


DRAFT

	<p style="text-align: right;">2020 CENSUS COMPLETE COUNT STEERING COMMITTEE (An Ad Hoc Committee Established by the Board of Supervisors)</p> <p style="text-align: right;">December 16, 2019 12:00 P.M. Paramount Conference Room 777 Arnold Drive, Martinez</p>
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Supervisor Diane Burgis, Chair
Supervisor Candace Andersen, Vice Chair

District I: Lina Velasco • District II: Aparna Madireddi • District III: Linda Soliven
District IV: Lauren Babb • District V: Lynn Reichard-Enea

Fran Biderman • Alvaro Fuentes • Samuel Houston • Melody Howe-Weintraub
Terry Koehne • Mariana Moore • Mark Orcutt • Andres Orozco • Ali Saidi

Facilitators:

Barbara Riveira, County Administrator's Office
Kristine Solseng, Conservation and Development Department

Agenda Items:	Items may be taken out of order based on the business of the day and preference of the Committee
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Present: Candace Andersen, Vice Chair; Lina Velasco, District I Representative; Linda Soliven, District III Representative; Lauren Babb, District IV Representative; Lynn Reichard-Enea, District V Representative; Fran Biderman, At Large Member; Andres Orozco, At Large Member; Ali Saidi, At Large Member; Melody Howe-Weintraub, At Large Member; Mariana Moore, At Large Member; Mark Orcutt, At Large Member; Terry Koehne, At Large Member

Absent: Diane Burgis, Chair; Aparna Madireddi, District II Representative; Alvaro Fuentes, At Large Member; Samuel Houston, At Large Member

Staff Present: Kristine Solseng, Department of Conservation and Development; Matt Lardner, Census Outreach Coordinator; Barbara Riveira, County Administrator's Office; Susan Shiu, Office of Communications & Media

Attendees: Jamie Jannette, Stephanie Kim, David Tucker, Chunling Wong, Darlene Drapkin, Nancy Kreiser, Dom Pruett

1. Call to Order and Introductions

Meeting called to order at 12:05 p.m., self introductions were made.

2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

No public comment was made.

3. Attached is the Record of Action for the November 18, 2019 meeting.

The committee unanimously approved the Record of Action for the the November 18, 2019 meeting of the 2020 Census Complete County Steering Committee.

At Large Member Mariana Moore, At Large Member Melody Howe-Weintraub

AYE: District I Representative Lina Velasco, Vice Chair Candace Andersen, District III Representative Linda Soliven, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Ali Saidi, At Large Member Andres Orozco, At Large Member Fran Biderman, At Large Member Mariana Moore, At Large Member Mark Orcutt, At Large Member Melody Howe-Weintraub, At Large Member Terry Koehne

Other: Chair Diane Burgis (ABSENT), District II Representative Aparna Madireddi (ABSENT), At Large Member Alvaro Fuentes (ABSENT), At Large Member Samuel Houston (ABSENT)

Passed

4. **RECEIVE and FILE** the Record of Action of the Outreach Subcommittee meeting for the November 26, 2019.

The committee unanimously approved the Record of Action for the November 26, 2019 meeting of the Outreach Subcommittee.

At Large Member Terry Koehne, District I Representative Lina Velasco

AYE: District I Representative Lina Velasco, Vice Chair Candace Andersen, District III Representative Linda Soliven, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Ali Saidi, At Large Member Andres Orozco, At Large Member Fran Biderman, At Large Member Mariana Moore, At Large Member Mark Orcutt, At Large Member Melody Howe-Weintraub, At Large Member Terry Koehne

Other: Chair Diane Burgis (ABSENT), District II Representative Aparna Madireddi (ABSENT), At Large Member Alvaro Fuentes (ABSENT), At Large Member Samuel Houston (ABSENT)

Passed

5. **RECEIVE and FILE** the Finance Subcommittee Record of Action for the December 2, 2019 meeting.

The committee unanimously approved the Record of Action for the December 2, 2019 meeting of the Finance Subcommittee.

District IV Representative Lauren Babb, At Large Member Andres Orozco

AYE: District I Representative Lina Velasco, Vice Chair Candace Andersen, District III Representative Linda Soliven, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Ali Saidi, At Large Member Andres Orozco, At Large Member Fran Biderman, At Large Member Mariana Moore, At Large Member Mark Orcutt, At Large Member Melody Howe-Weintraub, At Large Member Terry Koehne

Other: Chair Diane Burgis (ABSENT), District II Representative Aparna Madireddi (ABSENT), At Large Member Alvaro Fuentes (ABSENT), At Large Member Samuel Houston (ABSENT)

Passed

6. RECEIVE federal, state, regional and local updates on preparation for the Census.

State updates were given by Kristine Solseng. The state's recent announcement of the QAC/QAK requirements and their upcoming media buy was discussed. The countu is working with United Way Bay Area to streamline reporting requirements for grantees who have grants with multiple funders. The success of regional trainings as well as the soft launch of the Census Ambassador Program was also discussed.

7. RECEIVE presentation on Statistics in Schools from Chunling Wang, Partnership Specialist, U.S. Census Bureau.

A presentation on the U.S. Census Bureau's program, Statistics in Schools, was given by U.S. Census Bureau Partnership Specialist Chunling Wong.

8. RECEIVE presentation on Unhoused/Homeless population from Jaimie Janett, Health, Housing and Homeless Services.

A presentation on the proposed outreach strategy for people experiencing homelessness was provided by Jamie Janett, Community Engagement Specialist, Homeless Program, Contra Costa Health Services.

9. DISCUSS and REVIEW Phase II Request for Proposal for mini grants, CONSIDER adopting RFP proposal and APPROVE Census 2020 RFP Grant allocation guidelines for mini grants and AUTHORIZE staff to prepare and process contracts with grant awardees as needed to finalize and execute contracts on a rolling basis until funding is exhausted or May 15, 2020 - whichever comes first .

Kristine Solseng presented a Phase II Request for Proposal for mini grants to be released in early January to fund events to promote Census and key messages between January and April 2020. Current gaps in funding were discussed, including geographic HTC communities, schools, and faithbased organizations. Funding will depend on size of event and funding gaps.

The committee decided to have flexibility in the funding based on needs as Census operation begins. Motion to approve Census 2020 RFP Grant allocation guidelines and authorize staff to prepare and process contracts with grant awardees as needed to finalize and execute contracts on a rolling basis until funding is exhausted.

At Large Member Ali Saidi, At Large Member Mariana Moore

AYE: District I Representative Lina Velasco, Vice Chair Candace Andersen, District III Representative Linda Soliven, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Ali Saidi, At Large Member Andres Orozco, At Large Member Fran Biderman, At Large Member Mariana Moore, At Large Member Mark Orcutt, At Large Member Melody Howe-Weintraub, At Large Member Terry Koehne

Other: Chair Diane Burgis (ABSENT), District II Representative Aparna Madireddi (ABSENT), At Large Member Alvaro Fuentes (ABSENT), At Large Member Samuel Houston (ABSENT)

Passed

10. RECOMMEND the Census 2020 Budget be amended to reallocate \$20,000 in Technology funds to new line item Veterans Outreach.

An update of the Census 2020 budget was given by Barbara Riveira, and a proposed reallocate of \$20,000 of technology funding to the Veterans Services Office for Census outreach.

Motion was made to approve reallocation of Census 2020 budget as proposed by staff.

District I Representative Lina Velasco, At Large Member Ali Saidi

AYE: District I Representative Lina Velasco, Vice Chair Candace Andersen, District III Representative Linda Soliven, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Ali Saidi, At Large Member Andres Orozco, At Large Member Fran Biderman, At Large Member Mariana Moore, At Large Member Mark Orcutt, At Large Member Melody Howe-Weintraub, At Large Member Terry Koehne

Other: Chair Diane Burgis (ABSENT), District II Representative Aparna Madireddi (ABSENT), At Large Member Alvaro Fuentes (ABSENT), At Large Member Samuel Houston (ABSENT)

Passed

11. RECEIVE Implementation Plan Update and AUTHORIZE staff to continue to make updates as necessary for submittal to the State.

An update of the Implementation Plan was given by Barbara Riveira. The State has approved the Implementation Plan as submitted and the county can now invoice for that deliverable, as this is a living document periodic updates will be necessary. Motion to authorize staff to continue to make updates to the Implementation Plan as necessary for submittal to the State.

At Large Member Ali Saidi, At Large Member Andres Orozco

AYE: District I Representative Lina Velasco, Vice Chair Candace Andersen, District III Representative Linda Soliven, District IV Representative Lauren Babb, District V Representative Lynn Reichard-Enea, At Large Member Ali Saidi, At Large Member Andres Orozco, At Large Member Fran Biderman, At Large Member Mariana Moore, At Large Member Mark Orcutt, At

Large Member Melody Howe-Weintraub, At Large Member Terry Koehne
Other: Chair Diane Burgis (ABSENT), District II Representative Aparna
Madireddi (ABSENT), At Large Member Alvaro Fuentes (ABSENT), At
Large Member Samuel Houston (ABSENT)

Passed

12. The next meeting is currently scheduled for January 27, 2019.

13. Adjourn

Meeting adjourned at 1:00 p.m.

The 2020 Census Complete Count Steering Committee will provide reasonable accommodations for persons with disabilities planning to attend the Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the 2020 Census Complete Count Steering Committee less than 96 hours prior to that meeting are available for public inspection at 651 Pine Street, 10th floor, during normal business hours.

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

For Additional Information Contact:

Barbara Riveira, County Administrator's Office
Phone (925) 335-1018, Fax (925) 646-1353
barbara.riveira@cao.cccounty.us