



INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR
February 8, 2021

Supervisor Candace Andersen, Chair
Supervisor Diane Burgis, Vice Chair

Present: Candace Andersen, Chair
Diane Burgis, Vice Chair

Staff Present: Julie DiMaggio Enea, Staff

Attendees: Sandra Bewley, Auditor's Office; Joanne Bohren, Auditor's Office; Amalia Cunningham, DCD; Kristin Sherk, DCD; Cheryl Sudduth; Lea Castleberry, District III Supervisor's Office; Deidre Hodgers, DCD; John Kopchik, DCD Director; Tony Bravo; Melika Panbehchi; Linda Olvera

1. Introductions

Chair Andersen called the meeting to order at 10:33 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).

The following individuals spoke during the public comment period regarding language interpretation at Board of Supervisors meetings: Tony Bravo, Melika Panbehchi, Linda Olvera and Chery Sudduth.

Following public comment, Chair Andersen directed staff to add language to the board agendas regarding the availability of Spanish interpretation and closed captioning at board meetings. She requested that an announcement with the same information be prepared and made available to Supervisors when reaching out to constituents. She also requested a follow-up report from the Clerk of the Board's Office at the March 8 IOC meeting.

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

The Record of Action for the November 9, 2020 IOC meeting was approved as presented.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

4. ACCEPT report on the Auditor-Controller's audit activities for 2020 and APPROVE the proposed schedule of financial audits for 2021.

Sandra Bewley presented the staff report, which the Committee accepted and approved. The Committee directed staff to forward the report to the Board of Supervisors for information.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

5. APPROVE recommendations for the adoption of bylaws of the Affordable Housing Finance Committee and DIRECT the Department of Conservation and Development to prepare a staff report on the Committee's recommendation of the adoption of bylaws for the next practicable Board of Supervisors meeting.

Kristin Sherk presented the staff report, which the Committee approved. DCD will prepare an order for Board consideration in preparation for a summertime recruitment.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

6. APPROVE the proposed 2021 Committee meeting schedule and work plan, or provide direction to staff regarding any changes thereto.

Approved as recommended except that the Committee requested a follow-up report on March 8 from the Clerk of the Board's Office on language interpretation at Board meetings.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

7. 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.

AYE: Chair Candace Andersen
Vice Chair Diane Burgis

8. The next meeting is currently scheduled for March 8, 2021.

The Committee confirmed the next meeting date of March 8, 2021.

9. Adjourn

Chair Andersen adjourned the meeting at 11:04 a.m.

For Additional Information Contact:

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