



## INTERNAL OPERATIONS COMMITTEE

RECORD OF ACTION FOR  
September 13, 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; Lea Castleberry, District III Supervisor's Office; Cynthia Shehorn, PW Purchasing Svcs Mgr; Carrie Ricci, Deputy PW Director; Jami Morritt, Chief Asst Clerk of the Board; Lauren Hull, CoB Management Analyst; Jill Ray, District II Supervisor's Office; Lia Bristol, District IV Supervisors Office; Michael Kent, Exec Asst to HazMat Commission

### 1. Introductions

***Chair Andersen called the meeting to order at 10:30 a.m. and acknowledged all of the attendees.***

### 2. Public comment on any item under the jurisdiction of the Committee and not on this agenda (speakers may be limited to three minutes).

***No one requested to speak during the public comment period.***

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

***The Committee approved the record of action for the July 12, 2021 IOC meeting as presented.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

### 4. 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.

***Approved as recommended. Staff will forward recommendation to the BOS on September 21.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

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.

*The Committee considered bylaw changes pertaining to attendance and recruitment/selection, and a proposed code system of seat names that do not distinguish consumers and family members of consumers from other Commission seats.*

*The Committee voted to accept updated staff material that better illustrates the Commission recommendation pertaining to attendance. To the added material, the Committee made the following revisions:*

## **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~~ who has four (4) unexcused absences from 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. In such event, the former Commission member's status will be noted at the next scheduled Commission 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) 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".

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

c) Regular attendance of one standing Commission Committee, with the exception of Executive Committee, is mandatory for all Commission members.

1) A member who ~~is absent from~~ who has four (4) unexcused absences from regularly scheduled Commission Committee meetings in any consecutive twelve-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.

*To the language proposed in the staff report, the Committee made the following revisions to the Section 4. Vacancies and Recruitment:*

*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~~ will also be encouraged 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.*

*The Committee instructed the Clerk of the Board's office to adopt a seat name code system that uses generic titles for the MHC seats. For example, each District is assigned three seats, one designated for consumer of mental health services, one designated for a family member of a consumer, and one designated as a member at large:*

*District #, Seat 1 = Consumer Member*

*District #, Seat 2 = Family Member*

*District #1, Seat 3 = At Large Member*

*The Local Appointment List and recruitment materials would need to identify what each code seat name represents; however, for all other purposes, the generic seat name will suffice.*

AYE: Chair Candace Andersen

Vice Chair Diane Burgis

6. 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.

*The Committee approved the staff recommendation except that it eliminated the section that would capture the name and occupation of the applicant's spouse. The Committee directed the Clerk of the Board's office to add the following information elements to the advisory body application:*

- *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.*
- *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.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

7. ACCEPT 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 presented the staff report and highlights. The Committee accepted the report, thanked Ms. Shehorn, and directed staff to forward the report to the BOS for its information.***

AYE: Chair Candace Andersen  
Vice Chair Diane Burgis

8. The next meeting is currently scheduled for October 11, 2021.

9. Adjourn

***Chair Andersen adjourned the meeting at 11:43 a.m.***

**DRAFT**

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For Additional Information Contact:

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