



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
March 9, 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: Danial Borsuk; Jami Napier, Chief Asst Clerk of the Board; Emlyn Struthers, Clerk of the Board's Office; Ross Hillesheim; Johana Gurdian; Joe Yee; Carlos Velasquez; Steve Kennedy; Mark Goodwin, District III Chief of Staff

### 1. Introductions

***Chair Andersen called the meeting to order at 10:30 a.m. and invited attendees to introduce themselves.***

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

***Steve Kennedy submitted a request, attached, for fish and wildlife propagation funds. Staff advised that the RFP deadline was in January and the Fish and Wildlife Committee had already met and developed its recommendations for allocations of the fund. The IOC received Mr. Kennedy's request and suggested that Mr. Kennedy attend the next IOC meeting at which the IOC would consider the Fish & Wildlife Committee's recommendations for allocation of propagation funds.***

### 3. RECEIVE and APPROVE the Record of Action for the February 10, 2020 IOC meeting.

***The Committee approved the record of action for the February 10, 2020 IOC meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

4. INTERVIEW candidates for the At Large #2 seat on the County Planning Commission and DETERMINE nomination to the Board of Supervisors for appointment to complete the current term ending on June 30, 2020 and to a new a four-year term beginning July 1, 2020 and ending June 30, 2024.

***The Committee unanimously approved adding the application of Johana Gurdian to the meeting packet and considering her candidacy.***

***The Committee interviewed Johana Gurdian, Ross Hillesheim, and Daniel Borsuk for the vacant At Large 2 seat on the County Planning Commission. Lamar Anderson did not appear for the interview.***

***As a result of the interview, the Committee decided to recommend Ross Hillesheim for appointment, and directed staff to forward this recommendation to the Board of Supervisors.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

5. ACCEPT 2018/19 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet.

***Joe Yee and Carlos Velasquez presented the staff report. Joe reported that the limited availability of electric vehicle charging stations has prevented the County from optimizing the County fleet. Moreover, the price difference between a Level 2, 220V charger, which can charge a vehicle over an 8-hour period, and a Level 3 charger, which can charge a vehicle to about 80% in 30 minutes, is about \$40,000 each. Joe reported that most of the County's EV chargers are located in staff-only parking lots and are not available to the general public. Most of the grant opportunities require a County match and are conditioned upon the chargers being available to the general public.***

***Joe reported that Public Works identified two underutilized CNG (Compressed Natural Gas) Hondas. These CNG Hondas are typically underutilized due to their limited range. He stated that these would eventually be replaced with either Volts or Leafs, which have greater range.***

***Chair Andersen noted the recent uptick in thefts of catalytic converters and asked if the County had experienced any such thefts. Carlos reported that the County had indeed had a spate of thefts and that preventative measures had proved unsuccessful. He added that the thefts have since tapered off.***

***The Committee accepted the annual report and directed staff to forward the report to the Board for its information.***

AYE: Chair Candace Andersen

Vice Chair Diane Burgis

6. ACCEPT the 2018-2020 Triennial Review Phase III Report and specific recommendations summarized below:
  1. DIRECT the County Administrator to continue implementation with the third cycle of the triennial review process and relate actions.
  2. DIRECT the Managed Care Commission (MCC) to coordinate with the County Administrator's Office to make related corrective actions related to its membership composition and appointments.
    - i. DIRECT the MCC to update its bylaws to reduce its number of seats and to alter its membership composition in accordance with its contractual requirements with the State;
    - ii. DIRECT the MCC to forward its membership recommendations to the Family & Human Services Committee in order to review nominations to the MCC's newly established seats.
  3. DETERMINE the best course of action to address the Crockett-Carquinez Fire Protection District Advisory Fire Commission's lack of compliance with county policies related to posting of agendas and meeting transparency.
  4. CONSIDER referring minor, targeted suggestions about agenda language and disclosures to the following independent boards and commissions:
    - i. Alamo-Lafayette Cemetery District
    - ii. Byron-Brentwood Knightsen Cemetery District
    - iii. Resource Conservation District
  5. DIRECT Department of Conservation and Development staff to update the establishing documents and bylaws of the Affordable Housing Finance Committee so that the Committee may include Housing Opportunities for Persons with AIDS (HOPWA) funds within their advisory jurisdiction, to become operational pending County Counsel review and approval by the Board of Supervisors
  6. CONSIDER further review of advisory bodies without assigned permanent staff and DETERMINE whether to create a policy to abolish unstaffed advisory bodies with serious compliance issues that have been identified during Cycle 2 of the Triennial Review, including the Commission for Women and the Crockett-Carquinez Fire Protection District Advisory Fire Commission.
  7. DETERMINE whether to refer any additional issues outside the scope of the Triennial Review to other Board committees for action.
    - i. Alamo-Lafayette Cemetery District Trustees
    - ii. Fish & Wildlife Committee
    - iii. Public Law Library
1. Discussion and approval.

***Emlyn Struthers presented the staff report and recommendations. She noted three issues outside the scope of the triennial review. The Committee provided the following direction on those issues, which were outlined in Recommendation 7:***

- ***Alamo-Lafayette Cemetery District automatic entrance gate - Supervisor Andersen will meet with District staff to obtain further***

*information.*

- **Fish & Wildlife Committee staff expenses in excess of \$3,000 - Refer to TWIC for further discussion**
- **Public Law Library structural budget imbalance - No further action, as the County's obligation to the Law Library is set forth in statute.**

***The Committee approved staff recommendations 1-5 as presented.***

***The Committee directed staff to work with the Commission for Women and the Crockett-Carquinez Fire Protection District Advisory Fire Commission to achieve compliance with the Brown Act, County Better Government Ordinance, and approved bylaws, and to report back with a status and/or recommendation.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7. CONSENT to transfer to the Airports Committee the Board referral of screening and recommending candidates for appointment to the Airport Land Use Commission.

***Approved as recommended.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

8. The April 13, 2020 meeting was canceled. A special meeting is scheduled for April 6, 2020 at 1:00 p.m.
9. Adjourn

***Chair Andersen adjourned the meeting at 11:45 p.m.***

---

For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 335-1077, Fax (925) 646-1353  
julie.enea@cao.cccounty.us