



# Agenda

## INTERNAL OPERATIONS COMMITTEE

APRIL 12, 2021  
10:30 A.M.

Join from PC, Mac, Linux, iOS or Android: <https://cccouny-us.zoom.us/j/82558092550>  
Meeting ID: 825 5809 2550

### Or Telephone, dial:

USA 214-765-0478

USA 888-278-0254 (US Toll Free)

Conference code: 845965

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Supervisor Candace Andersen, Chair

Supervisor Diane Burgis, 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. RECEIVE and APPROVE the Record of Action for the March 8, 2021 IOC meeting.  
(*Julie DiMaggio Enea, IOC Staff*)
4. CONSIDER approving recommendations from the Fish & Wildlife Committee for the allocation of 2021 Fish and Wildlife Propagation Fund grant funds for seven projects totaling \$60,831. (*Maureen Parkes, Conservation & Development Department*)
5. RECEIVE follow-up report on the County's advisory body application form update and possible incorporation of supplemental questionnaires with the application forms and PROVIDE direction to staff. (*Lauren Hull, Clerk of the Board's Office*)
6. The next meeting is currently scheduled for May 10, 2021.
7. Adjourn

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*The Internal Operations Committee will provide reasonable accommodations for persons with disabilities planning to attend Internal Operations 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 Internal Operations 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. Staff reports related to items on the agenda are also accessible on line at [www.co.contra-costa.ca.us](http://www.co.contra-costa.ca.us).*

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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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For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 655-2056, Fax (925) 655-2066  
[julie.enea@cao.cccounty.us](mailto:julie.enea@cao.cccounty.us)



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

3.

**Meeting Date:** 04/12/2021  
**Subject:** RECORD OF ACTION FOR THE MARCH 8, 2021 IOC MEETING  
**Submitted For:** Monica Nino, County Administrator  
**Department:** County Administrator  
**Referral No.:** N/A  
**Referral Name:** RECORD OF ACTION  
**Presenter:** Julie DiMaggio Enea      **Contact:** Julie DiMaggio Enea (925) 655-2056

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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 decisions made in the meeting.

#### **Referral Update:**

Attached is the Record of Action for the March 8, 2021 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the March 8, 2021 IOC meeting.

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

None.

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#### **Attachments**

DRAFT Record of Action for the March 8, 2021 IOC Meeting

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
March 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: Monica Nino, County Administrator; Jami Morritt, Chief Asst Clerk of the Board; Lauren Hull, CoB Management Analyst; Carlos Velasquez, Fleet Svcs Manager; Joe Yee, Deputy PW Director; Lea Castleberry, District III Supervisor's Office; Matt Slattengren, Agriculture W/M Director; Michael Kent, Health Services Dept; Lauren Weston; Anthony Macias; Keith Freitas, Airports Director; Jerry Fahy, Deputy PW Director; Jenny Balisle, AC5; Dan Safran; Fatima Matal Sol, Health Services Dept; Dominique Vogelpohl; Jody London, Sustainability Coordinator; Wade Finlinson, IPM, Health Services Dept; Dr. Michelle Hernandez

DRAFT

1. Introductions

***Chair Andersen called the meeting to order at 10:30 a.m. and self introductions were made by all attendees.***

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 February 8, 2021 IOC meeting.

***The Committee approved the record of Action for the February 8, 2021 IOC meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

4. DIRECT staff to reopen the recruitment for the At-Large Alternate #1 seat on the Contra Costa County Fire Protection District Advisory Fire Commission.



***The Committee approved the staff recommendation to re-open the recruitment for another four weeks.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

5. RECOMMEND to the Board of Supervisors the appointment of Amy McTigue to the Business Seat Alternate #2 seat on the Hazardous Materials Commission to complete the current term that will expire on December 31, 2021.

***The Committee unanimously approved the nomination of Amy McTigue to the Business Seat Alternate #2 seat on the Hazardous Materials Commission to complete the current term that will expire on December 31, 2021.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

6. RECEIVE the 2019/20 annual report from the Public Works Director on the Internal Services Fund and status of the County's Vehicle Fleet.

***Carlos Velasquez presented the staff report and highlights.***

***The Committee accepted the report and directed staff to report out to the Board of Supervisors. Jody London commented that the County staff committee on the Climate Action Plan may be bringing separate recommendations to the Board of Supervisors regarding installation of electric vehicle charging stations.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7.
  1. Accept this report on language interpretation services.
  2. Approve the agenda language addition on interpretation services and closed-captioning.
  3. Approve the media announcement on Spanish interpretation services and closed-captioning at the Board of Supervisor meetings.
  4. Direct Clerk of the Board staff on next steps regarding both the interpretation and translation services in other languages at the Board of Supervisor meetings.

***Jami Morritt presented the staff report. Chair Andersen appreciated the agenda and media announcement of the current facility for closed captioning and Spanish interpretation at Board meetings. She commented on the need to balance the cost and production/timeline impacts of adding additional languages for agenda translation and meeting interpretation and observed that the Spanish interpreter currently provided at Board meetings is infrequently used. She noted that many nonprofit advocacy groups already provide assistance to English Second Language individuals and help them to navigate how to***

*participate in civic activities.*

*Vice Chair Burgis concurred and thought that additional languages could be considered if the need becomes apparent but she would need to see more evidence of the need. She suggested creating video training on how to work with an interpreter.*

*Jami Morritt said that such a video is being produced for broadcast just prior to the public session of the Board meeting, and may even be broadcast before the next board meeting.*

*Dan Safran suggested that more outreach be conducted to the County's nonprofit organizations that support the ESL/non-English speaking populations.*

*The Committee directed staff to forward the staff report to the Board on Consent with a recommendation to the Clerk of the Board to conduct outreach to the various community groups.*

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

8.

DRAFT

1. ACCEPT the 2020-2021 Triennial Review Phase I Report and specific recommendations summarized below:

- DIRECT the County Administrator to continue implementation of Phase 2 and 3 of the third cycle of the Triennial Review process for the remaining advisory bodies.
- CONSIDER referring minor, targeted suggestions about supplemental material access agenda language and disclosures to the following advisory bodies:
  - Alcohol and Other Drugs Advisory Board
  - Aviation Advisory Committee
  - Countywide Bicycle Advisory Committee
- CONSIDER referring minor, targeted suggestions about disability access agenda language and disclosures to the following advisory bodies:
  - Aviation Advisory Committee
  - Countywide Bicycle Advisory Committee
- CONSIDER whether to direct the following advisory bodies to post agendas on the AgendaCenter section of the county website, in addition to their current electronic and physical posting locations:
  - Countywide Bicycle Advisory Committee
  - Hazardous Materials Commission
  - Library Commission

***Lauren Hull presented the staff report.***

***The Committee expressed appreciation for the indepth review of each advisory body.***

***Monica Nino suggested, and Lauren Hull confirmed, that the advisory body application could be customized and improved by adding to the standard information supplemental questions specific to each advisory body. In this way, additional qualifying information could be captured during the application process. Lauren Hull clarified that supplemental questions could be added for multiple bodies should an applicant wish to apply for more than one advisory body.***

***The Committee concurred and directed staff to work with Granicus, each District Supervisor's office, and advisory body staff to develop supplemental questions to augment the standard advisory body application.***

***The Committee directed staff to forward the staff report and recommendations to the Board of Supervisors and report back at the IOC's April 12 meeting with a status update on the modified application form.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

9. The next meeting is currently scheduled for April 12, 2021.

***Chair Andersen confirmed the next meeting date of April 12, 2021.***

10. Adjourn

***Chair Andersen adjourned the meeting at 11:20 a.m.***

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For Additional Information Contact:

Julie DiMaggio Enea, Committee Staff  
Phone (925) 655-2056, Fax (925) 655-2066  
julie.enea@cao.cccounty.us



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

4.

**Meeting Date:** 04/12/2021  
**Subject:** RECOMMENDATIONS FOR ALLOCATION OF FISH & WILDLIFE  
PROPAGATION FUNDING  
**Submitted For:** John Kopchik, Director, Conservation & Development Department  
**Department:** Conservation & Development  
**Referral No.:** IOC 21/6  
**Referral Name:** Allocation of Fish & Wildlife Propagation Funds  
**Presenter:** Maureen Parkes **Contact:** Maureen Parkes (925) 655-2909

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#### **Referral History:**

On November 22, 2010, the IOC received a status report from Department of Conservation and Development (DCD) regarding the allocation of propagation funds by the Fish and Wildlife Committee (FWC). The IOC accepted the report along with the recommended modifications to improve the grant process in the future. The modifications included (1) updating the FWC Conflict of Interest Code, which was accomplished, and; (2) having the IOC conduct a preliminary review of annual FWC grant recommendations prior to Board of Supervisors review, which has since been a standing referral to the IOC.

#### **Referral Update:**

Attached is a memo describing the outreach and selection process and criteria, and transmitting the grant funding recommendations of the County's Fish & Wildlife Committee for full or partial funding of seven projects. The Fish & Wildlife Committee exercised care in limiting allocations to the direct costs of each project for activities that protect, conserve, propagate, and preserve fish and wildlife. The grant matrix attached to the transmittal shows each project in summary form, including the amount requested vs. the proposed allocation, the rationale for the FWC's decision, and any limitations on the use of the funds.

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

APPROVE recommendations from the Fish & Wildlife Committee for the allocation of 2021 Fish and Wildlife Propagation Fund grant funds for seven projects totaling \$60,831.

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

The recommendation will have no impact on the County General Fund. The FWC is proposing to allocate \$60,831 or just 30% of the \$204,510 propagation funds available as of January 15, 2021. Fish and wildlife propagation funds are restricted to costs for the protection, conservation, propagation, and preservation of fish and wildlife, pursuant to Fish and Game Code section 13100, and are budgeted in the Fish and Game Fund (110200).

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## **Attachments**

**Fish & Wildlife Propagation Fund Allocation Recommendations**

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**CONTRA COSTA COUNTY  
FISH AND WILDLIFE COMMITTEE**  
c/o Department of Conservation and Development  
30 Muir Road  
Martinez, CA 94553  
Telephone: 925-655-2703

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TO: Internal Operations Committee  
Supervisor Candace Andersen, Chair  
Supervisor Diane Burgis, Vice Chair

FROM: From: Daniel Pellegrini, Chair  
Fish and Wildlife Committee *Maureen Parkes*  
By: Maureen Parkes, Senior Planning Technician  
Staff to Fish and Wildlife Committee

DATE: April 6, 2021

SUBJECT: **Grant Funding Recommendations from the Contra Costa County Fish and Wildlife Committee**

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The Contra Costa County Fish and Wildlife Committee (FWC) has completed its review of grant requests for funding from the Fish and Wildlife Propagation Fund (Fund) and is forwarding its grant award recommendations to the Internal Operations Committee (IO). The FWC reviewed seven grant applications and recommends all of them for full or partial funding. The FWC is requesting that the IO Committee consider these recommendations and make their own recommendation for consideration by the full Board of Supervisors (Board). This memo provides background on the grant program, explains the review process performed by the FWC and documents the FWC's recommendations on grant funding.

## **I. Background**

### **Fish and Wildlife Propagation Fund**

The Fish and Wildlife Propagation Fund was established in accordance with the California Fish and Game Code (Code) 13100 as a repository for fines collected for certain violations of the Code and other regulations related to fish and game. The most common fines are small (\$25-\$150) and are processed through the four Superior Courts in Contra Costa County. The fines typically stem from hunting or fishing violations (e.g. not possessing a valid license) and illegal dumping. Occasionally there are larger fines that result from violations, including failure to obtain appropriate permits for activities such as streambed alteration or illegal take of a special status species. A portion of the fines are deposited into the Fish and Wildlife Propagation Fund. As of January 15, 2021, the Fund had an available balance of \$204,510.35.

## **FWC Grant Program**

The Board has charged the FWC with coordinating a process by which fine money could be appropriately “expended for the protection, conservation, propagation, and preservation of fish and wildlife” [Fish and Game Code 13100]. Since 1996, the FWC has implemented a structured process for reviewing funding requests. The FWC developed a grant application packet (attached), which includes a cover letter to explain the grant process and funding priorities, an application to solicit relevant information about the project, and a copy of the expenditure criteria established by California law for the Fish and Wildlife Propagation Fund.

### **Public Outreach to Advertise the Grant Program**

In October 2020, the application packet was sent to the Fish and Wildlife Committee mailing list, Contra Costa Watershed Forum mailing list, and to teachers and programs that could benefit from the grant program including Contra Costa College, Diablo Valley College, Los Medanos College, UC Berkeley, Cal State University - East Bay, University of California Agriculture and Natural Resources, Mills College and St. Mary’s College. The CCC Office of Communications and Media distributed a press release to local and regional media outlets regarding the availability of the grant application packet. CCTV publicized it on the CountyNet Bulletin Board which reaches 400,000+ homes in the County. It was also made available on the Committee’s website and to anyone who requested a copy.

### **FWC Grant Review Process in 2021**

Seven applications requesting a total of \$62,870.71 were reviewed.

The Fish and Wildlife Committee members considered the funding of the applications at their January and February meetings. Some applicants attended FWC meetings to make themselves available to answer questions regarding their applications.

## **II. Recommendation of Funding on Grants for 2021**

At its February 17, 2021 meeting, the FWC recommended full or partial funding for all of the proposed projects. Projects recommended for funding total \$60,830.71 and are geographically located across the County. More details are provided on the attached grant recommendations chart, which provides information on all of the applications. The specific FWC recommendations and vote are listed on Pages 2 – 3 of this memo. Members in attendance and voting on these items were: Nicole Balbas (At-large), Clark Dawson (District III), Roni Gehlke (At-large), Susan Heckly (District II), Kathleen Jennings (At-large), Brett Morris (District IV), Daniel Pellegrini (District V), and Cass Rogers (At-large).

The following recommendations are for full funding of the project as proposed unless noted otherwise. FWC Recommendations:

- 1) Appropriate \$4,973.00 to The Regents of the University of California for their “Native Bees and Host Flowers in Urban Brentwood, Contra Costa County” project. This is a continuation of Dr. Frankie's research on native bees in the Brentwood area and their role in providing pollination services. Funds will be used for travel, materials and supplies, and a bee taxonomist to be hired on a contract basis to identify the bees.

- 2) Appropriate \$8,897.83 to Mills College for their “Combining Naturalistic and Automated Monitoring to Uncover Spatial and Temporal Landscapes of Fear: Human-Wildlife Issues at Briones” project. The project will provide educational opportunities to college students and scientific insights. Funds will be used for supplies.
- 3) Appropriate \$16,000.00 to International Bird Rescue for their “Resolving Negative Human-Wildlife Interactions (AKA Urban Wildlife Conflicts)” project. IBR is a referral hospital and often treats the most challenging cases that are beyond the capacity or skills of other regional wildlife centers and clinics. This funding will offset costs for birds admitted from Contra Costa County to IBR's San Francisco Bay-Delta Wildlife Center between April 1 and December 31, 2021. The goal of the project is to address known, ongoing Urban Wildlife Conflicts (negative human-wildlife interactions) in CCC in 2021. Funds will be used for medication, dietary supplements, vitamins, nutrition, and veterinary supplies.
- 4) Appropriate \$6,273.89 to Contra Costa Resource Conservation District and Friends of San Ramon Creek (FSRC) for their “Scaling Up Arundo Removal and Replacement in San Ramon Creek Watershed” project. Grant funds will assist in scaling up FSRC's Arundo removal effort, will be used for Arundo removal equipment to increase capacity, plants to restore sites where Arundo has been removed, and a fiscal sponsor fee.
- 5) Appropriate \$11,655.28 to Contra Costa Resource Conservation District and Friends of San Ramon Creek for their “Water Quality Monitoring in San Ramon Creek” project. FSRC plans to train other creek groups that are part of the Walnut Creek Watershed Council to use water quality monitoring instrumentation to monitor their creeks and also plans to work with two high school environmental science classes (San Ramon Valley High School and Athenian). Funds will be used to purchase the water quality monitoring instrumentation which will allow them to conduct consistent monitoring of San Ramon Creek, and a fiscal sponsor fee.
- 6) Appropriate \$5,070.71 to Cal State East Bay, Concord Campus for their “Restoration of Galindo Creek at Cal State East Bay's Concord Campus - Phase One” project. Restoration work will be performed to transform the Galindo Creek Field Station site into an example of a healthy riparian habitat that supports the rich biodiversity of the area. Funds will be used for native plants, hand tools, irrigation and fencing supplies.
- 7) Appropriate \$7,960.00 to Marine Science Institute for their “2022 Delta Discovery Voyage Program” project. The DDV program teaches science that is unique and relevant to the region where the students live, human direct effect on the Delta ecosystem, and why it is important to protect watersheds. Partial funding is recommended for vessel fuel, lodging for staff and the harbor fee, and may not be used for stipends.
- 8) Further, the FWC also recommended that within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Details will be outlined in the grant award packet provided to all successful applicants.

[8 ayes/0 noes]

Ayes: Balbas, Dawson, Gehlke, Heckly, Jennings, Morris, Pellegrini and Rogers; Noes: None; Abstain: None; Absent: None



Staff recommends that grant awardees may request modifications to the budget allocations described in their grant applications in writing and those requests may be approved by the Fish and Wildlife Committee or the Department of Conservation and Development Director or his designee.

Please contact Maureen Parkes at 925-655-2909 or Abigail Fateman at 925-655-2908 with any questions.

**Attachments:**

- Grant application packet for Fish and Wildlife Propagation Funds
- Chart summarizing the applications and recommendations

# Grant Applications and Fish and Wildlife Committee Recommendations 2021

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
A	The Regents of the University of California	school	Native Bees and Host Flowers in Urban Brentwood, Contra Costa County	(a) public education (i) scientific research * CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i)	East County	\$4,973.00	\$4,973.00	This is a request for funding for the final year of a multi-year survey of native bee species and their host flowers in urban Brentwood. This is a continuation of Dr. Frankie's research on native bees in the Brentwood area and their role in providing pollination services. Funds are requested for travel, materials and supplies, and a bee taxonomist to be hired on a contract basis to identify the bees.  Proposed Project Schedule: June 2021 - May 2022	The project meets the requirements of Section 13103 (a) public education and (i) scientific research. The Committee recommends funding this effort to gather data on the seasonal movement of native bees between agricultural fields and urban areas, and vice versa; and identification of the bees.
B	Mills College	school	Combining naturalistic and automated monitoring to uncover spatial and temporal landscapes of fear: human-wildlife issues at Briones	(a) public education (i) scientific research * CDFW has confirmed this project is eligible to receive funds under FGC Section 13103 (i)	Central County	\$8,897.83	\$8,897.83	This is a request for funding for a project that will provide educational opportunities to college students and scientific insights by (i) documenting the spatial and temporal gradient of human-wildlife interactions using naturalistic observations and automated (acoustic and visual) monitoring and (ii) assessing its behavioral and physiological consequences for a native prey species, the California ground squirrel. Funds are requested for supplies.  Proposed Project Schedule: June 2021 - May 2022	The project meets the requirements of Section 13103 (a) public education and (i) scientific research and (m) conservation. This project will evaluate the extent to which humans and their domestic dogs are associated with patterns of activity for (i) mesopredators and (ii) the California ground squirrel, a major native prey species and ecosystem engineer at Briones Regional Park.

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).

# Grant Applications and Fish and Wildlife Committee Recommendations 2021

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
C	International Bird Rescue	non-profit	Resolving Negative Human-Wildlife Interactions (AKA Urban Wildlife Conflicts)	(b) temporary emergency treatment and care of injured or orphaned wildlife  (c) temporary treatment and care of wildlife confiscated by the department as evidence.	Countywide	\$16,000.00	\$16,000.00	This is a request for funding to offset costs for birds admitted from Contra Costa County to IBR's San Francisco Bay-Delta Wildlife Center between April 1 and December 31, 2021. Funds are requested for medication, dietary supplements, vitamins, nutrition, and veterinary supplies.  Proposed Project Schedule: April 2021 - December 2021	The project meets the requirements of Section 13103 (b) temporary emergency treatment and care of injured or orphaned wildlife and (c) temporary treatment and care of wildlife confiscated by the department as evidence. IBR is a referral hospital and often treats the most challenging cases that are beyond the capacity or skills of other regional wildlife centers and clinics. The goal of the project is to address known, ongoing Urban Wildlife Conflicts (negative human-wildlife interactions) in CCC in 2021.
D	Contra Costa Resource Conservation District (CCRCD)  Friends of San Ramon Creek (FSRC)	government	Scaling Up Arundo Removal and Replacement in San Ramon Creek Watershed	(e) habitat improvement	Central County	\$6,273.89	\$6,273.89	This is a request for funding to assist FSRC in scaling up its Arundo removal effort. Funds are requested for Arundo removal equipment to increase capacity, plants to restore sites where Arundo has been removed, and a fiscal sponsor fee.  Proposed Project Schedule: April 2021 - December 2021	This project meets the requirements of Section 13103 (e) habitat improvement. Grant funds will assist in scaling up FSRC's Arundo removal effort. Arundo is a non-native invasive plant that consumes prodigious amounts of water, usually along streams and other waterways. It outcompetes native plants and provides little food or habitat for insects, birds, or other wildlife.

# Grant Applications and Fish and Wildlife Committee Recommendations 2021

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
E	Contra Costa Resource Conservation District (CCRCD)  Friends of San Ramon Creek (FSRC)	government	Water Quality Monitoring in San Ramon Creek	(a) public education	Central County	\$11,655.28	\$11,655.28	<p>This is a request for funding for FSRC so that they can purchase water quality monitoring instrumentation in order to conduct consistent monitoring of San Ramon Creek. They will gather scientific data for input into the State database, teach volunteers to use the instrumentation and grow the program within the Walnut Creek Watershed. Funds are requested for equipment and a fiscal sponsor fee.</p> <p>Proposed Project Schedule: April 2021 - ongoing</p>	<p>This project meets the requirements of Section 13103 (a) public education. FSRC would purchase their own water quality monitoring instrumentation with grant funds so that they do not have to borrow equipment and will be able to monitor the water quality more frequently, more sustainably, and more dependably. FSRC plans to train other creek groups that are part of the Walnut Creek Watershed Council to use this instrumentation to monitor their creeks and also plans to work with two high school environmental science classes (San Ramon Valley High School and Athenian).</p>
F	Cal State East Bay, Concord Campus	school	Restoration of Galindo Creek at Cal State East Bay's Concord Campus - Phase One	(e) habitat improvement	Central County	\$5,070.71	\$5,070.71	<p>This is a request for funding for materials for the first phase of a restoration project along a stretch of Galindo Creek on the Cal State East Bay campus in Concord. Funds are requested for native plants, hand tools, irrigation and fencing supplies.</p> <p>Proposed Project Schedule: February 2021 - August 2021 Monthly for the 1st two years after planting.</p>	<p>This project meets the requirements of Section 13103 (e) habitat improvement. Restoration work will be performed to transform the Galindo Creek Field Station site into an example of a healthy riparian habitat that supports the rich biodiversity of the area.</p>

Grant Applications and Fish and Wildlife Committee Recommendations 2021

	Organization	Type of Org	Project Title	Type of Project	Location of Project	Requested Funding Amount	Recommended Funding Amount	Staff Summary of Request	FWC Rationale for Recommendation
G	Marine Science Institute	non-profit	2022 Delta Discovery Voyage Program	(a) public education	East County 52%  Central County 48%	\$10,000.00	\$7,960.00	<p>This is a request for funding to support the 2022 Delta Discovery Voyage Program (DDV). The DDV program delivers STEM and environmental education with hands-on science curriculum to 5th grade Contra Costa County students that is aligned with Next Generation Science Standards (NGSS) aboard their 90-foot research vessel on the Sacramento-San Joaquin River Delta. Funds are requested for supplies, marina fees, travel and fuel expenses.</p> <p>Proposed Project Schedule: January 2022 - February 2022</p>	<p>This project meets the requirements of Section 13103 (a) public education. The DDV program teaches science that is unique and relevant to the region where the students live, human direct effect on the Delta ecosystem, and why it is important to protect watersheds. The Committee recommends partial funding for fuel for the vessel, lodging for staff, and harbor fee, and may not be used on stipends.</p>
					Total	\$62,870.71	\$60,830.71		
		Total Available Funds as of January 15, 2021				\$204,510.35	\$204,510.35		
					Remainder	\$141,639.64	\$143,679.64		

Subtotals By Region	Requested Funding Amount	Percentage of Total Amount Requested	Recommended Funding Amount	Percentage of Total Amount Recommended for Approval
East	\$10,173.00	16.18%	\$9,112.20	14.98%
West	\$0.00	0.00%	\$0.00	0.00%
Central	\$36,697.71	58.37%	\$35,718.51	58.72%
Countywide	\$16,000.00	25.45%	\$16,000.00	26.30%
TOTAL	\$62,870.71	100.00%	\$60,830.71	100.00%

\*CDFW requires Department approval of Fish and Wildlife Propagation funds that are requested under California Fish and Game Code Section 13103 (d), (h), (i), (l) and (m).  
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# Department of Conservation and Development

30 Muir Road  
Martinez, CA 94553

Phone: 1-855-323-2626

# Contra Costa County



**John Kopchik**  
Director

**Aruna Bhat**  
Deputy Director

**Jason Crapo**  
Deputy Director

**Maureen Toms**  
Deputy Director

**Amalia Cunningham**  
Assistant Deputy Director

**Kelli Zenn**  
Business Operations Manager

October 2, 2020

Dear Fish and Wildlife Propagation Fund Grant Applicants:

The Contra Costa County Fish and Wildlife Committee is pleased to announce that completed funding applications are now being accepted for consideration for the Contra Costa County Fish and Wildlife Propagation Fund (Fund). All application materials and guidelines are attached. Proposals must be received by 5:00 p.m. on Wednesday, January 6, 2021 (a postmark of January 6, 2021, does not satisfy the submission deadline). Proposals may be emailed or mailed. Any applications that are received after the due date or without a signature will not be considered. Staff will acknowledge receipt of each grant application. If you do not receive a confirmation of receipt contact Maureen Parkes at 925-674-7831 prior to the deadline. The recommendations of the Fish and Wildlife Committee will be forwarded to the Contra Costa County Board of Supervisors, which maintains final decision-making authority for expenditures from the Fund.

The Contra Costa County Fish and Wildlife Propagation Fund is entirely supported by fine revenues resulting from violations of the Fish and Game Code and Title 14 of the California Code of Regulations in Contra Costa County (County). Projects awarded from the Fund must benefit the fish and wildlife resources of the County and must meet the requirements of Section 13103 of the Fish and Game Code (attached). If your project is eligible under Section 13103 (d), (h), (i), or (m) please send a copy of your draft proposal to Maureen Parkes at [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us) by November 2, 2020. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds. See Instructions for more details. All applications that satisfy the requirements listed in the funding application instructions will be considered.

The Fish and Wildlife Committee strongly encourages applications related to:

- improving habitat
- scientific research
- public education
- threatened and endangered species
- resolving human/wildlife interaction issues

In addition to the above areas of interest, the Fish and Wildlife Committee wishes to fund one or more projects that increase collaboration with law enforcement agencies and community cultural organizations on enforcement issues and education focusing on communities that may be unaware of local fish and game laws. Projects that provide multilingual signage and educational materials are encouraged.

The Fish and Wildlife Committee considers grant awards for prospective expenditures from non-profit organizations, schools, and government agencies. The Committee generally does not recommend funding for operating costs and overhead, such as staff salaries, benefits, or utilities. The Committee generally gives preference to funding material expenses (e.g. purchase of equipment and materials). Organizations, schools, and government agencies that have received previous Fish and Wildlife Propagation Fund grants should have a positive track record of completing projects and submitting final reports in an efficient, timely and clear manner.

The Committee expects to recommend awards to several applicants. However, it is possible that a particularly excellent proposal will be recommended to receive a large portion of the total available funds. During the 2020 grant cycle a total of \$112,914.00 was awarded to 17 projects. The awards ranged from \$611.00 to \$18,500.00. Available funds vary from year to year and the Fish and Wildlife Committee cannot commit to multi-year or recurring funding. The Board of Supervisors will make the final decision on the grant awards and successful applicants may anticipate receiving notification by May 2021. Project expenditures eligible for reimbursement must be made subsequent to Board of Supervisors approval of grant funding.

**The grant award funds will be disbursed on a cost reimbursement basis.\*** (See below for exceptions.) Within a year of grant funding approval, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project. Fish and Wildlife Propagation fund grants will be disbursed after receipt and approval of the final project report. Details will be outlined in the grant award letter that is sent to all successful applicants.

**\*Exception For Non-Profit Organizations That Can Demonstrate Financial Hardship:** Private, non-profit entities that can demonstrate that providing Fish and Wildlife Propagation grant funding on a cost reimbursement basis will create a financial hardship and be detrimental to the operation of the program will be eligible to receive up to ½ of the grant amount after the grant is awarded. The remaining amount of the grant will be disbursed after the entity has submitted information including invoices and receipts documenting how the initial disbursement was spent. Within a year of initial notification of the grant funding award (May 2022), or within one month of project completion, whichever comes sooner, the entity will be required to submit information including invoices and receipts documenting how the second disbursement was spent, and provide a final project report documenting the results of the project.

**\*Exception For Small Projects Under \$1,000:** Grant funding may be disbursed to private, non-profit entities prior to the beginning of the project if the award is under \$1,000 and the entity has provided documentation that the project could only be initiated with advance funding. Within a year of grant funding, or within one month of project completion, whichever comes sooner, recipients must submit a final project report which includes invoices and receipts documenting how funds were spent and the results of the project.

The Committee appreciates your interest in this opportunity to improve the fish and wildlife resources in Contra Costa County. Should you have any questions about the Fish and Wildlife Committee or this funding program, please contact me at 925-674-7831 or [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us).

Sincerely,



Maureen Parkes  
Fish and Wildlife Committee Staff

## INSTRUCTIONS

### What Must Be Included in Your Proposal (not to exceed 4 pages):

- 1) Signed Application Cover Page – See attached.  
(PDFs and e-signatures are acceptable)
- 2) Description of the project for which funding is requested. Please include an explanation of:
  - how this project will benefit the fish and wildlife of Contra Costa County
  - how this project meets the requirements of Section 13103 of the Fish & Game Code (attached) which defines the eligibility requirements for projects requesting funding from the Fish and Wildlife Propagation Fund. Indicate which letter(s) of the Section 13103 is/are satisfied.

**NEW REQUIREMENT:** If your proposal is eligible under Section 13103 (d), (h), (i)\*, or (m), a copy of your draft proposal must be sent to the attention of Maureen Parkes at [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us) or at the address listed on Page 2 and received by November 2, 2020. Staff will coordinate with the California Department of Fish and Wildlife to confirm the project's eligibility to receive funds.

\*If your project is eligible under Section 13103 (i), and a scientific collection permit is required and issued by the California Department of Fish and Wildlife, this will indicate that the project is eligible to receive Fish and Wildlife Propagation funds. Please send the scientific collection permit along with your grant application by the January 6, 2021 - 5:00 P.M. grant submission deadline. Scientific collection permits are not included in the grant application page limit.

The Fish and Wildlife Committee wishes to be acknowledged for its financial support of the project. FWC or staff review may be required prior to printing any written materials that receive funding. Please refer to the guidelines listed below:

  - Grant recipients agree to obtain advance written approval from the FWC of any communication/written material that may reasonably be understood to represent the views of the FWC and to provide the FWC with reasonable opportunity to review, comment and approve the communication/written material.

Grant recipients may use the following standard language in making attributions for funding by the FWC:

  - Attribution for full Grant funding: "This (research, publication, project, web site, report, etc.) was funded by the Contra Costa County Fish and Wildlife Committee."
  - Attribution for partial Grant funding: "This (research, publication, project, web site, report, etc.) is funded in part by the Contra Costa County Fish and Wildlife Committee."
- 3) **Project schedule - The project must be completed within a year from the date you receive notification of funding (by May 2022).**
- 4) Project budget (itemized). The Fish and Wildlife Committee generally does not recommend funding for operating costs and overhead. Examples for these include staff salaries, health insurance, and operation costs such as electricity to run an office. If an hourly rate is listed, overhead costs need to be itemized separately. The Committee generally gives preferences to funding material expenses (e.g. purchase of equipment and materials).
- 5) Annual budget for the applying organization (not itemized).
- 6) Statement describing the applying organization, listing the Board of Directors and officers of the organization, and listing all affiliated organizations.
- 7) Statement describing the qualifications of the sponsoring organization and participating individuals for completing the project.
- 8) List of individuals responsible for performing project and of individuals responsible for overseeing project.
- 9) Statement describing the status of permit approvals necessary to perform project (if applicable).
- 10) Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This request does not count toward your page limit and is only required if requesting an exception.)



**Format:**

- Your proposal packet, including cover sheet and any attachments must not exceed four single-sided pages or two double-sided pages, 8.5 by 11 inches in size. Electronic submittals are preferred. Please use 11 point font or larger and ½ inch margins or larger on your pages. *If you submit more than 3 pages plus required cover sheet, your proposal may be disqualified without review.*
- **NEW REQUIREMENT:** If your project is eligible under Section 13103 (d), (h), (i), or (m) a copy of your draft proposal must be sent to the attention of Maureen Parkes at [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us) and received by November 2, 2020. (See exception for Section 13103 (i) above.) Do not attach an additional cover letter, brochures, posters, publications, CDs, DVDs, large maps or yellow-sticky paper (e.g. Post-It™).
- Your complete application packet including signature must **arrive by 5:00 p.m. on Wednesday, January 6, 2021 (Pacific Standard Time)** to be considered for funding. (Please note: A postmark of January 6, 2021 does not satisfy the submission deadline. If submitted after the deadline, your proposal will be disqualified).\*

**Your complete application should be:**

Emailed: [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us)

or

Mailed or Hand Delivered\*\*: Contra County Fish & Wildlife Committee  
c/o Contra Costa County Dept. of Conservation and Development  
30 Muir Road  
Martinez, CA 94553-4601  
Attn: Maureen Parkes

\*Staff will acknowledge receipt of each grant application. If you do not receive an email confirmation of receipt, contact Maureen Parkes prior to the deadline by calling 925-674-7831.

\*\*Due to new (and changing) operating procedures related to COVID-19 safety measures, you need to contact Maureen by email or telephone at 925-674-7831 to coordinate hand delivery of your application to ensure your application is received by the submission deadline.

**Final Checklist Before You Submit Your Proposal:**

*Please note that your proposal will not be considered if you provide more materials than required below:*

- Signed Cover page (your proposal will be disqualified if it does not have your original signature on the cover page).
- 3 pages or less on your project description (any extra attachments such as a map and an organization budget will be counted as one of the three page limit.)
- If your project qualifies under Section 13013 (i) and you have been issued a scientific collection permit from the California Department of Fish and Wildlife please include it. (This is not a part of the page limit listed above.)
- Request for an exception to the grant funding cost reimbursement requirement due to financial hardship or an exception for a small project under \$1,000. (This is not a part of the page limit listed above and is only required if requesting an exception).

If you have questions regarding the Contra Costa County Fish and Wildlife Propagation Fund grant process, please contact Maureen Parkes: [maureen.parkes@dcd.cccounty.us](mailto:maureen.parkes@dcd.cccounty.us) / (925) 674-7831.

## **California Fish and Game Code Section 13103.**

Expenditures from the fish and wildlife propagation fund of any county may be made only for the following purposes:

- (a) Public education relating to the scientific principles of fish and wildlife conservation, consisting of supervised formal instruction carried out pursuant to a planned curriculum and aids to education such as literature, audio and video recordings, training models, and nature study facilities.
- (b) Temporary emergency treatment and care of injured or orphaned wildlife.
- (c) Temporary treatment and care of wildlife confiscated by the department as evidence.
- (d) Breeding, raising, purchasing, or releasing fish or wildlife which are to be released upon approval of the department pursuant to Sections 6400 and 6401 onto land or into waters of local, state, or federal agencies or onto land or into waters open to the public.
- (e) Improvement of fish and wildlife habitat, including, but not limited to, construction of fish screens, weirs, and ladders; drainage or other watershed improvements; gravel and rock removal or placement; construction of irrigation and water distribution systems; earthwork and grading; fencing; planting trees and other vegetation management; and removal of barriers to the migration of fish and wildlife.
- (f) Construction, maintenance, and operation of public hatchery facilities.
- (g) Purchase and maintain materials, supplies, or equipment for either the department's ownership and use or the department's use in the normal performance of the department's responsibilities.
- (h) Predator control actions for the benefit of fish or wildlife following certification in writing by the department that the proposed actions will significantly benefit a particular wildlife species.
- (i) Scientific fish and wildlife research conducted by institutions of higher learning, qualified researchers, or governmental agencies, if approved by the department. \*
- (j) Reasonable administrative costs, excluding the costs of audits required by Section 13104, for secretarial service, travel, and postage by the county fish and wildlife commission when authorized by the county board of supervisors. For purposes of this subdivision, "reasonable cost" means an amount which does not exceed 3 percent of the average amount received by the fund during the previous three-year period, or three thousand dollars (\$3,000) annually, whichever is greater, excluding any funds carried over from a previous fiscal year.
- (k) Contributions to a secret witness program for the purpose of facilitating enforcement of this code and regulations adopted pursuant to this code.
- (l) Costs incurred by the district attorney or city attorney in investigating and prosecuting civil and criminal actions for violations of this code, as approved by the department.
- (m) Other expenditures, approved by the department, for the purpose of protecting, conserving, propagating, and preserving fish and wildlife.

\* A scientific collection permit, if required and issued by the California Department of Fish and Wildlife, indicates that the project is eligible to receive Fish and Wildlife Propagation funds.

## **California Fish and Game Code Section 711.2. (a)**

"For purposes of this code, unless the context otherwise requires, "wildlife" means and includes all wild animals, birds, plants, fish, amphibians, reptiles, and related ecological communities, including the habitat upon which the wildlife depends for its continued viability ..."

**Contra Costa County  
2021 Fish and Wildlife Propagation Fund  
Application Cover Page**

**Office Use Only:**

Project title:

Organization/Individual applying:

(Organization type: please check one – government, non-profit, school, other (explain))

Address:

Telephone:

Fax:

E-mail:

Name and title of contact person:

One sentence summary of proposal:

Requested grant:

Proposal prepared by (name & title):

Signature (*Typing your name does not count as a signature. If this section is empty, your proposal will not be considered*):

\_\_\_\_\_

Signed on \_\_\_\_\_



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 04/12/2021

**Subject:** Advisory Body Application Updates

**Submitted For:** Monica Nino, County Administrator

**Department:** County Administrator

**Referral No.:** IOC 21/5

**Referral Name:** Advisory Body Candidate Screening/Interview

**Presenter:** Lauren Hull, Management Analyst **Contact:** Lauren Hull, (925) 655-2007

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#### **Referral History:**

At its March 8, 2021 meeting, the Internal Operations Committee discussed the possibility of updating and customizing the form used for applications to County advisory bodies. Currently, applicants can apply to advisory bodies online at the County's website, or via a PDF/hard copy form submitted via mail, e-mail, or in person. The online application is hosted by the technology company Granicus and is part of a software application used by the Clerk of the Board's Office to process and manage Boards & Commissions information.

#### **Referral Update:**

##### ***Standard Application Updates***

Staff recommends two main changes to the current standard application for advisory bodies. These changes include:

1. Adding a question regarding whether the applicant works in Contra Costa County, and if so, in which District they work.
2. Distinguishing between current and prior experience serving on a Contra Costa County advisory body.

Since County policy requires that advisory body members live *or* work in Contra Costa County, adding a question regarding whether the applicant works in the County would assist in determining an applicant's eligibility. Additionally, clarifying whether the applicant is currently serving on any other Contra Costa County advisory boards will assist the Board of Supervisors in evaluating applications. A redline and clean version of the proposed updated application form is attached.

##### ***Supplemental Application***

Currently, if an advisory body wishes to ask supplemental questions in addition to the questions asked on the standard application, a supplemental application is prepared. In such cases, the Clerk

of the Board's Office receives the standard application from an applicant and distributes it to the applicable staff members. Then, advisory body staff sends the supplemental application to the applicant, and the applicant submits the supplemental application directly to the advisory body staff.

While the online application system has the capability of combining the standard application and a supplemental application by automatically populating supplemental questions if an applicant selects a specific advisory body, this capability is not possible with the PDF/hard copy application. Thus, staff for the Clerk of the Board's Office recommends continuing the current process for supplemental applications.

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

1. REVIEW the supplemental application process and the attached draft updated standard application form; and
2. DETERMINE whether to direct staff to return to the Internal Operations Committee for further discussion or submit the item for consideration by the full Board of Supervisors.

**Fiscal Impact (if any):**

No fiscal impact.

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**Attachments**

Application - Advisory Boards Committees Commissions - Redline Changes

Application - Advisory Boards Committees Commissions - Draft Changes

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# Contra Costa County

Please return completed applications to:  
Clerk of the Board of Supervisors  
1025 Escobar Street, 1st Floor  
Martinez, CA 94553  
or email to: ClerkofTheBoard@cob.cccounty.us

## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Last Name	
<input type="text"/>	<input type="text"/>	
Home Address - Street	City	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone (best number to reach you)	Email	
<input type="text"/>	<input type="text"/>	
Resident of Supervisorial District (if out of County, please enter N/A): <input type="text"/>		
Do you work in Contra Costa County? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, what District do you work in? <input type="text"/>		

## EDUCATION Check appropriate box if you possess one of the following:

☐ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Board, Committee, or Commission Name	Seat Name
<input type="text"/>	<input type="text"/>

Have you ever attended a meeting of the advisory board for which you are applying?

Please check one: ☐ Yes ☐ No If Yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am including my resume with this application:

Please check one: ☐ Yes ☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one: ☐ Yes ☐ No

**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Please check one: ☐Yes ☐No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please list the Contra Costa County advisory board(s) on which you have **previously** served:

**List any volunteer and community experience, including any boards on which you have served.**

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55).

Please check one: ☐Yes ☐No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

Please check one: ☐Yes ☐No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

**Signed:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Submit this application to:** ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of  
Supervisors 1025 Escobar Street, 1st Floor  
Martinez, CA 94553

*Questions about this application? Contact the Clerk of the Board at (925) 655-2000 or by email at  
ClerkofTheBoard@cob.cccounty.us*

**Important Information**

1. This application and any attachments you provide to it is a public document and is subject to the California Public Records Act (CA Government Code §6250-6270).
2. All members of appointed bodies are required to take the advisory body training provided by Contra Costa County.
3. Members of certain boards, commissions, and committees may be required to: 1) file a Statement of Economic Interest Form also known as a Form 700, and 2) complete the State Ethics Training Course as required by AB 1234.
4. Meetings may be held in various locations and some locations may not be accessible by public transportation.
5. Meeting dates and times are subject to change and may occur up to two (2) days per month.
6. Some boards, committees, or commissions may assign members to subcommittees or work groups which may require an additional commitment of time.
7. As indicated in Board Resolution 2011/55, a person will not be eligible for appointment if he/she is related to a Board of Supervisors member in any of the following relationships: mother, father, son, daughter, brother, sister, grandmother, grandfather, grandson, granddaughter, great-grandfather, great-grandmother, aunt, uncle, nephew, niece, great-grandson, great-granddaughter, first-cousin, husband, wife, father-in-law, mother-in-law, daughter-in-law, stepson, stepdaughter, sister-in-law, brother-in-law, spouse's grandmother, spouse's grandfather, spouse's granddaughter, and spouses' grandson, registered domestic partner, relatives of a registered domestic partner as listed above.
8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.



# Contra Costa County

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## BOARDS, COMMITTEES, AND COMMISSIONS APPLICATION

First Name	Last Name	
<input type="text"/>	<input type="text"/>	
Home Address - Street	City	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone (best number to reach you)	Email	
<input type="text"/>	<input type="text"/>	
Resident of Supervisorial District (if out of County, please enter N/A): <input type="text"/>		
Do you work in Contra Costa County? Yes No If Yes, what District do you work in? <input type="text"/>		

### EDUCATION *Check appropriate box if you possess one of the following:*

☐ High School Diploma ☐ CA High School Proficiency Certificate ☐ G.E.D. Certificate

Colleges or Universities Attended	Course of Study/Major	Degree Awarded	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Other Training Completed:

Board, Committee, or Commission Name	Seat Name
<input type="text"/>	<input type="text"/>

Have you ever attended a meeting of the advisory board for which you are applying?

Please check one: ☐ Yes ☐ No If Yes, how many?

Please explain why you would like to serve on this particular board, committee, or commission.

Describe your qualifications for this appointment. (NOTE: you may also include a copy of your resume with this application)

I am including my resume with this application:

Please check one: ☐ Yes ☐ No

I would like to be considered for appointment to other advisory bodies for which I may be qualified.

Please check one: ☐ Yes ☐ No



**Are you currently or have you ever been appointed to a Contra Costa County advisory board?**

Please check one: ☐Yes ☐No

If Yes, please list the Contra Costa County advisory board(s) on which you are **currently** serving:

If Yes, please list the Contra Costa County advisory board(s) on which you have **previously** served:

**List any volunteer and community experience, including any boards on which you have served.**

**Do you have a familial relationship with a member of the Board of Supervisors?** (Please refer to the relationships listed below or Resolution no. 2011/55).

Please check one: ☐Yes ☐No

If Yes, please identify the nature of the relationship:

**Do you have any financial relationships with the county, such as grants, contracts, or other economic relationships?**

Please check one: ☐Yes ☐No

If Yes, please identify the nature of the relationship:

I CERTIFY that the statements made by me in this application are true, complete, and correct to the best of my knowledge and belief, and are made in good faith. I acknowledge and understand that all information in this application is publicly accessible. I understand and agree that misstatements and/or omissions of material fact may cause forfeiture of my rights to serve on a board, committee, or commission in Contra Costa County.

**Signed:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

**Submit this application to:** ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board of  
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8. A person will not be eligible to serve if the person shares a financial interest as defined in Government Code §87103 with a Board of Supervisors Member.