



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
September 14, 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: Mark Goodwin, Chief of Staff, District III; Carrie Ricci, Deputy Public Works Director;  
Cindy Shehorn, Purchasing Services Manager, PW; Robert Sarmiento, DCD

### 1. Introductions

***Chair Andersen called the meeting to order at 10:30 a.m.***

### 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 July 13, 2020 IOC meeting.

***The Committee approved the Record of Action for the July 13, 2020 meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

### 4. RECOMMEND to the Board of Supervisors the appointment of Nazanin Shakerin to the Citizen Advisory Committee of the Contra Costa Transportation Authority to complete the current four-year term that will expire on March 31, 2024, as recommended by the Conservation and Development Director.

***Robert Sarmiento presented the staff report and recommendation.***

***The Internal Operations Committee considered the two eligible candidates -- incumbent Patricia Bristow (Byron area) and Nazanin Shakerin (Alamo area) -- and decided to recommend the reappointment of current County Representative Patricia Bristow because she served the CAC well during***

***her first one and one-half terms since 2014, and represents the eastern portion of the county, which has historically been underrepresented. Ms. Bristow has also served on several community organizations, including the Brentwood Union School District Foundation Board, the John Marsh Historic Trust Board, and the Union Cemetery District Board. Ms. Bristow received her B.S. and teaching credential from Colorado State University and M.S. in Organization and Leadership from the University of San Francisco.***

***Ms. Shakerin (Alamo area) has a professional and technical transportation engineering background and already serves as the District II Representative on the County Iron Horse Corridor Management Program Advisory Committee and as a County Representative on the Metropolitan Transportation Commission Regional Measure 3 Independent Oversight Committee. While very highly qualified, the IOC believed Ms. Bristow, having a less technical background, to be a better fit for the citizens advisory committee.***

***The appointment will be recommended to complete the current four year term to expire on March 31, 2023. The staff report incorrectly identified the term expiration to be March 31, 2024.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

5. RECOMMEND to the Board of Supervisors the appointment of Paula Troy to the Board of Supervisors Representative seat on the Treasury Oversight Committee (TOC) for a term ending April 30, 2024.

***The Committee approved the staff recommendation to appoint Paula Troy to the Board of Supervisors Representative seat on the Treasury Oversight Committee for a term ending April 30, 2024 and directed staff to forward the recommendation to the Board of Supervisors.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

6. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Preference Programs Report, reflecting departmental program data for the period January 1 - June 30, 2020.

***Cindy Shehorn summarized the staff report and proposed that the Committee consider raising the SBE/Outreach programs threshold from the current \$100,000 or less to \$200,000 or less, to match the Purchasing Agent's current approval authorization threshold for personal services contracts. As this proposal was not publicly noticed and had received no prior review by the County Administrator's Office, Committee staff suggested that data analysis first be conducted to determine if there was***

***adequate support for the proposal. The Committee concurred and decided to postpone the report and proposal to the next IOC meeting.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7. The next meeting is currently scheduled for October 12, 2020.

***The Committee confirmed October 12 as the next meeting date.***

8. Adjourn

***Chair Andersen adjourned the meeting at 10:50 a.m.***

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For Additional Information Contact:

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