

## “ATTACHMENT B”

### INTERNAL OPERATIONS COMMITTEE SUMMARY OF 2020 REERRALS

The 2020 Internal Operations Committee (IOC) received nine referrals from the Board of Supervisors. Following is a summary of each referral and its status.

#### **Standing Referrals**

1. Small Business Enterprise (SBE) and Outreach Programs. The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SBE) Program applies to: (1) County-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less. Businesses included under these programs include:

- Small Business Enterprise (SBE)
- Minority Business Enterprise (MBE)
- Women Business Enterprise (WBE)
- Disadvantaged Business Enterprise (DBE)
- Disabled Veteran Business Enterprise (DVBE)
- Local Business Enterprise (LBE)

The Outreach Program requires that the County perform solicitation to a minimum of three vendors. A minimum of 50% of the vendors solicited must be an SBE, MBE, WBE, DBE, DVBE or LBE. It does not establish a requirement for awarding contracts.

In 2019, the IOC accepted two reports from the Purchasing Services Manager, together covering the period July 1, 2018 through June 30, 2019, and reported out to the Board of Supervisors on March 19 and October 8, 2019.

2. County Financial Audit Program. Since 2000, the IOC reviews, each February, the annual schedule of audits and best practices studies proposed by the Auditor-Controller. The Auditor-Controller's Office presented a report of their 2018 audit work and proposed 2019 Audit Schedule to the IOC on March 11, 2019. The IOC transmitted the Audit Schedule to the Board of Supervisors on March 19, 2019.

3. Annual Report on Fleet Internal Service Fund and Disposition of Low Mileage Vehicles. Each year, the Public Works Department Fleet Manager analyzes the fleet and annual vehicle usage and makes recommendations to the IOC on the budget year vehicle replacements and on the intra-County transfer of underutilized vehicles, in accordance with County policy. In FY 2008/09, following the establishment of an Internal Services Fund (ISF) for the County Fleet to be administered by Public Works, the Board requested the IOC to review annually the Public Works department report on the fleet and on low-mileage vehicles. The IOC received the 2018/19 fleet report on March 11, 2019 and reported out to the Board of Supervisors on March 19, 2019.

4. Local Bid Preference Program. In 2005, the Board of Supervisors adopted the local bid preference ordinance to support small local businesses and stimulate the local economy, at no additional cost to the

County. Under the program, if the low bid in a commodities purchase is not from a local vendor, any responsive local vendor who submitted a bid over \$25,000 that was within 5% percent of the lowest bid has the option to submit a new bid. The local vendor will be awarded if the new bid is in an amount less than or equal to the lowest responsive bid, allowing the County to favor the local vendor but not at the expense of obtaining the lowest offered price. Since adoption of the ordinance, the IOC has continued to monitor the effects of the program through annual reports prepared and presented by the Purchasing Agent or designee. The IOC received two reports, together covering the period July 1, 2018 through June 30, 2019, and reported out to the Board of Supervisors on March 19 and October 8, 2019.

5. Advisory Body Recruitment. On December 12, 2000, the Board of Supervisors approved a policy on the process for recruiting applicants for selected advisory bodies of the Board. This policy requires an open recruitment for all vacancies to At Large seats appointed by the Board. The IOC made a determination that it would conduct interviews for At Large seats on the following bodies: Retirement Board, Fire Advisory Commission, Integrated Pest Management Advisory Committee, Planning Commission, Treasury Oversight Board, Airport Land Use Commission, Aviation Advisory Committee and the Fish & Wildlife Committee; and that screening and nomination to fill At Large seats on all other eligible bodies would be delegated to each body or a subcommittee thereof.

In 2019, the IOC submitted recommendations to the Board of Supervisors to fill 33 vacant seats on various committees and commissions. The IOC interviewed 32 individuals for seats on the 2020 Census Complete Count Steering Committee, the Retirement Board, the Airport Land Use Commission, and the Contra Costa County Fire Protection District Advisory Commission.

In 2020, the IOC will need to recruit and interview for the Airport Land Use Commission, Treasury Oversight Committee, CCCFPD Advisory Fire Commission, the Fish & Wildlife Committee, County Planning Commission, the East Bay Regional Parks Advisory Committee, the Law Library, and the Retirement Board.

6. Process for Allocation of Propagation Funds by the Fish and Wildlife Committee. On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with a recommendation that IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review. On April 8, 2019, the IOC received a report from DCD proposing, on behalf of the FWC, the 2019 Fish and Wildlife Propagation Fund Grant awards. The IOC approved the proposal and, on April 16, 2019, recommended grant awards for ten projects totaling \$67,267, which the Board of Supervisors unanimously approved. The Board subsequently approved an allocation of \$4,962 from the Fish and Wildlife Propagation Fund to cover expenditures related to hosting the 6th Quadrennial Creek and Watershed Symposium.

7. Advisory Body Triennial Review. Beginning in 2010 and concluding in 2011/2012, the Board of Supervisors conducted an extensive review of advisory body policies and composition, and passed Resolution Nos. 2011/497 and 2011/498, which revised and restated the Board's governing principles for the bodies. The Resolutions dealt with all bodies, whether created by the BOS as discretionary or those that the BOS is mandated to create by state or federal rules, laws or regulations. The Resolutions directed the CAO/COB's Office to institute a method to conduct a rotating triennial review of each body and to report on the results of that review and any resulting staff recommendations to the Board, through the IOC, on a regular basis. The second phase report of the current Triennial Review Cycle was completed on April 8, 2019 and reported out to the Board on April 16, 2019.

8. Animal Benefit Fund Review. On May 12, 2015, the Board of Supervisors adopted the fiscal year

2015/16 budget, including a referral to the Internal Operations Committee to review the Animal Benefit Fund and, in March 2016, the Board directed that the review be made by the IOC annually to assess the impact of the Animal Benefit Fund on the community and families. On October 21, 2019, the IOC received the third annual report on the Animal Benefit Fund covering FY 2018/19 and reported out to the Board of Supervisors on November 5, 2019.

### **Non-Standing Referral**

9. Language Interpretation Services for Public Meetings. On March 26, 2019, the Board requested the IOC to develop a policy on language interpretation services at the Board of Supervisors meetings. The IOC considered this matter on September 9, 2019 and decided that the services could not practically be rolled out until staff relocates to the new Administration Building. The IOC gave staff direction to report back with additional information to assist the Committee in determining the best model for providing these services. The IOC received a follow-up report on December 9, and directed staff to prepare a report for Board discussion on January 21 with recommendations to consider implementing language translation services at BOS meetings upon 72 hours' prior notice once the Board begins using its new meeting chambers, estimated to be in or around June 2020. Staff was asked to confer with DoIT on the feasibility of implementing language translation in the current BOS Chambers.