


DRAFT

 Agenda	<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;">January 27, 2020 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: Diane Burgis, Chair; Aparna Madireddi, District II 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; Samuel Houston, At Large Member; Terry Koehne, At Large Member

Absent: Candace Andersen, Vice Chair; Lina Velasco, District I Representative; Alvaro Fuentes, At Large Member

Staff Present: Barbara Riveira, County Administrator's Office; Kristine Solseng, Department of Conservation and Development; Matt Lardner, Census Outreach Coordinator; Teresa Gerringer, District III; Tanya Hyland, Census Intern District III; Mark Goodman, Chief of Staff District III

Attendees: Dom Pruett, Nancy Kreiser, Emily Condon, Heather Gil, Norma Martinez Rueben, Mary Schreiber, Darlene Drapkin, Amina Lugman

1. Call to Order and Introductions

Supervisor Burgis convened the meeting at 12:01 p.m. and self-introductions were made around the room.

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 requests were made to speak during public comment.

3. RECEIVE and APPROVE the Record of Action for the December 16, 2019 meeting of the 2020 Census Complete Count Steering Committee.

The Record of Action for the December 16, 2019 - Census 2020 Complete Count Steering Committee was approved as presented.

At Large Member Mark Orcutt, District V Representative Lynn Reichard-Enea

AYE: Chair Diane Burgis, District II Representative Aparna Madireddi, 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 Samuel Houston, At Large Member Terry Koehne

Other: District I Representative Lina Velasco (ABSENT), Vice Chair Candace Andersen (ABSENT), At Large Member Alvaro Fuentes (ABSENT)

Passed

4. RECEIVE and FILE the Record of Action of the Outreach Subcommittee meeting for the December 10, 2019.

The Record of Action for the December 10, 2019 - Census 2020 Outreach Subcommittee was approved as presented.

At Large Member Terry Koehne, District III Representative Linda Soliven

AYE: Chair Diane Burgis, District II Representative Aparna Madireddi, 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 Samuel Houston, At Large Member Terry Koehne

Other: District I Representative Lina Velasco (ABSENT), Vice Chair Candace Andersen (ABSENT), At Large Member Alvaro Fuentes (ABSENT)

Passed

5. RECEIVE and FILE the Joint Census 2020 Outreach and Finance Subcommittee Record of Action for the January 21, 2020 meeting.

The Record of Action for the January 21, 2020 - Joint Meeting of the Census 2020 Outreach and Finance Subcommittees was approved as presented.

District II Representative Aparna Madireddi, At Large Member Samuel Houston

AYE: Chair Diane Burgis, District II Representative Aparna Madireddi, 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 Samuel Houston, At Large Member Terry Koehne

Other: District I Representative Lina Velasco (ABSENT), Vice Chair Candace Andersen (ABSENT), At Large Member Alvaro Fuentes (ABSENT)

Passed

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

Matt Lardner, Census Outreach Coordinator provided an overview of the Federal, state, and regional, and local Census 2020 efforts and updates. The following were received and discussed.

- **Federal**
 - *Census Bureau recently rolled out their media campaign*
 - *Mobile Questionnaire Assistance will likely be deployed by the Census Bureau at community events and locations to help people in responding to the census*
- **State**
 - *Rolling out their media campaign*
 - *Released their QAC/QAK requirements*
- **UWBA**
 - *Released social media toolkit*
 - *Released QAC/QAK requirements*
 - *Developing swag*
- **County**
 - *Recently released outreach toolkit, including social media images and posts, newsletter templates, and collateral*
 - *Branding from the County with lots of posters available*
 - *Many presentations have been given around the county*
 - *Regional workshops and training will begin in February and March*
 - *The website has been updated and is loaded with resources*

Supervisor Burgis requested that committee members review the website for content and provide feedback to staff.

7. **RECOMMEND** allocation of additional \$63,400 received from the State.

Barbara Riveira provided a brief overview of the budget and an update on the contracting status of grantees. Supervisor Burgis requested staff provide the committee with a list of the outstanding contracts to assist staff with obtaining outstanding documentation required to complete the contract by January 31, 2020.

The committee discussed the additional \$63,400 funding from the state and how it should be distributed. A motion was made to distribute the additional funding toward the following: Printing was allocated an additional \$16,400, Grants allocated

an additional \$42,000 and \$5,000 was allocated toward Contingency/Non-response.

At Large Member Mariana Moore, At Large Member Mark Orcutt

AYE: Chair Diane Burgis, District II Representative Aparna Madireddi, 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 Samuel Houston, At Large Member Terry Koehne

Other: District I Representative Lina Velasco (ABSENT), Vice Chair Candace Andersen (ABSENT), At Large Member Alvaro Fuentes (ABSENT)

Passed

8. RECEIVE report on Census 2020 Steering Committee attendance.

Supervisor Burgis discussed the importance of the work the committee is performing and that a quorum is needed to conduct business during these meeting. Supervisor Burgis also requested that committee members reply to the agenda notice that they will be in attendance.

9. The next meeting is currently scheduled for February 24, 2019.

10. Adjourn

Meeting adjourned at 1:42 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:

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barbara.riveira@cao.cccounty.us