fault" eviction notices.
- We also had callers who received illegal "no fault" eviction notices in violation of AB 1482.
- Some callers who are behind on rent are likely covered by the EO but were unsure how to invoke its protections.
- There are multiple pending evictions and termination notices for no fault and nonpayment of rent. They will be forced to court as soon as May 3 and likely face eviction shortly thereafter.
- There are multiple post judgment evictions for a variety of underlying causes - including no cause and rent. These families will be evicted shortly after the Sheriff ends its voluntary cessation of evictions.

Additionally, BALA expressed the need for expanding badly needed tenant protections for Contra Costa residents in response to Governor Newsom's executive order authorize local governments to halt evictions. Clients may end up in a worse position once the moratorium sunsets for the reasons explained below:

1. The EO is narrow in scope. It still allows no fault evictions and rent increases for those units uncovered by AB 1482<sup>3</sup> and evictions for minor lease violations.
2. The protections for non-payment of rent are unnecessarily complex and place the burden entirely on tenants. It lacks any enforcement teeth. Without a provision for attorney's fees or penalty, there is little drawback for a landlord to issue an illegal notice in hopes the tenant will not know their rights and surrender the unit.

### **EBASE**

EBASE is a local non-profit that advances economic, racial and social justice by building a just economy in the East Bay based on good jobs and healthy communities.

EBASE has been receiving many calls recently from tenants who cannot afford rent due to the COVID-19 pandemic and are having trouble proving this to their landlord in order to qualify for the Concord eviction moratorium.<sup>4</sup> The moratorium has many requirements to show evidence of lost income or lay-offs which a lot of the undocumented community, gig workers, subcontracted workers cannot provide.

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<sup>3</sup> These are legal units not contemplated by AB 1482 and are not covered by the EO signed by Governor Newsom and AB 1482, the Tenant Protections Act of 2019 passed last fall.

<sup>4</sup> The City of Concord issued "a temporary moratorium on evictions for failure to pay rent, utilities, late fees and penalties for residential and commercial tenants" effective March 25, 2020 through May 31, 2020. Renters have 90-days after the lifting of the moratorium to pay rent owed, and landlords cannot charge late fees.

The following is a sample of recent calls that EBASE has been receiving:

### *Sample of EBASE Calls*

- A man asking for a sample letter to send to his landlord regarding his inability to pay rent for April. He can't get any documents to prove that he hasn't been working because he usually goes to the U-HAUL parking lot and waits for people who are looking to hire him for work.
- A man who was being evicted and told verbally to leave, even though this is illegal as a written notice is needed to evict. This began prior to the moratorium going into effect. The courts are closed, which is preventing the man from being evicted now
- A single mother of 3 children is facing eviction no place to go. The mother experienced a perfect storm that is putting her on the brink of homelessness, including a high-risk pregnancy and now the COVID-19 crisis. Her current one-bedroom apartment already costs more than she can pay at \$1,500. Right now, her only source of income is CalWORKs. She does not want to return to live with the father of her two sons, as that was an abusive relationship. Now, she is unable to resume work in the restaurant industry or to provide child care because of this current COVID-19 health and economic crisis which is hitting the service sector the hardest.

## **MONUMENT IMPACT CENTER**

The Monument Impact Center family resource center provides food, education, and referrals to individuals, families, children, and seniors in need, regardless of legal status. The Monument Impact Center created a tenant guide that has reached over 10,000 people on social media (link [here](#)).

Monument Impact Center has been receiving several calls regarding 3-day notices despite eviction moratoriums set in place in Concord, and calls from tenants in Walnut Creek and Pleasant Hill receiving these notices. They also received calls from handicapped and disabled individuals who were having a hard time gathering documentation and or writing letters to their landlord due to their inability to write. Overall, folks are having a hard time gathering documentation. The following is a specific case that the Impact Center is handling:

### *Sample of Monument Impact Calls*

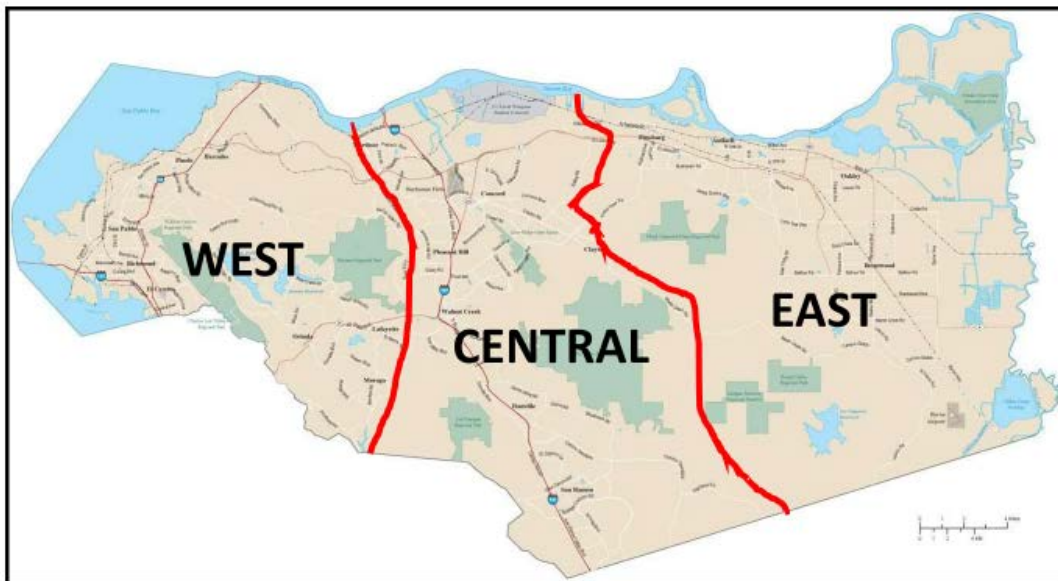
- A client who lives in subsidized housing was asked to move out in 30 days due to an inability to provide tax information. The tenant received a notice and was forced to sign on March 4<sup>th</sup>, which means that the client should be out of the unit by April 4<sup>th</sup>. The client had plans to move into a new place but was eventually declined as their current landlord provided unflattering information to the potential new landlord. The client was referred to ECHO Housing; Monument Impact Center will continue to follow up with the client.

## The Contra Costa County Office of the Sheriff Civil Unit Evictions

From October 1, 2018, to March 13, 2020, or in the last 18 months, the Contra Costa County Office of the Sheriff Civil Unit processed 2280 evictions (unlawful detainers). That was an average of approximately 126.66 per month or approximately 30 per week. Of the 2280 evictions received at the Civil Unit office, only 1843 included removing citizens from the homes. During the 18 months, 437 evictions were stayed due to cancellation by the property owner or attorney, an exemption existed, a right of possession claim was filed, or bankruptcy occurred.

The Civil Unit tracks evictions by three areas: West, Central, and East Contra Costa County, and they are not broken down by law enforcement jurisdiction. Evictions are served in each area one day a week; the day of the week for service in each area changes weekly as a safety measure for deputies. Between October 1, 2018, and March 13, 2020, the West area had 497 evictions, an average of 27.61 per month or 6.35 per week. The Central area had 460 evictions, an average of 25.55 per month or 5.88 per week. The East area had 886 evictions, an average of 49.22 per month or 11.32 per week.

The divided service areas of Contra Costa County for the Civil Unit:



The Civil Unit serves evictions on Tuesdays, Wednesdays, and Thursdays of a typical week. Evictions are not served on weekends or holidays or on the Monday or first day

## The Contra Costa County Office of the Sheriff Civil Unit Evictions

after a holiday. This schedule ensures the Civil Unit is in compliance with the California Code of Civil Proceedings (1174.25). The code states in part:

*Occupant filing prejudgment claim of right to possession; time to file; appearance; claimant as unlawful detainer defendant, in summary, an occupant who is served has the right to file a claim of right of possession within 10 days excluding Court Holidays. And, if the last day to file lands on a Saturday or Sunday, the filing period shall be extended to the next court day.*

The Contra Costa County Office of the Sheriff Civil Unit has not served an eviction or unlawful detainer since Thursday, March 12, 2020. Monthly data concerning evictions processed by the Civil Unit in the last 18 months is as follows:



Month / Year	Evictions
10/1/2018	148
11/1/2018	129
12/1/2018	103
1/1/2019	125
2/1/2019	104
3/1/2019	134
4/1/2019	136
5/1/2019	126
6/1/2019	115
7/1/2019	134
8/1/2019	175
9/1/2019	108
10/1/2019	133
11/1/2019	120
12/1/2019	144
1/1/2020	162
2/1/2020	113
3/1/2020	66
<b>TOTAL COUNT</b>	<b>2280</b>

## The Contra Costa County Office of the Sheriff Civil Unit Evictions

The monthly number of evictions completed by the Civil Unit in the three areas of the county each month in the last 18 months is as follows:

EAST		WEST		CENTRAL	
Row Labels	Count of Levy #	Row Labels	Count of Levy #	Row Labels	Count of Levy #
<b>2018</b>	<b>165</b>	<b>2018</b>	<b>83</b>	<b>2018</b>	<b>73</b>
Oct	55	Oct	34	Oct	32
Nov	64	Nov	30	Nov	20
Dec	46	Dec	19	Dec	21
<b>2019</b>	<b>588</b>	<b>2019</b>	<b>328</b>	<b>2019</b>	<b>316</b>
Jan	55	Jan	25	Jan	34
Feb	45	Feb	28	Feb	24
Mar	40	Mar	25	Mar	30
Apr	50	Apr	27	Apr	17
May	45	May	37	May	36
Jun	36	Jun	24	Jun	23
Jul	65	Jul	26	Jul	24
Aug	49	Aug	27	Aug	37
Sep	58	Sep	38	Sep	23
Oct	51	Oct	26	Oct	30
Nov	49	Nov	24	Nov	19
Dec	45	Dec	21	Dec	19
<b>2020</b>	<b>133</b>	<b>2020</b>	<b>86</b>	<b>2020</b>	<b>71</b>
Jan	56	Jan	29	Jan	37
Feb	49	Feb	36	Feb	26
Mar	28	Mar	21	Mar	8
<b>Grand Total</b>	<b>886</b>	<b>Grand Total</b>	<b>497</b>	<b>Grand Total</b>	<b>460</b>



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Deborah R. Cooper, Clerk-Recorder  
Date: April 14, 2020

Subject: Resolution to Consider Requesting the Governor to Declare the November 3, 2020 Presidential Election to be Conducted by Mail Only

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**RECOMMENDATION(S):**

1. ADOPT Resolution No. 2020/116 requesting the Governor of California to issue an Executive Order directing county elections officials to conduct the November 3, 2020 election as an all-mail ballot election and extending the deadline for county election officials to complete the audit and report the official canvass by seven days, to December 7, 2020, in order to protect the health and welfare of employees, election volunteers, and the voters of Contra Costa County; and

2. DIRECT the County Administrator to forward the resolution to the Governor of California.

**FISCAL IMPACT:**

The cost of conducting an all-mail ballot election is not expected to result in a net increase in the cost of the election if an Executive Order is issued before the County expends funds for election on November 3, 2020.

**BACKGROUND:**

The COVID-19 pandemic has created a national emergency and exceptional circumstances. The State of California and hundreds of local governments across the state have declared states of emergency, imposed or recommended social distancing, and taken other significant steps to reduce the transmission rates of COVID-19.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Scott O. Konopasek,  
925-335-7808

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

By: , Deputy

cc:

## BACKGROUND: (CONT'D)

State law requires the Presidential General Election to be held on November 3, 2020 and to be conducted using in-person voting at polling locations throughout the county. Twenty-five percent of county voters, approximately 175,000 voters, vote in person, which involves the congregation of people at a single location and the use of shared polling place equipment. Polling locations are staffed by volunteers, the vast majority of whom are seniors, the population most vulnerable to COVID-19. Further, many of the polling locations and volunteers have notified the Elections Office that they will not be available to serve in the 2020 Presidential General Election because of health and safety concerns resulting from the virus.

In-person voting risks undermining social distancing measures imposed by the State Public Health Officer and local public health officials, as well as other aspects of the response to COVID-19 designed to protect public health, safety, and welfare. Many of the available in-person polling sites are not large enough to accommodate mandated social distancing requirements given the number of anticipated in-person voters. It also is generally anticipated that a vaccination for COVID-19 will not be widely available on or before November 3, 2020.

The County has the infrastructure and experience to conduct large vote-by-mail elections under California's existing vote-by-mail procedures. These resources and procedures can be used to conduct the Presidential General Election in a manner that is accessible, secure, safe, and which will minimize the risks and hazards of in-person voting during the current pandemic. While most voters would vote by mail, this system would preserve a limited amount of in-person voting for those voters who require accommodations that cannot be offered remotely.

Because conducting the election by mail would only increase the volume of vote by mail ballots currently anticipated for the Presidential General Election by 25%, the increase falls within the operational capacity and available resources of the Elections Department. Increased costs will be offset by the savings resulting from the reduced need to recruit, train and pay volunteers, as well as cost savings associated with reduced need to secure and pay for polling locations.

Due to the need for safety precautions and the County's focus on quelling the COVID-19 pandemic, the statutory deadlines associated with ballot counting, tabulation, and other responsibilities related to the official canvass including certification of the canvass, audits and/or manual tallies of election results, and reporting of the official canvass results, may be difficult to meet. For this reason, an additional seven days to complete the audit and official canvass would provide a reasonable extension to allow these crucial responsibilities to be carefully and fully carried out.

The necessity for this resolution is due to the current lack of state-level consensus on a plan of action for the Presidential General Election on November 3, 2020 in light of the COVID-19 pandemic. Yet, the County requires a prompt and timely decision on the conduct of the election because preparations for the Presidential General Election for November 3, 2020 are currently underway. The County, which funds and administers elections for State and federal offices, is in the best position to assess those measures that will positively affect the success of Presidential General Election in the county. It is, therefore, appropriate for the Contra Costa County Board of Supervisors to recommend to the Governor those actions it deems advisable to preserve and protect the right to vote of all Californians, especially the voters of Contra Costa County.

## CONSEQUENCE OF NEGATIVE ACTION:

If the November 2020 Presidential Election were to be conducted in the traditional manner, Contra Costa County voters might risk exposure to COVID-19 and other voters might not vote out of fear of contracting the virus.

ATTACHMENTS

Resolution 2020/116

Draft Executive Order

Letter to Board - Executive Order



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

Adopted this Resolution on 04/14/2020 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2020/116**

RESOLUTION OF THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS RECOMMENDING MODIFICATION OF VOTING PROCEDURES FOR THE PRESIDENTIAL GENERAL ELECTION ON NOVEMBER 3, 2020, DUE TO THE COVID-19 NATIONAL EMERGENCY

WHEREAS, the COVID-19 pandemic has created a national emergency and exceptional circumstances; and

WHEREAS, the State of California and hundreds of local governments across the state have also declared states of emergency, imposed or recommended social distancing, and taken other significant steps to reduce the transmission rates of COVID-19; and

WHEREAS, State law requires the Presidential General Election to be held on November 3, 2020; and

WHEREAS, State law currently requires that this election be conducted using in-person voting at polling location or vote centers throughout the county; and

WHEREAS, in-person voting involves the congregation of people at various polling locations and the use of shared polling place equipment; and

WHEREAS, in-person voting risks undermining social distancing measures imposed by the State Public Health Officer and local public health officials, as well as other aspects of the response to COVID-19, which are designed to protect public health and safety; and

WHEREAS, it is generally anticipated that a vaccination for COVID-19 will not be widely available on or before November 3, 2020; and

WHEREAS, our elections must be accessible, secure and safe; and

WHEREAS, California's existing vote-by-mail procedures can be used to conduct the Presidential General Election in a manner that is accessible, secure and safe; and

WHEREAS, COVID-19 and the response thereto may impair the ability of State and local officials, including county election officials and the Secretary of State, and the volunteers supporting them, to meet statutory deadlines associated with ballot counting, tabulation, and other responsibilities related to the official canvass, including certification of the canvass, audits and/or manual tallies of election results and reporting of the official canvass results; and

WHEREAS, the County requires a prompt and timely decision on the conduct of the November 3, 2020 because preparations and purchases for the Presidential General Election for November 3, 2020 currently underway;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Contra Costa, State of California, recommends that the Governor use the authority vested in him by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, to issue an executive order in substantially the form set forth in Exhibit A, which directs county elections officials responsible for conducting the Presidential General Election on November 3, 2020, to conduct an all-mail ballot election; and

BE IT FURTHER RESOLVED, that an exception to the all-mail ballot election should be permitted under the executive order to accommodate the need for voter accessibility, provided that any in-person voting be conducted in a manner consistent with public health and safety; and

BE IT FURTHER RESOLVED, that under such an order, county elections officials would be responsible for transmitting

vote-by-mail ballots to all voters eligible to vote in this election and provide the maximum possible notice to voters about how to participate in the Presidential General Election, paying particular attention to the needs of voters at high risk from COVID-19, individuals with disabilities, and other voters with particularized needs; and

BE IT FURTHER RESOLVED, that the order would extend the deadline to complete, audit, and report the official canvass of the November 3, 2020, Presidential General Election by seven (7) days to December 7, 2020, which recognizes that COVID-19 and the response thereto may impair the ability of state and local officials to meet statutory responsibilities associated with counting, tabulation and other responsibilities associated related to the official canvass and reporting of the official canvass results.

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

**ATTESTED: April 14, 2020**

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

**Contact: Scott O. Konopasek, 925-335-7808**

By: , Deputy

**cc:**

**EXECUTIVE DEPARTMENT  
STATE OF CALIFORNIA**

**EXECUTIVE ORDER N-xx-20**

**WHEREAS** on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

**WHEREAS** hundreds of local governments across the state have also declared states of emergency, imposed or recommended social distancing, and taken other significant steps to reduce the transmission rate of COVID-19; and

**WHEREAS** State law requires the Presidential General Election be held on November 3, 2020; and

**WHEREAS** State law currently requires that this election be conducted using in-person voting at polling locations or vote centers throughout each county; and

**WHEREAS** in-person voting presents risks to public health and safety in light of the COVID-19 pandemic, and threatens to undermine social distancing measures imposed by the State Public Health Officer, as well as other aspects of the response to COVID-19; and

**WHEREAS** our elections must be accessible, secure and safe; and

**WHEREAS** California's existing vote-by-mail procedures can be used to conduct the Presidential General Election on November 3, 2020, in a manner that is accessible, secure and safe; and

**WHEREAS**, state and local election officials require a prompt and timely decision on the conduct of the Presidential General Election to make plans, including logistical preparations and necessary purchases.

**WHEREAS**, COVID-19 and the response thereto may impair the ability of state and local officials, including county election officials and the Secretary of State, and the volunteers supporting them, to meet statutory deadlines associated with ballot counting, tabulation, and other responsibilities related to the official canvass, including certification of the canvass, audits and/or manual tallies of election results and reporting of the official canvass results.

**NOW, THEREFORE, I, GAVIN NEWSOM**, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567 and 8571, do hereby issue the following Order to become effective immediately:

**IT IS HEREBY ORDERED THAT:**

1) Notwithstanding Elections Code sections 1500 and 4000-4007 (including, but not limited to, the conditions otherwise imposed on all mail ballot elections in Election Code section 4000 and 4001.5), and any other applicable provision of state law, the November 3, 2020, Presidential General Election to be held in the State of California shall be held as an all-mail ballot election and conducted according to those provisions of the Elections Code that govern all-mail ballot elections, including but not limited to Elections Code sections 3000-3026 and 4100. The county elections officials responsible for conducting this election shall transmit vote-by-mail ballots to all voters eligible to vote in this election.

Notwithstanding the foregoing, elections officials are authorized to make in-person voting opportunities available on or before Election Day for this election in a manner consistent with public health and safety, to accommodate the need for voter accessibility. Elections officials shall provide the maximum possible notice to voters about how to participate in this election, paying particular attention to the needs of voters at high risk from COVID-19, individuals with disabilities, and other voters with particularized needs.

2) Notwithstanding Elections Code sections 3019, 15100-15112, 15300- 15376, 15400-15402, 15450-15490, and 15500- 15505; California Code of Regulations, Title 2, sections 20027, 20108.75, 20108.8, and 20110-20126; and any other applicable provision of state law, all deadlines associated with completing, auditing, and reporting on the official canvass of the November 3, 2020, Presidential Primary Election are extended by 7 days to December 7, 2020. Counties are urged to complete activities related to the official canvass according to the deadlines ordinarily imposed by state law, to the extent possible. The Secretary of State is requested to issue guidance to county elections officials concerning compliance with this paragraph.

**IT IS FURTHER ORDERED** that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

**IN WITNESS WHEREOF** I have  
hereunto set my hand and caused  
the Great Seal of the State of  
to be of fixed this xxth day of xxx 2020  
GAVIN NEWSOM  
Governor of California

**ATTEST:**  
ALEX PADILLA

Secretary of State

**Administration**  
925.335-7899

**Clerk's Office**  
925.335.7900  
925.335.7923 fax

**Recorder's Office**  
925.335.7900  
925.335.7923 fax

**Elections Office**  
925.335.7800  
925.335.7836 fax

**Contra Costa County**  
**Clerk-Recorder Department**  
555 Escobar Street  
Martinez, CA 94553



**Deborah Cooper**  
County Clerk-Recorder  
and Registrar of Voters

**Barbara Dunmore**  
Assistant County  
Clerk-Recorder

**Scott Konopasek**  
Assistant County  
Registrar

April 7, 2020

Honorable Members of the Board of Supervisors:

Chairperson, Candace Andersen, District II  
Supervisor Federal Glover, District V  
Supervisor Karen Mitchoff, District IV  
Supervisor John Gioia, District I  
Supervisor Dianne Burgis, District III

Re: Resolution requesting a State Executive Order to conduct the November election by mail

Honorable members of the Board,

We have the following item on the discussion calendar for next Tuesday, April 14, 2020. I am sending you an advance copy of the Board Order, Resolution and Draft Executive Order for your review and would like to provide some additional background information.

The Issue:

Contra Costa County and the State of California are under a state of emergency due to COVID-19 for an indefinite period. During this time, citizens have been ordered by both the County and the State to shelter in place (SIP) and to only venture in public for essential tasks related to necessities: food, medicine, and health. The SIP is inconsistent with a significant part of California's voting model, which requires polling places and in-person voting, and poses significant risks to the health and safety of citizens, voters, volunteers, and staff.

Many of our polling places and volunteers have indicated that they will not serve in November due to the virus and the state of emergency. On March 3, 2020, over 200 volunteers failed to show up to work at the polls. Experts indicate that it is likely that the virus will remain active or re-emerge this fall during the election season posing a persistent risk to citizens.

A Solution:

In addition to in-person voting, the Election Code provides for voting by mail. In fact, over 75% of Contra Costa voters already receive their ballots by mail. Expansion of vote by mail for November to include all voters would provide all voters the opportunity to vote without exposing themselves to unnecessary risks of COVID-19. In recognition of this, Governor Newsom issued an Executive Order authorizing 100% vote by mail for several special vacancy elections in the State this spring:

"The respective county elections officials responsible for conducting each respective election shall transmit vote-by-mail ballots to all voters eligible to vote in each respective election. Notwithstanding the other provisions of this Order, elections officials are also authorized, and encouraged, to make in-person voting opportunities available on or before Election Day for each of these elections in a manner consistent with public health and safety, to maximize voter accessibility."

<https://www.gov.ca.gov/wp-content/uploads/2020/03/3.20.20-EO-N-34-20-COVID-19-Elections.pdf>

A similar declaration for the November Election would eliminate uncertainty and provide election officials the ability to plan and prepare for the election in a manner that would safeguard the public and give County officials the flexibility to offer in-person voting opportunities as the situation and risks may warrant leading up to the election. The April 7, 2020 primary election in Wisconsin, in which voters were put at risk and late changes made it impossible for election officials to prepare, illustrates the type of situation that can be avoided by an early Executive Order from the Governor.



#### Our Election Plans:

The Elections Division has been planning the November 2020 election since mid-2019 and validated that plan in the successful March Primary. All things being equal, we would have repeated the same plan in November allowing for higher turnout. The highlights of that plan included:

1. 75+% of voters were mailed a ballot, >500,000
2. 3 remote satellite locations mirroring all services provided at the main office for 4 days prior to election day
3. 12 permanent 24/7 ballot drop boxes, available for three weeks up to and including Election Day
4. 24 staffed drop boxes in City Halls and Libraries
5. 2 drive-through drop off locations on Election Day
6. 165 Polling Places and 1600 Poll Workers

#### Our Vote by Mail Capacity:

With the acquisition of the new voting system and the upgrading of mail handling equipment, the Division can absorb the increased volume of ballots in an all-mail scenario, which is estimated to be between 150,000 to 170,000 voters.

#### Cost:

Eliminating polling places, poll workers and their training, election day ballots, and voting supplies would provide significant cost savings in the vicinity of \$320,000. Increased vote-by-mail costs, including postage and processing time, are estimated to be \$360,000.

#### Actions Requested of the Board:

While political parties, legislatures, courts, advocates of all types, interest groups, academics, State and federal officials, and media are all offering advice for a solution to the November election, missing from the discussion are the voices of county elected boards and election officials who finance and administer the election and who are held accountable for the election's success or failure.

There is a parallel to the federal, state and local responses to the COVID-19 pandemic. The virus raged while federal and state decision makers, along with the media and other interests, discussed and deferred concrete actions. It was the leadership of this Board, and the County Public Health Officer in concert with neighboring counties, that took early, bold and decisive action to mitigate the pandemic. The wisdom and foresight of those decisions is now being recognized and emulated.

The current discussions among the SoS, CACEO, voting advocates, academia, media and other interests are similarly protracting and delaying the type of concrete direction election officials need for a successful election in November. There is great resistance to reduce in-person voting among the parties just as there was great resistance to imposing SIP.

Our request is that the Board, possibly in coordination with other counties, pass a resolution requesting the Governor to issue an Executive Order substantively the same as the March 20, 2020 Order directing the election to be conducted by mail. Monterey County's board of supervisors will also consider adopting this same resolution and Board Order at its meeting on April 14<sup>th</sup>.

If your Board passes this resolution, this county and others will be acting as their own advocates for November 2020 election. Counties are best suited to make decisions on how they offer in-person voting based upon the proximate COVID-19 threat, its past practices, demographics, local issues and political environment.

The proposed Executive Order is brief and succinct, reflecting that less guidance in an Executive Order is more empowering than too much guidance. It allows each County to make decisions about how to best conduct its election for its own constituents.

Please contact me at 335-7897 or Scott at 335-7808 if you have any questions or would like more information.

Thank you for your consideration,

A handwritten signature in cursive script that reads "Debi Cooper".

Deborah Cooper  
County Clerk-Recorder





Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: April 14, 2020

Subject: Update on COVID-19

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**RECOMMENDATION(S):**

CONSIDER update on COVID 19; and PROVIDE direction to staff.

1. Sheriff's Department - Public Safety issues - David Livingston, Sheriff
2. Health Department - Anna Roth, Director and Dr. Farnitano, Health Officer
3. Budget and Labor Issues - David Twa, County Administrator

**FISCAL IMPACT:**

Administrative reports with no specific fiscal impact.

**BACKGROUND:**

The Health Services Department has established a website dedicated to COVID-19, including daily updates. The site is located at: <https://www.coronavirus.cchealth.org/>

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF  
SUPERVISORS**

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

ATTESTED: April 14, 2020

, County Administrator and Clerk of the Board of Supervisors

Contact: David Twa

By: , Deputy

cc: All County Departments (via CAO)



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Caoile, Director of Risk Management  
Date: April 14, 2020

Subject: Final Settlement of Claim, Jessica Fleihmann vs Contra Costa County

---

**RECOMMENDATION(S):**

RECEIVE this report concerning the final settlement of Jessica Fleihmann and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$440,966.72, less permanent disability advances.

**FISCAL IMPACT:**

Workers' Compensation Internal Service Fund payment of \$440,966.72, less permanent disability advances.

**BACKGROUND:**

Attorney Mark A. Cartier, defense counsel for the County, has advised the County Administrator that within authorization an agreement has been reached settling the workers' compensation claim of Jessica Fleihmann vs. Contra Costa County. The Board's March 31, 2020, closed session vote was: Supervisors Gioia, Andersen, Burgis, Mitchoff and Glover - Yes. This action is taken so that the terms of this final settlement and the earlier March 31, 2020, closed session vote of this Board authorizing its negotiated settlement are known publicly.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Karen Caoile  
925.335.1400

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Case will not be settled.



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Caoile, Director of Risk Management  
Date: April 14, 2020

Subject: Final Settlement of Claim, Mark Danner vs Contra Costa County

---

**RECOMMENDATION(S):**

RECEIVE this report concerning the final settlement of Mark Danner and AUTHORIZE payment from the Workers' Compensation Internal Service Fund in an amount not to exceed \$225,000.

**FISCAL IMPACT:**

Workers' Compensation Internal Service Fund payment of \$225,000.

**BACKGROUND:**

Attorney Evan M. Daily, defense counsel for the County, has advised the County Administrator that within authorization an agreement has been reached settling the workers' compensation claim of Mark Danner v. Contra Costa County. The Board's March 31, 2020, closed session vote was: Supervisors Gioia, Andersen, Burgis, Mitchoff and Glover - Yes. This action is taken so that the terms of this final settlement and the earlier March 31, 2020, closed session vote of this Board authorizing its negotiated settlement are known publicly.

**CONSEQUENCE OF NEGATIVE ACTION:**

Case will not be settled.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Karen Caoile  
925.335.1400

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

By: , Deputy

cc:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: April 14, 2020

Subject: Claims

---

**RECOMMENDATION(S):**

DENY claims filed by Stacy Kadesh, Ernani O. Papa, Bhupinder Singh, Ronald Turner, and Vicki Wade.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

Stacy Kadesh: Property claim for damaged personal property in the amount of \$577.  
Ernani O. Papa: Property claim for damaged personal property in the amount of \$1,250.  
Bhupinder Singh: Personal injury claim for damages due to bicycle accident in the amount of \$25,000.  
Ronald Turner: Property claim for lost personal property in the amount of \$175.  
Vicki Wade: Personal injury claim for damages arising out of trip and fall in the amount of \$100,000.

- 
- APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Scott Selby  
925.335.1400

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

By: , Deputy

cc:



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: April 14, 2020

Subject: Settlement of class action titled In Re GSE Bonds Antitrust Litigation (USDC SDNY Case No. 1:19-cv-01704).

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County’s participation in a settlement of the class action lawsuit In Re GSE Bonds Antitrust Litigation (USDC SDNY Case No. 1:19-cv-01704) related to alleged price-fixing in government sponsored enterprise bond transactions between January 1, 2009, and January 1, 2019, as recommended by the County Administrator. (100% Incoming Funds.)

APPROVE and AUTHORIZE the Treasurer-Tax Collector, or designee, to complete and file a claim form to seek settlement funds in the litigation, and DIRECT that any funds received be deposited into the County pool (8177).

**FISCAL IMPACT:**

The County’s share of the settlement will depend on the amount of class counsel’s attorney’s fees, any class representative enhancements awarded by the court, and the amount of claims filed by other class members. Any funds received by the County will be treated as a gain and redeposited into the investment pool.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

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

Contact: Tim Ewell,  
(925)335-1036

By: , Deputy

cc:

## BACKGROUND:

This board order authorizes the County's participation in a class action settlement in the litigation titled In Re GSE Bonds Antitrust Litigation (USDC SDNY Case No. 1:19-cv-01704). This class action lawsuit alleges that several defendants conspired to fix prices for government sponsored enterprise bonds ("GSE bonds") issued by Federal National Mortgage Association, Federal Home Loan Mortgage Corporation, Federal Farm Credit Banks, and Federal Home Loan Banks, between January 1, 2009, and January 1, 2019. This settlement includes the following 13 settling defendants: Barclays Capital, Inc., BNP Paribas Securities Corp., Cantor Fitzgerald & Co., Citigroup Global Markets, Inc., Credit Suisse Securities, HSBC Securities (USA), Inc., J.P. Morgan Securities LLC, Merrill Lynch, Morgan Stanley & Co, LLC, Nomura Securities International, Inc., SG Americas Securities LLC, TD Securities (USA) LLC, and UBS Securities LLC. These defendants have agreed to settle this litigation for payment of approximately \$337 million. (A prior partial settlement was reached with other defendants.)

The County's investment pool is administered by the Treasurer-Tax Collector. The Treasurer-Tax Collector determined that the County investment pool included covered GSE Bond transactions totaling approximately \$79 million in callable bonds and approximately \$745 million in non-callable bonds. (Callable bonds are bonds that can be paid off by the issuer before they reach maturity non-callable bonds cannot be paid off before the maturity date.) All of these bonds had maturity dates under five years, and most bonds had maturity dates under one year.

The County's share of the settlement amount cannot be determined at this time. The amount will depend on the amount of class counsel's attorney's fees, any class representative enhancements awarded by the court, and the amount of claims filed by other class members. However, the settlement notice indicates that the total settlement amount represents approximately 30-70% of all class members' actual damages (without factoring in available treble damages and attorney's fees). If the settlement funds are awarded proportionally, we would expect the County's recovery to be within this range (before deductions for attorney's fees and enhancements).

Any objection to the settlement needs to be filed by April 22, 2020, and, if the County participates in the settlement, its claim form needs to be filed by May 12, 2020. Considering the above potential recovery, and the expense of objecting to the settlement, the County Administrator recommends that the Board authorize the County's participation in the settlement, and that the Board authorize the Treasurer-Tax Collector, or designee, to file a claim form on the County's behalf by the May 12, 2020 filing deadline.

## CONSEQUENCE OF NEGATIVE ACTION:

If the County takes no action, the County will not receive any amount from this settlement.



Contra  
Costa  
County

To: Board of Supervisors  
From: Diana Becton, District Attorney  
Date: April 14, 2020

Subject: National Crime Victims' Rights Week April 19-25, 2020

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2020/68 proclaiming April 19-25, 2020 as National Crime Victims' Rights Week in promotion of victims' rights and to recognize crime victims and those who advocate on their behalf.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

In April 1981, President Ronald Reagan proclaimed the first national "Crime Victims Week." National Crime Victims' Rights Week offers an opportunity to renew our commitment to crime victims by strengthening our partnerships and creating new ones, upholding the constitutional mandates of Marsy's Law and mobilizing organizations and their leaders to continue the commitment to crime victims and the safety of our community.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Jason Chan, (925)  
957-2234

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

By: , Deputy

cc:



ATTACHMENTS

Resolution

2020/68

*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2020/68**

**National Crime Victims' Rights Week 2020**

Whereas, in 1982, the President's Task Force on Victims of Crime envisioned a national commitment to a more equitable and supportive response to victims; and  
Whereas, this commemorative week celebrates the energy, perseverance and commitment that launched the victims' rights movement, inspired its progress, and continues to advance the cause of justice for crime victims; and  
Whereas, crime can leave a lasting impact on any person, regardless of age, national origin, race, creed, religion, gender, sexual orientation, immigration, or economic status; and  
Whereas, incorporating communities' existing experts and trusted sources of support into efforts to fully serve survivors will develop a criminal justice system response that is truly accessible and appropriate for all victims of crime; and  
Whereas, with the unwavering support of their communities and victim service providers behind them, survivors will be empowered to face their grief, loss, fear, anger and hope without fear of judgment, and will feel understood, heard, and respected; and  
Whereas, serving victims and rebuilding their trust restores hope to victims and survivors, as well as supports thriving communities; and  
Whereas, engaging a broader array of healthcare providers, community leaders, faith organizations, educators and businesses can provide new links between victims and services that improve their safety, healing, and access to justice; and  
Whereas, honoring the rights of victims, including the rights to be heard and to be treated with fairness, dignity, respect, and working to meet their needs rebuilds their trust in the criminal justice and social service systems in the aftermath of crime; and  
Whereas, Contra Costa County is hereby dedicated to strengthening victims and survivors in the aftermath of crime, building resilience in our communities and our victim responders, and working for a better future of all victims and survivors.

**Now, Therefore, Be It Resolved** that Board of Supervisors proclaims the week of April 19-25, 2020, as Crime Victims' Rights Week, reaffirming the County's commitment to creating a victim service and criminal justice system response that assists all victims of crime during Crime Victims' Rights Week and throughout the year; and expressing our sincere gratitude and appreciation for those community members, victim service providers, and criminal justice professionals who are committed to improving our response to all victims of crime so that they may find relevant assistance, support, justice, and peace.

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**CANDACE ANDERSEN**  
Chair, District II Supervisor

---

**JOHN GIOIA**  
Chair, District I Supervisor

---

**DIANE BURGIS**  
District III Supervisor

---

**KAREN MITCHOFF**  
District IV Supervisor

**FEDERAL D. GLOVER**  
District V Supervisor

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

ATTESTED: April 14, 2020

David J. Twa,

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: John Gioia, District I Supervisor  
Date: April 14, 2020

Subject: Honoring Marty Lynch On His Retirement After 38 Years as Executive Director and CEO of LifeLong Medical Care

---

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Kate Rauch  
510-231-8691

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

By: , Deputy

cc:

ATTACHMENTS

Resolution  
2020/94

*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2020/94**

**Honoring Marty Lynch On His Retirement After 38 Years as Executive Director and CEO of LifeLong Medical Care**

Whereas, Marty Lynch, PhD, has served as Executive Director and CEO of LifeLong Medical Care for the past 38 years; and

Whereas, Marty Lynch got his start at the Over 60 Health Center, which later became LifeLong Medical Care. He co-founded the Healthy Aging Subcommittee of the National Association of Community Health Centers and is past chair of the California Primary Care Association; and

Whereas, Marty was recently appointed by Governor Gavin Newsom to serve on the California Master Plan on Aging Advisory Committee. Lynch also serves on the boards of the Oakland PACE health plan for disabled elders and the Alameda Alliance for Health Plan that serves Medi-Cal recipients; and

Whereas, He was recently presented with the 2019 Outstanding Achievement Award by the National Association of Community Health Centers (NACHC); and

Whereas, Marty Lynch spent most of his life working with aging populations and the homeless, motivated to help underserved populations; and

Whereas, Marty received his Ph.D. in Social and Behavioral Sciences from the University of California, San Francisco, and an MPA from the Kennedy School of Government at Harvard; and

Whereas, In addition to health administration, Lynch is involved in public policy and research activities related to health access for the uninsured, long-term care models, chronic care, and financing care for disabled populations. Lynch also is a Lecturer at the University of California, Berkeley; and

That the Board of Supervisors of Contra Costa County Does Hereby congratulate Marty Lynch on his retirement, thank him for his distinguished service to the community, and wish him well on all that lies ahead.

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**CANDACE ANDERSEN**  
Chair, District II Supervisor

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**JOHN GIOIA**  
Chair, District I Supervisor

---

**DIANE BURGIS**  
District III Supervisor

---

**KAREN MITCHOFF**  
District IV Supervisor

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**FEDERAL D. GLOVER**  
District V Supervisor

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

ATTESTED: April 14, 2020

David J. Twa,

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: April 14, 2020

Subject: RECOMMENDATIONS FOR APPOINTMENT TO THE TREASURY OVERSIGHT COMMITTEE

---

**RECOMMENDATION(S):**

REAPPOINT John Phillips to the Public Member #3 seat on the Treasury Oversight Committee to a new four-year term ending on April 20, 2024, as recommended by the Treasurer-Tax Collector.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

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 term of office of the Public Member #3 seat will expire on April 30, 2020. The Treasurer-Tax Collector conducted a four-week recruitment and received one application, from incumbent John Phillips.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Julie DiMaggio Enea  
(925) 335-1077

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

By: , Deputy

cc: Treasurer-Tax Collector, IOC Staff



BACKGROUND: (CONT'D)

The Internal Operations Committee (IOC) normally conducts interviews of applicants for the Public Member seats. However, in accordance with the COVID-19 shelter-in-place order, the April IOC meeting was canceled. In order to ensure full representation on the Treasury Oversight Committee, we recommend the reappointment of John Phillips, who was the sole applicant.

John Phillips was first appointed to the Treasury Oversight Committee by the Board of Supervisors on May 21, 2019. He is a graduate of UC Berkeley with a bachelor's degree in Finance and master's degree in Accounting and Tax. He has a professional background as a Certified Public Accountant and is a retired partner of PricewaterhouseCoopers. Mr. Phillips is currently a Trustee on Contra Costa County Employees' Retirement Association board of trustees.

ATTACHMENTS

Candidate Application\_John Phillips\_Treasury Oversight Committee



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: John, Last Name: Phillips, Home Address - Street, City: Moraga, Zip Code: 94556, Phone, Email, Resident of Supervisorial District: Andersen

EDUCATION Check appropriate box if you possess one of the following: [X] High School Diploma, [ ] CA High School Proficiency Certificate, [ ] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Rows include University of California, Berkeley (BS, Finance), University of California, Berkeley (MBA, Accounting), Golden Gate University (MBA, Tax).

Other Training Completed: A number of executive compensation courses

Board, Committee or Commission Name: Treasury Oversight Committee, Seat Name: Public Member

Have you ever attended a meeting of the advisory board for which you are applying? [ ] No, [X] Yes If yes, how many? All since May, 2019

Please explain why you would like to serve on this particular board, committee, or commission. I believe that my background as a retired partner of PricewaterhouseCoopers, experience as the CEO of a health insurance company, experience as a trustee of the Contra Costa County Employees' Retirement Association since 2011, and professional background as a CPA qualify me to serve in the role of monitoring the County Treasurer's investment policy and its annual audit process.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application) Please see my preceding comments, career roles, educational background and attached brief 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, [X] 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.

Contra Costa County Employees' Retirement Association (CCCERA)

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:

Overlapping service on the CCCERA Board.

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 or commission in Contra Costa County.

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

Su

Date: 3/1/2020

Board of Supervisors

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.

## **John B. Phillips, a brief resume**

John B. Phillips has had two private sector careers, retiring as a regional managing partner with the firm now known as PricewaterhouseCoopers (PwC) in 1997 and as the CEO of a health insurance company, CalCPA Health, in 2006. He is both a retired pension actuary and an active CPA and now provides consulting services from his own practice. He earned both undergraduate and MBA degrees from the University of California, Berkeley and a second MBA degree in taxation from Golden Gate University. He also presently serves, or has previously served, on the boards of a variety of for-profit, not-for-profit and professional organizations, including serving as an appointed member of the Contra Costa County Employees' Retirement Association Board since 2011, which included two terms as its chairman.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: April 14, 2020

Subject: REAPPOINT Tom Aswad to the District IV Seat of the Alcohol and Other Drugs Advisory Board

---

**RECOMMENDATION(S):**

Reappoint the following individual to the District IV seat of the Alcohol and Other Drugs Advisory Board to a term expiring June 30, 2023 as recommended by Supervisor Karen Mitchoff.

Tom Aswad  
Walnut Creek, CA 94598

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The mission of the Contra Costa County Alcohol and Other Drugs Advisory Board is to assess family and community needs regarding treatment and prevention of alcohol and drug abuse problems. The Alcohol and Other Drugs Advisory Board reports their findings and recommendations to the Contra Costa Health Services Department, the Board of Supervisors and the communities they serve. The Alcohol and Other Drugs Advisory Board works in collaboration with the Alcohol and Other Drugs Services Division of Contra Costa Health Services to provide input and recommendations as they pertain to alcohol and other drugs prevention, intervention and treatment services.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Lisa Chow, (925)  
521-7100

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The District IV seat would become vacant.

CHILDREN'S IMPACT STATEMENT:

n/a



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Deborah R. Cooper, Clerk-Recorder  
Date: April 14, 2020

Subject: APPOINT, In-Lieu of Election, Members of the Contra Costa County Retirement Board

---

**RECOMMENDATION(S):**

APPOINT, in lieu of election;

Todd Smithey, 1031 Feather Cir., Clayton, CA 94517, as General Member #3 of the Contra Costa County Employees' Retirement Association Board of Trustees

Donald Finley, 2620 Spring St., St Helena, CA 94574 as Safety Member #7 of the Contra Costa County Employees' Retirement Association Board of Trustees

Both terms beginning July 1, 2020 and ending June 30, 2023.

**FISCAL IMPACT:**

None

**BACKGROUND:**

Only one candidate filed for each the office of General Member #3 and Safety Member #7 of the Contra Costa County Retirement Board, which election was scheduled for June 16, 2020. Election Code section 10515 requires that candidates who filed for an office for which the number of candidates equaled or did not exceed the number required to be elected, be "Appointed-in-Lieu of Election" by the Board of Supervisors as if they were elected.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Rosa Mena,  
925.335.7806

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Should the Board take no or negative action, these candidates will not be sworn in as provided by law.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Medical Staff Appointments and Reappointments – March, 2020

---

**RECOMMENDATION(S):**

APPROVE the medical staff appointments and reappointments, privileges, advancements, and voluntary resignations as recommend by the Medical Staff Executive Committee, at their March 16, 2020 meeting, and by the Health Services Director.

**FISCAL IMPACT:**

There is no fiscal impact for this item.

**BACKGROUND:**

The Joint Commission on Accreditation of Healthcare Organizations has requested that evidence of Board of Supervisors approval for each Medical Staff member will be placed in his or her Credentials File. The above recommendations for appointment/reappointment were reviewed by the Credentials Committee and approved by the Medical Executive Committee.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the Contra Costa Regional Medical and Contra Costa Health Centers' medical staff would not be appropriately credentialed and not be in compliance with The Joint Commission on Accreditation of Healthcare Organizations.

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Jaspreet Benepal,  
925-957-5101

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

By: , Deputy

cc: Marcy Wilhelm, James Ham

ATTACHMENTS

Credential List

Attachment



**A. New Medical Staff Members**

Gandhi, Shailesh, MD	Psychiatry/Psychology
Melek, Maged, MD	DFAM

**B. Application for Staff Affiliation**

Berry-Millett, Kate, CNM	OB/GYN
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**C. Request to change Primary Department**

	<u>Original Department</u>	<u>Requesting Department</u>
Levin, Sara, MD	Internal Medicine	DFAM

**D. Advance to Non-Provisional**

Abbasi, Zohaib, MD	Psychiatry/Psychology	A
Krepostin, Vladimir, DO	Anesthesia	A
Lai, Karen, MD	Psychiatry/Psychology	A
Ozowara, Larry, MD	Psychiatry/Psychology	A
Zelan, Saul, MD	Psychiatry/Psychology	A



**E. Biennial Reappointments**

Ahmed, Abid, MD	Hospital Medicine	A
Bates, Andrea, MD	Psychiatry/Psychology	C
Champlin, Marie, MD	Psychiatry/Psychology	A
Cherayil, Annie, MD	DFAM	A
Galina-Quintero, Doris, MD	Internal Medicine	C
Goheen, Katherine, MD	DFAM	A
Jett, Margaret, DO	Pediatrics	A
Kim, Ben, DDS	Dental	A
Kwon, Esther, DPM	Surgery-Podiatry	A
Kurio, Gregory, MD	Pediatrics	C
Lee, George, MD	Anesthesia	A
Lewis, Ronel, MD	Psychiatry/Psychology	C
Lo, Irene, MD	Surgery	A
Maurer, Toby, MD	Internal Medicine	P
McIlroy, Richard, MD	DFAM	A
Mekuria, Safanit, MD	Pediatrics	A
Mohebati, Arash, MD	Surgery-General	A
Moore, Gregory, MD	DFAM	A
Porteous, Brent, DO	Hospital Medicine	A
Rosendale, Nicole, MD	Internal Medicine	C
Sarvi, Saunaz, DDS	Dental	A
Setliff, Kristen, DO	DFAM	A
Shah, Sonika, MD	Internal Medicine	A
Shidara, Chiyo, DDS	Dental	A
Shiue, Zita, MD	Internal Medicine	C
Velleman, David, Psy.D	Psychiatry/Psychology	A
Wahidi, Nasratullah, MD	Psychiatry/Psychology	A
Wang, Dora-Linda, MD	Psychiatry/Psychology	A
Watters, Emily, MD	Psychiatry/Psychology	A

**F. Biennial Renewal of Privileges**

Bello, Jessica, LM, CNM	OB/GYN	AFF
Concepcion, Yellie, FNP	DFAM	AFF
Wyrobeck, Sonya, CNM	OB/GYN	AFF

**G. Teleradiologist (VRAD) Reappointments**

Jones, Kendall, MD	Diagnostic Imaging
Mitchell, Richard, MD	Diagnostic Imaging
Rickman, Christopher, MD	Diagnostic Imaging
Sergeyev, Pavel, MD	Diagnostic Imaging
Turner, James, MD	Diagnostic Imaging

ANNA M. ROTH, RN, MS, MPH  
HEALTH SERVICES DIRECTOR

JASPREET BENEPAI, RN  
INTERIM CHIEF EXECUTIVE OFFICER  
CONTRA COSTA REGIONAL MEDICAL CENTER  
& HEALTH CENTERS



CONTRA COSTA  
REGIONAL  
MEDICAL CENTER  
& HEALTH CENTERS

2500 Alhambra Avenue  
Martinez, California 94553-3191

Ph (925) 370-5000  
[www.cchealth.org/medicalcenter/](http://www.cchealth.org/medicalcenter/)

**H. Voluntary Resignations**

Chun, Kwan, MD	DFAM
Cotter, Laura, MD	Hospital Medicine
Elliff, Jo, NP	DFAM
Himmelfo, Jane, MD	DFAM
Miglani, Megha, MD	Psychiatry/Psychology

**I. Attachments**

Pediatric Core Privileges

**PEDIATRIC CLINICAL PRIVILEGES**

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

All new applicants must meet the following requirements as approved by the governing body.

**Effective:** \_\_\_\_/\_\_\_\_/\_\_\_\_.

**Initial Privileges (Initial Appointment)**

**Renewal of Privileges (Reappointment)**

**Applicant:** Please check the “*Requested*” box for each privilege requested.

Applicants have the burden of producing information and documentation deemed adequate by the hospital for a proper evaluation of current competence, current clinical activity, and other qualifications, and for resolving any doubts related to qualifications for requested privileges.

**Department Chair:** Check the appropriate box for recommendation on the last page of this form. If not recommended, provide the condition or explanation on the last page of this form.

**Other Requirements**

- This document is focused on defining qualifications related to competency to exercise clinical privileges. The applicant must also adhere to any additional organizational, regulatory, or accreditation requirements that the organization is obligated to meet.
- Note that privileges granted may only be exercised at the site(s) designated by CCRMC and/or setting(s) that have sufficient space, equipment, staffing, and other resources required to support the privilege.

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**QUALIFICATIONS FOR PEDIATRICS**

**Initial Applicants:** To be eligible to apply for privileges in pediatrics, the applicant must meet the following criteria:

1. Successful completion of an Accreditation Council for Graduate Medical Education (ACGME) or American Osteopathic Association (AOA) accredited residency in pediatrics.

**AND**

2. Current certification, or Board eligibility leading to certification in pediatrics, by the American Board of Pediatrics or the American Osteopathic Board of Pediatrics. Board certification must be achieved within 7 years (ABP) or 6 years (AOBP) from graduation from a pediatric residency.

**AND**

3. Documentation of required current experience:  
Provision of care, reflective of the scope of privileges requested, for at least 100 newborns (if working in the level II nursery/postpartum/perinatal), and/or 500 outpatients (if working in the ambulatory setting), within the past 24 months **or** successful completion of an ACGME– or AOA–accredited residency within the past 24 months.  
Please provide a clinical activity/procedure log.

**Renewal of Privileges:** To be eligible to renew privileges in pediatrics, the applicant must meet the following criteria:

1. Documentation of Maintenance of Certification (ABMS) or OCC (On-Going Continuous Certification) is required.

**AND**

2. Current documented competence and an adequate volume of experience (100 newborns in level II nursery and/or 500 pediatric outpatients) with acceptable results, reflective of the scope of privileges requested, for the past 24 months, based on results of Ongoing Professional Practice Evaluation (OPPE) and outcomes.

**\*For inpatient work a valid NRP, and PALS or APLS certification is required.**

<b>Name:</b> _____
Effective from _____ / _____ / _____ to _____ / _____ / _____ (for MSO staff use only)

***Core Privileges: Pediatrics— Ambulatory Care***

- Requested:** Admit, evaluate, diagnose, treat, and provide consultation to patients from birth to young adulthood (21 years of age) concerning their physical, emotional, and social health as well as treating acute and chronic disease, including major complicated illnesses. Assess, stabilize, and determine the disposition of patients with emergent conditions. The core privileges in this specialty include the procedures listed below and such other procedures that are extensions of the same techniques and skills as determined by the pediatrics department chair.

**CORE TREATMENT/PROCEDURE LIST**

This is not intended to be an all-encompassing list of treatments. It defines the types of activities/procedures/privileges that most practitioners in this specialty perform at this organization and inherent activities/procedures/privileges requiring similar skill sets and techniques as determined by the pediatrics department chair.

**To the Applicant:** If you wish to exclude any procedures, due to lack of current competency, please strike through the procedures that you do not wish to request and then initial and date.

**Pediatrics— Ambulatory Care**

- Performance of history and physical exam
- Bladder catheterization
- Incision and drainage of abscesses
- Local anesthetic techniques
- Management of burns, superficial and partial thickness
- Peripheral nerve blocks
- Placement of anterior nasal hemostatic packing
- Placement of IV lines
- Placement of intraosseous lines
- Care of simple fractures and dislocations
- Removal of non-penetrating foreign bodies from the eye, nose, or ear
- Subcutaneous, intradermal, and intramuscular injections
- Wound care and suture of uncomplicated lacerations
- Frenulotomy
- Removal of cerumen
- Cryotherapy (e.g. removal of warts)



<b>Name:</b> _____
Effective from _____ / _____ / _____ to _____ / _____ / _____ (for MSO staff use only)

---

***Core Privileges: Pediatrics— Hospital***

***(Level II Nursery/Postpartum/Emergency Room)***

---

- Requested:*** Admit, evaluate, diagnose, treat and determine disposition of newborn patients (birth to 30 days of age) in the level II nursery and/or postpartum. This includes providing comprehensive care to critically ill newborns in the level II nursery. Assess, stabilize, and determine the disposition of patients with emergent conditions in the emergency room and other areas of the hospital from birth to 21 years of age.
- The core privileges in this specialty include the procedures listed below and such other procedures that are extensions of the same techniques and skills as determined by the department chair.

**CORE TREATMENT/PROCEDURE LIST**

This is not intended to be an all-encompassing list of treatments. It defines the types of activities/procedures/privileges that most practitioners in this specialty perform at this organization and inherent activities/procedures/privileges requiring similar skill sets and techniques as determined by the department chair.

***To the Applicant:*** If you wish to exclude any procedures, due to lack of current competency, please strike through the procedures that you do not wish to request and then initial and date.

**Pediatrics— Hospital**

- Performance of history and physical exam
- Attendance at delivery to assume care of normal and sick newborns
- Arterial puncture
- Bladder catheterization
- Endotracheal intubation, including administration of medication for rapid sequence intubation
- Management of pain/agitation e.g. intubated patients, patients with neonatal abstinence syndrome, etc. (administration of opioids, benzodiazepines)
- Incision and drainage of abscesses
- Local anesthetic techniques
- Lumbar puncture
- Performance of simple skin biopsy or excision
- Placement of IV lines

<b>Name:</b> _____
Effective from _____ / _____ / _____ to _____ / _____ / _____ (for MSO staff use only)

- Placement of intraosseous lines
- Subcutaneous, intradermal, and intramuscular injections
- Umbilical artery and vein catheterization
- Wound care and suture of uncomplicated lacerations
- Frenulotomy

**Special Non-Core Privileges (See Specific Criteria Below)**

Non-core privileges are requested individually in addition to requesting the core. Each practitioner requesting non-core privileges must meet the specific threshold criteria as applicable to the applicant or re-applicant.

---

***Non-Core Privilege: Thoracentesis***

---

***Requested***

***Initial Applicants:*** To be eligible to apply for the Thoracentesis non-core privilege, the applicant must meet the following criteria:

1. Successful completion of an ACGME– or AOA–accredited post graduate training program which included training in thoracentesis or documentation of completion of a hands-on training in thoracentesis under the supervision of a qualified physician preceptor.

**AND**

2. Documented current competence and evidence of the performance of at least 1 thoracentesis procedure in the past 24 months (please provide a clinical activity/procedure log) or documentation of completion of relevant training/in-service in the past 24 months.

***Renewal of Privileges*** To be eligible to renew the Thoracentesis privilege, the applicant must meet the following criteria:

1. Documented current competence and evidence of the performance of at least 1 thoracentesis procedure in the past 24 months, or documentation of completion of relevant training/in-service in the past 24 months.

<b>Name:</b> _____
Effective from _____ / _____ / _____ to _____ / _____ / _____ (for MSO staff use only)

---

***Non-Core Privilege: Evaluation and Treatment of Victims of Sexual Abuse***

---

***Requested***

***Initial Applicants:*** To be eligible to apply for the Evaluation and Treatment of Victims of Sexual Abuse non-core privilege, the applicant must meet the following criteria:

1. Successful completion of an ACGME– or AOA–accredited residency in pediatrics, which included this training or documented completion of a recognized relevant course or training under the supervision of a qualified provider

**AND**

2. Documented current competence and evidence of evaluation and treatment of at least 2 sexual abuse cases in the past 24 months (please provide a clinical activity/procedure log) or documented completion of relevant training/in-service in the past 24 months.

***Renewal of Privilege:*** To be eligible to renew the Evaluation and Treatment of Victims of Sexual Abuse non-core privilege, the applicant must meet the following criteria:

1. Documented current competence and evidence of attendance at evaluation and treatment of at least 2 sexual abuse cases in the past 24 months or documented completion of relevant training/in-service in the past 24 months.

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***Non-Core Privilege: Long Acting Reversible Contraception (LARC)  
– Nexplanon, Injectable Contraceptives***

---

***Requested***

***Initial Applicants and Renewal:*** The following criteria apply to initial requests and renewal of the Long Acting Reversible Contraception (LARC) – Nexplanon, Injectable Contraceptives non-core privilege:

1. Documented completion of a recognized relevant course and/or certification

<b>Name:</b> _____
Effective from _____ / _____ / _____ to _____ / _____ / _____ (for MSO staff use only)

**FOCUSED PROFESSIONAL PRACTICE EVALUATION (FPPE)  
for initial applicants**

1. **For Inpatient (Pediatrics—Hospital Core) Privileges:** Retrospective or concurrent proctoring (chart review or direct observation) of 9 hospitalized patients is required.
2. **For Inpatient (Pediatrics—Hospital Core) Privileges:** Concurrent proctoring (direct observation) of 3 procedures is required. Procedures must be representative of what is usually performed on the unit.
3. **For Outpatient (Pediatrics—Ambulatory Core) Privileges:** A minimum of 9 chart reviews (“retrospective proctoring”) from at least 3 different clinic days are required.
4. If the provider does both inpatient and outpatient work, he/she needs to be proctored in **both** (As described above in bullet points 1-3).
5. FPPE should be concluded as soon as possible (i.e. within the first 4 -6 months after starting work at CCRMC).
6. Completed FPPE forms must be submitted to the Credentialing Office.
7. It is the applicant’s ultimate responsibility to make sure that FPPE and submission of all required documentation to the Credentialing Office takes place in a timely manner. Failure to do so may result in loss or limitation of privileges.

**\*For low volume providers: please see separate FPPE/proctoring guidelines.**

**ACKNOWLEDGMENT OF PRACTITIONER**

I have requested only those privileges for which by education, training, current experience, and documented performance I am qualified to perform and for which I wish to exercise at Contra Costa Regional Medical Center, and I understand that:

- a. In exercising any clinical privileges granted, I will adhere by hospital and medical staff policies and rules applicable generally and any applicable to the particular situation.
- b. Any restriction on the clinical privileges granted to me is waived in an emergency situation, and in such situation my actions are governed by the applicable section of the medical staff bylaws or related documents.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

<b>Name:</b> _____
Effective from ____/____/____ to ____/____/____ (for MSO staff use only)

**DEPARTMENT CHAIR’S RECOMMENDATION**

I have reviewed the requested clinical privileges and supporting documentation for the above-named applicant and:

- Recommend All Requested Privileges**
- Recommend Privileges with the Following Conditions/Modifications:**
- Do Not Recommend the Following Requested Privileges:**

Privilege	Condition/Modification/Explanation

*Notes:*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**[Department Chair] Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FOR MEDICAL STAFF SERVICES DEPARTMENT USE ONLY**

<b>Credentials Committee Approval</b>	<b>Date:</b> _____
<b>Temporary Privileges</b>	<b>Date:</b> _____
<b>Medical Executive Committee Approval</b>	<b>Date:</b> _____
<b>Board of Supervisors Approval</b>	<b>Date:</b> _____

**Date** \_\_\_\_\_



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: April 14, 2020

Subject: Reassign One Position and Incumbent (Represented) from Workforce Services to Workforce Development Board

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25590 to reassign one (1) One-Stop Career Center Case Manager (X7WC) (represented) position number 11689 and incumbent from Workforce Services (Dept. 0504) to Workforce Development Board (Dept 0583) in the Employment and Human Services Department (EHSD).

**FISCAL IMPACT:**

Approval of this department change within EHSD will result in a net County cost (NCC) decrease of \$6,323 annually for Workforce Services (WFS) (Dept. 0504). There will be no increase in NCC for Workforce Development Board (WDB) (Dept. 0583) since the position will be funded with 95% Federal and 5% State funds.

**BACKGROUND:**

In FY 2018-2019, due to a decrease in funding, the WDB procured out service delivery for the Workforce

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Bao Tran, (925)  
608-5027

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

By: , Deputy

cc:

## BACKGROUND: (CONT'D)

Innovation and Opportunity Act (WIOA) mandated America's Job Center of California (AJCC) and Adult and Dislocated Worker career services. This resulted in the closure of 3 AJCCs and the elimination of 18 positions.

As an integral partner with WIOA, EHSD-Workforce Services Bureau agreed to support a transitional One-Stop Case Manager position with limited fraud incentive funding for FY 2018-2019 and 2019-2020. This position supported the transition of the service delivery from internal county staff to a contractor, with a specific emphasis on connecting CalWORKS participants to WIOA funded employment and training services.

With the anticipated proposed changes to Supplemental Nutrition Assistance Program (SNAP) pertaining to Employment and Training (E&T), which would require local workforce boards to coordinate with local SNAP and E&T programs, this position will be more critical than ever. The WDB seeks to support the One-Stop Case Manager position held by Veronica Ramos, which can no longer be funded under the WFS fraud incentive funds. This Board action is to move this position under the direct charge of the WDB, to be funded with available WIOA funds. This position will continue to support the connection between CalWORKS as well as SNAP E&T, to ensure that participants are provided the opportunity to find meaningful training and employment opportunities that will lead to self-sufficiency and less reliance on public benefits.

## ATTACHMENTS



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: April 14, 2020

Subject: Increase the hours of one (1) Board of Supervisors Special Assistant - Specialist Level (J994)

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**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 22598 to increase the hours of one Board of Supervisors Special Assistant - Specialist Level (J994) (unrepresented) position from part-time (20/40) to full-time (40/40) and cancel one part-time (20/40) Board of Supervisors Special Assistant - Specialist Level (J994) (unrepresented) in the Board of Supervisors, District I Office.

**FISCAL IMPACT:**

Cost neutral.

**BACKGROUND:**

The District I Board of Supervisors' Office has a need to increase the hours of a part-time Special Assistant by twenty (20) hours each week, due to workload related to COVID-19, effective March 9, 2020. Increasing the position from part-time (20/40) to full-time (40/40) will permit the position to operate five (5) full days per week in order to complete work necessary to support the District's needs. The vacant Specialist position will be eliminated to fund the increased hours.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Cynthia Harvey,  
510-231-8687

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

By: , Deputy

cc: Tina Pruett, Human Resources Department, Robert Campbell, Auditor-Controller



CONSEQUENCE OF NEGATIVE ACTION:

Without this modification, the Board of Supervisors' District I Office will be unable to fully address the business needs of the office.

CHILDREN'S IMPACT STATEMENT:

Not applicable.

ATTACHMENTS

P300 25598 - Increase Hours.

**POSITION ADJUSTMENT REQUEST**

NO. 25598  
DATE 4/1/2020

Department Board of Supervisors, District I Office Department No./  
Budget Unit No. 0001 Org No. 1101 Agency No. 01

Action Requested: Increase the hours of one Board of Supervisors Special Assistant - Specialist Level (J994) position and incumbrent (#2471/40531 respectively) from part-time (20/40) to full-time (40/40) and cancel one part-time (20/40) Board of Supervisors Special Assistant - Specialist Level position (Position #2480) in the Board of Supervisor's District I Office.

Proposed Effective Date: 3/9/2020

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$0.00 Net County Cost \$0.00  
Total this FY \$0.00 N.C.C. this FY \$

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings under \$10,000 per year (general fund)

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Lisa Driscoll, County Finance Director

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

David Twa

4/1/2020

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 4/1/2020

Increase the hours of one Board of Supervisors Special Assistant - Specialist Level (J994) position and incumbrent (#2471/40531 respectively) from part-time (20/40) to full-time (40/40) and cancel one part-time (20/40) Board of Supervisors Special Assistant - Specialist Level position (Position #2480) in the Board of Supervisor's District I Office.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 3/9/2020(Date)

Tina Pruet, Human Resources Manager

4/1/2020

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

4/2/2020

Approve Recommendation of Director of Human Resources  
 Disapprove Recommendation of Director of Human Resources  
 Other: \_\_\_\_\_

Lisa Driscoll, County Finance Director

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

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

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

# REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 4/1/2020

No. xxxxxx

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: April 14, 2020

Subject: Ratifying the Granting of Leave and Leave Accruals Related to COVID-19

---

**RECOMMENDATION(S):**

RATIFY the order of the County Administrator providing for additional employee leave in an effort to slow the spread of COVID-19 and preserve critical health care capacity across the region (see attached).

**FISCAL IMPACT:**

Ultimately, cost will depend upon how many employees are unable to work and the recovery funding that may be available.

**BACKGROUND:**

The County Administrator (CAO) is the administrator of emergency services and is in charge of the County's emergency organization. Under the emergency powers granted to the CAO under Article 42-2.8 of County Ordinance Code, on March 18, 2020 (repeated on March 26, 2020) and on April 3, 2020, the CAO modified pay and leave for County employees (see attached). This action was taken in an effort to slow the spread of COVID-19 and preserve critical health care capacity across the region. On March 16, 2020, the County Health Officer issued a shelter in place order to all residents, subject to specified exceptions. On March 31 and April 3, 2020, the County Health Officer modified and further restricted the shelter in place order to all residents. This ratification supports the County Administrator's decision to modify leave accruals due to COVID-19 until further notice and action.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Lisa Driscoll, County Finance  
Director (925) 335-1023

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

By: , Deputy

cc: Robert Campbell, Auditor-Controller, Dianne Dinsmore, Human Resources Director, All County Departments (via CAO)

## BACKGROUND: (CONT'D)

>

Since distributing the attached leave communication, a few questions have arisen. With the goal of providing our employees the support they were receiving prior to the COVID-19 crisis, the following is clarification of the leave that was granted:

1. How are we applying leave calculations to 56-hour employees? 56-hour employees are considered full-time and will receive the full-accruals of 80 hours of Emergency Paid Sick Leave and 64 hours of County sick leave.
2. How do hourly employees access pro-rated share of the 80 hours of Emergency Paid Sick Leave and 64 hours of County sick leave County granted to permanent employees? Hourly employees are eligible for prorated share of both leave types. Proration will be calculated, and the resulting hours will be applied to their leave banks.
3. How will the 80 hours of Emergency Paid Sick Leave be applied to new hires? Employees hired through December 31, 2020 are eligible for the 80 hours of Emergency Paid Sick Leave although this leave expires on December 31, 2020.
4. How will the 64 hours of County sick leave be applied to new hires? Employees hired as of April 7, 2020, are eligible for the 64 hours of County sick leave. This leave does not expire.
5. Are employees currently on medical leave and full pay status eligible for this leave? If an employee is in a full-pay leave status, they are eligible for the 80 hours of Emergency Paid Sick Leave and 64 hours of County sick leave.
6. Are employees who were already on a less than full-paid leave, at the time of the shelter in place order, but technically in active status due to less than full-time pay through use of leave accruals eligible for this leave? These employees are eligible for the 80 hours of Emergency Paid Sick Leave. These employees are not eligible for the 64 hours of County Sick Leave.
7. Are employees currently on Long Term Disability eligible for this leave? If an employee is on Long Term Disability (LTD) they are eligible for a prorated share of the 80 hours of Emergency Paid Sick Leave. They are not eligible for the 64 hours of County sick leave. Employees on LTD will be reinstated during the month of April to be paid for the 80 hours of Emergency Paid Sick Leave.
8. Are employees currently on a leave of absence (LOA), absent without pay (AWOP), absent without leave (AWOL), who previously exhausted their accruals, eligible for this leave? Employees on a LOA, AWOP, or AWOL are eligible for the 80 hours of Emergency Paid Sick Leave. Employees on a LOA, AWOP, AWOL are not eligible for the 64 hours of County Sick Leave.
9. May I take paid sick leave or expanded family and medical leave if I am receiving workers' compensation or State Disability Insurance (SDI)? In general, no, unless the employee were able to return to light duty before taking leave. If the employee receives workers' compensation or temporary disability benefits because the employee is unable to work, the employee may not take paid sick leave or expanded family and medical leave. However, if the employee were able to return to light duty

and a qualifying reason prevents the employee from working, the employee may take paid sick leave or expanded family and medical leave, as the situation warrants.

10. There may be employees who wish to use their Emergency Paid Sick Leave to integrate with leave other than workers' compensation or SDI or use the leave intermittently. Is integration or intermittent use allowed? Employees may use the Emergency Paid Sick Leave to integrate with leaves other than workers compensation or SDI. For instance, an employee may use the Emergency Paid Sick Leave for intermittent FMLA or reduced work hours. Employees must use their Emergency Paid Sick Leave in increments of at least 8 hours, unless integrating to receive full-pay or the balance is less than 8 hours.
11. There are employees who had Catastrophic Leave applications in process when the new leave was granted. How will this new leave effect those employees? These employees will first use the new leave granted to them and, should they still need it, their Catastrophic Leave, if approved, will begin upon exhaustion of their leave accruals.
12. For eligible employees, what is the process for applying for the two-thirds paid leave available through the Family Medical Leave Act provided by the Families First Coronavirus Response Act (FLMA+)? County Benefits is creating new request and designation forms for FMLA+ and will post that information on the County's intranet and provide to departmental leave coordinators.

#### CONSEQUENCE OF NEGATIVE ACTION:

Encouraging employees who may be ill to work during this emergency situation may present health risks to other employees and the public.

#### ATTACHMENTS

Leave modification distributed 3-18-2020


Leave modification distributed 3-26-2020

Leave modification distributed 4-3-2020

**County of Contra Costa**  
**OFFICE OF THE COUNTY ADMINISTRATOR**  
**MEMORANDUM**

DATE: March 18, 2020

TO: Contra Costa County Employees

FROM: David Twa, County Administrator 

SUBJECT: Announcement Regarding the COVID 19 Pandemic

---

The COVID 19 Pandemic has changed life in the Bay Area and has resulted in Contra Costa County issuing an Emergency Declaration. While the Declaration is only through April 7, 2020, that actual event is likely to last several months. Schools and Day Care Facilities may be closed for an extended period of time. As a result of the Emergency Declaration, all County Employees, whether essential or not are now Disaster Services Workers.

This is uncharted territory for many of us and has every County resident and Employee concerned about the health and safety of themselves and their loved ones. To address some of these concerns we initially advised Departments and the Union Leadership that non-essential employees who were told that they should not report to work would continue to receive their regular pay (base pay) for the duration of the Order. Unfortunately, some of our employees interpreted this to mean that they could simply leave work regardless of their department's direction that they remain available to work at County Offices or, if appropriate, work from home.

Since we will be struggling with these issues for an extended period of time, I want to clarify the County's position:

First, in order to allow all employees to address their immediate needs to make arrangements to provide for family members, school children, or day care, until April 6, 2020 we will continue to provide that:

- Employees who are specifically directed by their supervisors that their jobs are non-essential may remain at home until called upon to provide disaster service work. Until called into work, these employees are on paid administrative leave and need not use accruals.
- Employees who have been directed to work from home by their supervisors may continue to do so until called upon to provide disaster service work. Supervisors are encouraged to direct employees to work from home where practical.
- Employees who need to take time off due to illness, caring for a family member, or childcare due to school closures may do so without using accruals up to and including April 6, 2020.

- Hourly, temporary, and per diem employees shall be paid for 3/16-3/31 (and 4/01/2020 – 4/06/2020 pay period based upon their pay for the prior pay period (2/1/29). Departments can contact the Auditor-Controller if individual adjustments are necessary.
- Essential employees eligible for overtime and temporary upgrades due to the nature of their work will be paid through the normal payroll process (time entered into Kronos)
- The use of accruals continues to be suspended for the time period up to and including April 6, 2020.
- Employees should endeavor to follow the social distancing guidelines and maintain a minimum 6-foot separation between essential employees whenever possible. Essential employee work locations will be adjusted accordingly.

Second, for High Risk employees, guidance from the State of California recommends that people who are age 65 and over or immunocompromised self-isolate in order to avoid exposure. For that reason:

- Employees 65 and over are encouraged to telecommute if operationally feasible. This may not apply to employees who are essential to public health and safety as determined by each department. Accommodations for this population may require review on a case by case basis to meet the needs of the employee and department. Should they request accommodation, aggressive steps should be taken by supervisors to allow these employees to work from home whenever possible.
- Employees who are immunocompromised, should notify their supervisors so that accommodations including working from home can be arranged.

Third, we are carefully reviewing all County services to determine which services can be reduced or suspended temporarily to avoid unnecessary personal contact. Some employees have been or will be asked to work from home during this period, and others have been or will be told that their services are not needed and they should stay home. You should expect to continue to report to work as usual unless you are directed not to do so. Please keep in mind that even if you are told you do not need to come in to work, you are still a disaster services worker for the duration of the emergency and you could be asked to come in to work at any time due to the needs of the County's critical services.

The County must continue to provide essential services to our community.



# County Administrator

County Administration Building  
651 Pine Street, 10th Floor  
Martinez, California 94553-1229  
(925) 335-1080

David J. Twa  
County Administrator

# Contra Costa County



## Board of Supervisors

John M. Gioia  
1<sup>st</sup> District

Candace Andersen  
2<sup>nd</sup> District

Diane Burgis  
3<sup>rd</sup> District

Karen Mitchoff  
4<sup>th</sup> District

Federal D. Glover  
5<sup>th</sup> District

March 26, 2020

## COVID 19 Update to Union Leadership

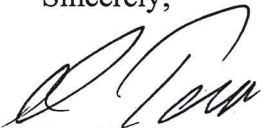
First, thank your leadership during these difficult times. I know there have been difficult conversations around how best to provide for our employees and still provide essential services to the public. In order to keep you up to date and to prepare for our next “virtual” Informational meeting I would like to provide the following information:

1. Much of our energy has been focused on how to obtain Personal Protective Equipment (PPE) for Health Care Workers, First Responders; and Essential employees that might otherwise have direct contact with COVID 19 individuals
2. It is critical that we are able to protect our employees from exposure to COVID 19 while still ensuring Essential employees comply with the requirement that they come to work as required and necessary to provide critical Health and Human Services (Disaster Service Workers – DSW).
3. Health Services is starting to supply masks to all their staff. They are also waiting on DOC to respond to whether their supply chain can support us receiving 15,000 masks weekly.
4. We are expediting purchasing process to acquire critical equipment and supplies for Health Care Workers and first responders Personal Protective Equipment (PPE) and COVID 19 Testing equipment.
5. We have purchased laptops and VPNs to allow as many employees as possible to work from home or other remote locations. We will continue to obtain more equipment so that more employees can work from home or other remote locations.
6. We want to prioritize getting available equipment to allow those employees who may be at High Risk, including those over 65 or pregnant to work from home or other remote location.
7. We are acquiring hotel rooms for health care workers and first responders who may need to isolate or for when they are off duty. This will allow them to rest and recover without the risk of having to go home and possibly expose family members to COVID 19
8. We have provided pay and benefits to all employees starting the week of March 23, so they would have time to adjust schedules for school and Day care closures and will continue to do so through Sunday, April 6, 2020.
9. Just to be clear, we are **not** requiring any employee to use **any** accruals through April 6, 2020.

10. We are currently working to determine how to implement the 80 hours of emergency sick leave to be used to address COVID 19 (includes using sick leave for childcare due to school or Day Care closures) that is available through federal legislation (Families First Act) (pro-rated for part-time).
11. Attached is our current estimate of counts of essential and non-essential employees by department by union. Note that the numbers for EHSD are not confirmed.

We would like to have a conference call with you on Thursday, April 02, 2020 at 10:00 AM to discuss how we can work together to address the continuing response to COVID 19 to best address the needs of our employees and the public. Thanks for all that you do for our employees and for the public we serve.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Twa", written in a cursive style.

David J. Twa  
County Administrator

# County Administrator

County Administration Building  
651 Pine Street, 10th Floor  
Martinez, California 94553-1229  
(925) 335-1080

**David J. Twa**  
County Administrator

# Contra Costa County



## Board of Supervisors

**John M. Gioia**  
1<sup>st</sup> District

**Candace Andersen**  
2<sup>nd</sup> District

**Diane Burgis**  
3<sup>rd</sup> District

**Karen Mitchoff**  
4<sup>th</sup> District

**Federal D. Glover**  
5<sup>th</sup> District

April 2, 2020

## COVID 19 Update to Union Leadership

Again, thank you for your leadership during these difficult times. I know there continues to be difficult conversations around how best to provide for our employees and still provide essential services to the public. The following explains in more detail the information provided in today's "virtual" Informational meeting:

1. We continue to focus a great amount of energy on how to obtain Personal Protective Equipment (PPE) for Health Care Workers, First Responders, and Essential employees that might otherwise have direct contact with COVID 19 individuals
2. It is critical that we are able to protect our employees from exposure to COVID 19 while still ensuring Essential employees comply with the requirement that they come to work as required and necessary to provide critical Health and Human Services (Disaster Service Workers – DSW).
3. We continue to prioritize getting available equipment to allow those employees who may be at High Risk, including those over 65 or pregnant to work from home or other remote location.
4. We have acquired hotel rooms for health care workers and first responders who may need to isolate or for when they are off duty. This allows them to rest and recover without the risk of having to go home and possibly expose family members to COVID 19.
5. In order to be as clear as possible regarding employee leaves and accruals, the information below describes how leaves will be administered through May 31<sup>st</sup> for the County and the Contra Costa County Fire Protection District. The County will also produce and provide a payroll document with more specificity regarding coding of leaves. This document will also include a detailed explanation of the calculation of pay for hourly and per diem workers. We will copy your group on this correspondence.
6. For the period of March 16 through April 7<sup>th</sup>:
  - Permanent full-time and part-time employees working from home will receive full-pay without the use of accruals.
  - Permanent full-time and part-time employees told to stay at home because they are non-essential will receive full-pay without the use of accruals.
  - Permanent full-time and part-time employees who are essential and not working will receive full-pay without the use of accruals.
  - Temporary and intermittent employees who are not working because they are non-essential or essential and not working will receive base-pay without the use of accruals, based upon regular hours worked between 2/1 and 3/15. Departments can request adjustments for those employees whose regular hours worked during that period may have been low.

7. As of April 1st:

- In recognition of the Families First Coronavirus Response Act (HR 6201) Emergency Paid Sick Leave - all employees, including health care providers and emergency responders, will receive 80 hours of Emergency Sick Leave pro-rated to their position hours. The leave will not be capped by dollar amount nor by reason for use. Meaning no per day caps of \$511 or \$200 and no reduction to two-thirds pay for use other than quarantine/self-quarantine/experiencing symptoms. If not used, the hours will expire on 12/31/2020.
- As amended, the Family Medical Leave Act (FMLA) adds as a new condition the qualifying need of caring for a child under age 18, and eligible employees may access 10 additional WEEKS of paid leave at the rate of two-thirds pay, with caps of \$200 per day and \$10,000 total. The employer has the option of integrating leave to achieve full-pay. In recognition of the amendment, the County will implement this two-thirds paid leave without caps and will allow integration of leave. If not used, the hours will expire on 12/31/2020.
- Based on position hours, the County will grant a pro-rated share of 64 additional sick leave hours to all permanent and part-time (non-hourly) employees.

8. For the period of April 8th through May 3rd:

- Permanent full-time and part-time employees working from home will receive full-pay without the use of accruals.
- Permanent full-time and part-time employees told to stay at home because they are non-essential will receive full-pay without use of accruals.
- Permanent full-time and part-time employees who are essential and not working will receive full-pay through use of accruals, including added sick leave, emergency sick leave and/or expanded FMLA. This action will provide for all employees to receive full-pay through May 3, without depleting their existing accruals.
- Temporary and intermittent employees who are not working because they are non-essential or essential and not working will receive base-pay with use of accruals, based upon regular hours worked between 2/1 and 3/15. Departments can request adjustments for those employees whose regular hours worked during that period may have been low. Additionally, the County will grant additional days of added leave should an employee exhaust their accruals. This action will provide for all employees to receive base-pay through May 3.

9. For the period of May 4<sup>th</sup> through May 31<sup>st</sup>:

- Permanent full-time and part-time employees working from home will receive full-pay without use of accruals.
- Permanent full-time and part-time employees told to stay at home because they are non-essential will receive full-pay without use of accruals.
- Permanent full-time and part-time employees who are essential and not working will receive full-pay through use of accruals, including added sick leave, emergency sick leave and/or expanded FMLA. Additionally, the County will provide half of base-pay for any employees who completely exhaust their leave accruals.
- Temporary and intermittent employees who are not working because they are non-essential or essential and not working will receive base-pay with use of accruals, based upon regular hours worked between 2/1 and 3/15. Departments can request adjustments for those employees whose regular hours worked during that period may have been low. Additionally, the County will provide half of base-pay for any employees who completely exhaust their leave accruals.

10. For the period of June 1st and on-ward the County will re-evaluate its position towards the end of May.
11. Note that, for purposes of leave only, employees who have tested positive for COVID-19 or quarantined by Health Services will be assumed to have been infected at work and will be paid full-pay without the use of accruals.
12. For those employees who may be approaching maximum leave banks, we encourage them to donate time to the catastrophic leave bank to help those employees who may be exhausting their leave accruals due to Non-COVID-19 related illness.
13. Attached is our updated estimated counts of essential and non-essential employees by department by union with corrected figures for EHSD.
14. Please continue to bring specific manager/supervisor issues to the attention of Jeff Bailey. Mr. Bailey will assign a Labor Analyst to address those issues.
15. We plan to bring an action to the Board of Supervisors on April 14 to ratify these pay and leave items.
16. Our hope is that working together we will continue to be able to provide sufficient staff to get through this crisis without the use of the Temporary Emergency Worker classification; especially in light of the State's recent similar action.

We will be in contact regarding our next conference call with you the week of April 13<sup>th</sup> to continue to discuss how we can work together to address the continuing response to COVID 19 to best address the needs of our employees and the public. Thanks for all that you do for our employees and for the public we serve.

Sincerely,



David J. Twa  
County Administrator



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: April 14, 2020

Subject: 2020 State of California Department of Alcoholic Beverage Control Grant

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2020/111 approving and authorizing the Sheriff-Coroner, or designee, to apply for and accept a grant from the California Department of Alcoholic Beverage Control, in an initial amount of \$94,977 to fund proactive enforcement targeting the unauthorized sale of alcoholic beverage by businesses within the County for the period July 1, 2020 through the end of the grant funding.

**FISCAL IMPACT:**

Initial revenue of \$94,977 to support continued monitoring and licensing of Alcoholic Beverage Control (ABC) businesses, and to support training and other personnel costs associated with ABC licensed businesses. No matching County funds.

**BACKGROUND:**

The California Department of Alcohol Beverage Control has identified funding to assist Law Enforcement Agencies to expand their present efforts in addressing alcohol-related problems through a comprehensive ABC program that will encompass a wide range of statistics. Funding from this grant will enable the Office of the Sheriff to emphasize a strong enforcement effort toward licensed establishments that operate in a disorderly manner, create an undue burden on law enforcement services, or contribute to the quality of life problems for the surrounding community.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Sandra Brown  
925-335-1553

, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The Sheriff-Coroner will not be authorized to apply for and accept the grant funding.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: April 14, 2020

Subject: Employment Development Department, English Language Learning Pathways to Careers Grant

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Department Director, or designee, on behalf of the Workforce Development Board, to accept a grant in the amount of \$250,000 from the Employment Development Department Workforce Innovation and Opportunity Act for English Language Learner Pathways to Careers Program services for the period June 1, 2020 through May 30, 2022.

**FISCAL IMPACT:**

County to receive \$250,000 from Employment Development Department Workforce Innovation and Opportunity Act, English Language Learner Pathways to Careers Program grant. This grant is entirely Federal funds, with a 40% cash or in-kind County match requirement.

**BACKGROUND:**

The Employment Development Department, in coordination with the California Workforce Development Board and the California Labor and Workforce Development Agency, announced the availability of up to \$1.4 million in Workforce Innovation and Opportunity Act (WIOA) Governor's Discretionary funds for the English Language Learner (ELL) Pathways to Careers Program. The

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Elaine Burres  
608-4960

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

By: , Deputy

cc:



**BACKGROUND: (CONT'D)**

funds will support projects that increase access for target populations, align WIOA programs, implement co-enrollment strategies, leverage other program funding, provide supportive services, and create onramps to career pathways and/or pre-apprenticeship/apprenticeship opportunities for California's ELL population. Co-enrollment may include enrollment in WIOA Title I, Title II/adult education programs, Title III, and human service programs or other WIOA unified plan programs. Pathways to careers may include onramps into existing career technical education pathways, onramps to existing apprenticeship programs, the establishment of pre-apprenticeship, or other work-based learning opportunities for English learners. The selected ELL projects are expected to work in collaboration with community-based organizations, and other workforce partners (including WIOA Title II/adult education programs, human service organizations where possible, or other WIOA unified plan partners).

**CONSEQUENCE OF NEGATIVE ACTION:**

The WDB would not receive funding that could strategically support the efforts in Contra Costa County to support our English language learner population.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Contract #26-616-8 with InfoImage of California, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #26-616-8 with InfoImage of California, Inc., a corporation, in an amount not to exceed \$330,000, to provide patient billing services at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, for the period from January 1, 2020 through December 31, 2021.

**FISCAL IMPACT:**

This Contract is funded 100% Hospital Enterprise Fund I. (No rate increase)

**BACKGROUND:**

On January 9, 2018, the Board of Supervisors approved Contract #26-616-7 with InfoImage of California, Inc., to provide patient billing services services at CCRMC and Contra Costa Health Centers for the period from January 1, 2018 through December 31, 2019.

Approval of Contract #26-616-8 will allow Contractor to continue providing patient billing services through December 31, 2021.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**
 APPROVED AS RECOMMENDED
  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Jaspreet Benepal,  
925-370-5100

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

By: , Deputy

cc: L Walker, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County will not be able to handle patient billing services. This Contractor covers all patient billing services for Health Services.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Contract #74-394-13 with Ronald L. Leon, M.D., Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-394-13 with Ronald L. Leon, M.D, Inc., a corporation, in an amount not to exceed \$222,144, to provide outpatient psychiatric services for County patients in East County and Juvenile Hall, for the period April 1, 2020 through March 31, 2021.

**FISCAL IMPACT:**

This Contract is funded 100% by Mental Health Realignment.

**BACKGROUND:**

On December 18, 2018, the Board of Supervisors approved Contract #74-394-11 (as amended by Contract Amendment Agreement #74-394-12) with Ronald L. Leon, M.D., Inc., to provide outpatient psychiatric services, including diagnosing, counseling, and evaluating, and providing medical and therapeutic treatment for County patients in East County, for the period April 1, 2019 through March 31, 2020.

Approval of Contract #74-394-13 will allow Contractor to continue providing outpatient psychiatric services through March 31, 2021.

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- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Matthew White,  
925-957-5201

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

By: , Deputy

cc: K Cyr, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, adult patients in East County requiring outpatient psychiatric services will not have access to Contractor's services.



Contra  
Costa  
County

To: Board of Supervisors  
From: Melinda Cervantes, County Librarian  
Date: April 14, 2020

Subject: Agreement with Better World Books

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Librarian, or designee, to execute a contract with Qumpus, Inc. (dba Better World Books), for the removal and subsequent sale, donation or recycling of library books and materials that the County Librarian has determined to be surplus to the Library's needs.

**FISCAL IMPACT:**

No impact on the General Fund. Potential positive impact on the Library Fund as a result of cost savings associated with discontinuing annual public giveaways and from the County's share of sale proceeds.

**BACKGROUND:**

The County Librarian is authorized to declare as surplus library materials that are determined to be outdated, damaged, superseded or no longer relevant to the collection. The County Librarian is also empowered to make arrangements with the County Purchasing Agent to dispose of surplus library materials by making donations to "Friends" organizations, community organizations, other governmental agencies, or in any other way deemed appropriate.

Historically, the County has found that very few "Friends" groups take advantage of library surplus items as part of their fund-raising efforts. Instead, the Library has made surplus items available to the public through annual book giveaways held each summer at the Pleasant Hill Library. The annual giveaway is

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Gail McPartland,  
925-608-7704

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

By: , Deputy

cc:

### BACKGROUND: (CONT'D)

time consuming and labor intensive as the Library must transport boxes of materials from other community libraries to the Pleasant Hill Library, sort the boxes, lay out boxes for public viewing and dispose of items not taken by the public. In addition, this approach to dealing with surplus items depends on the availability of storage space at the Pleasant Hill Library to assemble items for giveaway. Because the Pleasant Hill Library is scheduled to be permanently closed in June, the Library's ability to conduct an annual giveaway to dispose of surplus materials is no longer a viable option.

Under the proposed agreement with Qumpus, Inc. (dba Better World Books), each community Library will be able to schedule pickups of surplus materials with the vendor. The vendor will then assess the items, making those in saleable condition available online for purchase. The Library will receive a portion of the proceeds when items are sold. If items are not sold, the vendor may donate them to a literacy or educational organization or dispose of them in an environmentally sensitive manner.

The Library will use any sale proceeds to support Library collections and literacy initiatives.

### CONSEQUENCE OF NEGATIVE ACTION:

If the agreement with Better World Books is not approved, the Library may not be able to move out of the Pleasant Hill Library as scheduled due to all the surplus materials on hand. Furthermore, the Library will have to consider other options for dealing with surplus materials in the future.

### ATTACHMENTS

BWB Sales Agreement

**SALES AGREEMENT**  
**between Contra Costa County and QUMPUS, INC., d/b/a Better World Books**

THIS SALES AGREEMENT (the "Agreement") is effective as of April 1, 2020 (the "Effective Date") between Contra Costa County, a political subdivision of the State of California located at 777 Arnold Dr #210, Martinez, CA 94553 (hereinafter referred to as "Seller") and Qumpus, Inc., d/b/a Better World Books, a Georgia corporation, with a mailing address of 55740 Currant Rd, Mishawaka, IN 46545 (hereinafter referred to as "BWB" and "Purchaser") (respectively as the "Party" and collectively as the "Parties").

**RECITALS**

WHEREAS, BWB is engaged in the business of acquiring, collecting, transporting, and selling large volumes of previously owned books and materials (hereinafter "Surplus Books," "books" or "materials"), and generating income for, including but not limited to, libraries, colleges and universities, student groups, booksellers, and others, as well as for literacy and education causes around the world;

WHEREAS, Seller owns books and materials that it wishes to sell, destroy, or give away that are in saleable condition, as defined herein, and otherwise comply with the quality requirements that BWB may establish in its own discretion and communicate to Seller from time to time (hereinafter "Surplus Books," "books" or "materials");

WHEREAS, Seller desires to sell Surplus Books to BWB and to receive revenues from BWB's sale of Surplus Books subject to the terms and conditions set forth in this Agreement; and,

WHEREAS, BWB has agreed to pay Seller a portion of proceeds from the sale of Surplus Books that BWB purchases from Seller subject to the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties hereto promise and agree as follows:

**DEFINITIONS**

**ARC:** BWB's Antiquarian, Rare and Collectibles department.

**Content and Condition Requirements for Books and Materials:** BWB does not accept books or materials which are not in saleable condition, as defined herein and online at <https://services.betterworldbooks.com/libraries/material-guidelines/>, including activity books and workbooks; annuals and yearbooks; audio cassettes, VHS tapes, LP records, and computer software; books published by magazines (e.g., *Reader's Digest Condensed* or *Time-Life Books*); *Britannica and World Book Encyclopedia*; case law and procedural law books; custom course packets; dated reference material that is over five (5) years old); directories and telephone books; duplicate copies in excess of twenty (20) copies per title; free copies, examination copies or advanced reading copies; incomplete DVD, Blu-ray Disc, or Books on CD sets or DVDs, Blu-ray Discs, or Books on CDs missing either the case or original artwork; journals and periodicals; microfilm and microfiche; newspapers and magazines; non-western script books; tax and government documents or forms.

**Literacy or Education Partner:** An organization or public institution dedicated to providing or supporting literacy, education and reading programs, or other charitable causes, with a proven operating history, shall be eligible to receive proceeds from sales as set forth in Article III herein.

**Marketplace Commission:** Fees charged to sellers by online retailers for marketing and selling books.

**Minimum Quantity Requirements and Shipping Specifications:** In order to maintain the percent of Net Proceeds payable to Seller, as outlined herein in Article III, Seller agrees to ship, on a per shipment basis, **fourteen to thirty-one (14 - 31) cartons of Surplus Books**. Shipping cartons must be filled to capacity using a standard-sized shipping carton, measuring approximately 18 X 12 X 10 inches.



**Net Proceeds:** Net Proceeds equal the item's selling price, less marketplace commission, discounts, returns, and shipping charges or reimbursements.

**Payment Method:** If applicable, Payment Methods available for selection by the Seller are as follows: (1) cash payment via check; (2) BetterWorldBooks.com credit; (3) credit to Seller's Deposit Account with Baker & Taylor, Inc.; (4) credit to Seller's Deposit Account with collectionHQ; (5) credit to Seller's Deposit Account with Ingram Library Services, Inc.

**Prescreen Process:** If applicable, Seller shall complete the Prescreen Process either by using the prescreen feature on the BWB online client portal by entering a book's associated ISBN number to determine if that book will be accepted by BWB for shipment to BWB or by emailing BWB an Excel file or CSV file containing a list of the inventory the Seller wishes to ship to BWB. At a minimum, the list must contain the book's associated ISBN number, title, and author. BWB will analyze the file and return to the Seller a list indicating which books BWB may accept for resale. Seller agrees only to provide books to BWB that have been accepted by BWB via the Prescreen Process as herein described.

**Saleable Condition Books:** Books which are free from substantial spine or cover damage, water spots or other discoloration, torn or missing pages, and without substantial markings.

**Shipping Charges and Reimbursements:** Fees charged by online retailers and sellers to cover the cost of shipping books. These fees are typically applied to books sold via online marketplaces that offer free shipping to the buyer.

**Surplus Books:** Books and materials that Seller owns and wishes to sell, destroy, donate, or otherwise give away that are in saleable condition, as defined herein, and which otherwise comply with the quality requirements that BWB may establish in its own discretion and communicate to Seller from time to time.

## **ARTICLE I Seller's Rights and Obligations**

1.1 Seller shall designate a representative who shall be responsible for administrative matters pertaining to this Agreement. The representative shall have authority to designate Surplus Books and to authorize BWB to receive Surplus Books directly or through BWB's agent.

1.2 Seller shall be responsible for selecting, collecting, and packaging all Surplus Books. Seller **is not** obligated to use the Prescreen Process as defined herein unless the Parties otherwise agree in writing.

1.3 Seller shall designate twenty-seven (27) potential freight locations and provide the Surplus Books ready for pick up by BWB or BWB's agent at that location.

1.4 Seller shall comply with the Minimum Quantity Requirements and Shipping Specifications as described herein unless the Parties otherwise agree in writing.

1.5 Seller shall comply with BWB's Content and Condition Requirements as defined herein unless the Parties otherwise agree in writing.

1.6 The BWB online client portal shall be used by Seller, if applicable, to order supplies and to schedule a pick up pursuant to Article I herein.

## **ARTICLE II BWB's Rights and Obligations**

2.1 BWB shall provide account management for the Seller's account and shall be responsible for administrative matters pertaining to the performance of BWB's obligations under this Agreement.

2.2 BWB shall arrange and pay for all shipment of Surplus Books from twenty-seven (27) potential freight locations designated by Seller to a warehouse storage facility operated by BWB, or BWB shall pick up Surplus Books from a

designated location.

2.3 Nothing in this Agreement shall limit BWB's ability to sell, to discard in an environmentally sensitive manner, to recycle, or to donate any Surplus Books supplied by Seller.

2.4 BWB shall be responsible for all aspects of the pricing, advertising, bookselling, inventorying, storage, and customer service relating to the Surplus Books purchased from Seller.

2.5 BWB shall disburse proceeds of Surplus Book sales in accordance with Article III herein.

2.6 Seller's representative shall have access to account and sale information on BWB's client portal.

### **ARTICLE III Distribution of Sales Proceeds**

3.1 BWB shall determine all prices for Surplus Books in its sole discretion.

3.2 BWB shall disburse proceeds from Surplus Books supplied by Seller as follows:

(a) BWB shall pay **ten percent (10%)** of Net Proceeds directly to Seller via the Seller's selected Payment Method.

(b) BWB shall pay for any Surplus Books that are processed and sold by the ARC during the Initial Term and any Renewal Term an amount equal to or greater than one thousand dollars (\$1,000.00) a total of fifty percent (50%) of Net Proceeds to the Seller. This amount shall be calculated as follows: (50% of the Net Proceeds) - (the total % of Net Proceeds as calculated in Sections 3.2(a) = additional % of Net Proceeds to be paid to the Seller. Section 3.2 (c) does not apply if the payment rate to the Seller in Section 3.2 (a) is set to zero percent (0%).

3.3 BWB shall provide cash payment via check to Seller of the amount determined in Paragraph 3.2 above on a reasonable basis. No payment shall be issued to Seller if the amount due to Seller is less than one hundred dollars (\$100.00) at the end of a quarter, and Seller must accrue at least fifty dollars (\$50.00) each quarter in order to be eligible for any payment. Payment via check must be cashed within ninety (90) days from the date of issue; otherwise, the payment shall be forfeited to the Purchaser and a replacement check shall not be issued.

3.4 No payment will be made to Seller if the Seller does not meet the Minimum Quantity Requirements and Shipping Specifications, as defined herein. Moreover, no payment will be made to Seller if the Seller fails to provide books to BWB in Saleable Condition, also as defined herein. BWB reserves the right to deduct from any amount due to Seller the actual shipping costs incurred by BWB in the event that Seller fails to make a good faith effort to either meet its Minimum Quantity Requirements and Shipping Specifications or to provide to BWB books in Saleable Condition. In such cases, BWB will notify the Seller's representative.

3.5 BWB will not make any further payments to Seller, net proceeds will cease to accrue, and no additional amounts will be due to in the future if Seller ceases to ship books in Saleable Condition to BWB for a period of twelve (12) months, calculated from the last date of receipt by BWB of a shipment of Seller's Surplus Books.

3.6 Seller can review records relating to the determination of Net Proceeds at BWB's client portal, and any amounts payable to Seller pursuant to Paragraph 3.2(a).

3.7 Seller may change its Payment Method at any time by submitting a written request via email to the Seller's designated BWB representative or Client Services. The new Payment Method will begin the month following written notice by Seller to BWB.

### **ARTICLE IV Unsold Books**

4.1 BWB reserves the right to remove any book from a marketplace at any time. Any unsold books due to market

demand, condition and/or failure to sell within a timeframe (to be determined solely by BWB) may be discarded by BWB in an environmentally sensitive manner, recycled, or donated at any time by BWB to a Literacy or Education Partner or any other eligible organization of BWB's choosing. BWB shall not owe Seller any further compensation for any unsold Surplus Books which are discarded, recycled, donated or have been listed for sale by the Purchaser for longer than three hundred and sixty-five (365) days.

## **ARTICLE V Term and Termination**

5.1 This Agreement shall take effect on the Effective Date and shall continue thereafter from the Effective Date ("Initial Term") if or until terminated by either Party pursuant to Section 5.2 herein.

5.2 Notwithstanding anything herein to the contrary, the Parties agree that either Party has the right to terminate this Agreement with thirty (30)-days' notice to the other Party, and thereafter, BWB has the right to refuse to purchase any more Surplus Books from Seller, and Seller has the right to refuse to sell any more Surplus Books to BWB.

## **ARTICLE VI Title to Property**

6.1 Title to Seller's Surplus Books that Seller supplies to BWB shall pass to BWB when Seller ships the Surplus Books to BWB or its agent, or when BWB picks up the Surplus Books from a location designated by Seller. Nothing in this Agreement shall be construed as creating a bailment or consignment relationship between BWB and Seller.

## **ARTICLE VII Miscellaneous**

7.1 Any notice required or permitted to be given to either Party shall be in writing and shall be deemed to be sufficiently given and received in all respects when either Party personally delivers or emails the notice to other the Party at the Notice Email as below listed.

7.2 All terms, covenants and conditions of this Agreement are contained herein. There are no other warranties, obligations, covenants, or understandings between the Parties other than those expressed herein. Any prior agreements, warranties, obligations, covenants or understandings between the Parties other than those expressed herein are superseded by this Agreement.

7.3 This Agreement may not be assigned by either Party without the express prior written consent of the other Party hereto. Such written consent shall not be unreasonably withheld by either Party, provided, however, that this Agreement and the rights and remedies of the Parties hereto shall inure to the benefit of the Parties and their corporate successors or the purchasers of substantially all of the assets or stock of either Party. Subject to the terms of the foregoing sentence, this Agreement shall be binding upon the Parties hereto and their respective successors, legal representatives, and permitted assigns.

7.4 The failure of either Party to enforce any part of this Agreement or the failure of either Party to declare a default shall apply only to that particular instance and shall not operate as the Party's continuing waiver or estoppel barring enforcement of any term or provision herein.

7.5 This Agreement shall be governed by and constructed in accordance with the internal laws of the state, commonwealth or province of incorporation or organization of the Seller without regard to the application of conflicts of laws principles.

7.6 Neither Party is nor shall be a partner, joint venturer, agent or representative of the other Party solely by virtue of this Agreement. Neither Party has the right, power or authority to enter into any contract or incur any obligation, debt or liability on behalf of the other Party.

7.7 No Party shall be liable for any delay or failure in its performance of any of the acts required by this Agreement when such delay or failure arises for reasons beyond the reasonable control of such Party. The Party so affected, however, shall use its best efforts to avoid or remove such causes of nonperformance and to complete

performance of the act delayed, whenever such causes are removed.

7.8 To facilitate execution, this Agreement may be executed pursuant to the process set forth in the Electronic Signatures in Global and National Commerce Act (15 U.S.C. §7001 et seq.) or in as many counterparts as may be required to reflect all Parties' assent. All counterparts will collectively constitute a single agreement.

7.9 **Representation of Authority.** Each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each individual represents and warrants that such individual is duly authorized and empowered to enter into this Agreement on behalf of the respective below-listed Party and to bind such Party hereto.

7.10 **Terms and Conditions.** Seller acknowledges that the terms and conditions as outlined herein, including the rights and obligations of BWB, may change from time to time as market conditions dictate and at BWB's sole discretion, and BWB will communicate any changes to Seller within thirty (30) days of the effective date of any such changes.

IN WITNESS WHEREOF, the Parties below executed this Agreement as of the day, month and year first above written.

<b>Seller: <u>Contra Costa County</u></b>	<b>QUMPUS, INC.,</b>
	<b>d/b/a Better World Books, Purchaser</b>
<b>By: _____</b>	<b>By: _____</b>
<b>Name: <u>Melinda S. Cervantes</u></b>	<b>Name: <u>Dustin Holland</u></b>
<b>Title: <u>County Librarian</u></b>	<b>Title: <u>President and CEO</u></b>
<b>Address: <u>777 Arnold Dr #210, Martinez, CA 94553</u></b>	<b>Address: <u>55740 Currant Rd, Mishawaka, IN 46545</u></b>
<b>Notice Email:</b> <b><u>Melinda.cervantes@library.cccounty.us</u></b>	<b>Notice Email: <u>legal@betterworldbooks.com</u></b>



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Amendment #76-644-1 with Steris Corporation

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Amendment Agreement #76-644-1 with Steris Corporation, a corporation, effective February 1, 2020, to amend Contract #76-644, to increase the payment limit by \$43,097, from \$262,212 to a new payment limit of \$305,309, with no change in the original term of June 1, 2019 through May 31, 2021, to provide repair and maintenance of infection prevention equipment for Contra Costa Regional Medical Center (CCRMC) and Health Center patients.

**FISCAL IMPACT:**

This Amendment is funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

On June 18, 2019, the Board of Supervisors approved Contract #76-644 with Steris Corporation to provide repair and maintenance of infection prevention equipment services for patients at CCRMC and Health Centers for the period from June 1, 2019 through May 31, 2021.

Approval of Amendment Agreement #76-644-1 will allow Contractor to provide additional repair and maintenance through May 31, 2021.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Jaspreet Benepal,  
925-370-5501

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

By: , Deputy

cc: L Walker, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contractor will not be able to provide additional maintenance and repair services to Contra Costa Regional Medical Center.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Amendment #26-644-24 with MGA Healthcare Services, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute, on behalf of the County Contract Amendment Agreement #26-644-24 with MGA Healthcare Services, Inc, a corporation, effective May 1, 2020, to amend Contract #26-644-23 to recognize the name change of the corporation from MGA Healthcare Services, Inc., to Covelo Group Inc., with no change in the contract payment limit of \$450,000 or the term of January 1, 2020 through December 31, 2020.

**FISCAL IMPACT:**

Funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

On January 21, 2020, the Board of Supervisors approved Contract #26-644-23 with MGA Healthcare Services, Inc, for the provision of temporary medical staffing services at Contra Cost Regional Medical Center (CCRMC) and Health Centers, for the period from January 1, 2020 through December 31, 2020.

Approval of Contract Amendment Agreement #26-644-24 will allow the Contractor to continue to provide services under the new name Covelo Group Inc., through December 31, 2020.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Jaspreet Benepal,  
925-313-5101

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

By: , Deputy

cc: K Cyr, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, Contractor's name change will not be updated.





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Amendment #76-585-4 with MGA Healthcare Services, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute, on behalf of the County Contract Amendment Agreement #76-585-4 with MGA Healthcare Services, Inc, a corporation, effective May 1, 2020, to amend Contract #76-585-3 to recognize the name change of the corporation from MGA Healthcare Services, Inc., to Covelo Group Inc., with no change in the contract payment limit of \$800,000 or the term of June 1, 2019 through November 30, 2020.

**FISCAL IMPACT:**

Funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

On June 6, 2019, the Board of Supervisors approved Contract #76-585-3 with MGA Healthcare Services, Inc, for the provision of temporary medical staffing services at Contra Costa Regional Medical Center (CCRMC) and Health Centers, for the period from June 1, 2019 through November 30, 2020.

Approval of Contract Amendment Agreement #76-583-4 will allow the Contractor to continue to provide services under the new name Covelo Group Inc., through November 30, 2020.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Jaspreet Benepal,  
925-370-5101

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

By: , Deputy

cc: K Cyr, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, Contractor's name change will not be updated.



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: April 14, 2020

Subject: RATIFY CONTRACTS EXECUTED BY THE COUNTY ADMINISTRATOR IN RESPONSE TO THE COVID-19 EMERGENCY DECLARATION

---

**RECOMMENDATION(S):**

RATIFY the execution of the following contracts by the County Administrator, or designee, in an aggregate amount of \$3,517,823 plus certain variable costs in response to the COVID-19 pandemic emergency declaration:

1. Emergency Occupancy Agreement with Best Western Heritage Inn - Concord in the amount of \$1,882,682 for housing of unsheltered residents for the period April 6, 2020 through August 31, 2020 with an option to renew monthly thereafter. (County Contract Form)
2. Emergency Occupancy Agreement with Richmond Hotels LLC in the amount of \$1,444,500 for housing of unsheltered residents for the period March 30, 2020 through August 28, 2020 with an option to renew monthly thereafter. (County Contract Form)
3. Emergency Occupancy Agreement with Premier Inn - Concord in the amount of \$71,400 plus applicable taxes per fifteen (15) day period for housing of unsheltered residents for the period April 6, 2020 until canceled by the parties. (County Contract Form)
4. License Agreement with 23rd

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Timothy M. Ewell, (925)  
335-1036

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

By: , Deputy

cc: Bob Campbell, Auditor-Controller

RECOMMENDATION(S): (CONTD)

District Agricultural Association, including mutual indemnification, with County responsible for certain utility costs for the use of three exhibit halls and adjoining areas to serve as an alternate care site for the period March 27, 2020 through September 30, 2020 with an option to extend upon mutual agreement. (Vendor Contract Form)

5. License Agreement with Orton Entertainment LLC, including indemnification of Orton Entertainment LLC by the County, in the amount of \$105,000 plus certain cleaning fees for use of the Craneway Pavilion located in Richmond as an alternate care site for the period April 2, 2020 through April 30, 2020 with an option to renew each thirty (30) day period upon mutual agreement. (Vendor Contract Form)

6. Group Room Agreement with Hampton Inn and Suites - Pittsburg in the amount of \$14,240 for a block of hotel rooms to be used by authorized County personnel in support of COVID-19 response efforts for the period March 30, 2020 through May 1, 2020. (Vendor Contract Form)

7. Trailer Lease with The Bay Church, including indemnification of The Bay Church by the County, in the amount of \$1.00 for the use of a shower trailer at the Antioch Fairgrounds alternate care site for the period March 30, 2020 with automatic thirty (30) day renewals unless terminated unilaterally by either party. (Vendor Contract Form)

FISCAL IMPACT:

Approximately \$3,517,823 plus certain variable costs including utilities, cleaning fees, etc. 100% General Fund. The County anticipates reimbursement from the Federal Emergency Management Agency (FEMA) at the end of the pandemic. FEMA reimbursement generally results in a 75% Federal cost share of eligible local costs. The FEMA reimbursement process will cross into at least fiscal year 2020/21 resulting in immediate and potentially long-term impacts to the County general fund as vendor payments are made to the entities listed in this board order.

BACKGROUND:

Contra Costa County, along with Health Officers from the Bay Area, have announced Public Health Orders that require residents to stay home to limit the spread of the novel coronavirus, also known as COVID-19. This initial order was in effect until April 7, 2020, but was extended on March 31, 2020 to last through May 3, 2020. The March 31, 2020 order also expanded and clarified certain activities to deemed non-essential to include use of shared recreational facilities and most construction activities. These critical interventions have been designed to reduce harm from the spread of the coronavirus in our community. All Bay Area Health Officers observed quickly mounting cases and serious illnesses across the region. Because the virus spreads so easily, without dramatic intervention like these orders, it would result in so many people needing medical attention in a hospital setting that County hospitals will be overwhelmed. The County may not have enough beds or equipment to adequately care for the most seriously ill. And health care workers and other first responders, countywide, are also at risk. If those healthcare workers and first responders get sick there are fewer people to provide health care and first response services during the pandemic.

The County has activated the Emergency Operations Center (EOC) and several Department Operations Centers (DOC) to assist in the response to the pandemic. Those operations centers are the hub for procurement and distribution of services and equipment necessary to respond to the emergency. In support of this, the County Administrator, in his capacity of Administrator of Emergency Services (County Code Section 42-2.602) issued an emergency blanket purchase order in the amount of \$20 million on Friday, March 20, 2020 for the procurement of services and supplies necessary to facilitate the COVID-19 response within the County. The Board of Supervisors subsequently ratified the County Administrator's action on March 31, 2020. Similarly, the County Administrator has entered into several agreements, including service

contracts, license agreements and leases to support the activities responding to COVID-19. Today's agenda item requests that the Board of Supervisors ratify those contracts enumerated in the recommendation section of this board order.

### **Federal Disaster Relief Actions**

On Friday, March 13, 2020, President Trump declared a nationwide emergency in response to the growing COVID-19 pandemic pursuant to Sec. 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). That action provides access to the Federal Emergency Management Agency (FEMA) Public Assistance program, which allows for a 75% Federal cost share on certain emergency protective measures taken at the direction or guidance of public health officials in response to the COVID-19 pandemic. Qualifying expenditures are those that are not supported by the authorities of another federal agency (i.e. reimbursement for response activities funded by another Federal agency grant program). Examples of reimbursable activities include the activation of Emergency Operations Centers, National Guard costs, law enforcement and other measures necessary to protect public health and safety.

The Governor's Office of Emergency Services (CalOES) is facilitating the collection of FEMA Requests for Public Assistance (RPA) from agencies (public and private) impacted by the COVID-19 pandemic. CalOES has advised that RPA documents, which do not include a specific dollar amount of public assistance being requested, be filed no later than April 17, 2020. Filing of this document allows agencies, including the County, to be on record stating that costs have been incurred as part of the response effort and allows for a request to FEMA that a portion of those costs be reimbursed in the future. In addition, CalOES has requested that impacted agencies adopt required Project Assurances for Federal Assistance and a resolution designating agents that can act on behalf of the impact agency.

On March 31, 2020, the Board of Supervisors took action to adopt Resolution No. 2020/112 authorizing the County Administrator to submit the RPA documents discussed above to CalOES to ensure the opportunity for Federal cost reimbursement.

### **State Disaster Request and Presidential Authorization**

Following the President's action, Governor Newsom requested that the Federal government declare a major disaster in California due to COVID-19. The President approved the State's request on Sunday, March 22, 2020, which activated additional Federal resources directed to assist California, including deployment of mobile hospital units and a U.S. Navy hospital ship among other things. Contra Costa County was a recipient of mobile field hospital equipment and took delivery of those resources at the Craneway Pavilion in Richmond, which will serve as a 250-bed alternate care site supporting the capacity of the County's hospital and clinic system. The license agreement for the Craneway Pavilion is included in this action for ratification today by the Board of Supervisors.

#### **CONSEQUENCE OF NEGATIVE ACTION:**

Contracts executed by the County Administrator in response to the COVID-19 emergency will not be ratified by the Board of Supervisors.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Amendment #74-249-20 with Catholic Charities CYO of the Archdiocese of San Francisco

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #74-249-20 with Catholic Charities CYO of the Archdiocese of San Francisco, a non-profit corporation, effective April 1, 2020, to amend Novation Contract #74-249-17 (as amended by Amendment Agreements #74-249-18 and #74-249-19), to increase the payment limit by \$90,661, from \$346,171 to a new payment limit of \$436,832, with no change in the original term of July 1, 2019 through June 30, 2020, and to increase the automatic extension payment limit by \$36,023, from \$182,077 to a new payment limit of \$218,100 through December 31, 2020.

**FISCAL IMPACT:**

This amendment is funded by 50% Federal Medi-Cal and 50% Mental Health Realignment Funds. (No rate increase)

**BACKGROUND:**

This Contract meets the social needs of County's population in that it provides day treatment and Therapeutic Behavioral Services (TBS) services to Seriously Emotionally Disturbed (SED) children to reduce the need for hospitalization and/or other higher levels of care.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Suzanne Tavano Ph.D,  
925-957-5212

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

By: , Deputy

cc: L Walker, M Wilhelm

**BACKGROUND: (CONT'D)**

On August 23, 2019, the Board of Supervisors approved Novation Contract #74-249-17 (as amended by Amendment Agreements #74-249-18 and #74-249-19) with Catholic Charities CYO of the Archdiocese of San Francisco, for the provision of day treatment, mental health services, medication support and TBS for SED children at its St. Vincent's School for Boys for the period from July 1, 2019 through June 30, 2020, which included a six-month automatic extension through December 31, 2020.

Approval of Contract Amendment #74-249-20 will allow Contractor to continue to provide services through June 30, 2020.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this amendment is not approved, SED children will not receive services from Contractor.

**CHILDREN'S IMPACT STATEMENT:**

This program supports the following Board of Supervisors' community outcomes: "Children Ready For and Succeeding in School"; "Families that are Safe, Stable, and Nurturing"; and "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include an increase in positive social and emotional development as measured by the Child and Adolescent Functional Assessment Scale (CAFAS).



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Contract #26-528-16 with Acusis, LLC

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #26-528-16 with Acusis, LLC, a limited liability company, in an amount not to exceed \$600,000 to provide medical and dictation transcription services at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, for the period from April 1, 2020 through March 31, 2023.

**FISCAL IMPACT:**

This Contract is funded 100% by Hospital Enterprise Fund I. (No rate increase)

**BACKGROUND:**

Acusis, LLC provides round-the-clock, state-of-the-art, customized transcription for all types of medical reports, office and clinic notes, referral letters, and emergency documentation. The Contractor ensures that experienced transcriptionists are always available, providing between two to four-hour turnaround for STAT reports and overnight service for less critical reports. Acusis, LLC tailors its output to meet client needs and guarantees on-time delivery for all reports.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Jaspreet Benepal,  
925-370-5100

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

By: , Deputy

cc: E Suisala , M Wilhelm



BACKGROUND: (CONT'D)

On April 16, 2019, the Board of Supervisors approved Contract #26-528-15 with Acusis, LLC for the provision of medical and dictation transcription services for patients at CCRMC and Contra Costa Health Centers, for the period from March 1, 2019 through April 30, 2020.

Approval of Contract #26-528-16 will allow the Contractor to continue to provide transcription and dictation services, through March 31, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, Contractor will not provide STAT and overnight medical transcription services.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Amendment #24-794-9 (13) with BHC Sierra Vista Hospital, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #24-794-9(13) with BHC Sierra Vista Hospital, Inc., a corporation, to amend Contract #24-794-9(12), effective June 30, 2020, to include a six-month automatic extension through December 31, 2020 in an amount not to exceed \$37,500 to provide inpatient psychiatric hospital services to County-referred adults and adolescents.

**FISCAL IMPACT:**

This amendment is funded 100% by Mental Health Realignment Funds. (No rate increase)

**BACKGROUND:**

On September 10, 2019, the Board of Supervisors approved Contract #24-794-9(12) with BHC Sierra Vista Hospital, Inc., for the provision of inpatient psychiatric hospital services to County-referred adults and adolescents for the period from July 1, 2019 through June 30, 2020. This Contract included mutual indemnification.

Approval of Contract Amendment Agreement #24-794-9(13) will allow the Contractor to include a six-month automatic extension through December 31, 2020.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Suzanne Tavano, PH.D.,  
925-957-5212

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

By: , Deputy

cc: L Walker, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, County's mental health clients may not receive needed inpatient psychiatric services from Contractor's facility.

CHILDREN'S IMPACT STATEMENT:

This program supports the following Board of Supervisors' community outcome: "Communities that are Safe and Provide a High Quality of Life for Children and Families". Expected program outcomes include a decrease in the need for inpatient care and placement at a lower level of care.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Contract #23-679 with The Permanente Medical Group, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-679 with The Permanente Medical Group, Inc., a corporation, in an amount not to exceed \$500,000, to provide an Assistant Medical Director to Contra Costa Emergency Medical Services for the period April 1, 2020 through March 31, 2022.

**FISCAL IMPACT:**

This Contract is funded 100% by Measure H Funding.

**BACKGROUND:**

Under Contract #23-679, Contractor will provide a qualified person with an unrestricted California Physician license to act as the EMS Assistant Medical Director to provide oversight of the EMS systems of care, EMS Quality Data Systems and Metrics and Emergency Medical Dispatch Unit as requested by the EMS Medical Director for the period April 1, 2020 through March 31, 2022.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, EMS will not receive the necessary oversight of the EMS system.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: David Goldstein M.D.,  
925-608-5454

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

By: , Deputy

cc: L Walker, M Wilhelm



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Amendment #26-745-12 with Medical Solutions, LLC (dba Nebraska Medical Solutions Staffing, LLC)

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #26-745-12 with Medical Solutions, LLC (dba Nebraska Medical Solutions Staffing, LLC), a limited liability company, effective April 6, 2020, to amend Contract #26-745-11, to increase the payment limit by \$5,000,000, from \$3,300,000 to a new payment limit of \$8,300,000, with no change in the original term of July 1, 2019 through June 30, 2020.

**FISCAL IMPACT:**

This amendment is funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

On July 30, 2019, the Board of Supervisors approved Contract #26-745-11 with Medical Solutions, LLC (dba Nebraska Medical Solutions Staffing, LLC) for the provision of temporary nursing and medical staff services for Contra Costa Regional Medical Center and Health Centers (CCRMC) and the County's Detention Facilities, for the period from July 1, 2019 through June 30, 2020.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**
 APPROVED AS RECOMMENDED
  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Japreet Benepal,  
925-370-5101

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

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

This Amendment will allow the Contractor to provide temporary crisis response nurses, during the COVID-19 crisis, at CCRMC, Health Centers and the Detention Facilities.

Approval of Contract Amendment Agreement #26-745-12 will allow the Contractor to provide temporary crisis response nurses through June 30, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, Contractor will not provide additional services at CCRMC, Health Centers and the Detention Facilities.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Contract #23-326-20 with Aspira Technologies, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-326-20 with Aspira Technologies, Inc., a corporation, in an amount not to exceed \$919,800, to provide consultation, support, and technical assistance to the Department’s Information Systems Unit, for the period from July 1, 2020 through June 30, 2023.

**FISCAL IMPACT:**

This Contract is funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

On June 26, 2018, the Board of Supervisors approved Contract #23-326-19 with Aspira Technologies, Inc., for the provision of consultation and technical assistance to the Department’s Information Systems Unit for the period from July 1, 2018 through June 30, 2020.

Approval of Contract #23-326-20 will allow Contractor to continue to provide consultation and technical assistance through June 30, 2023.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Patrick Wilson,  
925-335-8777

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

By: , Deputy

cc: Marcy Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will not have access to Contractor's expertise with regard to complex clinic software applications and interfaces for the Health Services Department's Information Systems Unit.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Contract #23-553-6 with Aspira Technologies, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-553-6 with Aspira Technologies, Inc., a corporation, in an amount not to exceed \$1,132,776, to provide analytics based consultation and technical assistance to the Department’s Information Systems Unit to serve as Assistant Health Services Information Technology Director for Analytics, for the period from July 1, 2020 through June 30, 2023.

**FISCAL IMPACT:**

This Contract is funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

On June 26, 2018, the Board of Supervisors approved Contract #23-553-5 with Aspira Technologies, Inc., for the provision of consultation and technical support to the Department’s Information Systems Unit on information technology analytics, including overseeing day-to-day leadership and reporting responsibilities, for the period from July 1, 2018 through June 30, 2020.

Approval of Contract #23-553-6, will allow Contractor to continue to provide consultation and technical assistance through June 30, 2023.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

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

Contact: Patrick Wilson,  
925-335-8777

By: , Deputy

cc: Marcy Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will not have management oversight of the Information Technology Analytics Unit.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Contract #27-304-10 with Daniel L. Zimmerman, M.D., Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #27-304-10 with Daniel L. Zimmerman, M.D., Inc., a corporation, in an amount not to exceed \$975,000, to provide Obstetrics (OB)/Gynecology (GYN) services to Contra Costa Health Plan (CCHP) members, for the period from June 1, 2020 through May 31, 2022.

**FISCAL IMPACT:**

This Contract is funded 100% by CCHP Enterprise Fund II. (No rate increase)

**BACKGROUND:**

On June 5, 2018, the Board of Supervisors approved Contract #27-304-9 with Daniel L. Zimmerman, M.D., for the provision of Ob-Gyn services for CCHP members, for the period from June 1, 2018 through May 31, 2020.

Approval of Contract #27-304-10 will allow the Contractor to continue to provide Ob-Gyn services through May 31, 2022.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, certain specialty health care services for its members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.

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APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Sharron Mackey,  
925-313-6104

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

By: , Deputy

cc: Marcy Wilhelm





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Contract #25-085 with Bay Area Community Services, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #25-085 with Bay Area Community Services, Inc., a non-profit corporation, in an amount not to exceed \$425,000, to operate Coronavirus Disease (COVID-19) isolation housing in Richmond for homeless individuals in Contra Costa County, for the period from April 1, 2020 through July 31, 2020.

**FISCAL IMPACT:**

This Contract is funded by 75% Federal Emergency Management Agency (FEMA) and 25% COVID-19 Homeless Housing and Assistance Program (HHAP) funds.

**BACKGROUND:**

Contractor will operate COVID-19 isolation housing for homeless individuals at the SureStay Plus Hotel by Best Western at 915 W. Cutting Blvd. in Richmond, CA. Contractor will provide staffing twenty-four (24) hours a day, seven (7) days a week which includes, but is not limited to, the following services; coordinate admissions and exits, coordinate meal services, provide onsite wellness checks and ensure individuals have their basic needs met with clothes, food, and hygiene supplies.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Lavonna Martin,  
925-608-6701

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

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

Under Contract #25-085, Contractor will operate COVID-19 isolation housing for homeless individuals in Contra Costa County for the period from April 1, 2020 through July 31, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County's homeless individuals will not receive isolation housing during the COVID-19 pandemic, further putting the community at risk.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Agreement with Corodata Media Storage, Inc. for Back-up Data Tape Transfer and Storage Fees

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Health Services Director, to execute an Agreement for Services with Corodata Media Storage, Inc., and issue a Purchase Order in the amount of \$10,724 for the transfer and storage of back-up data tapes for the period of December 1, 2019 through November 30, 2022.

**FISCAL IMPACT:**

100% Funding is included in the Hospital Enterprise Fund I budget.

**BACKGROUND:**

Health Services has been utilizing Corodata Media Storage, Inc. for the movement and storage of data tapes since 2017. The back-up data tapes would be used for data recovery in the event of an IT disaster. This is to renew PO F013379 which expired on November 30, 2019.

Approval will allow Corodata Media Storage, Inc. to provide services through November 30, 2022. The Agreement for Services requires the County to indemnify Corodata Media Storage, Inc. for any liability, cost, or expense incurred as a result of the County's use of their services or storage facility.

**CONSEQUENCE OF NEGATIVE ACTION:**

Health Services would be required to obtain the same services from another offsite media storage vendor.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Patrick Wilson,  
925-335-8777

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

By: , Deputy

cc: Elsira Trotman, Marcy Wilhelm







**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Contract #74-286-18 with Crestwood Behavioral Health, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-286-18 with Crestwood Behavioral Health, Inc., a corporation, in an amount not to exceed \$703,688, including mutual indemnification, to provide residential treatment services to Severely and Persistently Mentally Ill (SPMI) adults, for the period from January 1, 2020 through June 30, 2020. This Contract includes a six-month automatic extension through December 31, 2020, in an amount not to exceed \$351,844.

**FISCAL IMPACT:**

This Contract is funded 44% Federal Medi-Cal; 26% State Mental Health Services Act (MHSA); 30% Mental Health Realignment. (Rate increase)

**BACKGROUND:**

This Contract meets the social needs of County’s population by providing transitional residential treatment, rehabilitative services, medication support, and mental health services to SPMI adult clients at its Crestwood Healing Center.

- 
- APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Suzanne Tavano Ph.D,  
925-957-5212

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

By: , Deputy

cc: L Walker, M Wilhelm

BACKGROUND: (CONT'D)

On September 11, 2018, the Board of Supervisors approved Contract #74-286-17 with Crestwood Behavioral Health, Inc., for the period from July 1, 2018 through June 30, 2019, for the provision of day treatment and mental health services to SPMI adults which included a six-month automatic extension through December 31, 2019.

Approval of Contract #74-286-18 will allow the Contractor to continue providing services through June 30, 2020. This Contract includes mutual indemnification to hold harmless both parties for any claims arising out of the performance of this contract.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, County's SPMI clients will have reduced access to the mental health treatment services that they require.



Contra  
Costa  
County

To: Board of Supervisors  
From: Marc Shorr, Chief Information Officer  
Date: April 14, 2020

Subject: Approve Contract Extension/Amendment Agreement with E-3 Systems, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Chief Information Officer, Department of Information Technology, or designee, to execute a contract extension/amendment agreement with E-3 Systems to extend the term from July 15, 2020 to July 14, 2022, and to increase the payment limit by \$2,500,000 to a new contract payment limit of \$3,000,000 effective April 1, 2020, to continue to provide, on an as-needed basis, installation and maintenance of telecommunications cabling.

**FISCAL IMPACT:**

The cost of this contract is paid for by the Department of Information Technology and is reimbursed by departments or agencies receiving the services.

**BACKGROUND:**

The Department of Information Technology (DoIT) issued a Request for Proposal (RFP) in 2019 seeking firms who could provide specialized telecommunications cabling services. E-3 Systems was the successful bidder and was awarded the contract on July 15, 2019. Included in the RFP was language that allowed for a two (2) year renewal to the initial agreement. The department

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**
 APPROVED AS RECOMMENDED
  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Wayne Tilley, 925  
356-1802

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

By: , Deputy

cc: Wayne Tilley, Joanne Buenger, Nancy Zandonella

BACKGROUND: (CONT'D)

is exercising the option of renewing the contract with E-3 Systems for an additional two (2) year period and increasing the payment limit by \$2,500,000 for a contract payment limit not to exceed \$3,000,000.

Since this contract has been awarded, DoIT has experienced an increase in workload due to five (5) new buildings being constructed and four (4) complete building remodels which has consumed all of the current funding on this contract. It is critical at this time to amend the contract as the Contractor is providing services related to COVID-19, including but not limited to, cabling the Alternate Care Sites located at 1414 Marina Boulevard in Richmond, 2055 Meridian Park in Concord and the Antioch Fairgrounds. Without the Contractor's services these sites would not have the ability to connect to telephone service, internet service, etc.

Additionally, working closely with the Public Works Department, it has come to our attention that a number of new projects are slated for the remainder of 2020 and in 2021 including the installation of new cabling services at eight (8) County worksite locations and the construction of three (3) new buildings. With the COVID-19 pandemic upon us and the amount of work on the horizon, the department is requesting a contract amendment/extension agreement which will ensure uninterrupted service to existing projects and the ability to meet timelines for future projects.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, DoIT will be unable to meet the current COVID-19 demands and customer services needs in a timely manner and cost-effective basis.

CHILDREN'S IMPACT STATEMENT:



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Amendment #26-347-35 with Cross Country Staffing, Inc.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #26-347-35 with Cross Country Staffing, Inc., a corporation, effective April 6, 2020, to amend Contract #26-347-34, to modify the rate schedule to include temporary crisis medical staffing to assist during the COVID-19 pandemic with no increase in payment limit and no change in the original term of July 1, 2019 through June 30, 2020.

**FISCAL IMPACT:**

This amendment is funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

On July 9, 2019, the Board of Supervisors approved Contract #26-347-34 with Cross Country Staffing, Inc. for the provision of temporary medical staffing services, including registered nursing, and Sexual Assault Nurse Examiner (SANE) nursing services at CCRMC and Contra Costa Health Centers for the period from July 1, 2019 through June 30, 2020.

Approval of Contract Amendment Agreement #26-347-35 will allow the Contractor to provide temporary crisis medical staffing services through June 30, 2020.

- 
- APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Jaspreet Benepal,  
925-370-5101

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

By: , Deputy

cc: K Cyr, M Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, additional temporary crisis medical staffing services will not be provided to CCRMC during COVID-19 pandemic by Contractor.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Amendment #76-588-5 with Cross Country Staffing, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #76-588-5 with Cross Country Staffing, Inc., a corporation, effective April 6, 2020, to amend Contract #76-588-3 to include temporary crisis medical staffing services at Contra Costa Regional Medical Center (CCRMC) and Health Centers to assist during the COVID-19 pandemic with no increase in the payment limit of \$2,700,000, and no change in the original term of July 1, 2019 through June 30, 2020.

**FISCAL IMPACT:**

This amendment is funded 100% by Hospital Enterprise Fund I.

**BACKGROUND:**

On June 18, 2019, the Board of Supervisors approved Contract #76-588-3 (as amended by Contract Amendment Agreement #76-588-4) with Cross Country Staffing, Inc. for the provision of temporary medical staffing services including vocational nursing, Sexual Assault Vocational Nurse Examiner (SANE), clinical laboratory scientist, certified medical assistant and other ancillary classifications at CCRMC and Health Centers for the period from July 1, 2019 through June 30, 2020.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

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

Contact: Jaspreet Benepal,  
925-370-5101

By: , Deputy

cc: K Cyr, M Wilhelm

BACKGROUND: (CONT'D)

Approval of Contract Amendment Agreement #76-588-5 will allow Contractor to provide additional temporary crisis medical staffing services through June 30, 2020.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, patients at CCRMC and Health Centers will not have access to Contractor's additional crisis medical staffing services.





Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: April 14, 2020

Subject: February 2020 Operations Update of the Employment and Human Services Department, Community Services Bureau

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**RECOMMENDATION(S):**

ACCEPT the February 2020 Operations Update of the Employment and Human Services Department, Community Services Bureau as recommended by the Employment and Human Services Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The Employment and Human Services Department submits a monthly report to the Contra Costa County Board of Supervisors (BOS) to ensure communication and update to the County Administrator and BOS regarding any and all issues pertaining to the Head Start Program and Community Services Bureau.

**CONSEQUENCE OF NEGATIVE ACTION:**

Not applicable.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Elaine Burres  
608-4960

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

By: , Deputy

cc:

## ATTACHMENTS

CSB Feb 2020 CAO Report

CSB Feb 2020 HS Financials

CSB Feb 2020 EHS Financials

CSB Feb 2020 EHS CC Partnership Financials

CSB Feb 2020 CACFP Child Nutrition

CSB Feb 2020 LIHEAP

CSB FEB 2020 Menu

CSB Feb 2020 Program Objectives and  
Outcomes

CSB Feb 2020 Credit Card



To: David Twa, Contra Costa County Administrator  
From: Kathy Gallagher, EHSD Director  
Subject: Community Services Monthly Report  
Date: February 2020

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### News /Accomplishments

- The Community Services Bureau (CSB) completed the Focus Area Two (FA2) Federal Review on February 14, 2020. During the weeklong review, eight federal reviewers visited 56 classrooms, conducted interviews with management staff, Site Supervisors, Lead Teachers, Board of Supervisors, Policy Council members and Head Start parents. Site Supervisors and teaching teams were excited to show off their classrooms and the wonderful activities that the children participate in. Although we are still awaiting the official report, we are confident that there are no areas of concerns as the reviewers were clearly impressed with our program, having several areas to highlight as strengths in their pre-report.
- The Office of Head Start (OHS) held an onsite review at CSB's Administrative office on February 24, 2020. Administration of Children and Families (ACF) Program Specialists, Chris Pflaumer and Rachel Gannon, met with the Director and several to CSB and YMCA managers to review documents and interview staff regarding the area of non-compliance as a result of a child being improperly released at CSB's partner site, the YMCA, in August 2019. The onsite visit concluded with a visit to the YMCA 8<sup>th</sup> Street center where ACF Specialists, CSB and YMCA managers were able to observe successful child pick-up transitions. We hope to receive the report of clearance within 60 days.
- CSB held its annual Give Kids a Smile day on Friday, February 21<sup>st</sup>. With the hard work of CSB staff and dentists within the community, 272 total children received an exam and fluoride treatment. Our goal is always to provide positive dental experiences to the children so they walk away with a smile!
- California Department of Education conducted a Federal Improper Payments Elimination and Recovery Improvement Act (IPERIA) review on February 4<sup>th</sup>, 2020. The IPERIA review consists of random sample file review in the following areas: Family's eligibility, child's attendance and agency's family fee collection process. We are pleased to say that no issues were brought to our attention and overall the reviewers were pleased with the file organization.
- Site Supervisors and Education Managers participated in their third training through the Lead, learn, Excel program. The training focused on data and how to engage teaching staff in site data analysis.
- CSB was randomly selected to participate in the Early Head Start (EHS) Family and Children Experiences Survey also known as Baby FACES 2020. Mathematica Policy Research is conducting the survey under a contract with the Administration of Children and Families' Office of Planning, Research, and Evaluation department. The survey will collect rich data to better understand how EHS programs promote the development of infants and toddlers through responsive relationships among caregivers, parents and

  
1470 Civic Court,  
Suite 200  
Concord, CA  
94520

  
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[www.cccounty.us/ehsd](http://www.cccounty.us/ehsd)



children; comprehensive support to families; and the provision of quality child care and home visiting. Researchers will visit four EHS directly operated and partner centers, and our Home Visitor programs to interview teachers, parents. The survey will be conducted in late-March 2020.

- On Monday, February 24<sup>th</sup>, the Economic Opportunity Council hosted its 5<sup>th</sup> annual Roundtable Event at 500 Ellinwood in Pleasant Hill. Referred to as one of the most important events of the year, the EOC along with its community partners came together and share success stories, provide in-depth information on their services, and outcomes from the previous year. With the Census 2020 right around the corner, two EOC members discussed the effects of misrepresentation on federal funding and also shared resources that our partner could use to obtain outreach material.
- On February 18<sup>th</sup>, the Community Action unit submitted its annual Community Services Block Grant (CSBG) report to the Department of Community Services and Development (CSD). With the support of its twelve (12) subcontractors, CSBG funding was able to provide 500,000 pounds of food, Emergency Temporary Shelter to 83 at-risk youth and skills and competencies needed for employment to over 300 contra costa county residents.

**I. Status Updates:**

**a. Caseloads, workload (all programs)**

- o Head Start enrollment: 100.3%
- o Early Head Start enrollment: 101.61%
- o Early Head Start Child Care Partnership # 1 enrollment: 101.39%
- o Early Head Start Child Care Partnership # 2 enrollment: 97.89%
- o Head Start Average Daily Attendance: 81.65 %
- o Early Head Start Average Daily Attendance: 83.01%
- o Early Head Start Child Care Partnership (CCP) Attendance:
  - CCP 1: 90.52%
  - CCP 2: 82.58%
- o Stage 2: 540 families and 675 children
- o CAPP: 128 families and 234 children
  - In total: 668 families and 909 children
  - Incoming transfers from Stage 1: 20 families and 29 children
- o LIHEAP: 336 households have been assisted
- o Weatherization: 9 households have been assisted

**b. Staffing:**

- o During the month of February, CSB promoted five Teachers to Master Teachers and two Infant/Toddler Teachers to Infant/Toddler Master Teachers. Interviews were conducted to fill two Child Nutrition Food

cc: Policy Council Chair  
Administration for Children and Families  
Program Specialist, Chris Pflaumer

Services Transporter positions. However, no selections were made and the Bureau continues to interview to fill these vacancies. In addition, interviews are being scheduled to fill vacancies in various classifications, as well as to build CSB's substitute teaching pool.

**II. Emerging Issues and Hot Topics:**

- CSB is fully engaging in Census 2020 efforts countywide to ensure the hard to count population is reached. Activities include parent and staff education on the Census, self-help kiosks and CSB's largest centers and continued outreach through social media.
- Balboa's Heitor Cerrera, age 3, was killed by a driver as he was walking with his family. The CSB staff have rallied around the family, supporting them in various ways and grief counselors were disbursed to Balboa to support staff and families through this difficult time.

cc: Policy Council Chair  
Administration for Children and Families  
Program Specialist, Chris Pflaumer

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF JANUARY 2020**

<b>DESCRIPTION</b>	<b>JANUARY YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>8% %YTD</b>
a. PERSONNEL	\$ 332,366	\$ 4,393,637	\$ 4,061,271	8%
b. FRINGE BENEFITS	218,373	2,782,810	2,564,437	8%
c. TRAVEL	-	28,742	28,742	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	1,194	254,000	252,806	0%
f. CONTRACTUAL	12,185	3,263,489	3,251,304	0%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	75,993	5,269,037	5,193,044	1%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 640,110</b>	<b>\$ 15,991,715</b>	<b>\$ 15,351,605</b>	<b>4%</b>
j. INDIRECT COSTS	-	922,664	922,664	0%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 640,110</b>	<b>\$ 16,914,379</b>	<b>\$ 16,274,269</b>	<b>4%</b>
<i>In-Kind (Non-Federal Share)</i>	<b>\$ 160,027</b>	<b>\$ 4,228,594</b>	<b>\$ 4,068,567</b>	<b>4%</b>

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF JANUARY 2020**

	1	2	3	4	5	6
	Actual Jan-20	Total YTD Actual	Total Budget	Remaining Budget	8% % YTD	
<b>a. Salaries &amp; Wages (Object Class 6a)</b>						
Permanent 1011	312,669	312,669	3,755,807	3,443,138	8%	
Temporary 1013	19,697	19,697	637,830	618,133	3%	
<b>a. PERSONNEL (Object class 6a)</b>	<b>332,366</b>	<b>332,366</b>	<b>4,393,637</b>	<b>4,061,271</b>	<b>8%</b>	
<b>b. FRINGE BENEFITS (Object Class 6b)</b>						
Fringe Benefits	218,373	218,373	2,782,810	2,564,437	8%	
<b>b. FRINGE (Object Class 6b)</b>	<b>218,373</b>	<b>218,373</b>	<b>2,782,810</b>	<b>2,564,437</b>	<b>8%</b>	
<b>c. Travel (Object Class 6c)</b>						
<b>HS Staff</b>	-	-	28,742	28,742	-	
<b>c. TRAVEL (Object Class 6c)</b>	-	-	28,742	28,742	-	
<b>e. SUPPLIES (Object Class 6e)</b>						
1. Office Supplies	694	694	65,000	64,306	1%	
2. Child and Family Services Supplies (Includes classroom Suppli	-	-	100,000	100,000	0%	
4. Other Supplies						
Health and Safety Supplies	-	-	1,000	1,000	0%	
Computer Supplies, Software Upgrades, Computer Replacem	-	-	60,000	60,000	0%	
Health/Safety Supplies	-	-	2,000	2,000	0%	
Mental helath/Diasabilities Supplies	-	-	1,000	1,000		
Miscellaneous Supplies	500	500	16,000	15,500	3%	
Emergency Supplies	-	-	1,000	1,000	0%	
Employee Morale	-	-	2,000	2,000	0%	
Household Supplies	-	-	6,000	6,000	0%	
<b>TOTAL SUPPLIES (6e)</b>	<b>1,194</b>	<b>1,194</b>	<b>254,000</b>	<b>252,806</b>	<b>0%</b>	
<b>f. CONTRACTUAL (Object Class 6f)</b>						
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)	9,285	9,285	115,000	105,715	8%	
2. Health/Disabilities Services	-	-	-	-		
Estimated Medical Revenue from Medi-Cal (Org 1432 - credit)	-	-	(376,359)	(376,359)	0%	
Health Consultant	2,000	2,000	50,000	48,000	4%	
5. Training & Technical Assistance - PA11						
Interaction	-	-	5,000	5,000	0%	
Diane Godard (\$50,000/2)	-	-	9,000	9,000	0%	
Josephine Lee (\$35,000/2)	-	-	5,000	5,000	0%	
Susan Cooke (\$60,000/2)	900	900	10,000	9,100	9%	
7. Delegate Agency Costs						
First Baptist Church Head Start PA22	-	-	2,194,788	2,194,788	0%	
First Baptist Church Head Start PA20	-	-	8,000	8,000	0%	
8. Other Contracts						
First Baptist/Fairgrounds Wrap (20 slots x 243days x \$15.27)	-	-	74,823	74,823	0%	
First Baptist/Fairgrounds Enhance (68 slots x 12 x \$225)	-	-	160,893	160,893	0%	
FB-E. Leland/Mercy Housing Partnership	-	-	149,646	149,646	0%	
Martinez ECC (40 slots x 12 mos. x \$225)	-	-	136,350	136,350	0%	
Tiny Toes	-	-	65,448	65,448	0%	
YMCA of the East Bay	-	-	652,800	652,800	0%	
Child Outcome Planning and Administration (CLOUD/Nulinx)	-	-	3,100	3,100	0%	
<b>f. CONTRACTUAL (Object Class 6f)</b>	<b>12,185</b>	<b>12,185</b>	<b>3,263,489</b>	<b>3,251,304</b>	<b>0%</b>	
<b>h. OTHER (Object Class 6h)</b>						
2. Bldg Occupancy Costs/Rents & Leases	8,032	8,032	490,000	481,968	2%	
4. Utilities, Telephone	-	-	188,500	188,500	0%	
5. Building and Child Liability Insurance	-	-	3,000	3,000	0%	
6. Bldg. Maintenance/Repair and Other Occupancy	16,259	16,259	278,135	261,876	6%	
8. Local Travel (55.5 cents per mile effective 1/1/2012)	784	784	40,000	39,216	2%	
9. Nutrition Services						
Child Nutrition Costs	-	-	351,000	351,000	0%	
(CCFP & USDA Reimbursements)	-	-	(106,000)	(106,000)	0%	
13. Parent Services						
Parent Conference Registration - PA11	-	-	1,000	1,000	0%	
Parent Resources (Parenting Books, Videos, etc.) - PA11	-	-	825	825	0%	
PC Orientation, Trainings, Materials & Translation - PA11	-	-	7,775	7,775	0%	
Policy Council Activities	-	-	2,000	2,000	0%	
Male Involvement Activities	-	-	500	500	0%	
Parent Activities (Sites, PC, BOS luncheon) & Appreciation	-	-	5,000	5,000	0%	
Child Care/Mileage Reimbursement	-	-	10,000	10,000	0%	
14. Accounting & Legal Services						
Auditor Controllers	-	-	4,000	4,000	0%	
Data Processing/Other Services & Supplies	-	-	17,000	17,000	0%	
15. Publications/Advertising/Printing						
Outreach/Printing	-	-	500	500	0%	
Recruitment Advertising (Newspaper, Brochures)	75	75	1,000	925	8%	
16. Training or Staff Development						
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYI	-	-	29,958	29,958	0%	
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11	45,750	45,750	54,586	8,836	84%	
Family, Community and Parent Involvement	-	-	37,458	37,458	0%	
17. Other						
Site Security Guards	-	-	24,000	24,000	0%	
Dental/Medical Services	-	-	1,000	1,000	0%	
Vehicle Operating/Maintenance & Repair	7,777	7,777	125,000	117,223	6%	
Equipment Maintenance Repair & Rental	(2,744)	(2,744)	208,000	210,744	-1%	
Dept. of Health and Human Services-data Base (CORD)	-	-	10,100	10,100	0%	
Field Trips	-	-	12,000	12,000	0%	

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**  
**HEAD START PROGRAM**  
**BUDGET PERIOD JANUARY - DECEMBER 2020**  
**AS OF JANUARY 2020**

1	2	3	4	5	6
	Actual Jan-20	Total YTD Actual	Total Budget	Remaining Budget	8% % YTD
Other Operating Expenses (Facs Admin/Other admin)	60	60	283,000	282,940	0%
Other Departmental Expenses	-	-	3,189,700	3,189,700	0%
<b>h. OTHER (6h)</b>	<b>75,993</b>	<b>75,993</b>	<b>5,269,037</b>	<b>5,193,044</b>	<b>1%</b>
<b>I. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>640,110</b>	<b>640,110</b>	<b>15,991,715</b>	<b>15,351,605</b>	<b>4%</b>
<b>j. INDIRECT COSTS</b>	<b>-</b>	<b>-</b>	<b>922,664</b>	<b>922,664</b>	<b>0%</b>
<b>k. TOTALS (ALL BUDGET CATEGORIES)</b>	<b>640,110</b>	<b>640,110</b>	<b>16,914,379</b>	<b>16,274,269</b>	<b>4%</b>
<i>Non-Federal Share (In-kind)</i>	<i>160,027</i>	<i>160,027</i>	<i>4,228,594</i>	<i>4,068,567</i>	<i>4%</i>



**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF JANUARY 2020**

<b>DESCRIPTION</b>	<b>JANUARY YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>8% %YTD</b>
a. PERSONNEL	\$ 27,251	\$ 328,769	\$ 301,518	8%
b. FRINGE BENEFITS	17,603	190,906	173,303	9%
c. TRAVEL	-	2,000	2,000	0%
d. EQUIPMENT	-	-	-	0%
e. SUPPLIES	-	27,800	27,800	0%
f. CONTRACTUAL	-	1,649,140	1,649,140	0%
g. CONSTRUCTION	-	-	-	0%
h. OTHER	439	1,423,487	1,423,048	0%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 45,293</b>	<b>\$ 3,622,102</b>	<b>\$ 3,576,809</b>	<b>1%</b>
j. INDIRECT COSTS	-	69,042	69,042	0%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 45,293</b>	<b>\$ 3,691,144</b>	<b>\$ 3,645,851</b>	<b>1%</b>
<i>In-Kind (Non-Federal Share)</i>	<b>\$ 11,323</b>	<b>\$ 922,786</b>	<b>\$ 911,463</b>	<b>1%</b>

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2020**

**AS OF JANUARY 2020**

	1	2	3	4	5	6
		Actual Jan-20	Total YTD Actual	Total Budget	Remaining Budget	8% % YTD
<b>a. Salaries &amp; Wages (Object Class 6a)</b>						
Permanent 1011		27,156	27,156	252,662	225,506	11%
Temporary 1013		95	95	76,107	76,012	0%
<b>a. PERSONNEL (Object class 6a)</b>		<b>27,251</b>	<b>27,251</b>	<b>328,769</b>	<b>301,518</b>	<b>8%</b>
<b>b. FRINGE (Object Class 6b)</b>		<b>17,603</b>	<b>17,603</b>	<b>190,906</b>	<b>173,303</b>	<b>9%</b>
<b>c. Travel (Object Class 6c)</b>						
1. Out-of-Town Travel		-	-	2,000	2,000	-
<b>c. TRAVEL (Object Class 6c)</b>		-	-	<b>2,000</b>	<b>2,000</b>	-
<b>e. SUPPLIES (Object Class 6e)</b>						
1. Office Supplies		-	-	5,500	5,500	0%
2. Child and Family Services Supplies (Includes classroom Suppli		-	-	14,000	14,000	0%
4. Other Supplies						
Computer Supplies, Software Upgrades, Computer Replacem		-	-	5,000	5,000	0%
Health/Safety Supplies		-	-	700	700	0%
Miscellaneous Supplies		-	-	200	200	0%
Household Supplies		-	-	2,200	2,200	0%
Employee Health and Welfare costs (formerly Employee mora		-	-	200	200	0%
<b>TOTAL SUPPLIES (6e)</b>		-	-	<b>27,800</b>	<b>27,800</b>	<b>0%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>						
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)		-	-	1,000	1,000	0%
2. Health/Disabilities Services						
Health Consultant		-	-	7,800	7,800	0%
5. Training & Technical Assistance - PA11						
Interaction		-	-	5,500	5,500	0%
Diane Godard (\$50,000/2)		-	-	6,500	6,500	0%
Josephine Lee (\$35,000/2)		-	-	5,000	5,000	0%
Susan Cooke (\$60,000/2)		-	-	5,500	5,500	0%
8. Other Contracts						
First Baptist/Fairgrounds and Lone Tree		-	-	115,140	115,140	0%
First Baptist/East Leland and Kids Castle		-	-	181,800	181,800	0%
Aspiranet		-	-	812,040	812,040	0%
Crossroads		-	-	155,540	155,540	0%
KinderCare		-	-	96,960	96,960	0%
Martinez ECC		-	-	96,960	96,960	0%
YMCA of the East Bay		-	-	158,400	158,400	0%
Child Outcome Planning and Administration (CLOUD/Nulinx)		-	-	1,000	1,000	0%
<b>f. CONTRACTUAL (Object Class 6f)</b>		-	-	<b>1,649,140</b>	<b>1,649,140</b>	<b>0%</b>
<b>h. OTHER (Object Class 6h)</b>						
2. Bldg Occupancy Costs/Rents & Leases		-	-	2,200	2,200	0%
4. Utilities, Telephone		-	-	3,600	3,600	0%
6. Bldg. Maintenance/Repair and Other Occupancy		-	-	5,600	5,600	0%
8. Local Travel (55.5 cents per mile effective 1/1/2012)		-	-	3,100	3,100	0%
9. Nutrition Services						
Child Nutrition Costs		-	-	300	300	0%
13. Parent Services						
Parent Conference Registration - PA11		-	-	4,000	4,000	0%
PC Orientation, Trainings, Materials & Translation - PA11		-	-	4,000	4,000	0%
Policy Council Activities		-	-	800	800	0%
Parent Activities (Sites, PC, BOS luncheon) & Appreciation		-	-	2,000	2,000	0%
Child Care/Mileage Reimbursement		-	-	800	800	0%
14. Accounting & Legal Services						
Auditor Controllers		-	-	500	500	0%
Data Processing/Other Services & Supplies		-	-	4,500	4,500	0%
Recruitment Advertising (Newspaper, Brochures)		-	-	100	100	0%
16. Training or Staff Development						
Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYI		-	-	2,500	2,500	0%
Staff Trainings/Dev. Conf. Registrations/Memberships - PA11		-	-	47,944	47,944	0%
17. Other						
Vehicle Operating/Maintenance & Repair		439	439	11,500	11,061	4%
Equipment Maintenance Repair & Rental		-	-	2,000	2,000	0%
Dept. of Health and Human Services-data Base (CORD)		-	-	1,000	1,000	0%
Other Operating Expenses (Facs Admin/Other admin)		-	-	12,000	12,000	0%
Other Departmental Expenses		-	-	1,315,043	1,315,043	0%
<b>h. OTHER (6h)</b>		<b>439</b>	<b>439</b>	<b>1,423,487</b>	<b>1,423,048</b>	<b>0%</b>
<b>i. TOTAL DIRECT CHARGES (6a-6h)</b>		<b>45,293</b>	<b>45,293</b>	<b>3,622,102</b>	<b>3,576,809</b>	<b>1%</b>
<b>j. INDIRECT COSTS</b>		-	-	<b>69,042</b>	<b>69,042</b>	<b>0%</b>
<b>k. TOTALS (ALL BUDGET CATEGORIES)</b>		<b>45,293</b>	<b>45,293</b>	<b>3,691,144</b>	<b>3,645,851</b>	<b>1%</b>
<b>Non-Federal Share (In-kind)</b>		<b>11,323</b>	<b>11,323</b>	<b>922,786</b>	<b>911,463</b>	<b>1%</b>

**CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU**

**EARLY HEAD START- CC PARTNERSHIP #1**

**BUDGET PERIOD JULY 2019 - JUNE 2020**

**AS OF JANUARY 2020**

<b>DESCRIPTION</b>	<b>JANUARY YTD Actual</b>	<b>Total Budget</b>	<b>Remaining Budget</b>	<b>50% % YTD</b>
<b>a. PERSONNEL</b>	\$ 124,303	\$ 305,109	\$ 180,806	41%
<b>b. FRINGE BENEFITS</b>	81,385	212,143	130,758	38%
<b>c. TRAVEL</b>	-	7,000	7,000	0%
<b>d. EQUIPMENT</b>	-	-	-	0%
<b>e. SUPPLIES</b>	2,650	24,100	21,450	11%
<b>f. CONTRACTUAL</b>	176,767	460,020	283,253	38%
<b>g. CONSTRUCTION</b>	-	-	-	0%
<b>h. OTHER</b>	35,423	65,984	30,561	54%
<b>I. TOTAL DIRECT CHARGES</b>	<b>\$ 420,527</b>	<b>\$ 1,074,356</b>	<b>\$ 653,829</b>	<b>39%</b>
<b>j. INDIRECT COSTS</b>	18,111	64,073	45,962	28%
<b>k. TOTAL-ALL BUDGET CATEGORIES</b>	<b>\$ 438,639</b>	<b>\$ 1,138,429</b>	<b>\$ 699,790</b>	<b>39%</b>
<b><i>In-Kind (Non-Federal Share)</i></b>	<b>\$ 105,429</b>	<b>\$ 289,444</b>	<b>\$ 184,016</b>	<b>36%</b>

**CONTRA COSTA COUNTY-COMMUNITY SERVICES BUREAU**

**EARLY HEAD START- CC PARTNERSHIP #1**

**BUDGET PERIOD JULY 2019 - JUNE 2020**

**AS OF JANUARY 2020**

1	2	3	4	5	6
	Actual Jan-19	Total YTD Actual	Total Budget	Remaining Budget	50% YTD
<b>Expenditures</b>					
<b>a. Salaries &amp; Wages (Object Class 6a)</b>					
Permanent 1011	21,655	124,303	291,762	167,459	43%
Temporary 1013	-	-	13,347	13,347	
<b>TOTAL PERSONNEL (6a)</b>	<b>21,655</b>	<b>124,303</b>	<b>305,109</b>	<b>180,806</b>	<b>41%</b>
<b>b. FRINGE BENEFITS (Object Class 6b)</b>					
Fringe Benefits	14,684	81,385	212,143	130,758	38%
<b>TOTAL FRINGE (6b)</b>	<b>14,684</b>	<b>81,385</b>	<b>212,143</b>	<b>130,758</b>	<b>38%</b>
<b>c. Travel (Object Class 6c)</b>					
<b>1. Out-of-Town Travel</b>					
	-	-	7,000	7,000	0%
<b>TOTAL TRAVEL (6c)</b>	<b>-</b>	<b>-</b>	<b>7,000</b>	<b>7,000</b>	<b>0%</b>
<b>e. SUPPLIES (Object Class 6e)</b>					
1. Office Supplies	78	1,024	2,100	1,076	49%
2. Child and Family Services Supplies (Incl.classroom Sup	-	1,304	15,000	13,696	9%
3. Other Supplies					
Computer Supplies, Software Upgrades, Computer Re	-	260	3,700	3,440	7%
Miscellaneous Supplies	-	37	200	163	18%
Household Supplies	3	26	3,100	3,074	1%
<b>TOTAL SUPPLIES (6e)</b>	<b>81</b>	<b>2,650</b>	<b>24,100</b>	<b>21,450</b>	<b>11%</b>
<b>f. CONTRACTUAL (Object Class 6f)</b>					
1. Adm Svcs (e.g., Legal, Accounting, Temporary Contrac	-	47	1,700	1,653	3%
2. Other Contracts					
COCOKids (52 slots x \$505 x 12 months)	24,745	125,745	315,120	189,375	40%
Loss of Subsidy	-	-	10,000	10,000	0%
Children and Family Supplies (Diapers, wipes, etc)	-	4,514	12,000	7,486	38%
First Baptist (20 slots x \$505 x 12 months)	10,100	46,460	121,200	74,740	38%
<b>TOTAL CONTRACTUAL (6f)</b>	<b>34,845</b>	<b>176,767</b>	<b>460,020</b>	<b>283,253</b>	<b>38%</b>
<b>h. OTHER (Object Class 6h)</b>					
1. Bldg Occupancy Costs/Rents & Leases	1,017	12,517	15,500	2,983	81%
2. Utilities, Telephone	91	2,279	5,000	2,721	46%
3. Bldg. Maintenance/Repair and Other Occupancy	129	382	1,400	1,018	27%
4. Local Travel (58 cents per mile effective 1/1/2019)	-	14	1,200	1,186	1%
5. Parent Services					
Parent Activities (Sites, PC, BOS luncheon, including f	-	-	500	500	0%
6. Accounting & Legal Services					
Auditor Controllers	-	-	200	200	0%
7. Training or Staff Development					
Staff Trainings/Dev. Conf. Registrations/Memberships	4	71	18,907	18,836	0%
8. Other					
Equipment Maintenance Repair & Rental	9	793	800	7	99%
Other Operating Expenses (CSD Admin/Facs Mgt. Allc	121	19,367	22,477	3,110	86%
<b>TOTAL OTHER (6h)</b>	<b>1,371</b>	<b>35,423</b>	<b>65,984</b>	<b>30,561</b>	<b>54%</b>
<b>I. TOTAL DIRECT CHARGES (6a-6h)</b>	<b>72,637</b>	<b>420,527</b>	<b>1,074,356</b>	<b>653,829</b>	<b>39%</b>
<b>j. INDIRECT COSTS</b>	<b>4,955</b>	<b>18,111</b>	<b>64,073</b>	<b>45,962</b>	<b>28%</b>
<b>k. TOTALS - ALL BUDGET CATEGORIES</b>	<b>77,591</b>	<b>438,639</b>	<b>1,138,429</b>	<b>699,790</b>	<b>39%</b>
<b>Non-Federal Match (In-Kind)</b>	<b>19,398</b>	<b>105,429</b>	<b>289,444</b>	<b>184,016</b>	<b>36%</b>

EMPLOYMENT & HUMAN SERVICES DEPARTMENT  
COMMUNITY SERVICES BUREAU  
CHILD NUTRITION FOOD SERVICES  
CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED  
FY 2019-2020

Month covered	2019 December
Approved sites operated this month	13
Number of days meals served this month	21
Average daily participation	516
<b>Child Care Center Meals Served:</b>	
Breakfast	8,382
Lunch	10,830
Supplements	7,305
Total Number of Meals Served	<u>26,517</u>
Claim Reimbursement Total	<u>\$61,792</u>

**CAO Monthly Report  
 CSBG and Weatherization Programs  
 Year-to-Date Expenditures  
 As of January 31, 2020**

**1. 2019 LIHEAP WX**

Contract # 19B-5005  
 Term: Oct. 1, 2018 - June 30, 2020  
 Amount: WX \$ 981,523

Total Contract	\$ 981,523
Expenditures	(981,523)
Balance	<u>\$ -</u>
Expended	<u>100%</u>

**2. 2019 LIHEAP ECIP/EHA 16**

Contract # 19B-5005  
 Term: Oct. 1, 2018 - June 30, 2020  
 Amount: EHA 16 \$ 773,398

Total Contract	\$ 773,398
Expenditures	(768,471)
Balance	<u>\$ 4,927</u>
Expended	<u>99%</u>

**3. 2017 Department of Energy (DOE)**

Contract # 17C-4004  
 Term: June 1, 2018 - June 30, 2020  
 Amount: \$ 402,486




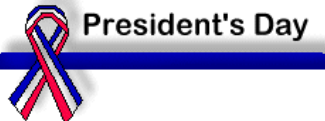
Total Contract	\$ 402,486
Expenditures	(340,949)
Balance	<u>\$ 61,537</u>
Expended	<u>85%</u>

**4. 2019 COMMUNITY SERVICES BLOCK GRANT (CSBG)**

Contract # 19F-4007  
 Term: Jan. 1, 2019 - Feb. 29, 2020  
 Amount: \$ 850,578

Total Contract	\$ 850,578
Expenditures	(747,783)
Balance	<u>\$ 102,795</u>
Expended	<u>88%</u>

# February 2019 - COMMUNITY SERVICES BUREAU PRESCHOOL MENU

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
				
<p><b>4</b></p> <p><b>BREAKFAST</b> 1/2 c. FRESH APPLE 1/2 c. KIX CEREAL</p> <p><b>LUNCH</b> 3/8 c. <i>Cuban Black Bean</i> 1/4 c. BABY CARROTS (No Dressing) 1/4 c. FRESH KIWI 5 ea. WHOLE CORN TORTILLA CHIPS</p> <p><b>PM SNACK</b> 1 pkg. GOLDFISH CRACKERS 1/2 c. 1% LOW-FAT MILK</p>	<p><b>5</b></p> <p><b>BREAKFAST</b> 1/2 c. FRESH TANGERINE 1/2 c. CORN CHEX CEREAL</p> <p><b>LUNCH</b> 3/4 c. *<i>Ground Turkey &amp; Spanish Rice</i> (ground turkey, tomatoes, green pepper, onion) 1/4 c. FRESH PEAR</p> <p><b>PM SNACK</b> 1/2 c. FRESH APPLE 1 ea. CHEDDAR CHEESE STICK</p>	<p><b>6</b></p> <p><b>BREAKFAST</b> 1/2 c. MANGO CHUNKS 1/2 ea. WHOLE WHEAT BAGEL/CREAM CHEESE</p> <p><b>LUNCH</b> 3/4 c. *<i>Beef Vegetable Stew</i> (beef cubes, sliced carrots, green peas, potatoes) 1/4 c. FRESH ORANGE 1/2 ea. WHOLE WHEAT ROLL</p> <p><b>PM SNACK</b> 2 pkgs. RITZ CRACKERS 1 tbsp. SUNBUTTER</p>	<p><b>7</b></p> <p><b>BREAKFAST</b> 1 ea. FRESH BANANA 1/4 c. CINNAMON OATMEAL &amp; RAISINS</p> <p><b>LUNCH</b> 3/8 c. <i>Pinto Beans</i> 1/4 c. RAINBOW COLESLAW 1/4 c. FRESH APPLE 1 sq. HOMEMADE MEXICALI CORNBREAD</p> <p><b>PM SNACK</b> 1/2 c. SALSA(PICO DE GALLO) 5 ea. WHOLE CORN TORTILLA CHIPS</p>	<p><b>1</b></p> <p><b>BREAKFAST</b> 1/2 c. UNSWEETENED APPLESAUCE 1/2 sl. WHOLE WHEAT CINNAMON BREAD</p> <p><b>LUNCH</b> 1 oz. <i>Roast Turkey</i> &amp; 1/2 oz. <i>Swiss Cheese</i> MAYO &amp; MUSTARD DRESSING 1/4 c. GREEN LEAF LETTUCE &amp; TOMATO SLICE 1/4 c. MANGO CHUNKS 1 sl. WHOLE WHEAT BREAD</p> <p><b>PM SNACK</b> 1 pkg. GRAHAM CRACKERS 1/2 c. 1% LOW-FAT MILK</p>
<p><b>11</b></p> <p><b>BREAKFAST</b> 1/2 c. FRESH PEAR 1/2 c. BRAN CEREAL</p> <p><b>LUNCH</b> *<i>Veggie Wrap</i> 1/4 c. LEAFY GREENS &amp; SHREDDED CARROTS 1/2 oz. SHREDDED CHEESE 1 ea. HARD BOILED EGG 1/4 c. FRESH TANGERINE 1 ea. WHOLE WHEAT TORTILLA</p> <p><b>PM SNACK</b> 2 pkgs. WHEATWORTH CRACKERS/HUMMUS 1/2 c. 1% LOW-FAT MILK</p>	<p><b>12</b></p> <p><b>BREAKFAST</b> 1/2 c. FRESH ORANGE 1/2 c. RICE CHEX CEREAL</p> <p><b>LUNCH</b> 2.5 ozs. <i>Sloppy Joe</i> 1/4 c. MEXICALI CORN 1/4 c. FRESH APPLE SLICES 1/2 ea. WHOLE WHEAT HAMBURGER BUN</p> <p><b>PM SNACK</b> 1 pkg. ANIMAL CRACKERS 1/2 c. 1% LOW-FAT MILK</p>	<p><b>13</b></p> <p><b>BREAKFAST</b> 1 ea. FRESH BANANA 1/2 c. KIX CEREAL</p> <p><b>LUNCH</b> 1/2 c. <i>Red Pozole Soup</i> (diced chicken, tomato paste, hominy) 1/4 c. SHREDDED CABBAGE &amp; CILANTRO 1/4 c. MANGO CHUNKS 5 ea. WHOLE CORN TORTILLA CHIPS</p> <p><b>PM SNACK</b> 1/2 c. CUCUMBER &amp; CARROT STICKS RANCH DRESSING 1/2 c. 1% LOW-FAT MILK</p>	<p><b>14</b></p> <p><b>BREAKFAST</b> 1/2 c. FRESH ORANGE 1/2 sl. WHOLE WHEAT CINNAMON BREAD</p> <p><b>LUNCH</b> 3/8 c. <i>Hoppin' John Blackeye Peas</i> 1/4 c. COLLARD GREENS 1/4 c. FRESH PEAR 1 sq. HOMEMADE CORNBREAD SQUARE</p> <p><b>PM SNACK</b> 1/2 c. PINEAPPLE TIDBITS 1/8 c. COTTAGE CHEESE</p>	<p><b>15</b></p> <p><b>BREAKFAST</b> 1 ea. FRESH BANANA 1/2 c. CHEERIOS</p> <p><b>LUNCH</b> 1/2 c. *<i>Chinese Chicken Salad</i> (diced chicken, napa cabbage, red cabbage, carrots, scallions, chow mein noodles) 1/4 c. FRESH TANGERINE 1/2 ea. WHOLE WHEAT ROLL</p> <p><b>PM SNACK</b> 1/2 c. FRESH APPLE 1 tbsp. SUNBUTTER</p>
<p><b>18</b></p> 	<p><b>19</b></p> <p><b>BREAKFAST</b> 1/2 c. FRESH ORANGE 1/2 c. CORN CHEX CEREAL</p> <p><b>LUNCH</b> 3/4 c. *<i>Vegetable Chili</i> (kidney beans, tomatoes, bulgur wheat, yogurt, &amp; cheddar cheese) 1/4 c. FRESH KIWI 2 pkgs. WHEATWORTH CRACKERS</p> <p><b>PM SNACK</b> 1/2 c. FRIENDS TRAIL MIX (kix, cheerios, corn chex, raisins, pretzels, &amp; dried apricots) 1/2 c. 1% LOW-FAT MILK</p>	<p><b>20</b></p> <p><b>BREAKFAST</b> 1 ea. FRESH BANANA 1/2 c. CORNFLAKES</p> <p><b>LUNCH</b> 1/2 c. *<i>Turkey Spaghetti Casserole</i> (ground turkey, tomato paste, onions with whole wheat spaghetti) 1/4 c. FRESH APPLE</p> <p><b>PM SNACK</b> 1/2 c. BROCCOLI &amp; CAULIFLOWER/RANCH DIP 6 ea. WHEAT THIN CRACKERS</p>	<p><b>21</b></p> <p><b>BREAKFAST</b> 1/2 c. FRESH KIWI 1/2 ea. ENGLISH MUFFIN/SUNBUTTER</p> <p><b>LUNCH</b> 1 ea. *<i>Mexican Pizza</i> (refried beans, tomato paste, chunky salsa) 1/2 oz. SHREDDED MOZZARELLA CHEESE 1/4 c. MANGO CHUNKS 1 ea. WHOLE WHEAT TORTILLA</p> <p><b>PM SNACK - ANTS ON A LOG</b> 2 tbsps. SUNBUTTER 1/4 c. CELERY STICKS 1 tbsp. RAISINS 1/2 c. 1% LOW-FAT MILK</p>	<p><b>22</b></p> <p><b>BREAKFAST</b> 1 ea. FRESH BANANA 1/2 c. RICE CHEX CEREAL</p> <p><b>LUNCH</b> 1 oz. <i>Turkey Ham</i> &amp; 1/2 oz. <i>Swiss Cheese</i> MAYO &amp; MUSTARD DRESSING 1/4 c. GREEN LEAF LETTUCE &amp; TOMATO SLICE 1/4 c. FRESH TANGERINE 1 sl. WHOLE WHEAT BREAD</p> <p><b>PM SNACK</b> 1/4 c. LOW-FAT PLAIN YOGURT 1/2 c. MIXED FRUIT</p>
<p><b>25</b></p> <p><b>BREAKFAST</b> 1/2 c. FRESH ORANGE 1/2 c. RICE CHEX CEREAL</p> <p><b>LUNCH</b> 1/2 c. <i>Vegetarian Beans</i> 1/2 ea. TOASTED CHEESE SANDWICH 1/4 c. SPRING SALAD MIX/ITALIAN DRESSING 1/4 c. FRESH APPLE</p> <p><b>PM SNACK</b> 2 pkgs. RITZ CRACKERS 1/2 c. 1% LOW-FAT MILK</p>	<p><b>26</b></p> <p><b>BREAKFAST</b> 1/2 c. FRESH KIWI 1/2 c. BRAN CEREAL</p> <p><b>LUNCH</b> 1/2 c. <i>Filipino Adobo</i> (beef stew meat, soy sauce, vinegar) 1/4 c. BROCCOLI FLORETS/RANCH DRESSING 1/4 c. FRESH TANGERINE 1/4 c. BROWN RICE</p> <p><b>PM SNACK</b> 1 ea. FRESH BANANA 1 tbsp. SUNBUTTER</p>	<p><b>27</b></p> <p><b>BREAKFAST</b> 1/2 c. FRESH APPLE 1/2 ea. WHOLE WHEAT BAGEL/CREAM CHEESE</p> <p><b>LUNCH</b> 1 serv. <i>Chicken Chilaquiles With Whole Grain Corn Tortilla Chips</i> 1/4 c. GREEN SALAD/ITALIAN DRESSING 1/4 c. FRESH PEAR</p> <p><b>PM SNACK</b> 1/2 c. TROPICAL FRUIT SALAD 1 pkg. GRAHAM CRACKERS</p>	<p><b>28</b></p> <p><b>BREAKFAST</b> 1 ea. FRESH BANANA 1/2 c. CORN CHEX CEREAL</p> <p><b>LUNCH</b> 1/2 c. <i>Egg Salad</i> 1/4 c. CARROT STICKS (No Dressing) 1/4 c. FRESH STRAWBERRIES 1 sl. WHOLE WHEAT BREAD</p> <p><b>PM SNACK</b> 1/2 c. JICAMA &amp; CUCUMBER STICKS VEGETABLE DRESSING 6 ea. WHEAT THIN CRACKERS</p>	<p><b>ALL BREAKFAST &amp; LUNCH SERVED WITH 1% LOW-FAT MILK</b></p> <p>*Indicates vegetable included in main dish</p> <p><b>WATER IS OFFERED THROUGHOUT THE DAY</b></p>





**EHSD, COMMUNITY SERVICES BUREAU**  
**2018-2022 GOALS & OBJECTIVES, 2019-20 Program Year**  
**JANUARY UPDATES**

<p><b>Goal 1:</b> Through the use of multiple technologies, CSB will develop systems to enhance staff and client communication while coordinating program-wide approaches to effective data management and ensuring high quality service delivery.</p>
<p><b>Objective 1:</b> By June 30, 2020, CSB will implement the use of interactive self-service kiosks, web portal, and mobile application with user-friendly interface and software that interacts with CSB’s data management system.</p>
<p><b>January Update:</b> <i>Kiosk installation is in progress with plans to deploy the use of a web application that communicates with the CLOUDS data management system. Additional enhancements have been requested after testing. Families will soon be able to apply for services using the Kiosks.</i></p>
<p><b>Objective 2:</b> By June 30, 2020, CSB will develop communication protocols to maximize the use of Short Message System (SMS) and e-mails through CSB’s data management system to enhance communication with families and staff.</p>
<p><b>January Update:</b> <i>CSB has been exploring use of the SMS and e-mail features available in CLOUDS. A team of CSB managers are in the process of developing protocol to provide guidance for utilizing these forms of communication.</i></p>
<p><b>Objective 3:</b> By June 30, 2020, CSB will expand the use of the Interactive Voice Response (IVR) system that allows the database to interact with families for purposes of automated alerts to support recordkeeping.</p>
<p><b>January Update:</b> <i>The business systems unit is working with CLOUDS developers and the request to expand IVR to support absence reporting is in progress.</i></p>
<p><b>Goal 2:</b> Due to an 84% increase in Early Head Start slots (from 311 to 623) in two years, CSB will enhance its Early Head Start programming through a multi-faceted approach.</p>
<p><b>Objective 1:</b> In February 2020, CSB will pilot two Early Head Start oral health curricula during Oral Health Month to determine which curriculum will be used in our program moving forward.</p>
<p><b>January Update:</b> <i>Oral Health Curriculum has been purchased and is pending delivery. Teeth for Tots Curricula is designed to support families and caregivers of children birth to three. Teeth for Two Curricula is designed to support staff who work with pregnant women. Presentations will be scheduled during Early Head Start Parent Meetings at Aspiranet, Crossroads, Ambrose and CC College.</i></p>
<p><b>Objective 2:</b> By June 2020, select program staff will receive Infant/Toddler CLASS coaching with a certified Infant/Toddler CLASS consultant to increase their understanding of best practices in adult/child interactions.</p>
<p><b>January Update:</b> <i>On January 7<sup>th</sup>, CSB began providing CLASS coaching services for Early Head Start teachers at partners sites. Teachstone consultant, Angela Beeck is leading two groups, Making the Most of Classroom Interaction (MMCI), a face-to-face coaching group, and My TeachStone Direct coaching online group.</i></p>
<p><b>Objective 3:</b> By June 2020, both CSB and the partners will increase family collaborating and understanding of school readiness through various family engagement activates based on the first assessment date in the child outcomes report.</p>

**EHSD, COMMUNITY SERVICES BUREAU**  
**2018-2022 GOALS & OBJECTIVES, 2019-20 Program Year**  
**JANUARY UPDATES**

<p><b>January Update:</b> Families have participated in the pre-survey to report their comfort level in supporting their child’s learning in the selected area of development. Families have started receiving monthly take-home activities and educational materials.</p>
<p><b>Goal 3:</b> CSB will implement a “Grow Our Own” approach to hiring, developing, and retaining a robust staff across all service areas that are responsive to the clients and intrinsically motivated to be the best they can be through a variety of supports and services.</p>
<p><b>Objective 1:</b> By December 2020, 15 additional Teacher Assistant Trainees will complete the core 12 units by participating in the ECE Work Study Program, in partnership with the colleges of Contra Costa and the YMCA of the East Bay.</p>
<p><b>January Update:</b> Four Teacher Assistant Trainees were enrolled in classes this past Fall 2019 and all passed their classes. One TAT graduated from the program and is in the process of applying to the AT permit while the other three continue in the program this Spring 2020. Two additional TATs have been accepted into the program and begin classes this Spring as well.</p>
<p><b>Objective 2:</b> By December 2020, 10 teachers will acquire classes in pursuit of degrees and a higher-level permit.</p>
<p><b>January Update:</b> Information on the Brandman University accelerated BA program at presented at the November 2019 All Cluster and invites were issued to teachers to attend the January 2020 informational session.</p>
<p><b>Objective 3:</b> By December 2020, the Staff Health Improvement Plan in partnership with the Wellness Champions will improve CSB’s holistic wellness in the areas of: 1) Consistent information dissemination 2) Nutrition and physical activity 3) Effective Stress Management.</p>
<p><b>January Update:</b> The 2019 CDC Scorecard has been conducted at all 3 pilot sites and indicates the following: (1) Organizational Support increased between 10 – 27 points, (2) Physical Activity increased between 7-9 points at two sites and one site remains the same, (3) Stress Management increased at one site, one site remains the same, the other decreased by one point.</p>
<p><b>Objective 4:</b> By December 2020, CSB will utilize innovative recruitment strategies to increase the number of qualified Teacher Assistant Trainees (TAT) and Associate Teachers (AT) by 10%.</p>
<p><b>January Update:</b> CSB is aggressively recruiting utilizing various strategies to attract qualified ATs and TATs. In addition to using traditional methods, the Bureau expended its recruitment to include new sources such as LinkedIn, Lear4Good, Edjoin and some movie theaters. Currently the Bureau is working with the County’s Bus System to use the county busses to advertise for its teaching positions, and other innovative recruitment strategies to attract qualified ATs and TATs. As a result of these increased recruitment efforts for the period July 1st, 2019 – December 31st, 2019, CSB hired 2 permanent and 5 temporary ATs and 1 TAT.</p>
<p><b>Goal 4:</b> CSB will implement data-driven Parent, Family and Community Engagement (PFCE) services that embrace the PFCE framework and result in measurable impacts that achieve the mission of the organization.</p>
<p><b>Objective 1:</b> By June 2020, CSB staff will participate in a learning series targeted at boosting staff confidence and enthusiasm in working with parents to achieve meaningful and appropriate engagement in program activities.</p>
<p><b>January Update:</b> Identified staff have registered in Leadership Equity &amp; Opportunity (LEO) trainings to support lasting systems that have the capacity to enhance social, economic and racial equity and improve the well-being of county residents. Trained staff will support CSB with developing the Strong Parents/Strong Families re-design Parent Committee Meetings.</p>

**EHSD, COMMUNITY SERVICES BUREAU**  
**2018-2022 GOALS & OBJECTIVES, 2019-20 Program Year**  
**JANUARY UPDATES**

**Objective 2:** By June 2020, CSB will introduce “*Strong Partners/Strong families,*” a new approach directed at re-designing Parent Committee Meetings and enhancing meaningful participation by parents and staff.

**January Update:** *Current positive Parent Committee meeting trends have been identified to support re-designing Parent Committees. Parent Committee meetings data from previous parent meetings has been analyzed by comparing number of participants against agenda topics. Identified topics in need of enhancement to inform changes to support the provisions of robust and engaging parent committee meetings.*

**Objective 3:** By June 2020, CSB will build pro-fathering knowledge, attitudes, and skills of the fathers and other male caregivers by piloting the Fathering in 15<sup>(TM)</sup>: Online Learning for Dads.

**January Update:** *CSB purchased Fathering in 15<sup>(TM)</sup>, an online program from the National Fatherhood Initiative (FNI). Pilot timelines have been designed to guide the implementation of the pilot, with a representative sample of sites was selected; Contra Costa College, Los Aborles, and Aspiranet. The pilot includes dispersal of marketing material to successfully recruit fathers/father figures. On their own time, fathers will have about five months to complete the 15 on-line training topics and complete the pre/post-training surveys.*

**Objective 4:** By June 2020, CSB will implement a comprehensive approach to serving homeless families that addresses all of their needs that result from the devastating effects of homelessness.

**January Update:** *All Comprehensive services staff completed the ECLKC training by October 2019. A referral process with the Contra Costa County Office of Education was developed and disseminated to School districts in December 2019. By April 2020, a referral process will be developed and implemented with Community Action Partners.*

## SUMMARY CREDIT CARD EXPENDITURE

**Agency:** Community Services Bureau

**Month:** **January 2020**

**Credit Card:** Visa/U.S. Bank

Authorized Users	
C. Rand, Bureau Dir	xxxx8798
K. Mason, Div Mgr	xxxx2364
C. Reich, Div Mgr	xxxx4959
S. Kim, Sr. Bus. Systems Analyst	xxxx1907
M. Bedros, AD	xxxx1416
A. Wells, AD	xxxx8777
P. Arrington, AD	xxxx3016
I. Renggenathen, AD	xxxx0494
R. Radeva, PSA III	xxxx1899
Corporate Acct. Number	xxxx5045

Fund Org	Acct. code	Stat. Date	Card Account #	Amount	Program	Purpose/Description
1464	2102	01/22/20	xxxx1416	217.25	EHS-Child Care Partnership #2	Books, Periodicals
				\$ 217.25		
1464	2303	01/22/20	xxxx4959	2,852.85	EHS-Child Care Partnership #2	Other Travel Employees
				\$ 2,852.85		
1432	2467	01/22/20	xxxx8777	125.00	HS Basic Grant	Training & Registration
				\$ 125.00		
1464	2477	01/22/20	xxxx8777	245.84	EHS-Child Care Partnership #2	Educational Supplies
1423	2477	01/22/20	xxxx8777	417.34	HS Parent Services	Educational Supplies
1432	2477	01/22/20	xxxx8777	417.34	HS Basic Grant	Educational Supplies
1432	2477	01/22/20	xxxx8777	147.73	HS Basic Grant	Educational Supplies
1464	2477	01/22/20	xxxx8777	147.73	EHS-Child Care Partnership #2	Educational Supplies
1484	2477	01/22/20	xxxx0494	63.81	George Miller Concord CS	Educational Supplies
				\$ 1,439.79		
1423	2479	01/22/20	xxxx4959	114.41	HS Parent Services	Other Special Dpmtal Exp
1464	2479	01/22/20	xxxx4959	18.48	EHS-Child Care Partnership #2	Other Special Dpmtal Exp
1401	2479	01/22/20	xxxx1899	1,725.06	Indirect Admin Costs	Other Special Dpmtal Exp
1482	2479	01/22/20	xxxx0494	114.40	Child Nutrition Food Services	Other Special Dpmtal Exp
				\$ 1,972.35		
1464	2490	01/22/20	xxxx1416	28.31	EHS-Child Care Partnership #2	Misc Services/Supplies
1432	2490	01/22/20	xxxx1907	25.55	HS Basic Grant	Misc Services/Supplies
1464	2490	01/22/20	xxxx1907	25.55	EHS-Child Care Partnership #2	Misc Services/Supplies
1401	2490	01/22/20	xxxx1907	27.18	Indirect Admin Costs	Misc Services/Supplies
1417	2490	01/22/20	xxxx1907	1,010.33	Child Care Svs Program	Misc Services/Supplies
1482	2490	01/22/20	xxxx1907	45.66	Child Nutrition Food Services	Misc Services/Supplies
1432	2490	01/22/20	xxxx1907	241.77	HS Basic Grant	Misc Services/Supplies



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Acknowledge Termination of Contract #27-813-4 with Medical Insights Diagnostic Centers, Inc.

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**RECOMMENDATION(S):**

RECEIVE notice from Medical Insights Diagnostics Centers, Inc., a Corporation, requesting termination of Contract #27-813-4, effective at the end of business on March 1, 2020.

**FISCAL IMPACT:**

This Contract is funded 100% by Contra Costa Health Plan (CCHP) Enterprise Fund II.

**BACKGROUND:**

On September 11, 2018, the Board of Supervisors approved Contract #27-813-4 with Medical Insights Diagnostics Centers, Inc., for the provision of diagnostic imaging services for CCHP members and County recipients, for the period from September 1, 2018 through August 31, 2020.

The Department received a letter from the Contractor, requesting termination of this Contract. In accordance with General Conditions, paragraph 5 (Termination), the Contractor served the Department 30 days written notice of cancellation of this contract.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Sharron Mackey,  
925-313-6104

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

By: , Deputy

cc: Noel Garcia



Contra  
Costa  
County

To: Board of Supervisors  
From: John Kopchik, Director, Conservation & Development Department  
Date: April 14, 2020

Subject: Grant Deed of Development Rights for Subdivision MS11-0001

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2020/114 accepting Grant Deed of Development Rights for subdivision MS11-0001, for a project being developed by James and Barbara de Fremery, as recommended by the Conservation and Development Director, Knightsen area (District III).

**FISCAL IMPACT:**

None to the General Fund. The applicant is responsible for payment of all costs associated with the processing of the grant deed.

**BACKGROUND:**

On August 7, 2017, the Contra Costa County Zoning Administrator conditionally approved an application (#MS11-0001) to subdivide an approximately 31.41-acre site in an unincorporated area of Knightsen into three parcels, Parcel-A, Parcel-B, and Parcel-C. Condition of Approval #10 of the approved minor subdivision requires that development rights to seventy-five percent each of Parcel-A, Parcel-B, and Parcel-C be conveyed by grant deed to the County to ensure the long-term preservation of agricultural uses on each parcel. The Grant Deed of Development Rights must be recorded prior to the recordation of the parcel map under the approved subdivision. On March 10, 2020, the County Board of Supervisors approved the subject grant deed of development rights. This resolution is required for the County's formal acceptance of interest in the property pursuant to Government Code section 27281.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Sean Tully, (925)  
674-7800

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

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

The grant deed of development rights will not be accepted for recordation.

ATTACHMENTS

Resolution No. 2020/114

Resolution No. 2020/114

Grant Deed of Development Rights

Recorded at the request of: Dept. of Conservation and Development

Return To: Dept. of Conservation and Development

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

**Adopted this Resolution on 04/14/2020 by the following vote:**

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:

---

Resolution No. 2020/114

IN THE MATTER OF accepting grant deed of development rights for subdivision MS11-0001, for a project being developed by James and Barbara de Fremery, as recommended by the Conservation and Development Director, Knightsen area. (District III)

BE IT RESOLVED that the following instrument be hereby ACCEPTED:

INSTRUMENT: Grant Deed of Development Rights

REFERENCE: APNs 020-200-027, -039

GRANTOR: James and Barbara de Fremery

AREA: Knightsen

DISTRICT: III

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

**ATTESTED: April 14, 2020**

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

Contact: Sean Tully, (925) 674-7800

By: , Deputy

cc:



Recorded at the request of: Dept. of Conservation and Development

Return To: Dept. of Conservation and Development

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

**Adopted this Resolution on 04/21/2020 by the following vote:**

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:

---

Resolution No.

IN THE MATTER OF accepting grant deed of development rights for subdivision MS11-0001, for a project being developed by James and Barbara de Fremery, as recommended by the Conservation and Development Director, Knightsen area. (District III)

NOW, THEREFORE, BE IT RESOLVED that the followig instrument be hereby ACCEPTED:

INSTRUMENT: Grant Deed of Development Rights

REFERENCE: APNs 020-200-027, -039

GRANTOR: James and Barbara de Fremery

AREA: Knightsen

DISTRICT: III

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

**ATTESTED: April 21, 2020**

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

Contact: Sean Tully, (925) 674-7800

By: , Deputy

cc:

RECORDING REQUESTED BY, AND  
WHEN RECORDED MAIL TO:

Contra Costa County  
Department of Conservation & Development  
Community Development Division  
30 Muir Road  
Martinez, CA 94553

APNs 020-200-027 and 020-200-039

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SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY

**GRANT DEED OF DEVELOPMENT RIGHTS  
(de Fremery Property)**

This Grant Deed of Development Rights is made by and between the Grantor, JAMES AND BARBARA DE FREMERY<sup>\*</sup>, and their successors and assigns ("Grantors") and the Grantee, CONTRA COSTA COUNTY, a political subdivision of the State of California, and its successors and assigns ("County").

\*Revocable Trust dated March 31, 1999

**RECITALS**

- A. On August 7, 2017, the Contra Costa County Zoning Administrator conditionally approved an application by Grantors to subdivide an approximately 31.41-acre site in an unincorporated area of Knightsen, County of Contra Costa, State of California, into three parcels, Parcel-A, Parcel-B, and Parcel-C. Parcel-A, Parcel-B, and Parcel-C are shown on the Tentative Map for Minor Subdivision MS11-0001, a copy of which is attached hereto as Exhibit 1 and incorporated herein by this reference.
- B. Condition of Approval No. 10 for MS11-0001 requires the development rights to Parcel-A, Parcel-B, and Parcel-C to be conveyed by grant deed to the County. Parcel-A, Parcel-B, and Parcel-C, described and depicted in Exhibit 2 attached hereto and incorporated herein by this reference, will hereafter be collectively referred to as the "Property."
- C. Grantors desire to evidence their intent, and to insure that the obligations specified herein are covenants, conditions, and restrictions that run with the land and are for the benefit of the County.

NOW, THEREFORE, for good and valuable consideration, including but not limited to the agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, Grantors hereby grant to County, and its successors and assigns, on the terms and conditions set forth below, all the Development Rights within, on, and over the Property.

- 1. **Recitals.** The recitals are intended to be and shall be part of this Grant Deed.
- 2. **Development Rights.** "Development Rights" are defined to mean and refer to the right to divide, develop, or install or construct improvements on all or any portion of the Property.

3. **Negative Easement.** This Grant Deed is in the form of a negative easement, which shall run with the Property and shall bind the current Grantors and any future owners of all or any portion of the Property. This Grant Deed is an agreement in writing affecting the title or possession of the Property.

4. **Development Restrictions.** Except as provided herein, Grantors shall not divide, develop, or install or construct improvements on all or any portion of the Property, and Grantor agrees that no building permits or other permits shall be issued for the purpose of constructing improvements on any part of the Property. Grantors hereby waive and relinquish any rights they might otherwise have to such permits.

4.1 **Plans and Specifications; County Approval.** Any and all improvements on the Property will be performed as approved by County or its successor public agency. Grantors shall cause plans and specifications for improvements to be prepared by competent persons legally qualified to do the work and to submit said improvement plans and specifications to County for approval prior to commencement of any work, and shall pay any County improvement plan review and inspection fee. The work shall be done in accordance with County standards in effect at the time improvement plans are submitted for approval. Grantors agree to commence and complete the work within the time specified by the County.

4.2 **Development of Property.** Development of the Property may occur only in the following manner, subject to Grantors first obtaining all necessary permits and approvals from the County:

4.2.1 Upon submittal of an application for a residential building permit on Parcel-A, Parcel-B, or Parcel-C, a one-acre home site envelope shall be designated for each parcel, subject to approval by the Contra Costa County Department of Conservation & Development Director. The home site envelope in each parcel shall be located within a development envelope identified for the parcel. The development envelope in each parcel spans the full length of the Hidden Ranch Road frontage and is comprised of an area not more than 25 percent of the parcel's net acreage. Both the home site envelope and development envelope in each parcel shall abut, but not encroach beyond, the northern edge of the Hidden Ranch Road right-of-way. The approximate location and boundary of the development envelope identified for each parcel is depicted in Exhibit 2 attached hereto.

4.2.2 Subject to Paragraph 4.2.1, within each home site envelope for Parcel-A, Parcel-B, and Parcel-C, one residence and appurtenances, such as sheds, swimming pools, pool houses, garages, tennis courts, basketball courts, etc., may be constructed. Wires, lines, pipes, cables, or other facilities providing electrical, gas, water, sewer, communications, energy generation, or other utility services solely to serve the improvements permitted may be installed, maintained, repaired, removed, relocated, and replaced. An accessory dwelling unit meeting the requirements of County Ordinance Code Chapter 82-24 may also be constructed within the designated home site envelope. A driveway may be located outside of the home site envelope, provided that it is located entirely within the identified development envelope. Driveways shall be of a design, size, and path of travel which limit the amount of disturbed area, but that also provide a reasonable amount of area needed to safely and efficiently access site improvements and areas of activity.

4.2.3 Subject to Paragraph 4.2.1, the remainder of the development envelope may be developed with buildings and structures related to agricultural uses as well as leach fields and wells. Buildings and structures related to agricultural uses are those used solely for agricultural production on the property, including barns, equipment sheds, and one farmworker housing structure housing up to 6 farmworkers. "Farmworker" is defined as an individual, the majority of whose income is cumulatively derived from agricultural activities. The existing well and water pump located in Parcel-A is exempt from this requirement and need not be relocated.

4.2.4 The remaining 75 percent of each parcel not included in the development envelope shall be reserved exclusively for agriculture. Leach fields and wells may be developed in this area only if it is demonstrated that they cannot be established within the development envelope.

5. **Improvements.** For purposes of this Grant Deed, the term "improvements" shall not refer to, and specifically excludes, crops, plants, trees, vines, or other living organisms planted for agricultural purposes, nor shall it refer to irrigation equipment necessary or desirable to irrigate the Property for agricultural purposes.

5.1 **Fences.** Fences measuring seven feet or less in height may be constructed, repaired, or replaced without permission of the Grantee. New fences may be built anywhere on the Property for purposes of reasonable and customary agricultural management, and for security of farm produce, livestock, equipment, and improvements on the Property, without permission of the Grantee.

6. **Covenants Running With Land.** This Grant Deed, including all covenants, obligations, and conditions herein, runs with the land and shall inure to the benefit of and be binding on the heirs, successors, and assigns of the Grantors and County and all other parties having or acquiring any right, title, or interest in any part of the Property.


7. **Remedies.** Should Grantors violate any of the provisions hereof, County shall be entitled to all rights and remedies available at law or in equity, including without limitation, an order enjoining the activity in violation hereof and an order requiring the removal of the improvements constructed in violation hereof. In addition, County shall be entitled to an award of all expenses incurred by County in pursuing such violation(s), including costs, interest, attorney's fees, and other litigation expenses.

///  
///  
///  
///  
///  
///  
///

IN WITNESS THEREOF, this Grant Deed of Development Rights is signed and executed this 10<sup>th</sup> day of MARCH, 2020.


GRANTEE

CONTRA COSTA COUNTY

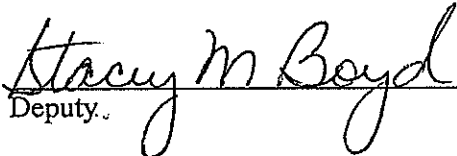
By:   
Chair, Board of Supervisors

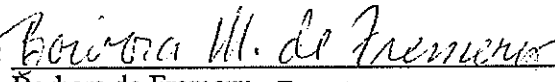
GRANTORS

JAMES AND BARBARA <sup>M.</sup> DE FREMERY  
Revocable Trust dated March 31, 1999

By:   
James de Fremery, Trustee  
Owner

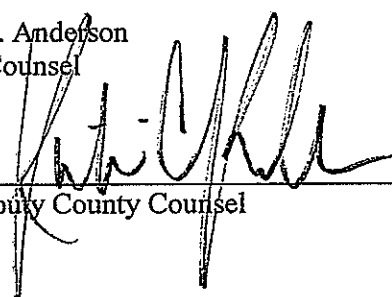
Attest: David Twa, Clerk of the Board of Supervisors and County Administrator

By:   
Deputy.

By:   
Barbara de Fremery, Trustee  
Owner

Approved as to Form:

Sharon L. Anderson  
County Counsel

By:   
Deputy County Counsel

[Note: All signatures of Grantor must be notarized. Two officers must sign on behalf of a corporation. The first must be the chairman of the board, president, or any vice president; the second must be the secretary, assistant secretary, chief financial officer, or any assistant treasurer. (See Corp. Code, § 313.)]

- Attachments: Exhibit 1: MS11-0001 Tentative Map  
Exhibit 2: Legal Description and Maps  
Exhibit A: Legal Description  
Exhibit B-1: Plat of Parcel-A to Accompany Legal Description  
Exhibit B-2: Plat of Parcel-B to Accompany Legal Description  
Exhibit B-3: Plat of Parcel-C to Accompany Legal Description

## ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

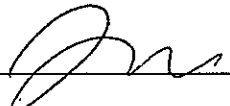
State of California  
County of Contra Costa )

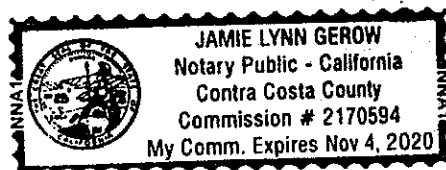
On August 20, 2019 before me, Jamie Gerow, Notary Public  
(insert name and title of the officer)

personally appeared James deFremery III, Barbara deFremery,  
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are  
subscribed to the within instrument and acknowledged to me that he/she/they executed the same in  
his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the  
person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing  
paragraph is true and correct.

WITNESS my hand and official seal.

Signature  (Seal)



**Exhibit 1**

MS11-0001 Tentative Map

# VESTING TENTATIVE PARCEL MAP

OF  
**PARCEL "C", 68 PM 29  
 AND PARCEL "A", 173 PM 19**  
**4750 SELLERS AVENUE**  
**KNIGHTSEN, CALIFORNIA**

FOR  
**JAMES AND BARBARA DE FREMERY**  
 BY  
**RONALD GREENWELL AND ASSOCIATES, INC.**  
**ANTIOCH, CALIFORNIA**  
 FEBRUARY, 2011  
 SCALE: 1"=80'  
 CONTOUR INTERVAL = 2 FOOT

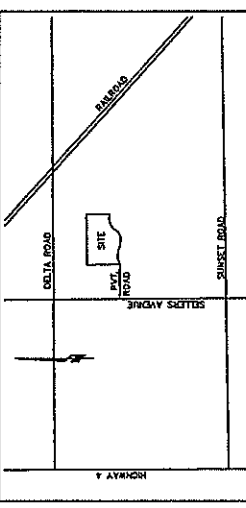
**SUBDIVIDER:**  
 RONALD GREENWELL & ASSOC.  
 10 SOUTH LAKE DRIVE, SUITE 1  
 ANTIOCH, CA 94509  
 (925) 778-6628

**OWNER:**  
 JAMES AND BARBARA DE FREMERY  
 4750 SELLERS AVENUE, KNIGHTSEN, CA  
 (925) 482-5545  
 APN: 020-200-027 & 020-200-039

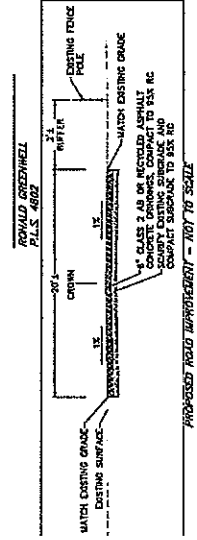
**UTILITY NOTES:**  
 INDIVIDUAL WELLS LOCATED ON AND SERVING EACH PARCEL.  
 UTILITIES SHOWN ARE BASED ON RECORD DRAWINGS AND FIELD SURVEY.  
 INDIVIDUAL PRIVATE SEWER SYSTEMS FOR EACH PARCEL.  
 PROPOSED ON-SITE PROPANE TANKS.

**1. ZONING:** 2.5<sup>+</sup> NEW RESIDUAL AREAS - 7532 SQ. FT.  
**2. PARCEL A -** LOT DEPTH = 844.21', AVERAGE WIDTH = 446.24'  
**3. PARCEL B -** LOT DEPTH = 1022.21', AVERAGE WIDTH = 407.23'  
**4. PARCEL C -** LOT DEPTH = 917.72', AVERAGE WIDTH = 432.88'

NOT TO SCALE



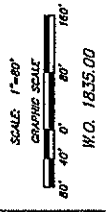
**SURVEYOR'S STATEMENT**  
 THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND IN ACCORDANCE WITH THE PROFESSIONAL LAND SURVEYING ACT AT THE REQUEST OF BARBARA DE FREMERY IN SEPTEMBER, 2010.  
 DATED: \_\_\_\_\_



REVISIONS:  
 1. JUNE 11, 2011 - ROAD ALIGNMENT & TURN  
 2. JUNE 11, 2011 - ROAD WIDENED TO GO AROUND THE  
 3. 30' OAK TREE  
 4. 1/24/14 ADDED FENCES AT TURN AROUND

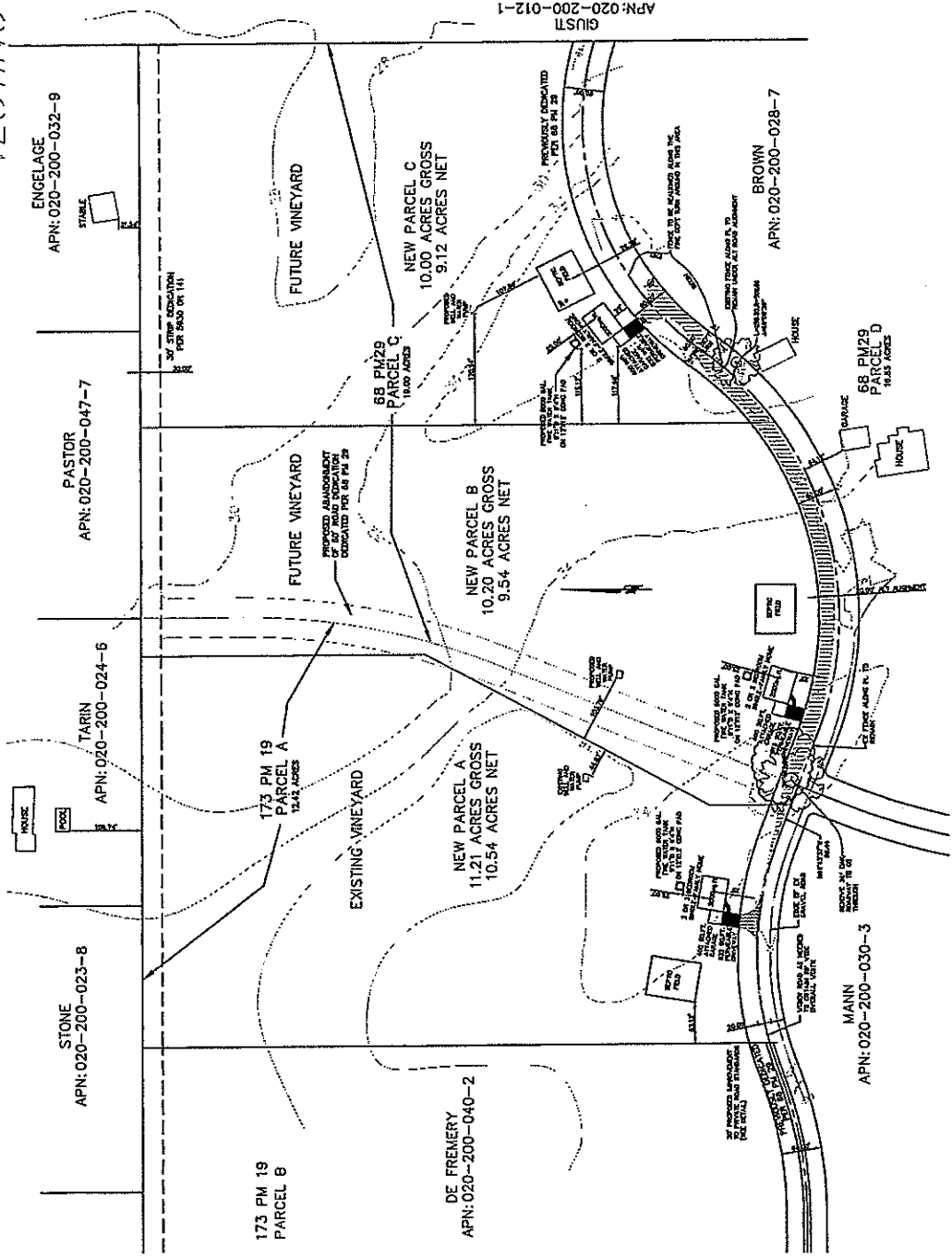
LANDS OF DE FREMERY  
 4750 SELLERS AVE  
 KNIGHTSEN  
 CONTRA COSTA COUNTY, CALIFORNIA

**LEGEND**  
 PROPOSED NEW PROPERTY LINES  
 AREA PREVIOUSLY OFFERED FOR ROAD DEDICATION  
 2' CONTOURS



10 SOUTH LAKE DRIVE, SUITE 1  
 ANTIOCH, CALIFORNIA 94509  
 TEL: (925) 778-6628  
 FAX: (925) 778-6628

**RONALD GREENWELL & ASSOCIATES, INC.**  
 LAND DEVELOPMENT - SURVEYING - G.P.S.





**Exhibit 2**

Legal Description and Maps

**LEGAL DESCRIPTION  
EXHIBIT A**

All that real property situate in the unincorporated County of Contra Costa, State of California, described as follows:

PARCEL-A

A portion of that property described within that certain Parcel Map entitled Parcel "A" of subdivision MS 164-90 filed January 2, 1978 in Book 173 of Parcel Maps at Page 19, Contra Costa County Recorder records further described as follows:

Beginning at the northwest corner of said Parcel "A" per said map (173 PM 19); thence from said Point of Beginning along the North line of said Parcel "A" North 89°33'15" East, 594.60 feet; thence leaving said North line South 0°26'00" East, 425.16 feet; thence South 27°58'21" West, 220.46 feet to a point; thence along a line westerly that is parallel to the said northerly line South 89°33'15" West, 489.72 feet, thence North 0°26'00" West, 619.06 feet to the True Point of Beginning.

Containing an area of 357,925 Sq. Ft. (8.22 Acres, more or less).

PARCEL-B

A portion of that property described within that certain Parcel Map entitled Parcel "A" of subdivision MS 164-90 filed January 2, 1978 in Book 173 of Parcel Maps at Page 19, Contra Costa County Recorder and that certain Parcel Map entitled Parcel "C" of subdivision MS 133-77 filed August 3, 1978 in Book 68 of Parcel Maps at Page 29, Contra Costa County Recorder records, further described as follows:

Commencing at the northwest corner of said Parcel "A" per said map (173 PM 19); thence from said Point of Commencement along the North line of said Parcel "A" North 89°33'15" East, 594.60 feet to the True Point of Beginning and the northwest corner of the New Parcel "B"; thence along the North line of said Parcel "A" of said map (173 PM 19) and Parcel "C" of said map (68 PM 29) North 89°33'15" East, 348.41 feet; thence leaving said North line South 0°26'00" East, 805.09 feet to a point on a line parallel with said North line; thence along said line South 89°33'15" West, 553.90 feet; thence North 27°58'21" East, 431.98 feet; thence North 0°26'00" West, 425.16 feet, to the True Point of Beginning.

Containing an area of 319,538 Sq. Ft. (7.34 Acres, more or less.)

PARCEL-C

All that real property situate in the unincorporated County of Contra Costa, State of California, described as follows:

A portion of that property described within that certain Parcel Map entitled Parcel "C" of subdivision MS 133-77 filed August 3, 1978 in Book 68 of Parcel Maps at Page 29, Contra Costa County Recorder records, further described as follows:

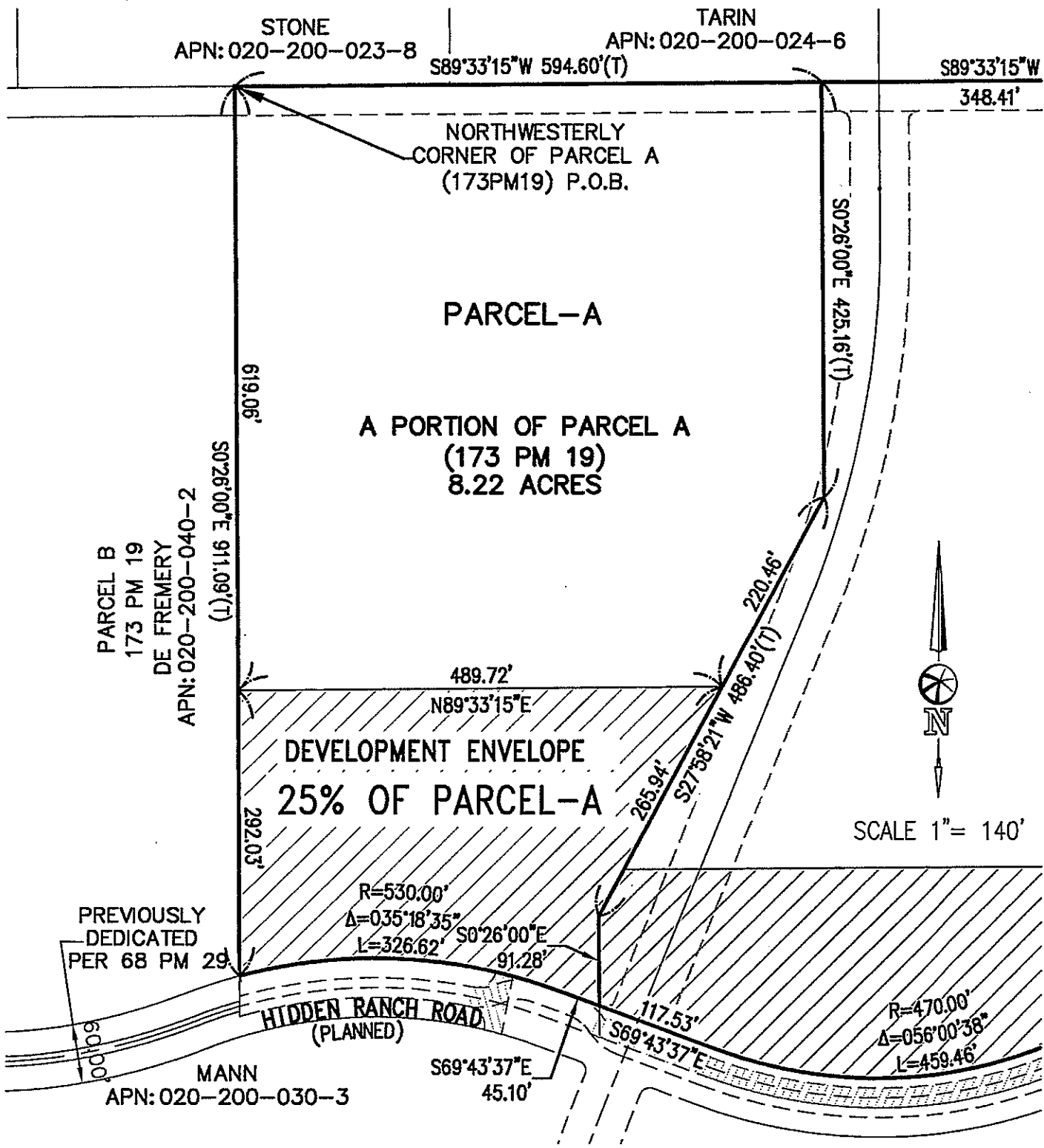
Commencing at the northwest corner of said Parcel "A" per said map filed January 22, 1998 in Book 173 of Parcel Maps at Page 19, Contra Costa County Recorder records; thence from said Point of Commencement along the North line of said Parcel "A" and said Parcel "C" per said map (68 PM 29) North 89°33'15" East, 943.01 feet to the True Point of Beginning; thence from said Point of Beginning North 89°33'15" East, 584.39 feet to the northeast corner of Parcel "C" of said map (68 PM 29); thence along the East line of said Parcel "C" per map (68 PM 29) South 0°27'16" East, 532.43 feet; thence westerly parallel with the most northerly line South 89°33'15" West, 584.58 feet; thence North 0°26'00" West, 532.43 feet to the True Point of Beginning.

Containing an area of 311,199 Sq. Ft. (7.14 acres, more or less.)



*Charles N. Capp*

8-14-19



ALL LINE WORK SHOWN IS RECORD PER  
SUBD MS 133-77 (68 PM 29) AND  
SUBD MS 164-90 (173 PM 19)

 **Bellecci & Associates, inc.**  
Civil Engineering • Land Surveying

2290 Diamond Boulevard, Suite 100 Concord, CA 94520  
Phone (925) 685-4569 Fax (925) 685-4838

DATE: 04/11/2019

SCALE: 1" = 140'

PROJECT NO.: 16025

SHEET 1 OF 1

**EXHIBIT B-1**  
**Plat of Parcel-A to**  
**Accompany Legal Description**

16025\_PLAT\_EXHIBIT.DWG

STONE  
APN: 020-200-023-8

TARIN  
APN: 020-200-024-6

PASTOR  
APN: 020-200-047-7  
S89°33'15"W  
348.41'

NORTHWESTERLY  
CORNER OF PARCEL A  
(173PM19) P.O.C.

Point on the North  
Line of Parcel A of  
(173PM19) P.O.B.

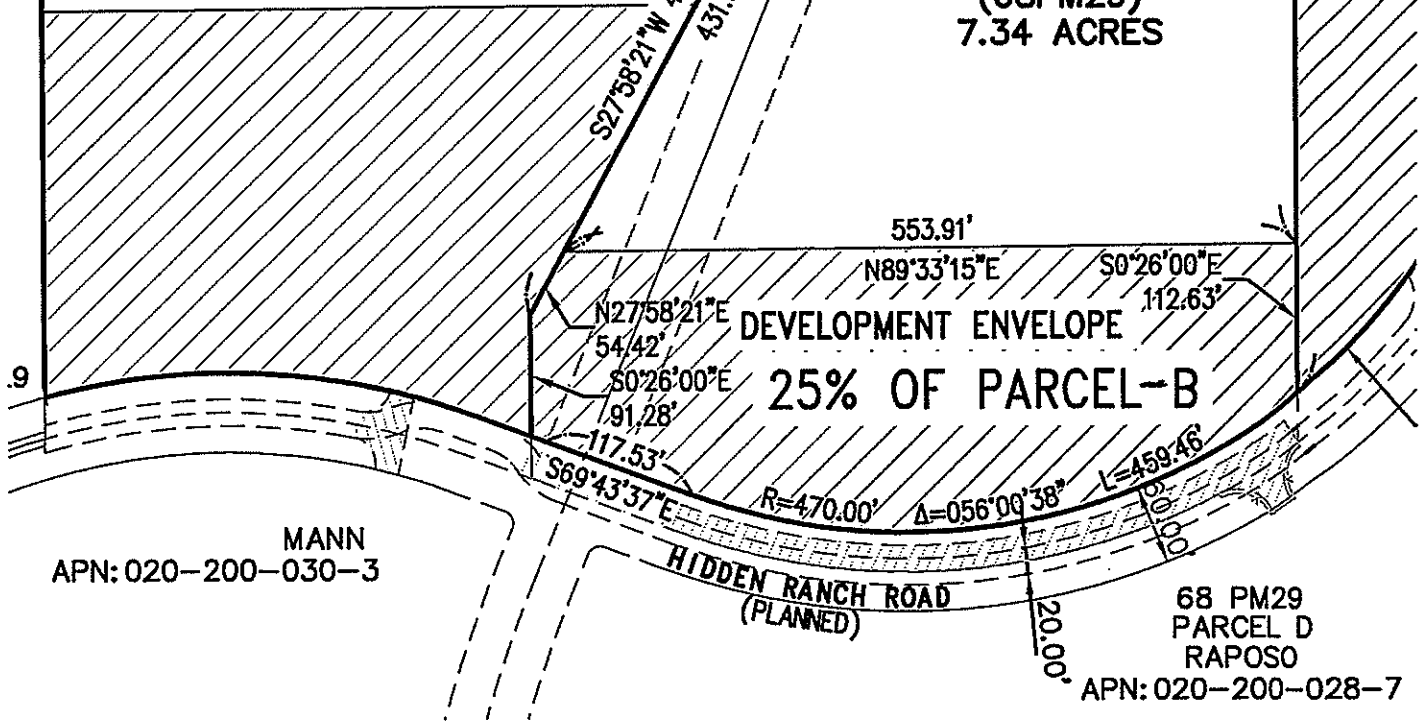
PORTION OF  
PARCEL A (173 PM 19)

PARCEL-B

A PORTION OF  
PARCEL A  
(173 PM 19)  
AND PARCEL C  
(68PM29)  
7.34 ACRES



SCALE 1" = 140'



MANN  
APN: 020-200-030-3

68 PM29  
PARCEL D  
RAPOSO  
APN: 020-200-028-7

16025\_PLAT\_EXHIBIT.DWG

 **Bellecci & Associates, inc.**  
Civil Engineering • Land Surveying

2290 Diamond Boulevard, Suite 100 Concord, CA 94520  
Phone (925) 685-4569 Fax (925) 685-4838

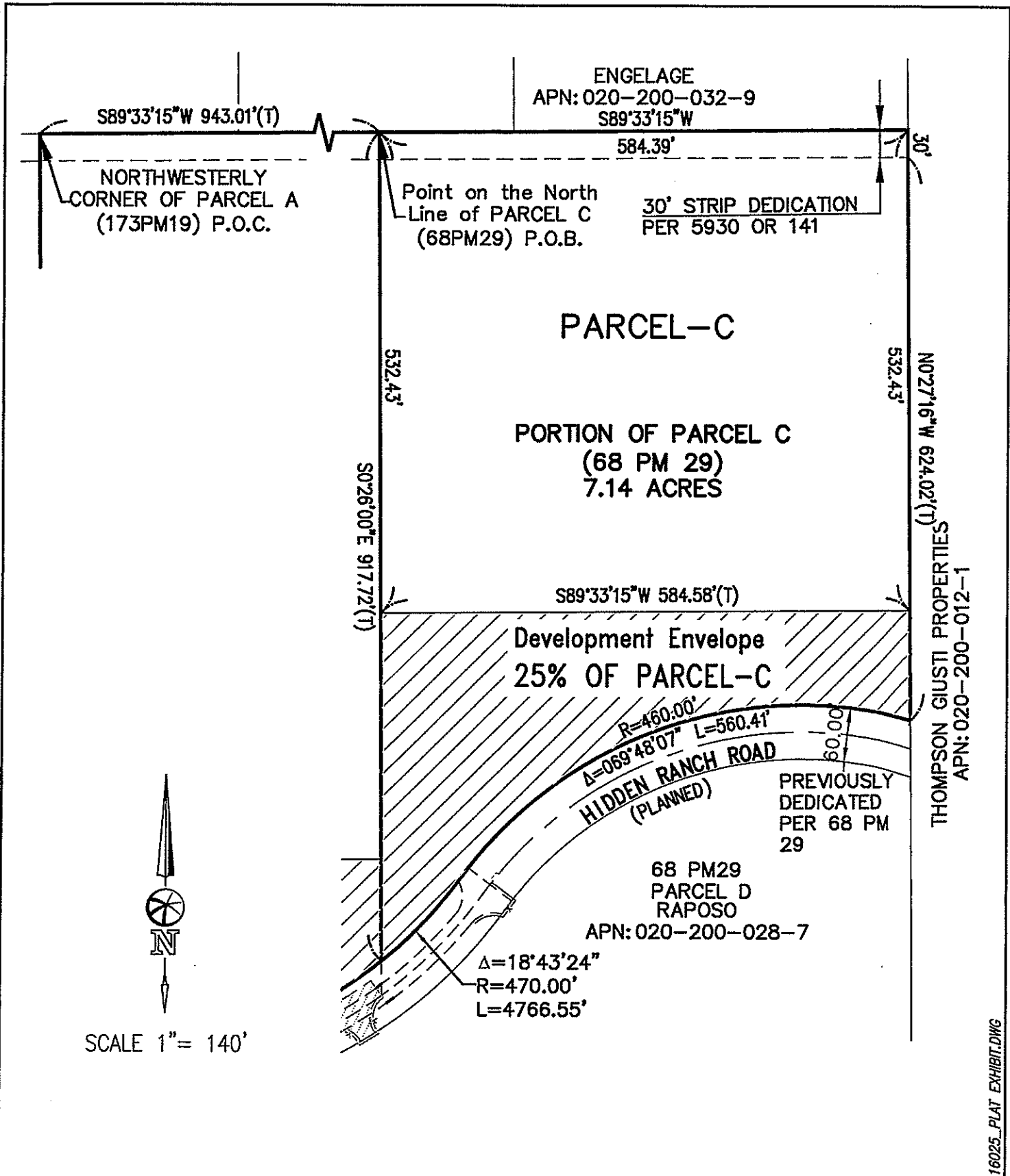
DATE: 04/11/2019

SCALE: 1" = 140'

PROJECT NO.:

SHEET 1 OF 1

**EXHIBIT B-2**  
**Plat of Parcel-B to**  
**Accompany Legal Description**



SCALE 1" = 140'

 **Bellecci & Associates, inc.**  
Civil Engineering • Land Surveying

2290 Diamond Boulevard, Suite 100 Concord, CA 94520  
Phone (925) 685-4569 Fax (925) 685-4838

DATE: 04/11/2019

PROJECT NO.: 16025

SCALE: 1" = 140'

SHEET 1 OF 1

**EXHIBIT B-3**  
**Plat of Parcel-C to**  
**Accompany Legal Description**



Contra  
Costa  
County

To: Board of Supervisors  
From: Sharon L. Anderson, County Counsel  
Date: April 14, 2020

Subject: Conflict of Interest Code Amendment for the Health Services Department

---

**RECOMMENDATION(S):**

APPROVE amendments to the List of Designated Positions of the Health Services Department's Conflict of Interest Code.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The Health Services Department has amended Exhibit A - List of Designated Positions of its Conflict of Interest Code and submitted the revised List of Designated Positions to the Board of Supervisors for approval pursuant to Government Code sections 87306 and 87306.5.

The recommended changes include the addition and elimination of positions designated to file conflict of interest statements. These changes will ensure that the Conflict of Interest Code accurately reflects the current positions and organizational structure in use by the Department. A strike-out version of the List of Designated Positions is included as Exhibit A. A final version of the List of Designated Positions is included as Exhibit B.

**CONSEQUENCE OF NEGATIVE ACTION:**

The list of designated positions will not reflect the correct information.

---

APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Cynthia Schwerin, Deputy County Counsel, (925) 335-1800

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

By: , Deputy

cc: Cynthia Schwerin, Deputy County Counsel, David Twa, Clerk of the Board of Supervisors, Kathi Caudel, HSD, Clerical Supervisor





ATTACHMENTS

Exhibit A: HSD Designated Positions -  
STRIKEOUT

Exhibit B: HSD Designated Positions

CONFLICT OF INTEREST CODE  
LIST OF DESIGNATED POSITIONS

EXHIBIT "A"  
CORRECTIONS APRIL 2020

<u>Class/Functional Title</u>	<u>Disclosure Category</u>
<u>Office of the Director</u>	
Assistant to the Health Services Director	1 & 2
<b>County Compliance HIPAA Privacy Officer-Exempt</b>	<b>1 &amp; 2</b>
Department Medical Director	1 & 2
Health Equity Program Manager	1 & 2
Health Services Director	1 & 2
<u>Employee Services Office</u>	
Health Services Personnel Officer	1 & 2
<u>Finance Division</u>	
Assistant Contracts Administrator	2
Asst Health Svcs I.T. Director-Application Development	1 & 2
Asst Health Svcs I.T. Director-Customer Support	1 & 2
Asst Health Svcs I.T. Director-Information Security	1 & 2
Asst Health Svcs I.T. Director-Infrastructure	1 & 2
Asst Health Svcs I.T. Director-Project Management	1 & 2
Contracts Administrator	2
Contracts & Grants Specialist I & II	2
Department Finance Officer (Contractor)	1 & 2
Financial Controller (Contractor)	1 & 2
Health Services Information Systems Operations Manager	1 & 2
Health Services I.T. Director	1 & 2
Health Services Planner/Evaluator Director	1 & 2
<b>Health Services Director of Contracting</b>	<b>1 &amp; 2</b>

Class/Functional Title

Disclosure

Category

Hospital and Clinic Division

Ambulatory Care Administrator	1 & 2
Ambulatory Care Clinical Supervisor	1 & 2
Assistant Chief Cardiopulmonary Support Services	3(A)(C)(D)(E)(F)(K)(P-1)
Assistant Director of Nutritional Services	3 (H)
Assistant Director Pharmacy Services	3 (B)
Assistant Director of Rehab Therapy Services	3 (A) (D) (K) (L)(P-1)
Assistant Facility Manager	2
Biomedical Equipment Manager	2
CCRMC Chief Exec Officer-Ex	1 & 2
Medical Director	1 & 2
Chief of Detention Health Nursing Services	3 (A)
Chief Medical Officer-Ex	1 & 2
Chief Nursing Officer	1 & 2
Chief Operations Officer-Ex	1 & 2
Chief Quality Officer-Ex	1 & 2
<b>Chief of Plan Operations-EX</b>	<b>1 &amp; 2</b>
Clinical Laboratory Manager	3 (I) (K)
Diagnostic Imaging Manager	3 (A) (C) (D) (K) (P-1)
Director of Ambulatory Care Nursing	1 & 2
Director of Health Information Management	1 & 2
Director, In-Patient Nursing Operations	3 (A)
Director of Pharmacy Services	3 (B)
Director of Safety & Performance Improvement	1 & 2
Environmental Services Manager	3 (C) (D) (E) (J)
Facilities Manager	1 & 2
Materiel Management Supervisor	3 (A-P)
Medical Social Services Director	1 & 2
Nursing Program Manager (all)	3 (A) (C) (D) (E)
Nursing Shift Coordinator	3 (A) (C) (D) (E)
Residency Director/Inpatient Medical Director	1 & 2

Class/Functional Title

Disclosure

Category

Contra Costa Health Plan

Asst. Director Of Health Svcs. (Division Dir.)	1 & 2
CCHP Medical Director	1 & 2
Chief Executive Officer – CCHP	1 & 2
Chief Operating Officer	1 & 2
Dep. Executive Director of CCHP	1 & 2
Health Plan Business Services Manager	1 & 2
Health Plan Dir. Of Comp. & Gov. Relations	1 & 2
<del>Health Plan Director of Contracting</del>	<del>1 &amp; 2</del>
Health Plan Director of Provider Relations & Credentialing	1 & 2
Health Plan Pharmacy Program Manager	1 & 2
Planning Consultant (Contractor)	1 & 2
Provider Relations Liaison (Contractor)	1 & 2
Quality Management Program Coordinator	1 & 2

Emergency Medical Services

Emergency Medical Services Director	1 & 2
Emergency Medical Services Program Coordinator	1 & 2

Environmental Health Division

Assistant Director of Environmental Health Services	4 (A-J)
Director of Environmental Health Services	4 (A-J)
Env. Hlth. Specialist I (all positions)	4 (A-J)
Env. Hlth. Specialist II (all positions)	4 (A-J)
Env. Hlth. Technician (all positions)	4 (A-J)
Supv. Env. Hlth. Specialist (all positions)	4 (A-J)

Hazardous Materials:

Accidental Release Prevention Engineer	4 (A-J) & L
Assistant Director of Hazardous Materials Programs	4 (A-J) & L
Director of Hazardous Materials Programs	4 (A-J) & L
Hazardous Materials Specialist I (all positions)	4 (A-J) & L
Hazardous Materials Specialist II (all positions)	4 (A-J) & L
Hazardous Waste Reduction Manager	4 (A-J) & L
Integrated Pest Mgmt Coordinator	4 (A-J) & L

confl.amended April 2017.doc

Class/Functional Title

Disclosure

Category

Pollution Prevention Specialist

4 (A-J) & L

Supv. Accidental Release Prevention Engineer

4 (A-J) & L

Behavioral Health Division

Alcohol and Other Drugs Services:

AODS Program Chief

1 & 2

Substance Abuse Program Manager

3 (B) (D) (M) (N) (O) (P)

Mental Health:

Administrative Services Assistant III (all positions)

1 & 2

Asst. Director of Health Svcs. (Division Dir.)

1 & 2

Conservatorship/Guardianship Program Manager

2 & 3 (P-2)

Conservatorship Program Supervisor

2 & 3 (P-2)

Deputy Director of Behavioral Health

1 & 2

Health & Human Svcs. Research & Evaluation Manager

1 & 2

Health Services Planner/Evaluator

1 & 2

Mental Health Consumer Empowerment Prog. Coord.

1 & 2

Mental Health Family Services Coordinator

1 & 2

Mental Health Medical Director

1 & 2

Mental Health Program Chief (all positions)

1 & 2

Mental Health Program Manager (all positions)

1 & 2

Mental Health Program Supervisor (all positions)

3 (A) (B) (D) (E) (M) (P)

Mental Health Project Manager

1 & 2

Mental Health Quality Improvement Coordinator

1 & 2

Mental Health Voc. Svcs. Coord.

1 & 2

Properties Trust Officer

2 & 3 (P-2)

Utilization Review Coordinator

3 (A-P)

Health, Housing and Homeless Services

Asst. Director of Health Svcs. (Division Dir.)

1 & 2 (P-1)

**Homeless Services Chief (2 incumbents)**

**1 & 2**

Chief Deputy Public Administrator

1 & 2

Deputy Public Administrator

1 & 2

Class/Functional Title

Disclosure

Category

Public Health Division

AIDS Program Director	1
Asst. Director of Health Svcs.(Division Dir.)	1 & 2
CCS Program Administrator	3 (A) (D) (L) (P-1)
CHDP Program Manager	1 & 2
Chief Pediatric Therapist	3 (A) (D) (L) (P-1)
Chronic Disease & Environmental Program Manager	1 & 2
Communicable Disease Program Chief	1 & 2
Community Wellness & Prevention Program Director	1 & 2
Developmental Center Director	1 & 2
Director of Family, Maternal & Child Health	1 & 2
Director, Public Health Clinic Services	1 & 2
Director, Public Health Lab	3 (I) (K)
Emergency Services Manager	3 (A-E)
Exec. Asst. Developmental Disabilities Council	1 & 2
Hazardous Materials Ombudsperson	4 (A-J) & L
Health Services Administrator	1 & 2
Health Services Planner/Evaluator	1
PH Nurse Program Manager (all positions)	1 & 2
PH Prog. Specialist I & II (all positions)	1 & 2
<b>PH Chief Nursing Clinical Services</b>	<b>1 &amp; 2</b>
Public Health Epidemiologist/Biostatistician	1 & 2
Public Health Lab Manager	3 (I) (K)
Tobacco Prevention Project Coordinator	1 & 2

Consultants

Consultants	1 & 2
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The Health Services Director or designee may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with disclosure requirements. The determination shall include the consultant's duties and the reasons for the determination. The written determination is a public record and shall be retained for public inspection.

CONFLICT OF INTEREST CODE

LIST OF DESIGNATED POSITIONS

EXHIBIT "A"  
AMENDED APRIL 2020

<u>Class/Functional Title</u>	<u>Disclosure Category</u>
<u>Office of the Director</u>	
Assistant to the Health Services Director	1 & 2
County Compliance HIPAA Privacy Officer-Exempt	1 & 2
Department Medical Director	1 & 2
Health Equity Program Manager	1 & 2
Health Services Director	1 & 2
<u>Employee Services Office</u>	
Health Services Personnel Officer	1 & 2
<u>Finance Division</u>	
Assistant Contracts Administrator	2
Asst Health Svcs I.T. Director-Application Development	1 & 2
Asst Health Svcs I.T. Director-Customer Support	1 & 2
Asst Health Svcs I.T. Director-Information Security	1 & 2
Asst Health Svcs I.T. Director-Infrastructure	1 & 2
Asst Health Svcs I.T. Director-Project Management	1 & 2
Contracts Administrator	2
Contracts & Grants Specialist I & II	2
Department Finance Officer (Contractor)	1 & 2
Financial Controller (Contractor)	1 & 2
Health Services Information Systems Operations Manager	1 & 2
Health Services I.T. Director	1 & 2
Health Services Planner/Evaluator Director	1 & 2
Health Services Director of Contracting	1 & 2

Class/Functional Title

Disclosure

Category

Hospital and Clinic Division

Ambulatory Care Administrator	1 & 2
Ambulatory Care Clinical Supervisor	1 & 2
Assistant Chief Cardiopulmonary Support Services	3(A)(C)(D)(E)(F)(K)(P-1)
Assistant Director of Nutritional Services	3 (H)
Assistant Director Pharmacy Services	3 (B)
Assistant Director of Rehab Therapy Services	3 (A) (D) (K) (L)(P-1)
Assistant Facility Manager	2
Biomedical Equipment Manager	2
CCRMC Chief Exec Officer-Ex	1 & 2
Medical Director	1 & 2
Chief of Detention Health Nursing Services	3 (A)
Chief Medical Officer-Ex	1 & 2
Chief Nursing Officer	1 & 2
Chief Operations Officer-Ex	1 & 2
Chief Quality Officer-Ex	1 & 2
Chief of Plan Operations-EX	1 & 2
Clinical Laboratory Manager	3 (I) (K)
Diagnostic Imaging Manager	3 (A) (C) (D) (K) (P-1)
Director of Ambulatory Care Nursing	1 & 2
Director of Health Information Management	1 & 2
Director, In-Patient Nursing Operations	3 (A)
Director of Pharmacy Services	3 (B)
Director of Safety & Performance Improvement	1 & 2
Environmental Services Manager	3 (C) (D) (E) (J)
Facilities Manager	1 & 2
Materiel Management Supervisor	3 (A-P)
Medical Social Services Director	1 & 2
Nursing Program Manager (all)	3 (A) (C) (D) (E)
Nursing Shift Coordinator	3 (A) (C) (D) (E)
Residency Director/Inpatient Medical Director	1 & 2



Class/Functional Title

Disclosure

Category

Contra Costa Health Plan

Asst. Director Of Health Svcs. (Division Dir.)	1 & 2
CCHP Medical Director	1 & 2
Chief Executive Officer – CCHP	1 & 2
Chief Operating Officer	1 & 2
Dep. Executive Director of CCHP	1 & 2
Health Plan Business Services Manager	1 & 2
Health Plan Dir. Of Comp. & Gov. Relations	1 & 2
Health Plan Director of Provider Relations & Credentialing	1 & 2
Health Plan Pharmacy Program Manager	1 & 2
Planning Consultant (Contractor)	1 & 2
Provider Relations Liaison (Contractor).	1 & 2
Quality Management Program Coordinator	1 & 2

Emergency Medical Services

Emergency Medical Services Director	1 & 2
Emergency Medical Services Program Coordinator	1 & 2

Environmental Health Division

Assistant Director of Environmental Health Services	4 (A-J)
Director of Environmental Health Services	4 (A-J)
Env. Hlth. Specialist I (all positions)	4 (A-J)
Env. Hlth. Specialist II (all positions)	4 (A-J)
Env. Hlth. Technician (all positions)	4 (A-J)
Supv. Env. Hlth. Specialist (all positions)	4 (A-J)

Hazardous Materials:

Accidental Release Prevention Engineer	4 (A-J) & L
Assistant Director of Hazardous Materials Programs	4 (A-J) & L
Director of Hazardous Materials Programs	4 (A-J) & L
Hazardous Materials Specialist I (all positions)	4 (A-J) & L
Hazardous Materials Specialist II (all positions)	4 (A-J) & L
Hazardous Waste Reduction Manager	4 (A-J) & L
Integrated Pest Mgmt Coordinator	4 (A-J) & L
Pollution Prevention Specialist	4 (A-J) & L

confl.amended April 2017.doc

Class/Functional Title

Disclosure

Category

Supv. Accidental Release Prevention Engineer

4 (A-J) & L

Behavioral Health Division

Alcohol and Other Drugs Services:

AODS Program Chief

1 & 2

Substance Abuse Program Manager

3 (B) (D) (M) (N) (O) (P)

Mental Health:

Administrative Services Assistant III (all positions)

1 & 2

Asst. Director of Health Svcs. (Division Dir.)

1 & 2

Conservatorship/Guardianship Program Manager

2 & 3 (P-2)

Conservatorship Program Supervisor

2 & 3 (P-2)

Deputy Director of Behavioral Health

1 & 2

Health & Human Svcs. Research & Evaluation Manager

1 & 2

Health Services Planner/Evaluator

1 & 2

Mental Health Consumer Empowerment Prog. Coord.

1 & 2

Mental Health Family Services Coordinator

1 & 2

Mental Health Medical Director

1 & 2

Mental Health Program Chief (all positions)

1 & 2

Mental Health Program Manager (all positions)

1 & 2

Mental Health Program Supervisor (all positions)

3 (A) (B) (D) (E) (M) (P)

Mental Health Project Manager

1 & 2

Mental Health Quality Improvement Coordinator

1 & 2

Mental Health Voc. Svcs. Coord.

1 & 2

Properties Trust Officer

2 & 3 (P-2)

Utilization Review Coordinator

3 (A-P)

Health, Housing and Homeless Services

Asst. Director of Health Svcs. (Division Dir.)

1 & 2 (P-1)

Homeless Services Chief (2 incumbents)

1 & 2

Chief Deputy Public Administrator

1 & 2

Deputy Public Administrator

1 & 2

Public Health Division

<u>Class/Functional Title</u>	<u>Disclosure</u>
	<u>Category</u>
AIDS Program Director	1
Asst. Director of Health Svcs.(Division Dir.)	1 & 2
CCS Program Administrator	3 (A) (D) (L) (P-1)
CHDP Program Manager	1 & 2
Chief Pediatric Therapist	3 (A) (D) (L) (P-1)
Chronic Disease & Environmental Program Manager	1 & 2
Communicable Disease Program Chief	1 & 2
Community Wellness & Prevention Program Director	1 & 2
Developmental Center Director	1 & 2
Director of Family, Maternal & Child Health	1 & 2
Director, Public Health Clinic Services	1 & 2
Director, Public Health Lab	3 (I) (K)
Emergency Services Manager	3 (A-E)
Exec. Asst. Developmental Disabilities Council	1 & 2
Hazardous Materials Ombudsperson	4 (A-J) & L
Health Services Administrator	1 & 2
Health Services Planner/Evaluator	1
PH Nurse Program Manager (all positions)	1 & 2
PH Prog. Specialist I & II (all positions)	1 & 2
PH Chief Nursing Clinical Services	1 & 2
Public Health Epidemiologist/Biostatistician	1 & 2
Public Health Lab Manager	3 (I) (K)
Tobacco Prevention Project Coordinator	1 & 2

#### Consultants

Consultants	1 & 2
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The Health Services Director or designee may determine in writing that a consultant is hired to perform a range of duties that is limited in scope and thus is not required to comply with disclosure requirements. The determination shall include the consultant's duties and the reasons for the determination. The written determination is a public record and shall be retained for public inspection.



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: April 14, 2020

Subject: 2019-2020 Head Start Self-Assessment Report and Corrective Action Plan

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**RECOMMENDATION(S):**

ACCEPT and APPROVE the Head Start 2019-2020 Self Assessment Report and Corrective Action Plan, as recommended by the Employment and Human Services Department Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The Head Start Act of 2007 (Section 641 A (g)(1)(2)(B)) requires the Board of Supervisors to approve the Head Start Grantee corrective action plan in response to the annual self-assessment completed by the department. During the period December 10, 2019 through December 13, 2020, the Employment and Human Services Department Community Services Bureau completed the required self-assessment wherein internal processes were examined and evaluated for efficacy. The Head Start performance Standards (CFR 1302.102(b)(2)(i-iii)) require that the Board of Supervisors approve the program's corrective action plan once all of the corrections have been certified by program staff.

**CONSEQUENCE OF NEGATIVE ACTION:**

If not approved, the Department will not be able to submit required documents to the Office of Head Start.

- 
- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Elaine Burres  
608-4960

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

By: , Deputy

cc:

CHILDREN'S IMPACT STATEMENT:

This board order supports three of Contra Costa County's community outcomes:(1) "Children Ready for and Succeeding in School"; (3) "Families that are Economically Self Sufficient"; and, (4) "Families that are Safe, Stable, and Nurturing". The outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income children throughout Contra Costa County.

ATTACHMENTS

2019-2020 Self-Assessment Corrective Action Plan Report

2019-2020 Self-Assessment Executive Summary

**Contra Costa County/Community Services Bureau**  
**HEAD START & EARLY HEAD START PROGRAM**  
**2019-20 PROGRAM SELF-ASSESSMENT REPORT**

December 10 – 13, 2019

*LIST OF NON-COMPLIANCES AND CORRESPONDING CORRECTIVE ACTION PLANS*

Service Area	Performance Measure (PM) and Determination: ✓ Performance Measure Fully Met ✓ Performance Measure Met with Concern(s) ✓ Performance Measure Not Met	Non-Compliances	Person Responsible	Corrective Actions/Timeline
<b>Program Management &amp; Quality Improvement</b>	PM: The grantee uses data to identify program strengths, needs, and areas needing improvement; to evaluate progress toward achieving program goals and compliance with program performance standards, and to assess the effectiveness of professional development.  Performance Measure Fully Met	<b>(1) Non-Compliance</b> A review of 100 enrollment files found that 16 files (16%) had a variety of record keeping issues such as inaccuracies in eligibility status, missing signature, or income entered incorrectly. No one type of inaccuracy exceeded 10% and no family's eligibility was affected by the (three) income inaccuracies. Closer attention to record keeping/data entry is recommended.	Tracy Lewis, ERSEA Content Area Expert	By 1/9/2020 and ongoing, ERSEA Analyst will include an ERSEA training at CEU team meetings to address common record keeping errors.  By 1/17/2020, CEU will conduct a 100% file review to ensure record keeping errors in CLOUDS are addressed.  By 2/1/2020, CEU Analysts will conduct a second review of 25% eligibility files pulled from the pre-selected FA2 file sample.
<b>Monitoring &amp; Implementing Quality Health Services</b>	PM: <b>Safe Environments</b>  The grantee has implemented a process for monitoring and maintaining healthy and safe environments. This includes ensuring all staff has complete background checks.  Performance Measure Met with Concern(s)	<b>(2) Non-Compliance</b> The following non-compliances were identified concerning Safe Environments' requirements:  Of the 10 classrooms reviewed, 4 classrooms (40%) did not have the seal on the disaster/earthquake barrel intact and or had expired supply.  Of the 16 classrooms reviewed, 11 classrooms (69%) had indoor and outdoor areas that were not clean or kept free of undesirable and hazardous materials.  Of the 10 classrooms reviewed, 3 classrooms (30%) did not have Emergency	Carlos Ribeiro and Jay Rivera, Safe Environments Content Area Experts	All items identified were addressed and most corrected on the spot. Facilities team is working with other departments on additional follow ups for items that could not be corrected on the spot.  For directly operated sites, on January 08, 2020, all items identified during the Self-Assessment were discussed during the Quarterly Health and Safety Officer's meeting. In addition, a refresher training on Health and Safety Environments was conducted for the Health and Safety Officers.  By January 31, 2020, eight (8) partner centers will receive a Healthy and Safety monitoring conducted by CSB during the month of January.

Service Area	Performance Measure (PM) and Determination: ✓ Performance Measure Fully Met ✓ Performance Measure Met with Concern(s) ✓ Performance Measure Not Met	Non-Compliances	Person Responsible	Corrective Actions/Timeline
		<p>response phone numbers posted by each phone.</p> <p>Of the 10 classrooms reviewed, tall furniture over 4 feet in 3 classrooms (30%) were not secured to the floor or wall.</p> <p>Of the 10 classrooms reviewed, cleaning agents in 2 classrooms (20%) were not stored away from children’s reach and in a locked cabinet.</p> <p>Of the 10 classrooms reviewed, unused electrical outlets in 2 classrooms (20%) were within children’s reach and uncovered.</p> <p>Of the 10 classrooms reviewed, cots for preschoolers in 2 classrooms (20%) were less than 18 inches apart.</p> <p>Of the 10 classrooms reviewed, 1 classroom (10%) did not have “illuminated” exit sign at classroom’s main entry door.</p> <p>Of the 10 classrooms reviewed, 1 classroom (10%) did not have the required policies and plans of actions for health emergencies in the designated emergency backpack.</p> <p>Of the 10 classrooms reviewed, 1 classroom (10%) did not have the Emergency procedures for fire, earthquake and disaster posted in the classroom.</p> <p>Of the 10 classrooms reviewed, 1</p>		<p>Facilities team will provide guidance to the partner unit and partner center on how to correct the items once identified.</p> <p>By March 31, 2020, a refresher training on Health and Safety Environments will be provided to partner centers.</p>

Service Area	Performance Measure (PM) and Determination: ✓ Performance Measure Fully Met ✓ Performance Measure Met with Concern(s) ✓ Performance Measure Not Met	Non-Compliances	Person Responsible	Corrective Actions/Timeline
		classroom (10%) had dirty stovetop and ants were found on kitchen's countertop.		
Monitoring & Implementing Fiscal Infrastructure	PM: The grantee's financial management system provides for effective control over and accountability for all funds, property, and other assets.  Performance Measure Met with Concern(s)	(3) Non-Compliance A review of 9 of 28 contracts for services showed neither the contractor nor the Board of Supervisors signed and dated the contract prior to the delivery of services. These contracts ranged from several thousand dollars to several million dollars. Contracts must be approved and signed by both parties prior to delivery of services.  It should be noted that EHSD was aware of this non-compliance. After a meeting during the self-assessment, the "draft" revised policies and procedures was provided and it now identifies that EHSD will begin the development, approval and execution of all contracts, MOUs and other legal documents requiring Board approval will commence the contracting process a minimum of 180 days before delivery of services. A meeting with the County Administrator's Office (CAO), County Counsel, EHSD Contracts Unit, and other involved parties will be meeting in January 2020 (a previously scheduled meeting in early December was canceled) to discuss the process for contract development and approvals. Strongly recommend that this process move forward as quickly as possible and that the new policy and approval be submitted to the Board of Supervisors for their earliest review and approval.	Vickie Kaplan Wetzel, Fiscal Content Area Expert	Several steps have been taken to address this matter. An internal contract procedure process has been created for submission of contract requests. This contract procedure has been added to CSB's Policies and Procedures handbook. In addition a meeting has been scheduled with EHSD's contract unit on the 16 <sup>th</sup> of January 2020 to discuss the process for contract development and approvals and ways to make it streamlined and more efficient.



Service Area	Performance Measure (PM) and Determination: ✓ Performance Measure Fully Met ✓ Performance Measure Met with Concern(s) ✓ Performance Measure Not Met	Non-Compliances	Person Responsible	Corrective Actions/Timeline
Monitoring ERSEA	PM: The grantee maintains and tracks enrollment for all participants, including pregnant women.  Performance Measure Met with Concern(s)	(4) Non-Compliance The First Baptist delegate agency was only 91.8% enrolled as of December 12, 2019.	Tracy Lewis, ERSEA Content Area Expert	By January 2020, First Baptist will meet at least 97% enrollment for Head Start. Enrollment was pending Community Care Licensing approval.

# County of Contra Costa/Community Services Bureau 2019-20 Annual Program Self-Assessment

## Executive Summary

### Overview

The Community Services Bureau (CSB) conducted its annual Program Self-Assessment for the 2019-20 year on December 10 – 13, 2019. Four external consultants with experience in Federal monitoring joined CSB managers and staff to conduct this year's assessment. The Office of Head Start (OHS) FY 2020 Monitoring Protocol was used to review Federal Performance Measures. Local tools and monitoring procedures were also utilized to conduct more in-depth reviews of children's files, safe environments, and in management and fiscal systems.

A sample of classrooms, including partners and home-based units, were observed and reviewed. Management team members, Board of Supervisor members, and Policy Council members were interviewed by the consultants. The agency's goals and objectives for the program were reviewed and progress assessed.

A total of 23 Performance Measures were evaluated and determinations made in the following three areas:

- Performance Measure was Fully Met
- Performance Measure was Met with Concern(s)
- Performance Measure was Not Met

### Results

The Self-Assessment found that 19 of the 23 Performance Measures were fully met and four (4) of the 23 Performance Measures were met with concern(s). There was no designation for a Performance Measure not met. A summary of the Performance Measures and results by service area follows.

Additionally, the CSB program had a total of 77 overall strengths and positive observations. This is an incredibly large number of strengths for a program. The program had a total of 14 non-compliances and 11 areas of concern. "Concerns" are defined as areas that are compliant but could use strengthening.

*Jerry Gomez*  
Self-Assessment Team Facilitator

Service Area: **Program Management and Governance**

***Performance Measures:***

There were four OHS Performance Measures that addressed management structure, data management, Board oversight, and Policy Council engagement and participation.

***Team Determination:***

The team determined that all four Performance Measures were fully met.

***Summary of Strengths:***

The team found 18 strengths and positive observations including the following:

- Excellent organizational structure.
- An experienced management team.
- Qualified staff at all levels of the organization.
- Comprehensive training and professional development for staff.
- 100% completion of annual performance evaluations.
- Comprehensive written policies and procedures.
- Major strength in program's use of technology and the CLOUDS system.
- Sophisticated ongoing monitoring process resulting in quality services.
- Exemplary data reports.
- Comprehensive planning process.
- Supportive, knowledgeable and involved Board of Supervisors.
- Active and engaged Policy Council.
- Excellent training for PC Members and excellent reports for them.

***Summary of Compliance Issues or Concerns:***

There was only one non-compliance due to record keeping and data entry inaccuracies in enrollment and eligibility. (16% of files sampled.)

There were no other concerns identified.

Service Area: **Child Development & Education**

***Performance Measures:***

There were four OHS Performance Measures that addressed school readiness, teaching practices, prepared teachers for implementing curriculum, and home-based services that provide high quality learning experiences.

***Team Determination:***

The team determined that all four Performance Measures were fully met.

***Summary of Strengths:***

The team found 22 strengths and positive observations including the following:

- Work with 17 school districts to implement Memorandum of Understanding.
- Annual meeting held with 4 largest school district to clarify process and expectations of receiving schools.
- Children have individual school readiness goals after first assessment.
- Goals are based on results of data and are present to Board and PC.
- Transition activities take place to prepare children for Kindergarten.
- Staff support parents of children with disabilities in being familiar with classroom activities.
- Classrooms are individualized based on children's interests and goals.
- EHS classroom teachers encourage children's efforts.
- Fifty percent of grantee-operated centers are NAEYC accredited.
- Program supports partner sites with advocates and coaches.
- Creative Curriculum is utilized along with other enhancements.
- Home-based program is implemented well.

***Summary of Compliance Issues or Concerns:***

There were no concerns or non-compliances identified.

## Service Area: **Health Services**

### ***Performance Measures:***

There were four OHS Performance Measures that addressed monitoring of children's health status, care and follow-up, promotion of mental health and social and emotional well being, effective oral health and nutritional practices, and quality services for pregnant women. There was a fifth OHS Performance Measure regarding safe environments and that is addressed in the next section.

### ***Team Determination:***

The team determined that all four Performance Measures were fully met.

### ***Summary of Strengths:***

The team found 10 strengths and positive observations including the following:

- An effective monitoring system in place to ensure health requirements are met.
- Community oral health partners are engaged to support family needs.
- The CHDP program provides frequent hearing and vision training for staff.
- The program utilizes additional instruments for sensory screening of children.
- Teaching pyramid is implemented along with teacher training to support children's social and emotional well being.
- A staff lounge was built at Ambrose center to give staff space for lunch, breaks, etc.
- Food allergy signage and photos of children readily posted for teaching staffs.
- Ambrose center had an extensive garden that children, parents, and staff maintain.
- All areas observed in classrooms were clean.
- Teachers observed followed and safety practices and knowledgeable of safety postings.
- Pleasant teacher-child interactions observed during site visits.
- Excellent support observed for pregnant women.

### ***Summary of Compliance Issues or Concerns:***

There were no concerns or non-compliances identified.

## Service Area: **Safe Environments**

### ***Performance Measures:***

There was one OHS Performance Measure under Health Services that addressed monitoring and maintenance of healthy and safe environments at all sites.

### ***Team Determination:***

The team determined that this Performance Measure was met with concerns.

### ***Summary of Strengths:***

The team found four (4) strengths and positive observations including the following:

- All areas in classrooms observed including toilets appeared clean and safe.
- Teachers and children observed followed health and safety practices.
- Teachers were knowledgeable of practices and able to identify locations of items that needed monitoring.
- Pleasant teacher-child interaction observed during site visits.

### ***Summary of Compliance Issues or Concerns:***

There were 11 instances of non-compliance identified that included:

- Four classrooms were missing seals on disaster/earthquake barrel.
- Eleven classrooms had indoor/outdoor areas that were not kept free of undesirable materials.
- Three classrooms did not have emergency response phone numbers posted by phone.
- Three classrooms did not have tall furniture secured to the floor or wall.
- Two classrooms had cleaning agents that were not stored properly.
- Two classrooms had electrical outlets that were uncovered and within children's reach.
- Two classrooms had cots that were less than the required 18 inches apart.
- One classroom did not have an illuminated exit sign at the main door.
- One classroom did not have plans of actions for health emergencies in backpack.
- One classroom did not have emergency procedures for fire, earthquake, and disaster posted.
- One classroom had a dirty stovetop and ants found on kitchen countertop.

There were two concerns (not a non-compliance)"

- Three classrooms did not have team assignments for cleaning and sanitation posted.
- One classroom did not conduct the "Shelter in Place" on a monthly basis.

## Service Area: **Family and Community Engagement**

### ***Performance Measures:***

There were three OHS Performance Measures that addressed the program collaborating with families to support parent's aspirations and goals, recognizing parent's roles and encouraging their engagement in child's education, services that strengthen parent-child relationships and parent skills, and recognizing parents' roles as lifelong educators and engaging in their child's education.

### ***Team Determination:***

The team determined that all four Performance Measures were fully met.

### ***Summary of Strengths:***

The team found nine (9) strengths and positive observations including the following:

- Family partnership agreements initiated early in the year with resources and referrals provided.
- "Friday Flyers" sent to all sites twice a month that offer current resources and community information for families.
- Five staff are certified trainers for "Make Parenting a Pleasure."
- Trainings and workshops are offered in 3 locations and include ESL and financial literacy.
- Father engagement activities support fathers and resources are provided.
- Parents are invited to be "visiting experts" to present on important topics.
- Program has developed strong partnership with Children's Discovery Museum where children visit and where the museum staff come to them.
- Teacher apprenticeship program currently includes four parents.
- Family newsletter is provided three times per year in English and Spanish.

### ***Summary of Compliance Issues or Concerns:***

There were no concerns or non-compliances identified.

Service Area: **Fiscal Infrastructure**

***Performance Measures:***

There were four OHS Performance Measures that addressed program's development and implementation of its budget, planning and implementation of a fiscal management system, financial management system that provides for effective control over and accountability for all funds, property, and other assets, and fiscal compliance with application, prior approval, and reporting requirements.

***Team Determination:***

The team determined that three Performance Measures were fully met and one Performance Measure was met with concerns.

***Summary of Strengths:***

The team found six (6) strengths and positive observations including the following:

- The County supports the program by providing staff at the program's location.
- Fiscal duties and responsibilities are described in a calendar of events.
- The County HR department is hiring a consultant to conduct a comprehensive comparability study.
- The indirect rate to the County is partially charged to assure administrative costs do not exceed the legislative mandate.
- Monitoring system assures corrective actions are taken.
- The CSB organization develops well-organized grant proposals with the input, review, and approval of the Board and Policy Council.

***Summary of Compliance Issues or Concerns:***

There was one non-compliance identified due to 9 of 28 contracts reviewed showing approving signatures dated after the contract began.

There was one concern identified relating to inventory and assuring all assets (including those under \$5,000 are included in the agency's database.



Service Area: **Eligibility, Recruitment, Enrollment, Selection and Attendance (ERSEA)**

***Performance Measures:***

There were three OHS Performance Measures that addressed programs enrolling children categorically eligible and meet income guidelines, enrolling at least 10% children having a disability, and maintaining enrollment for all participants.

***Team Determination:***

The team determined that two Performance Measures were fully met and one Performance Measure was met with concerns.

***Summary of Strengths:***

The team found four (4) strengths and positive observations including the following:

- The program has a very good centralized enrollment system and for tracking status.
- The program enrolled 13.5% of its overall enrollment with children having a disability.
- The program was 99% enrolled as of the review.
- The program has an excellent tracking system through CLOUDS.

***Summary of Compliance Issues or Concerns:***

There was one non-compliance identified due to the delegate agency, First Baptist, being enrolled at only 91.8% as of the review.

There was one concern identified relating to written enrollment procedures and the need to more specifically outline the procedures for determining income-eligibility.



Contra  
Costa  
County

To: Board of Supervisors  
From: Beth Ward, Animal Services Director  
Date: April 14, 2020

Subject: Animal Benefit Fund Donation Report Q3 1/2020-3/2020

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**RECOMMENDATION(S):**

ACCEPT the monetary donation report from the Animal Services Department, which describes the source and value of each gift received by Animal Services from January 1, 2020 through March 31, 2020.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The Animal Benefit Fund was created by the Animal Services Department in 1988 to allow the Department to receive donations from individuals, animal welfare organizations and businesses, to support animal health and welfare projects that are not funded by departmental or general County revenue. On April 19, 2016 the Board of Supervisors delegated specific authority to the Animal Services Director as it related to the Animal Benefit Fund. The Animal Services Director was granted authorization to accept any monetary donation, gift, bequest, or devise made to or in favor of the Contra Costa County Animal Services Department as allowed under Government Code section 25355 and solicit donations for the benefit of shelter animals. Along with this delegated authority, the Animal Services Director is required to file a report with the Board of Supervisors every quarter

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF  
SUPERVISORS**

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

ATTESTED: April 14, 2020

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

Contact: 9256088470

By: , Deputy

cc:

BACKGROUND: (CONT'D)

that describes the source and value of each gift. Attached is the donation report that provides details of all monetary donations received by the Animal Services Department from January 1, 2020 through March 31, 2020. Moving forward the department will submit the donation report to the Board of Supervisors on a quarterly basis.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to accept the report will delay information the Board has requested.

ATTACHMENTS

ABF Donation Report Q3 1.1.20-03.31.20

Fund	Dept	Org	Obj	Sub Obj	Description	TC	Reference	Date Posted	Amount
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP806019	3/31/2020	\$144.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP806020	3/31/2020	\$64.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP806021	3/31/2020	\$59.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP806019	3/31/2020	\$221.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP806020	3/31/2020	\$25.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP806021	3/31/2020	\$145.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP806022	3/31/2020	\$80.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP806022	3/31/2020	\$60.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP806020	3/31/2020	\$307.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP806016	3/31/2020	\$63.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP805977	3/27/2020	\$192.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP805977	3/27/2020	\$274.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP805407	3/16/2020	\$95.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP805408	3/16/2020	\$128.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP805409	3/16/2020	\$39.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP805409	3/16/2020	\$91.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP805408	3/16/2020	\$113.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP805407	3/16/2020	\$10.00
133200	0369	0369	9800	9965	DONATE AB	25	DP804672	3/11/2020	\$45.00
133200	0369	0369	9800	9965	DONATE AB	25	DP804955	3/11/2020	\$100.00
133200	0369	0369	9800	9965	DONATE AB	25	DP805175	3/11/2020	\$26.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804981	3/10/2020	\$107.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP804980	3/10/2020	\$205.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804980	3/10/2020	\$74.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP804981	3/10/2020	\$587.00
133200	0369	0369	9800	9965	DONATE AB	25	DP804618	3/6/2020	\$19.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804716	3/6/2020	\$149.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804717	3/6/2020	\$107.00
133200	0369	0369	9800	9965	DONATE AB	25	DP804789	3/6/2020	\$110.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP804715	3/6/2020	\$38.08
133200	0369	0369	9800	9965	DONATE AB	25	DP804434	3/6/2020	\$15.00
133200	0369	0369	9800	9965	TRANSFER TO DONATION	35	JV184901	3/3/2020	\$94.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804602	3/3/2020	\$45.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP804602	3/3/2020	\$143.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804600	3/3/2020	\$139.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804598	3/3/2020	\$24.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804603	3/3/2020	\$36.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP804605	3/3/2020	\$679.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP804603	3/3/2020	\$150.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP804605	3/3/2020	\$77.68
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP804600	3/3/2020	\$20.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804605	3/3/2020	\$32.00

133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP804600	3/3/2020	\$50.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP804598	3/3/2020	\$403.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP804597	3/3/2020	\$151.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804597	3/3/2020	\$73.00
133200	0369	0369	9800	9965	TRANSFER TO DONATION	35	JV184901	3/3/2020	\$6.00
133200	0369	0369	9800	9965	TRANFER TO DONATION	35	JV184901	3/3/2020	\$20.00
133200	0369	0369	9800	9965	TRANSFER TO DONATION	35	JV184901	3/3/2020	\$27.00
133200	0369	0369	9800	9965	TRANSFER TO DONATION	35	JV184901	3/3/2020	\$16.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804601	3/3/2020	\$49.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804596	3/3/2020	\$37.00
133200	0369	0369	9800	9965	DONATE AB	25	DP804284	3/2/2020	\$20.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP804232	2/28/2020	\$70.00
133200	0369	0369	9800	9965	DONATE AB	25	DP804150	2/28/2020	\$3,474.38
133200	0369	0369	9800	9965	DONATE AB	25	DP804247	2/28/2020	\$6.35
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP804191	2/26/2020	\$105.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804194	2/26/2020	\$261.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP804191	2/26/2020	\$24.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP803750	2/21/2020	\$65.00
133200	0369	0369	9800	9965	DONATE AB	25	DP803598	2/21/2020	\$50.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP803599	2/21/2020	\$1.00
133200	0369	0369	9800	9965	DONATE AB	25	DP803710	2/21/2020	\$3.00
133200	0369	0369	9800	9965	DONATE AB	25	DP803622	2/21/2020	\$100.01
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP803750	2/21/2020	\$106.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP803756	2/21/2020	\$121.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP803747	2/21/2020	\$105.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP803752	2/21/2020	\$87.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP803747	2/21/2020	\$50.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP803743	2/21/2020	\$152.00
133200	0369	0369	9800	9965	DONATE AB	25	DP803600	2/21/2020	\$1,184.88
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP803748	2/21/2020	\$37.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP803741	2/21/2020	\$125.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP803743	2/21/2020	\$51.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP803738	2/21/2020	\$58.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP803741	2/21/2020	\$85.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP803738	2/21/2020	\$100.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP803756	2/21/2020	\$287.00
133200	0369	0369	9800	9965	DONATE AB	25	DP803601	2/21/2020	\$170.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP803759	2/21/2020	\$30.00
133200	0369	0369	9800	9965	DONATE-BENEVITY FUND	25	DP803759	2/21/2020	\$87.39
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP803759	2/21/2020	\$123.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP803747	2/21/2020	\$29.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP803348	2/14/2020	\$20.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP803398	2/14/2020	\$37.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP803367	2/14/2020	\$75.00

133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP802938	2/6/2020	\$30.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP802881	2/6/2020	\$5.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP802641	2/6/2020	\$50.40
133200	0369	0369	9800	9965	DONATE-AB	25	DP802640	2/6/2020	\$19.60
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP802933	2/6/2020	\$75.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP802932	2/6/2020	\$145.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802933	2/6/2020	\$47.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802932	2/6/2020	\$35.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP802932	2/6/2020	\$100.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP802907	2/6/2020	\$217.50
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP802885	2/6/2020	\$45.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802881	2/6/2020	\$107.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP802880	2/6/2020	\$24.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802935	2/6/2020	\$151.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802883	2/6/2020	\$35.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802938	2/6/2020	\$55.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802882	2/6/2020	\$41.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP802882	2/6/2020	\$45.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802885	2/6/2020	\$74.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP802935	2/6/2020	\$90.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP802938	2/6/2020	\$100.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP802407	1/31/2020	\$5,050.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP802381	1/31/2020	\$625.46
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802440	1/29/2020	\$19.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP802437	1/29/2020	\$60.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802437	1/29/2020	\$45.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802433	1/29/2020	\$102.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP802424	1/29/2020	\$10.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802431	1/29/2020	\$54.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP802433	1/29/2020	\$95.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP802440	1/29/2020	\$113.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP802424	1/29/2020	\$5.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP802424	1/29/2020	\$115.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP802433	1/29/2020	\$100.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP802199	1/27/2020	\$107.50
133200	0369	0369	9800	9965	DONATE-AB	25	DP802200	1/27/2020	\$250.00
133200	0369	0369	9800	9965	DONATION FROM BENEVITY	25	DP802154	1/24/2020	\$38.08
133200	0369	0369	9800	9965	DONATE-AB	25	DP801517	1/22/2020	\$10.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP801325	1/15/2020	\$58.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP801141	1/15/2020	\$207.50
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP801548	1/15/2020	\$79.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP801548	1/15/2020	\$80.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP801549	1/15/2020	\$65.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP801547	1/15/2020	\$71.00

133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP801546	1/15/2020	\$61.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP801547	1/15/2020	\$56.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP801326	1/15/2020	\$25.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP801545	1/15/2020	\$92.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP801124	1/8/2020	\$3,030.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP800940	1/8/2020	\$1,325.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP801054	1/8/2020	\$132.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP801054	1/8/2020	\$141.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP800942	1/8/2020	\$1,180.65
133200	0369	0369	9800	9965	DONATE-AB	25	DP800941	1/8/2020	\$25.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP801089	1/8/2020	\$18.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP801124	1/8/2020	\$90.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP801126	1/8/2020	\$13.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP801126	1/8/2020	\$61.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP801051	1/8/2020	\$150.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP801126	1/8/2020	\$100.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP801089	1/8/2020	\$53.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP801089	1/8/2020	\$1,225.00
133200	0369	0369	9800	9965	DONATE PETDATA CC	25	DP801051	1/8/2020	\$51.00
133200	0369	0369	9800	9965	DONATE CCAS WEB	25	DP801054	1/8/2020	\$100.00
133200	0369	0369	9800	9965	DONATE-AB	25	DP800939	1/8/2020	\$20.00
133200	0369	0369	9800	9965	DONATE PETDATA WF	25	DP801124	1/8/2020	\$37.00
<b>TOTAL</b>									<b>\$30,100.46</b>













Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: April 14, 2020

Subject: Approve New and Recredentialing Providers in Contra Costa Health Plan's Community Provider Network

---

**RECOMMENDATION(S):**

APPROVE the list of providers recommended by Contra Costa Health Plan's Peer Review and Credentialing Committee on March 10, 2020, and by the Health Services Director, as required by the State Departments of Health Care Services and Managed Health Care, and the Centers for Medicare and Medicaid Services.

**FISCAL IMPACT:**

There is no fiscal impact for this item.

**BACKGROUND:**

The National Committee on Quality Assurance (NCQA) requires that evidence of Board of Supervisors approval must be contained within each CCHP provider's credentials file. Approval of this list of providers as recommended by the CCHP Peer Review and Credentialing Committee will enable Contra Costa Health Plan to comply with this requirement.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, Contra Costa Health Plan's Providers would not be appropriately credentialed and not be in compliance with the NCQA.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Sharron Mackey,  
925-313-6104

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

By: , Deputy

cc: Marcy Wilhelm, Heather Wong

ATTACHMENTS

CCHP Credential-Recredential List Mar. 10,  
2020

**Contra Costa Health Plan**  
**Providers Approved by Peer Review and Credentialing Committee**  
**March 10, 2020**

<b>CREDENTIALING PROVIDERS MARCH 2020</b>	
<b>Name</b>	<b>Specialty</b>
Baxter, Carson, BCBA	Qualified Autism Provider
Biagini, Amandine, PT	Physical Therapy
Bueno, Samantha, BCBA	Qualified Autism Provider
Clem, Linda, PA	Primary Care Internal Medicine
Cuento Miyamoto, Elizabeth, BA	Qualified Autism Professional
Da Sylveira, Breanna, BA, RBT	Qualified Autism Professional
Edgar, Shelby, OT	Occupational Therapy
Izidoro, India, BCaBA	Qualified Autism Professional
Najera, Shelly, RBT	Qualified Autism Paraprofessional
Pisman, Maegan, PhD, BCBA-D	Qualified Autism Provider
Powell, Walita, BS, RBT	Qualified Autism Professional
Seifi, Maryna	Electrolysis
Wall, Emilie, BA	Qualified Autism Professional
White, Kaitlyn, BA	Qualified Autism Professional
Wong, Melanie, PT	Physical Therapy

<b>RE-CREDENTIALING PROVIDERS MARCH 2020</b>	
<b>Name</b>	<b>Specialty</b>
Aguirre, Ricardo, MD	Surgery – Vascular
Ahmadi, Ebrahim, MD	Primary Care Family Medicine
Arieta, Nolan, DPT	Physical Therapy
Boparai, Navjeet, MD	Pain Medicine
Cai, Lai-Fu, L.Ac	Acupuncture
Crawford, Thomas, PA	Mid-Level Urgent Care
Frankel, Linda, MD	Psychiatry
Frucht, Sandra, PhD	Mental Health Services
Garcia, Michael, PA	Mid-Level Orthopedic Surgery Assistant
Gilbert, David, MD	Ophthalmology
Gilbert, Sarah, NP	Mid-Level Family Planning
Jackson, George, MD	Primary Care Internal Medicine
Khan, Shahbaz, MD	Psychiatry
Linnane, Jessica, NP	Mid-Level Pain Medicine
Lo, Ernest, MD	Hematology/Oncology
Lodewick, Matthew, MD	Allergy & Immunology
Lohman-Baesen, Kelly, PA	Mid-Level Family Planning
Lopresti, Anthony, DO	Primary Care Family Medicine
Lorenzo, Alexander, BCBA	Qualified Autism Provider

<b>RECREREDENTIALING PROVIDERS MARCH 2020</b>	
<b>Name</b>	<b>Specialty</b>
Maheshwari, Rajesh, MD	Primary Care Family Medicine
Mampalam, Thomas, MD	Surgery – Neurological
Nagaraj, Priti, BCBA	Qualified Autism Provider
Nolley, Ricki, PA	Mid-Level Orthopedic Surgery Assistant
Perloth, Joshua, MD	Infectious Disease
Pham, Karen, OD	Optometry
Ray, Subhansu, MD	Ophthalmology
Roth, Sharon, PA	Mid-Level Family Planning
Sacco, Michael, MD	Surgery – Orthopaedic/Hand
Scott, Tara, MD	\Family Planning
Storey, Keith, BCBA-D	Qualified Autism Provider
Wong, Kevin, DC	Chiropractic Medicine
Youdon, Tenzin, LCSW	Mental Health Services

<b>RECREREDENTIALING ORGANIZATIONAL PROVIDERS MARCH 2020</b>		
<b>Provider Name</b>	<b>Provide the Following Services</b>	<b>Location</b>
Alhambra Convalescent Hospital	Skilled Nursing Facility	Martinez
Bayberry Skilled Nursing & Healthcare Center	Skilled Nursing Facility	Concord
Kindred at Home - Vacaville	Home Health	Vacaville
ManorCare Health Services-Tice Valley	Skilled Nursing Facility	Walnut Creek



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: April 14, 2020

Subject: Authorize Certification by the County Administrator to the Secretary of the Treasury for Direct Distribution of CARES Act Funding

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Administrator, or designee, to file a certification with the Secretary of the Treasury acknowledging restrictions on the use of Coronavirus Relief Fund allocation funds authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act and authorizing a direct allocation to the County from the US Treasury.

**FISCAL IMPACT:**

The CARES Act allows for local jurisdictions with populations over 500,000 to receive a direct allocation of a portion of the State allocation from the Coronavirus Relief Fund. The State of California is estimated to receive an allocation of \$15.3 billion of the \$150 billion available in the Fund. Of that amount, local jurisdictions with populations over 500,000 can claim 45% of the State allocation to receive directly from the US Treasury. The County is tracking information from the National Association of Counties (NACo) and the Government Finance Officer's Association (GFOA) and will provide a future update to the Board as revenue estimates are provided related to the CARES Act.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Timothy M. Ewell, (925)  
335-1036

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

By: , Deputy

cc: Bob Campbell, Auditor-Controller, Russell Watts, Treasurer-Tax Collector



## **BACKGROUND:**

Contra Costa County, along with Health Officers from the Bay Area, have announced Public Health Orders that requires residents to stay home to limit the spread of the novel coronavirus, also known as COVID-19. This initial order was in effect until April 7, 2020, but was extended on March 31, 2020 to last through May 3, 2020. The March 31, 2020 order also expanded and clarified certain activities to be deemed non-essential to include use of shared recreational facilities and most construction activities. These critical interventions have been designed to reduce harm from the spread of the coronavirus in our community. All Bay Area Health Officers observed quickly mounting cases and serious illnesses across the region. Because the virus spreads so easily, without dramatic intervention like these orders, it would result in so many people needing medical attention in a hospital setting that County hospitals will be overwhelmed. The County may not have enough beds or equipment to adequately care for the most seriously ill. And health care workers and other first responders, countywide, are also at risk. If those healthcare workers and first responders get sick there are fewer people to provide health care and first response services during the pandemic.

The County has activated the Emergency Operations Center (EOC) and several Department Operations Centers (DOC) to assist in the response to the pandemic. Those operations centers are the hub for procurement and distribution of services and equipment necessary to respond to the emergency. In support of this, the County Administrator, in his capacity of Administrator of Emergency Services (County Code Section 42-2.602) issued an emergency blanket purchase order in the amount of \$20 million on Friday, March 20, 2020 for the procurement of services and supplies necessary to facilitate the COVID-19 response within the County. The Board of Supervisors subsequently ratified the County Administrator's action on March 31, 2020. Similarly, the County Administrator has entered into several agreements, including service contracts, license agreements and leases to support the activities responding to COVID-19.

## **Federal Disaster Relief Actions**

On Friday, March 13, 2020, President Trump declared a nationwide emergency in response to the growing COVID-19 pandemic pursuant to Sec. 501(b) of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. 5121-5207 (the "Stafford Act"). That action provides access to the Federal Emergency Management Agency (FEMA) Public Assistance program, which allows for a 75% Federal cost share on certain emergency protective measures taken at the direction or guidance of public health officials in response to the COVID-19 pandemic. Qualifying expenditures are those that are not supported by the authorities of another federal agency (i.e. reimbursement for response activities funded by another Federal agency grant program). Examples of reimbursable activities include the activation of Emergency Operations Centers, National Guard costs, law enforcement and other measures necessary to protect public health and safety.

The Governor's Office of Emergency Services (CalOES) is facilitating the collection of FEMA Requests for Public Assistance (RPA) from agencies (public and private) impacted by the COVID-19 pandemic. CalOES has advised that RPA documents, which do not include a specific dollar amount of public assistance being requested, be filed no later than April 17, 2020. Filing of this document allows agencies, including the County, to be on record stating that costs have been incurred as part of the response effort and allows for a request to FEMA that a portion of those costs be reimbursed in the future. In addition, CalOES has requested that impacted agencies adopt required Project Assurances for Federal Assistance and a resolution designating agents that can act on behalf of the impact agency. On March 31, 2020, the Board of Supervisors took action to adopt Resolution No. 2020/112 authorizing the County Administrator to submit the RPA documents discussed above to CalOES to ensure the opportunity for Federal cost reimbursement.

In addition to FEMA reimbursement, the County is eligible for a direct allocation from the Coronavirus Relief Fund from the CARES Act to local governmental entities with populations over 500,000. The Chief

Executive of each jurisdiction eligible for a direct allocation of funds is required to file a certification with the Secretary of the Treasury within thirty (30) days of passage of the Act. The certification will provide that the funds received will cover only those that (1) are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19); (2) were not accounted for in the budget most recently approved as of the date of enactment of this section for the State or government; and (3) were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. Today's action authorizes the County Administrator, as the Chief Executive of Contra Costa County, or designee, to make that certification to ensure federal CARES Act funds are received by the County timely.

### **State Disaster Request and Presidential Authorization**

Following the President's action, Governor Newsom requested that the Federal government declare a major disaster in California due to COVID-19. The President approved the State's request on Sunday, March 22, 2020, which activated additional Federal resources directed to assist California, including deployment of mobile hospital units and a U.S. Navy hospital ship among other things. Contra Costa County was a recipient of mobile field hospital equipment and took delivery of those resources at the Craneway Pavilion in Richmond, which will serve as a 250-bed alternate care site supporting the capacity of the County's hospital and clinic system.

#### **CONSEQUENCE OF NEGATIVE ACTION:**

The County Administrator will not have authorization to make the required certification to the Secretary of the Treasury to secure a direct allocation of Coronavirus Relief Funds.



Contra  
Costa  
County

To: Board of Supervisors  
From: David Twa, County Administrator  
Date: April 14, 2020

Subject: REVISED BOARD OF RETIREMENT REGULATIONS

---

**RECOMMENDATION(S):**

ADOPT revisions to the Board of Retirement Regulations providing for an emergency exception to the 90-day break in service requirement, as adopted by the Board of Retirement of the Contra Costa County Employees Retirement Association on April 8, 2020.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The Board of Retirement's Regulations cover a number of topics including compliance with the federal law, Internal Revenue Code 401(a). Specifically, the Regulations require the following for members who retire prior to attaining normal retirement age (age 50 for safety members and age 55 for general member): 1) That no prearrangement to be reemployed by the employer after retirement exists; and 2) That they must have at least a 90-day break from service prior to reemployment. Additional limitations on post-retirement employment are set forth in Government Code Section 7522.56, et seq.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **04/14/2020**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Lisa Driscoll, County Finance  
Director (925) 335-1023

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

By: , Deputy

cc: Robert Campbell, Auditor-Controller, Dianne Dinsmore, Human Resources Director, All County Departments (via CAO)

BACKGROUND: (CONT'D)

>

On March 4, 2020, the Governor of the State of California proclaimed a State of Emergency to exist in California as a result of the COVID-19 outbreak. Pursuant to Executive Order N-25-20, certain work hour limitations for retired annuitants have been suspended in order to ensure adequate staffing during the emergency. Executive Order N-29-20 clarified that the suspension applies to local government. While federal law restrictions continue to apply, it is permissible under federal law to include an emergency exception to certain restrictions. In light of the current state of emergency, at its April 8, 2020 meeting, the Board of Retirement recommended and adopted an emergency exception to the 90-day break in service requirement contained in the Regulations. Attached are both proposed and redlined versions of the revisions to the Board of Retirement Regulations.

CONSEQUENCE OF NEGATIVE ACTION:

Revisions to the Board of Retirement Regulations will not be approved by the Board of Supervisors.

ATTACHMENTS

CCCERA Revised Regulations

CCCERA Revised Regulations (redlined)

# CONTRA COSTA COUNTY

## BOARD OF RETIREMENT

### REGULATIONS

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Adopted 9/14/99  
Amended 9/18/01  
Amended 12/11/02  
Amended 2/19/03  
Amended 7/09/03  
Amended 8/11/04  
Amended 2/8/06  
Amended 7/11/07  
Amended 9/8/10  
Amended 1/14/15  
Amended 10/23/19  
Amended 04/08/20

**CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT  
ASSOCIATION  
BOARD OF RETIREMENT  
REGULATIONS**

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**CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT  
ASSOCIATION  
BOARD OF RETIREMENT  
REGULATIONS**

**I. ADMINISTRATION**

**1. Name**

The name of this Association is "The Contra Costa County Employees' Retirement Association" ("CCCERA" or the "Association").

**2. Board**

Whenever used in these Regulations, unless otherwise stated, "Board" and "Board of Retirement" mean CCCERA's Board of Retirement as defined in California Government ("Gov.") Code beginning at Section 31459.

**2.1 Alternate Board Members**

- A. The alternate safety, alternate appointed and alternate retiree members shall be provided with the same conference, education and manager on-site visit opportunities as all other Board members.
- B. The alternate safety, alternate appointed and alternate retiree members may participate in the deliberations of the Board or its committees including those deliberations held in closed session.
- C. Neither the alternate safety member, the alternate appointed member nor the alternate retiree member shall be entitled to serve as an officer of the Board.
- D. The alternate retiree member shall be entitled to the same compensation as the retiree member for attending a meeting, pursuant to Gov. Code Section 31521, whether or not the retiree member is in attendance at that meeting.
- E. The alternate appointed member shall be entitled to the same compensation as the fourth, fifth, sixth or ninth member, pursuant to Gov. Code Section 31520.12, whether or not the fourth, fifth, sixth or ninth members attend the meeting.

**3. Election of Officers**

At the first regular meeting in July, as the first order of business, the Board shall elect a Chairperson, Vice-Chairperson, and Secretary, each to hold office for a term of one year or until a successor is duly elected and qualified. The newly elected officers shall immediately be seated. The Chairperson shall establish the agenda as it relates to administrative or investment matters with the assistance of the Chief Executive Officer. Should an officer for any reason fail to complete his/her term, the Board shall select a successor for the balance of the expired term at its next regular meeting.

**4. Delegation to Chief Executive Officer**

In addition to the normal duties required to administer the Association on a day-to-day basis, the Chief Executive Officer is authorized to perform the following duties which are otherwise reserved for the Board:

- A. Issue subpoenas and subpoenas duces tecum under Gov. Code Section 31535.
- B. Release unclaimed funds under Gov. Code Section 31629 provided the claimant has adequately established his/her identity and makes application for the funds.
- C. Determine, under Gov. Code Section 31724, that the effective date of a member's disability retirement is a date earlier than the date the application was filed if the delay in filing was due to administrative oversight or inability to ascertain permanency and where credible documentation exists to support this fact.
- D. Accept elections for deferred retirement under Gov. Code Section 31700 and affidavits of membership under Gov. Code Section 31526.
- E. Correct prospectively any administrative error in the calculation of retirement benefits, with the issue of retroactive corrections, if any, to be reserved for the Board's exercise of discretion in accordance with the law.

**5. Fiscal Year**

The fiscal year for budget purposes shall be the calendar year.



## II. MEETINGS

### 1. Regular Meetings

Regular meetings shall be held on the second and fourth Wednesday of each month at 9:00 a.m. in the Board Room of the Contra Costa County Employees' Retirement Association, 1200 Concord Avenue, Suite 350, Concord, California 94520, unless changed by the Board.

### 2. Quarterly Investment Review

The Board shall review investment manager performance on a quarterly basis, unless changed by the Board.

### 3. Special Meetings

Special meetings may be called in accordance with the Ralph M. Brown Act.

### 4. Rules of Order

Unless otherwise provided herein, the general conduct of the Board shall be guided by Robert's Rules of Order, Revised, 1915 edition. All other proceedings, including those of motions and decorum, shall be guided by those provisions pertaining to an "Assembly" as specified in Robert's Rules of Order.

The Chairperson will:

- A. Vote on all Questions
- B. Recognize a member or non-member entitled to speak
- C. Enforce the rules and decorum specified in these Regulations

A motion for the "Previous Question" (to "call" or cut off debate of the immediate pending question) may be made by any member without a second. If no objections are made by the members, the Chairperson will immediately "put", without debate, the question. If an objection is made, a vote is immediately required, without debate, regarding the "previous question". A vote of 2/3 of the votes cast is necessary for adoption. If adopted, the Chairperson immediately "puts", without debate, the pending question.

**4.a. Order of Business, First Meeting of the Month**

The usual order of business at the first meeting of the month shall be:

- A. Public Comment
- B. Approval of minutes
- C. Routine items approval
- D. Closed Session for disabilities, litigation, and personnel matters.
- E. Report out of Closed Session
- F. Unfinished administrative business
- G. New administrative business
- H. Fiduciary/Staff education
- I. Miscellaneous
  - (i) Staff Report
  - (ii) Outside Professionals' Reports
  - (iii) Trustees' comments

The Chairperson may modify the order of business.

**4.b. Order of Business, Second Meeting of the Month**

The usual order of business at the second meeting of the month shall be:

- A. Public Comment
- B. Approval of minutes
- C. Investment performance review
- D. Investment matters
- E. Actuarial matters
- F. Miscellaneous
  - (i) Staff Report
  - (ii) Outside Professionals' Report
  - (iii) Trustees' comments

The Chairperson may modify the order of business.

**5. Quorum**

Five voting Members of the Board present at the meeting shall constitute a quorum. No motion may be passed or business transacted without five affirmative votes.

**6. Communications and Requests**

Communications and requests should be made in writing and any action of the Board thereon shall be noted in the minutes.

**7. Minutes**

The minutes or a true copy thereof, prepared in accordance with the Ralph M. Brown Act, shall be signed by the Secretary and the Chairperson, and shall form part of the permanent records of the Board. The reason for a Board member's vote on a Board action shall be included in the minutes when requested by the member.

**8. Committees of the Board**

The Chairperson shall appoint committees as deemed necessary to carry out the business of the Board. A quorum for a Committee meeting shall consist of three Board Members. Committee meeting will be open to the public, except for meetings of ad-hoc advisory committees consisting of less than a quorum of the full Board. A Chairperson and Vice-Chairperson for each Committee will be appointed by the Board of Retirement Chairperson.

### III. MEMBERSHIP

#### 1. Exclusion from Membership – By Type of Employment

- A. All officers and employees of the County or districts shall be members of the association as provided in Article 4 under Sections 31550-31567 of the County Employees' Retirement Law of 1937 (Gov. Code Secs. 31450, et seq. "CERL"), unless excluded from membership by this Section.
- B. The following employees shall be excluded from membership:
  - ( i) Temporary, seasonal or independent contract employees who are employed or re-employed for temporary service or at certain specified periods each year.
  - ( ii) Intermittent or permanent-intermittent employees who are appointed to serve less than 80% of the full number of working hours required of regular employees or who actually serve less than 80% of such full number of working hours in one year as certified by their appointing authority.
  - (iii) Part-time employees whose service for the County or district is less than fifty (50) percent of the full number or working hours required of full-time employees at that employer.
  - ( iv) Project employees, unless the appointing authority certifies that the project is expected to be of one year or more in duration on a greater than part-time basis.
  - ( v) Provisional employees, unless they otherwise meet the requirements for reciprocal benefits with other retirement systems under Article 15 of CERL.
- C. In making its determination regarding an employee's inclusion in or exclusion from membership, the Board will not rely solely upon the term given to the type of employment. Rather, the Board will rely upon such additional facts such as the nature of the employment, its expected or actual duration, and its relationship to what is considered full-time, permanent employment.

#### 2. Exclusion from Membership – by Compensation

Except as otherwise herein provided, all employees of the County or district who receive compensation amounting to less than one-hundred (\$100) dollars per month, and in the case of employees paid on other than a monthly basis an average of one-hundred (\$100) dollars per month for the preceding year, including maintenance valued according to the schedule adopted by the governing

body, are hereby excluded and exempted from membership in the Retirement Association. Any member of the Retirement Association whose salary is reduced to an amount less than one-hundred (\$100) dollars per month shall have the option of continuing or discontinuing his/her active membership in the Association.

**2.1 Exclusion from Membership – by Waiver**

Newly hired employees age 60 and older may waive membership as authorized by Gov. Code Section 31552. Any such waiver of membership shall be effective only if it is submitted to the CCCERA Chief Executive Officer within 90 days of the employee's date of hire; provided, however, that the Chief Executive Officer may, in his/her sole and reasonable discretion, waive the time limitation if the newly hired employee establishes good cause for such a waiver.

**3. Certifications**

Every employee of the County or district within the county whose employees are members of the Association shall, upon entry into the Association, complete a sworn statement as provided for in Gov. Code Section 31526(b). A certified copy of the member's birth certificate or other evidence of birth may be required by the Board.

It shall be the employer's responsibility to assure compliance with this section. The Board shall assess the employer five hundred (\$500) dollars per employee for every month or fraction thereof that the required certification is not submitted. The Board shall notify the employer in writing of the imposition of assessment at least thirty days before the assessment.

## IV. CONTRIBUTIONS AND REPORTING

### 1. Leave of Absence

When a leave of absence without pay is less than a full calendar month, the full monthly contribution, if available from the member's salary, shall be deducted from the member's earnable compensation and service credit shall be given for a full calendar month. If the amount of the member's salary for the applicable period is less than the contributions due, then no deduction shall be made for service credit. (Gov. Code section 31527, subd. (a).)

Members on stipendiary educational leaves shall continue to make contributions.

### 2. Due Dates

Each employer shall report to the Association in a manner and frequency as determined by the Board sufficient for the Board to credit contributions and service to each member's record.

Unless otherwise specified, reports shall be due no later than the tenth of each month for the previous month's payroll and shall be accompanied by member and employer contributions. If the tenth of the month falls on a weekend or holiday, the due date shall be the last working day before the tenth. Reports, which are unreadable or incorrect, shall not be accepted and shall be returned to the employer.

Reports and contributions received after the due date shall be considered late and subject to a late reporting penalty equal to: the prime rate in effect on the due date computed on a daily, non-compounding basis and applied to the contributions due.

### 3. Drops in Payroll

Whenever the employer's reportable payroll drops to a level which is lower than 70% of its payroll during the same period in the preceding year, the Board may investigate the cause. Whenever the employer's reportable payroll drops to a level which is lower than 50% of its payroll during the same period in the preceding year, the Board shall investigate the cause. If the Board determines that the cause is other than temporary it shall determine the amount of contributions due from the employer to continue paying its share of any unfunded liability. This amount shall then be due from the employer in addition to any contributions made on the reduced payroll.

### 4. Employer Certification

Each report as specified in Section IV.2 shall include or be accompanied by a certification, under penalty of perjury, as to its accuracy. The certification shall be made by a duly authorized representative of the employer.

## V. SERVICE

### 1. Leave of Absence

When a member returns from a medical leave of absence without pay, the member shall receive credit for up to 12 months of the leave time if the member pays an amount equal to what he or she would have paid, including any amount that would have been paid by the member's employer on the member's behalf (i.e., subvented), had he or she not taken the leave together with the interest that such amount would have earned had it been on deposit. Calculation of the cost of the leave purchase and the method of payment for such leave shall be as provided in Gov. Code Section 31646.

### 2. Prior Service

In establishing the length of prior service for any member entitled to credit therefore, official payroll records or other official records shall be controlling. In the event that any of such records are unavailable, the Board, in its discretion, may accept affidavits of the employee, affidavits of the employee's employer, affidavits of fellow employees or such other sworn evidence as the Board determines to be pertinent.

For the purpose of these Regulations, credit for prior service for a per diem employee entitling the employee to a full year's credit towards retirement shall mean 200 or more workdays of service rendered in any one calendar year including leave of absence, vacation and sick leave duly granted, but not more than one year of credit shall be allowed for service in any one calendar year. Service of less than 200 workdays in any one calendar year shall be credited on the pro-rata basis of 250 workdays per year.

Prior service shall include all service for the employer and all service while on leave from the employer for military duty, which is prior to the establishment of the retirement system.

### 3. Sick Leave Credit

The following provisions govern the use of sick leave credit toward service credit at retirement under Government Code Sections 31641.01 as adopted by the County Board of Supervisors.

- A. The total hours of sick leave accumulated by the member on the date of retirement, at the rate of one day for each one day earned, shall be certified as to its accuracy in writing under penalty of perjury by the duly authorized representative of the employer.

- B. The Association shall convert the total sick leave into years and fractions of a year using the following equivalencies:
  - ( i) For firefighters, accumulated sick leave hours at retirement shall be divided by 2,912 (average number of working hours per year for a firefighter).
  - ( ii) For all other members, the accumulated sick leave hours at retirement shall be divided by 2,000 hours (average number of working hours per year).
- C. The formula used to determine the sick leave service credit value shall be the same as used for the member's service category at the time of retirement.

#### **4. Service Purchase**

Any member who elects to purchase prior public service under Government Code Section 31641.2, prior nonmembership service under Government Code Section 31641.5, prior service under Government Code Section 31648, or military service under Government Code Section 31649.5, shall be eligible to make the purchase anytime before applying for retirement.

Any member who elects to purchase prior public service under Government Code Section 31641.2, prior nonmembership service under Government Code Section 31641.5, prior service under Government Code Section 31648 or military service under Government Code Section 31649.5 shall be permitted to make such purchase in installment payments as provided for in Section V, paragraph 6 of these Regulations.

#### **5. Redeposit of Withdrawn Contributions**

On redeposit, a member must pay withdrawn contributions plus any interest as defined in Gov. Code Section 31472.1, subject to Section V, paragraph 8.

The redeposit will exclude contributions subvented by the employer under Gov. Code Secs. 31581.1 31581.2 and 31630, and exclude any Cost of Living (COL) contributions that were not otherwise paid by members as a result of a transfer of excess surplus funds for that year.

#### **6. Installment Payments**

Whenever a member elects to purchase prior public service (Gov. Code Sec. 31641.2), prior nonmembership service (Gov. Code Sec. 31641.5), prior military service (Gov. Code Sec. 31649.5), prior service (Gov. Code Sec. 31648), or leave of absence service (Gov. Code Sec. 31646), or elects to redeposit withdrawn



service (Gov. Code Sec. 31652), and the member elects to make such purchase or redeposit in installment payments, the following shall govern:

- A. The amount of service represented by each installment payment shall be computed by dividing the amount of the installment payment by the total cost of purchase or redeposit, and multiplying the resulting percent by the total service being purchased or redeposited.
- B. The member's service credit record shall be increased to reflect each installment payment as it is received and shall be applied to the most recent service for which credit is available.
- C. The member's account balance shall be increased to reflect each installment payment as it is received. Unless otherwise certified by the employer, the installment payment will be deemed and credited as after-tax member contributions.
- D. If the member dies, requests a refund, or retires either for service or disability, no further installments shall be accepted. Any benefit payable thereafter shall recognize or include service purchased or redeposited and account balances to date.
- E. If multiple periods of service are eligible for purchase or redeposit, the cost of each period shall be separately computed and any installments shall apply to the most recent service period first.
- F. Unless otherwise prohibited by law (leave of absence without pay under Gov. Code Sec. 31646, prior public service under Gov. Code Sec. 31641.2, and prior nonmembership service under Gov. Code Sec. 31641.5), the member shall be eligible to make installment payments so long as he or she continues to be actively employed.

As for service purchased under Government Code Sections 31641.5 and 31646, such payments may be made by lump sum or by installment payments over a period not to exceed the length of time for which the member has elected to receive credit, in the manner otherwise provided for in this paragraph 6.

As for service purchased under Government Code Section 31641.2, such payments may be made during active employment as a member by lump sum or by installment payments over a period not to exceed five years.

- G. A member may elect installment payments by monthly payroll deductions on a post tax basis.
  - (i) A Purchase Contract must be signed for payroll deductions.

- (ii) All payroll deduction Purchase contracts must be paid in full by the member's retirement date or within 120 days of termination.
- (iii) Service credit is posted to member's account at the completion of the contractual payments.

**7. Conversion of Tier II Service Credit**

Once a member elects or by resolution has been placed into Tier III membership under Gov. Code Sec 31755 he or she is eligible to convert all or any part of Tier II service credit to Tier III service credit.

The member's cost shall be the difference between the total amount he or she and the employer paid into the Association under Tier II and what would have been contributed during the same time if the employee had been under Tier III, together with interest as defined in Section 31472.1, subject to Section V, paragraph 8.

**8. Forgiveness of Interest**

In cases where a member is redepositing withdrawn contributions, purchasing service credit or converting service credit in accordance with this Section V, interest shall not include the most recently credited interest amount if all of the following conditions are met:

- A. The member requested a calculation of the cost of the purchase or conversion more than three months prior to the June 30 or December 31 interest crediting date.
- B. The member received the requested calculation after the June 30 or December 31 interest crediting date.
- C. Within 30 days of receipt of the requested calculation the member pays all or a part of the cost with a lump sum payment.

## VI. COMPENSATION

### 1. **Compensation for Retirement Purposes.**

The Board has adopted a Board Compensation Policy listing items of compensation that are included in “compensation”, “compensation earnable”, and “final compensation” as defined in Government Code Sections 31460, 31461, and 31462.1. The Retirement Association will provide each employer with a copy of the Board Compensation Policy. Each employer is required to transmit promptly to the Retirement Association, contributions on each item of compensation listed in the Compensation Policy as includible in “compensation”.

### 2. **New or changed pay items.**

Each employer shall report to the Association in writing within 30 days of any of the following events:

- A. A new pay item is created.
- B. There has been a change in either an existing pay item or the conditions under which the pay item is computed, accrued or paid.
- C. Notification received after the 30 days adoption shall be considered late and shall be assessed as defined in Section IV.2.
- D. Upon notification, the Board shall determine whether the pay item is included in “compensation” as defined in Section 31460.

## **VII. NORMAL RETIREMENT AGE AND BONA FIDE SEPARATIONS**

### **Normal Retirement Age**

For purposes of applying the Pension Protection Act of 2006 (“PPA”) and complying with other applicable tax-related laws (such as restrictions on in-service distributions), effective July 1, 2007, the “Normal Retirement Age” for CCCERA members shall be the age set forth in CERL retirement formula for an unreduced benefit that applies to each CCCERA member immediately preceding the effective date of his or her retirement from a CCCERA employer. For example, the Normal Retirement Age for a member who earns retirement service immediately before retirement under a “3% at 50” retirement formula (Gov. Code section 31664.1) is 50 years of age. The Normal Retirement Age for a member who earns retirement service immediately before retirement under a “2% at 55” retirement formula (Gov. Code section 31676.16) is 55 years of age.

Notwithstanding the foregoing, Normal Retirement Age for CCCERA members shall in no event be earlier than (i) age 55 for CCCERA members who are not Qualified Public Safety Employees (as defined in Internal Revenue Code section 72(t)(10)(B)) immediately prior to their retirement; and (ii) age 50 for CCCERA members who are Qualified Public Safety Employees.

The Board may change or further refine its determination of Normal Retirement Age as described herein in order to comply with any rules or regulations of the Internal Revenue Service or other applicable law. The Board’s current determinations of Normal Retirement Age are based upon the findings and conclusions set forth in Board of Retirement Resolutions 2007-1 and 2007-2.

### **Bona Fide Separation from Service**

A) In order to comply with tax law restrictions on in-service distributions, a member who retires at an age younger than Normal Retirement Age, as defined herein, may not enter into an agreement, either oral or written, prior to the date the member's retirement commences, to be reemployed while retired by the same CCCERA employer, regardless of the length of the member's break in service after retirement. The member must acknowledge in writing to CCCERA at the time of retirement that the member has been informed of these requirements and limitations on post-retirement employment and that no prearrangement to be reemployed while retired exists.

B) A member who retires at an age younger than Normal Retirement Age, as defined herein, must have at least a continuous 90-day break in service from the date of the member's last day of employment prior to being reemployed while retired by the member’s prior CCCERA employer.

C) If a member is reemployed without compliance with subsections (A) and (B) above, the retired member's retirement benefits from CCCERA must cease as soon as practicable upon discovery by CCCERA and will not resume until the member has a bona fide separation from service or reaches Normal Retirement Age, whichever occurs first.

**D) A member may return to work prior to the time specified in section (B) above for emergency situations as defined in Government Code Section 8558 and under the return to work restrictions specified in Government Code Section 7522.56 *et seq.* However, prior to returning to work, the retiree must have incurred a bona fide break in service and cannot have entered into a prearranged agreement to be reemployed by the same employer.**

E) The definitions, limitations and requirements contained herein shall be provided to every CCCERA member who inquires about retirement.

## VIII. WITHDRAWALS

### 1. Discontinued Service

The service of a member will be considered “discontinued” under Gov. Code Section 31628 only if the member has actually terminated employment and either the termination is due to lay-off or the member is not reemployed by that employer for a period of 45 days.

The service of a member will not be considered discontinued if the member continues to work for the employer or for another participating employer, even if the member’s work schedule is below the minimum number of hours required to qualify for coverage. In these cases interest will continue to be credited to the member's account.

### 2. Account Withdrawals

All requests to withdraw an account must be in writing.

All payments of an account balance shall be in the form of either or both of the following:

- A. A lump sum distribution
- B. A rollover to an IRA or a new employer’s Qualified Plan per current IRS guidelines.

### 3. Interest Crediting

Interest is credited to the account of a pending refund request on June 30<sup>th</sup> or December 31<sup>st</sup> if the funds have been on deposit for six months or more in accordance with Gov. Code Section 31591.

A member who continues employment in a non-covered position will have interest credited to his/her account.

**4. Account Reinstatement**

A member who has appealed a dismissal and has been reinstated by the employer is allowed to redeposit withdrawn retirement contributions, plus interest, and will be reinstated as of the original date of membership in the Association.

**IX. NEW PARTICIPATING EMPLOYERS (Section 31557)**

All officers and employees of any newly participating district shall become members of the Association as provided in Section 31557.

- A. An actuarial valuation shall be made to determine liability.
- B. The district shall pay the cost of the valuation.

**X. PARTICIPATING EMPLOYER WITHDRAWAL  
(SECTIONS 31564 AND 31564.2)**

An employer, by resolution, may withdraw its employees from membership in the Association as provided in Government Code sections 31564 and 31564.2.

- A. Upon notification by an employer that it is considering withdrawing from the Association, the Association will provide the employer with a copy of the Association's Employer Termination Policy.
- B. An employer shall comply with the Association's Employer Termination Policy to ensure the actuarial soundness of the retirement system.



## **XI. DISPENSING WITH RECALCULATION FOR MINOR DISCREPANCY**

### **1. Closed Accounts**

The Board authorizes the Chief Executive Officer to refrain from collecting an under payment or refunding an overpayment of accumulated contributions from a member who has terminated from the association and cannot be located, whenever the amount is fifty dollars (\$50) or less.

### **2. Active, Deferred and Retiree Accounts**

The association may dispense with issuing any check whenever the retroactive liability is less than five dollars (\$5).

## **XII. APPLICATIONS FOR DISABILITY RETIREMENT**

(Adopted: Retirement Board – June 14, 1977)

(Approved: Board of Supervisors – June 28, 1977)

### **1. Application Form**

An application for service-connected or nonservice-connected disability retirement shall be filed on the Application for Disability Retirement form prescribed by the Board of Retirement, and shall include either a completed Physician's Statement or another form of medical report to support the Application.

### **2. Effective Date Of Disability Retirement Allowance**

(a) The effective date of a disability retirement allowance shall be established pursuant to Gov. Code Section 31724.

(b) The applicant may apply to have the disability retirement allowance become effective earlier than the date the application is filed upon a showing the application was delayed due to administrative oversight or by the inability to determine the permanency of the disability until after the date following the last day for which the applicant received regular compensation, by completing the applicable section of the Application for Disability Retirement form. The failure of the applicant to apply for an earlier effective date at the time the application is filed shall constitute a waiver of the right to apply for an earlier effective date.

### **3. Denial Without Prejudice**

(a) In the event the medical advisor's recommendation is to deny the disability application (without prejudice), the member may submit additional medical information to support the application and/or request a hearing within six (6) months of notice of the denial.

(b) In the event the medical advisor's recommendation is to grant the disability application, the Board of Retirement will review the recommendation and take action on the application for disability retirement. If the Board denies the application (without prejudice), the member may request a hearing within six (6) months of notice of the denial.

### **4. Request For Hearing**

Any applicant for disability retirement shall, upon request, be entitled to a hearing, at the sole discretion of the Board of Retirement, before the Board, or before a referee appointed by the Board pursuant to Gov. Code section 31533.

Any such request for hearing shall be in writing, and shall be made within 30 days after notice of the Board's action denying the application is mailed by certified or registered mail to the applicant. An application is deemed made on the date mailed if mailed by certified or registered mail, on the date postmarked if mailed by first class mail and received, or on the date received by the Association, whichever is earlier.

**5. Judicial Review**

In any matter in which the party or applicant is entitled to judicial review of any action taken by the Board of Retirement, the petition to the court must be filed within 90 days from the date the notice of the Board's decision is delivered to the party or applicant, or served by certified or registered mail upon the party or applicant or the party's or applicant's attorney.

The procedure for hearings on disability retirement applications that the Board of Retirement or a Referee holds in connection with determination of disability retirement benefits under CERL shall be set forth in the Board of Retirement's separate policy regarding the same.

### **XIII. CONTINUED EMPLOYMENT OF PARTIALLY DISABLED EMPLOYEES**

(Approved: Board of Supervisors – May 9, 1972)

**NOTE: This entire section (formerly Section 10) is under consideration for either a complete rewrite and renumbering, or deletion. Below is a reproduction of Section 10 as created in 1972.**

#### Section 10.1 – Purpose

This regulation governs the procedures for the continued employment of partially disable members pursuant to Government Code Section 31725.5 and County Ordinance Code Section 2468.

#### Section 10.2 – Definitions

In this regulation, unless otherwise specifically provided, or required by the context, these terms have these meanings:

- A. “Reassignment” means the appointment (pursuant to the Statute, the ordinance and this regulation) of a member to a position, with duties different from, and compensation earnable higher, lower, or the same as, the position for which he is incapacitated.
- B. “Board” means the Board of Retirement (Retirement Board).
- C. “Chief Executive Officer” means the Retirement Administrator as defined in Government Code Section 31522.
- D. “Incapacitated for the performance of his/her duties” means the permanent inability of the member, due to physical or mental causes, to perform the duties of his/her specific position.
- E. “Committee” means the Rehabilitation Committee.
- F. “Governing Body” means the Board of Supervisors or the elected officials governing a district.
- G. “District” is defined in Government Code Section 31468.

#### Section 10.3 – Rehabilitation Committee

- A. A Rehabilitation Committee is hereby established for the purpose of recommending whether a member shall be reassigned.

- B. Except as provided by Section 10.7, this committee shall consist of the following:
  - a. The permanent members are a member of the Board designated by it; and the County Administrator, Director of Personnel and County Health Officer or their designees; and the Chief Executive Officer or his/her designee, who serves as secretary without a vote.
  - b. The appointing authority within the department or district to which the reassignment is proposed or his/her (its) designee.
  - c. The employee and/or his/her designee, unless he waives membership.

#### Section 10.4 – Procedure

- A. After an application for disability is filed, the Chief Executive Officer shall consult with the Board’s medical advisor, the member employee and others as necessary, to determine whether a reassignment appears feasible (in view of the member employee’s condition) if the Board later finds the member employee to be incapacitated for the performance of his/her duties. If a reassignment appear feasible to the Chief Executive Officer, he shall convene the permanent members of the Committee and the employee or his/her designee, and they shall explore the practicabilities of returning the member employee to his/her previous position or reassigning, rehabilitating and/or retraining him/her.
- B. When a department or district is located to which a reassignment appears feasible, the appointing authority within it shall be added to the Committee (pursuant to Section 10.3B(2) above).
- C. The Committee may make its recommendation to the Board at any time before or after Board action on the application for disability retirement.

#### Section 10.5 – Reassignment

After the Board determines that the member employee is incapacitated for the performance of his/her duties, he shall be reassigned, in lieu of being retired for disability, if the appointing authority in the department or district in which he is to be employed and the Governing Body agree to his/her appointment and the appointment is made in accordance with any applicable merit or Civil Service system rules.

#### Section 10.6 – Later Retirement

If a member who has accepted reassignment is voluntarily or involuntarily separated from the service thereafter, his/her retirement benefits and rights, including those of his/her beneficiaries, shall be determined as if he were being retired on the date of this

later separation for the same type of disability retirement as he would have received had he been retired originally instead of reassigned, but a new application may be filed for disability retirement based on his/her job connected injury or disease occurring after the first application was filed, and his/her rights and benefits (including Cost-of-Living retirement adjustments) shall not be less than those to which he would be entitled if he retires for service on the date of his/her later separation.

Section 10.7

In a district for which the Board of Supervisors is not the governing body, the Chief Executive Officer shall request the district to appoint to the Committee those personnel with functions similar to those of the County Administrator and Director of Personnel; and such other personnel shall then service on the Committee in lieu of the County Administrator and Director of Personnel.

#### **XIV. AMENDMENT OF REGULATIONS**

Amendments to these regulations require 6 affirmative votes of the Board.

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# CONTRA COSTA COUNTY

## BOARD OF RETIREMENT

### REGULATIONS

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Adopted 9/14/99  
Amended 9/18/01  
Amended 12/11/02  
Amended 2/19/03  
Amended 7/09/03  
Amended 8/11/04  
Amended 2/8/06  
Amended 7/11/07  
Amended 9/8/10  
Amended 1/14/15  
Amended 10/23/19  
[Amended 04/08/20](#)



**CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT  
ASSOCIATION  
BOARD OF RETIREMENT  
REGULATIONS**

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**CONTRA COSTA COUNTY EMPLOYEES' RETIREMENT  
ASSOCIATION  
BOARD OF RETIREMENT  
REGULATIONS**

**I. ADMINISTRATION**

**1. Name**

The name of this Association is "The Contra Costa County Employees' Retirement Association" ("CCCERA" or the "Association").

**2. Board**

Whenever used in these Regulations, unless otherwise stated, "Board" and "Board of Retirement" mean CCCERA's Board of Retirement as defined in California Government ("Gov.") Code beginning at Section 31459.

**2.1 Alternate Board Members**

- A. The alternate safety, alternate appointed and alternate retiree members shall be provided with the same conference, education and manager on-site visit opportunities as all other Board members.
- B. The alternate safety, alternate appointed and alternate retiree members may participate in the deliberations of the Board or its committees including those deliberations held in closed session.
- C. Neither the alternate safety member, the alternate appointed member nor the alternate retiree member shall be entitled to serve as an officer of the Board.
- D. The alternate retiree member shall be entitled to the same compensation as the retiree member for attending a meeting, pursuant to Gov. Code Section 31521, whether or not the retiree member is in attendance at that meeting.
- E. The alternate appointed member shall be entitled to the same compensation as the fourth, fifth, sixth or ninth member, pursuant to Gov. Code Section 31520.12, whether or not the fourth, fifth, sixth or ninth members attend the meeting.

**3. Election of Officers**

At the first regular meeting in July, as the first order of business, the Board shall elect a Chairperson, Vice-Chairperson, and Secretary, each to hold office for a term of one year or until a successor is duly elected and qualified. The newly elected officers shall immediately be seated. The Chairperson shall establish the agenda as it relates to administrative or investment matters with the assistance of the Chief Executive Officer. Should an officer for any reason fail to complete his/her term, the Board shall select a successor for the balance of the expired term at its next regular meeting.

**4. Delegation to Chief Executive Officer**

In addition to the normal duties required to administer the Association on a day-to-day basis, the Chief Executive Officer is authorized to perform the following duties which are otherwise reserved for the Board:

- A. Issue subpoenas and subpoenas duces tecum under Gov. Code Section 31535.
- B. Release unclaimed funds under Gov. Code Section 31629 provided the claimant has adequately established his/her identity and makes application for the funds.
- C. Determine, under Gov. Code Section 31724, that the effective date of a member's disability retirement is a date earlier than the date the application was filed if the delay in filing was due to administrative oversight or inability to ascertain permanency and where credible documentation exists to support this fact.
- D. Accept elections for deferred retirement under Gov. Code Section 31700 and affidavits of membership under Gov. Code Section 31526.
- E. Correct prospectively any administrative error in the calculation of retirement benefits, with the issue of retroactive corrections, if any, to be reserved for the Board's exercise of discretion in accordance with the law.

**5. Fiscal Year**

The fiscal year for budget purposes shall be the calendar year.

## II. MEETINGS

### 1. Regular Meetings

Regular meetings shall be held on the second and fourth Wednesday of each month at 9:00 a.m. in the Board Room of the Contra Costa County Employees' Retirement Association, 1200 Concord Avenue, Suite 350, Concord, California 94520, unless changed by the Board.

### 2. Quarterly Investment Review

The Board shall review investment manager performance on a quarterly basis, unless changed by the Board.

### 3. Special Meetings

Special meetings may be called in accordance with the Ralph M. Brown Act.

### 4. Rules of Order

Unless otherwise provided herein, the general conduct of the Board shall be guided by Robert's Rules of Order, Revised, 1915 edition. All other proceedings, including those of motions and decorum, shall be guided by those provisions pertaining to an "Assembly" as specified in Robert's Rules of Order.

The Chairperson will:

- A. Vote on all Questions
- B. Recognize a member or non-member entitled to speak
- C. Enforce the rules and decorum specified in these Regulations

A motion for the "Previous Question" (to "call" or cut off debate of the immediate pending question) may be made by any member without a second. If no objections are made by the members, the Chairperson will immediately "put", without debate, the question. If an objection is made, a vote is immediately required, without debate, regarding the "previous question". A vote of 2/3 of the votes cast is necessary for adoption. If adopted, the Chairperson immediately "puts", without debate, the pending question.

**4.a. Order of Business, First Meeting of the Month**

The usual order of business at the first meeting of the month shall be:

- A. Public Comment
- B. Approval of minutes
- C. Routine items approval
- D. Closed Session for disabilities, litigation, and personnel matters.
- E. Report out of Closed Session
- F. Unfinished administrative business
- G. New administrative business
- H. Fiduciary/Staff education
- I. Miscellaneous
  - (i) Staff Report
  - (ii) Outside Professionals' Reports
  - (iii) Trustees' comments

The Chairperson may modify the order of business.

**4.b. Order of Business, Second Meeting of the Month**

The usual order of business at the second meeting of the month shall be:

- A. Public Comment
- B. Approval of minutes
- C. Investment performance review
- D. Investment matters
- E. Actuarial matters
- F. Miscellaneous
  - (i) Staff Report
  - (ii) Outside Professionals' Report
  - (iii) Trustees' comments

The Chairperson may modify the order of business.

**5. Quorum**

Five voting Members of the Board present at the meeting shall constitute a quorum. No motion may be passed or business transacted without five affirmative votes.

**6. Communications and Requests**

Communications and requests should be made in writing and any action of the Board thereon shall be noted in the minutes.

**7. Minutes**

The minutes or a true copy thereof, prepared in accordance with the Ralph M. Brown Act, shall be signed by the Secretary and the Chairperson, and shall form part of the permanent records of the Board. The reason for a Board member's vote on a Board action shall be included in the minutes when requested by the member.

**8. Committees of the Board**

The Chairperson shall appoint committees as deemed necessary to carry out the business of the Board. A quorum for a Committee meeting shall consist of three Board Members. Committee meeting will be open to the public, except for meetings of ad-hoc advisory committees consisting of less than a quorum of the full Board. A Chairperson and Vice-Chairperson for each Committee will be appointed by the Board of Retirement Chairperson.

### III. MEMBERSHIP

#### 1. Exclusion from Membership – By Type of Employment

- A. All officers and employees of the County or districts shall be members of the association as provided in Article 4 under Sections 31550-31567 of the County Employees' Retirement Law of 1937 (Gov. Code Secs. 31450, et seq. "CERL"), unless excluded from membership by this Section.
- B. The following employees shall be excluded from membership:
  - ( i) Temporary, seasonal or independent contract employees who are employed or re-employed for temporary service or at certain specified periods each year.
  - ( ii) Intermittent or permanent-intermittent employees who are appointed to serve less than 80% of the full number of working hours required of regular employees or who actually serve less than 80% of such full number of working hours in one year as certified by their appointing authority.
  - (iii) Part-time employees whose service for the County or district is less than fifty (50) percent of the full number or working hours required of full-time employees at that employer.
  - ( iv) Project employees, unless the appointing authority certifies that the project is expected to be of one year or more in duration on a greater than part-time basis.
  - ( v) Provisional employees, unless they otherwise meet the requirements for reciprocal benefits with other retirement systems under Article 15 of CERL.
- C. In making its determination regarding an employee's inclusion in or exclusion from membership, the Board will not rely solely upon the term given to the type of employment. Rather, the Board will rely upon such additional facts such as the nature of the employment, its expected or actual duration, and its relationship to what is considered full-time, permanent employment.

#### 2. Exclusion from Membership – by Compensation

Except as otherwise herein provided, all employees of the County or district who receive compensation amounting to less than one-hundred (\$100) dollars per month, and in the case of employees paid on other than a monthly basis an average of one-hundred (\$100) dollars per month for the preceding year, including maintenance valued according to the schedule adopted by the governing

body, are hereby excluded and exempted from membership in the Retirement Association. Any member of the Retirement Association whose salary is reduced to an amount less than one-hundred (\$100) dollars per month shall have the option of continuing or discontinuing his/her active membership in the Association.

**2.1 Exclusion from Membership – by Waiver**

Newly hired employees age 60 and older may waive membership as authorized by Gov. Code Section 31552. Any such waiver of membership shall be effective only if it is submitted to the CCCERA Chief Executive Officer within 90 days of the employee's date of hire; provided, however, that the Chief Executive Officer may, in his/her sole and reasonable discretion, waive the time limitation if the newly hired employee establishes good cause for such a waiver.

**3. Certifications**

Every employee of the County or district within the county whose employees are members of the Association shall, upon entry into the Association, complete a sworn statement as provided for in Gov. Code Section 31526(b). A certified copy of the member's birth certificate or other evidence of birth may be required by the Board.

It shall be the employer's responsibility to assure compliance with this section. The Board shall assess the employer five hundred (\$500) dollars per employee for every month or fraction thereof that the required certification is not submitted. The Board shall notify the employer in writing of the imposition of assessment at least thirty days before the assessment.



## IV. CONTRIBUTIONS AND REPORTING

### 1. Leave of Absence

When a leave of absence without pay is less than a full calendar month, the full monthly contribution, if available from the member's salary, shall be deducted from the member's earnable compensation and service credit shall be given for a full calendar month. If the amount of the member's salary for the applicable period is less than the contributions due, then no deduction shall be made for service credit. (Gov. Code section 31527, subd. (a).)

Members on stipendiary educational leaves shall continue to make contributions.

### 2. Due Dates

Each employer shall report to the Association in a manner and frequency as determined by the Board sufficient for the Board to credit contributions and service to each member's record.

Unless otherwise specified, reports shall be due no later than the tenth of each month for the previous month's payroll and shall be accompanied by member and employer contributions. If the tenth of the month falls on a weekend or holiday, the due date shall be the last working day before the tenth. Reports, which are unreadable or incorrect, shall not be accepted and shall be returned to the employer.

Reports and contributions received after the due date shall be considered late and subject to a late reporting penalty equal to: the prime rate in effect on the due date computed on a daily, non-compounding basis and applied to the contributions due.

### 3. Drops in Payroll

Whenever the employer's reportable payroll drops to a level which is lower than 70% of its payroll during the same period in the preceding year, the Board may investigate the cause. Whenever the employer's reportable payroll drops to a level which is lower than 50% of its payroll during the same period in the preceding year, the Board shall investigate the cause. If the Board determines that the cause is other than temporary it shall determine the amount of contributions due from the employer to continue paying its share of any unfunded liability. This amount shall then be due from the employer in addition to any contributions made on the reduced payroll.

### 4. Employer Certification

Each report as specified in Section IV.2 shall include or be accompanied by a certification, under penalty of perjury, as to its accuracy. The certification shall be made by a duly authorized representative of the employer.

## V. SERVICE

### 1. Leave of Absence

When a member returns from a medical leave of absence without pay, the member shall receive credit for up to 12 months of the leave time if the member pays an amount equal to what he or she would have paid, including any amount that would have been paid by the member's employer on the member's behalf (i.e., subvented), had he or she not taken the leave together with the interest that such amount would have earned had it been on deposit. Calculation of the cost of the leave purchase and the method of payment for such leave shall be as provided in Gov. Code Section 31646.

### 2. Prior Service

In establishing the length of prior service for any member entitled to credit therefore, official payroll records or other official records shall be controlling. In the event that any of such records are unavailable, the Board, in its discretion, may accept affidavits of the employee, affidavits of the employee's employer, affidavits of fellow employees or such other sworn evidence as the Board determines to be pertinent.

For the purpose of these Regulations, credit for prior service for a per diem employee entitling the employee to a full year's credit towards retirement shall mean 200 or more workdays of service rendered in any one calendar year including leave of absence, vacation and sick leave duly granted, but not more than one year of credit shall be allowed for service in any one calendar year. Service of less than 200 workdays in any one calendar year shall be credited on the pro-rata basis of 250 workdays per year.

Prior service shall include all service for the employer and all service while on leave from the employer for military duty, which is prior to the establishment of the retirement system.

### 3. Sick Leave Credit

The following provisions govern the use of sick leave credit toward service credit at retirement under Government Code Sections 31641.01 as adopted by the County Board of Supervisors.

- A. The total hours of sick leave accumulated by the member on the date of retirement, at the rate of one day for each one day earned, shall be certified as to its accuracy in writing under penalty of perjury by the duly authorized representative of the employer.

- B. The Association shall convert the total sick leave into years and fractions of a year using the following equivalencies:
  - ( i) For firefighters, accumulated sick leave hours at retirement shall be divided by 2,912 (average number of working hours per year for a firefighter).
  - ( ii) For all other members, the accumulated sick leave hours at retirement shall be divided by 2,000 hours (average number of working hours per year).
- C. The formula used to determine the sick leave service credit value shall be the same as used for the member's service category at the time of retirement.

#### **4. Service Purchase**

Any member who elects to purchase prior public service under Government Code Section 31641.2, prior nonmembership service under Government Code Section 31641.5, prior service under Government Code Section 31648, or military service under Government Code Section 31649.5, shall be eligible to make the purchase anytime before applying for retirement.

Any member who elects to purchase prior public service under Government Code Section 31641.2, prior nonmembership service under Government Code Section 31641.5, prior service under Government Code Section 31648 or military service under Government Code Section 31649.5 shall be permitted to make such purchase in installment payments as provided for in Section V, paragraph 6 of these Regulations.

#### **5. Redeposit of Withdrawn Contributions**

On redeposit, a member must pay withdrawn contributions plus any interest as defined in Gov. Code Section 31472.1, subject to Section V, paragraph 8.

The redeposit will exclude contributions subvented by the employer under Gov. Code Secs. 31581.1 31581.2 and 31630, and exclude any Cost of Living (COL) contributions that were not otherwise paid by members as a result of a transfer of excess surplus funds for that year.

#### **6. Installment Payments**

Whenever a member elects to purchase prior public service (Gov. Code Sec. 31641.2), prior nonmembership service (Gov. Code Sec. 31641.5), prior military service (Gov. Code Sec. 31649.5), prior service (Gov. Code Sec. 31648), or leave of absence service (Gov. Code Sec. 31646), or elects to redeposit withdrawn

service (Gov. Code Sec. 31652), and the member elects to make such purchase or redeposit in installment payments, the following shall govern:

- A. The amount of service represented by each installment payment shall be computed by dividing the amount of the installment payment by the total cost of purchase or redeposit, and multiplying the resulting percent by the total service being purchased or redeposited.
- B. The member's service credit record shall be increased to reflect each installment payment as it is received and shall be applied to the most recent service for which credit is available.
- C. The member's account balance shall be increased to reflect each installment payment as it is received. Unless otherwise certified by the employer, the installment payment will be deemed and credited as after-tax member contributions.
- D. If the member dies, requests a refund, or retires either for service or disability, no further installments shall be accepted. Any benefit payable thereafter shall recognize or include service purchased or redeposited and account balances to date.
- E. If multiple periods of service are eligible for purchase or redeposit, the cost of each period shall be separately computed and any installments shall apply to the most recent service period first.
- F. Unless otherwise prohibited by law (leave of absence without pay under Gov. Code Sec. 31646, prior public service under Gov. Code Sec. 31641.2, and prior nonmembership service under Gov. Code Sec. 31641.5), the member shall be eligible to make installment payments so long as he or she continues to be actively employed.

As for service purchased under Government Code Sections 31641.5 and 31646, such payments may be made by lump sum or by installment payments over a period not to exceed the length of time for which the member has elected to receive credit, in the manner otherwise provided for in this paragraph 6.

As for service purchased under Government Code Section 31641.2, such payments may be made during active employment as a member by lump sum or by installment payments over a period not to exceed five years.

- G. A member may elect installment payments by monthly payroll deductions on a post tax basis.
  - (i) A Purchase Contract must be signed for payroll deductions.

- (ii) All payroll deduction Purchase contracts must be paid in full by the member's retirement date or within 120 days of termination.
- (iii) Service credit is posted to member's account at the completion of the contractual payments.

**7. Conversion of Tier II Service Credit**

Once a member elects or by resolution has been placed into Tier III membership under Gov. Code Sec 31755 he or she is eligible to convert all or any part of Tier II service credit to Tier III service credit.

The member's cost shall be the difference between the total amount he or she and the employer paid into the Association under Tier II and what would have been contributed during the same time if the employee had been under Tier III, together with interest as defined in Section 31472.1, subject to Section V, paragraph 8.

**8. Forgiveness of Interest**

In cases where a member is redepositing withdrawn contributions, purchasing service credit or converting service credit in accordance with this Section V, interest shall not include the most recently credited interest amount if all of the following conditions are met:

- A. The member requested a calculation of the cost of the purchase or conversion more than three months prior to the June 30 or December 31 interest crediting date.
- B. The member received the requested calculation after the June 30 or December 31 interest crediting date.
- C. Within 30 days of receipt of the requested calculation the member pays all or a part of the cost with a lump sum payment.

## VI. COMPENSATION

### 1. **Compensation for Retirement Purposes.**

The Board has adopted a Board Compensation Policy listing items of compensation that are included in “compensation”, “compensation earnable”, and “final compensation” as defined in Government Code Sections 31460, 31461, and 31462.1. The Retirement Association will provide each employer with a copy of the Board Compensation Policy. Each employer is required to transmit promptly to the Retirement Association, contributions on each item of compensation listed in the Compensation Policy as includible in “compensation”.

### 2. **New or changed pay items.**

Each employer shall report to the Association in writing within 30 days of any of the following events:

- A. A new pay item is created.
- B. There has been a change in either an existing pay item or the conditions under which the pay item is computed, accrued or paid.
- C. Notification received after the 30 days adoption shall be considered late and shall be assessed as defined in Section IV.2.
- D. Upon notification, the Board shall determine whether the pay item is included in “compensation” as defined in Section 31460.

## **VII. NORMAL RETIREMENT AGE AND BONA FIDE SEPARATIONS**

### **Normal Retirement Age**

For purposes of applying the Pension Protection Act of 2006 (“PPA”) and complying with other applicable tax-related laws (such as restrictions on in-service distributions), effective July 1, 2007, the “Normal Retirement Age” for CCCERA members shall be the age set forth in CERL retirement formula for an unreduced benefit that applies to each CCCERA member immediately preceding the effective date of his or her retirement from a CCCERA employer. For example, the Normal Retirement Age for a member who earns retirement service immediately before retirement under a “3% at 50” retirement formula (Gov. Code section 31664.1) is 50 years of age. The Normal Retirement Age for a member who earns retirement service immediately before retirement under a “2% at 55” retirement formula (Gov. Code section 31676.16) is 55 years of age.

Notwithstanding the foregoing, Normal Retirement Age for CCCERA members shall in no event be earlier than (i) age 55 for CCCERA members who are not Qualified Public Safety Employees (as defined in Internal Revenue Code section 72(t)(10)(B)) immediately prior to their retirement; and (ii) age 50 for CCCERA members who are Qualified Public Safety Employees.

The Board may change or further refine its determination of Normal Retirement Age as described herein in order to comply with any rules or regulations of the Internal Revenue Service or other applicable law. The Board’s current determinations of Normal Retirement Age are based upon the findings and conclusions set forth in Board of Retirement Resolutions 2007-1 and 2007-2.

### **Bona Fide Separation from Service**

A) In order to comply with tax law restrictions on in-service distributions, a member who retires at an age younger than Normal Retirement Age, as defined herein, may not enter into an agreement, either oral or written, prior to the date the member's retirement commences, to be reemployed while retired by the same CCCERA employer, regardless of the length of the member's break in service after retirement. The member must acknowledge in writing to CCCERA at the time of retirement that the member has been informed of these requirements and limitations on post-retirement employment and that no prearrangement to be reemployed while retired exists.

B) A member who retires at an age younger than Normal Retirement Age, as defined herein, must have at least a continuous 90-day break in service from the date of the member's last day of employment prior to being reemployed while retired by the member’s prior CCCERA employer.

C) If a member is reemployed without compliance with subsections (A) and (B) above, the retired member's retirement benefits from CCCERA must cease as soon as practicable upon discovery by CCCERA and will not resume until the member has a bona fide separation from service or reaches Normal Retirement Age, whichever occurs first.

D) A member may return to work prior to the time specified in section (B) above for emergency situations as defined in Government Code Section 8558 and under the return to work restrictions specified in Government Code Section 7522.56 et seq. However, prior to returning to work, the retiree must have incurred a bona fide break in service and cannot have entered into a prearranged agreement to be reemployed by the same employer.

ED) The definitions, limitations and requirements contained herein shall be provided to every CCCERA member who inquires about retirement.

## VIII. WITHDRAWALS

### 1. Discontinued Service

The service of a member will be considered “discontinued” under Gov. Code Section 31628 only if the member has actually terminated employment and either the termination is due to lay-off or the member is not reemployed by that employer for a period of 45 days.

The service of a member will not be considered discontinued if the member continues to work for the employer or for another participating employer, even if the member’s work schedule is below the minimum number of hours required to qualify for coverage. In these cases interest will continue to be credited to the member's account.

### 2. Account Withdrawals

All requests to withdraw an account must be in writing.

All payments of an account balance shall be in the form of either or both of the following:

- A. A lump sum distribution
- B. A rollover to an IRA or a new employer’s Qualified Plan per current IRS guidelines.

### 3. Interest Crediting



Interest is credited to the account of a pending refund request on June 30<sup>th</sup> or December 31<sup>st</sup> if the funds have been on deposit for six months or more in accordance with Gov. Code Section 31591.

A member who continues employment in a non-covered position will have interest credited to his/her account.

**4. Account Reinstatement**

A member who has appealed a dismissal and has been reinstated by the employer is allowed to redeposit withdrawn retirement contributions, plus interest, and will be reinstated as of the original date of membership in the Association.

**IX. NEW PARTICIPATING EMPLOYERS (Section 31557)**

All officers and employees of any newly participating district shall become members of the Association as provided in Section 31557.

- A. An actuarial valuation shall be made to determine liability.
- B. The district shall pay the cost of the valuation.

**X. PARTICIPATING EMPLOYER WITHDRAWAL  
(SECTIONS 31564 AND 31564.2)**

An employer, by resolution, may withdraw its employees from membership in the Association as provided in Government Code sections 31564 and 31564.2.

- A. Upon notification by an employer that it is considering withdrawing from the Association, the Association will provide the employer with a copy of the Association's Employer Termination Policy.
- B. An employer shall comply with the Association's Employer Termination Policy to ensure the actuarial soundness of the retirement system.

## **XI. DISPENSING WITH RECALCULATION FOR MINOR DISCREPANCY**

### **1. Closed Accounts**

The Board authorizes the Chief Executive Officer to refrain from collecting an under payment or refunding an overpayment of accumulated contributions from a member who has terminated from the association and cannot be located, whenever the amount is fifty dollars (\$50) or less.

### **2. Active, Deferred and Retiree Accounts**

The association may dispense with issuing any check whenever the retroactive liability is less than five dollars (\$5).

## **XII. APPLICATIONS FOR DISABILITY RETIREMENT**

(Adopted: Retirement Board – June 14, 1977)

(Approved: Board of Supervisors – June 28, 1977)

### **1. Application Form**

An application for service-connected or nonservice-connected disability retirement shall be filed on the Application for Disability Retirement form prescribed by the Board of Retirement, and shall include either a completed Physician's Statement or another form of medical report to support the Application.

### **2. Effective Date Of Disability Retirement Allowance**

(a) The effective date of a disability retirement allowance shall be established pursuant to Gov. Code Section 31724.

(b) The applicant may apply to have the disability retirement allowance become effective earlier than the date the application is filed upon a showing the application was delayed due to administrative oversight or by the inability to determine the permanency of the disability until after the date following the last day for which the applicant received regular compensation, by completing the applicable section of the Application for Disability Retirement form. The failure of the applicant to apply for an earlier effective date at the time the application is filed shall constitute a waiver of the right to apply for an earlier effective date.

### **3. Denial Without Prejudice**

(a) In the event the medical advisor's recommendation is to deny the disability application (without prejudice), the member may submit additional medical information to support the application and/or request a hearing within six (6) months of notice of the denial.

(b) In the event the medical advisor's recommendation is to grant the disability application, the Board of Retirement will review the recommendation and take action on the application for disability retirement. If the Board denies the application (without prejudice), the member may request a hearing within six (6) months of notice of the denial.

### **4. Request For Hearing**

Any applicant for disability retirement shall, upon request, be entitled to a hearing, at the sole discretion of the Board of Retirement, before the Board, or before a referee appointed by the Board pursuant to Gov. Code section 31533.

Any such request for hearing shall be in writing, and shall be made within 30 days after notice of the Board's action denying the application is mailed by certified or registered mail to the applicant. An application is deemed made on the date mailed if mailed by certified or registered mail, on the date postmarked if mailed by first class mail and received, or on the date received by the Association, whichever is earlier.

**5. Judicial Review**

In any matter in which the party or applicant is entitled to judicial review of any action taken by the Board of Retirement, the petition to the court must be filed within 90 days from the date the notice of the Board's decision is delivered to the party or applicant, or served by certified or registered mail upon the party or applicant or the party's or applicant's attorney.

The procedure for hearings on disability retirement applications that the Board of Retirement or a Referee holds in connection with determination of disability retirement benefits under CERL shall be set forth in the Board of Retirement's separate policy regarding the same.

### **XIII. CONTINUED EMPLOYMENT OF PARTIALLY DISABLED EMPLOYEES**

(Approved: Board of Supervisors – May 9, 1972)

**NOTE: This entire section (formerly Section 10) is under consideration for either a complete rewrite and renumbering, or deletion. Below is a reproduction of Section 10 as created in 1972.**

#### Section 10.1 – Purpose

This regulation governs the procedures for the continued employment of partially disable members pursuant to Government Code Section 31725.5 and County Ordinance Code Section 2468.

#### Section 10.2 – Definitions

In this regulation, unless otherwise specifically provided, or required by the context, these terms have these meanings:

- A. “Reassignment” means the appointment (pursuant to the Statute, the ordinance and this regulation) of a member to a position, with duties different from, and compensation earnable higher, lower, or the same as, the position for which he is incapacitated.
- B. “Board” means the Board of Retirement (Retirement Board).
- C. “Chief Executive Officer” means the Retirement Administrator as defined in Government Code Section 31522.
- D. “Incapacitated for the performance of his/her duties” means the permanent inability of the member, due to physical or mental causes, to perform the duties of his/her specific position.
- E. “Committee” means the Rehabilitation Committee.
- F. “Governing Body” means the Board of Supervisors or the elected officials governing a district.
- G. “District” is defined in Government Code Section 31468.

#### Section 10.3 – Rehabilitation Committee

- A. A Rehabilitation Committee is hereby established for the purpose of recommending whether a member shall be reassigned.

- B. Except as provided by Section 10.7, this committee shall consist of the following:
  - a. The permanent members are a member of the Board designated by it; and the County Administrator, Director of Personnel and County Health Officer or their designees; and the Chief Executive Officer or his/her designee, who serves as secretary without a vote.
  - b. The appointing authority within the department or district to which the reassignment is proposed or his/her (its) designee.
  - c. The employee and/or his/her designee, unless he waives membership.

#### Section 10.4 – Procedure

- A. After an application for disability is filed, the Chief Executive Officer shall consult with the Board’s medical advisor, the member employee and others as necessary, to determine whether a reassignment appears feasible (in view of the member employee’s condition) if the Board later finds the member employee to be incapacitated for the performance of his/her duties. If a reassignment appear feasible to the Chief Executive Officer, he shall convene the permanent members of the Committee and the employee or his/her designee, and they shall explore the practicabilities of returning the member employee to his/her previous position or reassigning, rehabilitating and/or retraining him/her.
- B. When a department or district is located to which a reassignment appears feasible, the appointing authority within it shall be added to the Committee (pursuant to Section 10.3B(2) above).
- C. The Committee may make its recommendation to the Board at any time before or after Board action on the application for disability retirement.

#### Section 10.5 – Reassignment

After the Board determines that the member employee is incapacitated for the performance of his/her duties, he shall be reassigned, in lieu of being retired for disability, if the appointing authority in the department or district in which he is to be employed and the Governing Body agree to his/her appointment and the appointment is made in accordance with any applicable merit or Civil Service system rules.

#### Section 10.6 – Later Retirement

If a member who has accepted reassignment is voluntarily or involuntarily separated from the service thereafter, his/her retirement benefits and rights, including those of his/her beneficiaries, shall be determined as if he were being retired on the date of this



later separation for the same type of disability retirement as he would have received had he been retired originally instead of reassigned, but a new application may be filed for disability retirement based on his/her job connected injury or disease occurring after the first application was filed, and his/her rights and benefits (including Cost-of-Living retirement adjustments) shall not be less than those to which he would be entitled if he retires for service on the date of his/her later separation.

Section 10.7

In a district for which the Board of Supervisors is not the governing body, the Chief Executive Officer shall request the district to appoint to the Committee those personnel with functions similar to those of the County Administrator and Director of Personnel; and such other personnel shall then service on the Committee in lieu of the County Administrator and Director of Personnel.

#### **XIV. AMENDMENT OF REGULATIONS**

Amendments to these regulations require 6 affirmative votes of the Board.

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**Contra  
Costa  
County**

To: Board of Supervisors  
From: Sharon L. Anderson, County Counsel  
Date: April 14, 2020

Subject: APPROVE AND AUTHORIZE CONFLICT WAIVER WITH GREENAN, PEFFER, SALLANDER & LALLY, LLP

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE County Counsel, or designee, to execute on behalf of the County a conflict waiver acknowledging a potential conflict of interest and consenting to Greenan, Peffer, Sallander & Lally, LLP representing the County in eminent domain litigation and property tax appeals, while, at the same time, representing the building owner in an unrelated lease negotiation for a building the County desires to lease in connection with the COVID-19 response.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

The County is an existing client of Greenan, Peffer, Sallander & Lally (Greenan). Greenan represents the County in eminent domain litigation and property tax appeals and litigation matters. Greenan also represents East Bay Veterinary Properties, LLC (EBVP), the owners of a building located at 2055 Meridian Park Blvd., in Concord (the Building). The County is currently in negotiations with EBVP to lease the Building to house and care for persons who have been diagnosed with COVID-19, or for other purposes related to the existing health emergency.

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APPROVE
  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR
  RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **04/14/2020**
 APPROVED AS RECOMMENDED
  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

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

ATTESTED: April 14, 2020

Contact: Kate Andrus  
925-335-1824

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

By: , Deputy

cc:

BACKGROUND: (CONT'D)

In the absence of the informed written consent of each client, the California Rules of Professional Conduct prohibit an attorney from representing a client if there is a significant risk the lawyer's representation of the client will be materially limited by the lawyer's responsibilities to or relationships with another client, a former client or a third person, or by the lawyer's own interests. (Rule 1.7) In this instance, the representation Greenan provides to the County is unrelated to the representation it provides to EBVP.

CONSEQUENCE OF NEGATIVE ACTION:

If the conflict waiver is not granted, Greenan would not be able to continue to represent the EBVP in connection with the Building lease. The result would likely be a delay in the County's ability to lease the building for emergency purposes.

ATTACHMENTS

Conflict Waiver Request

LAW OFFICES OF  
**GREENAN, PEFFER,  
SALLANDER & LALLY LLP**

2000 CROWCANYON PLACE, SUITE 380  
POST OFFICE BOX 10  
SAN RAMON, CALIFORNIA 94583-0010

TELEPHONE  
(925) 866-1000

FACSIMILE  
(925) 830-8787

WRITER'S E-MAIL ADDRESS:  
HPEFFER@GPSLLP.COM

April 8, 2020

**Via Email Only**

*(Sharon.Anderson@cc.cccounty.us)*

Contra Costa County Counsel  
Attn: Sharon L. Anderson, Esq.  
651 Pine Street, 9<sup>th</sup> Floor  
Martinez, California 94553

Re: **Conflict Waiver re Representation of East Bay  
Veterinary Properties, LLP**

Dear Ms. Anderson:

Greenan, Peffer, Sallander & Lally, LLP represents East Bay Veterinary Properties, LLC (EBVP) the owner of the property located at 2055 Meridian Park Blvd., Concord, CA (the "Property"). In addition, for over 25 years this firm has represented Contra Costa County (the "County") in eminent domain litigation and property tax appeals and litigation matters. We understand that the County and EBVP are negotiating the temporary lease of the Property by the County as a COVID-19 recovery or quarantine facility. Accordingly, we must inform you of our representation of EBVP and the County, discuss with you the potential impact of our representation, and obtain your informed written consent.

**RULES OF PROFESSIONAL CONDUCT**

Rule 3-310 of the California Rules of Professional Conduct provides in pertinent part:

- (C) A member [of the Bar] shall not, without the informed written consent of each client:
  - (1) Accept representation of more than one client in a matter in which the interests of the clients potentially conflict; or

Contra Costa County Counsel  
Attn: Sharon L. Anderson, Esq.  
April 8, 2020  
Page 2

- (2) Accept or continue representation of more than one client in a matter in which the interests of the clients actually conflict; or
- (3) Represent a client in a matter and at the same time in a separate matter accept as a client a person or entity whose interest in the first matter is adverse to the client in the first matter,

### **OUR REPRESENTATION**

To expedite negotiations and provide efficiency, EBVP would like this firm to continue to represent it in the negotiation and drafting of the temporary lease agreement for the Property with the County. This obviously represents a potential conflict with this firm's representation of the County, although this firm has not represented the County with regard to the lease of the Property, COVID-19 issues or any related matter. To assist in the avoidance of any actual conflict, this firm will not allow any of the firm's attorneys that work with the County on eminent domain litigation or property tax matters (primarily Kevin Lally and Robin Thornton) to have any involvement related to the negotiation or drafting of the temporary lease agreement. This firm will also not represent either the County or EBVP in any adversarial litigation proceedings in the unlikely event that a dispute may arise between EBVP and the County in the future.

### **POTENTIAL ADVERSE CONSEQUENCES**

We cannot predict each and every negative impact for you which may occur as a result of giving consent as requested here, however the reasonably foreseeable adverse consequences that could arise are the following:

- We may be tempted to favor the interests of one client over the other.
- We may not be able to present the appropriate position, claims or defenses for a client in order to avoid taking adverse positions to the other client.
- We may be restricted from forcefully advocating a client's position for fear of alienating the other client.
- We may be forced to withdraw from representing either or both clients because of disputes or further conflicts of interest which could increase either or both clients' attorney's fees and costs.
- There may be an appearance of impropriety in our representation of both clients simultaneously.

Contra Costa County Counsel  
Attn: Sharon L. Anderson, Esq.  
April 8, 2020  
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### YOUR CONSENT

If you agree to the above, we need you to sign this consent letter. It is understood that your consent will not waive any protection that you may have with regard to attorney-client communications with us. Those communications will remain confidential and will not be disclosed to any third party without your consent.

I believe that you are familiar with the factual background in tills matter, and I have given you a sufficiently-detailed description for obtaining informed written consent. However, if you believe that there is any other information that you or I need to have before such consent can be granted, please let me know immediately.

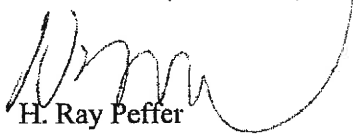
In the event that circumstances change or we become aware of new information that requires a new consent from the parties, you will be notified of that fact immediately, and continued representation will be subject to the informed written consent of involved parties.

I should emphasize that you are entitled to and should consider obtaining an independent legal opinion regarding the advisability of signing this consent form.

Your execution of this consent form will constitute an acknowledgment of full disclosure in compliance with the requirements of Section 3-310 of the California Rules of Professional Conduct previously quoted in this letter.

Sincerely,

**GREENAN, PEFFER, SALLANDER & LALLY, LLP**

  
H. Ray Peffer

AGREED AND ACCEPTED:

**CONTRA COSTA COUNTY**

By: \_\_\_\_\_  
Print Name, Title: \_\_\_\_\_

HRP:ss  
Cc: Thomas Geiger [Thomas.Geiger@cc.cccounty.us](mailto:Thomas.Geiger@cc.cccounty.us)  
Kathleen M. Andrus [Kathleen.Andrus@cc.cccounty.us](mailto:Kathleen.Andrus@cc.cccounty.us)