



# Agenda

## INTERNAL OPERATIONS COMMITTEE

SEPTEMBER 13, 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

[Find local AT&T Numbers](#)

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 July 12, 2021 IOC meeting. *(Julie DiMaggio Enea, IOC Staff)*
4. CONSIDER recommending to the Board of Supervisors the appointment of Teston Shull to the Labor #1 seat and Terry Baldwin to the Labor #1 Alternate seat on the Hazardous Materials Commission to complete the current terms that will expire on December 31, 2022. *(Michael Kent, Exec. Asst. to the Commission)*
5. CONSIDER changes to the Mental Health Commission bylaws pertaining to the Commissioner appointment process and to the proposed Attendance policy and DETERMINE action to be taken. *(Chair Andersen)*
6. CONSIDER approving modifications to the advisory body application to capture additional information relevant to the selection process. *(Julie DiMaggio Enea, County Administrator's Office)*

7. CONSIDER accepting the Small Business Enterprise, Outreach, and Local Bid Programs Report, reflecting departmental program data for the period July 1 through December 31, 2020. *(Cindy Shehorn, Purchasing Services Manager, Public Works Department)*
8. The next meeting is currently scheduled for October 11, 2021.
9. 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:** 09/13/2021  
**Subject:** RECORD OF ACTION FOR THE JULY 12, 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 July 12, 2021 IOC meeting.

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

RECEIVE and APPROVE the Record of Action for the July 12, 2021 IOC meeting.

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

None.

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#### **Attachments**

DRAFT Record of Action for the July 12, 2021 IOC Meeting

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## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
July 12, 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; Jill Ray, District II Supervisor's Office; Jami Morritt, Chief Asst Clerk of the Board; Lauren Hull, CoB Management Analyst; Karl Sung, Deputy County Counsel; Lea Castleberry, District III Supervisor's Office; Bob Campbell, Auditor-Controller; Lia Bristol, District IV Supervisors Office

### 1. Introductions

*Chair Andersen called the meeting to order and acknowledged all of the attendees.*

DRAFT

### 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 May 10, 2021 IOC meeting.

*The Committee approved the record of action for the May 10, 2021 meeting as presented.*

### 4. CONSIDER changes to the Mental Health Commission bylaws pertaining to the Commissioner appointment process and DETERMINE action to be taken.

*Chair Andersen summarized the Committee report and noted that a separate discussion would be scheduled to consider changes to the Mental Health Commission bylaws relating to absences.*

*The Committee considered compromise language for Section 4.4, with final language to be determined at the Committee's September meeting.*

5. ACCEPT the Small Business Enterprise, Outreach, and Local Bid Programs Report, reflecting departmental program data for the period July 1 through December 31, 2020.

***Staff advised the Committee that the staff report in the packet was discovered to be incomplete and recommended that the report be rescheduled to the next IOC meeting, to which the Committee agreed. The report was rescheduled to the September 13 IOC meeting.***

6. Staff recommends:
1. omitting 3, 4 and 6 for all bodies. Those relationships seem fairly attenuated;
  2. retaining all other restrictions because they represent close family members of Supervisors; and
  3. omitting the same groups across all bodies, for ease of administration and compliance.

***Staff presented its report and background. The Committee approved the staff recommendations and directed that they be forwarded to the Board of Supervisors for discussion.***

7. The next meeting is currently scheduled for August 9, 2021.

***The Committee decided to cancel its August meeting. The next meeting is scheduled for September 13, 2021.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

8. Adjourn

***Chair Andersen adjourned the meeting at 10:55 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:** 09/13/2021

**Subject:** RECOMMENDATION FOR APPOINTMENT TO THE HAZARDOUS MATERIALS COMMISSION

**Submitted For:** Anna Roth, Health Services Director

**Department:** Health Services

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

**Referral Name:** Advisory Body Recruitment

**Presenter:** Michael Kent, Ex Asst to Hazmat  
Commission

**Contact:** Michael Kent (925)  
313-6712

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### **Referral History:**

In 2013, IOC reviewed Board Resolution Nos. 2011/497 and 2011/498, which stipulate that applicants for At Large/Non Agency-Specific seats on specified bodies are to be interviewed by a Board Committee. The IOC made a determination that it would delegate the screening and nomination of Hazardous Materials Commission candidates to the Commission, for review by the IOC.

The Hazardous Materials Commission was established in 1986 to advise the Board, County Staff and the mayor's council members, and staffs of the cities within the County, on issues related to the development, approval and administration of the County Hazardous Waste Management Plan. Specifically, the Board charged the Commission with drafting a Hazardous Materials Storage and Transportation Plan and Ordinance, coordinating the implementation of the Hazardous Materials Release Response Plan and inventory program, and to analyze and develop recommendations regarding hazardous materials issues with consideration to broad public input, and report back to the Board on Board referrals.

### **Referral Update:**

Henry Alcaraz resigned from the Labor #1 seat on June 30, 2021. The Clerk of the Board posted this vacancy on July 13, 2021. The alternate for Labor #1 seat has been vacant for this entire term.

The bylaws of the Commission provide that the Labor Seats be screened by the Internal Operations Committee and appointed by the Board of Supervisors. The Contra Costa Building and Construction Trade Council has nominated Teston Shull to fill the Labor #1 seat and Terry Baldwin to fill Labor #1 Alternate seat. Their applications and letter of support are attached, as well as a third application from Charles Leonard.

The terms for these seats will expire on December 31, 2022.

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

RECOMMEND to the Board of Supervisors the appointment of Teston Shull to the Labor #1 seat and Terry Baldwin to the Labor #1 Alternate seat on the Hazardous Materials Commission to complete the current terms that will expire on December 31, 2022.

**Fiscal Impact (if any):**

None.

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**Attachments**

2021 HazMat Commission Roster

Candidate Application Treston Shull HazMat Commission

Candidate Application Terry Baldwin HazMat Commission

CC Building and Trades Council Nomination Letter 8/3/21

Candidate Application Charles Leonard HazMat Commission

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**CONTRA COSTA COUNTY**  
**HAZARDOUS MATERIALS COMMISSION**  
*597 Center Avenue, Suite 200*  
*Martinez CA 94553*  
**2021 MEMBERSHIP ROSTER**

REPRESENTATIVES	MEMBERS (ALTERNATES)	EXPIRATION
<b>Business Seat #1</b> * West County Council of Industries * West County Wastewater District	Fred Glueck Aaron Winer (A)	December 31, 2022 December 31, 2022
<b>Business Seat #2</b> * Industrial Association * Industrial Association	Mark Hughes Amy McTigue (A)	December 31, 2021 December 31, 2021
<b>Business Seat #3</b> * Contra Costa Taxpayers Association * Contra Costa Taxpayers Association	Don Bristol Marj Leeds (A)	December 31, 2024 December 31, 2024
<b>City Seat #1</b> * City of El Cerrito * City of San Ramon	Gabe Quinto Dave Hudson (A)	December 31, 2022 December 31, 2022
<b>City Seat #2</b> * City of Martinez * City of Concord	Mark Ross Edi Birsan (A)	December 31, 2023 December 31, 2023
<b>City Seat #3</b> • <b>City of Pleasant Hill</b> • <b>City of Clayton</b>	Ken Carlson Peter Cloven	December 31, 2024 December 31, 2024



<b>Environmental Engineering Seat</b> * GBR Smith Group * Innovex Environmental Management	George Smith – Chair Ron Chinn (A)	December 31, 2021 December 31, 2021
<b>Environmental Justice Seat</b>	Sara Gurdian Heather Youngs (A)	December 31, 2024 December 31, 2024
<b>Environmental Organization Seat #1</b> * Richmond South Shoreline Area Community Advisory Group * Sierra Club	Steven Linsley  Lisa Park (A)	December 31, 2024  December 31, 2024
<b>Environmental Organization Seat #2</b> * Sierra Club * Sustainable Contra Costa	Jonathan Bash Ed Morales (A)	December 31, 2023 December 31, 2023
<b>General Public Seat</b>	Vacant Tim Bancroft (A)	December 31, 2023 December 31, 2023
<b>Labor Seat #1</b> * Central Labor Council *	Vacant Vacant (A)	December 31, 2022 December 31, 2022
<b>Labor Seat #2</b> * United Steelworkers - Local 5 * United Steelworkers - Local 5	Jim Payne Tracy Scott (A)	December 31, 2023 December 31, 2023
<b>League of Women Voters Seat</b>	Marielle Boortz Madeline Kronenberg (A)	December 31, 2024 December 31, 2024

*Michael Kent, Executive Assistant (925) 313-6587*

*8/16/2021*



Contra Costa County

Print Form

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: Treston, Last Name: Shull, Home Address - Street, City: Citrus Heights, Zip Code: 95610, Phone, Email, Resident of Supervisorial District: N/A, Do you work in Contra Costa County? Yes, If Yes, in which District do you work? All Districts

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

[X] High School Diploma [ ] CA High School Proficiency Certificate [ ] G.E.D. Certificate

Table with 3 columns: Colleges or Universities Attended, Course of Study/Major, Degree Awarded. Row 1: New Mexico Military Institute, Military Leadership/Political Science, Yes/No.

Other Training Completed:

Board, Committee, or Commission Name: Hazardous Materials Commission, Seat Name: Labor Seat 1

Have you ever attended a meeting of the advisory board for which you are applying? Please check one: [ ] Yes [X] No If Yes, how many?

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

I would like to serve on the Commission because the Laborers Union is the Hazardous Waste Worker Union. Laborers are directly involved in Natural Gas/Petroleum Pipelines, Hazardous Material clean-up & Safety Attendant work in facilities such as Power Plants and Refineries. Laborers remove all asbestos, lead and mold during demolition and perform the demolition work as well. I take the health of our 9,000 Laborers and the health of the community very serious. I want to make sure that Contra Costa has the best pathway for the health and safety of its' residents and I believe I can do that as a member of the Hazardous Materials Commission.

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

Please see the attached resume.

I am including my resume with this application: Please check one: [X] Yes [ ] No

I would like to be considered for appointment to other advisory bodies for which I may be qualified. Please check one: [X] 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:

[Empty text box]

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

[Empty text box]

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

Member - Bureau of Ocean Energy Mgmt - Ca Intergovernmental Renewable Energy Task Force  
Vice President - Contra Costa Building and Construction Trades Council (2019-Current)  
Member - Humboldt County Workforce Development Board (2018-Current)  
Residents Empowerment Assoc of Citrus Heights (member 2016-2020, President 2021-Current)

**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:

[Empty text box]

**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:

[Empty text box]

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:

[Empty signature box]

[Empty signature box]

Date:

7/16/21

**Submit this application to:** ClerkofTheBoard@cob.cccounty.us **OR** Clerk of the Board  
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.

# Treston Shull

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- Objective** To be appointed to the Contra Costa County Hazardous Materials Commission under the Labor Seat
- Experience** 12/1/2018 – Current Laborers Union Local 324 Martinez, CA  
**Vice President/Business Representative**
- Enforce Union Contract Language and State and Federal Law on Construction Projects such as Refineries, Natural Gas/Petroleum Pipelines, Nuclear Power Plants, etc.
  - Handle member and contractor grievances when sections of the Union Contract and State and Federal Law is violated.
  - Visit job sites and worker facilities.
  - Negotiate all Union Contracts for Laborers Local 324
  - Attend all required meetings for Refineries, Pre-jobs, Building Trades Councils and Public Meetings.
  - Facilitate member trainings for over 9,000 members who live in Contra Costa County, classes such as OSHA 10, OSHA 30, Hazardous Waste 40hr, etc.
  - Co-Chair of the Local 324 Apprenticeship Sub-Committee overseeing over 800 Apprentices.
- 10/15/2009 – 11/30/2018  
Laborers PSW Regional Organizing Department Martinez, CA  
**Labor Relations Representative**
- Spoke to non-union contractors from all types of fields and tried to get them to become Union.
  - Partnered with and signed dozens of contractors into the Union who work with or around hazardous materials.
  - Attend Public meetings to speak on behalf of the Local Union and its' members.
  - Heavily involved with community engagement for the Region on behalf of the Laborers' Unions 30,000 members in Northern California.
- 05/2004 – 10/2009  
Laborers Union California, Arizona, New Mexico  
**Laborer**
- Primarily worked in the Natural Gas/Petroleum field on mainline transmission & distribution lines. Additional work in Coal Burning Power Plants and General Construction.

# Application Form

## Profile

Terry \_\_\_\_\_ A \_\_\_\_\_ Baldwin \_\_\_\_\_  
 First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Concord \_\_\_\_\_ CA \_\_\_\_\_ 94521 \_\_\_\_\_  
 City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### Which supervisorial district do you live in?

District 4

## Education

### Select the option that applies to your high school education \*

High School Diploma

### College/ University A

Name of College Attended \_\_\_\_\_

None

Degree Type / Course of Study / Major \_\_\_\_\_

### Degree Awarded?

Yes  No

### College/ University B

Name of College Attended \_\_\_\_\_

None

Degree Type / Course of Study / Major \_\_\_\_\_

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

None

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

IBEW training center

**Hours Completed**

Continuous

**Certificate Awarded?**

Yes  No

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**Board and Interest**

**Which Boards would you like to apply for?**

Hazardous Materials Commission: Submitted

**Seat Name**

Labor Seat / Alternate

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

Yes  No

**If you have attended, how many meetings have you attended?**

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

As a Union Member and in leadership and a Family Man and father / grand father I feel it is time to give back to the community and with a seat I hope to be able to help out where I can..

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### **Qualifications and Volunteer Experience**

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

Yes  No

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

Yes  No

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

I am part of the membership development for IBEW local 302 and have been a member of Local 302 for over 26 years. When it comes to kids and family's Career days and Mentoring and Part of The wrestling Program for Collage Park for many years even after my own children's had graduated. Go where ever I am needed from west south and east Contra Costa County.

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

n/a

[Upload a Resume](#)

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### **Conflict of Interest and Certification**

**Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?**

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 relations?**

Yes  No

If Yes, please identify the nature of the relationship:

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Please Agree with the Following Statement

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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 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.

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I Agree



# Contra Costa Building and Construction Trades Council

2727 Alhambra Ave. Suite 5  
Martinez, CA 94553  
FAX (925) 372-7414



Bill Whitney  
C.E.O.  
Phone (925) 228-0900

August 3, 2021

Michael Kent  
Contra Costa County Hazardous Materials Commission  
597 Center Ave, Suite Suite110  
Martinez, CA 94553

Dear Mr. Kent:

*On behalf of the Contra Costa Building and Construction Trades Council and its Affiliates, I would like to nominate Mr. Treston Shull with Laborers Local 324 to fill the Labor seat on the Contra Costa County Hazardous Materials Commission previously held by Rick Alcaez. In addition, as Mr. Shull's alternate to the Contra Costa County Hazardous Materials Commission, I would also like to nominate on behalf of the Contra Costa Building and Construction Trades Council and its Affiliates Mr. Terry Baldwin with IBEW Local 302.*

*I have worked with Mr. Shull and Mr. Baldwin for many years, and I have been impressed with their dedication and commitment to the tasks at hand. They have exhibited the leadership and integrity needed to succeed as a member of the Hazardous Materials Commission. In addition, they are skilled communicators and problem solvers. I believe they have all the assets necessary to be positive forces on the Contra Costa County Hazardous Materials Commission.*

*The Contra Costa Building and Construction Trades Council asks that you please give Mr. Shull and Mr. Baldwin your utmost consideration.*

*Thank you for your time and consideration,*

Sincerely,

  
Bill Whitney, CEO

# Application Form

## Profile

Charles \_\_\_\_\_ G \_\_\_\_\_ Leonard \_\_\_\_\_  
First Name Middle Initial Last Name

Home Address \_\_\_\_\_ Suite or Apt \_\_\_\_\_  
 Vallejo \_\_\_\_\_ CA \_\_\_\_\_ 94591 \_\_\_\_\_  
City State Postal Code

Primary Phone \_\_\_\_\_

Email Address \_\_\_\_\_

### Which supervisorial district do you live in?

District 4

## Education

### Select the option that applies to your high school education \*

G.E.D. Certificate

### College/ University A

Name of College Attended \_\_\_\_\_

Degree Type / Course of Study / Major \_\_\_\_\_

### Degree Awarded?

Yes  No

### College/ University B

Name of College Attended \_\_\_\_\_

Degree Type / Course of Study / Major \_\_\_\_\_

**Degree Awarded?**

Yes  No

**College/ University C**

**Name of College Attended**

**Degree Type / Course of Study / Major**

**Degree Awarded?**

Yes  No

**Other schools / training completed:**

**Course Studied**

4yr Local 342 Steamfitter Apprenticeship Graduate

**Hours Completed**

800

**Certificate Awarded?**

Yes  No

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**Board and Interest**

**Which Boards would you like to apply for?**

Hazardous Materials Commission: Submitted

**Seat Name**

Labor Seat

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

Yes  No

**If you have attended, how many meetings have you attended?**

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

I am interested in taking a proactive and interactive approach in the short and long term handling and sustainable storage, removal, and transportation of hazardous waste in Contra Costa County.

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## Qualifications and Volunteer Experience

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

Yes  No

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

Yes  No

List any volunteer or community experience, including any advisory boards on which you have served.

I am currently seated on the Contra Costa County Sustainability Commission.

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

Please see attached resume.

[Upload a Resume](#)

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## Conflict of Interest and Certification

Do you have a Familial or Financial Relationship with a member of the Board of Supervisors?

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 relations?

Yes  No

If Yes, please identify the nature of the relationship:

**Please Agree with the Following Statement**

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**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 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.**

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I Agree

# CHARLES LEONARD, JR.

Residence: Vallejo, CA 94591 ·

Professional: UA Local 342, 935 Detroit Avenue, Concord, CA 94518-2501

[chuckl@ua342.org](mailto:chuckl@ua342.org)

## EXPERIENCE

01/2019 – PRESENT

**AT LARGE COMMITTEE MEMBER**, CONTRA COSTA COUNTY SUSTAINABILITY COMMISSION

Implement the County's climate action plan.

01/2019 – PRESENT

**BUSINESS REPRESENTATIVE**, PLUMBERS & STEAMFITTERS LOCAL UNION 342 (UA LOCAL 342)

Seek work for, represent, and protect the interests of the members of Plumbers & Steamfitters Local Union 342  
Current Assignment: Representation of members working in Heavy Industrial projects in Contra Costa & Alameda Counties

01/2019 – PRESENT

**TRUSTEE**, UA LOCAL 342

Protect the interests of participants of UA Local 342 Pension, Supplemental Pension, Health & Welfare, and Apprenticeship Training Trusts

08/1983 – PRESENT

**JOURNEYMAN STEAMFITTER & UNION MEMBER**, UA LOCAL 342

In addition to those listed above, elected offices held over course of membership include: President, Vice President, Executive Board; Committees served on include: Negotiating Committee, Work Preservation Committee

01/2018 – 12/2018

**PUBLIC SECTOR BUSINESS REPRESENTATIVE**, UA LOCAL 342

Represent and protect the interests of the public sector members of UA Local 342

2016 – 2018

**TRAINING INSTRUCTOR – LABOR HISTORY**, UA LOCAL 342 JATC

2002 – 2016

**TRAINING INSTRUCTOR – INDUSTRIAL CONTROLS**, UA LOCAL 342 JATC & UA LOCAL 343 JATC

## EDUCATION

06/1986

**CERTIFICATE OF COMPLETION**, UA LOCAL 342 JATC

## COUNCIL DELEGATE

Serving as a delegate for UA Local 342: Contra Costa Construction & Building Trades Council, Contra Costa Central Labor Council, Alameda Labor Council, Building Trades Council of Alameda County, State Building & Construction Trades Council of California



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

5.

**Meeting Date:** 09/13/2021  
**Subject:** Mental Health Commission Request to Modify Bylaws Pertaining to Vacancies and Recruitment  
**Submitted For:** Candace Andersen, District II Supervisor  
**Department:** Board of Supervisors District II  
**Referral No.:** IOC 21/5  
**Referral Name:** Advisory Body Recruitment  
**Presenter:** Candace Andersen      **Contact:** Julie Enea (925) 655-2056

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### **Referral History:**

In the early spring of 2021 the Executive Committee of the Mental Health Commission (MHC) discussed the fact that its Bylaws were not consistent with the current practices of how members of the Board of Supervisors appoint Mental Health Commissioners. The MHC Bylaws were last amended in 2018.

The current MHC Bylaws provide for the following:

### ***ARTICLE IV, SECTION 4. VACANCIES AND RECRUITMENT***

#### ***4.1 Role of the Commission***

*At the discretion of and to the extent requested by the Board, the Commission shall be involved in the recruitment and screening of applicants. When an application is received, the Commission will appoint an Ad Hoc Applicant Interview Committee, pursuant to Article VIII, Section 5.1. Following an interview by the Ad Hoc Applicant Interview Committee, it will forward its recommendation to the Commission. After Commission vote and approval, the recommendation for nomination of the applicant shall be forwarded to the appropriate member of the Board of Supervisors for that Supervisor's consideration.*

*4.2 Applications The Commission shall receive applications on an ongoing basis.*

#### ***4.3 Commission Recommendation***

*a) Pursuant to Article IV, section 1.2, the Commission shall, to the extent possible, recommend for appointment those persons who will assist the County in complying with the ethnic and demographic mandates in the Welfare & Institutions Code.*

*b) To the extent possible, the Commission shall recommend for appointment applicants who have experience and knowledge of the mental health system, preferably in the County.*

In practice, members of the Board of Supervisors interview applicants, ensure that they meet the requirements of Commission membership, and encourage them to attend MHC meetings prior to appointment. However, Supervisors have not recently requested that the Commission appoint an Ad Hoc Applicant Interview Committee or asked them to make recommendations for nominations.

Supervisor Candace Andersen, the representative of the Board of Supervisors on the MHC, met with MHC Chair Graham Wiseman. It was agreed that the provision in the bylaws regarding an Ad Hoc committee making recommendations for appointment created confusion, and Supervisor Andersen suggested that the bylaws be amended to reflect the current practice. County Counsel prepared a draft amendment to the MHC Bylaws.

At the June 2, 2021 meeting of the MHC, a discussion ensued regarding County Counsel's draft amendment. Concern was expressed about achieving diversity and representation by consumers of mental health services, and effective orientation of prospective members to promote participation and commitment to the office. At the conclusion of the discussion, the MHC decided, on a split vote (4 Aye, 2 No, 3 Abstain), to send the attached letter to Supervisor Andersen requesting IOC consideration of a revision to what County Counsel had drafted. Only Sections 4.3 through 4.5 had recommended changes.

On July 12th, the IOC considered a draft amendment to clear the confusion, to make the bylaws reflective of current practices by the Board of Supervisors, and to have this provision of the bylaws reflect changes to Welfare and Institutions Code sections 5604 and 5604.5. The Committee decided to hold off making recommendations to the Board of Supervisors pending input from the MHC on additional bylaws changes relating to Commissioner attendance. The Committee also asked for County Counsel guidance on the question of whether MHC seat names could be made more generic in an effort to avoid any stigma that may be associated with certain seats, namely the Consumer or Family Member seats.

### **Referral Update:**

#### **Vacancies and Recruitment**

On July 12, the IOC considered proposals from the MHC and Supervisor Andersen to modify the MHC bylaws associated governing Commissioner recruitment and appointment.

#### **MHC Proposal:**

##### *4.3 Commission Identification and Recruitment of Applicants*

*a) Pursuant to Article IV, section 1.2, the Commission shall, to the extent possible, identify and encourage applicants who will assist the County in complying with the ethnic and demographic mandates in the Welfare & Institutions Code.*

*b) To the extent possible, the Commission shall identify and encourage applicants who have experience and knowledge of the mental health system, preferably in the County*

*4.4 Each County Supervisor will encourage any applicant being considered for the Mental Health Commission to attend at least one Commission meeting prior to their appointment. Applicants are required to meet with the MHC Chair, MHC Vice Chair and/or ad-hoc committee prior to accepting position to ensure full understanding of the roles, responsibilities, and restrictions of being a Mental Health Commissioner.*

*4.5 Upon appointment by the District Supervisor, the Chair and Executive Committee of the*



*Mental Health Commission shall coordinate appropriate training and orientation of all new commissioners.*

Supervisor Andersen's Counter-Proposal (as corrected below):

Because the appointment process remains in the discretion of the Board of Supervisors, requiring applicants to meet with the MHC Chair, Vice Chair and/or ad-hoc committee is not recommended. The language below in Section 4.4 represents a compromise between the MHC proposal and the Board's discretion.

*The role of the Commission in recruitment of new commissioners is at the discretion of and to the extent requested by the Board of Supervisors.*

*4.3 Commission Identification and Recruitment of Applicants*

*a) Pursuant to Article IV, section 1.2, the Commission shall to the extent feasible identify and encourage applicants who will assist the County in maintaining a Commission that represents and reflects the diversity and demographics of the County as a whole, as provided in the Welfare and Institutions Code.*

*b) To the extent possible, the Commission shall identify and encourage applicants who have experience and knowledge of the mental health system, preferably in the County*

*4.4. In order for applicants being considered for the Mental Health Commission to have a better understanding of their potential role, responsibilities, and restrictions as a Commissioner, applicants are encouraged to attend at least one Commission meeting, as well as meet with the MHC Chair, MHC Vice Chair and/or the [insert formal name of the ad-hoc committee], prior to their appointment.*

*4.5 The Chair and Executive Committee of the Mental Health Commission shall coordinate appropriate training and orientation of all newly appointed commissioners.*

**Attendance**

To ensure that active, appointed members continuously participate in their respective positions, the MHC is recommending additional revisions to its approved By-laws. The current bylaws of the MHC provide the following regarding attendance at MHC meetings.

*Article IV Section 2.1b*

*SECTION 2. ATTENDANCE*

*2.1 Attendance requirements*

*a) Regular attendance at Commission meetings is mandatory for all Commission members.*

*1) A member who is absent from four (4) regularly scheduled Commission meetings in any calendar year shall be deemed to have resigned from the Commission. In such event the former Commission member's status will be noted at the next scheduled Commission meeting and shall be recorded in the Commission 's minutes. The Chairperson shall, without further direction from the Commission , apprise the Board of Supervisors of the member 's resignation and request the appointment of a replacement.*

*2) Each Commissioner will ensure that when s/he attends Commission-sponsored meetings (excluding Commission and Commission Committee meetings) or activities representing her/himself as a Commissioner, s/he expresses only those views approved by the Commission.*

Additional revisions proposed to the Mental Health Commission Bylaws are shown below. These revisions have been considered and approved across multiple meetings by the MHC and its Executive Committee, most recently at the September 1<sup>st</sup> Commission meeting, but have not yet been reviewed by County Counsel.

- ***A Commissioner's absence from a regularly scheduled Commission meeting may be excused in the case of an unforeseen, extraordinary circumstance, including but not limited to major illness, natural disaster, or civil unrest. Commissioners shall obtain consent from the Chair at least one day prior to the meeting, for any planned absences. Excused absences will be recorded in the meeting minutes as an "excused absence".***
- ***A member who is absent from four regularly scheduled full Commission meetings in any consecutive twelve-month period, as opposed to calendar year, shall be deemed to have resigned from the Commission.***
- ***Regular attendance of one standing Commission Committee, with the exception of Executive Committee, is mandatory for all Commission members.” i) “A member who is absent from four (4) regularly scheduled Commission Committee meetings in any consecutive 12-month period, shall be deemed to have resigned from the Committee. In such event the former Committee member's status will be noted at the next scheduled Committee meeting and shall be recorded in the Committee's minutes. The resigned member shall choose a different Committee on which to serve.”***

### **Seat Names**

On the question about whether the County is required to publicly identify which appointees are filling which specific seats on the MHC, pursuant to Government Code § 54972 (or the Maddy Act), each year the County is required to publish its Local Appointment Lists, which contains a “list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.” See Gov’t Code § 54972(a), attached. Given the requirements of the Maddy Act, the County is required to publicly identify the name of each Commissioner whose term is about to expire, as well as the specific seat held by that Commissioner. The County, thus, cannot prevent the public from knowing who holds the Consumer or Family Member seats on the MHC.

The Board, however, could consider using a code system when it appoints Commissioners. For example, the Board could refer to the code “District 3, Seat 2” when appointing a Commissioner to, for example, the Consumer Seat for that district. However, the Local Appointment List would need to reveal the code system to the public—i.e., disclose that “District 3, Seat 2” refers to the Consumer Seat for that district. And the code system would likewise need to be revealed at the recruitment stage; for example, the Notice of Vacancy could state that the Clerk of the Board is accepting applications for the “District 3, Seat 2 (Consumer)” position, or similar.

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

CONSIDER changes to the Mental Health Commission bylaws pertaining to the Commissioner appointment process and to the proposed Attendance policy and DETERMINE action to be taken.

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

No fiscal impact.

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**Attachments**

Government Code 54972 Appointive List

June 2, 2021 Letter from Mental Health Commission requesting Bylaws Changes

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**GOVERNMENT CODE - GOV**

**TITLE 5. LOCAL AGENCIES [50001 - 57607]**

*( Title 5 added by Stats. 1949, Ch. 81. )*

**DIVISION 2. CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 55821]**

*( Division 2 added by Stats. 1949, Ch. 81. )*

**PART 1. POWERS AND DUTIES COMMON TO CITIES, COUNTIES, AND OTHER AGENCIES [53000 - 54999.7]**

*( Part 1 added by Stats. 1949, Ch. 81. )*

**CHAPTER 11. Local Appointments List [54970 - 54974]**

*( Heading of Chapter 11 amended by Stats. 1991, Ch. 669, Sec. 5. )*

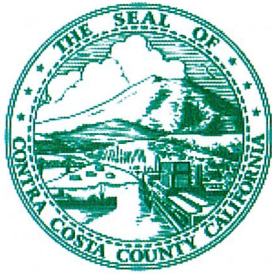
**54972.**

On or before December 31 of each year, each legislative body shall prepare an appointments list of all regular and ongoing boards, commissions, and committees which are appointed by the legislative body of the local agency. This list shall be known as the Local Appointments List. The list shall contain the following information:

(a) A list of all appointive terms which will expire during the next calendar year, with the name of the incumbent appointee, the date of appointment, the date the term expires, and the necessary qualifications for the position.

(b) A list of all boards, commissions, and committees whose members serve at the pleasure of the legislative body, and the necessary qualifications for each position.

*(Amended by Stats. 1991, Ch. 669, Sec. 6.)*



CONTRA COSTA  
MENTAL HEALTH  
COMMISSION

1340 Arnold Drive, Suite 200  
Martinez, CA 94553

Ph (925) 313-9553  
Fax (925) 957-5156

cchealth.org/mentalhealth/mhc

June 2, 2021

Dear Supervisor Candace Andersen,

We respectfully ask the Internal Operations Committee of the Contra Costa County Board of Supervisors to read and consider the Mental Health Commission’s suggestion to the bylaw regarding Section 4. VACANCIES AND RECRUITMENT.

The following language presents 1) the text that you are requesting; and 2) the text that the Mental Health Commission is requesting as an alternative (note: highlighted text is what differs).

**Text Proposed by Supervisor Candace Andersen, District II**

SECTION 4. VACANCIES AND RECRUITMENT

4.1 Role of the Commission

The role of the Commission in recruitment of new commissioners is at the discretion of and to the extent requested by the Board of Supervisors.

4.2 The Commission is encouraged to help identify and recruit qualified applicants to apply for any vacancies on the Commission.

4.3 Commission Identification and Recruitment of Applicants

a) Pursuant to Article IV, section 1.2, the Commission shall, to the extent possible, identify and encourage applicants who will assist the County in complying with the ethnic and demographic mandates in the Welfare & Institutions Code.

b) To the extent possible, the Commission shall identify and encourage applicants who have experience and knowledge of the mental health system, preferably in the County

4.4 Each County Supervisor will encourage any applicant being considered for the Mental Health Commission to attend a Commission meeting prior to their appointment.

4.5 Upon appointment, the Chair and Executive Committee of the Mental Health Commission shall coordinate appropriate training and orientation of all new commissioners.

**Text Proposed by the Mental Health Commission:**

SECTION 4. VACANCIES AND RECRUITMENT

4.1 Role of the Commission

The role of the Commission in recruitment of new commissioners is at the discretion of and to the extent requested by the Board of Supervisors.

4.2 The Commission is encouraged to help identify and recruit qualified applicants to apply for any vacancies on the Commission.



#### 4.3 Commission Identification and Recruitment of Applicants

a) Pursuant to Article IV, section 1.2, the Commission shall, to the extent possible, identify and encourage applicants who will assist the County in complying with the ethnic and demographic mandates in the Welfare & Institutions Code.

b) To the extent possible, the Commission shall identify and encourage applicants who have experience and knowledge of the mental health system, preferably in the County

4.4 Each County Supervisor will encourage any applicant being considered for the Mental Health Commission to attend at least one Commission meeting prior to their appointment. Applicants are required to meet with the MHC Chair, MHC Vice Chair and/or ad-hoc committee prior to accepting position to ensure full understanding of the roles, responsibilities, and restrictions of being a Mental Health Commissioner.

4.5 Upon appointment by the District Supervisor, the Chair and Executive Committee of the Mental Health Commission shall coordinate appropriate training and orientation of all new commissioners.

Will you please honor the fact the Commission is currently not reflective of the diversity of the client population in the county? We would like to ensure we are following the guidelines of Executive Order No. 13985 *Advancing Racial Equity and Support for Underserved Communities through the Federal Government* (pg 7009 - 7013), signed into law January 20, 2021 by President Joseph R. Biden Jr., as well as the Recruitment of Board/Commission Members, WIC 5604 (a) (1), and *Best Practices for Local Mental/Behavioral Health Boards and Commissions 2020*, rev.1 (pg. 24, Best Practices, 2020).

We realize that the Board of Supervisors is inundated with responsibilities of the county and Mental Health Commissioners are ready and willing to take on the task of recruiting, orienting/interviewing, and making recommendations to the Board of Supervisors for candidates to fill open seats on this Commission.

Sincere Regards,

Contra Costa County Mental Health Commission



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

6.

**Meeting Date:** 09/13/2021  
**Subject:** REVIEW OF ADVISORY BODY APPLICATION FORM  
**Submitted For:** Monica Nino, County Administrator  
**Department:** County Administrator  
**Referral No.:** IOC 21/13  
**Referral Name:** ADVISORY BODY APPLICATION FORM  
**Presenter:** Julie DiMaggio Enea      **Contact:** Julie DiMaggio Enea (925) 655-2056

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#### **Referral History:**

The Clerk of the Board, on August 4, received a request from Supervisor Gioia to add back the job experience portion of the advisory body application form and to harmonize the PDF and Online application forms.

The current application form was approved in 2018, at which time the Board of Supervisors had approved the removal of the job experience section because informal feedback from members of the public, County staff and Supervisors indicated that the pre-2018 application had seemed more like a job application, was unnecessarily lengthy, didn't capture desired information, and was off-putting to prospective applicants.

#### **Referral Update:**

The County's current advisory body application form is offered in two formats: as a PDF form and as an online form through Granicus. Applications can be submitted digitally either online through Granicus or by email to the Clerk of the Board or staff. Applications can also be submitted in paper format to the Clerk of the Board offices in-person, or by mail.

The current application appears as two pages in PDF form as opposed to the pre-2018 version which appeared as four pages. The current form does not specifically capture current or past employment history but, rather, requests a description of the applicant's qualifications and volunteer experience, and invites applicants to attach a resume if desired.

The majority of Bay Area counties do not capture employment history through the application form. Some capture current employment and employment contact information.

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

Modify the current form to additionally capture:

- current employer, job title and length of employment. Past relevant employment experience can be addressed within the current request for qualifications.
- relevant occupational licenses possessed by the applicant.
- name and occupation of the applicant's spouse, for conflict of interest purposes.
- if the applicant is a veteran of the U.S. Armed Forces.
- how long the applicant has resided/worked in Contra Costa County.
- whether or not the applicant has any obligations that might affect his/her attendance at scheduled meetings.

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**Attachments**

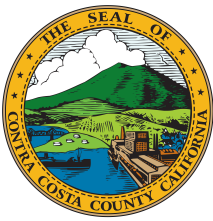
Contra Costa County Advisory Body Application 2021

Advisory Body Application Forms from Other Bay Area Counties

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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**

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

### **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	
		Yes	No
		Yes	No
		Yes	No

Other Training Completed:

<b>Board, Committee, or Commission Name</b>	<b>Seat Name</b>
---	------------------

**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  
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.

**Boards & Commissions Applications from Bay Area Counties**

**Alameda County.....2**

**Marin County .....4**

**Napa County.....7**

**San Francisco County/City.....12**

**San Mateo County.....15**

**Santa Clara County .....17**

**Sonoma County .....21**

**Solano County.....24**



10. Volunteer experience:

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11. Resume enclosed:  Yes  No

**PLEASE NOTE:**

- A. *Appointees serve a maximum of 12 consecutive years on a Board/Commission/Committee;*
- B. *All appointees shall be residents of the County of Alameda unless such residency requirement is waived by a majority vote of the members of the Board of Supervisors; and*
- C. *Government Code §87100. No public official at any level of state or local government shall make, participate in making or in any way attempt to use his official position to influence a governmental decision in which he knows or has reason to know he has a financial interest.*

**I understand that appointed members to Boards/Commissions/Committees may be required by State Law and County Ordinance to file a Financial Disclosure Statement (Statement of Economic Interest, Form 700) as part of the appointment process.**

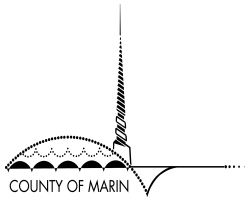
\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

Please return the completed application to the Board District Office, Agency or Department recommending the Board/Commission/Committee appointment.

*Information regarding Alameda County Boards and Commissions and membership is available on the Alameda County website: <http://www.acgov.org/clerk/vacancy.htm>*

Please fill the following form.



### APPLICATION FOR APPOINTMENT TO BOARDS AND COMMISSIONS APPOINTED BY THE MARIN COUNTY BOARD OF SUPERVISORS

All fields marked with an \* are required.

\* Board Name:

\* As representative of Supervisorial District #:  and/or At Large:

#### PERSONAL INFORMATION

\* I am at least 18 years of age.

\* First Name:

\* Last Name:

\* Home Address:

\* City/Town:

\* Zip Code:

\* Phone Number:  \* Type:

\* Email Address:

#### EMPLOYMENT INFORMATION

Employed  Retired  Not Employed

\* Present Occupation:

\* Employer's Name:

\* Employer's Address:

\* City/Town:

\* State:

\* Zip Code:

\* Phone Number:

**\* Summary of Qualifications for Position:**

Text will be limited to 2500 characters. (Please add attachments for additional information if necessary.)

Show Remaining Characters 2500

**\* Reasons for Applying:**

Text will be limited to 2000 characters. (Please add attachments for additional information if necessary.)

Show Remaining Characters 2000

**\* Please describe how you would help support excellence in public service and help the County effectively respond to the needs of the diverse residents we serve:**

Text will be limited to 1500 characters. (Please add attachments for additional information if necessary.)

Show Remaining Characters 1500

**\* Please describe your experience in engaging with members of all races, people from a wide variety of ethnic and socioeconomic backgrounds, and people with disabilities:**

Text will be limited to 1500 characters. (Please add attachments for additional information if necessary.)

Show Remaining Characters 1500

**Please list any organizations of which you are an officer or an employee which is funded by or provides services to county government:**

Text will be limited to 600 characters. (Please add attachments for additional information if necessary.)

Show Remaining Characters 600

To attach additional information to this application, click the "Attach File" button.

Limit: 3

Allowable file types: doc, docx, xls, xlsx, txt, pdf, jpg, jpeg, bmp, gif, tif, tiff

Maximum file size: 5 MB per attachment

Attach File 1

Remove

Attach File 2

Remove

Attach File 3

Remove

How did you hear about this opening?

If Other, please specify:

**NOTE: This application will remain valid for a period of one year. If you wish information on requirements for positions, or on the status of your application, please contact the Clerk of the Board of Supervisors.**

To submit this application to the Board of Supervisors, click the "Submit" button.

Submit

**Marin County is an Equal Opportunity Employer and Volunteer Center. Minorities, women and individuals with disabilities are strongly encouraged to apply.**





## County of Napa Boards & Commissions

\* Denotes a required field

### Application for Appointment to Board, Commission, Committee, Task Force or Position

Applicants appointed by the Board of Supervisors will be required to take an oath of office. All applications will be kept on file for one year from the date of application.

#### Public Records Act

Applications are public records that are subject to disclosure under the California Public Records Act. Information provided by the applicant is not regarded as confidential except for the addresses and phone numbers of references and the applicant's personal information including home and work addresses, phone numbers and email address.

#### Form 700 Conflict of Interest Code

California Fair Political Practices Website (<https://www.fppc.ca.gov/>)

Please note that appointees may be required by state law and county conflict of interest code to file financial disclosure statements.

Which boards would you like to apply for? You may select up to 1 \*

 Please select a Board

Category of Membership for Which You Are Applying \*

## Profile

First Name \*

Middle Initial

Last Name \*

Email Address \*

Home Address \*

City \*

State \*

Postal Code \*

Which supervisorial district do you reside in? \*

To find your supervisorial district go to <https://www.countyofnapa.org/2051/Find-my-supervisor-and-district> (<https://www.countyofnapa.org/2051/Find-my-supervisor-and-district>) and enter your address.

Primary Phone \*

Employer \*

Job Title \*

Occupation \*

Education/Experience

Name and occupation of spouse within the last 12 months, if married. (For conflict of Interest purposes)

## Resume

Upload a Resume

Choose file

Accepted file types: RTF, DOC, DOCX, PDF, TXT, JPG, JPEG, GIF, PNG

Letter of Recommendation or Supplemental Attachments

Choose file

accepted formats: doc, docx, rtf, txt, and pdf

Professional or occupational license, date of issue, and expiration including status

References: Provide names and phone numbers of 3 individuals who are familiar with your background.

## Community Participation

Please explain your reasons for wishing to serve and, in your opinion, how you feel you could contribute. \*

Nature of activity and community location

Other County Board/Commission/Committee on Which You Serve/Have Served

Public Actions that may impact Credit Rating (List all court or other public administration actions impacting your credit rating within the past ten (10) years)

## Electronic Signature Agreement

I declare under penalty of perjury that the foregoing is true and correct. \*

Yes

No

Please Agree with the Following Statement \*

By checking the "I agree" box below, you agree and acknowledge that 1) your application will not be signed in the sense of a traditional paper document, 2) by signing in this alternate manner, you authorize your electronic signature to be valid and binding upon you to the same force and effect as a handwritten signature, and 3) you may still be required to provide a traditional signature at a later date.

I Agree \*

Electronic Signature (First M. Last) \*

Date \*

Withdraw

[\(/boards/forms/647/apply/2392741?code=7fcbeaea-8f7e-402d-800b-134dfedb3a3f\)](/boards/forms/647/apply/2392741?code=7fcbeaea-8f7e-402d-800b-134dfedb3a3f)

Submit

[View as PDF/Print \(/boards/forms/647/apply/2392741.pdf?code=7fcbeaea-8f7e-402d-800b-134dfedb3a3f&no\\_redaction=true\)](/boards/forms/647/apply/2392741.pdf?code=7fcbeaea-8f7e-402d-800b-134dfedb3a3f&no_redaction=true)

Save for later

**BOARD of SUPERVISORS**



**City Hall**  
**1 Dr. Carlton B. Goodlett Place, Room 244**  
**San Francisco, CA 94102-4689**  
**Tel. No. 554-5184**  
**Fax No. 554-5163**  
**TDD/TTY No. 544-5227**

## **Application for Boards / Commissions / Committees / Task Forces**

### **INSTRUCTIONS AND INSTRUCTIONS**

San Francisco is a diverse city with a wide range of people and issues affecting it. In order to take advantage of the extensive experience and knowledge available in the city, various Boards, commissions, Committees, and Task Forces have been formed to bring that knowledge together. These groups and their membership requirements are established through legislation from local, state, and/or federal government. In addition to setting up the purpose and goals of the various groups, the governing legislation outlines the type of person, in terms of desirable skills and/or knowledge, who can contribute his/her knowledge and perspective. In this manner, a group of San Franciscans, who are representative of the city, can be active participants in addressing issues affecting the entire city.

If you are interested in serving the City and County of San Francisco, the following procedures are provided:

1. A list of vacancies and expected vacancies, with their qualifications, can be found at the Office of the Clerk of the Board of Supervisors, at the San Francisco Main Public Library, and online on the Board of Supervisors' website (<http://www.sfbos.org/vacancy>). Please review this list for positions of interest for which you may qualify.
2. Submit an application ([http://www.sfbos.org/vacancy\\_application](http://www.sfbos.org/vacancy_application))  
*(Be sure that you list the appropriate seat number(s) and/or category/categories for which you are applying.)*  
*(We request applications be received ten (10) days before the scheduled hearing.)*
3. If the seat(s) you are applying for is vacant and requires the Board of Supervisors' confirmation, the Rules Committee will schedule your application for review. All applicants will be expected to appear before the Rules Committee to speak on their qualifications and answer questions from the Supervisors.  
*(There are no set instructions on what you are expected to tell the Rules Committee. However, a brief description of how your qualifications distinguish you from other applicants, reasons for your interest in the subject, or a short discussion of why you feel you would make a good candidate is appropriate.)*
4. The Rules Committee may or may not make a recommendation for appointment. If a recommendation is made by the Rules Committee, the recommendation is forwarded to the Board of Supervisors for approval. It generally takes approximately 15 days, from the date the Rules Committee makes their recommendation for appointment, for the person to become officially appointed.
5. Depending on the type of organization, a new appointee may need to take an Oath of Office.

If there are no vacancies, your application will be retained for one year. If any openings occur during this time, your application will be submitted to the Rules Committee for review.

If you have any further questions, please contact the Rules Committee Clerk at (415) 554-5184. However, if you require detailed information concerning the operations of a particular Board, Commission, Committee, or Task Force, please contact the organization in question directly.



**Board of Supervisors  
City and County of San Francisco  
1 Dr. Carlton B. Goodlett Place, Room 244  
(415) 554-5184 FAX (415) 554-5163  
BOS-Appointments@sfgov.org**

**Application for Boards, Commissions, Committees, & Task Forces**

Name of Board, Commission, Committee, or Task Force: \_\_\_\_\_

Seat # (See Vacancy Notice for Descriptions): \_\_\_\_\_ District: \_\_\_\_\_

Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Employer: \_\_\_\_\_

Business Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Business E-Mail: \_\_\_\_\_ Home E-Mail: \_\_\_\_\_

**Pursuant to Charter, Section 4.101(a)(2), Boards and Commissions established by the Charter must consist residents of the City and County of San Francisco who are 18 years of age or older. For certain bodies, the Board of Supervisors can waive the residency requirement.**

Check All That Apply:

Resident of San Francisco: Yes  No  If No, place of residence: \_\_\_\_\_

18 years of age or older: Yes  No

**Pursuant to Charter, Section 4.101(a)(1), please state how your qualifications represent the communities of interest, neighborhoods, and the diversity in ethnicity, race, age, sex, sexual orientation, gender identity, types of disabilities, and any other relevant demographic qualities of the City and County of San Francisco:**

**Business and/or professional experience:**

**Civic Activities:**

Have you attended any meetings of the Board/Commission to which you wish appointment?      Yes  No

Appointments confirmed by the Board of Supervisors require an appearance before the Rules Committee. Once your application is received, the Rules Committee Clerk will contact you when a hearing is scheduled. *(Please submit your application 10 days before the scheduled hearing.)*

**Date:** \_\_\_\_\_ **Applicant's Signature: (required)** \_\_\_\_\_

(Manually sign or type your complete name.  
NOTE: By typing your complete name, you are hereby consenting to use of electronic signature.)

**Please Note:** Your application will be retained for one year. Once completed, this form, including all attachments, become public record.

**FOR OFFICE USE ONLY:**

Appointed to Seat #: \_\_\_\_\_ Term Expires: \_\_\_\_\_ Date Seat was Vacated: \_\_\_\_\_





# COUNTY OF SAN MATEO

County Government Center  
400 County Center, 1<sup>st</sup> Floor  
Redwood City, CA 94063  
[www.smcgov.org](http://www.smcgov.org)

## APPLICATION FOR BOARDS, COMMISSIONS AND COMMITTEES

Name of Board, Commission, or Committee:	Postmark or file by:
Position Applying For:	
Special Requirements (if any):	
RESIDENT OF SAN MATEO COUNTY	

**Information provided on this application is public information and may be made available to other applicants, members of the press, or the general public. Applicants selected will be required to complete the Annual Statement of Economic Interests (Form 700) or an Acknowledgement of Financial Conflict of Interest Law Form.**

Would you be able to attend night meetings? \_\_\_\_\_ Day meetings? \_\_\_\_\_ Either? \_\_\_\_\_

NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_

ZIP \_\_\_\_\_ PRESENT EMPLOYER \_\_\_\_\_

POSITION \_\_\_\_\_ ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP \_\_\_\_\_ E-MAIL \_\_\_\_\_

EDUCATIONAL BACKGROUND \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ARE YOU A VETERAN OF THE U.S. ARMED FORCES? Yes \_\_\_\_\_ No \_\_\_\_\_

YEARS OF SERVICE: \_\_\_\_\_

BRANCH OF SERVICE: \_\_\_\_\_

PLEASE PROVIDE THE CHARACTER OF YOUR DISCHARGE FROM MILITARY SERVICE (I.E., HONORABLE, GENERAL UNDER HONORABLE CONDITIONS, ETC.):

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EMPLOYEE AND/OR PROFESSIONAL EXPERIENCE \_\_\_\_\_

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CIVIC AND VOLUNTEER ACTIVITIES (Please include any present or past membership on County or City board, committees, as well as participation in the activities of community groups or organizations)

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WHY ARE YOU SEEKING THIS APPOINTMENT? (Please include in your response any **qualifications/special interest** related to this position which may not have been covered)

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HOW DID YOU BECOME AWARE OF THE OPENING? \_\_\_\_\_

\_\_\_\_\_  
Date Signature

*This application may remain on file for six months from the date of submission.*

**PLEASE COMPLETE AND RETURN TO:** County Manager's Office  
400 County Center  
Redwood City, CA 94063  
Attn: Sherry Golestan, Deputy Clerk of the Board

**County of Santa Clara  
Office of the Clerk of the Board of Supervisors**

County Government Center, East Wing  
70 West Hedding Street  
San Jose, California 95110-1770  
(408) 299-5001 FAX 298-8460 TDD 993-8272  
Web site: <http://www.sccgov.org/sites/bos/cob>



Megan Doyle  
Clerk of the Board

**Application for Advisory Appointment**

New! The County of Santa Clara provides reimbursement to appointed Commissioners for family care expenses during the time spent performing their official County duties. For additional information please contact the Office of the Clerk of the Board at 408-299-5001.

**Applicant must be a resident of Santa Clara County.**

Title:

Submit Date:

\*Last Name:

Middle Name:

\*First Name:

\*Address:

City:

State:

Zip:

\*Home Phone:

Cell Phone:

Business Phone:

E-mail Address:

Fax No.

How long have you been a resident of the County of Santa Clara?

Years

Months

\*In which supervisorial district do you live?

Don't know which district you live in? Use our online [District Lookup Application](#)

\*Are you currently an appointed member of a Santa Clara County Board/Commission/Committee? Yes  No

\*Are you a County employee? Yes  No

Occupation

Education (check all that apply):

High School  College Degree  Master Degree  Doctoral Degree

Other

\*On which Advisory Board, Commission or Committee would you like to serve?

Why do you want to become a member of a County Advisory Board or Commission?

Please list your qualifications thought applicable for appointment.

Are there any interests or activities that you wish to bring to attention of the Board of Supervisors?

Do you have any obligations that might affect your attendance at scheduled meetings?

This space is provided for any additional information you may have about yourself or the position being sought.

**Please provide three references:**

Reference 1 Name:	<input type="text"/>	Reference 2 Name:	<input type="text"/>
Address Line 1:	<input type="text"/>	Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>	Address Line 2:	<input type="text"/>
Phone:	<input type="text"/>	Phone:	<input type="text"/>

Reference 3 Name:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
Phone:	<input type="text"/>

*Application expires 2 years from date submitted.*

\*How did you learn about this vacancy?

 ▼

Submit

# Sonoma County, CA Boards & Commissions Application Form

Select Language

Powered by [Google Translate \(https://translate.google.com\)](https://translate.google.com)

\* Denotes a required field

## Profile

First Name \*

Middle Initial

Last Name \*

Email Address \*

Home Address \*

City \*

State \*

Postal Code \*

What district do you live in? \*

Primary Phone \*

Home

Alternate Phone

Home


Employer

Job Title

Occupation

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Which Boards would you like to apply for? \*

 Please select a Board

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## Interests & Experiences

Please tell us about yourself and why you want to serve.

Why are you interested in serving on a board or commission?

Upload a Resume

Accepted file types: RTF, DOC, DOCX, PDF, TXT, JPG, JPEG, GIF, PNG

Please Agree with the Following Statement \*



You agree that the following information provided above is truthful.

I Agree \*

## Demographics

Some boards and commissions require membership to be racially, politically or geographically proportionate to the general public. The following information helps track our recruitment and diversity efforts.

Gender

[Withdraw](/boards/forms/589/apply/2392684?code=e5456711-c048-42a8-9a21-d24a7200d972) (/boards/forms/589/apply/2392684?code=e5456711-c048-42a8-9a21-d24a7200d972)

[View as PDF/Print](/boards/forms/589/apply/2392684.pdf?code=e5456711-c048-42a8-9a21-d24a7200d972&no_redaction=true) (/boards/forms/589/apply/2392684.pdf?code=e5456711-c048-42a8-9a21-d24a7200d972&no\_redaction=true)

[Save for later](#)

[Submit](#)



**SOLANO COUNTY BOARD OF SUPERVISORS**  
**675 Texas Street, Suite 6500, Fairfield, CA 94533**

**Application for Membership on Advisory Board, Council, Committee or Commission**  
*(Feel free to attach additional information, resume, biography, etc)*

APPLICATION FOR MEMBERSHIP ON: \_\_\_\_\_  
(Name of Board, Council, Committee or Commission)

IF THIS BOARD, COUNCIL, COMMITTEE OR COMMISSION CALLS FOR A SPECIFIC TYPE OF MEMBER, PLEASE INDICATE THE POSITION FOR WHICH YOU ARE APPLYING: \_\_\_\_\_

NAME: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PHONE NUMBERS: (HOME) \_\_\_\_\_ (BUSINESS) \_\_\_\_\_

SUPERVISORIAL DISTRICT IN WHICH YOU RESIDE (please check one):                    1 \_\_\_ 2 \_\_\_ 3 \_\_\_ 4 \_\_\_ 5 \_\_\_

WILL YOU BE AVAILABLE TO ATTEND BOARD/COUNCIL/COMMITTEE/COMMISSION MEETINGS REGULARLY: \_\_\_\_\_

MEMBERSHIPS IN OTHER ORGANIZATIONS (list name and address): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

PLEASE PROVIDE A BRIEF DESCRIPTION OF YOUR EMPLOYMENT & EDUCATIONAL HISTORY (Resume may be attached):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

REFERENCES (list 3-5): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

AS A MEMBER OF THIS BOARD/COUNCIL/COMMITTEE/COMMISSION, WHAT MIGHT YOU HOPE TO ACHIEVE:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

AS A MEMBER OF THIS BOARD/COUNCIL/COMMITTEE/COMMISSION, WHAT DO YOU THINK YOU MIGHT CONTRIBUTE TO HELP IT FULFILL ITS MISSIONS AND GOALS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_



# Contra Costa County Board of Supervisors

## Subcommittee Report

### INTERNAL OPERATIONS COMMITTEE

7.

**Meeting Date:** 09/13/2021

**Subject:** Small Business Enterprise & Outreach Program and Local Bid Preference Program Reports for Jul-Dec 2020

**Submitted For:** Brian M. Balbas, Interim Public Works Director/Chief Engineer

**Department:** Public Works

**Referral No.:** IOC 21/1; 21/4

**Referral Name:** Small Business Enterprise and Outreach Programs; Local Bid Preference Program

**Presenter:** Cindy Shehorn, Purchasing Services Manager      **Contact:** Cindy Shehorn (925) 957-2491

#### Referral History:

Contra Costa County values the contributions of small business and has developed programs to assist in soliciting and awarding contracts to the SSE community. The Board of Supervisors adopted these programs to enable small and local businesses to compete for a share of the County's purchasing transactions.

The Board of Supervisors has set a goal of awarding at least 50% of eligible product and service dollars to small businesses. The Small Business Enterprise (SSE) Program applies to: (1) County-funded construction contracts of \$100,000 or less; (2) purchasing transactions of \$100,000 or less; and (3) professional/personal service contracts of \$100,000 or less.

The objective of the program is to award at least 50% or more of the total eligible dollar base amounts to SBEs. A Small Business Enterprise, as defined by the California Government Code, Section 14837, Chapter 3.5 must be:

- Independently owned and operated business, which is not dominant in its field of operation;
- The principal office of which is located in California, the officers of which are domiciled in California, and which together with affiliates, has 100 or fewer employees;
- And have average annual gross receipts of fifteen million dollars (\$15,000,000) or less over the previous three tax years, or a manufacturer with 100 or fewer employees.

#### Reporting Requirements

It is the responsibility of each County department to track and compile the data on these purchasing activities so a countywide report can be provided to the Board of Supervisors.

The Internal Operations Committee has responsibility for evaluating the semi-annual reports and making recommendations to the Board on program policies and reporting. The Board receives reports in six-month increments, with the last report submitted to the Board for the period ending June 2020. Attachment A constitutes the report due for the time period of July 1 - December 31, 2020.

#### Referral Update:

The table below summarizes the attached department activity on a countywide basis.

July – December 2020

ACTIVITY TYPE:	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total

Professional/Personal Services	391	152	38.9%	\$76,013,460	\$6,217,403	8.2%
Purchasing Transactions	1,008	293	29.1%	\$20,008,707	\$5,342,257	26.7%
Construction Contracts	0	0	0%	\$0	\$0	0%

### Value of Contracts Awarded to SBEs in Millions



While the County did not achieve the 50% goal, this information shows the County directed more than \$11.5 million in qualifying transactions to SBE firms during the six-month reporting period, achieving a 38.9% award rate for professional/personal services transactions and a 29.1% award rate for purchasing transactions. No construction contracts were reported in this period.

It is worth noting that the SBE participation goals of surrounding agencies are typically in the 20-25% range. By that measure, Contra Costa County’s reported activity is below that threshold for professional/personal services, and above that range for purchasing transactions. The following departments are commended for achieving 50% or more program compliance this reporting period:

- Professional/Personal Services: Clerk Recorder-Elections, Conservation and Development, County Administrator - Clerk of the Board, District Attorney and Probation
- Purchases: Agriculture, Clerk Recorder-Elections, County Counsel, and Treasurer-Tax Collector

Of particular note, the following Departments are to be commended for achieving a 100% award rate for qualifying professional services contracts: Clerk of the Board and District Attorney.

County Council should also to be commended for achieving a 100% award rate for qualifying purchasing transactions.

Department/Activity	Total # of ALL Contracts	Total # of SBE Contracts	SBE Percent of Total	Total Dollar Value of ALL Contracts	Total Dollar Value of SBE Contracts	SBE Percent of Total
<b>Clerk Recorder - Elections</b>						
Professional/Personal Services	14	5	35.7%	\$230,398	\$164,711	71.5%
Purchasing Transactions	31	13	41.9%	\$385,285	\$260,173	67.5%

<b>Conservation and Development</b>						
Professional/Personal Services	8	6	75%	\$310,945	\$190,945	61.4%
<b>County Administrator - Clerk of the Board</b>						
Professional/Personal Services	2	2	100%	\$146,080	\$146,080	100%
<b>District Attorney</b>						
Professional/Personal Services	1	1	100%	\$88,943	\$88,943	100%
<b>Probation</b>						
Professional/Personal Services	37	14	37.8%	\$314,407	\$158,137	50.3%
<b>Agriculture</b>						
Purchasing Transactions	10	5	50%	\$133	\$80	60.2%
<b>County Counsel</b>						
Purchasing Transactions	1	1	100%	\$5,902	\$5,902	100%
<b>Treasurer – Tax Collector</b>						
Purchasing Transactions	13	4	30.8%	\$125,321	\$71,025	56.7%

### E-Outreach Report

In order to encourage the use of small, local, and disadvantaged businesses, the County's E-Outreach Program requires bids and Request for Proposals greater than \$10,000 to be solicited online. For this period, there were 27 bids totaling \$12,771,923 that fell within the parameters of the program.

The data specific to electronic solicitations is developed and provided by the Purchasing Division of the Public Works Department, and reflects outreach to small, women-owned, minority-owned, local, disabled veteran-owned, and disadvantaged business enterprises. During this reporting period, 27 bids were conducted using the BidSync e-outreach site. Notifications were sent to 121,984 businesses, of which 30.4% are considered a small, local, or disadvantaged business enterprises.

### E-Outreach July 1, 2020 – December 31, 2020

Number of Solicitations	27
Total Notifications	121,984
Dollar Value	\$12,771,923

<b>BUSINESS CATEGORY</b>	<b>Notifications</b>	<b>Percentage of Total</b>
MBE - Minority Business Enterprise	7,084	6.2%
WBE - Women Business Enterprise	6,424	5.3%
SBE - Small Business Enterprise	20,369	14.5%
LBE - Local Business Enterprise	1,140	0.7%
DVBE - Disabled Veteran Business Enterprise	116	0.1%
DBE – Disadvantaged Business Enterprise	6,083	3.6%
<b>Total</b>	41,216	30.4%

### Local Business Preference

For opportunities exceeding \$25,000, the Local Business Preference Program allows for local businesses to submit a new offer if within 5% of the lowest bidder. There were no instances of the Bid Preference utilized in this reporting period.

### Dollar Value Awarded to Local and Bay Area Businesses

The dollar value of Purchase Orders issued for the period was \$20,008,707. The dollar value awarded to Contra Costa County businesses was \$3.6 million. The value awarded to other Bay Area businesses was 23.1% or \$4.6 million. This represents Contra Costa County's contribution to the local economy.

Contra Costa County	\$3,683,089	18.4%
Other Bay Area Counties	\$4,631,222	23.1%
Other	\$11,694,396	58.5%

<b>Total</b>	\$20,008,707	100%
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**Conclusion**

The County has demonstrated continued commitment to achieving the 50% goal for participation by SBE firms in contract and purchasing activities. While the data for some departments is below this threshold, departments are showing interest in increasing the percentage of awarded contracts. Instruction is being provided on the search features of the purchasing system, to assist in identifying businesses in the small, local, women, minority, veteran and disadvantaged business categories.

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

ACCEPT the Small Business Enterprise, Outreach, and Local Bid Programs Report, reflecting departmental program data for the period July 1 through December 31, 2020.

**Fiscal Impact (if any):**

None. This is an informational report.

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**Attachments**

Attachment A: SBE Report Jul-Dec 2020

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**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

Reporting Period:

**July - December 2020**

	Total # of <b>ALL</b> contracts	Total # of <b>SBE</b> contracts	SBE percent of Total # of contracts	Total dollar value of <b>ALL</b> contracts	Total dollar value of <b>SBE</b> contracts	SBE percent of Total contracts value
<b>Agriculture *</b>						
Professional/Personal services contracts	5	2	40.0%	\$35,000	\$14,000	40.0%
Purchasing Transactions	10	5	50.0%	\$133	\$80	<b>60.2%</b>
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Animal Services</b>						
Professional/Personal services contracts	33	17	51.5%	\$1,576,909	\$526,800	33.4%
Purchasing Transactions	40	9	22.5%	\$407,785	\$40,909	10.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Assessor</b>						
Professional/Personal services contracts	0	0	0.00%	\$0	\$0	0.0%
Purchasing Transactions	14	1	7.14%	\$94,329	\$9,999	10.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Auditor-Controller</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Clerk Recorder-Elections*</b>						
Professional/Personal services contracts	14	5	35.7%	\$230,398	\$164,711	<b>71.5%</b>
Purchasing Transactions	31	13	41.9%	\$385,285	\$260,173	<b>67.5%</b>
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Conservation and Development *</b>						
Professional/Personal services contracts	8	6	75.0%	\$310,945	\$190,945	<b>61.4%</b>
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Administration</b>						
Professional/Personal services contracts	5	0	0.0%	\$412,800	\$0	0.0%
Purchasing Transactions	2	0	0.0%	\$60,000	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Reentry &amp; Justice</b>						
<b>ORJ REPORTED WITH PROBATION</b>						

**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**July - December 2020**

Reporting Period:

	Total # of <b>ALL contracts</b>	Total # of <b>SBE contracts</b>	SBE percent of <b>Total # of contracts</b>	Total dollar value <b>of ALL contracts</b>	Total dollar value <b>of SBE contracts</b>	SBE percent of <b>Total contracts value</b>
<b>County Administrator's Office - Clerk of the Board *</b>						
Professional/Personal services contracts	2	2	100.0%	\$146,080	\$146,080	100.0%
Purchasing Transactions	4	1	25.0%	\$101,630	\$630	0.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Communications and Media</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	3	2	66.7%	\$62,425	\$13,568	21.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Administrator's Office - Dept. of Information Technology (DoIT)</b>						
Professional/Personal services contracts	1	0	0.0%	\$18,500	\$0	0.0%
Purchasing Transactions	64	10	15.6%	\$1,570,023	\$321,476	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Dept. Child Support Services (DCSS)</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	10	1	10.0%	\$95,985	\$1,500	1.6%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>County Counsel *</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	1	1	100.0%	\$5,902	\$5,902	100.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>District Attorney *</b>						
Professional/Personal services contracts	1	1	100.0%	\$88,943	\$88,943	100.0%
Purchasing Transactions	19	8	42.1%	\$141,809	\$41,403	29.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Employment and Human Services</b>						
Professional/Personal services contracts	13	6	46.2%	\$665,750	\$299,575	45.0%
Purchasing Transactions	76	37	48.7%	\$786,879	\$348,107	44.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%



**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**July - December 2020**

Reporting Period:

	Total # of ALL contracts	Total # of SBE contracts	SBE percent of Total # of contracts	Total dollar value of ALL contracts	Total dollar value of SBE contracts	SBE percent of Total contracts value
<b>Fire Protection District</b>						
Professional/Personal services contracts	3	1	33.3%	\$141,000	\$25,000	17.7%
Purchasing Transactions	14	4	28.6%	\$539,457	\$98,223	18.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Health Services</b>						
Professional/Personal services contracts	181	81	44.8%	\$8,153,725	\$3,808,457	46.7%
Purchasing Transactions	266	43	16.2%	\$5,707,276	\$873,043	15.3%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Human Resources</b>						
Professional/Personal services contracts	5	0	0.0%	\$378,973	\$0	0.0%
Purchasing Transactions	6	1	16.7%	\$83,295	\$3,494	4.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Library</b>						
Professional/Personal services contracts	5	2	40.0%	\$258,626	\$52,635	20.4%
Purchasing Transactions	15	5	33.3%	\$74,057	\$14,960	20.2%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Probation * - Includes ORJ Data</b>						
Professional/Personal services contracts	37	14	37.8%	\$314,407	\$158,137	50.3%
Purchasing Transactions	40	16	40.0%	\$529,081	\$174,735	33.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Public Defender</b>						
Professional/Personal services contracts	5	1	20.0%	\$234,820	\$17,320	7.4%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Public Works</b>						
Professional/Personal services contracts	61	12	19.7%	\$58,117,844	\$553,500	1.0%
Purchasing Transactions	268	83	31.0%	\$9,238,035	\$1,657,583	17.9%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%

**ATTACHMENT A**

**SMALL BUSINESS ENTERPRISE - Program Activity report**

**July - December 2020**

Reporting Period:

	Total # of <b>ALL contracts</b>	Total # of <b>SBE contracts</b>	SBE percent of <b>Total # of contracts</b>	Total dollar value <b>of ALL contracts</b>	Total dollar value <b>of SBE contracts</b>	SBE percent of <b>Total contracts value</b>
<b>Office of the Sheriff</b>						
Professional/Personal services contracts	17	2	11.8%	\$4,928,740	\$171,300	3.5%
Purchasing Transactions	152	49	32.2%	\$4,124,042	\$1,405,447	34.1%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Treasurer - Tax Collector *</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	13	4	30.8%	\$125,321	\$71,025	56.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Veterans Services Office</b>						
Professional/Personal services contracts	0	0	0.0%	\$0	\$0	0.0%
Purchasing Transactions	0	0	0.0%	\$0	\$0	0.0%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>Total Activity Reported</b>						
Professional/Personal services contracts	391	152	38.9%	\$76,013,460	\$6,217,403	8.2%
Purchasing Transactions	1008	293	29.1%	\$20,008,707	\$5,342,257	26.7%
Construction contracts	0	0	0.0%	\$0	\$0	0.0%
<b>COVID Purchasing Transactions</b>	4380	1089	24.9%	\$10,042,657	\$4,261,524	42.40%