



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
July 13, 2020

Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair  
Diane Burgis, Vice Chair

Staff Julie DiMaggio Enea, Staff  
Present:

### 1. Introductions

***Chair Andersen called the meeting to order at 10:30 a.m. and invited all 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).

***No one requested to speak during the public comment period.***

### 3. RECEIVE and APPROVE the Record of Action for the March 9, 2020 IOC meeting.

***The Committee approved the Record of Action of the March 9, 2020 meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

### 4. INTERVIEW candidate for the Public Member Alternate Seat on the Integrated Pest Management Advisory Committee for possible appointment to a term that will expire on December 31, 2022, and DETERMINE recommendation for Board of Supervisors consideration.

***The Committee interviewed Amy Budahn for the Public Member Alternate Seat on the Integrated Pest Management Advisory Committee and decided to recommend appointment of Ms. Budahn to a term that will expire on December 31, 2022.***

AYE: Chair Candace Andersen

Vice Chair Diane Burgis

5. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period July 1 - December 31, 2019.

***Cindy Shehorn presented the staff report and expressed her strong commitment to the success of the County's purchasing programs. The Committee acknowledged that COVID-19 may have had a dampening effect on the County's program performance and hoped to see improvement in the next reporting period.***

***Carrie Ricci introduced Cindy as the County's new Purchasing Services Manager, describing her past experience and contributions to the County's Purchasing Division. The Committee congratulated Cindy on her promotion and welcomed her to her new position.***

***The Committee accepted the report as presented and directed staff to forward the report to the full Board for their information.***

AYE: Chair Candace Andersen

Vice Chair Diane Burgis

6. APPROVE out-of-cycle recommendations from the Fish & Wildlife Committee for the allocation of 2020 Fish and Wildlife Propagation Fund grant funds for two additional projects totaling \$27,023:

<b>Grantee</b>	<b>Project</b>	<b>Amount</b>
Carquinez Reg. Environmental Education Center	Greenhouse/grounds improvement for educational purposes	\$ 8,523
Resource Cons Dist & Walnut Creek Watershed Council	Arundo donax mitigation	\$18,500

***Maureen Parkes presented the staff report. She explained the the application of the Resource Conservation District was sent timely via email but not received, and so merited out of cycle consideration. She explained that the Carquinez Regional Environmental Education Center award recommendation is less than requested because cost savings were identified in the program by way of no-cost wood chips/mulch. In all other respects, the recommendations are to grant the proposals. Chair Andersen commented that she would rather grant the funds to worthy projects than allow it to accumulate unused.***

***The Committee accepted the staff report, approved the recommendations, and directed staff to forward the Committee recommendations to the board***

***of supervisors.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7. The August 10, 2020 meeting is canceled. The next meeting is currently scheduled for September 14, 2020.

***Chair Andersen confirmed the next meeting date of September 14, 2020.***

8. Adjourn

***Chair Andersen adjourned the meeting at 10:53 a.m.***

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For Additional Information Contact:

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