



## 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.***