



# Agenda

## FINANCE COMMITTEE

March 1, 2021  
9:00 A.M.

### VIRTUAL MEETING

The Public may observe and participate in  
the Virtual Zoom Meeting by using this link:

<https://cccounty-us.zoom.us/j/86882490140>

Meeting ID: 868 8249 0140

Or by dialing (888) 278-0254

Conference code: 468751

Supervisor Karen Mitchoff, Chair  
Supervisor John Gioia, Vice Chair

#### Agenda Items:

Items may be taken out of order based on the business of the day and preference  
of the Committee

1. Introductions
2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).
3. CONSIDER approving the Record of Action for the October 19, 2020, Finance Committee meeting (Lisa Driscoll, County Finance Director)
4. CONSIDER draft bylaws for the Measure X Advisory Board and provide additional staff direction (Lisa Driscoll, County Finance Director)
5. The next meeting is currently scheduled for April 5, 2021; however, the Committee may wish to schedule additional meetings prior to that date.
6. Adjourn

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*The Finance Committee will provide reasonable accommodations for persons with disabilities planning to attend Finance Committee meetings. Contact the staff person listed below at least 72 hours before the meeting.*

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*Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the County to a majority of members of the Finance Committee less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar St., 4th Floor, Martinez, during normal business hours.*

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*Public comment may be submitted via electronic mail on agenda items at least one full work day prior to the published meeting time.*

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Lisa Driscoll, Committee Staff

Phone (925) 655-2047

[lisa.driscoll@cao.cccounty.us](mailto:lisa.driscoll@cao.cccounty.us)

For Additional Information Contact:



# Contra Costa County Board of Supervisors

## Subcommittee Report

### FINANCE COMMITTEE

3.

**Meeting Date:** 03/01/2021

**Subject:** Record of Action for October 19, 2020 Finance Committee Meeting

**Submitted For:** FINANCE COMMITTEE,

**Department:** County Administrator

**Referral No.:** N/A

**Referral Name:** Record of Action

**Presenter:** Lisa Driscoll, County Finance Director **Contact:** Lisa Driscoll (925) 655-2047

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#### **Referral History:**

County Ordinance requires that each County body keep a record of its meetings. Though the record need not be verbatim, it must accurately reflect the agenda and the discussions made in the meetings.

#### **Referral Update:**

Attached for the Committee's consideration is the Record of Action for its October 19, 2020 meeting.

#### **Recommendation(s)/Next Step(s):**

Staff recommends approval of the Record of Action for the October 19, 2020 meeting.

#### **Fiscal Impact (if any):**

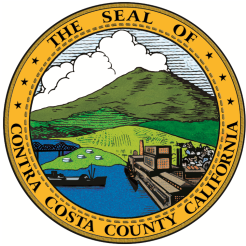
No fiscal impact.

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#### **Attachments**

Draft Record of Action October 19, 2020

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## FINANCE COMMITTEE

RECORD OF ACTION FOR  
October 19, 2020

Supervisor John Gioia, Chair  
Supervisor Karen Mitchoff, Vice Chair

Present: John Gioia, Chair  
Karen Mitchoff, Vice Chair

Staff Present: Lisa Driscoll, Finance Director; Robert Campbell, County Auditor-Controller; Joanne Bohren, Auditor-Controller Division Manager; Sandra Bewley, Supervising Accountant-Auditor; Chris Wikler, BOS District IV; Ramesh Kanzaria, Public Works-Division Manager; Warren Lai, Public Works

1. Introductions
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 public comment.*

3. Staff recommends approval of the Record of Action for the February 3, 2020 meeting.

*Approved as presented.*

4. Accept attached report regarding the Countywide Single Audit for the Fiscal Year Ending June 30, 2019 (also attached).

*Approved as presented.*

5. ACCEPT semi-annual Capital Projects update.

*Approved as presented.*

6. The next meeting will be scheduled in 2021.

7. Adjourn

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For Additional Information Contact:

Lisa Driscoll, County Finance Director  
Phone (925) 335-1023, Fax (925) 646-1353  
[lisa.driscoll@cao.cccounty.us](mailto:lisa.driscoll@cao.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### FINANCE COMMITTEE

4.

**Meeting Date:** 03/01/2021

**Subject:** Draft Bylaws for the Measure X Community Advisory Board

**Submitted For:** FINANCE COMMITTEE,

**Department:** County Administrator

**Referral No.:** D.4 2/2/2021

**Referral Name:** Measure X Community Advisory Board

**Presenter:** Lisa Driscoll, County  
Finance Director

**Contact:** Lisa Driscoll, County Finance  
Director 925-655-2047

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### **Referral History:**

The voters passed Measure X, a ½ cent sales tax levied countywide (exempting food sales), in November 2020. Collection of the sales tax will begin in April 2021 and will be available for distribution in FY 2021-22.

On February 2, 2021, the Board of Supervisors approved the creation of a 17-member Community Advisory Board to recommend budget allocations of annual revenue received under Measure X funds, directed the County Administrator to return to the Board of Supervisors by February 9, 2021 with a process to move forward in soliciting applications and seating members on the Community Advisory Board, and further directed that the Advisory Board be a Brown Act body that is staff by the County Administrator's Office.

On February 9, 2021, the Board of Supervisors clarified the composition and eligibility issues related to seats on the Advisory Board, adopted a process to recruit and appoint members of the Measure X Community Advisory Board, and referred the item to the Finance Committee.

The Clerk of the Board of Supervisors has solicited applications to fill the 17-member Advisory Board through a single recruitment process. Applications shall be referred to each County Supervisor to select three nominees to serve on the Advisory Board (two nominees plus one stand-by nominee). Supervisorial District nominees will be transmitted to the Finance Committee along with all remaining applications for appointment. The Finance Committee shall review the Supervisorial District nominations and select nominees for the remaining seven (7) At-Large seats considering the goals identified by the Board. In the case where the same nominee is selected for a Supervisorial District appointment by multiple Supervisors, the Finance Committee shall take into consideration the stand-by nominees recommended by those Supervisors in resolving the conflict and making a final recommendation to the Board of Supervisors. The Finance Committee shall ultimately make every effort to ensure that there is representation from the broadest cross-section of stakeholders as directed by the Board as well as geographic, racial and ethnic representation reflecting the County's diversity.

On February 11, 2021, the County issued the attached media release entitled "WOULD YOU LIKE TO SERVE ON THE MEASURE X COMMUNITY ADVISORY BOARD". Applications can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or via the County website, and are due to the Clerk of the Board no later than 5pm on Thursday, March 11, 2021. Candidate interviews will take place during the month of March and the Board of Supervisors plans to make final appointments in late March or April 2021.

**Referral Update:**

Attached is a draft set of bylaws for the Measure X Community Advisory Board that incorporates the membership and eligibility terms that the Board of Supervisors approved on February 2nd and amended on February 9th. The framework that was used to develop the draft bylaws has been used previously for the Community Corrections Partnership and Juvenile Justice Coordinating Council and provide the basics for discussion.

**Recommendation(s)/Next Step(s):**

1. CONSIDER draft bylaws for the Measure X Community Advisory Board, and
2. PROVIDE additional staff direction.

**Fiscal Impact (if any):**

Administrative action with no specific fiscal impact at this time. Once the Community Advisory Board is formed and begins to meet, staff time will need to be allocated to the work of the board for the third and fourth quarters of FY 2020/21.

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**Attachments**

Draft Measure X Community Advisory Board Bylaws

Media Release - Would you like to serve on the Measure X Community Advisory Board

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**CONTRA COSTA COUNTY  
MEASURE X COMMUNITY ADVISORY BOARD**

**BYLAWS**

(adopted by the Board of Supervisors on \_\_\_\_\_, 2021)

**Article I – Purpose**

- A. The Measure X Community Advisory Board (the “Advisory Board”) was established by the Board of Supervisors on February 2, 2021 to advise the Board of Supervisors on the use of Measure X transactions and use tax funds. The main responsibilities of the Advisory Board are:
1. Overseeing an annual assessment of community needs, focusing primarily on the priority areas identified in this year’s Needs Assessment, including emergency response (fire/medical), health care, safety net services, preventative care, affordable housing, and supports for early childhood, youth, families, and seniors.
  2. Creating detailed priority lists of the top ten service gaps (county- and community-provided) based on the results from the needs assessment.
  3. Using the assessment to make general funding priority recommendations to the Board of Supervisors on 95% of the revenue generated by Measure X.
  4. Providing an annual report on the outcomes and impact of allocated funds.
  5. The Advisory Board committee shall initially meet as needed to develop a recommended annual budget allocation plan, and thereafter shall meet quarterly.

**Article II – Membership**

- A. Composition: The Advisory Board shall consist of 17 members, composed of 10 Supervisorial District appointees (2 per Supervisorial District) and seven (7) At-Large appointees.
- B. Eligibility:
1. General: The Advisory Board shall be composed of members representing broad and diverse voices, perspectives and expertise, including but not exclusive to: budget justice advocacy, children’s services, community health, consumer advocacy, faith leadership, senior services, fire and public safety protection, housing and homelessness, labor union representation, legal advocacy, local businesses, mental health services, non-partisan civic organizations, policy organizations, public health, racial justice and equity, safety net services, senior services, substance use services, taxpayers, and youth services.
  2. Live/Work Requirement: Committee members shall either live or work in Contra Costa County, with a majority being residents of the County. There is no requirement for Supervisorial District seat appointees to live or work within a specific Supervisorial District.
  3. No Public Officials: Public officials, including both elected and appointed, are not eligible to serve on the Advisory Board.



C. Terms of Office:

1. Initial Appointments: The initial members of the Advisory Board shall serve staggered terms of two or three years, and subsequent appointments serving three-year terms.
  - a) Supervisory District Appointments: Of the two (2) Supervisory District seats identified in Article II(A) for each Supervisory District, one shall serve an initial term of two (2) years and one shall serve an initial term of three (3) years.
  - b) At-Large Appointments: Of the seven (7) At-Large seats identified in Article II(A), four (4) shall serve an initial term of two (2) years and three (3) shall serve an initial term of three (3) years.
2. Term Limits: Each member is limited to serving, consecutively, for a maximum of six years.

D. Appointment Process:

1. Initial Appointments:
  - a) The Clerk of the Board of Supervisors will solicit applications to fill the 17-member Advisory Board through a single recruitment process.
  - b) Applications shall be referred to each County Supervisor to select three nominees to serve on the Advisory Board (two nominees plus one stand-by nominee).
  - c) Supervisory District nominees will be transmitted to the Finance Committee of the Board of Supervisors (the "Finance Committee") along with all remaining applications for appointment.
  - d) The Finance Committee shall review the Supervisory District nominations and select nominees for the remaining seven (7) At-Large seats taking into account the goals identified in Article II(B)(1).
  - e) In the case where the same nominee is selected for a Supervisory District appointment by multiple Supervisors, the Finance Committee shall take into consideration the stand-by nominees recommended by those Supervisors in resolving the conflict and making a final recommendation to the Board of Supervisors.
  - f) The Finance Committee shall ultimately make every effort to insure that there is representation from the broadest cross-section of stakeholders as described in Article II(B)(1) as well as geographic, racial and ethnic representation reflecting the County's diversity.
2. Subsequent Appointments: The County shall use the process outlined in Article II(C)(1) above to fill scheduled vacancies at the end of Year 2 and Year 3, and each three-year period thereafter.

### 3. Unscheduled Vacancies:

- a) General: Should an unscheduled vacancy occur during a member's term of office, either by death, resignation or otherwise, the Board of Supervisors shall be notified of the vacancy and shall direct the Clerk of the Board to announce the vacancy and collect applications for appointment.
- b) Supervisory District Vacancy: If the unscheduled vacancy is in a Supervisory District seat, then the applications seeking appointment will be transmitted by the Clerk of the Board to the Supervisory District responsible for making nominations for appointment to that seat. The Supervisory District will then transmit the nomination for appointment to the Board of Supervisors for consideration.
- c) At-Large Vacancy: If the unscheduled vacancy is in an At-Large seat, then the applications seeking appointment will be transmitted to by the Clerk of the Board to the Finance Committee to consider making nominations for appointment to the vacant seat. The Finance Committee will then transmit the nomination for appointment to the Board of Supervisors for consideration.
- d) Resignation: Any appointed member may resign by giving written notice to the Clerk of the Board of Supervisors.

### **Article IV. – Advisory Board Structure & Meetings**

- A. Officers: The Advisory Board shall select a Chair and Vice Chair for purposes of officiating meetings.
- B. Regular Meetings: Regular meetings of the Advisory Board shall be held at least quarterly based on a schedule adopted by the Advisory Board and that schedule may be changed or augmented as needed. In addition, regularly scheduled meetings may be canceled by a majority vote of the Advisory Board or, for lack of business or a quorum, by the Chair.
- C. Special Meetings: Special meetings of the Advisory Board or any other committees may be called by the Chair at any time. Such meetings shall be called in accordance with the provisions of the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance regarding member and public notice.
- D. Quorum: A quorum of the Advisory Board shall occur when a majority of the membership are present. A majority of the membership is defined as a majority of filled seats on the Advisory Board at any given time. For example, if only 13 seats are filled and four (4) are vacant, then a majority for purposes of establishing a quorum would require seven (7) members be present at the meeting. Similarly, if all 17 seats are filled, a majority for purposes of establishing a quorum would require nine (9) members be present at the meeting. No action shall be taken by the Advisory Board unless a majority of the members are present as defined above.
- E. Voting: Each member of the Advisory Board has one vote and a majority vote of the members present is needed to pass a motion.

- F. Conflict of Interest: As a general rule, no member shall participate as a member in any discussion or voting if doing so would constitute a conflict of interest. However, if a quorum cannot be achieved or the required number of affirmative votes for action obtained because conflicts of interest exist that prevent members having such conflicts from discussing or voting on the matter then a sufficient number of members having conflicts of interest, selected by lot, shall be allowed to participate to provide enough votes for the Advisory Board to form a quorum and take affirmative action.
- G. Meeting Procedure: The Chair will preside at all meetings and proceed with the business of the Advisory Board in a manner prescribed in these bylaws. The Chair will also decide questions of procedure as needed.
- H. Order of Business: The regular order of business of the Advisory Board shall be at least the following:
  - 1. Call to order
  - 2. Public comment on non-agenized items
  - 3. Approve Record of Action from prior meeting
  - 4. Consideration and action on agenda items
  - 5. Adjournment
- I. Public Access: All meetings of the Advisory Board shall be open and accessible to the general public in accordance with the Ralph M. Brown Act and the Contra Costa County Better Government Ordinance. Opportunity for public comment will be included in each agenda item. In the interest of facilitating the business of the Advisory Board, the Chair may set in advance of public comment reasonable time limits for oral presentation.

#### **Article V. – Administration**

The Advisory Board shall obtain staff support from the County Administrator's Office. The staff will be responsible for the compilation and distribution of Advisory Board meeting notices, agenda packets and records of action.

#### **Article VI. – Compensation**

Members of the Advisory Board shall serve without compensation and shall not receive reimbursement for any expenses incurred while conducting official business.

#### **Article VII. – Changes to Bylaws**

The provisions of these Bylaws may be altered, amended or repealed within the limitations imposed by the Brown Act, the Contra Costa County Better Government Ordinance and the policies of the Contra Costa County Board of Supervisors. No such alteration, amendment or repeal shall be effective unless and until the change has been approved by the Board of Supervisors, upon recommendation by the Finance Committee.



## Contra Costa County

1025 Escobar Street • Martinez, CA 94553 • [www.contracosta.ca.gov](http://www.contracosta.ca.gov)

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# Media Release

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FOR IMMEDIATE RELEASE  
Thursday, February 11, 2021

Contact: Jami Morritt  
Phone: (925) 655-2005  
Email: [Jami.Morritt@cob.cccounty.us](mailto:Jami.Morritt@cob.cccounty.us)

### WOULD YOU LIKE TO SERVE ON THE MEASURE X COMMUNITY ADVISORY BOARD?

The Community Advisory Board was established on February 2, 2021 following passage of Measure X – a countywide sales tax measure providing general purpose revenue for County programs estimated to generate at least \$81 million annually.

The Contra Costa County Board of Supervisors is seeking individuals that represent broad and diverse voices, perspectives and expertise, including but not exclusive to: budget justice advocacy, children's services, community health, consumer advocacy, faith leadership, senior services, fire and public safety protection, housing and homelessness, labor union representation, legal advocacy, local businesses, mental health services, non-partisan civic organizations, policy organizations, public health, racial justice and equity, safety net services, substance abuse services, taxpayers, and youth services, to serve on the newly established Measure X Community Advisory Board.

The Measure X Community Advisory Board is composed of 10 Supervisorial District seats and 7 At-Large seats, for a total of 17 seats and is responsible for the following:

- Overseeing an annual assessment of community needs, focusing primarily on the priority areas identified in the Measure X Needs Assessment, including emergency response (fire/medical), health care, safety net services, preventative care, affordable housing, and support for early childhood, youth, families, and seniors;
- Creating a detailed priority list of the top service gaps based on the results from the Needs Assessment;
- Using the Needs Assessment to make funding priority recommendations to the Board of Supervisors annually;
- Providing an Annual Report on the outcomes and impact of allocated funds; and

To be considered, candidates must either live or work in Contra Costa County. The Community Advisory Board will initially meet as needed to develop recommendations to the Board of Supervisors, then shall meet at least quarterly. During COVID-19, Committee members will meet via online conferencing as permitted by the Governor's Executive Order N29-20 issued on March 17, 2020.

Members of the Community Advisory Board will receive no compensation for their service and must complete State required ethics training as well as County training on the open meeting laws, including the Ralph M. Brown Act and Better Government Ordinance. Initial members of the Committee shall serve staggered terms of two or three years, with subsequent appointments serving three-year terms, with a maximum of six years served consecutively by any member. Currently elected or appointed public officials, including, but not limited to, Mayors, City Councilmembers, City Managers and Fire Chiefs are not eligible for appointment. Candidate interviews will take place during the month of March and the Board of Supervisors plans to make final appointments in late March or April 2021.

Application forms can be obtained from the Clerk of the Board of Supervisors by calling (925) 655-2000 or by clicking on the following link on the County website: [Application Form](#). For paper applications, use this [form](#) and return to the Clerk of the Board of Supervisors by email ([ClerkofTheBoard@cob.cccounty.us](mailto:ClerkofTheBoard@cob.cccounty.us)), or mail to County Administration Building, 1025 Escobar Street, 1<sup>st</sup> Floor, Martinez, CA 94553 no later than **5pm on Thursday, March 11, 2021.**

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