



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
February 10, 2020

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: George Smith, HazMat Commission; Sandi Bewley, Auditor-Controller's Office; Joanne Bohren, Auditor-Controller's Office; Jami Napier, Chief Asst Clerk of the Board; Emlyn Struthers, Clerk of the Board's Office; Jill Ray, BOS District II Representative; Mark Goodwin, District III Chief of Staff

1. Introductions

Chair Andersen called the meeting to order at 10:35 a.m. and invited attendees to introduce themselves. She announced that Vice Chair Burgis would arrive shortly.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

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

No one requested to speak during the public comment period.

3. RECEIVE and APPROVE the Record of Action for the December 9, 2019 IOC meeting.

The Committee approved the Record of Action for the December 9, 2019 meeting as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. RECOMMEND to the Board of Supervisors the appointment of Audrey Comeaux (Richmond) to the General Public seat and reappointment of Tim Bancroft (Danville) to the Alternate seat on the Hazardous Materials Commission to terms that will expire on December 31, 2023.

Approved as recommended.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5. ACCEPT report on the Auditor-Controller's audit activities for 2019 and APPROVE the proposed schedule of financial audits for 2020.

Sandra Bewley presented the staff report. The Committee accepted the report and approved the 2020 schedule of audits as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

6. Given the longevity and repetition of these compliance issues, staff recommends that the Commission be given a hard and fast deadline to address these issues to the satisfaction of the IOC, with consideration for dissolution of the Commission as a County advisory body should there be a failure to do so.

The Committee discussed several compliance issues associated with agenda and minutes posting, meeting location, fund management, annual reporting to the Board, member application process, and transparency via the Commission website. The Committee reiterated the need for an arms length separation between the Friends of the Commission and the Commission. The current relationship between the two organizations continues to be unclear.

The Committee directed staff to provide the Commission a list of corrective actions necessary to come into compliance with the Commission bylaws and County policy, and to request the Commission to report to the IOC in 60 days on the status of the compliance issues.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

7. APPROVE the proposed 2020 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

Approved as recommended.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

8. APPROVE the proposed recruitment plan and schedules to fill public member or At Large seat vacancies on certain Board advisory bodies, commissions and committees.

Approved as recommended except that the Committee directed staff to extend the application filing period for the Planning Commission by two weeks. Chair Andersen offered to propose to the Retirement Administrator changing the term expiration of one of the County appointed seats so that only two of the four primary County seats would expire in the same year.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

9. The next meeting is currently scheduled for March 9, 2020.
10. Adjourn

Chair Andersen adjourned the meeting at 11:55 a.m.

For Additional Information Contact:

DRAFT

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