

CALENDAR FOR THE BOARD OF SUPERVISORS  
**CONTRA COSTA COUNTY**  
AND FOR SPECIAL DISTRICTS, AGENCIES, AND AUTHORITIES GOVERNED BY THE BOARD  
**BOARD CHAMBERS, ADMINISTRATION BUILDING, 1025 ESCOBAR STREET  
MARTINEZ, CALIFORNIA 94553-1229**

**KAREN MITCHOFF**, CHAIR, 4TH DISTRICT  
**FEDERAL D. GLOVER**, VICE CHAIR, 5TH DISTRICT  
**JOHN GIOIA**, 1ST DISTRICT  
**CANDACE ANDERSEN**, 2ND DISTRICT  
**DIANE BURGIS**, 3RD DISTRICT

**MONICA NINO**, CLERK OF THE BOARD AND COUNTY ADMINISTRATOR, (925) 655-2075

**To slow the spread of COVID-19, in lieu of a public gathering, the Board meeting will be accessible via television and live-streaming to all members of the public as permitted by Government Code section 54953(e). Board meetings are televised live on Comcast Cable 27, ATT/U-Verse Channel 99, and WAVE Channel 32, and can be seen live online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).**

PERSONS WHO WISH TO ADDRESS THE BOARD DURING PUBLIC COMMENT OR WITH RESPECT TO AN ITEM THAT IS ON THE AGENDA MAY CALL IN DURING THE MEETING BY DIALING **888-278-0254** FOLLOWED BY THE ACCESS CODE **843298#**. To indicate you wish to speak on an agenda item, please push "#2" on your phone. Access via Zoom is also available via the following link: <https://cccouny-us.zoom.us/j/87344719204>. To indicate you wish to speak on an agenda item, please "raise your hand" in the Zoom app.

Meetings of the Board are closed-captioned in real time. Public comment generally will be limited to two minutes. Your patience is appreciated. A Spanish language interpreter is available to assist Spanish-speaking callers.

A lunch break or closed session may be called at the discretion of the Board Chair. Staff reports related to open session items on the agenda are also accessible online at [www.contracosta.ca.gov](http://www.contracosta.ca.gov).

**AGENDA**  
**February 8, 2022**

**9:00 A.M. Convene, call to order and opening ceremonies.**  
**Closed Session**

A. CONFERENCE WITH LEGAL COUNSEL--EXISTING LITIGATION (Gov. Code § 54956.9(d)(1))

1. *Horace Tolliver v. Concord Yellow Cab, Inc., et al.*; Contra Costa County Superior Court Case No. C19-00004

B. Public Employee Performance Evaluation

2. Title: County Administrator

**Inspirational Thought-** *"We have to talk about liberating minds as well as liberating society."*

~Angela Davis

**CONSIDER CONSENT ITEMS** (Items listed as C.1 through C.59 on the following agenda) – Items are subject to removal from Consent Calendar by request of any Supervisor or on request for discussion by a member of the public. **Items removed from the Consent Calendar will be considered with the Discussion Items.**

**PRESENTATIONS (5 Minutes Each)**

- PR.1** PRESENTATION declaring February 13-19, 2022 as African American Mental Health Awareness Week and February 15th as Miles Hall Day of Remembrance. (Supervisor Mitchoff)

**DISCUSSION ITEMS**

- D.1** CONSIDER adopting Resolution No. 2022/42 approving a Side Letter Agreement between Contra Costa County and the Teamsters, Local 856, for the creation of 12/80 schedules at the Buchanan Field and Byron Airports for the Airport Safety Officer classification in order to provide additional options for schedule coverage. (David Sanford, Labor Relations, County Administrator's Office)
- D.2** HEARING to consider adopting Resolution No. 2022/23 establishing a new fee schedule for services provided by the Animal Services Department. (Beth Ward, Animal Services Director)
- D.3** CONSIDER authorizing the Board of Supervisors, in all its capacities, and its subcommittees, and directing its advisory bodies to continue teleconference meetings under Government Code section 54953(e), make related findings, and take related actions. (Mary Ann McNett Mason, County Counsel)
- D.4** CONSIDER accepting report from the Contra Costa CARES Planning Group regarding policy and program options for the Contra Costa CARES Program. (Anna Roth, Health Services Director)
- D.5** ADOPT Resolution No. 2022/53 rescinding and superseding Resolution No. 2018/248, to appoint Ori Tzvieli, M.D. as the County Health Officer, pursuant to Health and Safety Code section 101000 and Ordinance Code section 33-5.313 (a) (2), effective February 8, 2022. (Anna Roth, Health Services Director)
- D.6** ACCEPT update on COVID-19; and PROVIDE direction to staff. (Anna Roth, Health Services Director)

**D. 7 PUBLIC COMMENT (2 Minutes/Speaker)**

**D. 8** CONSIDER Consent Items previously removed.

D. 9 CONSIDER reports of Board members.

***ADJOURN***

**CONSENT ITEMS**

**Road and Transportation**

- C. 1** ADOPT Resolution No. 2022/46 to approve the Appian Way at Fran Way Pedestrian Crossing Safety Enhancements Project and take related actions under the California Environmental Quality Act, and AUTHORIZE the Public Works Director, or designee, to advertise the Project and submit a grant application to the Metropolitan Transportation Commission in the amount of \$100,000 for fiscal year 2022/2023, El Sobrante area. (25% Transportation Development Act Funds, 75% Local Road Funds)
- C. 2** APPROVE the 2022 Countywide Curb Ramp Project and take related actions under the California Environmental Quality Act, and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Countywide. (100% Local Road Funds)
- C. 3** ADOPT Resolution No. 2022/39 accepting as complete the contracted work performed by Gruendl Inc. (dba Ray's Electric), for the Kirker Pass Road Safety Improvements Project, as recommended by the Public Works Director, Concord and Pittsburg areas. (82% Federal Highway Safety Improvement Program Funds, 18% Local Road Funds)
- C. 4** ADOPT Resolution No. 2022/44 to approve the Livorna Road Shoulder Widening Project and take related actions under the California Environmental Quality Act, and AUTHORIZE the Public Works Director, or designee, to advertise the Project and submit a grant application to the Metropolitan Transportation Commission in the amount of \$100,000 for fiscal year 2022/2023, Alamo area. (63% Transportation Development Act Funds, 37% Local Road Funds)
- C. 5** ADOPT Resolution No. 2022/43 to approve the Driftwood Drive and Mariners Cove Drive Pedestrian Improvements Project and take related actions under the California Environmental Quality Act, and AUTHORIZE the Public Works Director, or designee, to advertise the Project and submit a grant application to the Metropolitan Transportation Commission in the amount of \$100,000 for fiscal year 2022/2023, Bay Point area. (43% Transportation Development Act Funds, 57% Local Road Funds)

- C. 6 ADOPT Traffic Resolution No. 2022/4515 to establish a speed limit of 40 miles per hour on San Pablo Avenue (Road No. 0971B), which extends from the City of Pinole city limits to the City of Richmond city limits, as recommended by the Public Works Director, San Pablo area. (No fiscal impact)

**Special Districts & County Airports**

- C. 7 APPROVE and AUTHORIZE the Director of Airports to terminate the Hangar Rental Agreement with Thomas Elmendorf and AUTHORIZE County Counsel to pursue legal action. (100% Airport Enterprise Funds)

**Claims, Collections & Litigation**

- C. 8 DENY claims filed by Ronald & Mary Danese, Tywane L. Green, Michael Hawes, Jason I. Mosqueda, National General for Collette Carroll, Washington Hospital Healthcare System and Justin Werth. DENY amended claim filed for AAA for Zhuandi Deng and Paper Tree Garden LLC. DENY late claim for Jermaine Dickerson.

**Honors & Proclamations**

- C. 9 ADOPT Resolution No. 2022/1 proclaiming February 2022 as "Civil Grand Jury Appreciation Month" in Contra Costa County, as recommended by the County Administrator.
- C. 10 ADOPT Resolution No. 2022/45 declaring February 13-19, 2022 as African American Mental Health Awareness Week and February 15, 2022 as Miles Hall Day of Remembrance, as recommended by Supervisor Mitchoff.

**Appointments & Resignations**

- C. 11 DECLARE a vacancy in the Consumer Any Age Seat #3 on the In-Home Supportive Services Public Authority Advisory Committee for a term ending on March 7, 2022, and DIRECT the Clerk of the Board to post the vacancy as recommended by the Employment and Human Services Director.
- C. 12 REAPPOINT Keith McMahon to the City of Concord seat on the Aviation Advisory Committee for a term ending February 28, 2025, as recommended by the Concord City Council.
- C. 13 APPOINT Jerry Kidd to the Appointee 3 Seat on the County Service Area P-2A Citizens Advisory Committee for a term ending December 31, 2023, as recommended by Supervisor Andersen.

- C. 14** APPROVE the medical staff appointments and reappointments, additional privileges, advancements, and voluntary resignations as recommended by the Medical Staff Executive Committee, and by the Health Services Director.
- C. 15** APPOINT Carolyn Wysinger to the District 1 Alternate Seat on the Contra Costa County Library Commission for a term ending June 30, 2026, as recommended by Supervisor Gioia.
- C. 16** ACCEPT the resignation of Steve Larsen, DECLARE a vacancy in the Appointee 3 seat on the Byron Municipal Advisory Council for a term ending December 31, 2024, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Burgis.

### **Personnel Actions**

- C. 17** ADOPT Position Adjustment Resolution No. 25893 to add one Health Services Administrator-Level B (represented) position in the Finance Division of the Health Services Department. (100% Hospital Enterprise Fund I)
- C. 18** ADOPT Position Adjustment Resolution No. 25894 to decrease the hours of one Family Nurse Practitioner (represented) position from 36/40 to 32/40 in the Health Services Department. (Cost savings, Hospital Enterprise Fund I)
- C. 19** ADOPT Position Adjustment Resolution No. 25895 to add one Public Health Nutritionist (represented) position and one Administrative Services Assistant II (represented) position in the Health Services Department. (100% Older Americans Act)
- C. 20** ADOPT Position Adjustment Resolution No. 25896 to add one Public Health Nurse Program Manager (represented) position in the Health Services Department. (70% State, 30% Federal)
- C. 21** ADOPT Position Adjustment Resolution No. 25898 to reassign two Mental Health Clinical Specialist (represented) positions from the Detention Mental Health Division to the Ambulatory Services Division of the Health Services Department. (100% Hospital Enterprise Fund I)
- C. 22** ADOPT Position Adjustment Resolution No. 25899 to increase the hours of one Registered Nurse (represented) position from part-time (32/40) to full-time (40/40) in the Health Services Department. (100% County)
- C. 23** ADOPT Position Adjustment Resolution No. 25900 to add one Substance Abuse Program Supervisor (represented) position in the Health Services Department. (100% funded by federal and state emergency funding)

- C. 24 ADOPT Position Adjustment Resolution No. 25892 to cancel one Departmental Human Resources Officer I (exempt) position and add one Chief of Administrative Services (exempt) position in the Public Works Department. (100% Local Road, Flood Control, and Special Districts Funds)
- C. 25 ADOPT Position Adjustment Resolution No. 25890 to cancel one Senior Community Library Manager (represented) position and add one Community Library Manager (represented) position in the Library Department. (Library Fund, cost savings)

### Leases

- C. 26 APPROVE and AUTHORIZE the County Librarian, or designee, to execute an Amendment to the Joint Use Agreement with the Mount Diablo Unified School District, which permits the County to use a portion of the Riverview Middle School library, located at 205 Pacifica Avenue in Bay Point, as a public library, to allow for increases to the cost of custodial services and allows the County to hire unarmed security services for the public library, as recommended by the Public Works Director. (100% Library Fund)
- C. 27 APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Public Works Department, an amendment to a blanket purchase order with Ray Morgan Company, to increase the payment limit by \$70,000 to a new payment limit of \$410,000, for additional utilization of a leased Canon Vario Print 6160 Press for County departments' printing needs, with no change to the original term June 1, 2017 to May 31, 2022, Countywide. (100% Department User Fees)
- C. 28 APPROVE and AUTHORIZE the County Librarian, or designee, to execute the Library Lease and Service Agreement between Contra Costa County and the City of Hercules to permit the County's operation of the library located at 109 Civic Drive in Hercules, as recommended by the Public Works Director. (No fiscal impact)

### Grants & Contracts

**APPROVE and AUTHORIZE execution of agreements between the County and the following agencies for receipt of fund and/or services:**

- C. 29 APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute a contract with the California Secretary of State in an amount not to exceed \$565,867 for funding of equipment, software, and other costs related to state and federal voting requirements under the Help America Vote Act for the period January 18, 2022 through January 18, 2025. (100% General Fund, no County match)

- C. 30** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with the State of California, Business, Consumer Services and Housing Agency for the Homeless Housing, Assistance, and Prevention Program, to pay the County an amount not to exceed \$1,660,206 for the Health, Housing and Homeless Services Division to provide supportive housing services for homeless individuals and families in Contra Costa County through October 1, 2026. (No County match)
- C. 31** ADOPT Resolution No. 2022/51 authorizing the Sheriff-Coroner, or designee, to apply for and accept a grant from the California Office of Traffic Safety in an initial amount of \$277,500 for the Sheriff's Forensic Services Unit to purchase forensic products and supplies needed to develop and validate new toxicology confirmation methods beginning October 1, 2022 to the end of the grant period. (100% State)

**APPROVE and AUTHORIZE execution of agreement between the County and the following parties as noted for the purchase of equipment and/or services:**

- C. 32** APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute an amendment with Alcohol Monitoring Systems, Inc., to extend the term from October 31, 2021 to October 31, 2022, with no change to the payment limit of \$800,000, for the purchase and lease of SCRAMx alcohol monitoring systems, monitoring services and hosted software.(100% General Fund)
- C. 33** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Cranial Technologies, Inc., in an amount not to exceed \$225,000 to provide durable medical equipment services to Contra Costa Health Plan members and County recipients for the period January 1, 2022 through December 31, 2024. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 34** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Bright Heart Health Medical Group, A Medical Corporation, in an amount not to exceed \$600,000 to provide behavioral telehealth services to Contra Costa Health Plan members and County recipients for the period January 1, 2022 through December 31, 2023. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 35** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Telemedicine Group P.C. (dba TeleMed2U), in an amount not to exceed \$1,200,000 to provide behavioral telehealth and other behavioral health specialty services to Contra Costa Health Plan members and County recipients for the period January 1, 2022 through December 31, 2022. (100% Contra Costa Health Plan Enterprise Fund II)

- C. 36** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Aspiranet to increase the payment limit by \$457,500 to a new payment limit of \$1,957,260 for the addition of new home visiting services for the First Five Home Visiting program, with no change to the term. (49% Federal, 28% State, 23% Other)
- C. 37** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Cactus Healthcare Resources LLC, in an amount not to exceed \$2,820,000 to provide consultation, training and technical assistance to the Health Services Department's Information Systems Unit for the period from January 1, 2022 through December 31, 2024. (100% Hospital Enterprise Fund I)
- C. 38** APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Contra Costa Family Justice Alliance, effective February 1, 2022, to increase the payment limit by \$240,000 to a new payment limit of \$882,993 to provide additional project planning and operational support services for victims of interpersonal violence and their families for the period July 1, 2021 through September 30, 2024. (53% County, 47% Other)
- C. 39** APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute a contract with K&H Printers-Lithographers, Inc., in an amount not to exceed \$10,000,000 to provide printed ballots, other election materials, and mailing services for the period January 1, 2022 and December 31, 2024. (County General Fund and local jurisdiction fees)
- C. 40** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Eisen Environmental and Construction Services, to extend the term from January 31, 2022 through January 31, 2023 to provide abatement and restoration services at various County facilities, with no change to the payment limit of \$1,000,000, Countywide. (No fiscal impact)
- C. 41** APPROVE and AUTHORIZE the Purchasing Agent to execute, on behalf of the Health Services Director, a purchase order with Boston Scientific Corporation, in an amount not to exceed \$600,000 for the purchase of vascular, urology, endoscopy, and other supplies for the Surgery Department at Contra Costa Regional Medical Center for the period January 1, 2022 through May 31, 2023. (100% Hospital Enterprise Fund I)
- C. 42** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract amendment with ECG Management Consultants, LLC, to increase the payment limit by \$380,000 to a new payment limit of \$760,000, to provide additional consultation and technical assistance in reviewing compensation, benefits, productivity levels and performance for physicians at Contra Costa Regional Medical Center and Contra Costa Health Centers with no change in the term June 15, 2021 through June 14, 2022. (50% Hospital Enterprise Fund I, 50% State and federal emergency funding)



- C. 43** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with PDM Group, Inc., in an amount not to exceed \$185,000 for project management and right of way services during the period from January 1, 2022 through December 31, 2023, Countywide. (100% Department User Fees)
- C. 44** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Psynergy Programs, Inc., in an amount not to exceed \$395,342 to provide residential and mental health services for the period January 1, 2022 through June 30, 2022, including a six-month automatic extension through December 31, 2022 in an amount not to exceed \$395,342. (67% Mental Health Realignment, 21% Federal Medi-Cal, and 12% Mental Health Services Act)
- C. 45** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Accurate Poly Coatings to extend the term from January 31, 2022 through July 31, 2022 for on-call polyurea coating installation and maintenance services, with no change to the payment limit of \$2,000,000, Countywide. (No fiscal impact)
- C. 46** APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with HCI Systems, Inc., to modify the service plan by adding fire extinguisher inspection services at various County facilities, with no change to the term August 1, 2021 through July 31, 2024 or payment limit of \$800,000, Countywide. (No fiscal impact)
- C. 47** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Freedom Mobility Center, LLC, in an amount not to exceed \$495,000 to provide durable medical equipment services to Contra Costa Health Plan members and County recipients for the period February 1, 2022 through January 31, 2025. (100% Contra Costa Health Plan Enterprise Fund II)
- C. 48** APPROVE and AUTHORIZE the Director of Risk Management to execute a contract with Epiq Class Action & Claims Solutions, Inc., in an amount not to exceed \$100,000 for cyber-breach notification services from the period of February 1, 2022 through January 31, 2023. (100% Public Liability Internal Service Fund)

### **Other Actions**

- C. 49** APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Employment and Human Services Department, Information Technology Unit, to execute a purchase order with Insight Public Sector, Inc. in an amount not to exceed \$291,532, and execute an amendment to Microsoft Enterprise Agreement for additional Microsoft licenses for the period January 1, 2022 through April 30, 2022. (60% Federal; 34% State; 6% County)

- C. 50** ACCEPT the December 2021 operations update of the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Director.
- C. 51** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with California Department of Public Health, to provide COVID-19 contact tracing assistance to Contra Costa County for the period August 26, 2021 through June 30, 2022. (No fiscal impact)
- C. 52** APPROVE and AUTHORIZE the Health Services Director, or designee, to execute a contract with Samuel Merritt University, to provide supervised field instruction to physical therapy, occupational therapy, podiatry and physician assistant students at Contra Costa Regional Medical Center and Health Centers for the period April 1, 2022 through March 31, 2024. (No fiscal Impact)
- C. 53** ACCEPT the canvass of votes for the January 18, 2022 Election for County Service Area P-6, Zone 215 (Bay Point unincorporated area), as recommended by the Clerk-Recorder. (Tax revenue to County Service Area)
- C. 54** APPROVE and AUTHORIZE the County Librarian to modify the Library's damaged book policy to allow patrons to keep a damaged item once they have reimbursed the Library the original cost of the item. (No fiscal impact)
- C. 55** ADOPT Resolution No. 2022/47 calling and noticing election of Contra Costa County Employees' Retirement Association Board of Trustees Members No. 2 (general), 8 (retiree), and 8 Alternate (retiree), as recommended by the County Administrator. (No fiscal impact)
- C. 56** APPROVE the response from the Board of Supervisors to the Civil Grand Jury Report No. 2104, entitled "Cyber Attack Preparedness in Contra Costa County" and DIRECT the Clerk of the Board to forward the response to the Superior Court following Board action, as recommended by the County Administrator. (No fiscal impact)
- C. 57** APPROVE clarification of Board Action of October 5, 2021 (Item C.44), which authorized the Health Services Director to execute a contract with Selena Ellis, M.D., to provide neurology electromyography services for Contra Costa Health Plan members, to reflect the intent of the parties that the payment limit should read an amount not to exceed \$360,000 with no change in the term of October 1, 2021 through September 30, 2024. (100% by CCHP Enterprise Fund II)
- C. 58** ADOPT Resolution No. 2022/52 in support of Bay Adapt: Regional Strategy for a Rising Bay and calling for additional regulatory authority to combat sea level rise, as recommended by Supervisor Gioia. (No additional fiscal impact)

- C. 59** ACCEPT report as the Board of Supervisors' and Health Services Department response to Civil Grand Jury Report No. 2106, "911 Mental Health Crisis Response: A New Way 'To Protect and to Serve'" and DIRECT the Clerk of the Board to transmit the County's response to the Superior Court no later than February 28, 2022, as recommended by the County Administrator. (No fiscal impact)

## **GENERAL INFORMATION**

The Board meets in all its capacities pursuant to Ordinance Code Section 24-2.402, including as the Housing Authority and the Successor Agency to the Redevelopment Agency. Persons who wish to address the Board should complete the form provided for that purpose and furnish a copy of any written statement to the Clerk.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the Clerk of the Board to a majority of the members of the Board of Supervisors less than 96 hours prior to that meeting are available for public inspection at 1025 Escobar Street, First Floor, Martinez, CA 94553, during normal business hours.

All matters listed under CONSENT ITEMS are considered by the Board to be routine and will be enacted by one motion. There will be no separate discussion of these items unless requested by a member of the Board or a member of the public prior to the time the Board votes on the motion to adopt.

Persons who wish to speak on matters set for PUBLIC HEARINGS will be heard when the Chair calls for comments from those persons who are in support thereof or in opposition thereto. After persons have spoken, the hearing is closed and the matter is subject to discussion and action by the Board. Comments on matters listed on the agenda or otherwise within the purview of the Board of Supervisors can be submitted to the office of the Clerk of the Board via mail: Board of Supervisors, 1025 Escobar Street, First Floor, Martinez, CA 94553 or to [clerkoftheboard@cob.cccounty.us](mailto:clerkoftheboard@cob.cccounty.us).

The County will provide reasonable accommodations for persons with disabilities planning to attend Board meetings who contact the Clerk of the Board at least 24 hours before the meeting, at (925) 655-2000. An assistive listening device is available from the Clerk, First Floor.

Copies of recordings of all or portions of a Board meeting may be purchased from the Clerk of the Board. Please telephone the Office of the Clerk of the Board, (925) 655-2000, to make the necessary arrangements.

Forms are available to anyone desiring to submit an inspirational thought nomination for inclusion on the Board Agenda. Forms may be obtained at the Office of the County Administrator or Office of the Clerk of the Board, 1025 Escobar Street, Martinez, California.

Subscribe to receive to the weekly Board Agenda by calling the Office of the Clerk of the Board, (925) 655-2000 or using the County's on line subscription feature at the County's Internet Web Page, where agendas and supporting information may also be viewed:

## STANDING COMMITTEES

To slow the spread of COVID-19 and in lieu of a public gathering, if the Board's STANDING COMMITTEES meet they will provide public access either telephonically or electronically, as noticed on the agenda for the respective STANDING COMMITTEE meeting.

The **Airport Committee** (Supervisors Karen Mitchoff and Diane Burgis) meets quarterly on the second Wednesday of the month at 11:00 a.m. at the Director of Airports Office, 550 Sally Ride Drive, Concord.

The **Family and Human Services Committee** (Supervisors Diane Burgis and Candace Andersen) meets on the fourth Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Finance Committee** (Supervisors John Gioia and Karen Mitchoff) meets on the first Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Hiring Outreach Oversight Committee** (Supervisors John Gioia and Federal D. Glover) meets quarterly on the first Monday at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Internal Operations Committee** (Supervisors Diane Burgis and Candace Andersen) meets on the second Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Legislation Committee** (Supervisors Karen Mitchoff and Diane Burgis) meets on the second Monday of the month at 1:00 p.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Public Protection Committee** (Supervisors Federal D. Glover and Candace Andersen) meets on the fourth Monday of the month at 10:30 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Sustainability Committee** (Supervisors Federal D. Glover and John Gioia) meets on the fourth Monday of the month at 1:00 p.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

The **Transportation, Water & Infrastructure Committee** (Supervisors Diane Burgis and Candace Andersen) meets on the second Monday of the month at 9:00 a.m. in Room 110, County Administration Building, 1025 Escobar Street, Martinez.

|   |                                   |            |                           |
|---|-----------------------------------|------------|---------------------------|
| <a href="#">Airports Committee</a>                    | <a href="#">March 9, 2022</a>     | 11:00 a.m. | <a href="#">See above</a> |
| <a href="#">Family &amp; Human Services Committee</a> | <a href="#">February 28, 2022</a> | 9:00 a.m.  | <a href="#">See above</a> |
| <a href="#">Finance Committee</a>                     | <a href="#">March 7, 2022</a>     | 9:00 a.m.  | <a href="#">See above</a> |
| <a href="#">Hiring Outreach Oversight Committee</a>   | <a href="#">March 7, 2022</a>     | 10:30 a.m. | <a href="#">See above</a> |

|  |                   |            |           |
|--|-------------------|------------|-----------|
| Internal Operations Committee                    | February 14, 2022 | 10:30 a.m. | See above |
| Legislation Committee                            | February 14, 2022 | 1:00 p.m.  | See above |
| Public Protection Committee                      | February 28, 2022 | 10:30 a.m. | See above |
| Sustainability Committee                         | March 28, 2022    | 1:00 p.m.  | See above |
| Transportation, Water & Infrastructure Committee | February 14, 2022 | 9:00 a.m.  | See above |

**AGENDA DEADLINE: Thursday, 12 noon, 12 days before the Tuesday Board meetings.**

### **Glossary of Acronyms, Abbreviations, and other Terms (in alphabetical order):**

Contra Costa County has a policy of making limited use of acronyms, abbreviations, and industry-specific language in its Board of Supervisors meetings and written materials. Following is a list of commonly used language that may appear in oral presentations and written materials associated with Board meetings:

**AB** Assembly Bill  
**ABAG** Association of Bay Area Governments  
**ACA** Assembly Constitutional Amendment  
**ADA** Americans with Disabilities Act of 1990  
**AFSCME** American Federation of State County and Municipal Employees  
**AICP** American Institute of Certified Planners  
**AIDS** Acquired Immunodeficiency Deficiency Syndrome  
**ALUC** Airport Land Use Commission  
**AOD** Alcohol and Other Drugs  
**ARRA** American Recovery & Reinvestment Act of 2009  
**BAAQMD** Bay Area Air Quality Management District  
**BART** Bay Area Rapid Transit District  
**BayRICS** Bay Area Regional Interoperable Communications System  
**BCDC** Bay Conservation & Development Commission  
**BGO** Better Government Ordinance  
**BOS** Board of Supervisors  
**CALTRANS** California Department of Transportation  
**CalWIN** California Works Information Network  
**CalWORKS** California Work Opportunity and Responsibility to Kids  
**CAER** Community Awareness Emergency Response  
**CAO** County Administrative Officer or Office  
**CCE** Community Choice Energy  
**CCCPFD (ConFire)** Contra Costa County Fire Protection District  
**CCHP** Contra Costa Health Plan  
**CCTA** Contra Costa Transportation Authority  
**CCRMC** Contra Costa Regional Medical Center  
**CCWD** Contra Costa Water District  
**CDBG** Community Development Block Grant  
**CFDA** Catalog of Federal Domestic Assistance  
**CEQA** California Environmental Quality Act

**CIO** Chief Information Officer  
**COLA** Cost of living adjustment  
**ConFire** (CCCYPD) Contra Costa County Fire Protection District  
**CPA** Certified Public Accountant  
**CPI** Consumer Price Index  
**CSA** County Service Area  
**CSAC** California State Association of Counties  
**CTC** California Transportation Commission  
**dba** doing business as  
**DSRIP** Delivery System Reform Incentive Program  
**EBMUD** East Bay Municipal Utility District  
**ECCFPD** East Contra Costa Fire Protection District  
**EIR** Environmental Impact Report  
**EIS** Environmental Impact Statement  
**EMCC** Emergency Medical Care Committee  
**EMS** Emergency Medical Services  
**EPSDT** Early State Periodic Screening, Diagnosis and Treatment Program (Mental Health)  
**et al.** et alii (and others)  
**FAA** Federal Aviation Administration  
**FEMA** Federal Emergency Management Agency  
**F&HS** Family and Human Services Committee  
**First 5** First Five Children and Families Commission (Proposition 10)  
**FTE** Full Time Equivalent  
**FY** Fiscal Year  
**GHAD** Geologic Hazard Abatement District  
**GIS** Geographic Information System  
**HCD** (State Dept of) Housing & Community Development  
**HHS** (State Dept of) Health and Human Services  
**HIPAA** Health Insurance Portability and Accountability Act  
**HIV** Human Immunodeficiency Virus  
**HOME** Federal block grant to State and local governments designed exclusively to create affordable housing for low-income households  
**HOPWA** Housing Opportunities for Persons with AIDS Program  
**HOV** High Occupancy Vehicle  
**HR** Human Resources  
**HUD** United States Department of Housing and Urban Development  
**IHSS** In-Home Supportive Services  
**Inc.** Incorporated  
**IOC** Internal Operations Committee  
**ISO** Industrial Safety Ordinance  
**JPA** Joint (exercise of) Powers Authority or Agreement  
**Lamorinda** Lafayette-Moraga-Orinda Area  
**LAFCo** Local Agency Formation Commission  
**LLC** Limited Liability Company  
**LLP** Limited Liability Partnership  
**Local 1** Public Employees Union Local 1  
**LVN** Licensed Vocational Nurse  
**MAC** Municipal Advisory Council

**MBE** Minority Business Enterprise  
**M.D.** Medical Doctor  
**M.F.T.** Marriage and Family Therapist  
**MIS** Management Information System  
**MOE** Maintenance of Effort  
**MOU** Memorandum of Understanding  
**MTC** Metropolitan Transportation Commission  
**NACo** National Association of Counties  
**NEPA** National Environmental Policy Act  
**OB-GYN** Obstetrics and Gynecology  
**O.D.** Doctor of Optometry  
**OES-EOC** Office of Emergency Services-Emergency Operations Center  
**OPEB** Other Post Employment Benefits  
**ORJ** Office of Reentry and Justice  
**OSHA** Occupational Safety and Health Administration  
**PACE** Property Assessed Clean Energy  
**PARS** Public Agencies Retirement Services  
**PEPRA** Public Employees Pension Reform Act  
**Psy.D.** Doctor of Psychology  
**RDA** Redevelopment Agency  
**RFI** Request For Information  
**RFP** Request For Proposal  
**RFQ** Request For Qualifications  
**RN** Registered Nurse  
**SB** Senate Bill  
**SBE** Small Business Enterprise  
**SEIU** Service Employees International Union  
**SUASI** Super Urban Area Security Initiative  
**SWAT** Southwest Area Transportation Committee  
**TRANSPAC** Transportation Partnership & Cooperation (Central)  
**TRANSPLAN** Transportation Planning Committee (East County)  
**TRE** or **TTE** Trustee  
**TWIC** Transportation, Water and Infrastructure Committee  
**UASI** Urban Area Security Initiative  
**VA** Department of Veterans Affairs  
**vs.** versus (against)  
**WAN** Wide Area Network  
**WBE** Women Business Enterprise  
**WCCHD** West Contra Costa Healthcare District  
**WCCTAC** West Contra Costa Transportation Advisory Committee



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: February 8, 2022

**Subject:** Side Letter to amend Sections 6 and 12 of MOU with Teamsters, Local 856

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2022/42 approving the attached Side Letter Agreement between Contra Costa County and the Teamsters Local 856, creating 12/80 schedules for the Airport Safety Officer classifications (I, II, III, and IV) at the Buchanan Field and Byron Airports and amending Section 6 - Days and Hours of Work and Section 12 - Holidays, to the Memorandum of Understanding between the parties (July 1, 2018 - June 30, 2022)

**FISCAL IMPACT:**

This action has no direct financial impact.

**BACKGROUND:**

The Airport Safety Officers are currently utilizing staff seven days a week, 365 days a year at both Buchanan Field and Byron Airports. Currently, seven (7) Operations staff members are assigned to Buchanan Field, providing 17 hours of coverage per day. An additional two (2) staff members are assigned to Byron Airport, providing between 8-12 hours of coverage per day. Prior to the COVID-19 pandemic, the Airport Operations staff utilized a combination of 8-hour and 10-hour shifts. However, in response to the COVID-19 pandemic and to distance staff and enhance staff safety, Airport operations instituted a pilot program that included the use of 12-hour shifts to create

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: David Sanford/925-655-2070

By: , Deputy



BACKGROUND: (CONT'D)

multiple, separate work pods minimizing staff overlap. This action was taken to ensure that if one team member and or work group needed to be removed (quarantined) from the workforce, the Airports would have other staff available to fill the vacant shifts and keep the airports operating safely. Airport operations staff were one of the many County work groups that were federally mandated to continue working onsite throughout the pandemic.

Airport Operations have observed a number of benefits since instituting the 12-hour shifts, including a reduction in overtime expenditures and increased staff efficiency. The reduction in overtime stems from the fact that the 12/80 schedule allows for staff to spread out their shifts, which minimizes unnecessary overlap. Additionally, Byron Airport would typically require two weeks to mow the entire airfield in advance of the fire season, while this past year the airport staff completed the task in four days. Buchanan Field, on the other hand, would typically require three weeks to mow the entire airfield; the airport staff completed the task in just one week.

Airport operations staff must complete approximately 45 preventative maintenance (PM) tasks each month. The PMs include items such as inspection and maintenance of hydraulic security gates, emergency rescue equipment, 145 aircraft hangar doors, fire hydrants and extinguishers. Historically, several of the tasks would be carried over to the following month before all 45 PMs were completed. However, in the last five months, with the use of 12-hour shifts, the number of PMs carried over to the following month has been zero.

The attached side letter is the resulting agreement reached with the Teamsters, Local 856. The parties have agreed to incorporate the side letter into Section 6 (Days and Hours of Work) and Section 12 (Holidays) in the successor Memorandum of Understanding.

CONSEQUENCE OF NEGATIVE ACTION:

If the side letter of agreement is not approved, the Public Works Department will not have the staffing flexibility to operate efficiently.

ATTACHMENTS

Resolution 2022/42

Teamsters Local 856 Side Letter

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 02/08/2022 by the following vote:

**AYE:**   
**NO:**   
**ABSENT:**   
**ABSTAIN:**   
**RECUSE:**



**Resolution No. 2022/42**

The Side Letter Agreement between the County of Contra Costa and Teamsters, Local 856 to modify Section 6 and Section 12 of the Memoranda of Understanding.

The Contra Costa County Board of Supervisors acting in its capacity as the governing board of the County of Contra Costa and the Board of Directors of the Contra Costa County Fire Protection District RESOLVES THAT:

Effective after approval by the Board of Supervisors, the attached Side Letter of Agreement between the County of Contra Costa and Teamsters, Local 856 be ADOPTED. A copy of the Side Letter is attached.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**ATTESTED: February 8, 2022**

Monica Nino, County Administrator and Clerk of the Board of Supervisors

**Contact: David Sanford/925-655-2070**

By: , Deputy

**cc:** Ann Elliott, HR Director, Haj Nahal, Assistant Auditor Controller, Brian Balbas, Public Works Director, Adrienne Todd, Dept Personnel Officer

**SIDE LETTER  
BETWEEN CONTRA COSTA COUNTY AND  
TEAMSTERS LOCAL 856**

This Side Letter is by and between the County of Contra Costa ("County") and Teamsters, Local 856 ("Union") and is effective following approval by the Board of Supervisors.

This side letter amends Section 6 – Days and Hours of Work and Section 12 – Holidays, of the Memorandum of Understanding ("MOU") between the County and Teamsters Local 856 (July 1, 2016 - June 30, 2022) to include 12/80 schedules for the following classifications: Airport Safety Officer I, Airport Safety Officer II, Airport Safety Officer III, and Airport Safety Officer IV.

**SECTION 6 – DAYS AND HOURS OF WORK**

**6.1 Definitions.**

- A. **Regular Work Schedule:** A regular work schedule is eight (8) hours per day, Monday through Friday, inclusive, for a total of forty (40) hours per week.
- B. **Alternate Work Schedule:** An alternate work schedule is any work schedule where an employee is regularly scheduled to work five (5) days per week, but the employee's regularly scheduled two (2) days off are NOT Saturday and Sunday.
- C. **Flexible Work Schedule:** A flexible work schedule is any schedule that is not a regular, alternate, 9/80, or 4/10 work schedule and where the employee is not scheduled to work more than 40 hours in the "workweek" as defined in Subsections F. and H., below.
- D. **4/10 Work Schedule:** A 4/10 work schedule is four (4) ten hour days in a seven (7) day period, for a total of forty (40) hours per week.
- E. **9/80 Work Schedule:** A 9/80 work schedule is where an employee works a recurring schedule of thirty-six (36) hours in one calendar week and forty-four (44) hours in the next calendar week, but only forty (40) hours in the designated workweek. In the thirty-six (36) hour calendar week, the employee works four (4) nine (9) hour days and has the same day of the week off that is worked for eight (8) hours in the forty-four (44) hour calendar week. In the forty-four (44) hour calendar week, the employee works four (4) nine (9) hour days and one (1) eight (8) hour day.
- F. **12/80 Work Schedule:** A 12/80 work schedule is ONLY available to employees in the following classifications: Airport Safety Officer I, Airport Safety Officer II, Airport Safety Officer III, and Airport Safety Officer IV. A 12/80 work schedule is where an employee works a recurring schedule of thirty-six (36) hours in one calendar week and forty-four (44) hours in the next calendar week, but only forty (40) hours in the designated workweek. In the thirty-six (36) hour calendar week, the employee works three (3) twelve (12) hour days and has the same day of the week off that is worked for eight (8) hours in the forty-four (44) hour calendar week. In the forty-four (44) hour calendar week, the employee works three (3) twelve (12) hour days and one (1) eight (8) hour day.

**G.F. Workweek for Employees on Regular, Flexible, Alternate, and 4/10 Work Schedules:** For employees on regular, alternate, and 4/10 work schedules, the workweek begins at 12:01 a.m. on Monday and ends at 12 midnight on Sunday.

**H.G. Workweek for Employees on a 9/80 and 12/80 Work Schedule:** The 9/80 and 12/80 workweek begin on the same day of the week as the employee's eight (8) hour workday and regularly scheduled 9/80 and 12/80 day off. The start time of the workweek is four (4) hours and one (1) minute after the start time of the eight (8) hour workday. The end time of the workweek is four (4) hours after the eight (8) hour workday start time. The result is a workweek that is a fixed and regularly recurring period of seven (7) consecutive twenty-four (24) hour periods (168 hours).

**L.H. Workweek for Twenty-Four Hour (24) Facility Employees:** For employees who work in a twenty-four (24) hour facility in the Health Services Department and who are not on a 9/80 work schedule, the workweek begins at 12:01 a.m. Sunday and ends at 12:00 midnight on Saturday.

6.2- 4/10 Shifts. If the County wants to eliminate any existing 4/10 shift and substitute a 5/8 shift or to institute a 4/10 shift which does not allow for three (3) consecutive days off (excluding overtime days or a change of shift assignment) or change existing work schedules or existing hours of work, it will meet and confer with the Union prior to implementing said new shift or hours change. This obligation does not apply where there is an existing system for reassigning employees to different shifts or different starting/stopping times. Nothing herein prohibits affected employees and their supervisor from mutually agreeing on a change in existing hours of work provided other employees are not adversely impacted.

## **SECTION 12 - HOLIDAYS**

### **12.2 Holiday is Observed (NOT WORKED).**

#### **A. Full Time Employees:**

1. **Holidays Observed – Full Time Employees:** Full time employees on regular, 4/10, 9/80, 12/80, flexible, and alternate work schedules are entitled to observe a holiday (eight (8) hours off), without a reduction in pay, whenever a holiday is observed by the County.
2. **Holidays Observed on Regular Day off of Full Time Employees on 4/10, 9/80, 12/80, Flexible, and Alternate Work Schedule:** When a holiday is observed by the County on the regularly scheduled day off of an employee who is on a 4/10, 9/80, 12/80, flexible, or alternate work schedule, the employee is entitled to take eight (8) hours off, without reduction in pay, in recognition of the holiday. The employee is also entitled to receive eight (8) hours of flexible pay at the rate of 1.0 times his/her base rate of pay (not including differentials) or flexible compensatory time in recognition of his/her regularly scheduled day off.

Those employees covered by this subsection who before March 1, 2010, moved a holiday that fell on a scheduled day off to the work day preceding or following the holiday, will be given priority for request for time off on the day they would have

observed the holiday over other requests for time off. This priority treatment does not apply to scheduled and approved vacation requests already granted to other employees. Further, the County retains the right to determine the maximum number of employees who may take time off work at the same time.

3. Holiday Observed- Full Time Employees Scheduled in Excess of Eight (8) hours: When a holiday falls on an employee's regularly scheduled workday, the employee is entitled to only eight (8) hours off without a reduction in pay. If the workday is a nine (9) hour day, the employee must use one (1) hour of non-sick leave accruals. If the workday is a ten (10) hour day, the employee must use two (2) hours of non-sick leave accruals. If the workday is a twelve (12) hour day, the employee must use four (4) hours of non-sick leave accruals. If the employee does not have any non-sick leave accrual balances, leave without pay (AWOP) will be authorized.
4. Holiday Observed- Full Time Employees Scheduled for Less than Eight (8) hours: When a full-time employee is scheduled to work less than eight (8) hours on a holiday and the employee observes the holiday, the employee is also entitled to receive flexible pay at the rate of one (1.0) times his/her base rate of pay (not including differentials) for the difference between eight (8) hours and the hours the employee was scheduled to work on the holiday.

### 12.3 Holiday is WORKED.

#### A. Full Time Employees:

1. Holiday Falls on Regularly Scheduled Work Day of Full-Time Employees on Regular, 4/10, 9/80, 12/80, Flexible, and Alternate Work Schedules: When a full-time employee works on a holiday that falls on the employee's regularly scheduled work day, the employee is entitled to receive his/her regular salary. The employee is also entitled to receive holiday pay at the rate of one and one half (1.5) times his/her base rate of pay (not including differentials) or holiday compensation time at the same rate, for all hours worked up to a maximum of eight (8) hours. This provision applies to the regular, 4/10, 9/80, 12/80, flexible, and alternate work schedules.
2. Holiday Worked- Full Time Employee Scheduled less than Eight (8) hours on Regularly Scheduled Work Day: When a full time employee is scheduled to work less than eight (8) hours on a holiday (hereafter referred to as "full time employee short shift"), and the employee works that full time employee short shift, the employee is also entitled to receive flexible pay at the rate of 1.0 times his/her base rate of pay (not including differentials) or flexible compensatory time for the difference between eight (8) hours and the employee's scheduled full time employee short shift hours.
3. Holiday Falls on Regularly Scheduled Day Off of Full-Time Employees on 4/10, 9/80, 12/80, Flexible, and Alternate Work Schedules: Holiday Worked by Full-Time Employees on 4/10, 9/80, 12/80, Flexible: When a full-time employee works on a holiday that falls on the employee's regularly scheduled day off, the employee is entitled to receive his/her regular salary. The employee is also entitled to receive overtime pay at the rate of one and one half (1.5) times his/her base rate of pay (not including differentials) or compensation time at the same rate for all hours

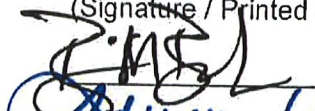
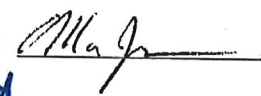
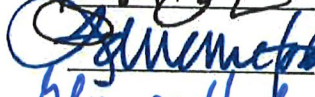
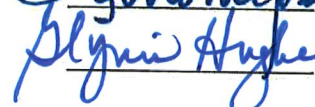
worked on the holiday. The employee is also entitled to receive eight (8) hours of flexible compensatory time or pay, at the rate of 1.0 times his/her base rate of pay, in recognition of his/her scheduled day off. This provision only applies to employees on 4/10, 9/80, 12/80, flexible, and alternate work schedules.

This Side Letter will remain in effect for the term of the current MOU between the County and the Union (July 1, 2016 – June 30, 2022). The terms of this Side Letter will be incorporated into the successor MOU unless otherwise negotiated by the parties. Except as specifically amended or excluded by this Side Letter, all other terms and conditions of the MOU between Contra Costa County and Teamsters, Local 856 remain unchanged by this Side Letter.

Date: 1/12/2022

**Contra Costa County:**  
(Signature / Printed Name)

**Teamsters, Local 856:**  
(Signature / Printed Name)

|   |   |                        |  |   |                   |
|---|---|------------------------|--|---|-------------------|
|  | / | <u>BRIAN M. BALBAS</u> |  | / | <u>Mark Jones</u> |
|  | / | <u>Adrienne Todd</u>   |  | / |                   |
|  | / | <u>Glynnis Hughes</u>  |  | / |                   |
|   | / |                        |  | / |                   |
|   | / |                        |  | / |                   |



Contra  
Costa  
County

To: Board of Supervisors  
From: Beth Ward, Animal Services Director  
Date: February 8, 2022

Subject: Animal Services Fee Schedule

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**RECOMMENDATION(S):**

OPEN public hearing establishing new fee schedule for Animal Services Department user fees, RECEIVE oral and written testimony, and CLOSE the hearing; ADOPT Resolution No. 2022/23, establishing new fees effective March 1, 2022.

**FISCAL IMPACT:**

It is estimated the proposed fee increases will generate approximately \$30,000 in additional annual revenue. This will be included in the Department's Fiscal Year 2022/23 budget.

**BACKGROUND:**

On June 26, 2019, the Board of Supervisors adopted Resolution No. 2019/605 approving the Animal Services Department's current fee schedule. Since 2019, the Department's cost of providing services has increased. The Animal Services Director has evaluated the current fees and has determined that an increase in certain fees and the creation of new fees are necessary in order to cover the costs of the services provided by the Animal Services Department. Thus, the Animal Services Department recommends amending its fee schedule to cover the increased costs of providing services, as set forth in the attached fee schedule. The attached document entitled "2022 Fee Report" explains the need for adjustments to certain fees. The fees in the proposed fee schedule do not exceed the amount allowable by statute or the cost incurred by the County to provide the service or enforce the regulation.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Delaina Gillaspay, 925-608-8413

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Failure to adopt this new fee schedule will result in a loss of revenue to the Department.

ATTACHMENTS

Resolution No. 2022/23

Animal Services Fee Schedule

Animal Services Fee Report



Recorded at the request of: Director Beth Ward

Return To: Director Beth Ward

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA  
and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 02/08/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:

---

Resolution No. 2022/23

IN THE MATTER OF ADOPTING A NEW ANIMAL SERVICES FEE SCHEDULE EFFECTIVE MARCH 1, 2022.

WHEREAS, the Animal Services Department has conducted a fee study and determined that in order to recover the reasonable costs of services it provides, it is necessary and appropriate to amend the Department's fee schedule to impose new fees for certain services and increase certain fees; and WHEREAS, Government Code section 66018 sets forth the procedures for adoption of the fee schedule, and all required notices have been properly given and public hearings held;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors as follows:

1. Authority. This resolution is enacted pursuant to the following statutes: Food and Agriculture Code sections 30804, 30804.5, 31251, 31253, and 31751.5.
2. Notice and Hearing. This resolution was adopted pursuant to the procedures set forth in Government Code Section 66018. The required notice has been given and a hearing has been held.
3. Fee Schedule Adoption. On and after the effective date of this resolution, the fees set forth in the Animal Services Department Fee Schedule, attached hereto and incorporated herein, are adopted and shall be charged and collected for the services enumerated therein.
4. Supersede. This Resolution supersedes Resolution No. 2019/605.
5. Effective Date. This resolution becomes effective March 1, 2022

Contact: Delaina Gillaspay, 925-608-8413

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**cc:**

# Contra Costa County Animal Services Department Fee Schedule

## **Dog & Cat License Fees**

|  |          |  |
|--|----------|--|
| 3-12 months altered  | \$25.00  |  |
| 12-36 months altered   | \$60.00  |  |
| 3-12 months unaltered  | \$65.00  |  |
| 12-36 months unaltered   | \$180.00 |  |
| Owner Senior Citizen (over 65 years of age) altered<br><i>First pet free all others at 50% price licenses for more than 1 pet (no senior rates for unaltered pets)</i> | \$0.00   |  |
| Active Military or Veteran<br><i>First pet free all others at 50% price licenses for more than 1 pet (no veterans rates for unaltered pets)</i>                        | \$0.00   |  |
| License replacement tag  | \$7.00   |  |
| Late fee (30 days past expiration date)<br>(See C.C. Co. Ord. 416-6.212)   | \$20.00  |  |
| Guide/Hear. Law Enforcement dogs<br>upon proof of working dog status<br>(See C.C. Co. Ord. 416-6.004)  | \$0.00   |  |
| Citation Clearing Fee  | \$40.00  |  |

## **Adoption Fees**

**Dogs - includes S/N, vaccines, microchip, 1 yr license**

| Age of Dog  | Fee      |  |
|---|----------|--|
| Puppies under six months  | \$155.00 |  |
| Dogs under six years  | \$135.00 |  |
| Dogs over six years   | \$85.00  |  |
| Senior citizens (over 65 years of age) adopting dogs over 6 years old | \$5.00   |  |

**Cats - includes S/N, vaccines, microchip, 1 yr license**

| Age of Cat  | Fee      |  |
|---|----------|--|
| Kittens under four months   | \$120.00 |  |
| Cats under six years  | \$100.00 |  |
| Cats over six years   | \$55.00  |  |
| Senior citizens (over 65 years of age) adopting cats over 6 years old | \$5.00   |  |

## **Small Animal Adoption Fees**

|                                   | Fee     |  |
|-----------------------------------|---------|--|
| Rabbits - includes S/N, microchip | \$25.00 |  |
| Guinea Pigs                       | \$10.00 |  |
| Hamsters / Mice                   | \$5.00  |  |

## **Adoption fees for other animals**

|   |  |  |
|---|--|--|
| Fees set by director or sold by sealed bid process. |  |  |
|---|--|--|

## **Surrender Fees**

|   |          |  |
|---|----------|--|
| Licensed Live Dog or Cat                            | \$30.00  |  |
| Unlicensed Live Dog or Cat                          | \$50.00  |  |
| Misc. animal under 20 lbs.                          | \$30.00  |  |
| Misc. animal 20 to 100 lbs.                         | \$75.00  |  |
| Misc. animal over 100 lbs.                          | \$225.00 |  |
| *Unweaned litter with adult-charge for adult animal |          |  |
| *Litter only-charge and count as 1 adult animal     |          |  |

**\*\* indicates a change or a new fee**

## **Impound Fees**

|   |                             |    |
|---|-----------------------------|----|
| Licensed Animals - one time within 12-months  | \$0.00                      | ** |
| Dog in field/or at Center   | \$65.00                     |    |
| Cat, Rabbit, Bird, Fowl or other small animals  | \$65.00                     |    |
| Cows, Bulls, Steers, Burros, Hogs<br>Horses, Sheep, Lambs, Goats<br>and Other large animals |                             |    |
| Actual Costs--Minimum \$100.00 OR<br>If SUV used, Minimum is \$235.00                       | AC/\$100min<br>AC/\$235.min |    |

## **Impound Penalty**

|                                |          |  |
|--------------------------------|----------|--|
| Second pickup within 12 months | \$100.00 |  |
| Third pickup within 24 months  | \$150.00 |  |
| Fourth pickup within 36 months | \$200.00 |  |

## **Additional Penalty - Impound Unaltered**

|                                    |          |  |
|------------------------------------|----------|--|
| First Impound-Unspayed/Unneutered  | \$35.00  |  |
| Second Impound-Unspayed/Unneutered | \$50.00  |  |
| Third Impound-Unspayed/Unneutered  | \$100.00 |  |

## **Board Fees**

|   |         |    |
|---|---------|----|
| Impounded Dog or Cat-per day (licensed altered animal) one time within 12-months                      | \$0.00  | ** |
| Dog or Cat--per day   | \$25.00 |    |
| Other small animal-not specified  | \$21.00 |    |
| Cows, Bulls, Steers, Burros, Hogs<br>Horses, Sheep, Lambs, Goats-----<br>Other large animals--per day | \$29.00 |    |

## **Quarantine Fees**

|                                       |          |  |
|---------------------------------------|----------|--|
| Home quarantine admin. fee (no board) | \$100.00 |  |
| Quarantine Board (Dogs/Cats) /day     | \$35.00  |  |
| Quarantine Board (Large animals)/ day | \$50.00  |  |

## **Pickup Request Fees**

|   |              |  |
|---|--------------|--|
| Fees for all owned dogs, cats and misc. animals under 100 lbs, dead or alive, picked up in the field or at the owner's home will be | \$75.00      |  |
| Fee to pick up miscellaneous animals over 100 lbs is the actual cost - minimum \$225.00   | AC/\$225.min |  |
| Fee per hour per officer is determined by ASD   | \$46.00      |  |
| Transport fee   | \$75.00      |  |

## **Disposal Fees at Center**

|   |          |    |
|---|----------|----|
| Licensed Dead Animal                        | \$0.00   |    |
| Unlicensed Dog or Cat                       | \$30.00  |    |
| Misc. dead animal under 20 lbs.             | \$15.00  |    |
| Misc. dead animal 20 - 100 lbs.             | \$30.00  |    |
| Misc. dead animal or livestock over 100 lbs | \$225.00 | ** |

**Disposal Fee for Vet Hospital**

|  |             |  |
|--|-------------|--|
| Disposal fee for vet. hosp. Pickup-first animal      | \$50.00     |  |
| Each additional animal in same pickup                | \$15.00     |  |
| <b>(Maximum limit per pickup is six (6) animals)</b> |             |  |
| Pickup of misc. animals over 100# is                 |             |  |
| Actual Costs with Minimum \$75.00                    | AC/\$75min  |  |
| <b>If SUV used Minimum is \$225.00 OR</b>            | AC/\$225min |  |

**Other Vet Treatments-FOR IMPOUNDED ANIMALS**

|                                   |          |  |
|-----------------------------------|----------|--|
| Level 1 - Medical Treatment Level | \$10.00  |  |
| Level 2 - Medical Treatment Level | \$15.00  |  |
| Level 3 - Medical Treatment Level | \$25.00  |  |
| Level 4 - Medical Treatment Level | \$90.00  |  |
| Level 5 - Medical Treatment Level | \$150.00 |  |
| Level 6 - Medical Treatment Level | \$300.00 |  |

**Traps**

|  |          |  |
|--|----------|--|
| Cat Trap Deposit                                 | \$70.00  |  |
| Cat Trap rental per day                          | \$7.00   |  |
| Cat Den Deposit                                  | \$100.00 |  |
| Cat Den rental per day                           | \$10.00  |  |
| Dog Trap Deposit (with supervisor approval only) | \$320.00 |  |
| Dog Trap rental per day                          | \$15.00  |  |
| Servicing trap in field with supervisor approval | \$100.00 |  |

**Potentially Dangerous Animals**

|  |          |  |
|--|----------|--|
| Application                                    | \$200.00 |  |
| PDA Permit Fee - renew annually                | \$300.00 |  |
| Delinquent Fee                                 | \$200.00 |  |
| Penalty Fee - if unlicensed at time of renewal | \$100.00 |  |

**Dangerous Animals**

|  |          |  |
|--|----------|--|
| Application                                    | \$300.00 |  |
| Permit Fee - renew annually                    | \$600.00 |  |
| Delinquent Fee                                 | \$200.00 |  |
| Penalty Fee - if unlicensed at time of renewal | \$100.00 |  |

**Prohibited Dog - Convicted Felon**

|                             |          |  |
|-----------------------------|----------|--|
| Permit Fee - renew annually | \$175.00 |  |
| Delinquent Fee              | \$200.00 |  |

**Subpoena**

|                                 |  |  |
|---------------------------------|--|--|
| Fee per CA. Gov. Code § 68097.2 |  |  |
|---------------------------------|--|--|

**Hearing**

|                           |          |    |
|---------------------------|----------|----|
| PDA/DA Filing Fee -       | \$100.00 |    |
| Animal Noise Filing Fee - | \$100.00 | ** |

**Home Inspection Fee**

|  |          |  |
|--|----------|--|
| First one Free (PDA/DA and Prohibited dog) | N/C      |  |
| Additional (PDA/DA and Prohibited dog)     | \$100.00 |  |

**Governmental Fees**

|   |  |  |
|---|--|--|
| Emergency/Disaster Response--emergency assist to another governmental jurisdiction is actual cost--bill to agency |  |  |
|---|--|--|

**Photocopy Fee**

|                                 |        |    |
|---------------------------------|--------|----|
| Ten cents per single-sided copy | \$0.10 | ** |
| 20 cents for double-sided page. | \$0.20 |    |

**Spay/Neuter Deposit Fees - Adopted**

|      |         |  |
|------|---------|--|
| Cats | \$50.00 |  |
| Dogs | \$75.00 |  |

**Public Spay/Neuter Clinic Fees**

|  |            |  |
|--|------------|--|
| <b>Spay: Female</b>  |            |  |
| Dogs under 20lbs   | \$121.00   |  |
| Dogs 20 to 50 lbs  | \$140.00   |  |
| Dogs 50 to 100 lbs   | \$172.00   |  |
| Dogs over 100 lbs  | \$199.00   |  |
| Cats   | \$74.00    |  |
| Rabbits  | \$77.00    |  |
| <b>Neuter: Male</b>  |            |  |
| Dogs under 20 lbs  | \$73.00    |  |
| Dogs 20 to 50 lbs  | \$89.00    |  |
| Dogs 50 to 100 lbs   | \$107.00   |  |
| Dogs over 100 lbs  | \$111.00   |  |
| Cats   | \$50.00    |  |
| Rabbits  | \$66.00    |  |
| Public S/N Deposit (applied to S/N fee at time of appointment, non-refundable if no show)        | \$65.00    |  |
| Late animal pickup fee--prorated by the hour for each hour an animal remains after pick up time. | \$ 6.00 hr |  |
| Add charge for animals in heat, preg, crypt  | \$39.00    |  |

**Vaccinations**

|                               |         |    |
|-------------------------------|---------|----|
| <b>Dogs:</b>                  |         |    |
| DA2PPV (dog-5 in 1 combo)     | \$19.00 |    |
| Rabies (dog)                  | \$6.00  |    |
| Bordetella - intranasal       | \$19.00 |    |
| Bordetella - injectable       | \$19.00 |    |
| Leptospirosis                 | \$19.00 |    |
| Canine Influenza              | \$25.00 | ** |
| <b>Cats:</b>                  |         |    |
| F.V.R.C.P. (cat-3 in 1 combo) | \$19.00 |    |
| Rabies (cat)                  | \$6.00  |    |
| Feline Leukemia               | \$19.00 |    |
| Microchip Fee                 | \$18.00 |    |

**Miscellaneous Fees**

|   |        |  |
|---|--------|--|
| Cat carrying containers (including tax) | \$5.00 |  |
| Leash (including tax)                   | \$1.00 |  |
| E-Collar                                | \$8.00 |  |

\*\* indicates a change or a new fee

**ANIMAL SERVICES DEPARTMENT  
2022 Fee Report**

**A. Impound & Boarding Fees**

The Animal Services Department has determined that expediting the return of impounded animals to their owners reduces the Department's expenses. Allowing for a fee waiver for certain Return-to-Owner (RTO) transactions helps expedite the return of animals, thereby lowering the Department's expenses. The Department seeks to waive RTO fees for currently licensed animals with no history of impoundment within the past 12 months so long as the animal is not designated as potentially dangerous or dangerous, is not in quarantine, and the owner retrieves its animal within three business days of it being impounded.

**B. Animal Noise Hearing Fee**

The Animal Services Department incurs substantial expenses to enforce the Noisy Animal Ordinance, Contra Costa County Ordinance Code Section 416-12.202, as explained below.

**Initial Complaint:**

Under the ordinance a person may lodge a complaint with the Department after being disturbed by an animal making either incessant noise for 30 minutes or more, or intermittent noise for 60 minutes during a 24-hour period. To make a complaint, the complainant must provide information to the Department, including the complainant's name, address, phone number, the address of the noise disturbance, the date and time the disturbance(s) took place, and information regarding the animal owner.

In response to a complaint, the Department sends out a noise allegation letter to the animal's owner. The responsible person (i.e., the animal's owner or custodian) has 15 days to correct the noise issue.

**Second Affidavit:**

If the noise disturbance is not corrected within 15 days, the complainant can make a second complaint. The second complaint must be a sworn and notarized affidavit with accurate information.

In response to a completed affidavit, the Department issues a Notice of Citation and Fine. The animal's owner or custodian must correct the problem and either pay the fine or, within 15 days, request a hearing to appeal the citation and fine.

**Hearing:**

If the animal's owner or custodian requests a hearing, the Department schedules the hearing, which is handled by an impartial hearing officer. After considering all the evidence, the hearing officer issues a written decision.

The estimated cost for processing noisy animal complaints is detailed below:

| Noisy Animal Ordinance   | Est. Time | Avg. hourly. Rate |  | Cost     |
|--|-----------|-------------------|--|----------|
| Clerical time: Initial Complaint                                   | 1.00      | \$43.22           |  | \$43.22  |
| Clerical Time: Affidavit (review and return or accept)             | 1.00      | \$43.22           |  | \$43.22  |
| Clerical Time: Scheduling Hearing and processing complaint results | 1.00      | \$43.22           |  | \$43.22  |
| Total:   |           |                   |  | \$129.66 |

**Filing Fee Need:**

Due to the cost of processing noisy animal complaints, the Department will charge the person requesting the hearing a fee of \$100.00. If the hearing officer determines that the citation and fine were not warranted, the hearing officer may order the hearing fee to be refunded.

**C. Photocopy Fee**

Presently, the Department charges \$1.00 to cover its copy costs for document requests. The Department's costs to charge and collect that fee exceed \$1.00. Moreover, responses to most document requests are made electronically, for which no charge is made. Accordingly, the Department seeks to eliminate the \$1.00 fee.

**D. Disposal Fees at Center**

The Department seeks to clarify the fee charged to dispose of dead animals that weigh more than 100 lbs. to include livestock that exceed 100 lbs.

**E. Vaccines**

The Department seeks to impose a fee of \$25 to provide the new canine influenza shot.

Each vaccination requires approximately 10 minutes of clerical time to schedule the appointment, check the animal in, answer the owner's questions and address any concerns, process paperwork, enter all vaccination related data into the Department's Chameleon software system, and process payment. 10 minutes of clerical time costs the Department approximately \$7.20.

Each vaccination also requires approximately 10 minutes of veterinary assistant or medical staff time, which costs the Department approximately \$6.30. Additionally, a veterinarian must be on site and review when the vaccine is administered in case of adverse reactions, as required by State law, which cost the Department \$11.38 for approximately 10 minutes.

The Department is eliminating the fee for CPV because the it is included in the DA2PPV combination vaccine.

|                  |                 |
|------------------|-----------------|
| Canine Influenza | \$25.00 **New** |
| CPV              | eliminated      |

**F. Training Class Fees**

The Department is eliminating training class fees as it is not providing this service and instead

recommends other resources within the community.

**G. Licensing Recommendation:**

Allocate to the animal benefit fund \$10.00 from each unaltered license sold and \$1.00 from each altered license sold, to support community low cost spay and neuter programs.



Contra  
Costa  
County

To: Board of Supervisors  
From: Mary Ann Mason, County Counsel  
Date: February 8, 2022

**Subject:** Continuing Teleconference Meetings (AB 361, Government Code § 54953(e))

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**RECOMMENDATION(S):**

1. FIND that the Board of Supervisors has reconsidered the circumstances of the Statewide state of emergency proclaimed by the Governor on March 4, 2020, and the Countywide local emergency proclaimed by the Board of Supervisors on March 10, 2020.
2. FIND that the following circumstances exist: (a) the Statewide state of emergency and the Countywide local emergency continue to directly impact the ability of the Board of Supervisors in all its capacities, its committees, and its advisory bodies to meet safely in person because the highly transmissible Omicron variant of COVID 19 is present in the County, the County is in the "high" community transmission tier, and while local COVID 19 test positivity and hospitalizations are decreasing they are still near historic highs; and (b) the County Health Officer's recommendations for safely holding public meetings, which recommend virtual meetings and other measures to promote social distancing, are still in effect.
3. AUTHORIZE the Board of Supervisors, in its capacity as the governing board of the County, the Contra Costa County Fire Protection District, the Housing Authority of the County of Contra Costa, the Contra Costa County Flood Control and Water Conservation District, and the Contra Costa County In-Home Supportive Services Public Authority, and its subcommittees, to continue teleconference meetings under Government Code section 54953(e) for the next 30 days.
4. AUTHORIZE and DIRECT all advisory bodies, committees, and commissions established by the Board in all its capacities, including but not limited to municipal advisory councils and the Measure X Community Advisory Body, to continue teleconference meetings under Government Code section 54953(e) for the next 30 days.
5. DIRECT the Planning Commission, Merit Board, and Assessment Appeals Board to consider holding teleconference meetings under Government Code section 54953(e) for the next 30 days.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Mary Ann McNett Mason, County Counsel, (925) 655-2200

By: , Deputy

cc: Mary Ann McNett Mason, County Counsel, Monica Nino, Clerk of the Board of Supervisors



RECOMMENDATION(S): (CONT'D)

6. DIRECT the County Administrator/Clerk of the Board and staff to the various Board advisory bodies to take all actions necessary to implement the intent and purpose of this Board order, including conducting open and public meetings in accordance with Government Code section 54953(e) and all other applicable provisions of the Brown Act.

7. DIRECT the County Administrator/Clerk of the Board to return to the Board acting in all its capacities, no later than 30 days after this Board order is adopted, with an item to reconsider the state of emergency and whether to continue meeting virtually under the provisions of Government Code section 54953(e) and to make required findings as to all bodies covered by this Board order.

FISCAL IMPACT:

This is an administrative action with no direct fiscal impact.

BACKGROUND:

On October 5, 2021, the Board adopted Resolution No. 2021/327, which authorized the Board, in all its capacities, and certain subcommittees and advisory bodies, to conduct teleconferencing meetings under Government Code section 54953(e). This section of the Brown Act, which was added by Assembly Bill 361, allows a local agency to use special teleconferencing rules during a State declared state of emergency. When a legislative body uses the emergency teleconferencing provisions under Government code section 54953(e), the following rules apply:

- The agency must provide notice of the meeting and post an agenda as required by the Brown Act and Better Government Ordinance, but the agenda does not need to list each teleconference location or be physically posted at each teleconference location.
- The agenda must state how members of the public can access the meeting and provide public comment.
- The agenda must include an option for all persons to attend via a call-in or internet-based service option.
- The body must conduct the meeting in a manner that protects the constitutional and statutory rights of the public.
- If there is a disruption in the public broadcast of the meeting, or of the public's ability to comment virtually for reasons within the body's control, the legislative body must stop the meeting and take no further action on agenda items until public access and/or ability to comment is restored.
- Local agencies may not require public comments to be submitted in advance of the meeting and must allow virtual comments to be submitted in real time.
- The body must allow a reasonable amount of time per agenda item to permit members of the public to comment, including time to register or otherwise be recognized for the purposes of comment.
- If the body provides a timed period for all public comment on an item, it may not close that period before the time has elapsed.
- AB 361 sunsets on January 1, 2024.

Under Government Code section 54953(e), if the local agency wishes to continue using these special teleconferencing rules after adopting an initial resolution, the legislative body must reconsider the circumstances of the state of emergency every 30 days and make certain findings. The agency must find that the state declared emergency continues to exist and either that it continues to directly impact the ability of officials and members of the public to meet safely in person, or that state or local officials continue to impose or recommend measures to promote social distancing.

The Board last considered these matters on January 11, 2022, made the required findings and continued use of special teleconferencing rules. The Board can again find that the Statewide state of emergency continues to exist, that the state and Countywide local emergencies continue to directly impact the ability of the Board of Supervisors in all its capacities, and its subcommittees, and advisory bodies to meet safely in person, and that state or local officials continue to impose or recommend measures to promote social distancing.

The Public Health Officer has advised that the highly transmissible Omicron variant of COVID 19 is present in the County; as of February 2, the County was in the "high" community transmission tier; and COVID 19 test positivity and hospitalizations remain near historic high levels. In addition, on February 2, 2022, the County Health Officer again issued recommendations for safely holding public meetings that included recommended measures to promote social distancing. (See Attachment A, Health Officer's Recommendations). Among the Health Officer's recommendations: (1) on-line meetings (teleconferencing meetings) are strongly recommended as those meetings present the lowest risk of transmission of SARS-CoV-2, the virus that causes COVID-19; (2) if a local agency determines to hold in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option is recommended when possible to give those at higher risk of and/or higher concern about COVID-19 an alternative to participating in person; (3) a written safety protocol should be developed and followed, and it is recommended that the protocol require social distancing - i.e., six feet of separation between attendees - and face masking of all attendees; (4) seating arrangements should allow for staff and members of the public to easily maintain at least six-foot distance from one another at all practicable times. These recommendations are still in effect.

CONSEQUENCE OF NEGATIVE ACTION:

The Board, in all its capacities, and its subcommittees and advisory bodies, would no longer conduct teleconferencing meetings under Government Code section 54953(e).

ATTACHMENTS

Attachment A - Health Officer's Recommendations



### Recommendations for safely holding public meetings

Each local government agency is authorized to determine whether to hold public meetings in person, on-line (teleconferencing only), or via a combination of methods. The following are recommendations from the Contra Costa County Health Officer to minimize the risk of COVID 19 transmission during a public meeting.

1. Online meetings (i.e. teleconferencing meetings) are strongly recommended as these meetings present the lowest risk of transmission of SARS CoV-2, the virus that causes COVID 19. This is particularly important in light of the current community prevalence rate as of February 2, 2022 which places Contra Costa County in the high community transmission tier as designated by the Centers For Disease Control, and our current trends as of February 3, 2022 in Covid-19 test positivity and Covid-19 hospitalizations which are decreasing but still near historical highs, and in light of the local detection of the Omicron variant of Covid-19, the impact of which on the spread of Covid-19 has shown to dramatically increase COVID-19 transmission.
2. If a local agency determines to hold in-person meetings, offering the public the opportunity to attend via a call-in option or an internet-based service option is recommended, when possible, to give those at higher risk of and/or higher concern about COVID-19 an alternative to participating in person.
3. A written safety protocol should be developed and followed. It is recommended that the protocol require social distancing – i.e., six feet of separation between attendees – and face masking of all attendees.
4. Seating arrangements should allow for staff and members of the public to easily maintain at least six-foot distance from one another at all practicable times.
5. Consider holding public meetings outdoors. Increasing scientific consensus is that outdoor airflow reduces the risk of COVID-19 transmission compared to indoor spaces. Hosting events outdoors also may make it easier to space staff and members of the public at least 6 feet apart.
6. Current evidence is unclear as to the added benefit of temperature checks in addition to symptom checks. We encourage focus on symptom checks as they may screen out individuals with other Covid-19 symptoms besides fever and help reinforce the message to not go out in public if you are not feeling well.
7. Consider a voluntary attendance sheet with names and contact information to assist in contact tracing of any cases linked to a public meeting.

Revised 2-2-2022

Ori Tzvieli, MD  
Deputy Health Officer, Contra Costa County





**Contra  
Costa  
County**

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: February 8, 2022

**Subject:** RECEIVE report from the Contra Costa CARES Planning Group regarding policy and program options for the Contra Costa CARES Program

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**RECOMMENDATION(S):**

ACCEPT report from the Contra Costa CARES Planning Group regarding policy and program options for the Contra Costa CARES Program.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

In 2015 the Contra Costa Health Plan (CCHP) established a pilot program, Contra Costa CARES, for the purpose of providing primary care services to adults not covered by the Affordable Care Act. CCHP coordinates the program for primary care services via three providers: La Clínica de la Raza, Lifelong, and Brighter Beginnings. The providers receive a capitated payment on a per member per month basis.

The Contra Costa CARES budget included a County General purpose revenue contribution of \$250,000, CCHP revenue contribution of \$500,000, and \$750,000 in private hospital matching donations for a total annual program of \$1.5 million. The private hospital donations ended in fiscal year 2021/22. There is currently enough funding remaining in the Contra Costa Health Plan budget to extend the current program through June 2023.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Erika Jenssen, (925)957-5403

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Governor and legislature have acted to allow immigrants aged 50 and over to be enrolled in Medi-Cal beginning May 2022 thus reducing the demand for the CARES program. In the Governor's latest proposed budget, those of all ages regardless of documentation status who qualify can be enrolled in Medi-Cal as of January 1, 2024.

At the direction of members of the Board of Supervisors, the Health Services Department has contracted with Pacific Health Consulting to facilitate a process with Stakeholders over several months to gather data and ideas about possible revisions to the CARES program to address the unmet needs of the remaining uninsured population. These program and policy options have been summarized and are being presented to the Board in this report.

ATTACHMENTS

CARES Planning Group Brief

CARES Planning Group PowerPoint Presentation

# Contra Costa CARES: Pathway to Medi-Cal

CARES 2022 PLANNING GROUP – February 3, 2022

## What is Contra Costa CARES?

In 2015 Contra Costa County and local hospital systems came together with our community health centers and advocates to develop a system of primary and preventive care for uninsured residents of Contra Costa County – those who were not eligible for coverage expansion under the Affordable Care Act. In collaboration with these stakeholders, the Contra Costa Health Plan (CCHP) established a pilot program, Contra Costa CARES, for the purpose of providing primary care services to the remaining uninsured, income-eligible for Medi-Cal residents of Contra Costa County. CCHP coordinates the program for primary care services with three community health center providers: La Clínica de la Raza, Lifelong Medical Care, and Brighter Beginnings. The health centers receive a capitated payment on a per member per month basis for a basic scope of primary and preventive services. Enrollment is now capped at 4,464 members and community health center providers payments have not changed since CARES’ inception.

## How is Contra Costa CARES funded?

The Contra Costa CARES budget has historically included a County General purpose revenue contribution of \$250,000, CCHP revenue contribution of \$500,000, and \$750,000 in private hospital matching donations for a total annual program of \$1,500,000. The private hospital system funding of the program ended in fiscal year 2021/22.

|              | Hospitals<br>(John Muir Health,<br>Kaiser, Sutter) | Contra Costa<br>County |
|--------------|--|------------------------|
| 2015 – 2016  | 500,000  | 500,000                |
| 2016 – 2017  | 249,500  | 250,000                |
| 2017 – 2018  | 750,500  | 750,000                |
| 2018 – 2019  | 750,000  | 750,000                |
| 2019 – 2020  | 625,000  | 750,000                |
| 2020 – 2021  | 875,000  | 750,000                |
| 2021 – 2022  |  | 750,000                |
| <b>Total</b> | <b>3,750,000</b>                                   | <b>4,500,000</b>       |

### Annual Funding & Sources

Current Total:  
8,250,000

In addition to the \$750,000 dollars the County has historically budgeted, the County Administrator recommended a one-time addition of \$750,000 be allocated from Measure X funding. This recommendation was accepted by the County Board of Supervisors in November 2020.

As of December 2021, there was \$1,115,713 in unspent funds remaining in the Contra Costa CARES program. With the addition of the \$750,000 of the one-time Measure X allocation and the \$750,000 in the Health Services FY 2022-2023 proposed budget and the County's projected commitment of another \$750,000 for FY 23-24, the amount of funding currently available for the Contra Costa CARES Program through December 2023 would be \$3,365,713.

With the existing \$3,365,713 in projected funding, the current program can be maintained with the current enrollment cap of 4,464 through December 2023 when individuals on CARES will be eligible for Medi-Cal. Contra Costa CARES has very strong community support, high satisfaction from participants and funding has been given high priority by the Measure X Community Advisory Board.

### **What is the future of Contra Costa CARES?**

The Governor and Legislature have acted to allow income-eligible immigrants ages 50 and over to be enrolled in Medi-Cal beginning May 2022 thus reducing the demand for the CARES program. In January 2022 the Governor announced further intention of expanding eligibility to enroll income-eligible immigrants of all ages in Medi-Cal beginning January 2024. These changes will allow the CARES program to sunset at the end of December 2023 because all income-eligible residents will be eligible for full scope Medi-Cal.

#### *Major State Policy Landscape Changes*

The following policy changes will impact the CARES program in positive ways:

- Current State Budget expands Medi-Cal to income eligible residents over 50 years of age in May 2022 – 889 current CARES members would become eligible.
- Proposed State Budget for FY 22-23 expands Medi-Cal to income eligible residents 26-49 years of age in January 2024.
- Proposed State Budget closes the gap on all income eligible residents regardless of immigration status.
- Proposed State Budget will allow CARES Program to sunset in 18 months when all CARES participants will be eligible for Medi-Cal.

At the direction of Chair Mitchoff and Supervisor Gioia, the Health Services Department contracted with Pacific Health Consulting Group (Bobbie Wunsch, Founder and Partner) to facilitate a process with stakeholders to gather data and ideas about possible improvements to the CARES program to support low-income community residents to begin the transition to Medi-Cal and to address the unmet health needs of the remaining uninsured during the months leading up to January, 2024 when they will be eligible for Medi-Cal. Over the last several months, the CARES 2022 Planning Group has met six times.

The goals of the planning group included:

1. Understand current policy environment for and numbers of remaining; uninsured/undocumented residents of Contra Costa County aged 26-49;
2. Learn about current utilization and funding for CARES program;
3. Provide options for future of CARES program, potentially including benefits and funding; and
4. Offer options to the Contra Costa County Board of Supervisors for their consideration on the future of the CARES program.

The CARES 2022 PLANNING GROUP<sup>1</sup> set out to develop priorities for improvements in the CARES program recognizing CARES as a Pathway to Medi-Cal for Immigrants in Contra Costa County was needed given the coverage expansion proposals at the state level. The planning group has created a set of priorities for the next 18 months for the CARES Program for consideration by the Board of Supervisors.

### **Priorities for Changes and Financial Modeling for the CARES Program**

Contra Costa CARES currently serves as a vital bridge to the planned expansion of Medi-Cal in 2022 and 2024 for low-income immigrants living in Contra Costa

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<sup>1</sup> CARES 2022 PLANNING GROUP MEMBERS

- Contra Costa Health Services, Contra Costa Health Plan and Contra Costa EHSD
- La Clinica de la Raza, LifeLong Medical Care and Brighter Beginnings and Redwood Community Health Coalition (formerly Community Clinic Consortium)
- Hospital Council of Northern California
- Operation Access
- Community Advocates including United Latino Voices, Contra Costa Immigrant Rights Alliance and #One Contra Costa
- CARES Member



County and paves the way for additional enrollment in Contra Costa Health Plan. As of January 1, 2024, Contra Costa Health Plan will become a county-organized health system, resulting in an increase in membership as the only Medi-Cal plan in the county. With the inclusion of additional eligible populations in Medi-Cal, there would also be an increase in patients served by the community health centers. In order to prepare for both of these increases, it would be prudent to support community health centers in expanding capacity now to prepare for these changes.

The CARES Planning Group, after extensive discussions, proposes the following three priorities for changes in the Contra Costa CARES Program over the next 18 months:

- Priority #1 - Increased Payment to Providers AND Lifting the Cap with Community Outreach
- Priority #2 - Addition of Integrated Behavioral Health
- Priority #3 - Addition of Dental Services

The financial modeling was built on these planning assumptions:

- Existing CARES members over 50 years of age will transition to Medi-Cal by May 2022 and will not be part of the on-going CARES program.
- Existing CARES members 26-49 years of age will continue on the program (2,697 members as of May 2022).
- While we cannot predict the overall increase in enrollment, for costing purposes, we calculated costs for an enrollment target at 46% of the remaining income-eligible uninsured. This is an aggressive but realistic goal needing community outreach and enrollment support. Given the current capacity in the CARES Program and estimates of remaining uninsured, capacity in the current CARES Program would need to expand up to 8,200 members to accommodate this new enrollment target.
- We project that the current County contribution to CARES will continue through FY 23-24.
- Data analysis and evaluation to assess program outcomes and impact will be included to demonstrate the value of the program overall.
- Beginning in Fall 2023, EHSD will partner with health centers to assist and facilitate transition to full scope Medi-Cal to ensure a smooth process of

ensuring that CARES members will have Medi-Cal by the beginning of 2024 and will be enrolled in Contra Costa Health Plan. By January 2024, the CARES program will sunset.

**Priority #1 - Increased Payment to Providers AND Lift the Cap with community outreach**

- Increase the health center provider payments from approximately \$168.00/visit (static since 2015) to \$200.00/visit or the capitated equivalent of \$28.00 Per Member Per Month to \$33.33 Per Member Per Month. This rate would still – on average – be 25% less than what the health centers receive from Medi-Cal.
- Lift the cap on CARES enrollment to make primary and preventive care available to all income-eligible residents who do not qualify for existing health coverage programs. For financial modeling and cost estimates, we used an enrollment target of an increase in the CARES capacity to 8200 members.
- In order to increase enrollment, outreach and community engagement are a critical component to educate community members about CARES and its pathway toward full-scope Medi-Cal and expanded benefits. The outreach and community engagement efforts will involve health centers and grass-roots community-based organizations.

**Priority #2 – Add Integrated Behavioral Health to primary care capitation as a new benefit**

- Currently the CARES Program includes an average of 2 primary care visits per year
- Adding the essential services of integrated behavioral health – especially important in the aftermath of the COVID-19 pandemic - will add an

additional 1 visit to the program per patient based on experience in the health centers and at Contra Costa Health Plan for this age group 26-49

- Adding integrated Behavioral Health as a CARES benefit will increase the Per Member Per Month to \$50.33 Per Member Per Month at the increased rate of \$200/visit

### **Priority #3 – Add Dental to benefits**

- Dental services are among the most needed and sought after services for uninsured and low-income patients in the health centers and throughout the county
- The planning group proposes adding primary dental benefits which include dental exams, cleanings, sealants, fluoride application, palliative care, urgent evaluations, simple extractions, root canals, and routine fillings, etc.
- Adding dental benefits will be calculated on a fee-for-service basis allocated based on an average of 2 visits per year for each CARES member, similar to utilization in the health centers, and billed on a claims basis to Contra Costa Health Plan when visits occur.

### **Funding and Costs for CARES Program Priorities**

Currently there is a carry-over balance of unspent funds in the CARES Program of \$1,115,713 as of December 2021. In addition, there is a county contribution and projected ongoing commitment of \$750,000 for fiscal years 22-23 and 23-24. Additionally, there is a one-time allocation of \$750,000 from Measure X funds for CARES recommended by the County Administrator and approved by the Board of Supervisors in November 2021. The options below take into account this existing and projected funding of \$3,365,713.

# FUNDING AVAILABLE/ALLOCATED

|  | Balance forward | 2022               | 2023 projected     |
|--|-----------------|--------------------|--------------------|
| Current carryover and balance as of 12/21: | \$1,115,713     |                    |                    |
| County contribution                        |                 | \$750,000          | \$750,000          |
| Measure X allocation for CARES             |                 | \$750,000          |                    |
| <b>TOTAL AVAILABLE:</b>                    |                 | <b>\$2,615,713</b> | <b>\$3,365,713</b> |

- Priority #1 - The cost of increasing the provider payments and lifting the cap would result in an additional \$1,553,794 cost to the County.

Financial modeling was developed using the target enrollment of 46% of the remaining income-eligible uninsured (8200 members).

In order to accomplish reaching the target of 46% of the remaining income-eligible residents and many others, ready to transition to Medi-Cal through outreach and community engagement will require an additional financial commitment of approximately \$800,000.

- Priority #2 – the addition of an integrated behavioral health benefit – will result in additional visits for CARES members – and result in an additional cost of \$4,862,994.

- Priority #3 – the additional of dental services to the CARES program will result in the need for an additional allocation of \$8,142,994 for the program.
- In addition, there would be a cost of \$100,000 to support the Redwood Community Health Coalition (formerly the Community Clinic Consortium) to conduct data analysis and evaluation on the population health outcomes of the program.

## SUMMARY OF PRIORITY COSTS

|  | Cost for current CARES capacity (4,464) | Add'l cost for expanded CARES capacity for 18 months (3,736) | Additional Funding Required* |
|--|---|--|------------------------------|
| Priority #1 – Increase provider payment and Lift Enrollment Cap with Community Engagement and Outreach Component |   |  |                              |
| • Cost of increased primary care capitation  | \$2,678,132                             | \$2,241,375  | (\$1,553,794)                |
| • Cost of community engagement & outreach  | \$300,000                               | \$500,000  | (\$2,353,794)                |
| Priority #2 - Add Integrated Behavioral Health to primary care capitation  | \$1,365,984                             | \$1,143,216  | (\$4,862,994)                |
| Priority #3 – Add fee-for-service dental benefit   | \$1,785,600                             | \$1,494,400  | (\$8,142,994)                |
| Data Analysis and Evaluation   |   | \$100,000  | (\$8,242,994)                |

\*Assuming **\$3,365,713** in projected funding

## **Background and Planning Process**

### **Current State of CARES**

The CARES 2022 Planning group reviewed historical program enrollment and utilization data as well as enrollee demographics over the last five years and found that enrollment averaged 3,380 over that time and ranged from a low 2574 (2017) to a high of 4098 (2020). The program currently has an enrollment upper limit of 4,464 members.

Of the current 3,586 enrollees of CARES, 889 are 50 years and older and will be eligible for full-scope Medi-Cal as of May 2022. This leaves 2,697 enrollees who are 26-49 years in the CARES Program and additional enrollment capacity of 1,767 additional enrollees as of May 2022 (Appendix A).

Current CARES members are 92% Latinx residents of Contra Costa County.

### **Remaining Uninsured in Contra Costa County**

The planning group reviewed data for the numbers of remaining uninsured in Contra Costa County between 26 – 49 years of age which will be the focus of the CARES Program after May 2022 when income-eligible residents of Contra Costa County over 50 years of age along with those under 26 years of age will be eligible for full scope Medi-Cal. Although it is difficult to get a precise number of remaining uninsured, the planning group reviewed data from three sources – community health centers, Contra Costa County Employment and Human Services (EHSD) and the UC Berkeley Labor Center. EHSD estimated 12,000 people who are known to the EHSD because they are currently accessing emergency Medi-Cal (a very limited scope of services); the UC Berkeley Labor Center also estimated approximately 12,000 (Appendix B).

The health centers also provided an estimate that there are approximately 3,800 income-eligible individuals who are currently receiving health care services at the health centers and qualify for Contra Costa CARES but are not yet enrolled. However, many of these individuals are also counted in the EHSD estimates because of enrollment in limited scope emergency Medi-Cal.

## **Satisfaction and Quality in CARES**

The planning group also reviewed satisfaction with the Contra Costa CARES program by its participants and reported health care needs for those in the program. In every question, CARES respondents reported above 70% satisfaction and often much higher. The overall survey results were overwhelmingly positive with both high satisfaction and quality ratings (Appendix C).

## **Provider Payments**

The group reviewed cost estimates using managed care methodology - Per Member Per Month (PMPM), Per Member Per Year (PMPY) and capitation payment methods - including current provider payments for the CARES program and Medi-Cal. The provider PMPM rate has remained the same since the inception of the program in 2015. The PMPM rate of \$28 was originally calculated on \$168.00/visit which is approximately 61% of the Medi-Cal rate that health centers currently receive. The planning group reviewed the analysis for increasing the PMPM rate to \$33.33 which would be the equivalent of \$200.00/visit - still well below the average reimbursement rate that health centers receive for Medi-Cal patients or approximately 73% of the health centers' average Medi-Cal reimbursement rates.

## **Expanding Benefits**

The planning group also reviewed additional essential benefits that were identified by current CARES participants as important as well as other benefits that are included in Medi-Cal.

Currently CARES participants make approximately 2.1 primary care visits annually to the health centers compared to Medi-Cal beneficiaries enrolled in Contra Costa Health Plan who make 2.4 primary care visits and 2.74 visits when including integrated behavioral health services. Throughout the United States it has been well documented that uninsured individuals make many fewer visits for health care services than those that are insured, including on government programs like Medi-Cal.

## **Integrated Behavioral Health**

Increasingly, the definition of primary care means the ability to access not only physical health services but behavioral health with the primary care provider. Community health centers are participating in a CCHP integrated behavioral health pilot and offering behavioral health visits with clinicians onsite. In CARES, there is currently an opportunity to include this important service in the capitated primary care rate and benefit package. The planning group reviewed utilization rates of behavioral health services at the community health centers, and utilization patterns indicated less than 1 additional visit per year for these services. In Contra Costa Health Plan, Medi-Cal beneficiaries ages 26-49 make 2.74 visit per year including integrated behavioral health. Using 1 additional visit per year, a PMPM rate inclusive of this benefit was calculated. Adding integrated behavioral health services would increase the PMPM to \$50.33.

Specialty Behavioral Health is provided by Contra Costa Health Services Behavioral Health and will not be included in the CARES benefits.

## **Dental**

Dental services are a serious unmet need as identified by not only the CARES participants but by the uninsured population as a whole. However, dental services are difficult to include in a capitated rate. Therefore, we calculated the cost of this benefit on a fee-for-service basis based on 2 dental visits per year at the visit rate of \$200.00/visit, paid on a claims basis. In the health centers, patients make on average of 2 dental visits per year. Dental services are not part of the Contra Costa Health Plan services array so a comparison to CCHP utilization is not possible for dental services.

## **Additional Essential Benefits**

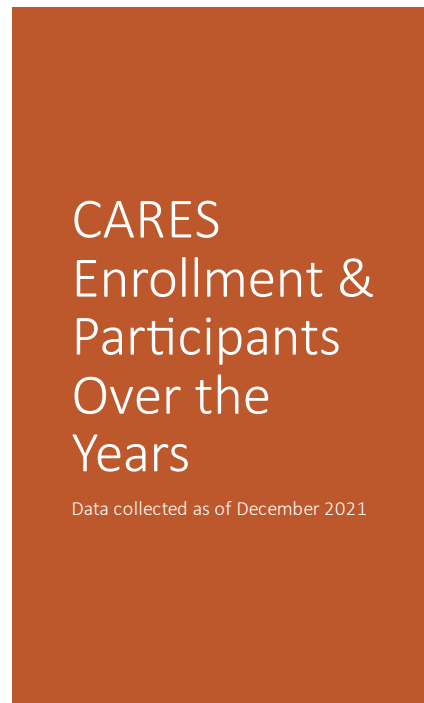
The planning group also reviewed information on costs and provider capacity for additional essential benefits including vision and specialty care which are part of the Medi-Cal program. At this time, these benefits are not included in the priorities due to provider capacity and the short timeframe ahead for the CARES Program.



## **Summary**

In summary, the CARES Planning Group was tasked with developing options for the Board of Supervisors for the remainder of the Contra Costa CARES Program. We offer these priorities in anticipation of approval of the coverage expansion component of the Governor's FY 22-23 state budget and the foresight of the Board of Supervisors to use the CARES Program as a pathway for CARES participants to the Medi-Cal Program and enrollment in the Contra Costa Health Plan in January 2024.

## Appendix A



1. CARES Enrollment
  - i. 2016: 3162
  - ii. 2017: 2574
  - iii. 2018: 3289
  - iv. 2019: 3574
  - v. 2020: 4098
  - vi. 2021: 3586
2. Clinical Encounters
  - i. 2016: 5392
  - ii. 2017: 5093
  - iii. 2018: 7884
  - iv. 2019: 9319
  - v. 2020: 8356
  - vi. 2021: 9031
3. Patient Demographics
  - i. 59% Female, 41% Male
  - ii. 92% Latinx
  - iii. Age Breakdown:
    - i. 26-33: 5%
    - ii. 36-50: 58%
    - iii. 51-64: 25%
    - iv. 65+: 5%
4. Visits per Patient
  - i. 2016: 1.7
  - ii. 2017: 2.0
  - iii. 2018: 2.3
  - iv. 2019: 2.6
  - v. 2020: 2.0
  - vi. 2021: 2.4

## Appendix B

### UC Berkeley Labor Center estimates:

Undocumented and uninsured residents of Contra Costa County  
November 8, 2021

We estimate that between 18,000 and 25,000 undocumented residents under age 65 will be uninsured after May 2022 when Medi-Cal is expanded to low-income adults ages 50+ regardless of immigration status. This estimate includes residents with income at or below 138% FPL if they are ages 26-49 and residents of all ages with income above 138% FPL (or above 266% FPL for children).

- Contra Costa's share of the statewide undocumented population (1.65%-2.30%) is applied to the estimated 1.072 million undocumented Californians will be uninsured after the May 2022 expansion and rounded to the nearest 1,000.
- The range to reflect the uncertainty in Contra Costa's share of the statewide undocumented population, from a low of 1.65% using California Health Interview Survey 2016-2019 estimates of uninsured non-citizens in the county and state to a high of 2.30% using Migration Policy Institute estimates of the undocumented population in the county and state.
- An estimated 1.072 million undocumented Californians will be uninsured after the May 2022 expansion, using a pre-expansion estimate of 1.27 million undocumented and uninsured Californians ages 0-64 from the UC Berkeley-UCLA California Simulation of Insurance Markets (CaSIM) model, adjusted down by the Legislative Analyst's Office estimate that 198,000 adults ages 50-64 would enroll in the Medi-Cal expansion. Note that this estimate does not include any undocumented seniors over age

65+ due to data limitations, but this does not have a significant impact on the estimate as only 2% of undocumented Californians are ages 65+ and most will be eligible for the Medi-Cal expansion in May 2022 based on income, according to UCLA analysis.

**We estimate that approximately 10,000 undocumented Contra Costa County residents ages 26-49 with low-income (at or below 138% FPL) will be uninsured after the May 2022 Medi-Cal expansion.**

- This estimate starts with 904,974 restricted-scope enrollees ages 26+ in May 2021 according to DHCS enrollment data. Those enrolled in restricted-scope Medi-Cal make up the vast majority of those who would be eligible for Medi-Cal but for immigration status. The estimate is then increased by approximately 7% to reflect how many additional adults are eligible for restricted scope Medi-Cal but not enrolled, based on estimates from the Legislative Analyst’s Office.
- We then excluded the share of adults ages 50+ who will become eligible for full-scope Medi-Cal in May 2022, extrapolating from LAO estimates, and further adjusted the estimate down to reflect that 89% of low-income undocumented adults are uninsured according to UCLA analysis, for a statewide estimate of 645,000 undocumented and uninsured Californians ages 26-49 with low-income.
- Lastly, we applied Contra Costa County’s 1.50% share of statewide restricted scope enrollment in May 2021 from DHCS enrollment data to the 645,000 undocumented and uninsured low income Californians ages 26-49, and rounded to the nearest 1,000.



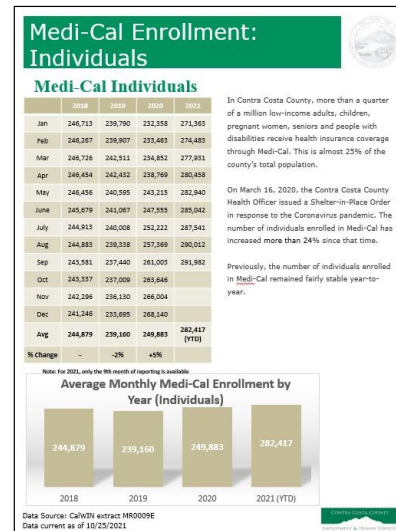
## Remaining Uninsured and Undocumented Residents of Contra Costa County



CONTRA COSTA COUNTY EMPLOYMENT & HUMAN SERVICES DEPARTMENT  
CONTRA COSTA CARES PLANNING GROUP | NOVEMBER 12 2021 (rev. 11-22-21)

# Medi-Cal Enrollment in Contra Costa County

- Nearly 292,000 individuals were enrolled as of September 2021
- Of these, approximately 65,000 were non-U.S. Citizens (with varied immigration status)



| Number of Contra Costa County Non-U.S. Citizens Enrolled in Medi-Cal as of September 30, 2021: by Age Group and Immigration Status |              |              |               |               |               |
|--|--------------|--------------|---------------|---------------|---------------|
|  | Age Group    |              |               |               | Total         |
|  | Under 19     | 19-25        | 26-49         | 50 and Over   |               |
| Lawful Permanent Residents (LPRs)  | 2,451        | 1,891        | 8,700*        | 14,171        | 27,213        |
| Total "Undocumented"   | 4,540        | 3,187        | 20,346        | 5,876         | 33,949        |
| - Undocumented   | 3,691        | 2,022        | 11,467        | 1,943         | 19,123        |
| - Claiming PRUCOL  | 849          | 1,165        | 8,879*        | 3,933         | 14,826        |
| Asylee, Refugee, etc.  | 820          | 547          | 1,821*        | 477           | 3,665         |
| Unknown or Not Found   | 87           | 45           | 84            | 34            | 250           |
| <b>Total</b>   | <b>7,898</b> | <b>5,670</b> | <b>30,951</b> | <b>20,558</b> | <b>65,077</b> |

Source: CalWIN

Will remain "uninsured" / restricted scope after May 2022

Full Scope Benefits began May 2016

Full Scope Benefits began January 2020

A mix of Full Scope\* (19,400) and Restricted (11,551) Benefits

Will be on Full Scope Benefits beginning May 2022



# Definitions and Notes

- PRUCOL (Permanently Residing Under Color of Law)
  - A non-citizen living in the United States who can attest that they are living in the U.S. with the knowledge of the Department of Homeland Security (DHS) and that DHS does not intend to deport them.
  - While individuals can decide if they no longer want to claim PRUCOL, PRUCOL cases generally remain in place, if otherwise eligible.
  - When PRUCOL individuals enter age 26, with the PRUCOL status in place, they will be able to retain their full scope coverage, if otherwise eligible.
- Age 26 – 49
  - “Undocumented” and “Claiming PRUCOL” are both considered to be undocumented immigrants within the general population. However, for the purpose of estimating the number who remain uninsured (i.e., restricted scope Medi-Cal), the relevant figure is **11,467** Undocumented individuals.
- Administrative actions related to the COVID pandemic have prevented discontinuances (no negative actions).



## One Approach to Estimating Remaining Uninsured: Percentage of Total Already in System

- IF
  - 75% to 90%(+)\* of 26-49 year old undocumented / uninsured population are already in our system:
  - **11,467 => 12,740 to 15,300** remaining undocumented / uninsured after May 2022

This is one marker to consider. Other methods may provide additional frames.

\*State and LAO have applied these factors in previous estimates.

| Number of Contra Costa County Non-U.S. Citizens Enrolled in Medi-Cal as of September 30, 2021: by Age Group and Immigration Status |              |              |               |               |               |
|--|--------------|--------------|---------------|---------------|---------------|
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Source: CalWIN

Will remain "uninsured" / restricted scope after May 2022

Full Scope Benefits began May 2016

Full Scope Benefits began January 2020

A mix of Full Scope\* (19,400) and Restricted (11,551) Benefits

Will be on Full Scope Benefits beginning May 2022



## Appendix C

# CARES Satisfaction & Quality Outcomes

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The 2021 Annual CARES Survey was completed by 118 CARES participants in all three health centers

Survey Results:

1. Overall, 74% of respondents report that their experience in CARES is excellent.
2. 71% of respondents reported having to reduce spending to be able to cover healthcare costs before joining CARES
  - a. 96% of those respondents reported that being in CARES has helped with this problem
3. 85% of respondents reported that being in CARES has helped them during the pandemic
4. Patients top remaining needs are dental care, vision care, and medicine.





**CONTRA COSTA COUNTY  
BOARD OF SUPERVISORS  
FEBRUARY 8, 2022**

**CARES 2022 PLANNING GROUP  
PRIORITIES FOR THE NEXT 18 MONTHS  
A PATH TO MEDI-CAL**

# PURPOSE OF PLANNING GROUP

***CARES PLANNING PROCESS 2022 was been convened by the Contra Costa County Board of Supervisors to develop a set of **potential options** for the future of the CARES Program***

1. Understand current policy environment for and numbers of remaining uninsured/undocumented residents of Contra Costa County aged 26-49
2. Learn about current status of utilization and funding for CARES program
3. Provide options for future of CARES program, potentially including benefits and funding
4. Offer options to the Contra Costa County Board of Supervisors for their consideration on the future CARES program



# TODAY'S DISCUSSION

- Changes in State Health Policy Environment
- Overview of CARES Program 2015 – 2021
- CARES as Pathway to Medi-Cal
- Priorities for Changes in CARES Program – 18 months
- Financing the Proposed Priorities

# CARES 2022 PLANNING GROUP

## MEMBERS

- Contra Costa Health Services, Contra Costa Health Plan and Contra Costa EHSD
- La Clinica de la Raza, LifeLong Medical Care and Brighter Beginnings and Redwood Community Health Coalition (formerly Community Clinic Consortium)
- Hospital Council of Northern California
- Operation Access
- Community Advocates including United Latino Voices, Contra Costa Immigrant Rights Alliance and #One Contra Costa
- CARES Member

# GAME CHANGER:

## State Policy Landscape

- Current State Budget expands Medi-Cal to income eligible residents over 50 in May 2022 (889 current CARES members)
- Proposed State Budget for FY 22-23 expands Medi-Cal to income eligible residents 26-49 in January 2024
  - ▣ Proposed budget closes the gap on income eligible residents regardless of immigration status
  - ▣ Allow CARES Program to end in 18 months and be used as Pathway to full scope Medi-Cal
  - ▣ Use CARES to build enrollment in county's single Medi-Cal managed care plan that will begin January 2024

# CARES HISTORY:

## ENROLLMENT AND FUNDING

- Began in 2015, funding by hospital systems and Contra Costa County
- Each year had limit on enrollment due to funding
- Average enrollment each year – 3,380
- 92% Latinx
- 2.2 average visits per year
- Members report high satisfaction with CARES
- Limited/no organized community engagement or outreach
- Provider payments have remained static well below current Medi-Cal reimbursements at health centers

# PRIORITIES FOR CONSIDERATION— July 2022 – December 2023

- **Priority #1** – Increase provider payment  
*and*  
Lift Enrollment Cap with Community Outreach
- **Priority #2** - Add Integrated Behavioral Health to  
primary care benefits and capitation
- **Priority #3** – Add fee-for-service dental benefit

*Explored other essential Medi-Cal benefits including vision and specialty care –  
did not include due to provider capacity and limited timeframe for CARES*

# PLANNING ASSUMPTIONS

- Increased payments effective July 1, 2022 – brings health centers up to approximately 73% of Medi-Cal rates
- Program enrollment target based on ~50% of remaining income-eligible uninsured
- Current County contribution to CARES will continue through FY 23-24
- In Fall 2023, EHSD will partner with health centers to facilitate transition to Medi-Cal

# MEMBERSHIP ESTIMATES – NO CAP

|   |              |
|---|--------------|
| Current income-eligible uninsured known to EHSD:                          | 12,000       |
| Enrollment assumption for CARES expansion:                                | 8,200        |
| Estimated CARES members as of May 2022:<br>(current enrollment cap 4,464) | 2,700        |
| <b>Assumed New Members</b>  | <b>5,500</b> |
| 46% of remaining income-eligible uninsured 26-49                          |              |

# Community Engagement and Outreach

- Essential to coverage expansion pathway efforts
- Educates community members on coverage options including Medi-Cal
- Builds on COVID-19 outreach and engagement efforts
- Would involve health centers as well as grass-roots community-based organizations



# FUNDING AVAILABLE/ALLOCATED

|  | Balance forward | 2022               | 2023 projected     |
|--|-----------------|--------------------|--------------------|
| Current carryover and balance as of 12/21: | \$1,115,713     |                    |                    |
| County contribution                        |                 | \$750,000          | \$750,000          |
| Measure X allocation for CARES             |                 | \$750,000          |                    |
| <b>TOTAL AVAILABLE:</b>                    |                 | <b>\$2,615,713</b> | <b>\$3,365,713</b> |

# SUMMARY OF PRIORITY COSTS

|   | Cost for current CARES capacity (4,464) | Add'l cost for expanded CARES capacity for 18 months (3,736) | Additional Funding Required* |
|---|---|--|------------------------------|
| Priority #1 – Increase provider payment <i>and</i> Lift Enrollment Cap with Community Engagement and Outreach Component |   |  |                              |
| • Cost of increased primary care capitation   | \$2,678,132                             | \$2,241,375  | (\$1,553,794)                |
| • Cost of community engagement & outreach   | \$300,000                               | \$500,000  | (\$2,353,794)                |
| Priority #2 - Add Integrated Behavioral Health to primary care capitation   | \$1,365,984                             | \$1,143,216  | (\$4,862,994)                |
| Priority #3 – Add fee-for-service dental benefit  | \$1,785,600                             | \$1,494,400  | (\$8,142,994)                |
| Data Analysis and Evaluation  |   | \$100,000  | (\$8,242,994)                |

\*Assuming **\$3,365,713** in projected funding



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

Subject: Appoint Ori Tzvieli, M.D. as the County Health Officer

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2022/53 rescinding and superseding Resolution No. 2018/248, to appoint Ori Tzvieli, M.D. as the County Health Officer, pursuant to Health and Safety Code section 101000 and Ordinance Code section 33-5.313 (a) (2), effective February 8, 2022.

**FISCAL IMPACT:**

There is no fiscal impact for this action.

**BACKGROUND:**

Dr. Christopher Farnitano, after many years of dedicated service to Contra Costa County, has resigned as Public Health Officer. As the Health Services Director, Anna Roth recommends that Dr. Ori Tzvieli be appointed as County Health Officer for Contra Costa County. The County Health Officer has broad authority under the California Health and Safety Code and is ultimately responsible for protecting the health and safety of the residents of Contra Costa County.

Dr. Ori Tzvieli graduated from University of California, Berkeley with a B.A. in Religious Studies in 1994 and then received a medical degree from the University of California,

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Anna Roth, 925-957-2870

By: , Deputy

cc:

BACKGROUND: (CONT'D)

San Francisco and a Masters in Science from the University of California, Berkeley School of Public Health in 1998. He began his career with Contra Costa Health Services as a family medicine resident in 2000. Since that time, Dr. Tzvieli has worked continuously as a physician in the County health care delivery system, providing care to families. Dr. Tzvieli has also held several leadership positions, including Medical Staff President, Ambulatory Care Medical Director, Public Health Medical Director and currently the Public Health Director. Dr. Tzvieli has championed collaborative efforts to address opioid addiction, cared for some of the County's most vulnerable residents as medical director of the Healthcare for the Homeless program, and most recently Dr. Tzvieli has been key to the COVID-19 pandemic response serving as the Operations Chief. In 2017, Dr. Tzvieli became a Deputy Health Officer, assuming the responsibilities of the County Health Officer on behalf of Dr. Farnitano. In this capacity, Dr. Tzvieli supported Health Services Department staff in their regulatory functions, including Hazardous Materials and Environmental Health, Emergency Medical Services, and Public Health. Dr. Tzvieli has also served as a spokesperson for Contra Costa Health Services to the media.

As the County Health Officer for Contra Costa County, Dr. Tzvieli is uniquely qualified to continue the legacy of protection, caring and innovation to ensure that Contra Costa residents have the opportunity to achieve optimal health.

CONSEQUENCE OF NEGATIVE ACTION:

The County would not have a designated County Health Officer.

ATTACHMENTS

Resolution 2022/53

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 02/08/2022 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2022/53**

In the Matter of: Appointing Ori Tzvieli, M.D., County Health Officer

WHEREAS, on July 10, 2018, Chris Farnitano, M.D. was appointed as the County Health Officer pursuant to Ordinance Code Section 33-5.313(i) effective July 10, 2018; and

WHEREAS, Chris Farnitano, M.D. has resigned from his appointment as County Health Officer; and

WHEREAS, Ori Tzvieli, M.D. is a graduate of University of California, San Francisco Medical School; and

WHEREAS, Resolution No. 2022/53 rescinds and supersedes Resolution No. 2018/248 which was adopted by the Board of Supervisors on July 10, 2018.

NOW, THEREFORE, BE IT RESOLVED that effective February 8, 2022, Ori Tzvieli, M.D. is appointed County Health Officer pursuant to Health and Safety Code 101000 and Ordinance Code Section 33-5.313 (a) (2)

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**Contact: Anna Roth, 925-957-2870**

**ATTESTED: February 8, 2022**

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**cc:**



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: February 8, 2022

Subject: Update on COVID -19

---

**RECOMMENDATION(S):**

ACCEPT update on COVID 19 and PROVIDE direction to staff.

**FISCAL IMPACT:**

Administrative Reports with no specific fiscal impact.

**BACKGROUND:**

The Health Services Department has established a website dedicated to COVID-19, including daily updates. The site is located at: <https://www.coronavirus.cchealth.org/>

---

APPROVE  OTHER  
 RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Monica Nino

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

**Subject:** APPROVE the Appian Way at Fran Way Pedestrian Crossing Safety Enhancements Project and take related actions under CEQA

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2022/46 to APPROVE and AUTHORIZE the Public Works Director, or designee, to submit a 2022/2023 Transportation Development Act (TDA) Grant Application to the Metropolitan Transportation Commission (MTC) in the total amount of \$100,000 for fiscal year 2022/2023 for the Appian Way at Fran Way Pedestrian Crossing Safety Enhancements Project.

APPROVE the Appian Way at Fran Way Pedestrian Crossing Safety Enhancements Project and AUTHORIZE the Public Works Director, or designee, to advertise the Project, El Sobrante area. [County Project No. WO1025, DCD-CP#21-44] (District I)

DETERMINE the Project is a California Environmental Quality Act (CEQA), Class 1(c) Categorical Exemption, pursuant to Article 19, Section 15301 of the CEQA Guidelines, and

DIRECT the Director of Conservation and Development to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Public Works Director, or designee, to arrange for payment of a \$25 fee to Conservation and Development for processing, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

**FISCAL IMPACT:**

Estimated Project cost: \$399,000. This Project will be funded by approximately 25% TDA Funds and 75% Local Road Funds.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Shravan Sundaram, (925)  
313-2366

By: , Deputy

cc: Shravan Sundaram, Ave' Brown

BACKGROUND:

The purpose of this Project is to improve pedestrian safety and increase driver awareness at an existing uncontrolled crosswalk. Uncontrolled pedestrian crossings are a safety concern because drivers tend to be traveling at a higher rate of speed versus a stop or signal-controlled crosswalk. This particular crosswalk was chosen due to close proximity to schools, safety data, and limited line of sight for pedestrians and drivers. The County proposes the following safety enhancements: double-sided rectangular rapid flash beacons with pedestrian-actuated buttons at both ends of the uncontrolled crosswalk, Americans with Disabilities Act (ADA)-compliant curb ramps with detectable warning surfaces where feasible, a pedestrian refuge island in the center of the crossing, and curb extensions/bulb-outs to reduce crossing distance for pedestrians.

CONSEQUENCE OF NEGATIVE ACTION:

CEQA clearance is a requirement for the TDA grant eligibility. If TDA funding is not obtained, the Project will not be constructed.

ATTACHMENTS

Resolution No. 2022/46

CEQA-NOE

Attachments A & B to Resolution No. 2022/46



**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 02/08/2022 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2022/46**

IN THE MATTER OF approving and authorizing the Public Works Director, or designee, to submit a 2022/2023 Transportation Development Act (TDA) Grant Application to the Metropolitan Transportation Commission (MTC) in the total amount of \$100,000 for Fiscal Year 2022/2023 for the Appian Way at Fran Way Pedestrian Crossing Safety Enhancements Project.

WHEREAS, Article 3 of the TDA, Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, MTC, as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, entitled "Transportation Development Act, Article 3, Pedestrian and Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

WHEREAS, MTC Resolution No. 4108 requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, Contra Costa County desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists;

NOW, THEREFORE, BE IT RESOLVED, that Contra Costa County declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code;

BE IT FURTHER RESOLVED, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of Contra Costa County to carry out the project;

BE IT FURTHER RESOLVED, that Contra Costa County attests to the accuracy of and approves the statements in Attachment A to this resolution;

BE IT FURTHER RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of Contra Costa County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**Contact: Shravan Sundaram, (925)  
313-2366**

**ATTESTED: February 8, 2022**

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**cc:** Shravan Sundaram, Ave' Brown



# CALIFORNIA ENVIRONMENTAL QUALITY ACT Notice of Exemption

To:  Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

From: Contra Costa County  
Department of Conservation and  
Development  
30 Muir Road  
Martinez, CA 94553

County Clerk, County of Contra Costa

**Project Title:** Appian Way at Fran Way Pedestrian Crossing Safety Enhancements, WO# 1025, CP# 21-44

**Project Applicant:** Contra Costa County Public Works Dept., 255 Glacier Drive, Martinez, CA 94553  
Contact: Shravan Sundaram, (925) 313-2366

**Project Location:** Appian Way and Fran Way Intersection, El Sobrante, CA 94803

**Lead Agency:** Department of Conservation and Development, 30 Muir Road, Martinez, CA 94553  
Contact: Telma B. Moreira (925) 655-2863

**Project Description:** Contra Costa County Public Works Department (County) proposes pedestrian crosswalk safety enhancements to improve pedestrian safety and increase driver awareness at an existing uncontrolled crosswalk. Uncontrolled pedestrian crossings are a safety concern because drivers tend to be traveling at a higher rate of speed versus a stop or signal-controlled crosswalk. This particular crosswalk was chosen due to close proximity to schools, safety data, and limited line of sight for pedestrians and drivers. The County proposes the following safety enhancements: double-sided rectangular rapid flash beacons (RRFBs) with pedestrian actuated buttons at both ends of the uncontrolled crosswalk, Americans with Disabilities Act (ADA) compliant curb ramps with detectable warning surfaces where feasible, a pedestrian refuge island in the center of the crossing, and curb extensions/bulb-outs to reduce crossing distance for pedestrians. Existing signage and striping that may be in conflict with new improvements may be removed and replaced. The addition of new advanced warning signs and striping including yield bars is anticipated. These safety enhancements will increase driver awareness and reduce pedestrian exposure to limited line of sight of oncoming traffic. Drainage facilities will be adjusted to the new improvements; one new inlet is proposed. Ground disturbance and excavation to a maximum depth of approximately 8 feet is anticipated for the new drainage inlet. Real estate transactions, utility relocations, and vegetation trimming/removal may be necessary. Construction is anticipated to occur in 2024, take approximately 30 working days to complete, and occur during the summer to minimize impacts to the surrounding school zone. Temporary traffic controls will be implemented during construction activities; emergency vehicles will have access at all times. Appropriate best management practices for stormwater control (i.e. storm drain inlet protection) will be in place during construction.

**Exempt Status:**

- Ministerial Project (Sec. 21080[b][1]; 15268)
- Categorical Exemption (Sec. 15301(c))
- Declared Emergency (Sec. 21080[b][3]; 15269[a])
- General Rule of Applicability (Sec. 15061[b][3])
- Emergency Project (Sec. 21080[b][4]; 15269[b][c])
- Other Statutory Exemption (Sec. )

**Reasons why project is exempt:** The project will improve pedestrian safety at an existing crosswalk without expansion of use, pursuant to Article 19, Section 15301(c) of the CEQA guidelines.

If filed by applicant:

1. Attach certified document of exemption finding.

2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: Telma B. Moreira Date: 1/12/2022 Title: Principal Planner

## Contra Costa County Department of Conservation and Development

Signed by Lead Agency  Signed by Applicant

**AFFIDAVIT OF FILING AND POSTING**

I declare that on \_\_\_\_\_ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Applicant**

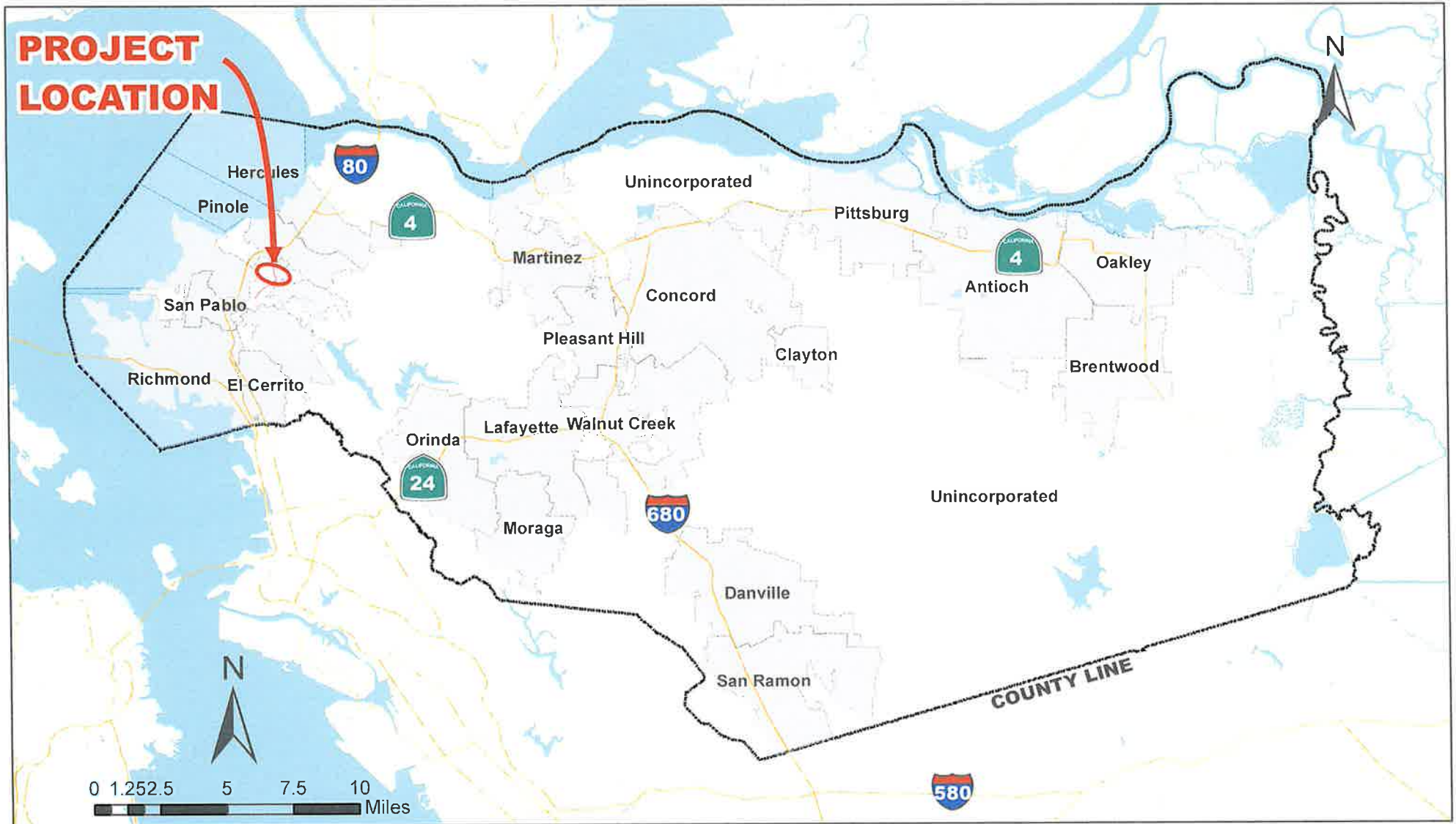
Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Attn: [Shravan Sundaram](#) *cg*  
Environmental Services Division  
Phone: [\(925\) 313-2366](#)

**Department of Fish and Wildlife Fees Due**

- De Minimis Finding - \$0
- County Clerk - \$50
- Conservation and Development - \$25

Total Due: \$75

Receipt #: \_\_\_\_\_



# Vicinity Map: Appian Corridor An MTC Priority Development Area

https://opendata.mtc.ca.gov/datasets/priority-development-areas-plan-bay-area-2050/explore?location=37.976157%2C-122.308400%2C14.99

**GIS**

### Priority Development Areas (Plan Bay Area 2050)

218 records

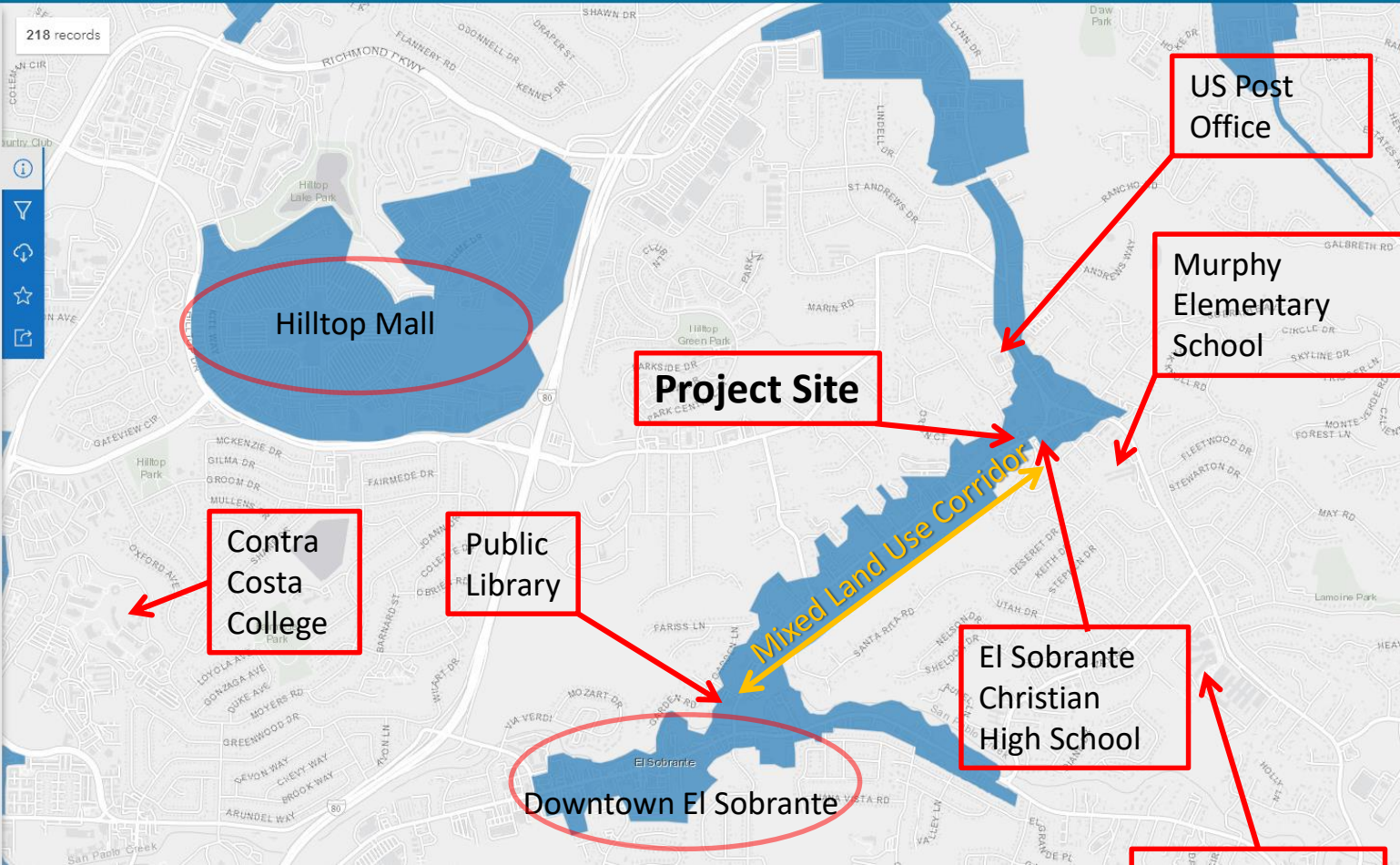
Private Member  
Metropolitan Transportation Commission

#### Summary

This feature set contains the Priority Development Areas used to develop Plan Bay Area 2050. The feature set is only appropriate for mapping and analysis projects associated with Plan Bay Area 2050.

[View Full Details](#)

- Dataset**  
Feature Layer
- Not Planned**  
Info Updated: July 27, 2020
- Not Planned**  
Data Updated: July 16, 2020
- July 27, 2020**  
Published Date
- 218 Records**  
[View data table](#)
- Public**  
Anyone can see this content
- Custom License**  
[View license details](#)



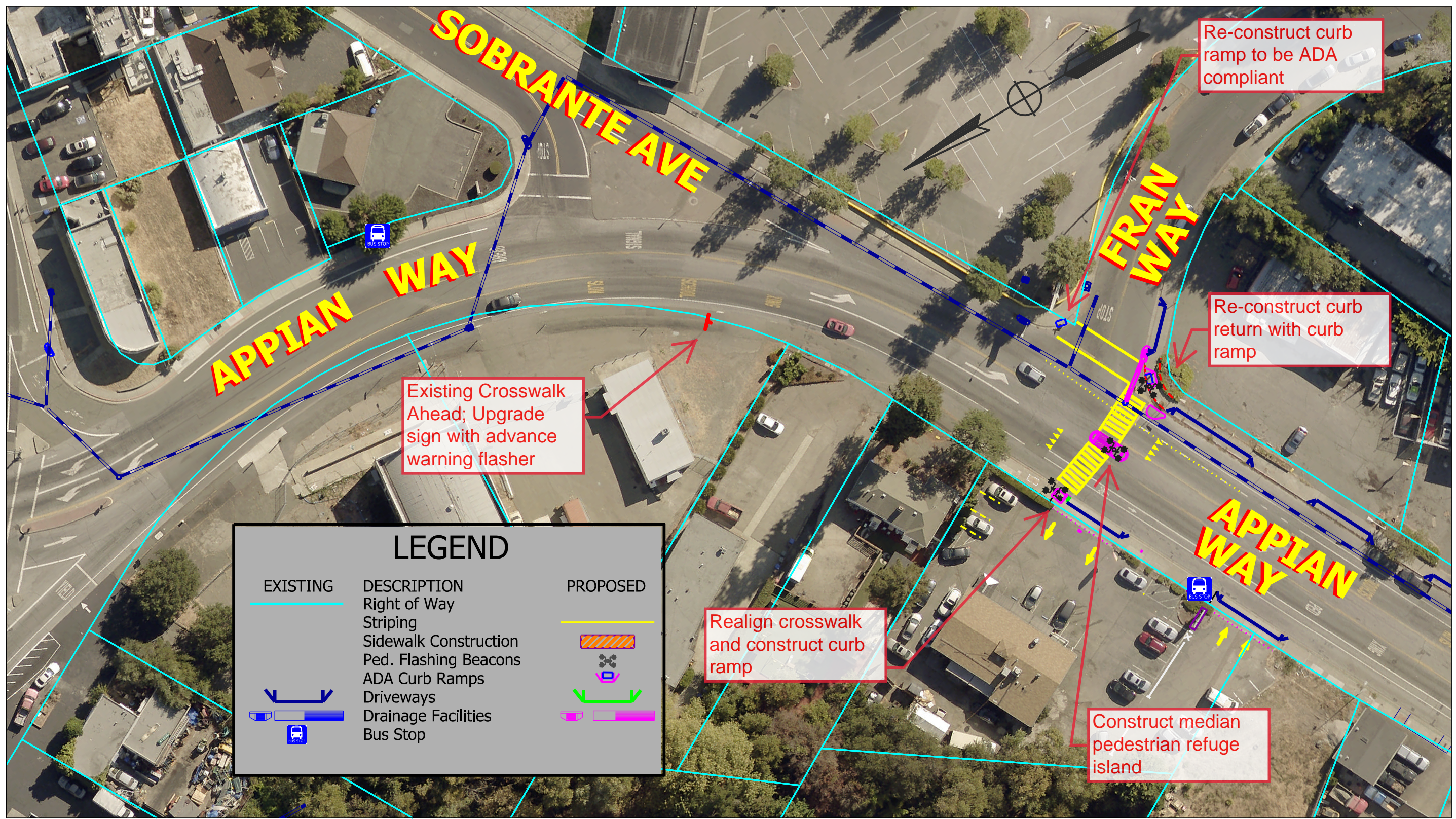
“Priority Development Areas (PDAs)(in blue) are places near public transit that are planned for new homes, jobs and community amenities”

# Photo 4: Rendering of the Proposed Improvements - Looking North



## Notes:

- Advanced warning flasher is shown on the curve, north of the crosswalk.
- On the left side of the image, the 6-inch curb height will be replaced by an ADA-compliant curb ramp. The right side of the image will be a retrofit of an existing curb ramp to be ADA-compliant



| LEGEND   |                       |          |
|----------|-----------------------|----------|
| EXISTING | DESCRIPTION           | PROPOSED |
|          | Right of Way          |          |
|          | Striping              |          |
|          | Sidewalk Construction |          |
|          | Ped. Flashing Beacons |          |
|          | ADA Curb Ramps        |          |
|          | Driveways             |          |
|          | Drainage Facilities   |          |
|          | Bus Stop              |          |

SCALE: 1" = 50' on 11x17



255 GLACIER DRIVE MARTINEZ, CALIFORNIA 94553 PH: (925) 313-2000 FAX: (925) 313-2333

PROPOSED PROJECT LAYOUT

APPIAN WAY at FRAN WAY  
PEDESTRIAN CROSSING ENHANCEMENTS

FEDERAL ID NO.:

DB: LL CB: JV DATE: DEC 2021

SHEET 1 OF 1

## RESOLUTION NO. 2022/46

### ATTACHMENT A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2022/2023 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

#### **FINDINGS**

1. That Contra Costa County is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is Contra Costa County legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That Contra Costa County has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right of way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by Contra Costa County within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.
9. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.
10. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).
11. That Contra Costa County agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.



**TDA Article 3 Project Application Form**

Fiscal Year of this Claim: **2022/2023** Applicant: **Contra Costa County Public Works Department**

Contact person: **Jeff Valeros**

Mailing Address: **255 Glacier Drive, Martinez, CA 94553**

E-Mail Address: [jeff.valeros@pw.cccounty.us](mailto:jeff.valeros@pw.cccounty.us) Telephone: **(925) 313-2031**

Secondary Contact (in event primary not available): **Lawrence Leong**

E-Mail Address: [larry.leong@pw.cccounty.us](mailto:larry.leong@pw.cccounty.us) Telephone: **(925) 313-2026**

Project Title (Short Description): **Appian Way at Fran Way Pedestrian Crossing Safety Enhancements**

Amount of claim: **\$ 100,000**

**Description of Overall Project:**

Install rectangular rapid flash beacons (RRFBs) at the existing crosswalk across Appian Way at the intersection with Fran Way in unincorporated El Sobrante to improve pedestrian safety and driver awareness along a mixed-use corridor.

**Project Scope Proposed for Funding:** (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

Engineering and Construction

**Project Budget and Schedule**

| Project Phase     | TDA 3             | Other Funds       | Total Cost        | Estimated Completion<br>(month/year) |
|-------------------|-------------------|-------------------|-------------------|--------------------------------------|
| Bike/Ped Plan     | \$ -              | \$ -              | \$ -              |                                      |
| ENV               |                   | \$ 5,000          | \$ 5,000          | 1/2022                               |
| PA&ED             |                   | \$ 5,000          | \$ 5,000          | 10/2022                              |
| PS&E              | \$ 25,000         | \$ 38,000         | \$ 63,000         | 12/2023                              |
| ROW               |                   | \$ 20,000         | \$ 20,000         | 12/2023                              |
| CON               | \$ 75,000         | \$ 231,000        | \$ 306,000        | 10/2024                              |
| <b>Total Cost</b> | <b>\$ 100,000</b> | <b>\$ 299,000</b> | <b>\$ 399,000</b> |                                      |

| Project Eligibility:   | YES?/NO? |
|--|----------|
| A. Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated). <b>February 8, 2022</b>  | PENDING  |
| B. Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.  | NO       |
| C. For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: <a href="http://www.dot.ca.gov">http://www.dot.ca.gov</a> ).                      | YES      |
| D. Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? (If "NO," provide an explanation). <b>December 13, 2021</b>   | YES      |
| E. Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction). | PENDING  |
| F. Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) <b>October 2024</b>  | YES      |
| G. Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)                    | YES      |



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

**Subject:** APPROVE the 2022 Countywide Curb Ramp Project and take related actions under CEQA

---

**RECOMMENDATION(S):**

APPROVE the 2022 Countywide Curb Ramp Project (Project) and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Countywide. [County Project No. 0662-6R4099, DCD-CP#21-38] (All Districts).

DETERMINE the Project is a California Environmental Quality Act (CEQA), Class 1(c) Categorical Exemption, pursuant to Article 19, Section 15301 of the CEQA Guidelines, and

DIRECT the Director of Department of Conservation and Development to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Public Works Director, or designee, to arrange for payment of a \$25 fee to the Department of Conservation and Development for processing, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

**FISCAL IMPACT:**

Estimated Project cost: \$2,400,000. 100% Local Road Funds.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Laura Cremin 925-313-2015

By: , Deputy

BACKGROUND:

Installation of curb ramps is required for compliance with Title II of the Americans with Disabilities Act (ADA). Curb ramps will be installed at multiple locations in Bay Point, Contra Costa Centre, and Pacheco areas; additional locations in unincorporated areas may be identified as needing upgrades for ADA compliance. Sidewalks may also be constructed where gaps exist.

CONSEQUENCE OF NEGATIVE ACTION:

Curb ramps will not be installed, and ADA regulations would not be met.

ATTACHMENTS

NOE



CALIFORNIA ENVIRONMENTAL QUALITY ACT
Notice of Exemption

To: [ ] Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: Contra Costa County
Department of Conservation and
Development
30 Muir Road
Martinez, CA 94553

[x] County Clerk, County of Contra Costa

Project Title: 2022 Countywide Curb Ramp Project, Project No. 0662-6U4099, CP# 21-38

Project Applicant: Contra Costa County Public Works Dept., 255 Glacier Drive, Martinez CA 94553 (925) 313-2000, Contact: Laura Cremin, (925) 313-2015

Project Location: Countywide at multiple locations in Bay Point, Contra Costa Centre, and Pacheco

Lead Agency: Department of Conservation and Development, 30 Muir Road, Martinez, CA 94553 (925) 674-7200, Contact: Telma B. Moreira (925) 655-2863

Project Description:

Installation of curb ramps is required for compliance with Title II of the Americans with Disabilities Act (ADA). Curb ramps will be installed at multiple locations in Bay Point, Contra Costa Centre (formerly Walden area), and Pacheco areas. Additional locations in unincorporated areas may be identified as needing upgrades for ADA compliance. The project may construct small areas of sidewalk where gaps exist. In some locations construction may require removal of existing curb, gutter, sidewalk, valley gutters, and small areas of asphalt to install the new facilities. Excavation is not expected to exceed one-foot. Existing drainage patterns will be maintained. No tree removal is anticipated, however, vegetation removal and minor utility adjustments may be necessary. Temporary sidewalk closures and traffic controls may be necessary, but emergency vehicles will have access at all times. Real Estate transactions may be necessary.

Exempt Status:

- [ ] Ministerial Project (Sec. 21080[b][1]; 15268) [x] Categorical Exemption (Sec. 15301[c])
[ ] Declared Emergency (Sec. 21080[b][3]; 15269[a]) [ ] General Rule of Applicability (Sec. 15061[b][3])
[ ] Emergency Project (Sec. 21080[b][4]; 15269[b][c]) [ ] Other Statutory Exemption (Sec. )

Reasons why project is exempt: This project consists of minor alterations to existing sidewalks, pursuant to section 15301(c) of the CEQA guidelines.

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? [ ] Yes [ ] No

Signature: Telma B. Moreira Date 12/15/2021 Title Principal Planner

Contra Costa County Department of Conservation and Development

[x] Signed by Lead Agency [ ] Signed by Applicant

AFFIDAVIT OF FILING AND POSTING
I declare that on \_\_\_\_\_ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.
Signature \_\_\_\_\_ Title \_\_\_\_\_

Applicant

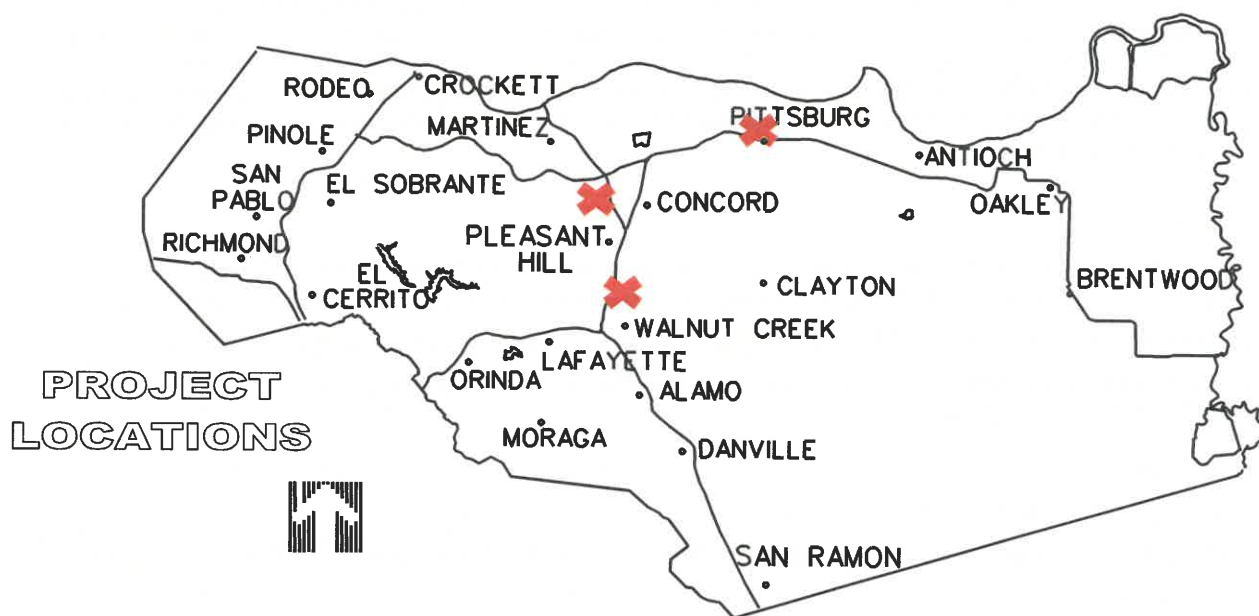
Public Works Department
255 Glacier Drive
Martinez, CA 94553
Attn: Laura Cremin
Environmental Services Division
Phone: 925-313-2015

Department of Fish and Wildlife Fees Due

- [ ] De Minimis Finding - \$0
[x] County Clerk - \$50
[x] Conservation and Development - \$25

Total Due: \$75 Receipt #: \_\_\_\_\_

# CONTRA COSTA COUNTY CALIFORNIA





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

**Subject:** Notice of Completion for the Kirker Pass Road Safety Improvements Project, Concord and Pittsburg areas.

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2022/39 accepting as complete the contracted work performed by Gruendl Inc., dba Ray’s Electric, for the Kirker Pass Road Safety Improvements Project, as recommended by the Public Works Director, Concord and Pittsburg areas. County Project No. 0662-6R4084, Federal Project No. HSIPL-5928(156) (District II, V)

**FISCAL IMPACT:**

The Project was funded by 82% Federal Highway Safety Improvement Program (HSIP), 18% Gas Tax (SB-1), Local Road Funds.

**BACKGROUND:**

The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of November 12, 2021.

**CONSEQUENCE OF NEGATIVE ACTION:**

The contractor will not be paid and acceptance notification will not be recorded.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Adelina Huerta 925-313-2305

By: , Deputy

cc:

ATTACHMENTS

Resolution No.  
2022/39

Recorded at the request of: Clerk of the Board

Return To: Public Works/ Design & Construction Division

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
and for Special Districts, Agencies and Authorities Governed by the Board

Adopted this Resolution on 02/08/2022 by the following vote:

AYE:

NO:

ABSENT:

ABSTAIN:

RECUSE:

---

Resolution No. 2022/39

The Board of Supervisors RESOLVES that:

Owner (sole): Contra Costa County, 255 Glacier Drive, Martinez, CA 94553

Nature of Stated Owner: fee and/or easement

Project No.: 0662-6R4084, Federal Project No. HSIPL-5928(156)

Project Name: Kirker Pass Road Safety Improvements Project

Date of Work Completion: November 12, 2021

Description: Contra Costa County on June 8, 2021 contracted with Gruendl Inc., dba Ray's Electric, for the work generally consisting of installing safety improvements along a 3.1-mile segment of Kirker Pass Road between the City of Concord to the City of Pittsburg. Improvements included installation of Midwest guardrail system, including standard terminal ends, installing reflective treatments to the existing median barrier, removing and placing hot mix asphalt dike, painting existing dike with reflective paint, placing roadside delineators along the road shoulder, and installation of street lighting at the two Hess Road intersections, all in accordance with the plans, drawings, special provisions and/or specifications prepared by or for the Public Works Director and in accordance with the accepted bid proposal. The project was located in the Concord and Pittsburg areas, with the Endurance Assurance Corporation, as surety, for work to be performed on the grounds of the County; and

The Public Works Director reports that said work has been inspected and complies with the approved plans, special provisions and standard specifications and recommends its acceptance as complete as of November 12, 2021.

Identification of real property:

**Concord area** at: Kirker Pass Road

**Pittsburg area** at: Kirker Pass Road

Fees: none

Legal References: none



Comments:

**Contact: Adelina Huerta 925-313-2305**

**cc:**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**ATTESTED: February 8, 2022**

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

**Subject:** APPROVE the Livorna Road Shoulder Widening Project and take related actions under CEQA

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2022/44 to APPROVE and AUTHORIZE the Public Works Director, or designee, to submit a 2022/2023 Transportation Development Act (TDA) Grant Application to the Metropolitan Transportation Commission in the total amount of \$100,000 for fiscal year 2022/2023 for the Livorna Road Shoulder Widening Project.

APPROVE the Livorna Road Shoulder Widening Project and authorize the Public Works Director, or designee, to advertise the Project, Alamo area. [County Project No. WO1025, DCD-CP#22-01] (District II)

DETERMINE the Project is a California Environmental Quality Act (CEQA), Class 1(c) Categorical Exemption, pursuant to Article 19, Section 15301 of the CEQA Guidelines, and

DIRECT the Director of Conservation and Development to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Public Works Director, or designee, to arrange for payment of a \$25 fee to Conservation and Development for processing, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Emma Burckert, (925) 313-2161

By: , Deputy

cc:

FISCAL IMPACT:

Estimated Project cost: \$160,000. This Project will be funded by approximately 63% TDA Funds and 37% Local Road Funds.

BACKGROUND:

The purpose of this Project is to improve bicyclist safety by widening the roadway shoulder on a 200-foot segment of Livorna Road as identified in the Contra Costa Transportation Authority's Countywide Bicycle and Pedestrian Improvement Plan. The Project will widen the southern shoulder of the road segment to a uniform 5-foot shoulder for bicyclist travel, completing bicycle accessibility from I-680 to the County boundary directly west of Serafix Road.

CONSEQUENCE OF NEGATIVE ACTION:

CEQA clearance is a requirement for TDA grant eligibility. If TDA funding is not obtained, the Project will not be constructed.

ATTACHMENTS

Resolution No. 2022/44

CEQA-NOE

Attachments A & B to Resolution No. 2022/44

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 02/08/2022 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2022/44**

IN THE MATTER OF approving and authorizing the Public Works Director, or designee, to submit a 2022/2023 Transportation Development Act (TDA) Grant Application to the Metropolitan Transportation Commission (MTC) in the total amount of \$100,000 for Fiscal Year 2022/2023 for the Livorna Road Shoulder Widening Project.

WHEREAS, Article 3 of the TDA, Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, MTC, as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, entitled "Transportation Development Act, Article 3, Pedestrian and Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

WHEREAS, MTC Resolution No. 4108 requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, Contra Costa County desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists;

NOW, THEREFORE, BE IT RESOLVED, that Contra Costa County declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code:

BE IT FURTHER RESOLVED, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of Contra Costa County to carry out the project;

BE IT FURTHER RESOLVED, that Contra Costa County attests to the accuracy of and approves the statements in Attachment A to this resolution;

BE IT FURTHER RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of Contra Costa County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**ATTESTED: February 8, 2022**

Monica Nino, County Administrator and Clerk of the Board of Supervisors

**Contact: Emma Burckert, (925) 313-2161**

By: , Deputy

**cc:**



**CALIFORNIA ENVIRONMENTAL QUALITY ACT  
Notice of Exemption**

**To:**  Office of Planning and Research  
P.O. Box 3044, Room 113  
Sacramento, CA 95812-3044

**From:** Contra Costa County  
Department of Conservation and  
Development  
30 Muir Road  
Martinez, CA 94553

County Clerk, County of Contra Costa

**Project Title:** Livorna Road Shoulder Widening Project, Project No. WO1025, CP#22-01

**Project Applicant:** Contra Costa County Public Works Dept., 255 Glacier Drive, Martinez CA 94553 (925) 313-2000, Contact: Emma Burckert, (925) 313-2161

**Project Location:** Livorna Road between Douglas Court and Pso De Sol, unincorporated Alamo, Contra Costa County

**Lead Agency:** Department of Conservation and Development, 30 Muir Road, Martinez, CA 94553 (925) 655-2705, Contact: Telma B. Moreira (925) 655-2863

**Project Description:**

The purpose of this project is to improve bicyclist safety by widening the roadway shoulder on a 200-foot segment of Livorna Road as identified in the Contra Costa Transportation Authority's Countywide Bicycle and Pedestrian Improvement Plan. The project will widen the southern shoulder of the road segment to a uniform 5-foot shoulder for bicyclist travel, completing bicycle accessibility from I-680 to the County boundary directly west of Serafix Road. The construction process for this project will include clearing and grubbing, roadway excavation, and aggregate base and hot mix asphalt pouring. Drainage modifications may be needed to conform the asphalt to the storm drain inlet. Ground disturbance and excavations up to 2 feet are anticipated. Appropriate best management practices for stormwater control (i.e. storm drain inlet protection) will be in place. Temporary traffic controls will be implemented during construction activities; emergency vehicles will have access at all times. Construction will take approximately 2 weeks to complete.

**Exempt Status:**

- |  |   |
|--|---|
| <input type="checkbox"/> Ministerial Project (Sec. 21080[b][1]; 15268)     | <input checked="" type="checkbox"/> Categorical Exemption (Sec. 15301(c)) |
| <input type="checkbox"/> Declared Emergency (Sec. 21080[b][3]; 15269[a])   | <input type="checkbox"/> General Rule of Applicability (Sec. 15061[b][3]) |
| <input type="checkbox"/> Emergency Project (Sec. 21080[b][4]; 15269[b][c]) | <input type="checkbox"/> Other Statutory Exemption (Sec. )                |

**Reasons why project is exempt:** The project consists of the minor alteration of an existing roadway to allow for bicycle safety with no expansion of use pursuant to Article 19, Section 15301(c) of the CEQA guidelines.

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: Telma B. Moreira Date 1/12/2022 Title Principal Planner

**Contra Costa County Department of Conservation and Development**

Signed by Lead Agency  Signed by Applicant

**AFFIDAVIT OF FILING AND POSTING**

I declare that on \_\_\_\_\_ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Applicant**

Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Attn: Emma Burckert  
Environmental Services Division  
Phone: (925) 313-2161

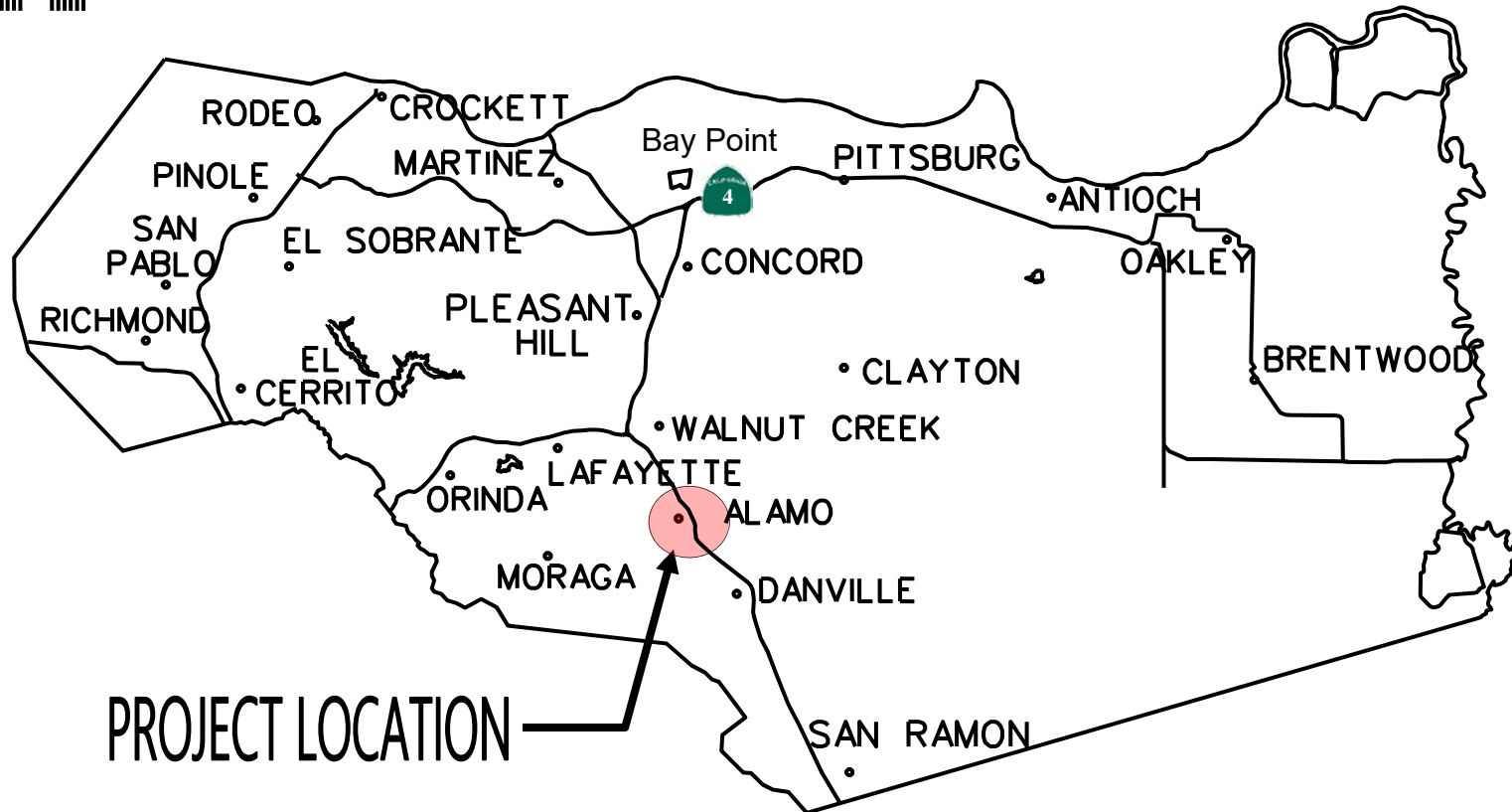
**Department of Fish and Wildlife Fees Due**

- De Minimis Finding - \$0
- County Clerk - \$50
- Conservation and Development - \$25

Total Due: \$75 \_\_\_\_\_

Receipt #: \_\_\_\_\_

# CONTRA COSTA COUNTY CALIFORNIA



**PROJECT LOCATION**



Contra Costa County  
Public Works  
Department

255 GLACIER DRIVE, MARTINEZ, CA 94553 PH: (925)313-2000 FAX: (925)313-2333

## PROJECT LOCATION MAP

Livorna Road Shoulder Widening

|        |        |              |              |
|--------|--------|--------------|--------------|
| DB: AP | CB: JV | DATE: NOV 21 | SHEET 1 OF 1 |
|--------|--------|--------------|--------------|



Contra Costa County  
**Public Works**  
 Department

255 GLACIER DRIVE MARTINEZ, CALIFORNIA 94553 PH: (925) 313-2000 FAX: (925) 313-2333

PROJECT VICINITY MAP - CONTRA COSTA COUNTY

Livorna Road Shoulder Widening

FEDERAL ID NO:

DB: AP CB: JV

DATE: NOV 2021





Page 1 of 1




File Path: G:\transeng\GRANTS\Transportation Development Act (TDA)\TDA 22-23\Applications\Livorna Road Shoulder Widening\AutoCAD\Livorna Road Layout.dwt Plot Date: 11/29/2021 4:01:21 PM



**Legend**

-  Existing FOG Line
-  Proposed EP
-  R/W Boundary
-  Project Area


 Contra Costa County  
 Public Works Department  
 255 Glacier Drive  
 Martinez, CA 94553

**SITE PLAN**  
**LIVORNA ROAD SHOULDER WIDENING**  
**LIVORNA ROAD BETWEEN DOUGLAS CT AND PSO DE SOL**

**SCALE:**  
**1":20'**

**DRAWN BY: AP**  
**CHECKED BY: JV**  
**CAD FILE: LIVORNA ROAD LAYOUT.DWT**

**DATE: DECEMBER 2021**  
**SHEET: 1 OF 1**

## RESOLUTION NO. 2022/44

### ATTACHMENT A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2022/2023 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

#### **FINDINGS**

1. That Contra Costa County is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is Contra Costa County legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That Contra Costa County has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right of way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by Contra Costa County within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.
9. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.
10. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).
11. That Contra Costa County agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

**TDA Article 3 Project Application Form**

Fiscal Year of this Claim: **2022/2023** Applicant: **Contra Costa County Public Works**

Contact person: **Jeff Valeros**

Mailing Address: **255 Glacier Drive, Martinez, CA 94553**

E-Mail Address: **jeff.valeros@pw.cccounty.us** Telephone: **925-313-2031**

Secondary Contact (in event primary not available): **Austin Pato**

E-Mail Address: **Austin.pato@pw.cccounty.us** Telephone: **925-313-2378**

**Project Title (Short Description): Livorna Road Shoulder Widening**

Amount of claim: **\$100,000**

**Description of Overall Project:**

This project will widen the roadway shoulder on a 200-ft segment of Livorna Road in unincorporated Alamo. This shoulder widening will allow space for bicyclists and will complete the bicycle connectivity on Livorna Road from I-680 to the County boundary line (1.6 miles).

**Project Scope Proposed for Funding:** (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

Engineering and Construction.

**Project Budget and Schedule**

| Project Phase     | TDA 3          | Other Funds   | Total Cost     | Estimated Completion (month/year) |
|-------------------|----------------|---------------|----------------|-----------------------------------|
| Bike/Ped Plan     |                |               | -              |                                   |
| ENV               |                |               | -              | 01/2022                           |
| PA&ED             |                | 25,000        | 25,000         | 06/2023                           |
| PS&E              | 10,000         | 35,000        | 45,000         | 12/2023                           |
| ROW               |                |               | -              |                                   |
| CON               | 90,000         |               | 90,000         | 06/2024                           |
| <b>Total Cost</b> | <b>100,000</b> | <b>60,000</b> | <b>160,000</b> |                                   |

| Project Eligibility:  | YES?/NO? |
|---|----------|
| <b>A.</b> Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated). <b>February 8, 2022</b>  | PENDING  |
| <b>B.</b> Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.  | NO       |
| <b>C.</b> For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: <a href="http://www.dot.ca.gov">http://www.dot.ca.gov</a> ).                      | YES      |
| <b>D.</b> Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? (If "NO," provide an explanation). <b>December 13, 2021</b>   | YES      |
| <b>E.</b> Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction). | PENDING  |
| <b>F.</b> Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) <u>June 2024</u>   | YES      |
| <b>G.</b> Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)                    | YES      |



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

**Subject:** APPROVE the Driftwood Drive and Mariners Cove Drive Pedestrian Improvements Project and take related actions under CEQA

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2022/43 to APPROVE and AUTHORIZE the Public Works Director, or designee, to submit a 2022/2023 Transportation Development Act (TDA) Grant Application to the Metropolitan Transportation Commission in the total amount of \$100,000 for fiscal year 2022/2023 for the Driftwood Drive and Mariners Cove Drive Pedestrian Improvements Project.

APPROVE the Driftwood Drive and Mariners Cove Drive Pedestrian Improvements Project and AUTHORIZE the Public Works Director, or designee, to advertise the Project, Bay Point area. [County Project No. WO1025, DCD-CP#22-04] (District V).

DETERMINE the Project is a California Environmental Quality Act (CEQA), Class 1(c) Categorical Exemption, pursuant to Article 19, Section 15301 of the CEQA Guidelines, and

DIRECT the Director of Conservation and Development to file a Notice of Exemption with the County Clerk, and

AUTHORIZE the Public Works Director, or designee, to arrange for payment of a \$25 fee to Conservation and Development for processing, and a \$50 fee to the County Clerk for filing the Notice of Exemption.

**FISCAL IMPACT:**

Estimated Project cost: \$232,000. This Project will be funded by approximately 43% TDA Funds and 57% Local Road Funds.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Alex Nattkemper, (925) 313-2364

By: , Deputy

cc:

BACKGROUND:

The purpose of the Project is to improve pedestrian infrastructure in Bay Point by installing Americans with Disabilities Act (ADA)-compliant curb ramps with detectable warning surfaces at curb returns with either non-existent or substandard curb ramps along Driftwood Drive and Mariners Cove Drive. Five crosswalks will also be installed along Mariners Cove Drive and stop bars at these intersections will be set back to minimize pedestrian conflicts with vehicles. This Project will improve the neighborhood's pedestrian connectivity and will enable mobility-impaired residents to safely maneuver the sidewalks to access the nearby trail network and locally significant destinations.

CONSEQUENCE OF NEGATIVE ACTION:

CEQA clearance is a requirement for TDA grant eligibility. If TDA funding is not obtained, the Project will not be constructed.

ATTACHMENTS

Resolution No. 2022/43

CEQA-NOE

Attachments A & B to Resolution No. 2022/43

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 02/08/2022 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2022/43**

IN THE MATTER OF approving and authorizing the Public Works Director, or designee, to submit a 2022/2023 Transportation Development Act (TDA) Grant Application to the Metropolitan Transportation Commission (MTC) in the total amount of \$100,000 for Fiscal Year 2022/2023 for the Driftwood Drive and Mariners Cove Drive Pedestrian Improvements Project.

WHEREAS, Article 3 of the TDA, Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

WHEREAS, MTC, as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, entitled "Transportation Development Act, Article 3, Pedestrian and Bicycle Projects," which delineates procedures and criteria for submission of requests for the allocation of "TDA Article 3" funding; and

WHEREAS, MTC Resolution No. 4108 requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

WHEREAS, Contra Costa County desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists;

NOW, THEREFORE, BE IT RESOLVED, that Contra Costa County declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code;

BE IT FURTHER RESOLVED, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of Contra Costa County to carry out the project;

BE IT FURTHER RESOLVED, that Contra Costa County attests to the accuracy of and approves the statements in Attachment A to this resolution;

BE IT FURTHER RESOLVED, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be forwarded to the congestion management agency, countywide transportation planning agency, or county association of governments, as the case may be, of Contra Costa County for submission to MTC as part of the countywide coordinated TDA Article 3 claim.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**ATTESTED: February 8, 2022**

Monica Nino, County Administrator and Clerk of the Board of Supervisors

**Contact: Alex Nattkemper, (925) 313-2364**

By: , Deputy

**cc:**



CALIFORNIA ENVIRONMENTAL QUALITY ACT
Notice of Exemption

To: [ ] Office of Planning and Research
P.O. Box 3044, Room 113
Sacramento, CA 95812-3044

From: Contra Costa County
Department of Conservation and
Development
30 Muir Road
Martinez, CA 94553

[x] County Clerk, County of Contra Costa

Project Title: Driftwood Drive and Mariners Cove Drive Pedestrian Improvements, WO#1025, CP#22-04

Project Applicant: Contra Costa County Public Works Dept., 255 Glacier Drive, Martinez, CA 94553 (925) 313-2000, Contact: Alex Nattkemper, (925) 313-2364

Project Location: Driftwood Drive and Mariners Cove Drive, Bay Point, Contra Costa County

Lead Agency: Department of Conservation and Development, 30 Muir Road, Martinez, CA 94553 (925) 674-7200, Contact: Telma B. Moreira (925) 655-2863

Project Description: The purpose of this project is to improve pedestrian infrastructure in the unincorporated community of Bay Point in East Contra Costa County. The project will install twelve Americans with Disabilities Act (ADA)-compliant curb ramps at the following locations:

- Project Location 1 (Driftwood Drive): Four curb ramps on the western side of Driftwood Drive, located 350 feet and 800 feet south of the intersection with Port Chicago Highway.
• Project Location 2 (Mariners Cove Drive): Four curb ramps and two crosswalks at the intersection of Mariners Cove Drive and Mariners Court (Cove Court). Four curb ramps and three crosswalks at the intersection of Mariners Cove Drive and Riverside Drive. Two of the curb ramps on the northern side of the intersection will be reconstructed as the existing ones do not meet current ADA standards.

The curb ramps will have detectable warning surfaces, and the stop bars at both intersections will be set back to minimize pedestrian conflicts with vehicles. The project includes minor ground disturbance and excavation, concrete demolition and removal, formwork and concrete/pavement work, new crosswalk striping, and modifications to existing striping. Temporary traffic control will be necessary.

Exempt Status:

- [ ] Ministerial Project (Sec. 21080[b][1]; 15268) [x] Categorical Exemption (Sec. 15301[c])
[ ] Declared Emergency (Sec. 21080[b][3]; 15269[a]) [ ] General Rule of Applicability (Sec. 15061[b][3])
[ ] Emergency Project (Sec. 21080[b][4]; 15269[b][c]) [ ] Other Statutory Exemption (Sec. )

Reasons why project is exempt: The project consists of minor alteration of existing public facilities, involving negligible or no expansion of use beyond that previously existing, pursuant to Article 19, Section 15301(c) of the CEQA guidelines.

If filed by applicant:

- 1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the [ ] Yes [ ] No project?

Signature: Telma B. Moreira Date 1/12/2022 Title Principal Planner

Contra Costa County Department of Conservation and Development

- [x] Signed by Lead Agency [ ] Signed by Applicant

**AFFIDAVIT OF FILING AND POSTING**

I declare that on \_\_\_\_\_ I received and posted this notice as required by California Public Resources Code Section 21152(c). Said notice will remain posted for 30 days from the filing date.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

**Applicant**

Public Works Department  
255 Glacier Drive  
Martinez, CA 94553  
Attn: Alex Nattkemper *cg*  
Environmental Services Division  
Phone: (925) 313-2364

**Department of Fish and Wildlife Fees Due**

- De Minimis Finding - \$0
- County Clerk - \$50
- Conservation and Development - \$25

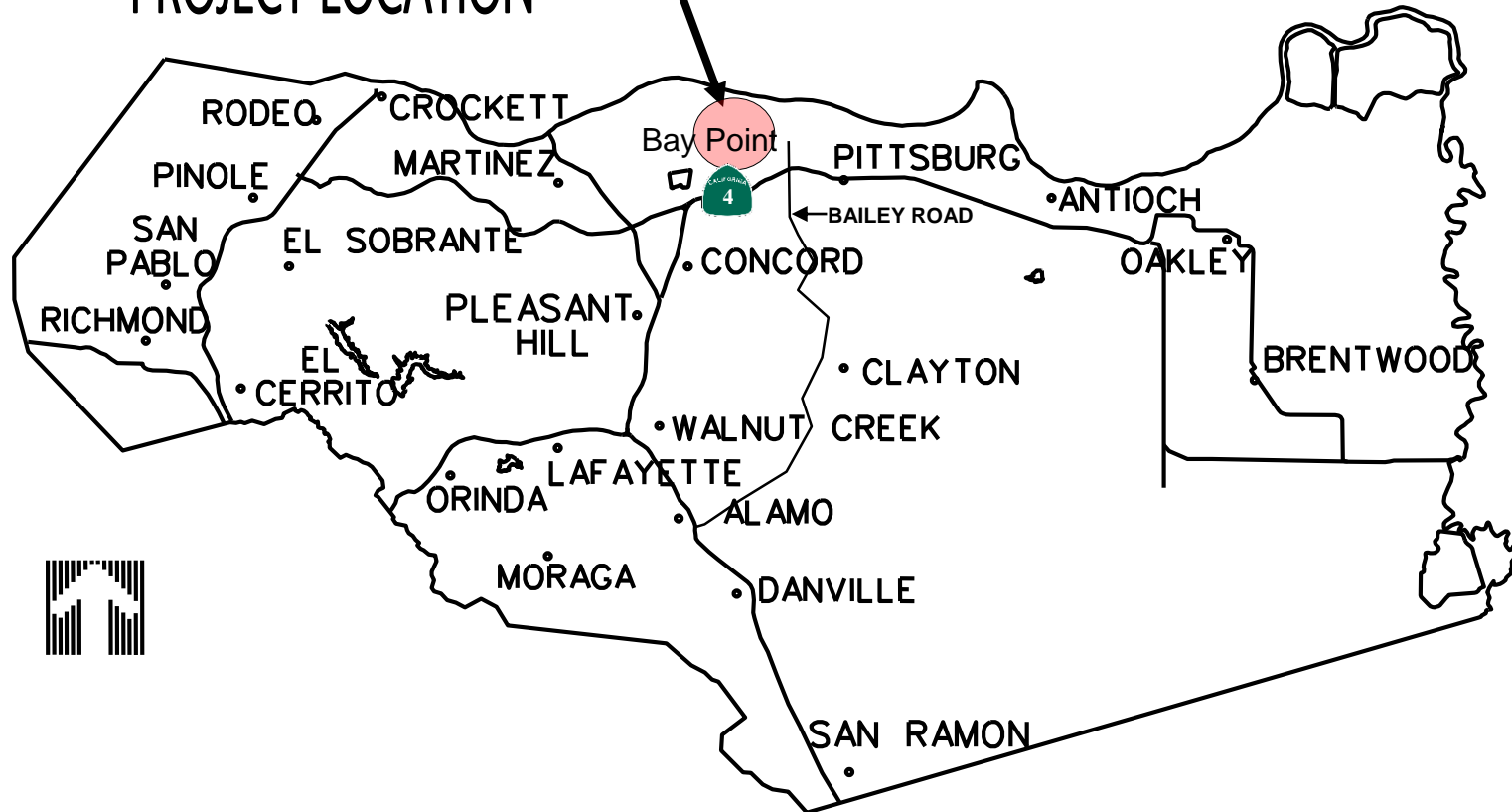
Total Due: \$75

Receipt #: \_\_\_\_\_



# CONTRA COSTA COUNTY CALIFORNIA

PROJECT LOCATION



Contra Costa County  
Public Works  
Department

255 GLACIER DRIVE, MARTINEZ, CA 94553 PH: (925)313-2000 FAX: (925)313-2333

## PROJECT LOCATION MAP

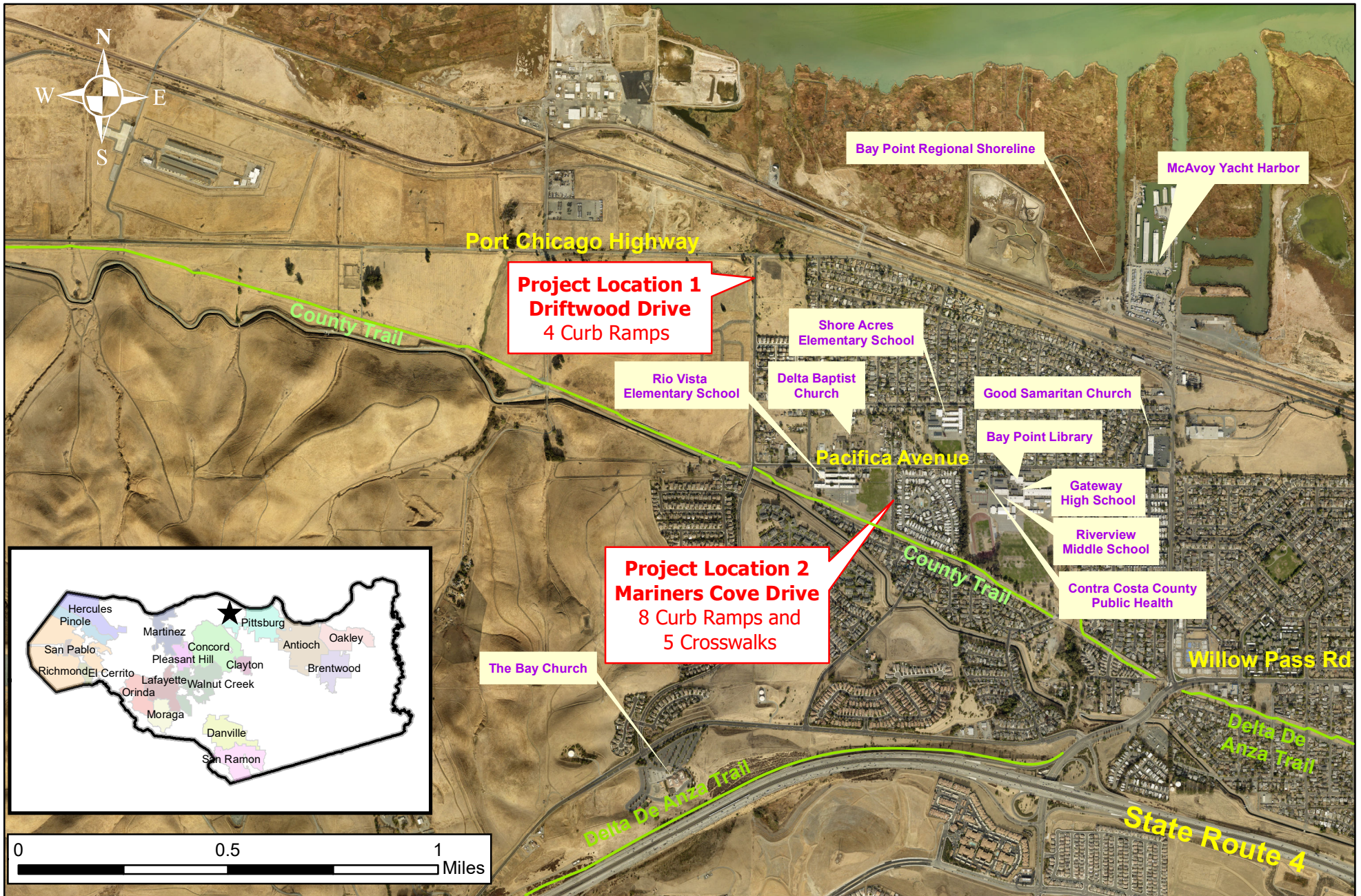
Figure 1

**Driftwood Drive and Mariners Cove Drive Pedestrian Improvements**

DB: MN CB: JV

DATE: NOV 21

SHEET 1 OF 1



PROJECT VICINITY MAP - CONTRA COSTA COUNTY **Figure 2**  
**Driftwood Drive and Mariners Cove Drive**  
**Pedestrian Improvements**



Contra Costa County  
 Public Works  
 Department

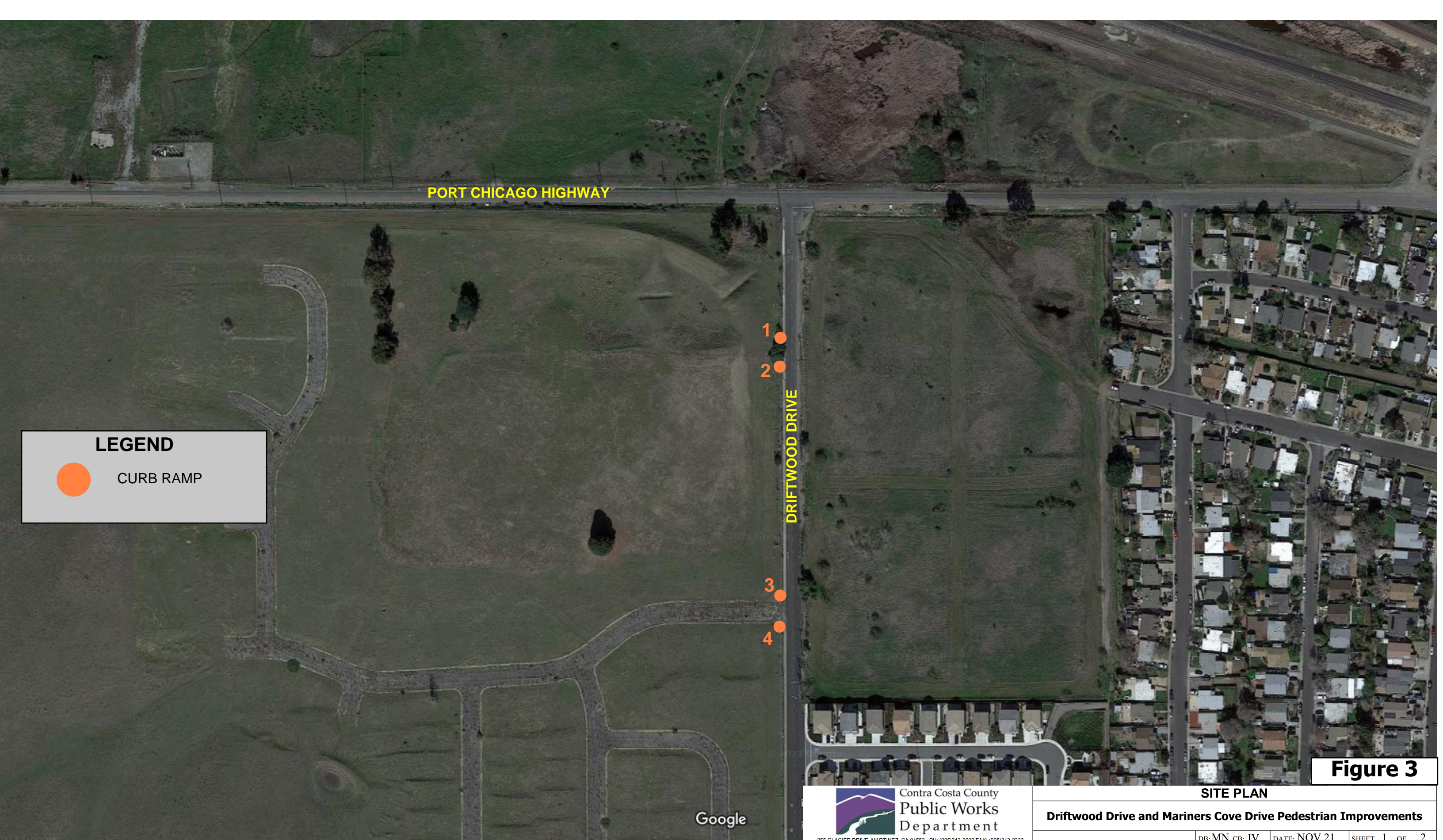
255 GLACIER DRIVE MARTINEZ, CALIFORNIA 94553 PH: (925) 313-2000 FAX: (925) 313-2333

FEDERAL ID NO:

DB: MN CB: JV

DATE: DEC 2021

Page 1 of 1




PORT CHICAGO HIGHWAY

1  
2

DRIFTWOOD DRIVE

3  
4

**LEGEND**

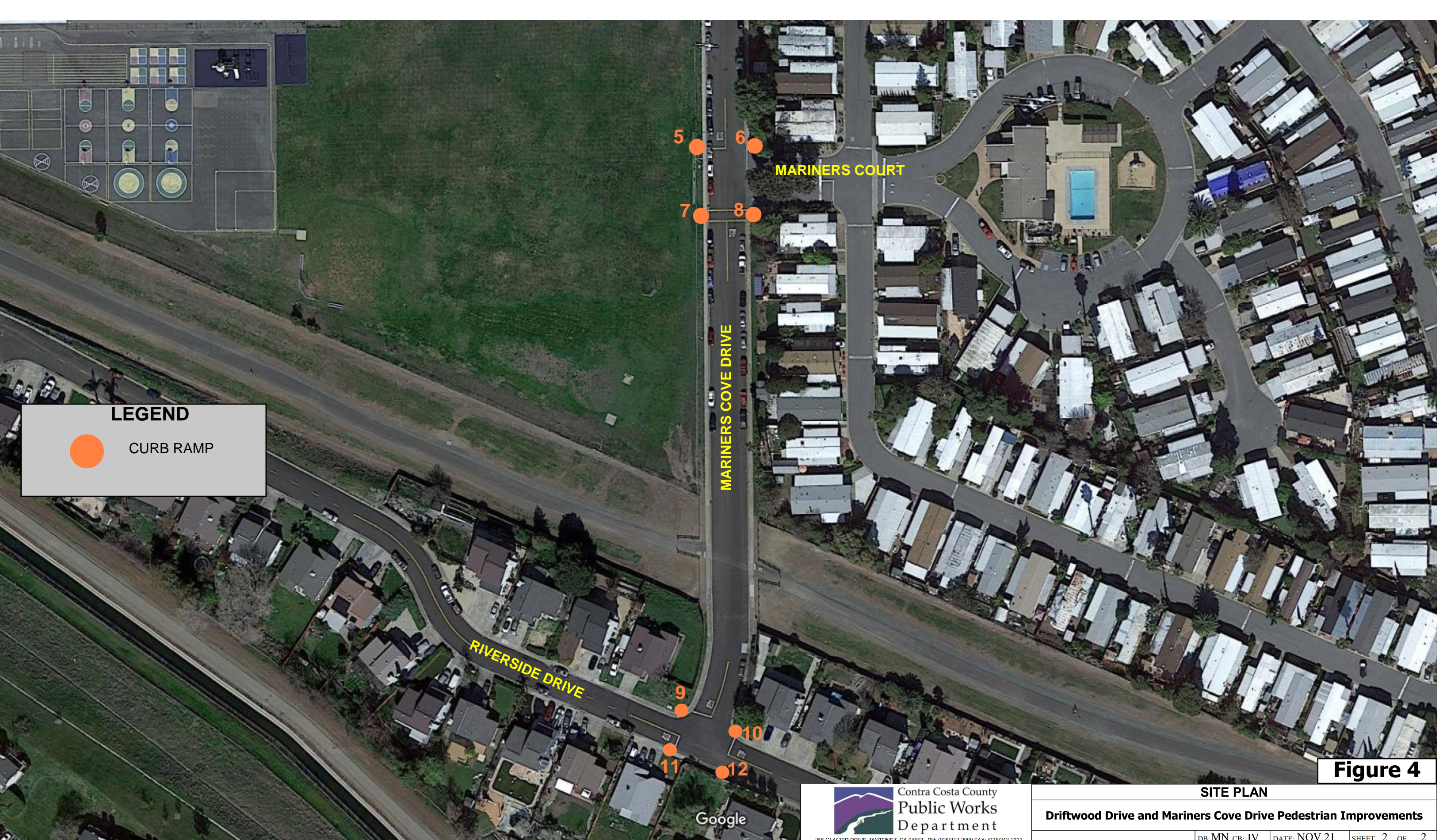
 CURB RAMP

**Figure 3**


Google

 Contra Costa County  
Public Works  
Department  
255 GLACIER DRIVE, MARTINEZ, CA 94553 PH: (925)313-2000 FAX: (925)313-2333

|  |              |              |
|--|--------------|--------------|
| <b>SITE PLAN</b>   |              |              |
| <b>Driftwood Drive and Mariners Cove Drive Pedestrian Improvements</b> |              |              |
| DB: MN CB: JV  | DATE: NOV 21 | SHEET 1 OF 2 |



**LEGEND**

 CURB RAMP

**Figure 4**

## RESOLUTION NO. 2022/43

### ATTACHMENT A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2022/2023 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

#### **FINDINGS**

1. That Contra Costa County is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is Contra Costa County legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That Contra Costa County has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right of way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by Contra Costa County within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.
9. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.
10. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).
11. That Contra Costa County agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

**TDA Article 3 Project Application Form**

Fiscal Year of this Claim: **2022/2023** Applicant: **Contra Costa County Public Works**

Contact person: **Jeff Valeros**

Mailing Address: **255 Glacier Drive, Martinez, CA 94553**

E-Mail Address: **jeff.valeros@pw.cccounty.us** Telephone: **925-313-2031**

Secondary Contact (in event primary not available): **Mo Nasser**

E-Mail Address: **mo.nasser@pw.cccounty.us** Telephone: **925-313-2178**

**Project Title (Short Description): Driftwood Drive and Mariners Cove Drive Pedestrian Improvements**

Amount of claim: \$100,000

**Description of Overall Project:**

The purpose of this project is to install twelve ADA-compliant curb ramps with detectable warning surfaces at three locations along Driftwood Drive and Mariners Cove Drive in Bay Point area, East Contra Costa County.

**Project Scope Proposed for Funding:** (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

Funding is proposed for the design and construction phases of the project.

**Project Budget and Schedule**

| Project Phase     | TDA 3          | Other Funds    | Total Cost     | Estimated Completion (month/year) |
|-------------------|----------------|----------------|----------------|-----------------------------------|
| Bike/Ped Plan     |                |                | -              |                                   |
| ENV               |                | 5,000          | 5,000          | 01/22                             |
| PA&ED             |                | 15,000         | 15,000         | 06/23                             |
| PS&E              | 20,000         |                | 20,000         | 12/23                             |
| ROW               |                |                | -              | N/A                               |
| CON               | 80,000         | 112,000        | 192,000        | 06/24                             |
| <b>Total Cost</b> | <b>100,000</b> | <b>132,000</b> | <b>232,000</b> |                                   |

| Project Eligibility:  | YES?/NO? |
|---|----------|
| <b>A.</b> Has the project been approved by the claimant's governing body? (If "NO," provide the approximate date approval is anticipated). <b>February 8, 2022.</b>   | PENDING  |
| <b>B.</b> Has this project previously received TDA Article 3 funding? If "YES," provide an explanation on a separate page.  | NO       |
| <b>C.</b> For "bikeways," does the project meet Caltrans minimum safety design criteria pursuant to Chapter 1000 of the California Highway Design Manual? (Available on the internet via: <a href="http://www.dot.ca.gov">http://www.dot.ca.gov</a> ).                      | N/A      |
| <b>D.</b> Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee? (If "NO," provide an explanation). <b>December 13, 2021</b>   | YES      |
| <b>E.</b> Has the public availability of the environmental compliance documentation for the project (pursuant to CEQA) been evidenced by the dated stamping of the document by the county clerk or county recorder? (required only for projects that include construction). | PENDING  |
| <b>F.</b> Will the project be completed before the allocation expires? Enter the anticipated completion date of project (month and year) <u>June 2024</u>   | YES      |
| <b>G.</b> Have provisions been made by the claimant to maintain the project or facility, or has the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility provide its name: _____)                    | YES      |



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

**Subject:** Establish speed limits of 40 mph on San Pablo Avenue (Road No. 0971B), San Pablo area.

---

**RECOMMENDATION(S):**

RESCIND Traffic Resolution No. 1970/1692, and ADOPT Traffic Resolution No. 2022/4515 to establish a speed limit of 40 miles per hour (mph) on San Pablo Avenue (Road No. 0971B), which extends from the City of Pinole city limits (Pinole) to the City of Richmond city limits (Richmond), as recommended by the Public Works Director, San Pablo area. (District 1)

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

San Pablo Avenue is classified as a major arterial roadway by the Federal Highway Administration. Such a classification requires that the speed limit be set according to standards set by the California Manual on Uniform Traffic Control Devices (CA MUTCD) and California Vehicle Code (CVC) 22358, if the speed limit is to be set lower than the prima facie speed limit of 65 mph. This requires an Engineering and Traffic Survey (E&TS) to be conducted to establish an appropriate speed limit.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Monish Sen, 925.313.2187

By: , Deputy

cc:

BACKGROUND: (CONT'D)

On December 20, 2021, an E&TS was conducted according to established traffic engineering practices on a section of San Pablo Avenue. Based on the results of the E&TS, the Traffic Engineer recommends establishing a 40 mph speed limit on San Pablo Avenue, beginning at the Pinole City Limit and extending south to the Richmond City Limit.

This Board of Supervisors action, if adopted, will also rescind Traffic Resolution No. 1970/1692, which set the current 45 mph speed limit on San Pablo Avenue.

CONSEQUENCE OF NEGATIVE ACTION:

Law enforcement will not be able to enforce the recommended new speed limit on San Pablo Avenue.

ATTACHMENTS

Traffic Resolution 2022/4515



**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**

Adopted this Traffic Resolution on February 8, 2022 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

**RESOLUTION NO. 2022/4515**  
**Supervisorial District 1**

SUBJECT: Establish a speed limit on San Pablo Avenue (Road 0971B), San Pablo area.

The Contra Costa County Board of Supervisors RESOLVES that:

On the basis of an Engineering and Traffic Survey and recommendations thereon by the County Public Works Department’s Transportation Engineering Division and pursuant to County Ordinance Code Sections 46-2.002 – 46-2.012, the following traffic regulation is established (and other action taken, as indicated):

Pursuant to Section 22358(a) and Section 627 of the California Vehicle Code, no vehicle shall travel in excess of 40 miles per hour on San Pablo Avenue (Road No. 0971B), beginning at the Pinole City Limit and extending south to the Richmond City limit.

Traffic Resolution 1970/1692, pertaining to speed limits on San Pablo Avenue, is hereby rescinded.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

JS:sr

Orig. Dept.: Public Works (Traffic)  
Contact: Monish Sen (925-313-2187)

c: California Highway Patrol  
Sheriff’s Department

ATTESTED: \_\_\_\_\_  
Monica Nino, Clerk of the Board of Supervisors and  
County Administrator

By \_\_\_\_\_,  
Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Director of Airports  
Date: February 8, 2022

**Subject:** APPROVE AND AUTHORIZE TERMINATION OF HANGAR RENTAL AGREEMENT WITH THOMAS ELMENDORF, BYRON AREA

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Airports to terminate the Hangar Rental Agreement with Thomas Elmendorf. AUTHORIZE County Counsel to pursue legal action.

**FISCAL IMPACT:**

There is no negative impact on the General Fund. The Airport Enterprise Fund will cover the cost of any legal action.

**BACKGROUND:**

On May 1, 2019, the County entered into a Hangar Rental Agreement (Agreement) with Thomas Elmendorf (Tenant) for use of Hangar #C-28, which is located at the Byron Airport. Because of his failure to pay rent in full, Tenant is currently in default under the Agreement.

A Termination letter was mailed to Tenant on December 16, 2021. The letter informed Tenant that to avoid termination of the Agreement, payment in full of past due rent, then totaling \$260, be delivered to the County by December 27, 2021. Tenant has been delinquent six times in the last 12 months.

Airport staff is requesting

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Beth Lee, 925-681-4200

By: , Deputy

cc:

BACKGROUND: (CONT'D)

authority to terminate the Agreement and to pursue legal action against Tenant through County Counsel. Such actions are consistent with adopted Airport policies.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to terminate the Agreement and pursue legal action against Tenant would result in the Airport being unable to enforce adopted Airport policies and procedures.



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: February 8, 2022

Subject: Claims

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**RECOMMENDATION(S):**

DENY claims filed by Ronald & Mary Danese, Tywane L. Green, Michael Hawes, Jason I. Mosqueda, National General for Collette Carroll, Washington Hospital Healthcare System and Justin Werth. DENY amended claim filed for AAA for Zhuandi Deng and Paper Tree Garden LLC. DENY late claim for Jermaine Dickerson.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

DENY claims filed by Ronald & Mary Danese, Tywane L. Green, Michael Hawes, Jason I. Mosqueda, National General for Collette Carroll, Washington Hospital Healthcare System and Justin Werth. DENY amended claim filed for AAA for Zhuandi Deng and Paper Tree Garden LLC. DENY late claim for Jermaine Dickerson.

**CONSEQUENCE OF NEGATIVE ACTION:**

Not acting on the claims could extend the claimants' time limits to file actions against the County.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Risk Management

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: February 8, 2022

**Subject:** RESOLUTION PROCLAIMING FEBRUARY 2022 AS "CIVIL GRAND JURY APPRECIATION MONTH"

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2022/1 proclaiming February 2022 as "Civil Grand Jury Appreciation Month" in Contra Costa County.

**FISCAL IMPACT:**

No fiscal impact.

**BACKGROUND:**

California's grand jury system provides, in each county, an independent "watch dog" investigative body, composed by a number of citizens in each county who monitor the performance and activities of the county, cities, schools, and special districts and their officers and elected officials.

The Contra Costa County Civil Grand Jury works many hours each year to promote good government through its investigative authority. The Grand Jury's watchdog investigations are often initiated on the basis of citizen complaints, but the Grand Jury may also act on its own initiative. When warranted, the Grand Jury issues detailed reports of its findings, which include recommendations for improvements to local

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea (925)  
655-2056

By: , Deputy

cc: Grand Jury Foreman

## BACKGROUND: (CONT'D)

governments. In Contra Costa County, those reports are published on the Contra Costa County Civil Grand Jury website.

Grand jury service offers unique rewards, including an enhanced understanding of local governments, a significant voice in local government through the published reports of the grand jury's investigations, and a renewed faith in the power of dedicated citizens to make a difference. A person is qualified to be a grand juror if he or she:

- Is a citizen of the United States,
- Is at least 18 years old,
- Has been a resident of the county for at least one year immediately prior to selection,
- Possesses ordinary intelligence, sound judgment, and good character, and
- Possesses a sufficient knowledge of the English language to communicate both orally and in writing.

All qualified persons are encouraged and welcome to apply for grand jury service.

The Contra Costa County Superior Court is now taking applications for the 2022-2023 Civil Grand Jury. No particular background, training or experience is necessary to be a grand juror. In fact, it is the diversity of its members that is one of the grand jury's greatest strengths. The qualities sought in individuals applying to serve on the grand jury include being a good listener; the willingness to cooperate with the other grand jurors in the pursuit of a common goal; the ability to ask thoughtful questions, review documents, and help write lucid reports; and a willingness to devote their time and energies to matters of civic importance. Candidates should have an interest in increasing the efficiency of local government and improving public services.

Applications are available by calling the Superior Court at (925) 608-2621 or visiting the Civil Grand Jury's website at <https://www.cc-courts.org/civil/grand-jury.aspx>.

The Contra Costa Civil Grand Jury requests that the Board adopt the proclamation declaring February 2022 as "Civil Grand Jury Appreciation Month" in Contra Costa County in order for all citizens to become better acquainted with the purposes of the grand jury, to draw attention to the Grand Jury's reports, and to encourage interested citizens to apply for membership on the civil grand jury.

## ATTACHMENTS

Resolution No. 2022/1

*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2022/1**

**PROCLAIMING FEBRUARY 2022 AS "CIVIL GRAND JURY APPRECIATION MONTH" IN CONTRA COSTA COUNTY**

WHEREAS, civil grand juries are crucial components of California's judicial system, serving an important role: investigating and reporting on the operations of local government (which is known as the "watchdog" function -- a civil, rather than criminal function) and investigating allegations of a public official's corrupt or willful misconduct in office, and when warranted, filing an "accusation" against that official to remove him or her from office; and

WHEREAS, every county in California has a civil grand jury made up of citizens, appointed by the county's Superior Court, who dedicate their time for a full year to grand jury service; and

WHEREAS, thanks to their commitment and hard work, civil grand jurors help ensure that local governments, such as counties, cities, special districts, and school districts, are operating legally and efficiently;

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors hereby proclaims February 2022 as Civil Grand Jury Appreciation Month in Contra Costa County, recognizing the contributions of the Contra Costa County Civil Grand Jury and encouraging citizens to apply for grand jury service by contacting the Contra Costa County Superior Court or accessing the Civil Grand Jury's website.

\_\_\_\_\_  
**KAREN MITCHOFF**

Chair, District IV Supervisor

\_\_\_\_\_  
**JOHN GIOIA**

District I Supervisor

\_\_\_\_\_  
**CANDACE ANDERSEN**

District II Supervisor

\_\_\_\_\_  
**DIANE BURGIS**

District III Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**

District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Mitchoff, District IV Supervisor  
Date: February 8, 2022

**Subject:** In the Matter of declaring February 13-19, 2022 as African American Mental Health Awareness Week and February 15th as Miles Hall Day of Remembrance

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Colleen Awad, 925-521-7100

By: , Deputy

cc:



ATTACHMENTS

Resolution  
2022/45

*The Board of Supervisors of  
Contra Costa County, California*

In the matter of:

**Resolution No. 2022/45**

**In the Matter of declaring February 13-19, 2022 as African American Mental Health Awareness Week and February 15<sup>th</sup> as Miles Hall Day of Remembrance**

**WHEREAS**, in the African American community, there is a need to support the recovery process of peers/clients/consumers and family members impacted by mental health and substance use issues through the delivery of well-funded, culturally-responsive, community-defined and honoring services, including but not limited to, the incorporation of identified spiritual/faith practices and beliefs when requested; and

**WHEREAS**, mental health and substance use issues and the devastating impact of COVID-19 are among the leading causes of health challenges for African Americans in this County; and

**WHEREAS**, scientific studies show that when the services are delivered by individuals reflective of those served and faith/spiritual practices are included and embraced as a part of the recovery plan, the peer/client/consumer along with the behavioral health system experiences shorter recovery times, fewer relapses, and fewer hospitalizations; and

**WHEREAS**, Contra Costa County Behavioral Health and Provider Services, in an effort to better reflect and celebrate the diverse populations of the county, has been one of the pioneering counties to heed the voice of the peer/client/consumer and family members in building collaborations with various faith based/spiritual communities to explore all resources and tools that will enhance mental health wellness in the African American Community; and

**WHEREAS**, NAMI Contra Costa, it's African American Uplift Program, peers/clients/consumers, family members, providers, spiritual leaders, Conscious Contra Costa, and The Miles Hall Foundation are working hard to support and protect families by educating communities about mental illness and by protecting those living with mental illness from unjust practices and harm by supporting the Miles Hall Community Crisis Hub and the A3 24-7 non police response program, and

**WHEREAS**, all interested stakeholders can participate in the February 24<sup>th</sup> Mental Health Awareness Black History Virtual Event, the Miles Hall Foundation Bicycle Give-away and ongoing efforts to replace misinformation about mental health, erase prejudice, fear and blame thereby reducing stigma and disparities to unserved, underserved and inappropriately-served communities by helping restore mental health wellness, and reimagining safety for ALL in Contra Costa County.

**NOW, THEREFORE BE IT RESOLVED** the Contra Costa County Board of Supervisors proclaims February 13-19, 2022 as acknowledgement of African American Mental Health Awareness Week and February 15, 2021 as the Miles Hall Day of Remembrance.

\_\_\_\_\_  
**KAREN MITCHOFF**

Chair, District IV Supervisor

\_\_\_\_\_  
**JOHN GIOIA**

District I Supervisor

\_\_\_\_\_  
**CANDACE ANDERSEN**

District II Supervisor

\_\_\_\_\_  
**DIANE BURGIS**

District III Supervisor

\_\_\_\_\_  
**FEDERAL D. GLOVER**

District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator

By: \_\_\_\_\_, Deputy



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: February 8, 2022

Subject: In-Home Supportive Services Public Authority Advisory Committee Vacancy

---

**RECOMMENDATION(S):**

DECLARE a vacancy in the Consumer Any Age Seat #3 on the In-Home Supportive Services Public Authority Advisory Committee for a term ending on March 7, 2022, and DIRECT the Clerk of the Board to post the vacancy as recommended by the Employment and Human Services Department Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

Declare a vacancy on the In-Home Supportive Services (IHSS) Public Authority (PA) Advisory Committee (Committee) Consumer Any Age Seat #3 currently held by Dr. Michelle Hernandez. Dr. Hernandez was appointed to the Seat on August 7, 2018 with a term ending March 7, 2022. She is no longer available to serve on the Committee.

The County Board of Supervisors established the IHSS PA Advisory Committee March 1998 to provide in-home caregiving services to IHSS recipients.

**CONSEQUENCE OF NEGATIVE ACTION:**

The IHSS PA Advisory Committee may not be able to form a quorum and conduct routine business.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Elaine Burres 608-4960

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Director of Airports  
Date: February 8, 2022

**Subject:** REAPPOINT KEITH MCMAHON TO THE CITY OF CONCORD SEAT ON THE AVIATION ADVISORY COMMITTEE

---

**RECOMMENDATION(S):**

REAPPOINT Mr. Keith McMahon to the City of Concord seat on the Aviation Advisory Committee (AAC) to a term beginning March 1, 2022 and expiring February 28, 2025, as recommended by the Concord City Council.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The AAC was established by the Board of Supervisors (Board) to provide advice and recommendations to the Board on the aviation issues related to the economic viability and security of airports in Contra Costa County (County). The AAC is mandated to cooperate with local, state, and national aviation interests for the safe and orderly operation of airports; advance and promote the interests of aviation; and protect the general welfare of the people living and working near the airport and the County in general.

The AAC may initiate discussions, observations, or investigations and may hear comments on airport and aviation matters from the public or other agencies in order to formulate recommendations to the Board. In conjunction with all the above, the AAC provides a forum for the Director of Airports

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Beth Lee, 925-681-4200

By: , Deputy

cc:

BACKGROUND: (CONT'D)

regarding policy matters at and around the airport.

The AAC comprises 13 members who must work and/or reside in Contra Costa County: one appointed by each Supervisor; one from and nominated to the Board by the City of Concord; one from and nominated to the Board by the City of Pleasant Hill; one from and nominated to the Board by the Contra Costa County Airports Business Association; one from the community of Pacheco and nominated to the Board by the Airport Committee; one from the vicinity of Byron Airport (Brentwood, Byron, Knightsen or Discovery Bay) and nominated to the Board by the Airport Committee; and three at large to represent the general community, to be nominated by the Airport Committee.

On January 10, 2022, the Concord City Council unanimously approved a recommendation that Keith McMahon continue to serve as the representative for the City's Representative on the Aviation Advisory Committee for a term expiring on February 28, 2025.

CONSEQUENCE OF NEGATIVE ACTION:

The City of Concord will not have representation as the seat will become vacant.

ATTACHMENTS

Redacted City of Concord Letter Reappointing Keith McMahon to the AAC



City of Concord 1950 Parkside Drive, Concord, California 94519  
cityofconcord.org • cityclerk@cityofconcord.org • 925-671-3495

RECEIVED  
BUCHANAN  
AIRPORT

2022 JAN 18 A 11: 32

**City Council**

Dominic Aliano, Mayor  
Laura M. Hoffmeister, Vice Mayor  
Edi E. Birsan  
Timothy A. McGallian  
Carlyn S. Obringer  
Patti Barsotti, City Treasurer  
Valerie J. Barone, City Manager

**OFFICE OF THE CITY CLERK**  
JOELLE FOCKLER, MMC, CITY CLERK

January 12, 2022

Ms. Emily Barnett, Chair  
Contra Costa County Aviation Advisory Committee  
550 Sally Ride Drive  
Concord, CA 94520

RE: City of Concord nomination of Keith McMahon to continue to serve as the City's representative on the Contra Costa County Aviation Advisory Committee

Dear Ms. Barnett:

This letter is to advise that at its January 10, 2022, Special City Council Meeting, the Concord City Council unanimously approved a recommendation that Keith McMahon continue to serve as the City's Representative on the Contra Costa County Aviation Advisory Committee for a term expiring on February 28, 2025.

Mr. McMahon acknowledged his desire to continue on this important committee and comes highly recommended by the community.

Should you have any questions or concerns, please do not hesitate to contact me at (925) 671-3390 or [joelle.fockler@cityofconcord.org](mailto:joelle.fockler@cityofconcord.org).

Sincerely,

Joelle Fockler, MMC  
City Clerk

cc: Contra Costa County Clerk of the Board  
Keith McMahon



Contra  
Costa  
County

To: Board of Supervisors  
From: Candace Andersen, District II Supervisor  
Date: February 8, 2022

Subject: APPOINTMENT TO THE COUNTY SERVICE AREA P-2A CITIZENS ADVISORY COMMITTEE

---

**RECOMMENDATION(S):**

APPOINT Jerry Kidd to the Appointee 3 Seat on the County Service Area P-2A Citizens Advisory Committee for a two-year term with an expiration date of December 31, 2023, as recommended by Supervisor Candace Andersen.

**FISCAL IMPACT:**

NONE

**BACKGROUND:**

The County Services Area P-2A Citizens Advisory Committee includes seven (7) appointees representing the Blackhawk county service area who advises the Board of Supervisors on the needs of the Blackhawk community for extended police services which shall include, but not be limited to, enforcement of the State Vehicle Code, crime prevention, litter control, and other issues.

Supervisor Andersen has been advertising the vacancy, received several applications, met with all applicants and has chosen Mr. Kidd to fill the vacant seat.

**CONSEQUENCE OF NEGATIVE ACTION:**

The seat will remain vacant.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Jill Ray, 925-957-8860

By: , Deputy



CHILDREN'S IMPACT STATEMENT:

NONE



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

Subject: Medical Staff Appointments and Reappointments – January 24, 2022

---

**RECOMMENDATION(S):**

Approve the medical staff appointments and reappointments, additional privileges, advancements, and voluntary resignations as recommended by the Medical Staff Executive Committee, at their January 24, 2022 meeting, and by the Health Services Director.

**FISCAL IMPACT:**

There is no fiscal impact for this action.

**BACKGROUND:**

The Joint Commission has requested that evidence of Board of Supervisors approval for each Medical Staff member will be placed in his or her Credentials File. The above recommendations for appointment/reappointment were reviewed by the Credentials Committee and approved by the Medical Executive Committee.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the Contra Costa Regional Medical Center and Contra Costa Health Centers' medical staff would not be appropriately credentialed and not be in compliance with The Joint Commission.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Samir Shah, M.D., 925-370-5475

By: , Deputy

ATTACHMENTS

January List



**A. New Medical Staff Members**

|                          |                           |
|--------------------------|---------------------------|
| Peng ,Patty , MD         | DFAM                      |
| Okwerekwu, Jennifer , MD | Psychiaty/Psychology      |
| Sohal, Kunwardeep, MD    | Internal Medicine -Gastro |
| Patel, Rati, MD          | Diagnotic Imaging/ Vrad   |

**B. Application for Staff Affiliation**

|                     |            |
|---------------------|------------|
| Chen, Josephine, NP | DFAM       |
| Neal, Molly, NP     | OB/GYN/PPH |

**C . 6 Month Extensions**

|                             |                       |
|-----------------------------|-----------------------|
| Brown, Casey, MD            | Pediatrics            |
| Mruthyunjaya, Paranathi, MD | Psychiatry/Psychology |
| Beltagui, Amr, MD           | Psychiatry/Psychology |

**D. Staff Advancing to Non-Provisional**

|                        |            |        |
|------------------------|------------|--------|
| Baffoe-Bonnie, Ama, MD | Pediatrics | Active |
| Srivastav, Shivani, MD | Pediatrics | Active |



### **E. Biennial Reappointments**

| <b>Provider</b>       | <b>Department</b>     | <b>Staff Status</b> |
|-----------------------|-----------------------|---------------------|
| Beauchamp, Jon, MD    | Emergency Medicine    | A                   |
| Benson, Erica, DPM    | Surgery               | P                   |
| Cheng, Siri, MD       | Surgery               | A                   |
| Fulkerson, Eric, MD   | Surgery               | C                   |
| Gent, Lauren, Psy.D   | Psychiatry/Psychology | A                   |
| Hoffman, Joan, MD     | DFAM                  | C                   |
| Johnson, Brian, MD    | Hospital Medicine     | A                   |
| Kim, Jessica, MD      | Hospital Medicine     | A                   |
| Lankford, Dawud, MD   | Surgery               | P                   |
| Luong, Wini, DDS      | Dental                | A                   |
| Mahar, Denis, MD      | Internal Medicine     | A                   |
| Ramos, Mena, MD       | Emergency Medicine    | A                   |
| Rewal, Mridula, MD    | Hospital Medicine     | A                   |
| Robello, Michelle, MD | Hospital Medicine     | A                   |
| Saffier, Kenneth, MD  | DFAM                  | A                   |
| Singh, Amarpreet, MD  | Psychiatry/Psychology | C                   |
| Singh, Sukhwant, MD   | Internal Medicine     | A                   |
| Smith, Mark, MD       | DFAM                  | A                   |
| Xiong, Sherry, MD     | Pathology             | A                   |



**F. Biennial Renewal of Privileges**

|                   |            |     |
|-------------------|------------|-----|
| Brito, Nicole, NP | Pediatrics | AFF |
| Ha, Nikki, NP     | Pediatrics | AFF |
| Ko, Anita, OD     | Optometry  | AFF |

**G. 3 Month Evaluations**

|                     |                       |
|---------------------|-----------------------|
| Ajuria, Michael, MD | Nephrology            |
| Bhela, Serena, MD   | Nephrology            |
| Carter, Rebecca, MD | Pediatrics            |
| Dalal, Aparna, MD   | Anesthesiology        |
| Hobson, Kali, MD    | Psychiatry/Psychology |
| Lewis, Jeffrey, MD  | Anesthesiology        |
| Postone, Ariel, MD  | DFAM                  |
| Shan, Elahi, MD     | Psychiatry/Psychology |
| Tung, Chiu, MD      | Anesthesiology        |

**H.6 Month Evaluation**

|                         |                       |
|-------------------------|-----------------------|
| Das, Piyush, MD         | Psychiatry/Psychology |
| Rayikanti, Benjamin, MD | Anesthesiology        |
| Beltagui, Amr, MD       | Psychiatry/Psychology |



**I.9 Month Evaluations**

|                       |                       |
|-----------------------|-----------------------|
| Rohira, Sunil, MD     | Anesthesiology        |
| Singh, Jasbir, MD     | Psychiatry/Psychology |
| Klein, Carolina, MD   | Psychiatry/Psychology |
| McQuade, Jennifer, MD | Psychiatry/Psychology |

**J. 12 Month Evaluations**

|                      |                       |
|----------------------|-----------------------|
| Trope, Alexander, MD | Psychiatry/Psychology |
|----------------------|-----------------------|

**K. 18 Month Evaluations**

|                      |               |
|----------------------|---------------|
| Wentworth, Kelly, MD | Endocrinology |
|----------------------|---------------|

**L. Biennial Reappointments for Teleradiologists (vRad)**

|                   |                    |
|-------------------|--------------------|
| Mahmood, Omar, MD | Diagnostic Imaging |
|-------------------|--------------------|

**M. Voluntary Resignation**

|                     |            |
|---------------------|------------|
| Baker, Michael, MD  | Surgery    |
| Copeland, Linda, MD | Pediatrics |
| Jaye, Lyssa, FNP    | OB/GYN     |

ANNA M. ROTH, RN, MS, MPH  
HEALTH SERVICES DIRECTOR

JASPREET BENEPAL, RN  
INTERIM CHIEF EXECUTIVE OFFICER  
CONTRA COSTA REGIONAL MEDICAL CENTER  
& HEALTH CENTERS



CONTRA COSTA  
REGIONAL  
MEDICAL CENTER  
& HEALTH CENTERS

2500 Alhambra Avenue  
Martinez, California 94553-3191

Ph (925) 370-5000  
[www.cchealth.org/medicalcenter/](http://www.cchealth.org/medicalcenter/)

|                  |                       |
|------------------|-----------------------|
| May, Daniel, MD  | Psychiatry/Psychology |
| Melek, Maged, MD | DFAM                  |





**Contra  
Costa  
County**

To: Board of Supervisors  
From: John Gioia, District I Supervisor  
Date: February 8, 2022

**Subject:** Appoint Carolyn Wysinger to the District 1 Alternate Seat on the Contra Costa County Library Commission

---

**RECOMMENDATION(S):**

APPOINT Carolyn Wysinger to the District 1 Alternate seat on the Contra Costa County Library Commission to a term ending June 30, 2026 as recommended by Supervisor Gioia.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

Established on March 12, 1991 by the Board of Supervisors, the purpose of the Contra Costa County Library Commission is to:

- serve in an advisory capacity to the Board of Supervisors and the County Librarian;
- provide a community linkage to the County Library; to establish a forum for the community to express its views regarding goals and operations of the County Library;
- assist the Board of Supervisors and the County Librarian to provide library services based on assessed public needs;
- develop and recommend proposals to the Board of Supervisors and the County Librarian for the betterment of the County Library including, but not limited to, such efforts as insuring a stable and adequate funding level for the libraries in the County.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: James Lyons, 510-942-2222

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Supervisor Gioia seeks applications for community advisory boards in a number of ways including media outlets, through his website, newsletters, and eblasts. He interviews all qualified applicants.

CONSEQUENCE OF NEGATIVE ACTION:

The seat will be unfilled.



Contra  
Costa  
County

To: Board of Supervisors  
From: Diane Burgis, District III Supervisor  
Date: February 8, 2022

Subject: VACANCY ON BYRON MAC

---

**RECOMMENDATION(S):**

ACCEPT the resignation of Steve Larsen, DECLARE a vacancy in the Appointee 3 seat on the Byron Municipal Advisory Council for a term ending December 31, 2024, and DIRECT the Clerk of the Board to post the vacancy, as recommended by Supervisor Burgis.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

Mr. Larsen notified the District Office of his resignation effective January 26, 2022.

**CONSEQUENCE OF NEGATIVE ACTION:**

The District 3 Office would be unable to fill the seat.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Lea Castleberry 925-252-4500

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: February 8, 2022

Subject: Add one (1) Health Services Administrator-Level B Position

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25893 to add one (1) Health Services Administrator-Level B (VANG) position at salary plan and grade XB2-1323 (\$5,174 - \$8,477) in the Finance division of the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost of approximately \$172,529, with \$66,931 in pension cost already included. (100% Hospital Enterprise Fund I)

**BACKGROUND:**

Increased demands on the Health Services Department Privacy Office due to additional regulatory review and reporting requirements necessitate expansion of the current two person staff. This year through mid-October, there have been 109 breaches reported, potentially impacting thousands of individuals. Each reported breach requires the Privacy Office to review the details of the event, consult with counsel if necessary, review regulatory guidance, ask follow up questions of staff, and either mitigate the incident by conducting a risk analysis to document the event is not a breach, or report the breach to the Health and Human Services Office for Civil Rights, the California Department of Public Health, and to the victim(s) of the breach, plus work internally with staff to implement a plan

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Bud DeCesare, 925-957-5429

By: , Deputy

cc: Bud DeCesare, Jo-Anne Linares, Kathi Caudel, Kathy Sitton, Lauren Ludwig, Tuli Ochoa

BACKGROUND: (CONT'D)

of correction.

In addition, the Health Services Department has received numerous requests for information related to the COVID pandemic including data for outreach and for vaccination status/compliance, plus unrelated requests to share data for grants. These requests are directed to the Privacy Officer to review the privacy regulation component as it relates to the appropriate use and release of information stored in various registries and data bases used throughout Health Services. These requests involve extensive analysis, including a review of the Health Service Department's contracts with the State related to the specific registry database, which often requires consultation with Counsel. The terms of these contracts with the State sets forth the information privacy and security requirements that Health Services, as the Contractor, is obligated to follow with respect to all personal and confidential information disclosed to the Contractor, or collected, created, maintained, stored, transmitted or used by the Contractor for, or on behalf of, the State.

The addition of a Health Services Administrator-Level B position will support the Privacy Officer by providing guidance to Health Services Divisions that maintain patient information as it relates to breach investigations and following up with Department Staff to ensure complete and accurate information is provided in response to investigative questions in a timely manner. These tasks are currently done by the Privacy Officer, thereby diverting time and resources that should be used to review and update Privacy and Compliance policies, develop and make additional training and education available to staff, conduct internal auditing and monitoring, and manage the overall operations of the Privacy Office.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the Privacy Officer will continue to be the only person performing these functions, taking time and resources away from higher level tasks which compromises the overall operations of the Privacy Office.

ATTACHMENTS

P300 No. 25893 HSD

**POSITION ADJUSTMENT REQUEST**

NO. 25893  
DATE 11/18/2021

Department Health Services Department No./ Budget Unit No. 0540 Org No. 6567 Agency No. A18  
Action Requested: Add one (1) Health Services Administrator - Level B (VANG) at salary plan and grade XB2-1323 (\$5,174 - \$8,477) in the Finance division of the Health Services Department. (Represented)

Proposed Effective Date: 2/9/2022

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$172,592.17 Net County Cost \$0.00  
Total this FY \$93,487.42 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund I, temp ee salary savings

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Lauren Ludwig

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

1/31/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/1/2022

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: February 8, 2022

**Subject:** Decrease the Hours of One Family Nurse Practitioner Position in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25894 to decrease the hours of one (1) Family Nurse Practitioner (VWSB) position #15951 at salary plan and grade L35-1873 (\$11,947 -\$14,921), from 36/40 to 32/40 in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action will result in a cost savings of approximately \$27,229, with \$10,560 in pension costs already included. (Hospital Enterprise Fund I)

**BACKGROUND:**

Incumbents in this classification have the ability to request that their position hours be increased or decreased, as outlined in their MOU. Managers evaluate these requests to determine whether the change will negatively impact divisional operations. The Medical Staffing Office has determined that the reduction of hours for position #15951 from 36/40 to 32/40, as requested by the incumbent, will have no significant impact on meeting service needs within the Brentwood Health Center.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this action is not approved, the department will not be able to fulfill the request of the incumbent.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Gina Soleimanieh, 925-370-5182

By: , Deputy



ATTACHMENTS

P300 No. 25894 HSD

**POSITION ADJUSTMENT REQUEST**

NO. 25894  
DATE 11/18/2021

Department Health Services

Department No./  
Budget Unit No. 0540 Org No. 6390 Agency No. A18

Action Requested: Reduce the hours of one Family Nurse Practitioner position #15951 from 36/40 to 32/40 in the Health Services Department. (Represented)

Proposed Effective Date: 2/9/2022

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost (\$27,229.44) Net County Cost (\$27,229.44)  
Total this FY (\$11,345.42) N.C.C. this FY (\$11,345.42)

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings to Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Lauren Ludwig

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

1/31/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE 2/2/2022

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: February 8, 2022

**Subject:** Add one Public Health Nutritionist and one Administrative Services Assistant II positions in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25895 to add one (1) Public Health Nutritionist position (V9WB) at salary plan and grade TC5-1430 (\$5,582.83 - \$6,785.96) and one (1) Administrative Services Assistant II (APVA) position at salary plan and grade ZB5-1475 (\$5,837.20 - \$7,095.15) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Approval will result in an approximate salary and benefit costs increase of \$289,091, with \$112,109 pensions included. These positions will be fully funded by Older Americans Act funding.

**BACKGROUND:**

The Health Services Department is requesting to add one Public Health Nutritionist (V9WB) and one Administrative Services Assistant II (APVA) full-time positions. The Administrative Services Assistant II is needed for the Senior Nutrition program to complete monthly, quarterly, and annual tasks distinctly separate from the tasks that the Administrative Services Assistant III is assigned to. The ASA II will provide administrative and fiscal support to the ASA III for numerous contracts, grants, and subcontracts

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Larita Clow, (925) 957-5244

By: , Deputy

cc: Larita Clow, Cheryl Shipley, Sherry Martija

BACKGROUND: (CONT'D)

by producing an maintaining program procedures, policy development, training contractors on policies and procedures.

The Public Health Nutritionist position is needed to develop menu items to be prepared by subcontractors. This person will also conduct café site visits to ensure compliance and conduct client surveys or other data tools to ensure client needs are being met. This position will also be added since the current PH Nutritionist is in the process of being reclassified to a Senior PH Nutritionist as the Senior Nutrition Program has expanded. In contrast, the Sr. Public Health Nutritionist will oversee the Public Health Nutritionist and be the subcontractor liaison, as well as conduct site visits a the locations where the food is prepared (separate location than cafes).

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, there will not be sufficient staff properly allocated to the Senior Nutrition Program and this will negatively affect program activities.

ATTACHMENTS

P300 No.25895 HSD

**POSITION ADJUSTMENT REQUEST**

NO. 25895  
DATE 12/1/2021

Department Health Services

Department No./  
Budget Unit No. 0450 Org No. 5766 Agency No. 18

Action Requested: Add one (1) Public Health Nutritionist full-time position (V9WB) at salary plan and grade TC5-1430 (\$5,582.83 - \$6,785.96) and one (1) Administrative Services Assistant II full-time (APVA) position at salary plan and grade ZB5-1475 (\$5,837.20 - \$7,095.15) in the Health Services Department. (Represented)

Proposed Effective Date: 2/9/22

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$289,090.71 Net County Cost \$0.00  
Total this FY \$120,454.46 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Older Americans Act funding

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Larita Clow

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

01/31/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/2/2022

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 2/2/2022

No. xxxxx

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: February 8, 2022

**Subject:** Add one Public Health Nurse Program Manager position in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25896 to add one (1) Public Health Nurse Program Manager position (VWHL) at salary plan and grade ZZX-1006 (\$11,778.67 - \$14,317.05) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Approval of this action will result in an approximate salary and benefit annual cost increase of \$279,163, which includes \$108,259 in pension cost. The position will be funded by 40% Maternal, Child and Adolescent Health (MCAH) Allocation (allows for a 75/25 draw down with Federal funding), 30% Nurse-Family Partnership (State General Funds through the California Home Visiting Program), and 30% CalWORKs Home Visiting Program revenues.

**BACKGROUND:**

The Health Services Department is requesting to add one (1) Public Health Nurse Program Manager (VWHL) full-time position. The Nurse Family Partnership has received expansion dollars specific to the California Home Visiting Program (CHVP). The dollars may only be used to expand clinical program capacity and deepen infrastructure for this evidence-based home visiting program. An additional Public Health Nurse Program Manager will allow the department to maintain the required ratio of supervising nurse manager to nurse home

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Larita Clow, (925) 957-5244

By: , Deputy

cc: Larita Clow, Cheryl Shipley, Sherry Martija



BACKGROUND: (CONT'D)

visitors that is specified by the Nurse-Family Partnership national model. The need for more clinical supervision is in addition to the work being done by the current Nurse Program Manager who provides direction for the program, oversees three contracts maintaining relationships with the funders, including policy and protocol development that allow staff to meet program and clinical expectations, quality assurance and continuous reporting on services being provided across multiple platforms.

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, there will not be sufficient management staff allocated to the California Home Visiting Program and this will negatively affect program activities and compliance with national model supervision ratios.

ATTACHMENTS

P300 No. 25896 HSD

**POSITION ADJUSTMENT REQUEST**

NO. 25896  
DATE 12/1/2021

Department Health Services

Department No./  
Budget Unit No. 0450 Org No. 5754 Agency No. 18

Action Requested: Add one (1) Public Health Nurse Program Manager full-time position (VWHL) at salary plan and grade ZZ-1006 (\$11,778.67 - \$14,317.05) in the Health Services Department. (Represented)

Proposed Effective Date: 2/9/22

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$279,163.25 Net County Cost \$0.00  
Total this FY \$116,318.02 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT (30% State General Funds through CHVP, 30% CalWORKs Home Visiting Program, 40% MCAH Allocation Funds)

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Larita Clow

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

02/01/22

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/2/2022

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date:

No. xxxxx

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: February 8, 2022

**Subject:** Reassign Mental Health Clinical Specialist Positions #11002 and #09849 from Department 0301 to Department 0540 in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25898 to reassign one (1) Mental Health Clinical Specialist (VQSB) position #11002 and its incumbent and one (1) vacant Mental Health Clinical Specialist position #09849 at salary plan and grade TC2-1384 (\$5,496 - \$8,158) from Department 0301 to Department 0540 in the Health Services Department. (Represented)

**FISCAL IMPACT:**

This will result in annual cost savings of approximately \$315,653, including \$122,410 in pension cost, to the Detention Mental Health (Dept 0301) and an increase of salary and benefit cost to the Hospital Enterprise Fund I (Dept 0540) Ambulatory Services.

**BACKGROUND:**

The Health Services department is requesting to reassign one (1) Mental Health Clinical Specialist (VQSB) position #11002 and its incumbent and one (1) vacant position #09849 from Department 0301 (Detention Mental Health) to Department 0540 (Hospital and Ambulatory Services).

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Lauren Jimenez, (925) 957-5262

By: , Deputy

cc: Lauren Jimenez, David Seidner, Faye Ny, Esther Mejia

BACKGROUND: (CONT'D)

The two positions are assigned to the Behavioral Health Court which reports to the Chief in Ambulatory Services and does not report to the Mental Health Program Chief in Detention Mental Health. The requested reassignment will transfer the positions to the appropriate division of the Health Services Department.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, these positions will not be properly allocated to the correct department and will negatively affect program activities.

ATTACHMENTS

P300 No. 25898 HSD

**POSITION ADJUSTMENT REQUEST**

NO. 25898  
DATE 12/23/2021

Department Health Services Department Department No./  
Budget Unit No. 0540 Org No. 6417 Agency No. A18

Action Requested: Reassign PFT Mental Health Clinical Specialist (VQSB) position #11002 and its incumbent and vacant position #09849 from Department 0301 to Department 0540 in the Health Services Department (Represented)

Proposed Effective Date: 2/9/2022

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$315,653.00 Net County Cost \$0.00  
Total this FY \$131,522.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% Hospital Enterprise Fund I

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Lauren Jimenez

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus for

2/1/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/3/2022

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

Adjustment is APPROVED  DISAPPROVED

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: February 8, 2022

**Subject:** Increase One (1) Registered Nurse Position #18029 from 32/40 to 40/40 in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25899 to increase the hours of one (1) Registered Nurse (VWXG) position #18029 at salary plan and grade L32-1880 (\$10,398 - \$12,986) from part-time (32/40) to full-time (40/40) in the Health Services Department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action will result in an approximate annual cost increase of \$47,397, with pension costs of \$18,381 already included. This position is fully funded by the County General Fund allocation.

**BACKGROUND:**

Contra Costa Detention facilities have experienced a significant increase in workload due to administering ongoing COVID-19 testing, vaccinations, and boosters for inmate patients and staff as well as increased workload in provider and patients requests. There has been a high demand for nurses to work within the detention facilities to help with the increased workload. Increasing the work hours of this position and its incumbent, will assist on alleviating the increased workload and decrease overtime shifts.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Lauren Jimenez, (925) 957-5262

By: , Deputy



CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, the nurses within the Detention facilities will not have the immediate means to alleviate the increased workload.

ATTACHMENTS

P300 No. 25899 HSD

**POSITION ADJUSTMENT REQUEST**

NO. 25899  
DATE 12/22/2021

Department Health Services Department Department No./  
Budget Unit No. 0301 Org No. 5700 Agency No. A18  
Action Requested: Increase One (1) Registered Nurse and Incumbent in Position # 18029 from part-time (32/40) to full-time (40/40) in the Health Services Department. (Represented)

Proposed Effective Date: 2/9/2022

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$47,397.00 Net County Cost \$47,397.00  
Total this FY \$19,749.00 N.C.C. this FY \$19,749.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% funded by the County General Fund

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Lauren Jimenez

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus

2/1/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/2/2022

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services  
Date: February 8, 2022

**Subject:** Add One PFT Substance Abuse Program Supervisor (VHHB) Position in the Health Services Department

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25900 to add one (1) Substance Abuse Program Supervisor position at salary plan and grade ZA5-1682 (\$7,165 - \$8,709) in the Behavioral Health division of the Health Services department. (Represented)

**FISCAL IMPACT:**

Upon approval, this action will result in an annual cost of approximately \$176,821, with pension costs of \$68,571 already included. The position will be fully funded by Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) and American Rescue Plan Act (ARPA) revenues.

**BACKGROUND:**

The Health Services Department is requesting to add one (1) permanent full-time Substance Abuse Program Supervisor (VHHB) position. The Alcohol and Other Drugs Services (AODS) unit was granted supplemental funding so that the unit will continue to meet the requirements of the Department of Health Care Services (DHCS) Drug Medi-Cal Organized Delivery System (DMC-ODS). This system provides a continuum of care for substance use disorder treatment services, enables more local control and accountability, creates utilization controls to improve care and efficient use of resources, and implements evidenced based practices in treatment programs.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Lauren Jimenez, (925) 957-5262

By: , Deputy

BACKGROUND: (CONT'D)

Contra Costa County must continue and ensure Recovery Residences (RR) are safe and are drug and alcohol free. Adding a Substance Abuse Program Supervisor position will ensure adequate supervision and monitoring of program implementation at Recovery Residences (RR) and primary prevention services which will provide relief to Community-Based Organizations and clients impacted by the COVID-19 pandemic. The Substance Abuse Program Supervisor position will also provide technical assistance and support to ensure that operations follow minimum health and safety standards, will provide supervision to staff and volunteers, and will review and prepare data reports to the Department of Health Care Services (DHCS) on a continuous basis.

CONSEQUENCE OF NEGATIVE ACTION:

If this action is not approved, there will be a lack of supervision to monitor the implementation of prevention services at Recovery Residences (RR), which would impact the ability to provide much needed alcohol and other drug services to the community.

ATTACHMENTS

P300 No. 25900 HSD

**POSITION ADJUSTMENT REQUEST**

NO. 25900  
DATE 12/22/2021

Department Health Services Department Department No./  
Budget Unit No. 0466 Org No. 5938 Agency No. A18

Action Requested: Add one (1) Substance Abuse Program Supervisor (VHHB) position in the Behavioral Health Division of the Health Services Department. (Represented)

Proposed Effective Date: 2/9/2022

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \$0.00

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$176,821.00 Net County Cost \$0.00  
Total this FY \$73,675.00 N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT 100% funded by CRRSAA & ARPA Grant

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Lauren Jimenez

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

Kaitlyn Jeffus

2/1/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE \_\_\_\_\_

Exempt from Human Resources review under delegated authority

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.  
 \_\_\_\_\_(Date)

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/2/2022

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: Approve as recommended by the department.

Enid Mendoza

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

Adjustment is APPROVED  DISAPPROVED

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
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9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

**Subject:** Cancel one Departmental Human Resources Officer I position and add one Chief of Administrative Services position

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25892 to cancel one (1) Departmental Human Resources Officer I - Exempt (APG1) (unrepresented) position at Salary Plan and Grade B85 1876 (\$9,111-\$11,074) and add one (1) Chief of Administrative Services-Exempt (APDK) (unrepresented) position at Salary Plan and Grade B85 1003 (\$9,593-\$11,660) and reclassify employee #71303 to the classification of Chief of Administrative Services-Exempt in the Public Works Department.

**FISCAL IMPACT:**

This action will result in an additional cost of \$9,765, including an estimated \$1,416 in pension costs. This action will be funded by various Road, Flood Control, and Special District funds.

**BACKGROUND:**

The Departmental Human Resources (HR) Officer I position in the Public Works Department is responsible for the operation and supervision of personnel, payroll, and a wide range of administrative functions, including clerical support, safety, and training. The Departmental HR Officer I also coordinates all COVID-19 related employee concerns, such as positive cases and all associated reporting.

Due to the size and scope of services that Public Works provides, the Chief of Administrative Services is

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Carrie Ricci, 925.313.2235

By: , Deputy



BACKGROUND: (CONT'D)

a more appropriate classification. The Departmental HR Officer I currently supervises six Analysts, two Payroll Clerks, a Secretary and an Office Manager. PW has 560 authorized positions and 18 divisions. This position works with six labor unions, the Human Resources Department on recruitments, and coordinates with Labor Relations and County Counsel to address discipline and employee relations concerns. Responsibilities have also included working with the Human Resources Department's Professional & Organizational Development Team to develop training to improve teamwork and communication in the Maintenance Division. The Department plans to fill the Training and Staff Development Specialist in the next 6-12 months in order to continue to support the improvement efforts started in collaboration with Human Resources. The Chief of Administrative Services will be responsible for supervising the Training and Staff Development Specialist, and developing a department-wide training program for Public Works. The Chief of Administrative Services will also develop and monitor the training budget.

CONSEQUENCE OF NEGATIVE ACTION:

If this position change is not approved, the incumbent and position will not be classified appropriately.

ATTACHMENTS

AIR 48335 P300 25892 Add and Cancel

**POSITION ADJUSTMENT REQUEST**

NO. 25892  
DATE 1/20/2022

Department Public Works Department Department No./  
Budget Unit No. 0650 Org No. 4504 Agency No. 65

Action Requested: ADOPT Position Adjustment Resolution No. 25892 to cancel one Departmental Human Resources Officer I (exempt) position and add one Chief of Administrative Services (exempt) position and reclassify employee #71303 to the Chief of Administrative Services position in the Public Works Department (100% Local Road and Special Districts Funds)

Proposed Effective Date: 3/4/2022

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: 0

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost \$9,765 Net County Cost 0  
Total this FY \$4,069 N.C.C. this FY 0

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Various Public Works Funds

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Brian M. Balbas

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

L. Strobel

1/28/22

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/28/2022

Cancel one Departmental Human Resources Officer I - Exempt (APG1) (unrepresented) position at Salary Plan and Grade B85 1876 (\$9,111-\$11,074) and add one Chief of Administrative Services-Exempt (APDK) (unrepresented) position at Salary Plan and Grade B85 1003 (\$9,593-\$11,660) and reclassify employee #71303 to the classification of Chief of Administrative Services-Exempt

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.

03/04/2022(Date)

Amber Lytle

1/28/2022

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE \_\_\_\_\_

- Approve Recommendation of Director of Human Resources
- Disapprove Recommendation of Director of Human Resources
- Other: \_\_\_\_\_

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

David J. Twa, Clerk of the Board of Supervisors  
and County Administrator

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date 1/31/2022

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Board of Supervisors  
From: Alison McKee, County Librarian  
Date: February 8, 2022

**Subject:** Cancel one Senior Community Library Manager position and add one Community Library Manager position in the Library

---

**RECOMMENDATION(S):**

ADOPT Position Adjustment Resolution No. 25890 to cancel one (1) vacant permanent full-time (40/40) Senior Community Library Manager (3AGH) (represented) position #6232 at salary plan and grade ZAX 1662 (\$7,181.50 - \$9,171.07); and add one (1) permanent full-time (40/40) Community Library Manager (3AGG) (represented) position at salary plan and grade ZAX 1000 (\$6,916.31 - \$8,832.42) in the Library Department.

**FISCAL IMPACT:**

Upon approval, this action will result in an annual savings to the Library Fund of approximately \$43,094. No fiscal impact to the County general fund.

**BACKGROUND:**

The Clayton Library’s Senior Community Library Manager announced her retirement effective February 1, 2022. While evaluating the position and need to fill its duties, the Library has determined that adjusting the responsibilities downward to the Community Library Manager would be appropriate. This determination is based on circulation figures and patron population. Assigning the position at the lower level will also make it easier to recruit for and potentially allow for an easier promotional opportunity for qualified staff if they are interested in working at a management level.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this position change is not approved, the Library will not be able to hire staff at the appropriate level for the position’s location.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Samuel Treanor at 925-608-7702

By: , Deputy

cc:

ATTACHMENTS

P300 25890 - Cancel SCLM add  
CLM

**POSITION ADJUSTMENT REQUEST**

NO. 25890  
DATE 1/21/2022

Department Library Department No./  
Budget Unit No. 0621 Org No. 3751 Agency No. 85  
Action Requested: Cancel Senior Community Library Manager (3AGH) position number 6232 and add one Community Library Manager (3AGG) position

Proposed Effective Date: 3/1/2022

Classification Questionnaire attached: Yes  No  / Cost is within Department's budget: Yes  No

Total One-Time Costs (non-salary) associated with request: \_\_\_\_\_

Estimated total cost adjustment (salary / benefits / one time):

Total annual cost (\$43,094.00) Net County Cost \$0.00  
Total this FY (\$14,365.00) N.C.C. this FY \$0.00

SOURCE OF FUNDING TO OFFSET ADJUSTMENT Cost savings - Library Fund

Department must initiate necessary adjustment and submit to CAO.  
Use additional sheet for further explanations or comments.

Alison McKee

\_\_\_\_\_  
(for) Department Head

REVIEWED BY CAO AND RELEASED TO HUMAN RESOURCES DEPARTMENT

/s/ Julie DiMaggio Enea

1/26/2022

\_\_\_\_\_  
Deputy County Administrator

\_\_\_\_\_  
Date

HUMAN RESOURCES DEPARTMENT RECOMMENDATIONS

DATE 1/28/2022

Cancel one (1) full-time (40/40) Senior Community Library Manager (3AGH) (represented) position #6232 at salary plan and grade ZAX 1662 (\$7,181.50 - \$9,171.07) and add one (1) full-time (40/40) Community Library Manager (3AGG) (represented) position at salary plan and grade ZAX 1000 (\$6,916.31 - \$8,832.42) in the Library Department.

Amend Resolution 71/17 establishing positions and resolutions allocating classes to the Basic / Exempt salary schedule.

Effective:  Day following Board Action.

3/1/2022(Date)

Melissa Moglie

1/28/2022

\_\_\_\_\_  
(for) Director of Human Resources

\_\_\_\_\_  
Date

COUNTY ADMINISTRATOR RECOMMENDATION:

DATE

2/3/2022

Approve Recommendation of Director of Human Resources

Disapprove Recommendation of Director of Human Resources

Other: \_\_\_\_\_

/s/ Julie DiMaggio Enea

\_\_\_\_\_  
(for) County Administrator

BOARD OF SUPERVISORS ACTION:

Adjustment is APPROVED  DISAPPROVED

Monica Nino, Clerk of the Board of Supervisors  
and County Administrator

DATE \_\_\_\_\_

BY \_\_\_\_\_

APPROVAL OF THIS ADJUSTMENT CONSTITUTES A PERSONNEL / SALARY RESOLUTION AMENDMENT

POSITION ADJUSTMENT ACTION TO BE COMPLETED BY HUMAN RESOURCES DEPARTMENT FOLLOWING BOARD ACTION

Adjust class(es) / position(s) as follows:

## REQUEST FOR PROJECT POSITIONS

Department \_\_\_\_\_

Date \_\_\_\_\_

No. \_\_\_\_\_

1. Project Positions Requested:
  
2. Explain Specific Duties of Position(s)
  
3. Name / Purpose of Project and Funding Source (do not use acronyms i.e. SB40 Project or SDSS Funds)
  
4. Duration of the Project: Start Date \_\_\_\_\_ End Date \_\_\_\_\_  
Is funding for a specified period of time (i.e. 2 years) or on a year-to-year basis? Please explain.
  
5. Project Annual Cost
  - a. Salary & Benefits Costs: \_\_\_\_\_
  - b. Support Costs: \_\_\_\_\_  
(services, supplies, equipment, etc.)
  - c. Less revenue or expenditure: \_\_\_\_\_
  - d. Net cost to General or other fund: \_\_\_\_\_
  
6. Briefly explain the consequences of not filling the project position(s) in terms of:
  - a. potential future costs
  - b. legal implications
  - c. financial implications
  - d. political implications
  - e. organizational implications
  
7. Briefly describe the alternative approaches to delivering the services which you have considered. Indicate why these alternatives were not chosen.
  
8. Departments requesting new project positions must submit an updated cost benefit analysis of each project position at the halfway point of the project duration. This report is to be submitted to the Human Resources Department, which will forward the report to the Board of Supervisors. Indicate the date that your cost / benefit analysis will be submitted
  
9. How will the project position(s) be filled?
  - a. Competitive examination(s)
  - b. Existing employment list(s) Which one(s)? \_\_\_\_\_
  - c. Direct appointment of:
    1. Merit System employee who will be placed on leave from current job
    2. Non-County employee

Provide a justification if filling position(s) by C1 or C2

USE ADDITIONAL PAPER IF NECESSARY



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

**Subject:** Amendment to Joint Use Agreement for the Bay Point Library at 205 Pacifica Avenue, Bay Point – Riverview Middle School.

---

**RECOMMENDATION(S):**

APPROVE an Amendment to the Joint Use Agreement (JUA) between Contra Costa County (County) and Mount Diablo Unified School District (MDUSD) to (i) remove the hourly rate to allow for increases to custodial services costs and (ii) include a provision that allows the County to hire unarmed security services at the Bay Point Library at Riverview Middle School located at 205 Pacifica Avenue in Bay Point.

AUTHORIZE the County Librarian, or designee, to execute the Amendment to the JUA.

**FISCAL IMPACT:**

Funded by the Library Fund (120600)

**BACKGROUND:**

The Bay Point Library (Library) has been operating inside of Riverview Middle School, which is part of the Mount Diablo Unified School District, since 1994. In 2020, the County approved a JUA for continued use of a portion of the school library at Riverview Middle School in Bay Point to operate a public library and to increase the operational hours of the public library. The Library now needs to remove the hourly rate to allow for increases to custodial services costs and add a provision that allows the County to hire unarmed security services for the public Library.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Stacey Sinclair, 925.957.2464

By: , Deputy

cc:



CONSEQUENCE OF NEGATIVE ACTION:

Not authorizing the Amendment to the JUA would leave the Library unable to pay the increase to the custodial services cost at the Library, and would prevent them from hiring security for the site.

ATTACHMENTS

Joint Use Agreement

## **FIRST AMENDMENT TO JOINT USE AGREEMENT**

RIVERVIEW MIDDLE SCHOOL  
205 PACIFICA AVE., BAY POINT  
BAY POINT LIBRARY

This first amendment is dated February 8, 2022 and is between Mt. Diablo Unified School District, a California public school district (the “**School District**”) and the County of Contra Costa, a political subdivision of the State of California (the “**County**”).

### Recitals

A. The School District owns that certain property located at 205 Pacifica Avenue, Bay Point California, which is the location of the Riverview Middle School (the “**School Site**”). The School District operates a school library on the School Site.

B. The School District and the County are parties to a Joint Use Agreement dated March 31, 2020, under which the County is jointly using a portion of the school library as the public library (the “**Joint Use Agreement**”). That portion of the school library that is used by the County for the operation of a public library is the “**Premises**”.

C. Under the terms of the Joint Use Agreement, the School District is obligated to provide custodial services to the Premises, and the County will reimburse the cost.

D. The parties now desire to amend the Joint Use Agreement to remove the hourly rate to allow for increases to custodial services costs and include a provision that allows the County to hire unarmed security services at the Premises.

The parties therefore agree as follows:

### Agreement

1. Section 6. Custodial Services is deleted in entirety and replaced with the following:

Custodial Services. The School District shall provide the following custodial services at the Premises: cleaning the floors, cleaning the bathroom(s), emptying trash receptacles, stocking the bathroom(s) with paper towels, soap and toilet paper. The County will reimburse the School District for the cost of custodial services that result from having the Premises open to the public in the evenings and on Saturday at the current contracted rate per hour per the School District budget, with a minimum of four hours per day. The School District will invoice the County for this cost quarterly in arrears.

2. Security Services. County, at its sole expense, shall furnish unarmed security services at the Premises during the hours when County staff is onsite.
3. All other terms of the Joint Use Agreement remain unchanged.

[Remainder of Page Intentionally Left Blank]

School District and County are causing this first amendment to be executed as of the date set forth in the introductory paragraph.

COUNTY OF CONTRA COSTA, a  
political subdivision of the State of  
California

MOUNT DIABLO UNIFIED  
SCHOOL DISTRICT

By: \_\_\_\_\_  
Alison McKee  
County Librarian

By: \_\_\_\_\_  
Adam Clark, Ed.D.  
Superintendent

RECOMMENDED FOR APPROVAL:

By: \_\_\_\_\_  
Brian M. Balbas  
Public Works Director

By: \_\_\_\_\_  
Jessica L. Dillingham  
Principal Real Property Agent

APPROVED AS TO FORM:  
MARY ANN McNETT MASON,  
County Counsel

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

By: \_\_\_\_\_  
Cesar A. Alvarado, Esq.  
Assoc. General Counsel



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

Subject: Amendment to Lease with Ray Morgan Co. for a Canon Vario Print Press, Countywide

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, or designee, to execute on behalf of the Public Works Department, an amendment to a Blanket Purchase Order (BPO) with Ray Morgan Company, to increase the payment limit by \$70,000 from \$340,000 to a new payment limit of \$410,000 for the lease of a Canon Vario Print 6160 Press, with no change to the original term June 1, 2017 to May 31, 2022, Countywide.

**FISCAL IMPACT:**

The cost of printing is initially charged to the General Fund but recovered through charges to the County departments. Print and Mail Services is a zero net County cost operation.

**BACKGROUND:**

A Blanket Purchase Order was created for the Canon Vario Print 6160 Press, the only machine on the market that prints both sides of a sheet of paper at the same time, which saves time and money. Ray Morgan Company was selected because they are the largest local independent Canon Dealer with extensive local service staff and parts supplies. Ray Morgan locked in the lease rate and black click charge for the term of the contract.

The increase of \$70,000 on this purchase order is needed to cover the overage costs in use of the machine.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Dale Morseman, 925.655.4501

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

If this request is not approved, the vendor will not get paid.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

Subject: Approval of Library Lease and Service Agreement with the City of Hercules

---

**RECOMMENDATION(S):**

AUTHORIZE the County Librarian, or designee, to execute the Library Lease and Service Agreement between Contra Costa County (County) and the City of Hercules to permit the County's operation of the Hercules Library (Library) located at 109 Civic Drive in Hercules.

**FISCAL IMPACT:**

No fiscal impact. The proposed changes to the operations plan reflect existing practices.

**BACKGROUND:**

The County and the City of Hercules (City) entered into a lease agreement effective June 26, 2007, for the County to provide library services from the building. The County and the City are replacing the existing agreement with the new standard form Library Lease and Service Agreement. The County's standard form Library Lease and Service Agreement was approved by the Board of Supervisors in 2010 and amended in 2020.

Under the terms of the new Library Lease and Service Agreement with the City, the County will perform library services and related activities at the Library and the City will pay for and provide all maintenance, utility, and janitorial services to the Library. No rent is due or payable to the County.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Stacey Sinclair, 925.957-2464

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Failure to approve the Library Lease and Service Agreement with the City of Hercules may reduce library services in the City of Hercules.

ATTACHMENTS

Library Lease and Service Agreement



**LIBRARY LEASE**

**and**

**SERVICE AGREEMENT**

**Between**

**COUNTY OF CONTRA COSTA**

**and**

**THE CITY OF HERCULES**

**JULY 1, 2021**

**LIBRARY LEASE AND SERVICE AGREEMENT**

**BETWEEN**

**COUNTY OF CONTRA COSTA AND THE CITY OF HERCULES**

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EXHIBITS

- |           |                          |
|-----------|--------------------------|
| Exhibit A | Library Floor Plan       |
| Exhibit B | Form of Lease Supplement |

**LIBRARY LEASE  
And  
SERVICE AGREEMENT**

This lease and service agreement (“**Lease**”) is dated \_\_\_\_\_ (the “**Effective Date**”), and is between the City of Hercules, California, a municipal corporation (the “**City**”), and the County of Contra Costa, a political subdivision of the State of California (the “**County**”).

**Recitals**

- A. The City owns that certain property located at 109 Civic Drive in Hercules, California (the “**Property**”). The Property has been improved with a 21,500 square foot building (the “**Building**”), a parking lot, and landscaping. The Building is used to provide Library Services, as defined below, and is shown on the floor plan to the Building that is attached as Exhibit A – Library Floor Plan (and is the “**Library**” or the “**Premises**”).
- B. The City and County are parties to a lease dated June 26, 2007 under which the County leased from the City the building located at 109 Civic Drive in Hercules, California, as a library (the “**2007 Lease**”). City and County desire to replace the 2007 Lease with this lease. Upon the commencement of this lease, the 2007 Lease will terminate.
- C. The City and the County agree that the presence of a public library in a community enhances the quality of life in that community. The City and the County therefore desire to work cooperatively to permit the County to operate the Library as a public library. Toward this end, the City desires to lease the Library to the County and the County desires to lease the Library from the City on the terms set forth herein.

The parties therefore agree as follows:

**AGREEMENT**

1. **DEFINITIONS**. The following terms have the following meanings:

“**Actual Hours**” means the number of hours of Library Services that the County will provide each week in a Fiscal year at the Library and is the sum of Base Hours and Extra Hours.

“**Base Hours**” means the number of hours of Library Services that the County will provide each week in a Fiscal Year to all County-operated libraries. The County is responsible for the cost of providing Library Services during Base Hours.

“**Community Library Manager**” means the person designated as the on-site manager by the Librarian.

“**Components**” means computers, charging stations (e.g., laptop kiosks), mobile devices, printers, scanners, monitors, keyboards, and related equipment and software used in the Library by the public and staff.

“**Data Communication Equipment**” means routers, switches, servers, uninterrupted power supply (UPS) and wireless access points.

“**Data Communication Services**” means broadband and wireless access.

“**Extra Hours**” means the number of hours of Library Services that the City elects to obtain from the County each week at the Library that are in excess of Base Hours. The City is responsible for the cost of Extra Hours.

“**Fiscal Year**” means a twelve-month period beginning July 1.

“**Lease Supplement**” means a supplement to this Lease in substantially the form of Exhibit B – Form of Lease Supplement.

“**Librarian**” means the person designated by the County as the County Librarian.

“**Library Services**” includes lending books and other media to the public, offering programs to the public, and providing collection management and technical services in the course of operating a library. Except as otherwise provided herein, Library Services does not include maintenance of the Building.

“**Meeting Rooms**” are rooms in the Library that are used for meetings and/or events. Meeting Rooms may be used for library and other City business; and may be reserved by community groups in accordance with City guidelines.

“**Specialized Equipment**” means equipment that supports library operations that is not otherwise defined in this Lease, including, but not limited to, book security gates, self-check machines, remote lockers, self-service library access system (e.g., Open+) and any automated material handling equipment used at the Library.

2. **EFFECTIVENESS**. This lease supersedes and replaces the 2007 Lease.
3. **LEASE OF LIBRARY**. The City hereby leases to the County and the County hereby leases from the City, the Library.
4. **CONSIDERATION**. In exchange for the use of the Library, the County shall perform Library Services and related activities at the Library during the Term of this Lease. No rent is due or payable from the County to the City during the Term of this Lease.
5. **TERM**. The “**Initial Term**” of this lease begins on July 1, 2021 and ends on June 30, 2022.

A. Automatic Renewal. The Lease will automatically renew on a yearly basis unless written notice is given by either party of their intent to terminate the Lease at least one year in advance in accordance with Section 5.B., Termination, below. Each annual renewal period is a “**Renewal Term**.” Each Renewal Term will automatically commence on the day following the last day of the prior Term. Upon commencement of a Renewal Term, the “Term” of this Lease will be deemed to mean the Initial Term and each Renewal Term.

B. Termination. Either party may terminate this Lease at any time by giving the other party written notice at least one year prior to the proposed termination date. In the event of termination, the County shall leave the Premises and all City Materials, as defined in Section 11.B below, in good working order, and shall remove only County Materials, as defined in Section 11.A below.

6. **USE**.

A. County’s Use of Library. The County may use the Library for the purpose of providing Library Services for the public and related activities.

B. City’s Use of Library. The City may use the Library (including Meeting Rooms) during and outside the Library’s normal operating hours, so long as such use does not interfere directly with normal community library functions. The City is entirely responsible for any use of the Library that it schedules and shall hold harmless and indemnify the County, its officers, agents and employees for such use as provided for in Section 13, Indemnification. The City shall establish use guidelines for the use of Meeting Rooms, schedule use of the Meeting Rooms, and collect and retain any fees.

Any use of the Library scheduled by the City is subject to the City’s guidelines and the City’s rules and regulations. The City may not close the Library during its normal operating hours without the prior written consent of the Librarian.

C. County’s Use of Meeting Rooms. City staff will schedule use of the Meeting Rooms. Library sponsored programs are to be given priority use of Meeting Rooms during library hours of operation, provided that a Library program may not displace a previously scheduled use of a Meeting Room. The County will have an opportunity to place Meeting Room reservations before the City takes general reservations. At no time will the County be charged for use of Meeting Rooms for Library programs.

D. County’s Use of Parking Lot. City may designate Library staff parking areas. Alternately, Library staff may park within designated library parking areas subject to the same provisions or restrictions that apply to the general public.

7. **MAINTENANCE AND REPAIRS**. The City shall provide the maintenance and repairs described below in order to keep and maintain the Building in good order, condition, and repair. Maintenance and repairs are to be carried out in a manner that is at least consistent with the caliber of maintenance and repairs applied by the City to other City facilities, or as mutually agreed by the City and the County. City responsibilities for maintenance and repair include:

A. Exterior. All exterior building maintenance including but not limited to the roof, landscaping, hardscape, grounds, pest control, lighting and parking.

B. Interior. All interior building maintenance including but not limited to mechanical and electrical systems, including gas, electrical, water, plumbing, elevators, voice and data communication systems infrastructure, heating, ventilating, air-conditioning (HVAC) systems, pest control, and all interior lighting systems, including the replacement of all fixtures and bulbs.

C. Fixtures and Furnishings. Maintenance and replacement of Building fixtures and furnishings including shelving, lighting, furniture, carpeting, window treatments, and appliances.

D. Custodial Services. City shall notify the Community Library Manager prior to selecting a contractor to provide custodial services. Alternately, City may provide such service using City staff.

8. **CAPITAL IMPROVEMENTS**. If the City and County agree that capital improvements to the Building or the Property are necessary (such improvements, “**Capital Improvements**”), then (i) the City shall provide the Capital Improvements at its sole cost and expense, and (ii) the City shall coordinate the schedule associated with the construction of all Capital Improvements with the Librarian.

9. **ALTERATIONS; FIXTURES; SIGNS**. The County may make any lawful and proper minor alterations to the Library and may attach fixtures and signs in or upon the Property with the City’s prior written approval. The County is responsible for the cost of such alterations and attachments. All alterations and attachments must comply with existing code requirements.

10. **OPERATIONS: HOURS; COSTS**.

A. Initial Period. For the Initial Term (i) the number of Base Hours the County will provide, (ii) the number of Extra Hours the City elects to obtain from the County, (iii) the resulting number of Actual Hours, and (iii) the cost to the City of the Extra Hours (such cost, the “**City’s Obligation**”) are set forth in Lease Supplement No. 1, which supplement is substantially in the form of Exhibit B.

B. Annual Modifications. For each Renewal Term, the Librarian will provide a Lease Supplement to the City in substantially the form of Exhibit B by March 31 of each year. The Lease Supplement will set forth (i) the number of Base Hours the County will provide in the upcoming Fiscal Year, (ii) the number of Extra Hours of Library Services the County anticipates that the City will elect to obtain from the County at the Library in the upcoming Fiscal Year (in the absence of more current information from the City, the County will assume the number of Extra Hours in the upcoming Fiscal Year will be equal to the number of Extra Hours then in effect), (iii) the resulting number of Actual Hours during which Library Services will be conducted at the Library in the upcoming Fiscal Year, and (iv) the cost of the City’s Obligation.

C. City Election: Extra Hours. Within 60 days of receiving the Lease Supplement, the City shall notify the Librarian in writing if it intends to modify the number of Extra Hours at the

Library in the upcoming Fiscal Year. Such modification may be based on fiscal or other considerations identified by the City.

1. Change in Extra Hours from Prior Fiscal Year. If the County receives a notice modifying the number of Extra Hours desired in the upcoming Fiscal Year within the time allotted, the parties shall use good faith efforts to finalize a revised Lease Supplement for the upcoming Fiscal Year before the July 1 start of that Fiscal Year. If the City fails to make a final determination regarding the number of Extra Hours before the start of the upcoming Fiscal Year, the Lease Supplement issued by the Librarian for the upcoming Fiscal Year will be effective until the City makes its final determination and a revised Lease Supplement for that Fiscal Year is executed. The final, revised, Lease Supplement will be effective upon its execution by the County and the City.

2. No Change in Extra Hours from Prior Fiscal Year. If the County does not receive a notice modifying the number of Extra Hours desired in the upcoming Fiscal Year within the time allotted, the County and the City shall each execute the original Lease Supplement issued by the Librarian for the upcoming Fiscal Year, which Lease Supplement will become effective on July 1 of the Fiscal Year to which it applies.

D. Invoices; Payment. The County will invoice the City quarterly for the cost of Extra Hours incurred in the prior quarter. The City shall pay the County the amount due to the County within thirty (30) days of receipt of the invoice. In no event is the City obligated to pay an amount greater than the amount identified as the City's Obligation in the Lease Supplement in effect for that Fiscal Year.

11. **OPERATIONS: COST OF UTILITIES.** The City shall pay for all utilities provided to the Premises, including gas, electricity, voice communication services, water, sewer, fire alarm, intrusion alarm, garbage, and recycling.

12. **OPERATIONS: TECHNOLOGY AND EQUIPMENT; COSTS.** The County and the City shall share responsibility for providing and maintaining technological equipment and services as follows:

A. Components. The County shall provide technology support at the Library, including determining the quantity, type, configuration, and location of all Components used in the Library. The County shall acquire Components for use in the Library and maintain them in good working order. The County is responsible for the cost of obtaining and maintaining Components in the Library.

B. Voice Communication System. The City, at its expense, shall acquire and provide voice communication equipment and on-going voice services to the Library.

C. Data Communication System. The County shall acquire and configure the Data Communication Equipment and select Data Communication Services for the Library to create the Library's data communication system. The City is responsible for the actual cost of obtaining and maintaining the Data Communication Equipment. To ensure the City is able to properly budget



for the cost of the Data Communication Equipment, prior to placing an order for Data Communication Equipment, (i) the County will provide a written estimate of the cost of the Data Communication Equipment to the City, and (ii) must receive the City's written consent to the acquisition. At the parties' discretion, such writings may be in the form of emails. The City acknowledges that it is responsible for the actual cost of the Data Communication Equipment, even if it varies from the estimate through no fault of the County's.

1. Connection. The County will connect the Library's data communication system to the County Library wireless network. It is expressly understood and agreed that such wireless network is for the exclusive use of the County in providing Library Services. The City shall provide CAT5 or better Ethernet cabling throughout the Library and replace or upgrade as needed.

2. Monthly Cost. The County is responsible for the cost of the monthly usage fee for Data Communication Services.

D. Miscellaneous Equipment.

1. Specialized Equipment. The County shall acquire any Specialized Equipment used in the Library. The City is responsible for the actual cost of obtaining and maintaining any Specialized Equipment. To ensure the City is able to properly budget for the cost of any Specialized Equipment, prior to placing an order for Specialized Equipment, (i) the County will provide a written estimate of the cost of the Specialized Equipment to the City, and (ii) must receive the City's written consent to the acquisition. At the parties' discretion, such writings may be in the form of emails. The City acknowledges that it is responsible for the actual cost of the Specialized Equipment, even if it varies from the estimate through no fault of the County's.

2. Copiers. The County shall provide, at its sole cost and expense, one or more copy machines for use by library staff at the Library. The County may provide, at its sole cost and expense, one or more copy machines for use by the public at the Library. The County shall also obtain, at its sole cost and expense, a maintenance contract for each such copy machine. Any revenue collected for the use of copy machines will be retained by the County.

3. Audio Visual Equipment. Should the City elect to procure any audio-visual equipment for use, either by the City or County, at the Library, the City shall provide such equipment, at its sole cost and expense. The City shall also maintain, at its sole cost and expense, any audio-visual equipment it procures. All such audio-visual equipment will be City Materials, as defined in Section 13(B) of this Lease.

E. Obsolescence Avoidance. The City and County are both responsible and shall work together in good faith to ensure that all equipment and technology services at the Library, including the voice communication system, the data communication System, Data Communication Services, and Specialized Equipment, and excluding copiers and Components, are adequate for the Library's needs and that costs that are the responsibility of the City are within the City's fiscal parameters and approved by the City in advance.

13. **OWNERSHIP OF CONTENTS.**

A. County. All books, furnishings, fixtures, equipment, and materials purchased by the County, or foundations or private or public fundraising efforts on behalf of the County, are owned by the County. Together, these books, materials, furnishings, fixtures, and equipment are the “**County Materials**.”

B. City. All books, furnishings, fixtures, equipment and materials purchased by the City, or foundations or private or public fundraising efforts on behalf of the City, are owned by the City. Together, these books, materials, furnishings, fixtures, and equipment are the “**City Materials**.” City Materials will be identified in the County’s Integrated Library System.

C. Replacement of FF&E. From time to time, City and County will jointly determine if City-owned furnishings, fixtures and equipment need repair or replacement, or, if applicable, a schedule for replacing City-owned furnishings, fixtures and equipment. The City shall carry out, and bear the cost of, such repair or replacement as soon as is practically and fiscally possible.

D. Public Art. The City is responsible for the selection, cost, maintenance, installation, and removal of, and any liability for, all interior and exterior public art displayed at the Library.

#### 14. INSURANCE

##### A. Liability Insurance

1. County. Throughout the Term, the County shall maintain in full force and effect, at its sole expense, either (i) comprehensive general liability insurance in commercially reasonable amounts, but in no event in an amount less than \$3,000,000 per occurrence, protecting and insuring against claims for bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property, or (ii) a general self-insurance program covering bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property. Any policy of insurance obtained by the County must (i) name the City, its officers, agents, and employees, as additional insureds, (ii) be endorsed to provide that the insurance is primary to and non-contributory to insurance carried by the City with respect to liability imposed on the County under this agreement, and (iii) contain a severability of interest clause.

2. City. Throughout the Term, the City shall maintain in full force and effect, at its sole expense, either (i) comprehensive general liability insurance in commercially reasonable amounts, but in no event in an amount less than \$3,000,000 per occurrence, protecting and insuring against claims for bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property, or (ii) a general self-insurance program covering bodily injury, death, property damage, and personal injury occurring within or resulting from use of the Property. Any policy of insurance obtained by the City must (i) name the County, its officers, agents, and employees, as additional insureds thereunder, (ii) be endorsed to provide that the insurance is primary to and non-contributory to insurance carried by the County with respect to liability imposed on the City under this agreement, and (iii) contain a severability of interest clause.

##### B. Property Insurance.

1. County. Throughout the Term, the County shall maintain in full force and effect, at its sole expense, fire insurance and a standard “all risk” policy covering the County-owned property within the Library, and any other personal property owned by the County located at the Property. Such coverage must (i) contain a waiver of subrogation endorsement in favor of the City, and (ii) cover loss or damage to the County-owned property in the amount of the full replacement value. Covered perils are to include fire, all risk, vandalism, malicious mischief, and sprinkler leakage.

2. City. Throughout the Term, the City shall maintain in full force and effect, at its sole expense, fire insurance and a standard “all risk” policy covering all structures and improvements at the Property and any personal property owned by the City located at the Property. Such coverage must contain a waiver of subrogation endorsement in favor of the County. Covered perils are to include fire, all risk, vandalism, malicious mischief and sprinkler leakage.

C. Workers Compensation and Employers Liability. Both parties shall maintain in full force and effect Workers Compensation Insurance or self-insurance, and Employers Liability Insurance or self-insurance with limits that conform to legal requirements.

15. **INDEMNIFICATION**

A. By County. County shall indemnify, defend and hold the City harmless from the County’s share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys’ fees, caused by the willful misconduct or the negligent acts, errors, or omissions of the County, its officers, agents or employees in using the Property pursuant to this Lease, except to the extent caused or contributed to by (i) the structural, mechanical, or other failure of buildings owned or maintained by the City, (ii) the design of the Library, (iii) City-owned fixtures in the Library, and/or (iv) the negligent acts, errors, or omissions of the City, its officers, agents or employees.

B. By City. The City shall indemnify, defend and hold the County harmless from City’s share of any and all claims, costs and liability for any damage, injury or death of or to any person or the property of any person, including attorneys’ fees, caused by the willful misconduct or the negligent acts, errors or omissions of the City, its officers, agents or employees with respect to the Property, or the City’s performance under this Lease, the City’s use of the Property, the structural, mechanical or other failure of buildings owned or maintained by the City, the design of the Library, or City-owned fixtures in the Library, except to the extent caused or contributed to by the negligent acts, errors, or omissions of the County, its officers, agents, or employees. The City is responsible for all claims that result from the design of the Library and from City owned fixtures in the Library, except for any claims resulting from a change in the design of the Library that is requested by the County and approved by the Board of Supervisors after the date of this Lease.

16. **HAZARDOUS MATERIAL**. The City warrants to the County that the City does not have any knowledge of the presence of Hazardous Material (as defined below) or contamination of the Building or Property in violation of environmental laws. The City shall defend, save, protect and

hold the County harmless from any loss arising out of the presence of any Hazardous Material on the Property that was not brought to the Property by or at the request of the County, its agents, contractors, invitees or employees. The City acknowledges and agrees that the County has no obligation to clean up or remediate, or contribute to the cost of clean-up or remediation, of any Hazardous Material unless such Hazardous Material is released, discharged or spilled on or about the Property by the County or by any of County's agents, employees, contractors, invitees or other representatives. The obligations of this Section shall survive the expiration or earlier termination of this Lease.

**“Hazardous Material”** means any substance, material or waste, including lead based paint, asbestos and petroleum (including crude oil or any fraction thereof), that is or becomes designated as a hazardous substance, hazardous waste, hazardous material, toxic substance, or toxic material under any federal, state or local law, regulation, or ordinance.

17. **DEFAULT**. The occurrence of any of the following events is a default (“Default”) under this Lease:

A. **By County**. If the County fails to operate the Library as a public library and such failure continues for thirty (30) days after receipt of a written notice of failure from the City to the Librarian with a copy to the County Administrator; provided, however, that the County will have additional time, up to an additional one hundred twenty (120) days, if its failure is due to circumstances beyond its reasonable control, including, without limitation, failure of the County's Board of Supervisors to adopt a budget, work stoppages, and acts of God.

B. **By City**. The City's failure to perform any of its obligations under this Lease if such failure is not remedied within thirty (30) days after receipt of a written notice of failure from the County to the City specifying the nature of the breach in reasonably sufficient detail; provided, however, if such breach cannot reasonably be remedied within such thirty (30) day period, then a Default will not be deemed to occur until the occurrence of the City's failure to perform within the period of time that may be reasonably required to remedy the breach, up to an aggregate of one hundred twenty (120) days, provided the City commences curing such breach within thirty (30) days after receipt of the notice of the breach and thereafter diligently proceeds to cure such breach.

18. **REMEDIES**

A. **By County**. Upon the occurrence of a Default by the City, the County may (i) terminate this Lease and quit the Premises, or (ii) suspend operation of Library Services until the default is cured.

B. **By City**. Upon the occurrence of a Default by the County, the City may, after giving the County written notice of the Default, and in accordance with due process of law, reenter and repossess the Premises and remove all persons and property from the Premises.

19. **MISCELLANEOUS**.

A. Use of Volunteers. Volunteers are vital and welcome in enhancing the level of service offered in providing Library Services. The City's Volunteer Coordinator shall work with the County's library volunteer coordinator to recruit and schedule volunteers to assist with community library operation. Volunteers will be utilized to perform services as mutually agreed upon by the County and the City.

B. Assignment and Sublease. The County does not have the right to assign this Lease or sublease the Premises or any part thereof at any time during the Term.

C. Quiet Enjoyment. Provided the County is following the material terms of this Lease, the City shall warrant and defend the County in its quiet enjoyment and possession of the Premises during the Term.

D. Waste. The County shall not commit, or suffer to be committed, any waste upon the Premises.

E. Surrender of Premises. On the last day of the Term, or earlier termination of this Lease, the County shall peaceably and quietly leave and surrender the Library to the City, in good condition, ordinary wear and tear, and damage by casualty, condemnation, acts of God, and the City's failure to make repairs required of the City excepted. Upon termination of this Lease, the County shall remove the County Materials from the Premises within one hundred eighty (180) days, unless otherwise agreed to in writing by the City.

F. Holding Over. Any holding over after the Term of this Lease is a tenancy from month to month and is subject to the terms of this Lease.

G. Notices. Any notice required or permitted under this Lease must be in writing and sent by overnight delivery service or registered or certified mail, postage prepaid and directed as follows:

To City:                      City of Hercules  
   City Manager  
   111 Civic Drive  
   Hercules, CA 94547  
   Phone: (925) 799-8200

To County:                    County Librarian  
   Contra Costa County  
   777 Arnold Drive, Suite 210,  
   Martinez, CA 94553  
   Phone: (925) 608-7700

With a copy to:            Real Estate Manager  
   Contra Costa County  
   Public Works Department  
   255 Glacier Drive

Martinez, CA 94553  
Phone: (925) 313-2000

Either party may at any time designate in writing a substitute address for that set forth above, and thereafter notices are to be directed to such substituted address. If sent in accordance with this Section, all written notices will be deemed effective (i) the next business day, if sent by overnight courier, and (ii) three days after being deposited in the United States Postal system, if sent by registered or certified mail.

H. Time is of the Essence. Time is of the essence in fulfilling all terms and conditions of this Lease.

I. Governing Law. The laws of the State of California govern all matters arising out of this Lease.

J. Severability. In the event that any provision herein contained is held to be invalid or unenforceable in any respect, the validity and enforceability of the remaining provisions of this Lease will not in any way be affected or impaired.

[Remainder of Page Intentionally Left Blank]

K. Entire Agreement; Construction; Modification. Neither party has relied on any promise or representation not contained in this Lease. All previous conversations, negotiations, and understandings are of no further force or effect.

This Lease is not to be construed as if it has been prepared by one of the parties, but rather as if both parties have prepared it. This Lease may be modified only by a writing signed by both parties.

The parties are executing this Lease as of the date set forth in the introductory paragraph.

**COUNTY**

COUNTY OF CONTRA COSTA, a political subdivision of the State of California

By: \_\_\_\_\_  
Alison McKee  
County Librarian

**CITY**

CITY OF HERCULES, a municipal corporation of the State of California

By: \_\_\_\_\_  
Steven Falk  
Interim City Manager

**RECOMMENDED FOR APPROVAL:**

By \_\_\_\_\_  
Brian M. Balbas  
Public Works Director

**APPROVED AS TO FORM:**

By: \_\_\_\_\_  
Name  
City Attorney

By \_\_\_\_\_  
Jessica L. Dillingham  
Principal Real Property Agent

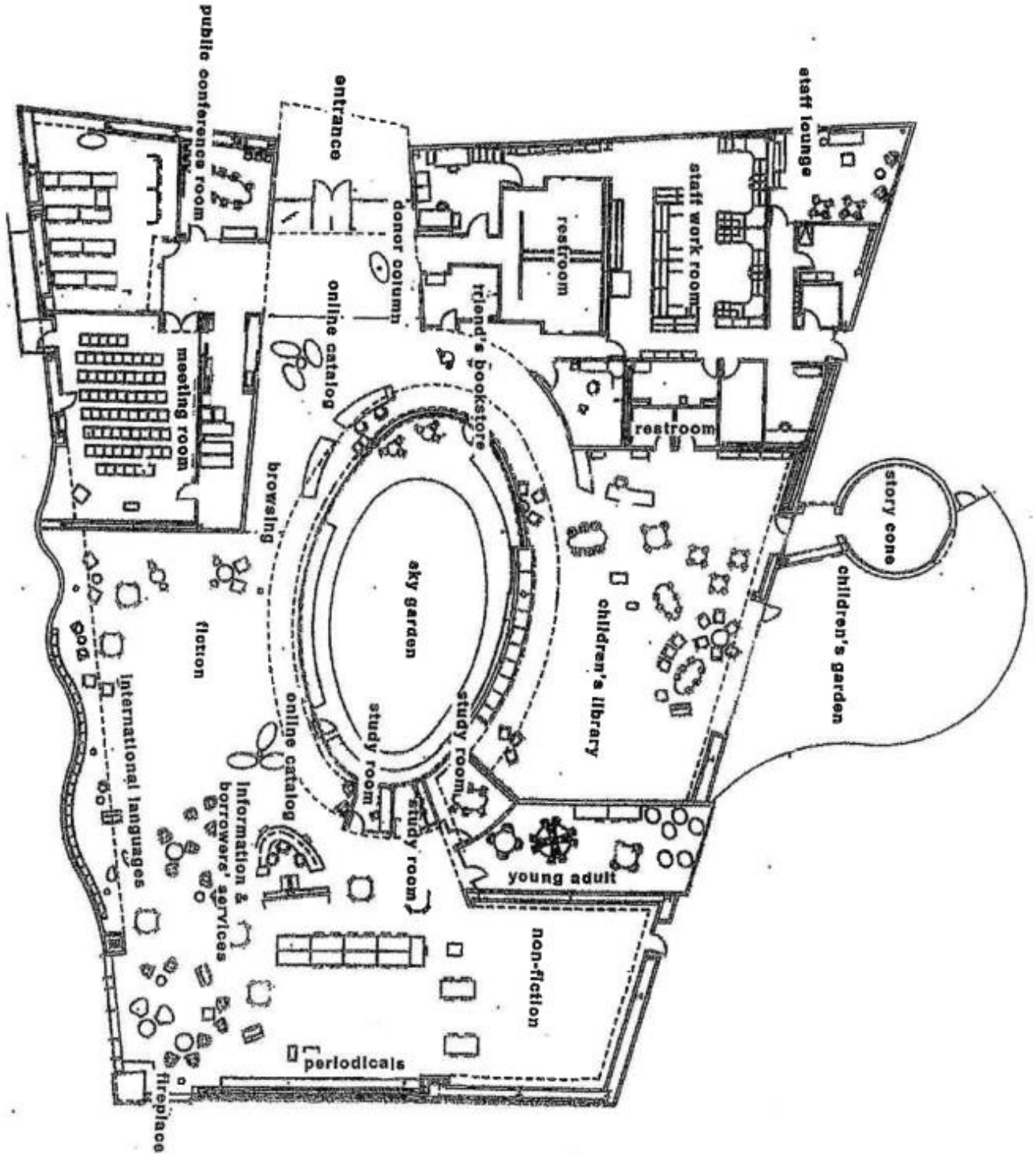
**APPROVED AS TO FORM:**

MARY ANN McNETT MASON, COUNTY COUNSEL

By: \_\_\_\_\_  
Kathleen M. Andrus  
Deputy County Counsel

EXHIBIT A

Library Floorplan





**EXHIBIT B**

**Form of Lease Supplement**

SUPPLEMENT No. [ ]

This Lease Supplement No. [ ] is dated \_\_\_\_\_ and supplements the Lease dated \_\_\_\_\_ (the “Lease”) between the City of \_\_\_\_\_, a municipal corporation of the State of California (the “City”), and the County of Contra Costa, a political subdivision of the State of California (the “County”).

Unless otherwise defined herein, capitalized terms have the meanings given to such terms in the Lease.

1. The number of Base Hours to be provided by the County in the Fiscal Year beginning July 1, 20\_\_ is \_\_.
2. The number of Extra Hours to be provided in the Fiscal Year beginning July 1, 20\_\_ is \_\_.
3. The number of Actual Hours to be provided in the Fiscal Year beginning July 1, 20\_\_ is \_\_.
4. The City’s Obligation for the Fiscal Year beginning July 1, 20\_\_ is \$\_\_\_\_\_.
5. This Lease Supplement No. [ ] is effective in accordance with the terms of the Lease.

**COUNTY**

COUNTY OF CONTRA COSTA, a political subdivision of the State of California

By: \_\_\_\_\_  
Name  
County Librarian

**CITY**

CITY OF \_\_\_\_\_, a municipal corporation of the State of California

By: \_\_\_\_\_  
Name  
City Manager



Contra  
Costa  
County

To: Board of Supervisors  
From: Deborah R. Cooper, Clerk-Recorder  
Date: February 8, 2022

Subject: Help America Vote Act (HAVA) Grant Contract with the California Secretary of State

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute a contract with the California Secretary of State in an amount not to exceed \$565,867 for funding of equipment, software, and other costs related to state and federal voting requirements under the Help America Vote Act (HAVA) for the period January 18, 2022 through January 18, 2025.

**FISCAL IMPACT:**

100% Federal funds (CFDA #90.401). No County matching funds are required.

**BACKGROUND:**

The contract will secure the remaining balance of the County's allocation of HAVA 301 funds, which was authorized by the Board on October 4, 2011 and renewed on September 13, 2016 to fund County efforts to comply with HAVA requirements. This contract replaces the previous contract in the same amount, which ended on June 30, 2021.

**CONSEQUENCE OF NEGATIVE ACTION:**

The County will lose this funding without an approved contract with the California Secretary of State.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Helen Nolan, 925-335-7808

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

**Subject:** Grant Agreement #28-963-1 with the State of California, Business, Consumer Services and Housing Agency for the HHAP Program

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #28-963-1 with the State of California, Business, Consumer Services and Housing Agency (BCSH) for the Homeless Housing, Assistance, and Prevention (HHAP) Program, to pay the County an amount not to exceed \$1,660,206, for the Health, Housing and Homeless Services Division to provide supportive housing services for homeless individuals and families in Contra Costa County through October 1, 2026.

**FISCAL IMPACT:**

This grant agreement will result in an amount not to exceed \$1,660,206 in funding from State of California, BCSH. No County match is required.

**BACKGROUND:**

On July 31, 2019, Governor Newsom signed into law the HHAP program (Assembly Bill 101, Chapter 159, Statutes of 2019). The HHAP program is a block grant program designed to provide jurisdictions with one-time grant funds to support regional coordination and expand or develop local capacity to address their immediate homelessness challenges informed by a best-practices framework focused on moving homeless individuals and families into permanent housing and supporting the efforts of those individuals and families to maintain their permanent housing.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Lavonna Martin, 925-608-6701

By: , Deputy

BACKGROUND: (CONT'D)

On June 22, 2021, the Board of Supervisors approved Grant Agreement #28-963, with the State of California, Business, Consumer Services and Housing Agency for the Homeless Housing, Assistance, and Prevention Program to pay the County in an amount not to exceed \$2,424,178 to provide housing support to homeless individuals and families in Contra Costa County through June 30, 2026.

Approval of Agreement #28-963-1 will allow the County to continue to receive funds through October 1, 2026. This agreement includes the County agreeing to hold harmless the State for any claims arising out of the performance of this contract.

CONSEQUENCE OF NEGATIVE ACTION:

If this agreement is not approved, the County will not receive HHAP funding to support homeless individuals and families.



Contra  
Costa  
County

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: February 8, 2022

Subject: State of California Office of Traffic Safety Grant

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**RECOMMENDATION(S):**

ADOPT Resolution No. 2022/51 authorizing the Sheriff-Coroner, or designee, to apply for and accept a grant from the California Office of Traffic Safety in an initial amount of \$277,500 for the Sheriff's Forensic Services Unit to purchase forensic products and supplies needed to develop and validate new toxicology confirmation methods beginning October 1, 2021 to the end of the grant period.

**FISCAL IMPACT:**

Initial revenue of \$277,500, 100% State funds.

**BACKGROUND:**

The Contra Costa County, Office of the Sheriff, Forensic Services Division (FSD) operates an ISO 17025 ANAB Accredited Crime Laboratory able to provide County-wide Forensic Toxicological testing services. The FSD's Toxicology Unit is responsible for the analysis of blood and urine evidence for driving under the influence of drugs (DUID) cases. The Office of Traffic Safety (OTS) grant funds are needed to ensure efficient processing and analysis of DUID-related offenses. The OTS Grant funds will be used to purchase a replacement biohood, consumables to support current LC-MS/MS methods along with consumables needed for method

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Chrystine Robbins, 925-655-0008

By: , Deputy

cc:

BACKGROUND: (CONT'D)

development, and an external validation service to develop and validate a new comprehensive confirmation method. This will enable the FSD to provide comprehensive information on DUID cases without the need to send evidence to an outside testing laboratory. Expansion of testing capabilities will allow the FSD to meet current and future DUID guidelines for drug testing as required by National Highway Traffic Safety Administration and the National Safety Council. Combining multiple analytes into a single confirmation will also result in a decreased overall turnaround time.

CONSEQUENCE OF NEGATIVE ACTION:

Without the expansion of comprehensive confirmation methods, many requests for analysis will be sent to an accredited outside laboratory. Analysis performed by an outside laboratory creates an increased burden and cost to Contra Costa County law enforcement agencies and the District Attorney's Office when the case is prosecuted.

ATTACHMENTS

Resolution 2022/51

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 02/08/2022 by the following vote:

**AYE:**   
**NO:**   
**ABSENT:**   
**ABSTAIN:**   
**RECUSE:**



**Resolution No. 2022/51**

IN THE MATTER OF: Applying for and Accepting a grant from the California Office of Traffic Safety.

WHEREAS the County of Contra Costa is seeking funds available through the State of California Office of Traffic Safety.

NOW, THEREFORE IT BE RESOLVED that the Board of Supervisors: Authorizes the Sheriff-Coroner, Undersheriff or the Sheriff's Commander, Management Services, to execute for and on behalf of the County of Contra Costa, a public entity established under the laws of the State of California, any actions necessary for the purpose of obtaining State financial assistance including grant modifications and extensions provided by the State of California Office of Traffic Safety Grant .

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**ATTESTED: February 8, 2022**

Monica Nino, County Administrator and Clerk of the Board of Supervisors

**Contact: Chrystine Robbins, 925-655-0008**

By: , Deputy

**cc:**



**Contra  
Costa  
County**

To: Board of Supervisors  
From: David O. Livingston, Sheriff-Coroner  
Date: February 8, 2022

**Subject:** Alcohol Monitoring Systems Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Sheriff-Coroner, or designee, to execute an amendment with Alcohol Monitoring Systems, Inc., to extend the contract one year to October 31, 2022, with no change to the payment limit of \$800,000, for the purchase and lease of SCRAMx alcohol monitoring systems, monitoring services and hosted software.

**FISCAL IMPACT:**

\$250,000; 100% Sheriff Budgeted.

**BACKGROUND:**

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- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022  
, County Administrator and Clerk of the Board of Supervisors

Contact: Chrystine Robbins, 925-655-0008

By: , Deputy

cc:



BACKGROUND: (CONT'D)

The Office of the Sheriff has been utilizing SCRAM and Remote Breath Alcohol monitor devices for offenders who commit alcohol related offenses since 2009. Alcohol Monitoring Systems, Inc., has been providing sales, leasing, on-going warranty and on-line monitoring of SCRAM and Remote Breath Alcohol monitor devices. Alcohol monitoring programs are utilized for both sentenced and pre-trial release offenders. The use of alcohol monitoring equipment helps reduce the jail population and cost savings associated with housing offenders in-custody. The fee collected from participants are based on individual's ability to pay and the fees help offset the cost of monitoring. The alcohol monitoring program also plays a key role in helping offenders complete their court ordered commitment and allowing them to re-enter the community in a timely manner. Approval of the Products and Services Agreement documents the vendor's obligations to provide the described products and services to the County.

CONSEQUENCE OF NEGATIVE ACTION:

If unapproved, the Sheriff's Office will be unable to secure the equipment and monitoring services to provide Court-ordered alcohol monitoring.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

Subject: Contract #77-419 with Cranial Technologies, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-419 with Cranial Technologies, Inc., a corporation, in an amount not to exceed \$225,000, to provide durable medical equipment (DME) services to Contra Costa Health Plan (CCHP) members and County recipients, for the period January 1, 2022 through December 31, 2024.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$225,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

**BACKGROUND:**

The County has an obligation to provide certain specialized health services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County. This new contract is a part of the CCHP Provider Network who will provide DME services, including Dynamic Orthotic Cranioplasty Bands, for CCHP members and County recipients.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

BACKGROUND: (CONT'D)

Under Contract #77-419, the contractor will provide DME services to CCHP members and County recipients through December 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

**Subject:** Contract #77-420 with Bright Heart Health Medical Group, A Medical Corporation

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-420 with Bright Heart Health Medical Group, A Medical Corporation, in an amount not to exceed \$600,000, to provide behavioral telehealth services for Contra Costa Health Plan (CCHP) members and County recipients for the period from January 1, 2022 through December 31, 2023.

**FISCAL IMPACT:**

This contract will result in annual contractual service expenditures of up to \$600,000 over a two-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

**BACKGROUND:**

CCHP has an obligation to provide certain specialized behavioral health services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. Services for behavioral telehealth include electronic video and communication technologies to facilitate outpatient therapy services including diagnosis, consultation, treatment, education, and care management services for CCHP members. This is a new contractor to be part of the CCHP Provider Network.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

cc: Noel Garcia, Marcy Wilhelm

BACKGROUND: (CONT'D)

Under Contract #77-420, this contractor will provide behavioral telehealth services to CCHP members and County recipients through December 31, 2023.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized behavioral health services for CCHP members under the terms of their Individual and Group Health Plan membership contract with the County will not be provided.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

Subject: Contract #77-421 with Telemedicine Group P.C. (dba TeleMed2U)

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-421 with Telemedicine Group P.C. (dba TeleMed2U), a professional corporation, in an amount not to exceed \$1,200,000, to provide behavioral telehealth and other behavioral health specialty services for Contra Costa Health Plan (CCHP) members and County recipients for the period from January 1, 2022 through December 31, 2022.

**FISCAL IMPACT:**

Approval of this contract will result in annual expenditures of up to \$1,200,000 and will be funded 100% by CCHP Enterprise Fund II revenues.

**BACKGROUND:**

CCHP has an obligation to provide certain specialized behavioral health services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. Services for behavioral telehealth include electronic video and communication technologies to facilitate outpatient therapy services including diagnosis, consultation, treatment, education, and care management services for CCHP members.

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- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

BACKGROUND: (CONT'D)

This is a new contractor to be part of the CCHP Provider Network.

Under Contract #77-421, the contractor will provide behavioral telehealth and other behavioral health specialty services to CCHP members and County recipients through December 31, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized behavioral health services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: February 8, 2022

Subject: 2021-2022 - Aspiranet Childcare Services Contract

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Aspiranet to increase the payment limit by \$457,500 from \$1,499,760 to a new payment limit of \$1,957,260 for the addition of new home visiting services for the First Five Home Visiting program, with no change to the term.

**FISCAL IMPACT:**

\$1,957,260: Total Contract Amount.

\$949,760: 49% federally funded by the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start.

\$550,000: 28% funded by the California Department of Social Services (CDSS) via the County's Employment and Human Services Department's (EHSD), Workforce Services Bureau.

\$457,500: 23% funded by First Five Contra Costa Children and Families Commission via the First Five Interagency Service Agreement with EHSD Community Services Bureau.

No required County match.

AL# 93,600

Contract# 38-957-10

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Ryan Hoy, (925) 608-4968

By: , Deputy

cc: Theodore Trinh, Ryan Hoy



**BACKGROUND:**

Contra Costa County receives funds from the U.S. Department of Health and Human Services, Administration for Children and Families, Office of Head Start to provide Home-based Early Head Start Program Services for eligible County residents. EHSD, in turn, contracts with community-based organizations to provide a wider distribution of services.

On July 13, 2021 ([C. 57](#)) the Board of Supervisors approved a Contract for the provision of 149 program slots/Early Head Start enhancement services to eligible children and families in Contra Costa County. This Board Order is to add \$457,500 to the Contract, for Contractor to operate the First Five Home Visiting program utilizing funds received from First Five Contra Costa Children and Families Commission, which will support the enhancement of the program.

**CONSEQUENCE OF NEGATIVE ACTION:**

If this contract is not approved, fewer eligible families will be served by the County's Early Head Start Enhancement program.

**CHILDREN'S IMPACT STATEMENT:**

The Employment and Human Services Department Community Services Bureau supports three of Contra Costa County's community outcomes - Outcome 1: "Children Ready for and Succeeding in School," Outcome 3: "Families that are Economically Self-sufficient," and, Outcome 4: "Families that are Safe, Stable, and Nurturing." These outcomes are achieved by offering comprehensive services, including high quality early childhood education, nutrition, and health services to low-income pregnant women and families throughout Contra Costa County.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

Subject: Contract #23-638-2 with Cactus Healthcare Resources, LLC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #23-638-2 with Cactus Healthcare Resources LLC, a limited liability company, in an amount not to exceed \$2,820,000 to provide consultation, training and technical support to the Department's Information Systems Unit with regard to information technology analytics, for the period January 1, 2022 through December 31, 2024.

**FISCAL IMPACT:**

Approval of this contract will result in contractual service expenditures of up to \$2,820,000 over a 3 year period and will be funded 100% by Hospital Enterprise Fund I revenues.

**BACKGROUND:**

This contract meets the needs of the Department's Information Systems Unit by providing consulting services to augment and assist County staff with technical support and operational improvement initiatives, some of which are related to EPIC, the County's system for Electronic Health Records.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Patrick Wilson, 925-335-8777

By: , Deputy

BACKGROUND: (CONT'D)

On June 26, 2018, the Board of Supervisors approved Contract #23-638 with Cactus Healthcare Resources, LLC, for the provision of consultation, training, and technical support to the Department's Information Systems Unit, including information technology analytics and assisting with project management and implementation of new systems, applications and technologies for the period June 1, 2018, through December 31, 2019.

On December 10, 2019, the Board of Supervisors approved Contract #23-638-1 with Cactus Healthcare Resources, LLC, for the continued provision of consultation, training, and technical support to the Department's Information Systems Unit for the period January 1, 2020, through December 31, 2021.

Approval of Contract #23-638-2 will allow the contractor to continue providing services through December 31, 2024. This contract includes services provided by represented classifications and the County has met its obligations with the respective labor partner.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the County will not have the consultation, training, and technical assistance needed on a readily available instance, for the Information Technology Analytics Unit which may have a negative impact on the Department's information systems.



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: February 8, 2022

Subject: Amend Contract with Contra Costa Family Justice Alliance

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Employment and Human Services Director, or designee, to execute a contract amendment with Contra Costa Family Justice Alliance, effective February 1, 2022, to increase the payment limit by \$240,000 to a new payment limit of \$882,993 to provide additional project planning and operational support services for victims of interpersonal violence and their families for the period July 1, 2021 through September 30, 2024.

**FISCAL IMPACT:**

\$882,993: Contract amendment of \$240,000 will be funded with 53% County General Fund; 20% Blue Shield Foundation Grant; and 27% Alliance.

**BACKGROUND:**

This contract is to ensure delivery of effective services for victims of interpersonal violence through a coordinated client-centered, multidisciplinary service model. Contra Costa Family Justice Alliance provides support and assistance to increase the safety and empowerment of families within the county experiencing interpersonal violence and to coordinate access to multiple service providers and achieve specific measures and outcomes.

The amendment allows for continued planning, project coordination and operational support of the Alliance to End Abuse.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Vickie Kaplan, (925) 608-5052

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION:

Employment and Human Services Department will be unable to provide valuable services to victims of interpersonal violence.

CHILDREN'S IMPACT STATEMENT:

This contract supports three of the five of Contra Costa County's community outcomes: (3) "Families that are Economically Self-Sufficient" (4) "Families that are Safe, Stable and Nurturing"; and (5) "Communities that are Safe and Provide a High Quality of Life for Children and Families" by providing a safe environment where families affected by interpersonal violence can receive appropriate support and follow-up services.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Deborah R. Cooper, Clerk-Recorder  
Date: February 8, 2022

**Subject:** Contract Extension with K&H Printers-Lithographers, Inc., to Print and Mail Ballots and Other Election Materials

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Clerk-Recorder, or designee, to execute a contract with K&H Printers-Lithographers, Inc., in an amount not to exceed \$10,000,000 to provide printed ballots, other election materials, and mailing services for the period of January 1, 2022 and December 31, 2024.

**FISCAL IMPACT:**

The cost of this contract is funded within the Election Division budget in fiscal years 2022-2024. A portion of the cost is reimbursable by those agencies for whom the County conducts elections.

**BACKGROUND:**

California Administrative Code, Title 2, Division 7, Section 20220 provides that printers must be certified by the Secretary of State's Office in order to print ballots for a particular voting system. K&H Printers-Lithographers, Inc., is a certified printer for the County's election ballot tabulation system. Accurate and timely printing and mailing of election ballots or related material are critical components of conducting successful elections. K&H Printers-Lithographers, Inc., has successfully provided printed ballots, other election materials, and mailing services to Contra Costa since November 2013.

Elections Code section 3000.5 requires that every active, registered voter receive a vote-by-mail ballot for all elections conducted within the State of California. In-person polling places are also required, increasing the number of printed ballots necessary to successfully conduct an election in Contra Costa County. Because the number of state and local propositions appearing on the ballots in elections held during 2022 through 2024 is currently unknown, the number of ballot cards needed for such elections is uncertain at this time.

**CONSEQUENCE OF NEGATIVE ACTION:**

Failure to contract with K&H Printers-Lithographers, Inc., for printed ballots, mailing services, and production of other necessary election material could jeopardize

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- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Helen Nolan, 925-335-7808

By: , Deputy

cc:

CONSEQUENCE OF NEGATIVE ACTION: (CONT'D)

the Registrar of Voters' mandated function to conduct elections in a fair and accurate manner for the upcoming April 5, 2022 Special Election for Assembly District 11, the June 5, 2022 Gubernatorial Primary Election, the November 8, 2022 Gubernatorial General Election, the March 5, 2024 Presidential Primary Election, or the November 5, 2024 Presidential General Election, as well as other special elections that may be called during this period. A contract with K&K Printers-Lithographers, Inc., which has a track record of providing accurate and timely materials and services, is needed because an error or omission could force the Registrar of Voters to conduct an election over again at a substantial cost to the County.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

**Subject:** APPROVE and AUTHORIZE Amendment No. 1 to the Contract with Eisen Environmental and Construction Services, a California Corporation, Countywide

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Eisen Environmental and Construction Services, effective January 31, 2022, to extend the term from January 31, 2022, through January 31, 2023, to provide abatement and restoration services at various County facilities, with no change to the payment limit of \$1,000,000, Countywide.

**FISCAL IMPACT:**

There is no fiscal impact to this action as it is to extend the term only. Contract costs are budgeted in the Facilities Maintenance Budget.

**BACKGROUND:**

Facilities Services is responsible for the maintenance and repair of all County facilities. Eisen Environmental and Construction Services, provides abatement of hazardous materials such as mold, asbestos and lead. Facilities has projects scheduled with the contractor over the next year. Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County facilities. One notable project is the flooring abatement in the M module sally ports and the transportation unit area at the Martinez Detention Facility.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Kevin Lachapelle, (925)  
313-7082

By: , Deputy

cc:



BACKGROUND: (CONT'D)

The contract with Eisen Environmental and Construction Services, is due to expire on January 31, 2022. The Public Works Department is requesting authorization to extend this contract to January 31, 2023, to ensure the County has access to the contractor's services, with no change to the payment limit of \$1,000,000.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, abatement services with Eisen Environmental and Construction Services, Inc., will be discontinued.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

Subject: Purchase Order with Boston Scientific Corporation

---

**RECOMMENDATION(S):**

Approve and Authorize the Purchasing Agent to execute, on behalf of the Health Services Director, a Purchase Order with Boston Scientific Corporation, in an amount not to exceed \$600,000 for the purchase of vascular, urology, endoscopy, and other supplies for the Surgery Department at Contra Costa Regional Medical Center (CCRMC), for the period from January 1, 2022 through May 31, 2023.

**FISCAL IMPACT:**

Approval of this contract will result in expenditures of up to \$600,000 over the course of seventeen months and is 100% funded in the Hospital Enterprise Fund I budget.

**BACKGROUND:**

Boston Scientific Interventional Urology manufactures and distributes specialty vascular, urology, endoscopy, angiographic, and guiding catheters, diagnostic and interventional wires, peripheral balloons, stents, and other products which are used to treat various urological, pelvic, and gastrointestinal disorders. The Surgery Department at CCRMC has been purchasing specialty surgery products from this vendor since 2010.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Jaspreet Benepal, 925-370-5101

By: , Deputy

CONSEQUENCE OF NEGATIVE ACTION:

If this purchase order is not approved, CCRMC will be unable to obtain the specialty surgery products manufactured and distributed by this vendor, which may impact the quality of patient care.



**Contra  
Costa  
County**

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

**Subject:** Amendment #76-658-6 with ECG Management Consultants, LLC

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract Amendment Agreement #76-658-6 with ECG Management Consultants, LLC, a limited liability company, effective October 1, 2021, to amend Contract #76-658-5 to increase the payment limit by \$380,000 from \$380,000 to a new payment limit of \$760,000, with no change in the term of June 15, 2021 through June 14, 2022.

**FISCAL IMPACT:**

Approval of this amendment will result in additional expenditures of up to \$380,000 and will be funded 50% by Hospital Enterprise Fund I and 50% federal and state emergency funding. (No rate increase)

**BACKGROUND:**

The contractor has provided consultation and technical assistance with regard to best practices for clinical operations ambulatory clinics, appointment unit, materials management, benefits, productivity levels and performance for physicians at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers, since June 15, 2019.

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- APPROVE  OTHER
  - RECOMMENDATION OF CNTY ADMINISTRATOR  RECOMMENDATION OF BOARD COMMITTEE
- 

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Samir Shah, M.D. 925-370-5525

By: , Deputy

BACKGROUND: (CONT'D)

On July 13, 2021, the Board of Supervisors approved Contract #76-658-5 with ECG Management Consultants, LLC, in an amount of \$380,000, for the provision of consultation and technical assistance with regard to reviewing compensation, benefits, productivity levels and performance for physicians at CCRMC and Contra Costa Health Centers, through June 14, 2022.

Approval of Contract Amendment #76-658-6 will allow the contractor to provide additional services including consultation and technical assistance with regard to best practices for clinical operations ambulatory clinics, appointment unit, materials management, benefits, productivity levels and performance for physicians at CCRMC and Contra Costa Health Centers, through June 14, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this amendment is not approved, CCRMC will not have access to this contractor's services including consultation and technical assistance with regard to best practices for clinical operations ambulatory clinics, appointment unit, materials management, benefits, productivity levels and performance for physicians at CCRMC and Contra Costa Health Centers.

ATTACHMENTS

Retro memo

ANNA M. ROTH, R.N., M.S., M.P.H.  
HEALTH SERVICES DIRECTOR


SAMIR B. SHAH, M.D., F.A.C.S.  
CHIEF EXECUTIVE OFFICER  
CONTRA COSTA REGIONAL MEDICAL CENTER  
AND HEALTH CENTERS  
& CHIEF MEDICAL OFFICER  
CONTRA COSTA HEALTH SERVICES



CONTRA COSTA REGIONAL  
MEDICAL CENTER  
AND HEALTH CENTERS

2500 Alhambra Avenue  
Martinez, California 94553-3156  
Ph 925-370-5000

**To:** Anna Roth, R.N., Health Services Director  
Attention: Tasha Scott, Director of Contracting, Health Services Department

**From:** Samir B. Shah, M.D., Chief Medical Officer, Chief Executive Officer 

**Date:** 1/24/2022

**Re:** Retroactive approval for ECG Management Consultants, LLC, Contract #76-658

Please approve this retroactive action for the amendment of the payment limit for ECG Management Consultants contract for the period from October 1, 2021, through June 14, 2022. An additional \$380,000 is being requested, increasing the payment limit to \$760,000.

- 1. Explanation of Delay:** ECG Management Consultants has been providing consultation services for improvements in the Contra Costa Health Services Appointment Unit. As the project has moved forward, adjustments have been made to address additional scopes of work. A new scope of work was agreed upon by all parties, and the amendment was submitted in, October 2021. An additional delay occurred when this organization was mistaken for another in the California state Business Entities record search whose status was listed as inactive.
- 2. Justification:** EGC Management Consultants are providing consultation services to CCRMC and Health Centers regarding best practices in staffing and scheduling efficiency in the Appointment Unit, a primary call center for patients seeking appointments in our system.
- 3. Future Actions:** There are no future actions related to this contract. It is expected that the activity related to this contract will no longer be needed after contract expiration.

We respectfully request that the renewal contract with ECG management consultants be approved.





Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

**Subject:** Contract with PDM Group, Inc., to provide project management and right of way services to the Public Works Real Estate Division.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract with PDM Group, Inc., in an amount not to exceed \$185,000 for project management and right of way services during the period from January 1, 2022, through December 31, 2023.

**FISCAL IMPACT:**

Funds for these services will be charged to the various projects. (100% Department User Fees)

**BACKGROUND:**

The Public Works Real Estate Division is in need of additional project management and right of way services for County projects. As directed by the Public Works Director, or designee (Principal Real Property Agent), PDM Group, Inc. will continue to provide the County project management and right of way services for the Concord Naval Weapons Station project, 2555 El Portal Drive project, the 100 38th Street Sell Richmond Health Center project, and other matters as may be assigned. The County will pay the contractor between \$127 and \$282 per hour for services performed under the contract, with the rate based on the classification of the person (i.e., either contractor or a subcontractor) who performs the service.

The contract includes modified indemnification language. The requirement that the contract defend the County and pay for any County-selected defense of any claims has been deleted.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Jessica Dillingham, 925.957.2453

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The contract continues to require the contractor to indemnify the County to the extent that third-party liabilities arise from the contractor's negligence or willful misconduct.

The contract also includes modified Commercial General Liability Insurance language, Workers' Compensation language, and Automobile Insurance language. These changes have been reviewed by Risk Management.

CONSEQUENCE OF NEGATIVE ACTION:

Without Board approval, these services would not be provided by this contractor, which could result in projects being delayed.





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

Subject: Contract #74-571-5 with Psynergy Programs, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #74-571-5 with Psynergy Programs, Inc., a corporation, in an amount not to exceed \$395,342, to provide residential and mental health services to adults diagnosed with Serious Mental Illness (SMI) and Serious Persistent Mental Illness (SPMI), for the period from January 1, 2022 through June 30, 2022, which includes a six-month automatic extension through December 31, 2022, in an amount not to exceed \$395,342.

**FISCAL IMPACT:**

Approval of this contract will result in budgeted expenditures of up to \$395,342 for FY 2021-2022 and will be funded by 67% Mental Health Realignment (\$264,736) revenues, 21% Federal Medi-Cal (\$83,634), and 12% Mental Health Services Act (\$46,972). (Rate increase)

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

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ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Suzanne Tavano, Ph.D.,  
925-957-5169

By: , Deputy

cc: Noel Garcia, Marcy Wilhelm

BACKGROUND:

This contract meets the social needs of the County's population by providing community-based residential and mental health services focusing on adults diagnosed with SMI and SPMI who are stepping down from the Institutes for Mental Diseases (IMD) levels of care and transitioning back into the community. The contractor has been providing these services since September 2018.

In December 2020, the County Administrator approved and the Purchasing Services Manager executed Novation Contract #74-571-4, with Psynergy Programs, Inc., in an amount not to exceed \$125,259, for the provision of residential and mental health services to adults diagnosed with SMI and SPMI, for the period July 1, 2020 through June 30, 2021, which included a six-month automatic extension through December 31, 2021 in an amount not to exceed \$62,630.

Approval of Contract #74-571-5 will allow the contractor to continue providing residential and mental health services through June 30, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, there will be fewer mental health services available for adults diagnosed with SMI or SPMI as the County solicits and engages an alternative contractor.

ATTACHMENTS



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

Subject: Contract Amendment with Accurate Poly Coatings

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Accurate Poly Coatings to extend the term from January 31, 2022 through July 31, 2022, with no change to the payment limit of \$2,000,000, for on-call polyurea coating installation and maintenance services, Countywide.

**FISCAL IMPACT:**

There is no fiscal impact with this action as the amendment is only to extend the term of the contract.

**BACKGROUND:**

On February 12, 2019, the Board approved a contract with Accurate Poly Coatings for the term February 1, 2019 through January 31, 2022 in the amount of \$2,000,000. Facilities Services is responsible for the maintenance and replacement of the showers and floors at the County detention facilities. These areas are in an unusual environment, with constant wear and usage. Various materials have been used in the past to rebuild or replace shower units, only to have them decay and degrade, causing problems with surrounding areas. Polyurea is a product which has been used in the replacement of the shower units and a partial floor, which seems to be able to withstand the

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

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ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Kevin Lachapelle, 925.313.7082

By: , Deputy

cc:

BACKGROUND: (CONT'D)

wear and usage. The contract was bid on Bidsync # 1810-305 which solicited several contractors interested in performing sublet polyurea work for Facilities Services. The Public Works Department conducted a thorough evaluation and Accurate Poly Coatings was awarded this contract. Government Code Section 25358 authorizes the County to contract for maintenance and upkeep of County facilities.

In order to continue services, the Public Works Department respectfully requests approval of this contract amendment with Accurate Poly Coatings to extend the term from January 31, 2022 through July 31, 2022.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, polyurea coating installation and maintenance services will not be provided.



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: February 8, 2022

Subject: Contract Amendment with HCI Systems, Inc., Countywide.

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with HCI Systems, Inc., to modify the service plan by adding fire extinguisher inspection services at various County facilities, with no change to the term August 1, 2021 through July 31, 2024 or payment limit of \$800,000, Countywide.

**FISCAL IMPACT:**

There is no fiscal impact as the change is a contract service plan modification. (No fiscal impact)

**BACKGROUND:**

On July 13, 2021, the Board approved a contract with HCI Systems, Inc. for the term August 1, 2021 through July 31, 2024 in the amount of \$800,000. Public Works Facilities Services is responsible for inspecting, maintaining, repairing and certifying fire sprinkler systems at various County facilities to ensure County systems are in compliance. HCI Systems, Inc., provides fire sprinkler repair and certification services, including but not limited to inspections, fire sprinkler systems, fire alarm detection and repairs, 24-hour emergency service, UL Certifications, fire extinguishers and system monitoring. The Request for Proposal was originally bid on Bidsync #2012-456.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

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ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Kevin Lachapelle, 925.313.7082

By: , Deputy

cc:

BACKGROUND: (CONT'D)

The Public Works Department conducted a thorough evaluation and HCI Systems, Inc., was one of three vendors awarded for this contract.

In order obtain fire extinguisher inspection services, the Public Works Department respectfully requests approval of this contract amendment with HCI Systems, Inc., to add fire extinguisher services to the contract.

Government Code Section 31000 authorizes the County to contract for special services for building security matters.

CONSEQUENCE OF NEGATIVE ACTION:

Without the approval of the Board of Supervisors, fire extinguisher inspection services will not be provided.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

Subject: Contract #77-446 with Freedom Mobility Center, LLC

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Contract #77-446 with Freedom Mobility Center, LLC, a limited liability company, in an amount not to exceed \$495,000, to provide durable medical equipment (DME) services to Contra Costa Health Plan (CCHP) members and county recipients for the period February 1, 2022 through January 31, 2025.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$495,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II revenues.

**BACKGROUND:**

CCHP has an obligation to provide certain specialized DME health services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This is a new contractor to be part of the CCHP Provider Network who will provide DME services for custom wheelchairs to CCHP members and County recipients.

Under new Contract #77-446, the contractor will provide DME services to CCHP members and County recipients through January 31, 2025.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

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ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Sharron Mackey, 925-313-6104

By: , Deputy

cc: Noel Garcia, Marcy Wilhelm

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, certain specialized DME health care services for CCHP members under the terms of their Individual and Group Health Plan membership contracts with the County will not be provided.





Contra  
Costa  
County

To: Board of Supervisors  
From: Karen Caoile, Director of Risk Management  
Date: February 8, 2022

Subject: Contract with Epiq Class Action & Claims Solutions, Inc.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Director of Risk Management's execution of a contract with Epiq Class Action & Claims Solutions, Inc. for the period from February 1, 2022 through January 31, 2023, for cyber-breach notification services in an amount not to exceed \$100,000.

**FISCAL IMPACT:**

Costs are paid through the County's ISF Public Liability Program.

**BACKGROUND:**

At various times between June 24, 2021 and August 12, 2021, email accounts of various employees at Employment and Human Services and Human Resources were accessed by an unauthorized source. It is unknown whether any emails or attachments in the accounts were accessed or downloaded by the unauthorized source.

The County's Cyber Insurance carrier was contacted and the carrier's cyber-security response team recommended entering into the agreement with Epiq. Under the terms of the agreement, Epiq will research whether the addresses of persons whose personal information might have been disclosed

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

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ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Karen Caoile 925-335-1400

By: , Deputy

cc:

BACKGROUND: (CONT'D)

and who do not have addresses on file with the County. Epiq will also mail legally required notices to potentially affected individuals, which will contain information about the potential breach as well as steps to take to safeguard their financial accounts and credit reports.

The agreement limits Epiq's liability to the County for damages under the agreement. It also requires the County to pay staff costs for any testimony and records related to the agreement that are subsequently sought by the County or third-party.

CONSEQUENCE OF NEGATIVE ACTION:

Failure to ratify the agreement could slow the expeditious notification of those whose information may have been compromised by a cyber-breach of Employment and Human Services and Human Resource's email system.



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: February 8, 2022

Subject: Authorize Purchasing Agent to Issue Purchase Order

---

**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Purchasing Agent, on behalf of the Employment and Human Services Department (EHSD), Information Technology Unit, to execute a purchase order with Insight Public Sector, Inc. in an amount not to exceed \$291,532, and execute an amendment to Microsoft Enterprise Agreement to procure additional Microsoft Licenses for the period January 1, 2022 through April 30, 2022.

**FISCAL IMPACT:**

\$291,532: 100% Administrative Overhead (60% Federal; 34% State; 6% County)

**BACKGROUND:**

Employment and Human Services Department (EHSD) uses Microsoft software throughout its organization, including servers and users. The Microsoft Enterprise Agreement (EA) enables the department to use Microsoft products on its servers and workstations, upgrade all software as new releases are issued, and ensure that the department's products are current and work well with the rest of the department's technology. The agreement enables EHSD to load the exact same version of software on every personal computer (PC), regardless of when they are purchased, ensuring improved inter-operability.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Vickie Kaplan, (925) 608-5052

By: , Deputy

cc:

BACKGROUND: (CONT'D)

EHSD, Information Technology Unit (IT), is seeking to join the County's Department of Information Technology (DoIT) in their Microsoft Enterprise Agreement (EA). This will allow EHSD to utilize the DoIT EA pricing already established through April 2022. In May of 2022, EHSD will join DoIT in establishing a new three (3) year Microsoft Enterprise Agreement.

In accordance with Administrative Bulletin No. 611.1, County departments are required to get Board approval for single item purchases greater than \$200,000.

CONSEQUENCE OF NEGATIVE ACTION:

The Employment and Human Services Department will be unable to legally use Microsoft software on its computer equipment.



Contra  
Costa  
County

To: Board of Supervisors  
From: Kathy Gallagher, Employment & Human Services Director  
Date: February 8, 2022

**Subject:** December 2021 Operations Update of the Employment and Human Services Department, Community Services Bureau

---

**RECOMMENDATION(S):**

ACCEPT the December 2021 operations update of the Employment and Human Services Department, Community Services Bureau, as recommended by the Employment and Human Services Director.

**FISCAL IMPACT:**

There is no fiscal impact.

**BACKGROUND:**

The Employment and Human Services Department submits a monthly report to the Contra Costa County Board of Supervisors (BOS) to ensure ongoing communication and updates to the County Administrator and BOS regarding any and all issues pertaining to the Head Start Program and Community Services Bureau.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Elaine Burres, (925) 608-4960

By: , Deputy

cc:

## ATTACHMENTS

CSB Dec 2021 Monthly Report

CSB Dec 2021 HS Financials

CSB Dec 2021 EHS Financials

CSB Dec 2021 EHS CCP Financial  
Report

CSB Dec 2021 Credit Card Report

CSB Dec 2021 LIHEAP

CSB Dec 2021 CACFP Child Nutrition

CSB Dec 2021 Menu



To: Monica Nino, Contra Costa County Administrator  
From: Kathy Marsh, Acting EHSD Director  
Subject: Community Services Monthly Report  
Date: December 2021

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## News /Accomplishments

Aaron Alarcon-  
Bowen, PhD  
Director


- Dr. Aaron Alarcon-Bowen, CSB Executive Director, and Ajit Kaushal, Economic Opportunity Council Board member and Board member of the California Community Action Partnership Association (Calcapa), attended a Leadership Convening in Sacramento on December 8-10, 2021. The three-day event allowed Executive Directors from Community Action agencies across California to come together to discuss and share resources, and to identify strategies to better support each other's community action agency and services offered to low-income communities.
- The Community Action Program held its RFI informational session on December 9, 2021, which was very well attended. Applications are due December 20, 2021 at 5 pm. The Economic Opportunity Council received training on scoring RFI applications and will meet in early January to select the subcontractors for the 2022-23 program year.
- CSB is currently expanding its partnership with the Contra Costa County Library including ways for recruitment support, as well as youth and adult outreach services. Community partnerships, such as this, helps to further support the families and staff in our program.
- CSB collaborated with Los Medanos College (LMC) in Pittsburg as a way to potentially recruit teaching staff. All LMC Early Childhood Education students received a CSB created flyer that outlined CSB's overall goals for education and our teaching positions available.
- Site Supervisors and Education Managers attended a Lead, Learn, and Excel (LLE) Roundtable. CSB previously participated in the yearlong LLE program prior to the pandemic. The roundtable serves as a way to ensure CSB is sustaining the leadership practices learned specifically regarding data, student/child learning effective instructional learning, and involving parents.
- Select CSB centers held a thankful luncheon and/or a harvest event outdoors for families. All events provided families with a variety of resources, including health and wellness information. CSB Health manager, Cathy Lucero, also provided new toothbrushes to the children.

### I. Status Updates:

#### a. Caseloads, workload (all programs)

- Head Start enrollment: 61.07%
- Early Head Start enrollment: 89.07%
- Early Head Start Child Care Partnership enrollment: 76.34%
- Head Start Average Daily attendance: 75.58%

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1470 Civic Court,  
Suite 200  
Concord, CA  
94520

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P: 925 681 6300  
F: 925 313 8301

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[www.ehsd.org](http://www.ehsd.org)



- o Early Head Start Average Daily attendance: 75.05%
- o Early Head Start Child Care Partnership attendance: 85.39%
- o Stage 2: 232 children
- o CAPP: 473 children
- o Emergency Childcare: 56
  - In total: 852 children
  - Incoming transfers from Stage 1: 3 children
- o LIHEAP: 124 households have been assisted
- o ARPA LIHEAP \*: 97 households served
- o Weatherization: 8 households served

**b. Staffing:**

- o During December, CSB filled two Intermediate Clerk positions, two Teacher Assistant Trainee positions, one Clerk – Experience Level-Temp position, and one Student Intern II position. For all other vacancies, the Bureau is working through the established process to fill vacancies permanently or by TU with support from EHSD Personnel and HR.

**II. Emerging Issues and Hot Topics:**

CSB Contracts Unit, in conjunction with EHSD Contracts Team, is working on developing an RFP to be published next month in order to locate a suitable agency to serve the Head Start children and families in the East County area.

\* ARPA LIHEAP is a new contract that was executed in October for clients impacted by COVID-19 with large past due energy bills.

cc: Policy Council Chair, Jasmine Cisneros  
Administration for Children and Families  
Program Specialist, Chris Pflaumer



**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2021 HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2021**

**AS OF NOVEMBER 2021**

| <b>DESCRIPTION</b>                    | <b>NOVEMBER<br/>YTD Actual</b> | <b>Total<br/>Budget</b> | <b>Remaining<br/>Budget</b> | <b>83%<br/>%YTD</b> |
|---------------------------------------|--------------------------------|-------------------------|-----------------------------|---------------------|
| a. PERSONNEL                          | \$ 3,697,738                   | \$ 4,236,938            | \$ 539,200                  | 87%                 |
| b. FRINGE BENEFITS                    | 2,419,197                      | 2,898,950               | 479,753                     | 83%                 |
| c. TRAVEL                             | -                              | 22,060                  | 22,060                      | 0%                  |
| d. EQUIPMENT                          | 12,552                         | 30,000                  | 17,448                      | 0%                  |
| e. SUPPLIES                           | 265,862                        | 213,000                 | (52,862)                    | 125%                |
| f. CONTRACTUAL                        | 2,897,630                      | 4,069,324               | 1,171,694                   | 71%                 |
| g. CONSTRUCTION                       | -                              | 338,440                 | 338,440                     | 0%                  |
| h. OTHER                              | 2,153,369                      | 5,545,028               | 3,391,659                   | 39%                 |
| <b>I. TOTAL DIRECT CHARGES</b>        | <b>\$ 11,446,349</b>           | <b>\$ 17,353,740</b>    | <b>\$ 5,907,391</b>         | <b>66%</b>          |
| j. INDIRECT COSTS                     | 470,581                        | 805,197                 | 334,616                     | 58%                 |
| <b>k. TOTAL-ALL BUDGET CATEGORIES</b> | <b>\$ 11,916,930</b>           | <b>\$ 18,158,937</b>    | <b>\$ 6,242,007</b>         | <b>66%</b>          |
| <i>In-Kind (Non-Federal Share)</i>    | <b>\$ 2,979,232</b>            | <b>\$ 4,402,022</b>     | <b>\$ 1,422,789</b>         | <b>68%</b>          |

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2021 HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2021**

**AS OF NOVEMBER 2021**

| 1   | 2                | 3                   | 4                 | 5                   | 6             |
|---|------------------|---------------------|-------------------|---------------------|---------------|
|   | Actual<br>Nov-21 | Total YTD<br>Actual | Total<br>Budget   | Remaining<br>Budget | 83%<br>% YTD  |
| <b>a. Salaries &amp; Wages (Object Class 6a)</b>                        |                  |                     |                   |                     |               |
| Permanent 1011  | 368,287          | 3,530,920           | 4,044,656         | 513,736             | 87%           |
| Temporary 1013  | 10,066           | 166,818             | 192,282           | 25,464              | 87%           |
| <b>a. PERSONNEL (Object class 6a)</b>                                   | <b>378,352</b>   | <b>3,697,738</b>    | <b>4,236,938</b>  | <b>539,200</b>      | <b>87%</b>    |
| <b>b. FRINGE BENEFITS (Object Class 6b)</b>                             |                  |                     |                   |                     |               |
| Fringe Benefits   | 269,702          | 2,419,197           | 2,898,950         | 479,753             | 83%           |
| <b>b. FRINGE (Object Class 6b)</b>                                      | <b>269,702</b>   | <b>2,419,197</b>    | <b>2,898,950</b>  | <b>479,753</b>      | <b>83%</b>    |
| <b>c. Travel (Object Class 6c)</b>                                      |                  |                     |                   |                     |               |
| <b>HS Staff</b>   | -                | -                   | 22,060            | 22,060              | -             |
| <b>c. TRAVEL (Object Class 6c)</b>                                      | -                | -                   | <b>22,060</b>     | <b>22,060</b>       | -             |
| <b>d. EQUIPMENT (Object Class 6d)</b>                                   |                  |                     |                   |                     |               |
| 2. Classroom/Outdoor/Home-based/FCC                                     | -                | -                   | 15,000            | 15,000              | -             |
| 4. Other Equipment  | -                | 12,552              | 15,000            | 2,448               | 12,552        |
| <b>d. EQUIPMENT (Object Class 6d)</b>                                   | -                | <b>12,552</b>       | <b>30,000</b>     | <b>17,448</b>       | <b>12,552</b> |
| <b>e. SUPPLIES (Object Class 6e)</b>                                    |                  |                     |                   |                     |               |
| 1. Office Supplies  | 6,623            | 69,038              | 70,000            | 962                 | 99%           |
| 2. Child and Family Services Supplies (Includesclassroom Supplies)      | 445              | 54,878              | 65,000            | 10,122              | 84%           |
| 4. Other Supplies   |                  |                     |                   |                     |               |
| Health and Safety Supplies  | -                | -                   | 1,000             | 1,000               | 0%            |
| Computer Supplies, Software Upgrades, Computer Replacement              | -                | 139,858             | 60,000            | (79,858)            | 233%          |
| Health/Safety Supplies  | -                | 965                 | 2,500             | 1,535               | 39%           |
| Mental helath/Diasabilities Supplies                                    | -                | -                   | 500               | 500                 | -             |
| Miscellaneous Supplies  | -                | 3                   | 9,500             | 9,497               | 0%            |
| Emergency Supplies  | -                | -                   | 500               | 500                 | 0%            |
| Employee Morale   | 137              | 583                 | 3,000             | 2,417               | 19%           |
| Household Supplies  | 537              | 537                 | 1,000             | 463                 | 54%           |
| <b>TOTAL SUPPLIES (6e)</b>  | <b>7,742</b>     | <b>265,862</b>      | <b>213,000</b>    | <b>(52,862)</b>     | <b>125%</b>   |
| <b>f. CONTRACTUAL (Object Class 6f)</b>                                 |                  |                     |                   |                     |               |
| 1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)              | 1,789            | 46,753              | 115,000           | 68,247              | 41%           |
| 2. Health/Disabilities Services   | -                | -                   | -                 | -                   | -             |
| Health Consultant   | 5,120            | 54,760              | 56,520            | 1,760               | 97%           |
| 5. Training & Technical Assistance - PA11                               |                  |                     |                   |                     |               |
| One Solution  | -                | 15,418              | 15,500            | 83                  | 99%           |
| Diane Godard  | -                | 8,612               | 8,700             | 88                  | 99%           |
| Josephine Lee   | 1,035            | 5,031               | 4,600             | (431)               | 109%          |
| St John Maria/Nalo Ayannakai/Tandem/McClendon                           | -                | 15,746              | 15,800            | 54                  | 100%          |
| 7. Delegate Agency Costs  |                  |                     |                   |                     |               |
| First Baptist Church Head Start PA22                                    | -                | 1,494,171           | 2,313,753         | 819,582             | 65%           |
| First Baptist Church Head Start PA20                                    | -                | -                   | 8,000             | 8,000               | 0%            |
| 8. Other Contracts  |                  |                     |                   |                     |               |
| First Baptist/Fairgrounds Wrap  | -                | 204,726             | 286,641           | 81,915              | 71%           |
| First Baptist/Fairgrounds Enhance                                       | -                | 108,829             | 137,818           | 28,989              | 79%           |
| Martinez ECC  | 23,400           | 131,340             | 160,472           | 29,132              | 82%           |
| Tiny Toes   | 5,616            | 69,317              | 87,412            | 18,095              | 79%           |
| YMCA of the East Bay  | 56,576           | 742,928             | 859,108           | 116,180             | 86%           |
| <b>f. CONTRACTUAL (Object Class 6f)</b>                                 | <b>93,535</b>    | <b>2,897,630</b>    | <b>4,069,324</b>  | <b>1,171,694</b>    | <b>71%</b>    |
| <b>g. CONSTRUCTION (Object Class 6g)</b>                                |                  |                     |                   |                     |               |
| 1. New Kitchen Facility   | -                | -                   | 338,440           | 338,440             | 0%            |
| <b>g. CONSTRUCTION (6g)</b>   | -                | -                   | 338,440           | 338,440             | 0%            |
| <b>h. OTHER (Object Class 6h)</b>                                       |                  |                     |                   |                     |               |
| 2. Bldg Occupancy Costs/Rents & Leases<br>(Rents & Leases/Other Income) | 76,032           | 290,764             | 535,000           | 244,236             | 54%           |
| 4. Utilities, Telephone   | 28,013           | 157,282             | 218,000           | 60,718              | 72%           |
| 5. Building and Child Liability Insurance                               | -                | 2,312               | 4,100             | 1,789               | 56%           |
| 6. Bldg. Maintenance/Repair and Other Occupancy                         | 15,353           | 160,223             | 267,000           | 106,777             | 60%           |
| 8. Local Travel (55.5 cents per mile effective 1/1/2012)                | 676              | 4,615               | 25,875            | 21,260              | 18%           |
| 9. Nutrition Services   |                  |                     |                   |                     |               |
| Child Nutrition Costs   | 24,324           | 163,080             | 280,000           | 116,920             | 58%           |
| (CCFP & USDA Reimbursements)  | -                | (20,771)            | (107,000)         | (86,229)            | 19%           |
| 13. Parent Services   |                  |                     |                   |                     |               |
| Parent Conference Registration - PA11                                   | -                | -                   | 500               | 500                 | 0%            |
| Parent Resources (Parenting Books, Videos, etc.) - PA11                 | -                | -                   | 200               | 200                 | 0%            |
| PC Orientation, Trainings, Materials & Translation - PA11               | -                | -                   | 500               | 500                 | 0%            |
| Policy Council Activities   | -                | -                   | 2,000             | 2,000               | 0%            |
| Male Involvement Activities   | -                | -                   | 500               | 500                 | 0%            |
| Parent Activities (Sites, PC, BOS luncheon) & Appreciation              | 4,543            | 4,543               | 9,300             | 4,757               | 49%           |
| Child Care/Mileage Reimbursement  | -                | 275                 | 5,500             | 5,225               | 5%            |
| 14. Accounting & Legal Services   |                  |                     |                   |                     |               |
| Auditor Controllers   | -                | 3,173               | 4,100             | 927                 | 77%           |
| Data Processing/Other Services & Supplies                               | 3,416            | 18,330              | 18,500            | 170                 | 99%           |
| 15. Publications/Advertising/Printing                                   |                  |                     |                   |                     |               |
| Outreach/Printing   | -                | -                   | 1,500             | 1,500               | 0%            |
| Recruitment Advertising (Newspaper, Brochures)                          | -                | 5,833               | 6,000             | 167                 | 97%           |
| 16. Training or Staff Development                                       |                  |                     |                   |                     |               |
| Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC, etc.)            | 2,046            | 10,758              | 8,800             | (1,958)             | 122%          |
| Staff Trainings/Dev. Conf. Registrations/Memberships - PA11             | 3,619            | 122,681             | 112,684           | (9,997)             | 109%          |
| 17. Other   |                  |                     |                   |                     |               |
| Site Security Guards  | 2,574            | 8,443               | 13,000            | 4,557               | 65%           |
| Dental/Medical Services   | -                | -                   | 1,000             | 1,000               | 0%            |
| Vehicle Operating/Maintenance & Repair                                  | 7,784            | 95,424              | 113,600           | 18,176              | 84%           |
| Equipment Maintenance Repair & Rental                                   | 5,164            | 69,833              | 73,500            | 3,667               | 95%           |
| Dept. of Health and Human Services-data Base (CORD)                     | 833              | 8,333               | 10,000            | 1,667               | 83%           |
| Other Operating Expenses (Facs Admin/Other admin)                       | 11,260           | 99,646              | 751,169           | 651,523             | 13%           |
| Other Departmental Expenses   | 680,587          | 940,222             | 3,189,700         | 2,249,478           | 29%           |
| <b>h. OTHER (6h)</b>  | <b>866,222</b>   | <b>2,153,369</b>    | <b>5,545,028</b>  | <b>3,391,659</b>    | <b>39%</b>    |
| <b>I. TOTAL DIRECT CHARGES (6a-6h)</b>                                  | <b>1,615,554</b> | <b>11,446,349</b>   | <b>17,353,740</b> | <b>5,907,391</b>    | <b>66%</b>    |
| <b>j. INDIRECT COSTS</b>  | <b>126,298</b>   | <b>470,581</b>      | <b>805,197</b>    | <b>334,616</b>      | <b>58%</b>    |
| <b>k. TOTALS (ALL BUDGET CATEGORIES)</b>                                | <b>1,741,853</b> | <b>11,916,930</b>   | <b>18,158,937</b> | <b>6,242,007</b>    | <b>66%</b>    |
| <b>Non-Federal Share (In-kind)</b>                                      | <b>435,463</b>   | <b>2,979,232</b>    | <b>4,402,022</b>  | <b>1,422,789</b>    | <b>68%</b>    |

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2021 EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2021**

**AS OF NOVEMBER 2021**

| <b>DESCRIPTION</b>                    | <b>NOVEMBER<br/>YTD Actual</b> | <b>Total<br/>Budget</b> | <b>Remaining<br/>Budget</b> | <b>92%<br/>%YTD</b> |
|---------------------------------------|--------------------------------|-------------------------|-----------------------------|---------------------|
| a. PERSONNEL                          | \$ 570,195                     | \$ 496,100              | \$ (74,095)                 | 115%                |
| b. FRINGE BENEFITS                    | 362,263                        | 307,515                 | (54,748)                    | 118%                |
| c. TRAVEL                             | -                              | 2,000                   | 2,000                       | 0%                  |
| d. EQUIPMENT                          | -                              | -                       | -                           | 0%                  |
| e. SUPPLIES                           | 37,502                         | 17,389                  | (20,113)                    | 216%                |
| f. CONTRACTUAL                        | 1,432,536                      | 1,891,976               | 459,440                     | 76%                 |
| g. CONSTRUCTION                       | -                              | 514,825                 | 514,825                     | 0%                  |
| h. OTHER                              | 461,423                        | 1,114,151               | 652,728                     | 41%                 |
| <b>I. TOTAL DIRECT CHARGES</b>        | <b>\$ 2,863,919</b>            | <b>\$ 4,343,956</b>     | <b>\$ 1,480,037</b>         | <b>66%</b>          |
| j. INDIRECT COSTS                     | 73,812                         | 94,292                  | 20,480                      | 78%                 |
| <b>k. TOTAL-ALL BUDGET CATEGORIES</b> | <b>\$ 2,937,732</b>            | <b>\$ 4,438,248</b>     | <b>\$ 1,500,516</b>         | <b>66%</b>          |
| <i>In-Kind (Non-Federal Share)</i>    | <b>\$ 734,433</b>              | <b>\$ 980,855</b>       | <b>\$ 246,422</b>           | <b>75%</b>          |

**CONTRA COSTA COUNTY - COMMUNITY SERVICES BUREAU**

**2021 EARLY HEAD START PROGRAM**

**BUDGET PERIOD JANUARY - DECEMBER 2021**

**AS OF NOVEMBER 2021**

| 1   | 2                | 3                   | 4                | 5                   | 6            |
|---|------------------|---------------------|------------------|---------------------|--------------|
|   | Actual<br>Nov-21 | Total YTD<br>Actual | Total<br>Budget  | Remaining<br>Budget | 92%<br>% YTD |
| <b>a. Salaries &amp; Wages (Object Class 6a)</b>  |                  |                     |                  |                     |              |
| Permanent 1011  | 60,142           | 547,450             | 478,071          | (69,379)            | 115%         |
| Temporary 1013  | 3,003            | 22,745              | 18,011           | (4,734)             | 126%         |
| <b>a. PERSONNEL (Object class 6a)</b>   | <b>63,145</b>    | <b>570,195</b>      | <b>496,100</b>   | <b>(74,095)</b>     | <b>115%</b>  |
| <b>b. FRINGE (Object Class 6b)</b>  | <b>44,513</b>    | <b>362,263</b>      | <b>307,515</b>   | <b>(54,748)</b>     | <b>118%</b>  |
| <b>c. Travel (Object Class 6c)</b>  |                  |                     |                  |                     |              |
| 1. Out-of-Town Travel   | -                | -                   | 2,000            | 2,000               | -            |
| <b>c. TRAVEL (Object Class 6c)</b>  | <b>-</b>         | <b>-</b>            | <b>2,000</b>     | <b>2,000</b>        | <b>-</b>     |
| <b>e. SUPPLIES (Object Class 6e)</b>  |                  |                     |                  |                     |              |
| 1. Office Supplies  | 934              | 15,499              | 5,000            | (10,499)            | 310%         |
| 2. Child and Family Services Supplies (Includes classroom Supplies)   | 273              | 11,808              | 8,000            | (3,808)             | 148%         |
| 4. Other Supplies   |                  |                     |                  |                     |              |
| Computer Supplies, Software Upgrades, Computer Replacemen   | -                | 9,436               | 3,500            | (5,936)             | 270%         |
| Health/Safety Supplies  | -                | -                   | 89               | 89                  | 0%           |
| Household Supplies  | -                | 759                 | 800              | 41                  | 95%          |
| <b>TOTAL SUPPLIES (6e)</b>  | <b>1,207</b>     | <b>37,502</b>       | <b>17,389</b>    | <b>(20,113)</b>     | <b>216%</b>  |
| <b>f. CONTRACTUAL (Object Class 6f)</b>   |                  |                     |                  |                     |              |
| 1. Adm Svcs (e.g., Legal, Accounting, Temporary Contracts)  | -                | 4,160               | 23,000           | 18,840              | 18%          |
| 2. Health/Disabilities Services   |                  |                     |                  |                     |              |
| Health Consultant   | 1,280            | 13,690              | 14,000           | 310                 | 98%          |
| 5. Training & Technical Assistance - PA11   |                  |                     |                  |                     |              |
| Leadership Trainings/Seminars/Worshops  | -                | 1,894               | 2,000            | 106                 | 95%          |
| Demogtaphic/Data Research   | -                | 4,318               | 4,580            | 262                 | 94%          |
| Practice Based Coaching/Classroom Observation   | -                | 3,200               | 3,200            | -                   | 100%         |
| Family Development Credential/Reflective Practice   | -                | 13,120              | 13,120           | -                   | 100%         |
| 8. Other Contracts  |                  |                     |                  |                     |              |
| First Baptist/Fairgrounds and Lone Tree   | -                | 87,840              | 118,560          | 30,720              | 74%          |
| First Baptist/East Leland and Kids Castle   | -                | 134,790             | 187,200          | 52,410              | 72%          |
| Aspiranet   | 69,680           | 692,780             | 948,860          | 256,080             | 73%          |
| Crossroads  | 14,560           | 144,760             | 193,040          | 48,280              | 75%          |
| KinderCare  | 16,640           | 66,240              | 99,840           | 33,600              | 66%          |
| Martinez ECC  | 16,640           | 96,040              | 99,840           | 3,800               | 96%          |
| YMCA of the East Bay  | 13,728           | 169,704             | 184,736          | 15,032              | 92%          |
| <b>f. CONTRACTUAL (Object Class 6f)</b>   | <b>132,528</b>   | <b>1,432,536</b>    | <b>1,891,976</b> | <b>459,440</b>      | <b>76%</b>   |
| <b>g. CONSTRUCTION (Object Class 6g)</b>  |                  |                     |                  |                     |              |
| 1. New Kitchen Facility   | -                | -                   | 514,825          | 514,825             | 0%           |
| <b>g. CONSTRUCTION (6g)</b>   | <b>-</b>         | <b>-</b>            | <b>514,825</b>   | <b>514,825</b>      | <b>0%</b>    |
| <b>h. OTHER (Object Class 6h)</b>   |                  |                     |                  |                     |              |
| 1. Depreciation/Use Allowance   | -                | -                   | -                | -                   |              |
| 2. Bldg Occupancy Costs/Rents & Leases<br>(Rents & Leases/Other Income)   | 1,765            | 5,110               | 35,000           | 29,890              | 15%          |
| 4. Utilities, Telephone   | 241              | 1,384               | 5,000            | 3,616               | 28%          |
| 5. Building and Child Liability Insurance   | -                | -                   | 500              | 500                 | 0%           |
| 6. Bldg. Maintenance/Repair and Other Occupancy   | 793              | 2,913               | 5,500            | 2,587               | 53%          |
| 8. Local Travel (55.5 cents per mile effective 1/1/2012)  | 250              | 250                 | 8,000            | 7,750               | 3%           |
| 13. Parent Services   |                  |                     |                  |                     |              |
| Parent Conference Registration - PA11   | 3,138            | 3,138               | 4,000            | 862                 | 78%          |
| PC Orientation, Trainings, Materials & Translation - PA11   | 1,131            | 1,131               | 2,000            | 869                 | 57%          |
| Policy Council Activities   | -                | -                   | 1,000            | 1,000               | 0%           |
| Parent Activities (Sites, PC, BOS luncheon) & Appreciation  | -                | -                   | 1,000            | 1,000               | 0%           |
| Child Care/Mileage Reimbursement  | -                | 34                  | 800              | 766                 | 4%           |
| 14. Accounting & Legal Services   |                  |                     |                  |                     |              |
| Auditor Controllers   | -                | -                   | 300              | 300                 | 0%           |
| Data Processing/Other Services & Supplies   | 1,128            | 6,054               | 7,200            | 1,146               | 84%          |
| Recruitment Advertising (Newspaper, Brochures)  | -                | 1,458               | 2,200            | 742                 | 66%          |
| 16. Training or Staff Development   |                  |                     |                  |                     |              |
| Agency Memberships (WIPFLI, Meeting Fees, NHSA, NAEYC,<br>Staff Trainings/Dev. Conf. Registrations/Memberships - PA11 | 225              | 816                 | 2,000            | 1,184               | 41%          |
| -   | -                | 5,621               | 50,044           | 44,423              | 11%          |
| 17. Other   |                  |                     |                  |                     |              |
| Site Security Guards  | -                | 55                  | 1,000            | 945                 | 5%           |
| Vehicle Operating/Maintenance & Repair  | 223              | 2,552               | 12,000           | 9,448               | 21%          |
| Equipment Maintenance Repair & Rental   | -                | 300                 | 2,500            | 2,200               | 12%          |
| Dept. of Health and Human Services-data Base (CORD)   | -                | -                   | 1,000            | 1,000               | 0%           |
| Other Operating Expenses (Facs Admin/Other admin)   | (769)            | 6,836               | 123,107          | 116,271             | 6%           |
| Other Departmental Expenses   | 58,475           | 423,770             | 850,000          | 426,230             | 50%          |
| <b>h. OTHER (6h)</b>  | <b>66,600</b>    | <b>461,423</b>      | <b>1,114,151</b> | <b>652,728</b>      | <b>41%</b>   |
| <b>i. TOTAL DIRECT CHARGES (6a-6h)</b>  | <b>307,993</b>   | <b>2,863,919</b>    | <b>4,343,956</b> | <b>1,480,037</b>    | <b>66%</b>   |
| <b>j. INDIRECT COSTS</b>  | <b>24,249</b>    | <b>73,812</b>       | <b>94,292</b>    | <b>20,480</b>       | <b>78%</b>   |
| <b>k. TOTALS (ALL BUDGET CATEGORIES)</b>  | <b>332,242</b>   | <b>2,937,732</b>    | <b>4,438,248</b> | <b>1,500,516</b>    | <b>66%</b>   |
| <b>Non-Federal Share (In-kind)</b>  | <b>83,061</b>    | <b>734,433</b>      | <b>980,855</b>   | <b>246,422</b>      | <b>75%</b>   |

**CONTRA COSTA COUNTY - EHSD COMMUNITY SERVICES BUREAU**  
**EARLY HEAD START - CHILDCARE PARTNERSHIP PROGRAM**  
**BUDGET PERIOD: SEPTEMBER 01, 2020 THROUGH DECEMBER 31, 2021**  
**AS OF NOVEMBER 2021**

| DESCRIPTION                           | NOVEMBER<br>YTD Actual | Original<br>Budget<br>Sep 20-Dec 21 | Remaining<br>Budget<br>Sep-Dec 21 | 94%<br>Budget<br>% YTD |
|---------------------------------------|------------------------|-------------------------------------|-----------------------------------|------------------------|
| a. PERSONNEL                          | 1,242,056              | 1,373,662                           | 131,606                           | 90%                    |
| b. FRINGE BENEFITS                    | 783,556                | 890,603                             | 107,047                           | 88%                    |
| c. TRAVEL                             | -                      | 7,000                               | 7,000                             | 0%                     |
| d. EQUIPMENT                          | -                      | -                                   | -                                 | 0%                     |
| e. SUPPLIES                           | 244,951                | 487,975                             | 243,024                           | 50%                    |
| f. CONTRACTUAL                        | 1,504,512              | 1,601,263                           | 96,751                            | 94%                    |
| g. CONSTRUCTION                       | -                      | 257,035                             | 257,035                           | 0%                     |
| h. OTHER                              | 2,051,000              | 2,809,916                           | 758,916                           | 73%                    |
| <b>I. TOTAL DIRECT CHARGES</b>        | <b>5,826,076</b>       | <b>7,427,454</b>                    | <b>1,601,378</b>                  | <b>78%</b>             |
| j. INDIRECT COSTS                     | 261,631                | 237,960                             | (23,671)                          | 110%                   |
| <b>k. TOTAL-ALL BUDGET CATEGORIES</b> | <b>6,087,707</b>       | <b>7,665,414</b>                    | <b>1,577,707</b>                  | <b>79%</b>             |

**Note:** Administration for Children and Families (ACF)

**CONTRA COSTA COUNTY - EHS COMMUNITY SERVICES BUREAU**  
**EARLY HEAD START - CHILDCARE PARTNERSHIP PROGRAM**  
**BUDGET PERIOD: SEPTEMBER 01, 2020 THROUGH DECEMBER 31, 2021**  
**AS OF NOVEMBER 2021**

| 1  | 2                       | 3                       | 4                                     | 5                               | 6                | 7                   | 8                        |
|--|-------------------------|-------------------------|---------------------------------------|---------------------------------|------------------|---------------------|--------------------------|
|  | Org. no. 1466<br>Nov-21 | Org. no. 1467<br>Nov-21 | Year-to-date<br>July 21 to<br>June 22 | Total YTD<br>Mar to Dec<br>2021 | Total Budget     | Remaining<br>Budget | 94%<br>YTD<br>Percentage |
| <b>Expenditures</b>  |                         |                         |                                       |                                 |                  |                     |                          |
| <b>a. PERSONNEL (Object Class 6a)</b>  |                         |                         |                                       |                                 |                  |                     |                          |
| Permanent  | 60,655.96               | 12,338.76               | 339,141                               | 1,230,136                       | 1,321,567        | 91,431              | 93%                      |
| Temporary  | 1,761.27                | -                       | 6,005                                 | 11,920                          | 52,095           | 40,175              | 23%                      |
| <b>TOTAL PERSONNEL (Object Class 6a)</b>   | <b>62,417.23</b>        | <b>12,338.76</b>        | <b>345,147</b>                        | <b>1,242,056</b>                | <b>1,373,662</b> | <b>131,606</b>      | <b>90%</b>               |
| <b>b. FRINGE BENEFITS (Object Class 6b)</b>  |                         |                         |                                       |                                 |                  |                     |                          |
| Fringe Benefits  | 43,993.85               | 8,106.79                | 217,944                               | 783,556                         | 890,603          | 107,047             | 88%                      |
| <b>TOTAL FRINGE BENEFITS (Object Class 6b)</b>   | <b>43,993.85</b>        | <b>8,106.79</b>         | <b>217,944</b>                        | <b>783,556</b>                  | <b>890,603</b>   | <b>107,047</b>      | <b>88%</b>               |
| <b>c. TRAVEL (Object Class 6c)</b>   |                         |                         |                                       |                                 |                  |                     |                          |
| 1. Staff Out-Of-Town Travel (Training and Technical Assistance)                          | -                       | -                       | -                                     | -                               | 7,000            | 7,000               | 0%                       |
| <b>TOTAL TRAVEL (Object Class 6c)</b>  | <b>-</b>                | <b>-</b>                | <b>-</b>                              | <b>-</b>                        | <b>7,000</b>     | <b>7,000</b>        | <b>0%</b>                |
| <b>e. SUPPLIES (Object Class 6e)</b>   |                         |                         |                                       |                                 |                  |                     |                          |
| 1. Office Supplies   | 926.01                  | -                       | 12,585                                | 16,524                          | 25,500           | 8,976               | 65%                      |
| 2. Child and Family Services Supplies  | 23,133.98               | -                       | 63,742                                | 134,250                         | 247,185          | 112,935             | 54%                      |
| 3. Other Supplies  | -                       | -                       | -                                     | -                               | -                | -                   | -                        |
| Computer Supplies, Software Upgrades, Replacements, etc.                                 | -                       | 11,385.32               | 17,057                                | 90,916                          | 80,290           | (10,626)            | 113%                     |
| Miscellaneous Supplies   | -                       | -                       | -                                     | 613                             | 1,500            | 887                 | 41%                      |
| Household Supplies   | -                       | -                       | 13                                    | 13                              | 128,500          | 128,487             | 41%                      |
| Employees Health and Welfare Costs   | -                       | -                       | -                                     | 2,634                           | 5,000            | 2,366               | 0%                       |
| <b>TOTAL SUPPLIES (Object Class 6e)</b>  | <b>24,059.99</b>        | <b>11,385.32</b>        | <b>93,397</b>                         | <b>244,951</b>                  | <b>487,975</b>   | <b>243,024</b>      | <b>50%</b>               |
| <b>f. CONTRACTUAL (Object Class 6f)</b>  |                         |                         |                                       |                                 |                  |                     |                          |
| 1. Adm Svcs (e.g., Legal, Accounting, Temp Help)   | -                       | -                       | -                                     | 2,193                           | 3,000            | 807                 | 73%                      |
| 2. Training and Technical Assistance   | -                       | -                       | -                                     | -                               | -                | -                   | -                        |
| Tandem (Training and Technical Assistance)   | -                       | -                       | -                                     | 21,021                          | 21,100           | 79                  | 100%                     |
| Josephine Lee (Training and Technical Assistance)  | -                       | -                       | 2,863                                 | 10,150                          | 10,900           | 750                 | 93%                      |
| Crystal McClelland [Consultation Services] (Training and Technical Assistance)           | -                       | -                       | -                                     | -                               | -                | -                   | 0%                       |
| Susan Rogers FDC Classes [Training and Technical Assistance]                             | -                       | -                       | 4,874                                 | 9,987                           | 10,200           | 213                 | 98%                      |
| Ayantrakai Inao [Reflective Supervision Workshops] (Training and Technical Assistance)   | 87.50                   | -                       | 1,603                                 | 26,034                          | 26,000           | (34)                | 100%                     |
| Maria St. John [Reflective Supervision Consultation] (Training and Technical Assistance) | -                       | -                       | 2,025                                 | 10,722                          | 11,000           | 278                 | 97%                      |
| Robert Fulmer [Leadership Workshops] (Training and Technical Assistance)                 | -                       | -                       | -                                     | -                               | 1,200            | 1,200               | 0%                       |
| 3. Other Contracts   | -                       | -                       | -                                     | -                               | -                | -                   | -                        |
| Childcare Services: Aspiranet [15 slots @ \$515 for 12 months]                           | 7,800.00                | -                       | 31,200                                | 116,175                         | 123,918          | 7,743               | 94%                      |
| Childcare Services: COCOKids [52 slots @ \$515 for 12 months]                            | 27,040.00               | -                       | 81,120                                | 479,869                         | 458,502          | (21,367)            | 105%                     |
| Childcare Services: COCOKids [Loss of Subsidy]   | -                       | -                       | -                                     | 3,239                           | 3,500            | 261                 | 93%                      |
| Childcare Services: COCOKids [Diapers, Formula, Wipes, etc.]                             | -                       | -                       | -                                     | 20,123                          | 20,260           | 137                 | 99%                      |
| Childcare Services: COCOKids [Emergency Health/Safety Repairs]                           | 3,179.74                | -                       | 5,390                                 | 6,560                           | 7,000            | 440                 | 94%                      |
| Childcare Services: COCOKids [Professional Development] (Training)                       | -                       | -                       | 2,830                                 | 11,642                          | 12,000           | 358                 | 97%                      |
| Childcare Services: First Baptist Church [24 slots @ \$515 for 12 months]                | -                       | -                       | 34,840                                | 110,030                         | 156,269          | 46,239              | 70%                      |
| Childcare Services: KinderCare [32 slots @ \$515 for 12 months]                          | 8,320.00                | -                       | 58,240                                | 214,285                         | 243,358          | 29,073              | 88%                      |
| Childcare Services: TinyToes Preschool [8 slots @ \$515 for 12 months]                   | 4,160.00                | -                       | 15,055                                | 77,038                          | 77,090           | 52                  | 100%                     |
| Childcare Services: YMCA [32 slots @ \$630 for 12 months]                                | 20,352.00               | -                       | 81,408                                | 349,443                         | 353,466          | 4,023               | 99%                      |
| Teaching Pyramid   | -                       | -                       | -                                     | -                               | 55,500           | 55,500              | 0%                       |
| One Solution Technology [Software License, Data Mgmt, Hosting Svcs]                      | -                       | -                       | 36,000                                | 36,000                          | 7,000            | (29,000)            | 514%                     |
| <b>TOTAL CONTRACTUAL (Object Class 6f)</b>   | <b>70,939.24</b>        | <b>-</b>                | <b>357,447</b>                        | <b>1,504,512</b>                | <b>1,601,263</b> | <b>96,751</b>       | <b>94%</b>               |
| <b>g. CONSTRUCTION (Object Class 6G)</b>   |                         |                         |                                       |                                 |                  |                     |                          |
| 1. Major Renovation-Central Kitchen Facility   | -                       | -                       | -                                     | -                               | 257,035          | 257,035             | 0%                       |
| <b>TOTAL CONSTRUCTION (Object Class 6G)</b>  | <b>-</b>                | <b>-</b>                | <b>-</b>                              | <b>-</b>                        | <b>257,035</b>   | <b>257,035</b>      | <b>0%</b>                |
| <b>h. OTHER (Object Class 6h)</b>  |                         |                         |                                       |                                 |                  |                     |                          |
| 1. Rent  | 2,976.74                | -                       | 16,830                                | 26,927                          | 37,260           | 10,333              | 72%                      |
| 2. Utilities/Telephone   | 1,134.95                | 22.50                   | 1,930                                 | 9,358                           | 10,900           | 1,542               | 86%                      |
| 3. Building Maintenance/Repair and Other Occupancy                                       | 1,582.96                | -                       | 190,960                               | 331,566                         | 750,317          | 418,751             | 44%                      |
| 4. Incidental Alterations/Renovations  | -                       | -                       | -                                     | 25                              | 60,609           | 60,584              | 0%                       |
| 5. Local Travel (57.5 cents per mile effective 1/1/2020)                                 | 66.17                   | -                       | 309                                   | 835                             | 2,100            | 1,265               | 40%                      |
| 6. Parent Services   | -                       | -                       | -                                     | -                               | -                | -                   | 0%                       |
| Parent Activities, Policy Council, and Appreciation (Sites, PC, BOS)                     | -                       | -                       | -                                     | -                               | 1,000            | 1,000               | 0%                       |
| 7. Accounting and Legal Services   | -                       | -                       | -                                     | -                               | 200              | 200                 | 0%                       |
| Auditor Controllers  | -                       | -                       | -                                     | -                               | 500              | 500                 | 0%                       |
| Data Processing  | 701.04                  | -                       | 1,402                                 | 3,429                           | 3,700            | 271                 | 93%                      |
| 8. Training or Staff Development   | -                       | -                       | -                                     | -                               | -                | -                   | 0%                       |
| Agency Memberships (WIPLI, Meeting Fees, NHSA, NAEYC, etc.) (                            | -                       | -                       | -                                     | 2,427                           | 2,450            | 23                  | 99%                      |
| Staff Trainings/Dev. Conf. Registrations/Memberships - PA 11 (Train                      | 1,597.00                | -                       | 3,158                                 | 3,052                           | 11,411           | 8,359               | 27%                      |
| 9. Other   | -                       | -                       | -                                     | -                               | -                | -                   | 0%                       |
| Collaboration with Child Development Program   | 141,406.42              | -                       | 167,433                               | 1,548,424                       | 1,606,946        | 58,522              | 96%                      |
| Vehicle Operating/Maintenance & Repair   | 585.16                  | -                       | 3,149                                 | 50,786                          | 61,200           | 10,414              | 83%                      |
| Equipment Maintenance Repair and Rental  | 1,811.49                | -                       | 3,984                                 | 36,968                          | 39,100           | 2,132               | 95%                      |
| Electrostatic Cleaning   | -                       | -                       | -                                     | -                               | 141,523          | 141,523             | 0%                       |
| Other Operating Expenses (CSD Admin, Fac Mgmt Allocation)                                | (883.29)                | -                       | 8,226                                 | 37,202                          | 80,700           | 43,498              | 46%                      |
| <b>TOTAL OTHER (Object Class 6h)</b>   | <b>150,978.64</b>       | <b>22.50</b>            | <b>396,753</b>                        | <b>2,051,000</b>                | <b>2,809,916</b> | <b>758,916</b>      | <b>73%</b>               |
| <b>I. TOTAL DIRECT CHARGES (Sum of Line 6a-6h)</b>                                       | <b>352,389</b>          | <b>31,853</b>           | <b>1,410,688</b>                      | <b>5,826,076</b>                | <b>7,170,419</b> | <b>1,344,343</b>    | <b>78%</b>               |
| <b>j. INDIRECT COSTS (19% of Salaries only)</b>  | <b>27,582.31</b>        | <b>-</b>                | <b>54,955</b>                         | <b>261,631</b>                  | <b>237,960</b>   | <b>(23,671)</b>     | <b>110%</b>              |
| <b>k. TOTAL FEDERAL (ALL BUDGET CATEGORIES)</b>  | <b>379,971.26</b>       | <b>31,853.37</b>        | <b>1,465,643</b>                      | <b>6,087,707</b>                | <b>7,665,414</b> | <b>1,577,707</b>    | <b>79%</b>               |

Note: Administration for Children and Families (ACF) approved the non-federal share waiver request for this budget year [Head Start Act Section 640.(b)(4)]. The non-federal share requirement is now \$0 at 0%.

**COMMUNITY SERVICES BUREAU  
SUMMARY CREDIT CARD EXPENDITURE  
November 2021**

| Stat. Date   | Amount             | Program                       | Purpose/Description          |
|--------------|--------------------|-------------------------------|------------------------------|
| 11/22/21     | \$182.72           | Indirect Admin Costs          | Office Exp                   |
| 11/22/21     | \$261.35           | Child Dev Misc Grants: QRIS   | Office Exp                   |
| 11/22/21     | \$87.80            | EHS-Child Care Partnership #2 | Office Exp                   |
|              | <b>\$531.87</b>    |                               |                              |
| 11/22/21     | \$202.34           | Head Start T & TA             | Small Tools and Instruments  |
|              | <b>\$202.34</b>    |                               |                              |
| 11/22/21     | \$33.58            | Balboa Site Costs             | Minor Furniture/Equipment    |
| 11/22/21     | \$39.48            | Child Nutrition Food Services | Minor Furniture/Equipment    |
| 11/22/21     | \$19.56            | Riverview Site Costs          | Minor Furniture/Equipment    |
| 11/22/21     | \$3,719.32         | EHS-Child Care Partnership #2 | Minor Furniture/Equipment    |
| 11/22/21     | \$2,586.65         | EHS-Child Care Partnership #2 | Minor Furniture/Equipment    |
|              | <b>\$6,398.59</b>  |                               |                              |
| 11/22/21     | \$5.00             | HS Basic Grant                | Publications & Legal Notices |
|              | <b>\$5.00</b>      |                               |                              |
| 11/22/21     | \$606.80           | EHS T & TA                    | Transportation & Travel      |
|              | <b>\$606.80</b>    |                               |                              |
| 11/22/21     | \$346.93           | Head Start T & TA             | Other Travel Employees       |
| 11/22/21     | \$256.81           | HS Basic Grant                | Other Travel Employees       |
| 11/22/21     | \$1,437.74         | Operations - Stage 2          | Other Travel Employees       |
| 11/22/21     | \$256.81           | Head Start T & TA             | Other Travel Employees       |
| 11/22/21     | \$1,113.60         | EHS T & TA                    | Other Travel Employees       |
|              | <b>\$3,411.89</b>  |                               |                              |
| 11/22/21     | \$149.00           | Head Start T & TA             | Training & Registration      |
|              | <b>\$149.00</b>    |                               |                              |
| 11/22/21     | \$114.08           | EHS-Child Care Partnership #2 | Educational Supplies         |
| 11/22/21     | \$4,403.06         | Child Dev Misc Grants: QRIS   | Educational Supplies         |
| 11/22/21     | (\$252.41)         | Child Dev Misc Grants: QRIS   | Educational Supplies         |
| 11/22/21     | \$114.05           | Child Dev Misc Grants: QRIS   | Educational Supplies         |
| 11/22/21     | \$758.55           | Child Dev Misc Grants: QRIS   | Educational Supplies         |
| 11/22/21     | (\$38.21)          | Child Dev Misc Grants: QRIS   | Educational Supplies         |
| 11/22/21     | (\$56.26)          | Child Dev Misc Grants: QRIS   | Educational Supplies         |
| 11/22/21     | \$625.15           | Child Dev Misc Grants: QRIS   | Educational Supplies         |
| 11/22/21     | \$82.67            | EHS-Child Care Partnership #2 | Educational Supplies         |
|              | <b>\$5,750.68</b>  |                               |                              |
| 11/22/21     | \$471.88           | Facilities                    | Other Special Dpmtal Exp     |
| 11/22/21     | \$1,730.57         | Child Dev Misc Grants: QRIS   | Other Special Dpmtal Exp     |
| 11/22/21     | \$41.48            | Child Dev Misc Grants: QRIS   | Other Special Dpmtal Exp     |
| 11/22/21     | \$226.71           | Fairground Site Costs         | Other Special Dpmtal Exp     |
|              | <b>\$2,470.64</b>  |                               |                              |
| <b>Total</b> | <b>\$19,526.81</b> |                               |                              |

**CAO Report**  
**Low-Income Home Energy Assistance**  
**Community Services Block Grant**  
**Year-to-Date Expenditures**  
**As of November 30, 2021**

|   | BUDGET           | SPENT              | REMAINING BALANCE | PERCENT EXPENDED |
|---|------------------|--------------------|-------------------|------------------|
| 1) CONTRACT NO. 20B-2005 / Term: Oct. 1, 2019 through Dec. 31, 2021 |                  |                    |                   |                  |
| 2020 LIHEAP WX  | 1,280,226        | (1,280,097)        | 129               | 100%             |
| 2020 EHA-16   | 1,132,577        | (964,706)          | 167,871           | 85%              |
| 2020 UTILITY ASSISTANCE (UA)  | 2,466,877        | (2,469,656)        | -2,779            | 100%             |
| <b>TOTAL 2020 LIHEAP CONTRACT</b>                                   | <b>4,879,680</b> | <b>(4,714,459)</b> | <b>165,221</b>    | <b>97%</b>       |

|  | BUDGET           | SPENT              | REMAINING BALANCE | PERCENT EXPENDED |
|--|------------------|--------------------|-------------------|------------------|
| 2) CONTRACT NO. 20U-2554 / Term: Jul. 1, 2020 - Dec 21, 2021 |                  |                    |                   |                  |
| 2020 CARES EHA-16  | 387,634          | (277,332)          | 110,302           | 72%              |
| 2020 CARES UTILITY ASSISTANCE (UA)                           | 727,903          | (727,903)          | 0                 | 100%             |
| <b>TOTAL 2020 LIHEAP CARES ACT CONTRACT</b>                  | <b>1,115,537</b> | <b>(1,005,235)</b> | <b>110,302</b>    | <b>90%</b>       |

|  | BUDGET         | SPENT            | REMAINING BALANCE | PERCENT EXPENDED |
|--|----------------|------------------|-------------------|------------------|
| 3) CONTRACT NO. 21F-4007 / Term: Jan. 1, 2021 - May 31, 2022 |                |                  |                   |                  |
| 2021 CSBG CAA  | 876,852        | (465,208)        | 411,644           | 53%              |
| <b>TOTAL 2021 CSBG CONTRACT</b>                              | <b>876,852</b> | <b>(465,208)</b> | <b>411,644</b>    | <b>53%</b>       |

|   | BUDGET           | SPENT              | REMAINING BALANCE | PERCENT EXPENDED |
|---|------------------|--------------------|-------------------|------------------|
| 4) CONTRACT NO. 21B-5005 / Term: November 1, 2020 - June 30, 2022 |                  |                    |                   |                  |
| 2021 EHA-16   | 1,028,290        | (439,074)          | 589,216           | 43%              |
| *2021 LIHEAP WX   | 1,162,508        | (737,989)          | 424,519           | 63%              |
| 2021 LIHEAP UTILITY ASSISTANCE (UA)                               | 2,241,528        | (1,965,504)        | 276,024           | 88%              |
| <b>TOTAL 2021 LIHEAP CONTRACT</b>                                 | <b>4,432,326</b> | <b>(3,142,567)</b> | <b>1,289,759</b>  | <b>71%</b>       |

|  | BUDGET         | SPENT            | REMAINING BALANCE | PERCENT EXPENDED |
|--|----------------|------------------|-------------------|------------------|
| 5) CONTRACT NO. 20F-3007 / Term: Jan. 1, 2020 - May 31, 2021 |                |                  |                   |                  |
| 2020 CSBG CAA  | 876,852        | (876,852)        | 0                 | 100%             |
| 2020 CSBG DISCRETIONARY                                      | 32,000         | (32,000)         | 0                 | 100%             |
| <b>TOTAL 2020 CSBG CONTRACT</b>                              | <b>908,852</b> | <b>(908,852)</b> | <b>0</b>          | <b>100%</b>      |



|   | BUDGET           | SPENT            | REMAINING BALANCE | PERCENT EXPENDED |
|---|------------------|------------------|-------------------|------------------|
| 6) CONTRACT NO. 20F-3646 / Term: Mar. 27, 2020 - May 31, 2022 |                  |                  |                   |                  |
| 2020 CSBG CARES CAA   | 1,189,181        | (417,777)        | 771,404           | 35%              |
| 2020 CSBG CARES CAA DISCRETIONARY                             | 40,370           | 0                | 0                 | 0%               |
| <b>TOTAL 2020 CSBG CARES CONTRACT</b>                         | <b>1,189,181</b> | <b>(417,777)</b> | <b>771,404</b>    | <b>35%</b>       |



EMPLOYMENT & HUMAN SERVICES DEPARTMENT  
 COMMUNITY SERVICES BUREAU  
 CHILD NUTRITION FOOD SERVICES  
 CHILD and ADULT CARE FOOD PROGRAM MEALS SERVED  
 FY 2021-2022

| Month covered                          | 2021<br>Nov-21  |
|--|-----------------|
| Approved sites operated this month     | 13              |
| Number of days meals served this month | 18              |
| Average daily participation            | 337             |
| <b>Child Care Center Meals Served:</b> |                 |
| Breakfast                              | 5,145           |
| Lunch                                  | 6,063           |
| Supplements                            | 4,325           |
| <b>Total Number of Meals Served</b>    | <b>15,533</b>   |
| <b>Claim Reimbursement Total</b>       | <b>\$40,406</b> |

# December 2021 - COMMUNITY SERVICES BUREAU PRESCHOOL MENU

| MONDAY   | TUESDAY   | WEDNESDAY   | THURSDAY  | FRIDAY  |
|--|---|---|---|---|
| <b>ALL BREAKFAST &amp; LUNCH SERVED WITH 1% MILK</b><br>*Indicates vegetable included in main dish<br>+ Indicates Whole Grain Rich<br><b>WATER IS OFFERED THROUGHOUT THE DAY</b>   |   |   |   |   |
| <b>6</b><br><b>BREAKFAST</b><br>½ c. Pineapple Tidbits<br>½ c. + Cornflakes<br><b>LUNCH</b><br><b>SUNBUTTER &amp; JELLY SANDWICH</b><br>1 ea. Cheese Stick<br>¼ c. Carrot Sticks<br>½ ea. Fresh Apple<br>1 sl. + Pullman Bread<br><b>PM SNACK</b><br>1 pkg. Graham Crackers<br>½ c. 1% Milk  | <b>7</b><br><b>BREAKFAST</b><br>1 ea. Fresh Kiwi<br>1 ea. + Blueberry Pancake Square<br><b>LUNCH</b><br><b>BEEF MOLE</b><br>(mole paste, vegetable stock, diced beef)<br>¼ c. Broccoli Florets/Ranch Dressing<br>½ ea. Fresh Red Pear<br>¼ c. + Spanish Rice<br><b>PM SNACK</b><br>1 sl. Fresh Honeydew<br>½ c. 1% Milk   | <b>1</b><br><b>BREAKFAST</b><br>½ c. Fresh Blackberries<br>¼ c. + Cream of Rice<br><b>LUNCH</b><br><b>RED POZOLE SOUP</b><br>(diced chicken, tomato paste, hominy)<br>¼ c. Shredded Cabbage & Cilantro<br>¼ c. Mango Chunk<br>1 ea. + Blue Corn Tortilla<br><b>PM SNACK</b><br>½ c. Black Bean Dip<br>1 pkg. + Cheese Crackers  | <b>2</b><br><b>BREAKFAST</b><br>1 ea. Fresh Banana<br>¾ c. + Cinnamon Oatmeal & Raisins<br><b>LUNCH</b><br><b>BROCCOLI &amp; TOFU ALFREDO PASTA</b><br>¼ c. Roasted Rainbow Cauliflower<br>½ ea. Fresh Apple<br><b>PM SNACK</b><br>5 ea. + Corn Tortilla Chips/Pico De Gallo<br>½ c. 1% Milk  | <b>3</b><br><b>BREAKFAST</b><br>1 ea. Fresh Orange<br>½ ea. + Homemade French Toast<br><b>LUNCH</b><br><b>CHICKEN NOODLE SOUP</b><br>(onion, potato, kale, kidney beans, diced chicken, + wheat pasta)<br>¼ c. Cucumber Sticks<br>1 ea. Fresh Persimmon<br><b>PM SNACK</b><br>½ c. Banana Pudding (banana, yogurt, vanilla)<br>½ c. Graham Crackers |
| <b>13</b><br><b>BREAKFAST</b><br>½ c. Fresh Raspberries<br>½ c. + Bran Cereal<br><b>LUNCH</b><br><b>BEAN VEGGIE TACOS</b><br>¾ c. Seasoned Pinto Beans<br>½ c. Avocado Puree ½ c. Pickled Red Onions<br>1 ea. Fresh Kiwi<br>2 ea. + Mini Corn Tortilla<br><b>PM SNACK</b><br>1 ea. Hard Boiled Egg<br>1 ea. Fresh Persimmon  | <b>14</b><br><b>BREAKFAST</b><br>½ c. Fresh Strawberries<br>½ ea. + Homemade Belgian Waffle<br><b>LUNCH</b><br><b>BBQ CHICKEN LEG</b><br>¼ c. Cucumber Sticks/Ranch Dressing<br>½ ea. Fresh Red Pear<br>¾ c. + Wheat Pasta Salad (celery, red onion, eggless mayo, apple cider vinegar, salt, pepper)<br><b>PM SNACK</b><br>1 pkg. Scooby Doo Graham Crackers<br>½ c. 1% Milk | <b>8</b><br><b>BREAKFAST</b><br>1 ea. Fresh Banana<br>¾ c. + Rice Krispy<br><b>LUNCH</b><br><b>FEIJOADA</b> (black beans, green onions, diced turkey, sweet potato, cilantro, rainbow swiss chard)<br>¼ c. Mango Chunks<br>¼ c. + Brown Rice<br><b>PM SNACK - Part Day Only</b><br>1 ea. Fresh Apple<br>¾ c. Blueberry Yogurt Dip   | <b>9</b><br><b>BREAKFAST</b><br>½ c. Pineapple Chunks<br>½ c. + Cheerios<br><b>LUNCH</b><br><b>PANELA CHEESE &amp; FIDEO SOUP</b><br>(panela cheese, tomato, onion, garlic, + wheat pasta)<br>¼ c. Carrot Sticks<br>1 ea. Fresh Tangerine<br><b>PM SNACK</b><br>2 pkgs. + Wheatworth Crackers/Hummus<br>½ c. 1% Milk  | <b>10</b><br><b>BREAKFAST</b><br>½ c. Peach Chunks<br>1 sq. + A - Z Bread<br><b>LUNCH</b><br><b>CHICKEN CHILAQUILES WITH CORN TORTILLA CHIPS &amp; SPINACH</b><br>¼ c. Fresh Strawberries<br><b>PM SNACK</b><br>½ c. Cottage Cheese<br>½ c. Roasted Sweet Potato Sticks   |
| <b>20</b><br><b>BREAKFAST</b><br>1 ea. Fresh Orange<br>¾ c. + Kix Cereal<br><b>LUNCH</b><br><b>BAJA BEAN WRAP</b><br>¼ c. Fresh Jicama Sticks<br>¼ c. Fresh Papaya<br>1 ea. + Wheat Tortilla<br><b>PM SNACK</b><br>2 tbsp. Sunbutter<br>1 pkg. Graham Crackers   | <b>21</b><br><b>BREAKFAST</b><br>½ c. Fresh Raspberries<br>1 sq. + Blueberry Muffin Square<br><b>LUNCH</b><br><b>PALEK PANEER</b><br>¼ c. Curry Roasted Cauliflower Florets<br>½ ea. Fresh Pink Lady Apple<br>½ ea. + Pita Bread<br><b>PM SNACK</b><br>¼ c. Plain Yogurt<br>½ c. Diced Cantaloupe   | <b>15</b><br><b>BREAKFAST</b><br>½ c. Applesauce<br>½ c. + Cheerios<br><b>LUNCH</b><br><b>TUNA SALAD</b> (eggless mayo)<br>¼ c. Carrot Sticks<br>1 ea. Fresh Kiwi<br>1 sl. + Pullman Loaf Bread<br><b>PM SNACK</b><br>½ c. Cucumber Slices & Broccoli Florets<br>¼ c. Cottage Cheese Ranch Dressing   | <b>16</b><br><b>BREAKFAST</b><br>½ c. Blackberries<br>½ c. + Homemade Granola<br>¼ c. Plain Yogurt<br><b>LUNCH</b><br><b>BLACK BEAN TORTILLA SOUP</b><br>½ c. Guacamole (avocado, lemon juice, onion, tomato, cilantro)<br>½ c. Shredded Red Cabbage<br>½ ea. Fresh Orange<br>2 ea. + Mini Corn Tortilla<br><b>PM SNACK</b><br>2 pkgs. + Wheatworth Crackers/Hummus<br>½ c. 1% Milk | <b>17</b><br><b>BREAKFAST</b><br>1 ea. Fresh Banana<br>1 sq. + Apple Pancake Square<br><b>LUNCH</b><br><b>KALUA CHICKEN</b> (smoked chicken leg, salt, pepper, banana leaf)<br>¾ c. Roasted Bell Pepper and Cipollini Onions<br>1 sl. Fresh Watermelon<br>¼ c. + Spanish Rice<br><b>PM SNACK</b><br>1 pkg. + Fish Crackers<br>½ c. 1% Milk          |
| <b>27</b><br><b>BREAKFAST</b><br>1 ea. Fresh Orange<br>½ ea. + Bagel/Cream Cheese & Strawberries<br><b>LUNCH</b><br><b>VEGGIE WRAP</b><br>½ c. Leafy Greens & Shredded Carrots<br>½ oz. Shredded Cheese<br>1 ea. Hard Boiled Egg<br>1 ea. Fresh Tangerine<br>1 ea. + Wheat Tortilla<br><b>PM SNACK - Fruit Sunbutter Stack</b><br>1 tbsp. Sunbutter<br>½ ea. Fresh Banana<br>1 pkg. + Graham Crackers                  | <b>28</b><br><b>BREAKFAST</b><br>½ c. Diced Peaches<br>¾ c. + Kix Cereal<br><b>LUNCH</b><br><b>CHEESE BURGER PASTA</b><br>(+ pasta, onion, tomato, beef, cheddar cheese)<br>¼ c. Roasted Butternut Squash<br>½ ea. Fresh Pink Lady Apple<br><b>PM SNACK</b><br>¼ c. Plain Yogurt<br>½ c. Diced Honeydew   | <b>22</b><br><b>BREAKFAST</b><br>½ c. Fresh Strawberries<br>1 sq. + Cinnamon Apple Pancake<br><b>LUNCH</b><br><b>HERB ROASTED TURKEY BREAST</b><br>¼ c. Pumpkin & Yam Mash<br>½ ea. Fresh Pear<br>¼ c. + Corn Bread Dressing (toasted corn bread, veggie stock, cranberries, carrots, celery, onion, garlic, thyme, ground sunflower seeds)<br><b>PM SNACK</b><br>2 pkgs. Ritz Crackers<br>½ c. 1% Milk | <b>23</b><br><b>BREAKFAST</b><br>1 ea. Fresh Mandarin<br>¾ c. + Rice Chex Cereal<br><b>LUNCH</b><br><b>BLACK BEAN YAKI SOBA</b><br>(black beans, tomato paste, garlic, green onions carrot, soy, wheat noodles)<br>¼ c. Steamed Spinach<br>½ ea. Fresh Honey Crisp Apple<br><b>PM SNACK</b><br><b>EARLY CLOSURE</b>   | <b>24</b><br>   |
| <b>31</b><br><b>BREAKFAST</b><br>½ c. Pineapple Chunks<br>1 sq. + Homemade Banana Bread<br><b>LUNCH</b><br><b>CHANA MASALA</b> (garbanzo beans, onion, garlic, ginger, cumin, coriander, tomato, garam masala, ground turmeric, spinach)<br>¼ c. Mango Chunks<br>½ sl. + Wheat Naan Bread<br><b>PM SNACK</b><br>½ c. Friends Trail Mix (kix, cheerios, corn chex, raisins, pretzels, & dried apricots)<br>½ c. 1% Milk | <b>31</b><br>  |   |   |   |



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

Subject: Memorandum of Understanding #28-924-3 with the California Department of Public Health

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Memorandum of Understanding (MOU) #28-924-3, including mutual indemnification, with the California Department of Public Health (CDPH), to allow the CDPH to provide COVID-19 contact tracing, for the period from August 26, 2021 through June 30, 2022.

**FISCAL IMPACT:**

This is a nonfinancial agreement.

**BACKGROUND:**

California Governor Gavin Newsom issued a Proclamation of a State of Emergency on March 4, 2020 based on the spread of the COVID-19 pandemic; and the County proclaimed a local emergency on March 10, 2020, which was ratified by its Board of Supervisors on March 10, 2020; and those emergency declarations remain in effect based on ongoing emergency conditions relating to COVID-19.

On July 14, 2020, the Board of Supervisors approved MOU #28-924 with CDPH for 30 COVID-19 contact tracers, for the period June 28, 2020 through December 31, 2020. On October 13, 2020, the Board of Supervisors approved Amendment Agreement #28-924-1 which amended the MOU to increase

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Anna Roth, 925-957-5403

By: , Deputy

cc: Marcy Wilhelm

BACKGROUND: (CONT'D)

the number of contact tracers to 50, through December 31, 2020. On January 5, 2021, the Board of Supervisors approved MOU #28-924-2 to allow for continuation of services for the period from January 1, 2021 through June 30, 2021.

Approval of this MOU #28-924-3 with the CDPH will assign up to 10 State employees to assist Contra Costa County with critically needed case investigation and contact tracing to contain the spread of COVID-19, through June 30, 2022. This MOU includes agreement to indemnify, defend and hold harmless the other party from any claims arising out of, or in connection with, the performance of this agreement.

CONSEQUENCE OF NEGATIVE ACTION:

The County will not have the additional State resources to support critical COVID-19 case investigation and contact tracing efforts in the County.



Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

Subject: Unpaid Student Training Agreement #26-283-12 with Samuel Merritt University

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Health Services Director, or designee, to execute on behalf of the County Unpaid Student Training Agreement #26-283-12 with Samuel Merritt University, an educational institution, to provide supervised field instruction at Contra Costa Regional Medical Center (CCRMC) and Contra Costa Health Centers to nursing students, for the period from April 1, 2022 through March 31, 2024.

**FISCAL IMPACT:**

This is a nonfinancial agreement.

**BACKGROUND:**

The purpose of this agreement is to provide Samuel Merritt University students with the opportunity to integrate academic knowledge with applied skills at progressively higher levels of performance and responsibility. Supervised fieldwork experience for students is considered to be an integral part of both educational and professional preparation. The Health Services Department can provide the requisite field education, while at the same time, benefitting from the students' services to patients.

The County's Health Services Department has been contracting with Samuel Merritt University since April 1, 1995.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Jaspreet Benepal 925-370-5151

By: , Deputy

cc: Alaina Floyd, marcy.wilham

BACKGROUND: (CONT'D)

On March 31, 2020, the Board of Supervisors approved Unpaid Student Training Agreement #26-283-10 with Samuel Merritt University for the provision of clinical field experience and instruction to physical therapy, occupational therapy, podiatry and physician assistant students from County's Health Services Department, for the period from April 1, 2020 through March 31, 2022.

On July 27, 2021, the Board of Supervisors approved Unpaid Student Training Agreement Amendment Agreement #26-283-11 with Samuel Merritt University, to add supervised field instruction for physician assistants at CCRMC and Health Centers to nursing, physical therapist, podiatry and occupational therapist students for the period April 1, 2020 through March 31, 2022.

Approval of Unpaid Student Training Agreement #26-283-12 will allow Samuel Merritt University students to continue to receive supervised fieldwork instruction and experience at CCRMC and Contra Costa Health Centers, through March 31, 2024.

CONSEQUENCE OF NEGATIVE ACTION:

If this contract is not approved, the students will not receive clinical field experience and instruction at CCRMC and Contra Costa Health Centers.



Contra  
Costa  
County

To: Board of Supervisors  
From: Deborah R. Cooper, Clerk-Recorder  
Date: February 8, 2022

Subject: ACCEPT CANVASS OF VOTES FOR POLICE SERVICE ELECTION IN CSA-P6

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**RECOMMENDATION(S):**

Accept the Canvass of Votes for the January 18, 2022 Election for Police Service Measure in the following County Service Area:

- P-6, Zone 215, Supervisorial District 5 - Unincorporated area of Bay Point - DID PASS

**FISCAL IMPACT:**

All tax proceeds will accrue to the new County Service Area.

**BACKGROUND:**

For the election results, see the attached Certificate of the County Clerk, providing results of the January 18, 2022 Election for County Service Area, where each landowner of the affected area was allowed one vote for each acre or portion thereof.

P-6 Zone 215, Resolution No. 2021/380

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

---

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Rosa Mena, 925.335.7806

By: , Deputy

cc:

BACKGROUND: (CONT'D)

Each Resolution so as to authorize a special tax on said property, located in unincorporated area in Bay Point, to maintain present level of police protection services and provide additional funding for increased police protection services.

CONSEQUENCE OF NEGATIVE ACTION:

If the Board of Supervisors does not accept the Canvass of Votes, Zone 215 will not be formed.

ATTACHMENTS

Zone 215 Official Certification



DEBORAH R. COOPER  
COUNTY CLERK



HELEN NOLAN  
ASSISTANT COUNTY REGISTRAR

**CONTRA COSTA COUNTY**  
REGISTRATION-ELECTION DEPARTMENT  
555 ESCOBAR STREET  
MARTINEZ, CALIFORNIA 94553

January 19, 2022

TO: Department of Conservation and Development  
Attention: Jennifer Cruz

FROM: Deborah R. Cooper, County Clerk-Recorder  
By: Rosa Mena, Elections Processing Supervisor

SUBJECT: CANVASS OF VOTE-POLICE SERVICE AREA P-6, ZONE 215,  
SUBDIVISION 9340

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Enclosed please find the result of Canvass of Votes of the Police Service Area P-6, Zone 215, Subdivision 9340 Election held on January 18, 2022.

**CONTRA COSTA POLICE SERVICE AREA P-6,  
ZONE 215, SUBDIVISION 9340**

**OFFICIAL CANVASS**

The Election was conducted on January 18, 2022, by Landowners of the effected area. Each Landowner was allowed one vote for each acre or portion thereof.

| <b>Total Landowners</b> | <b>Voted</b> | <b>Yes</b> | <b>No</b> |
|-------------------------|--------------|------------|-----------|
| <b>1</b>                | <b>3</b>     | <b>3</b>   | <b>0</b>  |

**CERTIFICATE OF COUNTY CLERK AS TO THE RESULTS OF THE CANVASS  
OF THE POLICE SERVICE AREA P-6, ZONE 215,  
SUBDIVISION 9340 SPECIAL ELECTION**

State of California            }  
  }  
County of Contra Costa        }            ss.

I, DEBORAH R. COOPER, County Clerk of Contra Costa County, State of California, do hereby certify that I did canvass the return of the votes cast in the January 18, 2022 Special Election. I further certify that the statement of the votes cast, to which this certificate is attached shows the whole number of votes cast in said County and the whole number of votes cast for and against the measure in said County and in each respective precinct therein, and that the totals of the respective columns and the totals as shown for and against the measure are full, true and correct.

WITNESS my hand and Official Seal this 19<sup>th</sup> day of January, 2022.

DEBORAH R. COOPER, County Clerk



By Rosa Mena  
Rosa Mena



Contra  
Costa  
County

To: Board of Supervisors  
From: Alison McKee, County Librarian  
Date: February 8, 2022

Subject: Library Damaged Book Policy Update

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the County Librarian to modify the Library's damaged book policy to allow patrons to keep a damaged item once they have reimbursed the Library the original cost of the item.

**FISCAL IMPACT:**

No fiscal impact. The reimbursement paid to the Library will provide funds to replace the damaged item.

**BACKGROUND:**

Historically, the Library policy related to damaged books has been to charge the patron an amount equal to the original cost of the item, but to not allow the patron to keep the damaged item. Instead, the Library would dispose of the damaged item using established County surplus processes. This policy has been frustrating and confusing to some patrons. Many have expressed the view that they should be allowed to keep a damaged item once they have reimbursed the cost of an item.

Adoption of the Board Order would change the existing policy to allow patrons to keep a damaged item once they have reimbursed the Library's original cost. The change in policy is in keeping with Contra Costa County Library Strategic Plan 2019, Goal 3, to deliver a consistent, high-quality and inviting experience at all points of contact. Adoption of the Board Order would create an exception to Administrative Bulletin No. 517.3, which deals with the disposal of surplus property.

**CONSEQUENCE OF NEGATIVE ACTION:**

The Library will continue the policy of collecting reimbursement for the cost of a damaged item and always retaining the damaged item for disposal by the County.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Walt Beveridge 925-608-7730

By: , Deputy

cc:



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: February 8, 2022

Subject: ELECTION OF RETIREMENT BOARD MEMBER NOS. 2, 8, AND 8 ALTERNATE

---

**RECOMMENDATION(S):**

1. ACKNOWLEDGE that the term of office of the Member 4 seat on the Contra Costa County Employees' Retirement Association Board of Trustees (Retirement Board) held by Scott Gordon will expire on June 30, 2022, and that there is a standing referral to the Board's Internal Operations Committee to recruit to fill, by Board of Supervisors appointment, any vacancies that occur in seats 4, 5, 6 and 9 of the Retirement Board.
2. ACKNOWLEDGE that the terms of office of the Members 2, 8 and 8 Alternate on the Retirement Board held by David MacDonald, Louis Kroll, and Mike Sloan, respectively, will also expire on June 30, 2022.
3. ADOPT Resolution No. 2022/47 calling and noticing election of Contra Costa County Employees' Retirement Association (CCCERA) Board of Trustees Members No. 2 (general), 8 (retiree), and 8 Alternate (retiree) as recommended by the CCCERA Chief Executive Officer.

**FISCAL IMPACT:**

None.

**BACKGROUND:**

The terms of office of the following members of the Contra Costa County Employees' Retirement Association Board will expire on June 30, 2022: David MacDonald (General Member - Number 2), Louis Kroll (Retiree Member of the Association - Number 8), and Mike Sloan (Retiree Member of the Association - Number 8 Alternate). The general members of the Association may elect the Number 2 member and the retiree members of the Association may elect the Number 8 and 8 Alternate members, as provided in the attached Resolution.

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Julie DiMaggio Enea  
925.655.2056

By: , Deputy

cc: CAO, County Clerk - Elections Div, Retirement Board

BACKGROUND: (CONT'D)

Government Code Section 31520.1 (a) provides in part: "The second and third members of the board shall be members of the association, other than safety members, elected by those members within 30 days after the retirement system becomes operative in a manner determined by the board of supervisors." Government Code Section 31520.5 (a) provides in part: "...the alternate retired member shall be elected separately by the retired members of the association in the same manner and at the same time as the eighth member is elected"; and "The alternate retired member shall vote as a member of the board only in the event the eighth member is absent from a board meeting for any cause. If there is a vacancy with respect to the eighth member, the alternate retired member shall fill that vacancy for the remainder of the eighth member's term of office."

Nominations for the elected seats shall be on forms provided by the County Clerk Monday, February 21, 2022, and filed in that office not later than 5 p.m. on March 18, 2022. Election Day is fixed as Tuesday, June 14, 2022. Any Ballot reaching the County Clerk's Office after 5 p.m. on Tuesday, June 14, 2022 shall be voided and not counted.

Nominations for the appointed Board of Supervisors Number 4 seat shall be pursuant to a recruitment to be conducted by the Internal Operations Committee on behalf of the Board of Supervisors, this spring.

ATTACHMENTS

Resolution 2022/47

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 02/08/2022 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2022/47**

IN THE MATTER OF CALLING AND NOTICING AN ELECTION OF RETIREMENT BOARD MEMBERS NUMBERS 2, 8, AND 8 ALTERNATE (Government Code Section 31520.0 and 31523)

WHEREAS, the office of the Member Nos. 2, 8 and 8 Alternate of the Contra Costa County Employees' Retirement Association Retirement Board will become vacant on July 1, 2022. The County Employees' Retirement Law of 1937, Government Code Section 31523 prescribes that an election be held at the earliest possible date to fill the vacancies;

NOW, THEREFORE, BE IT RESOLVED that:

1. The term of office of members 2, 8, and 8 alternate of the Contra Costa County Employees' Retirement Association Board will be completed as of June 30, 2022.

The members are as follows:

| <u>Member No.</u> | <u>Name</u>                        |
|-------------------|------------------------------------|
| 2                 | David J. Macdonald, General Member |
| 8                 | Louis Kroll, Retired Member        |
| 8 Alternate       | Mike Sloan, Retired Alternate      |

The appropriate members of the Retirement Association may elect someone to fill these offices for a three-year term beginning July 1, 2022 as provided below.

2. Nominations shall be on forms provided by the County Clerk starting on Monday, February 21, 2022 and filed in that office not later than 5 p.m. on March 18, 2022. The Clerk shall have ballots printed with the nominees' names and with blank spaces for write-in candidates. The Clerk shall have a ballot mailed no later than May 16, 2022 to each member of the appropriate group of the Retirement Association as of April 1, 2022 with a ballot envelope in which to enclose the ballot when voted, imprinted "Retirement Board Ballot" or similar words, together with a postage paid, Business reply envelope addressed to the County Clerk for mailing the ballot envelope to that office, and with instructions that the ballot shall be marked and returned to the County Clerk before 5 p.m. on election day. (See No. 3 below.)
3. Election Day is hereby fixed as Tuesday, June 14, 2022. Any Ballot reaching the County Clerk's Office after 5 p.m. on Tuesday, June 14, 2022 shall be voided and not counted.
4. Notice of election and nomination procedure shall be given by the Clerk by publishing a copy of this resolution at least once in the Contra Costa Times, West Contra Costa Times, San Ramon Valley Times, and the Ledger Post Dispatch at least ten days before the last day for receiving nominations. (See No 2 above.)
5. On Wednesday, June 15, 2022, the County Clerk shall cause all valid ballots to be publicly opened, counted, and tallied by an Election Board, which shall forthwith certify the return to this Board; and this Board shall declare the winners elected, or arrange for a run-off election in case of a tie.
6. If the County Clerk receives no valid nominations for the position, he shall so inform this Board which shall call a new election therefore; and if the Clerk receives only one nomination for any of these positions, he shall so notify this Board which shall declare that person elected to that position in accordance with Government Code Section 31523(c).

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**ATTESTED: February 8, 2022**

Contact: Julie DiMaggio Enea 925.655.2056

Monica Nino, County Administrator and Clerk of the Board of Supervisors

By: , Deputy

**cc:** CAO, County Clerk - Elections Div, Retirement Board





Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: February 8, 2022

Subject: Response to Civil Grand Jury Report No. 2104 - "Cyber Attack Preparedness in Contra Costa County"

---

**RECOMMENDATION(S):**

APPROVE the Board of Supervisor's response to the Civil Grand Jury Report No. 2104, "Cyber Attack Preparedness in Contra Costa County" and DIRECT the Clerk of the Board to forward the response to the Superior Court immediately following Board action.

**FISCAL IMPACT:**

No fiscal impact. This is an informational report.

**BACKGROUND:**

On November 22, 2021, the 2020/21 Civil Grand Jury filed the above-referenced report regarding cyber attack preparedness . The report was referred to the County Administrator by the Board of Supervisors for response no later than February 20, 2022. The County Administrator has prepared a response for consideration by the Board of Supervisors, which clearly specifies:

- Whether a finding or recommendation is accepted or will be implemented;
- If a recommendation is accepted, a statement as to who will be responsible for implementation and by what definite target date;
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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

, County Administrator and Clerk of the Board of Supervisors

Contact: Laura Strobel (925) 655-2058

By: , Deputy

cc:

BACKGROUND: (CONT'D)

A delineation of the constraints if a recommendation is accepted but cannot be implemented within a six-month period; and

- The reason for not accepting or adopting a finding or recommendation.

CONSEQUENCE OF NEGATIVE ACTION:

In order to comply with statutory requirements, the Board of Supervisors must provide a response to the Superior Court within ninety days of submission of the report.

ATTACHMENTS

Response to Civil Grand Jury Report No. 2104 Cyber Attack Preparedness in Contra Costa County

Civil Grand Jury Report No. 2104 "Cyber Attack Preparedness in Contra Costa County"



**CONTRA COSTA COUNTY CIVIL GRAND JURY  
REPORT NO. 2104**

**“Cyber Attack Preparedness in Contra  
Costa County”**

**RESPONSES TO FINDINGS:**

**F1. County IT Departments are chronically understaffed.**

*F1 response. The respondent agrees with the finding.*

**F2. Obsolete equipment poses a vulnerability threat to County Information Technology Security.**

*F2 response. The respondent agrees with the finding.*

**F3. Some County Information Technology Departments do not have time to conduct software and hardware updates, and vulnerability scans which are critical for cyber security because of understaffing.**

*F3 response. The respondent agrees with the finding.*

**F4. Some County departments with small Information Technology staffs do not have specialized cyber security personnel.**

*F4 response. The respondent agrees with the finding.*

**F5. Cyber security training is performed on an inconsistent basis in some County departments.**

*F5 response. The respondent agrees with the finding.*

**F6. County employees and contractors use personal storage devices (e.g., flash drives) on County computers.**

*F6 response. The respondent partially agrees with the finding.*

*Some County departments currently have technical controls which prohibit the use of personal storage devices on County computers.*

**F7. The use of personal devices makes County computers vulnerable to denial of service, data breaches or other cyber-attacks.**

*F7 response. The respondent agrees with the finding.*

*The industry is, however, moving in a direction where use of personal devices for some work functions is more common, and in some cases necessary.*

**F8. Information Technology expenditures and budgets in County departments are not transparently reported so it is difficult to identify redundant and duplicative Information Technology expenditures.**

*F8 response. The respondent agrees with the finding.*

**F9. Decentralized Information Technology structures increase vulnerability to cyber-attacks.**

*F9 response. The respondent agrees with the finding.*

**F10. The County's Information Technology structure is decentralized.**

*F10 response. The respondent partially agrees with the finding.*

*The County Administrator and Chief Information Officer have put into place an Information Technology Executive Advisory Committee, which will provide a centralized governance structure for Information Technology decisions.*

**F11. Based on interviews, Contra Costa County is at a disadvantage to hire Information Technology staff with cyber security expertise due to increased compensation and perks offered by some private enterprises.**

*F11 response. The respondent agrees with the finding.*

#### **RESPONSES TO RECOMMENDATIONS:**

**R1. The Board of Supervisors direct the County Chief Information Officer by December 2022 to create a talent pool within Department of Information Technology (DoIT) that includes cyber security experts to relieve chronic staffing shortages in all Information Technology departments.**

*R1 response. The respondent agrees with this recommendation.*

*Prioritization and timing of budget and staffing is, however, subject to approval. The Department of Information Technology (DoIT) has started addressing this by hiring a Chief Information Security Officer in 2020, and additional security staff whose focus are County-wide security efforts. This is in alignment with the County's Information Security Strategy.*

**R2. The Board of Supervisors direct the County Administrator by June 2022 to require all Information Technology departments to forbid use of personal devices on and with County computers (e.g., personal thumb drives).**

*R2 response. The respondent partially agrees with this recommendation.*

*The recommendation will be implemented, but documented exceptions may exist and be required due to departmental necessity.*

**R3. The Board of Supervisors direct the County Administrator by June 2022 to require the installation of software on all County computers that can scan for threats and viruses on any device attached to them.**

*R3 response. The respondent agrees with this recommendation.*

*The Chief Information Officer, Chief Information Security Officer, and Information Technology Executive Advisory Committee will work with County Administrator to adopt policy that requires this control. The Chief Information Officer and Chief Information Security Officer are additionally in process of ensuring the deployment of managed detection and response software on all county computers. This is in alignment with the County's Information Security Strategy.*

**R4. The Board of Supervisors direct the County Administrator by June 2022 to authorize DoIT to require system vulnerability testing on all County computer systems.**

*R4 response. The respondent agrees with this recommendation.*

*The Chief Information Officer, Chief Information Security Officer, and Information Technology Executive Advisory Committee will work with County Administrator to adopt policy that requires this control. Vulnerability testing is, and will continue to be, conducted on a risk basis. This is in alignment with the County's Information Security Strategy.*

**R5. The Board of Supervisors direct the County Administrator by June 2022 to require all county employees to complete annual cyber security awareness training.**

*R5 response. The respondent agrees with this recommendation.*

*The Chief Information Officer, Chief Information Security Officer, and Information Technology Executive Advisory Committee will work with County Administrator to adopt policy that requires this control. Additionally, the County is in the process of procuring security awareness training which will be administered jointly by DoIT, County Risk Management, and Human Resources. This is in alignment with the County's Information Security Strategy.*

**R6. The Board of Supervisors direct the County Administrator by June 2022 to have DoIT ensure mandatory updates are performed on all systems for all software applications.**

*R6 response. The respondent agrees with this recommendation.*

*The Chief Information Officer, Chief Information Security Officer, and Information Technology Executive Advisory Committee will work with County Administrator to adopt policy that requires this control. The County will adopt a vulnerability management policy which will ensure that mandatory updates are defined and communicated to all county departments, which is in alignment with the Information Security Strategy.*

**R7. The Board of Supervisors direct the County Administrator by December 2022 to have all County departments identify and replace obsolete Information Technology hardware.**

*R7 response. The respondent agrees with this recommendation.*

*The Chief Information Officer will work with relevant stakeholders to identify a methodology for identification and prioritization of replacement of obsolete hardware. Replacement will be conducted on a risk basis, and is contingent on departmental funding, staffing, and compliance obligations.*

**R8. The Board of Supervisors direct the County Administrator by June 2022 to require County departments to identify their planned IT spending in their overall budgets for transparency.**

*R8 response. The respondent agrees with this recommendation.*

*The County Administrator's Office works with each County department annually to develop the budget for the upcoming fiscal year and, as a part of that process, estimated interdepartmental charges from Information Technology and Telecommunications are reviewed. Additionally, non-County, Professional, Specialized Services (outside contracts), as well as minor equipment and fixed asset purchases are reviewed as part of the budget development process. Lastly, an annual amount of approximately \$2 million in reserve funding is available for technology projects to be used to increase efficiencies and economies in Departments that do not have resources available within their normal operating budgets. Departmental requests for this funding include the name of the project, the amount of funding requested, a description of how the money will be spent, and any expected immediate and on-going benefit from the expenditure.*

A REPORT BY

THE 2020-2021 CONTRA COSTA COUNTY CIVIL GRAND JURY

725 Court Street  
Martinez, California 94553

Report 2104

# Cyber Attack Preparedness In Contra Costa County

APPROVED BY THE GRAND JURY

Date 11-22-2021



SAMIL BERET  
GRAND JURY FOREPERSON

APPROVED FOR FILING

Date 11/22/2021



JILL C. FANNIN  
JUDGE OF THE SUPERIOR COURT

Contra Costa County Grand Jury Report 2104

## **Cyber Attack Preparedness in Contra Costa County**

**TO: Contra Costa County Board of Supervisors  
Contra Costa County Department of Information Technology**

### **SUMMARY**

In the fall of 2019, hackers from the Balkans breached the Contra Costa County Library's (CCCL) Information Technology systems. The hackers obtained an administrative login, gained access to the network, took control, installed, and encrypted malicious software. In January 2020, the hackers demanded a ransom. This attack might have been prevented if the Library had cyber security software. Fortunately, the County's Department of IT (DoIT) was able to restore the Library's administrative systems within three days. However, the public system was inaccessible for two weeks at 29 locations, including library computers and all e-library features such as e-book delivery.

Contra Costa County uses IT as a foundation for data gathering, sharing, and storage throughout all county offices for essential services, including communication for law enforcement, healthcare, and infrastructure such as public works. Building and maintaining a robust IT environment require substantial capital outlays as well as annual expenditures.

The budget for DoIT in 2021 was \$18.6 million, while the overall County budget is \$4.06 billion. IT expenditures of individual County departments (e.g., Health Services, Sheriff's Office, and the Library) are not reflected in DoIT's budget since IT services are decentralized in various County departments. Further, those IT budgets for individual County departments are not separated from their overall budgets and therefore not transparent.

IT is subject to rapid evolution. New technologies are introduced weekly. Expensive hardware and software can quickly become obsolete or open to cyber-attack because older equipment might not support the necessary security upgrades.



Cyber-attacks are a threat to private and public institutions globally. According to cyber security experts, threats arise from disgruntled employees, foreign hackers or computer enthusiasts exhibiting their hacking abilities. Recent nation-wide breaches by external sources, including at SolarWinds, Colonial Pipeline, and Scripps, highlight the urgency to step up protection against attacks.

The Contra Costa County Library (CCCL), Contra Costa County Fire Protection District (Con Fire), and Contra Costa County Health Services Departments (Health Services) have experienced cyber-attacks. The Grand Jury investigated the general County IT landscape to determine vulnerabilities and plans to protect exposed systems and software.

The Grand Jury found that the overall County IT infrastructure is decentralized. Progress to eliminate redundancies (e.g., email systems, data storage) has been made since the 2017-2018 Grand Jury Report (1805). According to industry experts, decentralized organizations are less able to prevent cyber security breaches because they often lack key IT professionals, systems and/or coordination to deter cyber-attacks. The Grand Jury recommends that the County consider selective consolidation of IT services and resources into DoIT that will increase readiness to prevent and recover from cyber-attacks.

## **METHODOLOGY**

The Grand Jury used the following investigative methods:

- Requests for information from County departments.
- Interviews with County IT department employees, County officials, and industry experts.
- Internet research of public, private, and government agency best practices.
- Review of news articles, including those exposing cyber-attacks, threats, and their outcomes.
- Review of prior Grand Jury Report 1805.
- Review of cyber security best practices based on National Institute of Security Technology, US Department of Homeland Security and California Office of Emergency Services.

## **BACKGROUND**

In Contra Costa County, the IT infrastructure spans twenty-four County departments. The organization is headed by DoIT, the central IT group which coordinates the

individual departmental IT groups. DoIT is responsible for the central county computing complex, a county Wide Area Network, and numerous local area networks. Storage and backup procedures in this environment make data available on multiple devices via network servers or digital backups. DoIT is also responsible for the overall level of computing, printing, and telecommunications standards in the County. DoIT also provides business and technical consulting services to departments and managers throughout the County on a reimbursable basis.

In May 2018, the Grand Jury produced report 1805 on “Effectiveness of IT Operations in County Government.” Some of the Grand Jury recommendations were implemented while others were not. For example, the County’s IT Strategy and Disaster Recovery Plans have been updated. Recommendations not followed were due to the DoIT’s Chief Information Officer (CIO) not having the authority to mandate them due to the decentralized IT structure of the County. Specific examples include centralized procurement and installation of standard hardware and software on a County-wide basis.

The budget for DoIT in 2021 was \$18.6 million, while the overall County budget is \$4.06 billion. IT expenditures of individual County departments (e.g., Health Services, Sheriff’s Office, and the Library) are not reflected in DoIT’s budget. The Grand Jury reviewed the Comprehensive Annual Financial Report of the County and could not identify the IT budgets for individual county departments. It is difficult to determine precisely how much money the County is spending on IT and whether there are potential redundancies. This was a problem the previous Grand Jury Report 1805 identified.

Supplementing DoIT’s services, some large departments (e.g., Health Services Department, Sheriff’s Office) retain control over their own IT strategy, procurement, and routine IT services provided for their departments. These departments have their own data and network operations and dedicated IT staff. They have specialized requirements such as Health Insurance Portability and Accountability Act (HIPAA) compliance and the Sheriff’s Office’s use of Federal and State databases. Other smaller departments have small IT teams for local and/or specialized support, but generally rely on DoIT for procurement, equipment updates, and system maintenance. Based on the Grand Jury’s interviews, there is a lack of uniformity in systems and software, such as email systems and data storage.

Cyber-attacks pose a threat to governmental operations in Contra Costa County and nationwide. According to Check Point Software’s Mid-Year Security Report, there were 93% more ransomware attacks in the first half of 2021 than in the same period last year. In addition, the attacks were marked by the rise of what is known as “Triple Extortion” ransomware. Not only is data encrypted, stolen, and moved, but if there is no response to the original threat for payment or the threat of a data leak, attackers may then launch a Denial-of-Service attack which locks up the targeted entity’s system services to force it to the negotiation table. Cyber-attacks are increasing in their number and cost. IBM estimated that data breaches now cost companies \$4.24 million per incident on average, with costs rising 10% compared to 2020.

As the COVID-19 crisis spread globally, so did cyber attacks. The increase in virtual activities such as remote work and online shopping have made enterprise networks and popular websites a breeding ground for cybercrime. According to an advisory from the U.S. Department of Homeland Security Cyber Security and Infrastructure Agency (CISA) and the U.K.'s National Cyber Security Centre (NCSC), cybercriminals are targeting individuals, businesses, and organizations of all sizes with these attacks, including phishing attempts and trying to exploit security lapses in remote meetings. (<https://www.gartner.com/en/human-resources/research/talentneuron/labor-market-trends/cybersecurity-labor-shortage-and-covid-19>).

The 2019 Contra Costa County Library (CCCL) attack and subsequent disruption of e-Library Services heightened concern about county-wide cyber security. It demonstrated how a lack of cyber security experts in individual departments, and departmental cyber security oversight by DoIT, impact end users. Based on the Grand Jury's interviews, staff shortages intensify this problem. Small IT teams do not always have cyber security experts and are impacted if they have an open position or someone on leave. In this case, after the attack, DoIT took over the IT operations for the CCCL. DoIT provided resources including access to an external specialized team contracted to restore access to all systems. The estimated total costs were between \$4 million and \$6 million to upgrade firewalls, equipment and software updates or upgrades to bring the CCCL systems to industry standards. An insurance claim was filed for \$1.2 million for recovery costs. The CCCL has applied for a State Library Association Technology Grant to upgrade its systems. If awarded, it will provide an additional \$3 Million to bring the systems into compliance with current updated County standards.

The routine software update may be one of the most familiar and least understood parts of our digital lives... Last spring, a Texas-based company called SolarWinds made one such software update available to its customers. It was supposed to provide the regular fare — bug fixes, performance enhancements — to the company's network management system... Hackers believed to be directed by the Russian intelligence service, the SVR, used that routine software update... as a vehicle for a massive cyberattack against America. (<https://www.npr.org/2021/04/16/985439655/a-worst-nightmare-cyberattack-the-untold-story-of-the-solarwinds-hack>).

Due to the SolarWinds Attack, software companies worldwide scrambled to update their software platforms to secure their systems. The Con Fire email servers were so obsolete that the Microsoft security patch to fix this vulnerability could not be applied in April 2021. When Con Fire's staff recognized the threat, they asked DoIT to assist. DoIT staff went on-site to perform hardware upgrades and expensive off-hours software updates. The total cost is still being assessed. While there was not a breach, Con Fire was vulnerable to one.

In 2018, the use of a flash drive by a contractor for the Contra Costa Health Services Department resulted in a data breach of patient medical information. This could have been prevented if adequate protocols were in place regarding the use of flash drives. (<https://www.hipaajournal.com/contra-costa-health-plan-breach/>)

## **DISCUSSION**

The Grand Jury focused on three general areas that put the County at risk for a cyber-attack: 1) Staffing shortages, 2) Training frequency, and 3) Decentralization.

### **Staffing Shortages**

A shortage of trained IT employees, and the strain of ever-increasing workloads affect quality of service and cyber-attack readiness. For example, implementation of body cameras for uniformed police officers requires additional training and maintenance for IT staff in addition to data storage. During interviews with various county departments, all interviewees noted being understaffed with open IT positions. In February 2021, Contra Costa County Health Services had 13 unfilled IT positions. As of November 2021, the County has several IT openings with a salary range between \$74,000 to \$140,000. The County is having difficulty hiring experienced staff to implement state-of-the-art IT tools because qualified cyber security personnel are in high demand nationwide. Based on Grand Jury interviews, the County cannot match private industry's compensation packages. While there may be better job security and long-term benefits working for a government agency, the competitive salaries and enticements like stock options, profit sharing and in-office perks pose competition to the County.

IT executives see the talent shortage as the most significant adoption barrier to 64% of emerging technologies, compared with just 4% in 2020, according to a new survey from Gartner, Inc. A lack of talent availability was cited far more often than other barriers this year, such as implementation cost (29%) or security risk (7%).

Talent availability is cited as a leading factor inhibiting adoption among all six technology domains included in the survey – compute(r) infrastructure and platform services, network, security, digital workplace, IT automation and storage and database. IT executives cited talent availability as the main adoption risk factor for most IT automation technologies (75%) and nearly half of digital workplace technologies (41%). (<https://www.gartner.com/en/newsroom/press-releases/2021-09-13-gartner-survey-reveals-talent-shortages-as-biggest-barrier-to-emerging-technologies-adoption>)

Even though there is limited IT talent available, the County could be more competitive with its compensation packages to attract more of these scarce resources. During interviews, it was evident that work-life balance is a significant issue for all IT

departments. IT staff shortages lead to increasing employee burnout and turnover. If the County were able to fill gaps in IT staff, the workload would be more manageable, creating a better work-life balance. Some private enterprises have developed skilled labor pools of IT specialists to cover temporary shortages in multiple departments. A pool concept reduces the need to increase staffing across many departments and is an efficient way to address chronic staff shortages. Also, a talent pool concept can be used as a training platform for new hires.

## **Training Frequency**

The county currently has a three-part IT Security training program. The following is from DoIT's website:

1. "Information Security – This program covers prudent business practices that will establish and implement "the need to know" rule base. It dictates how county-controlled assets, both physical and logical "computer," are maintained with integrity, security, and monitoring.
2. Security Awareness - This grass roots program will ensure all County employees thoroughly understand and acknowledge that protection of County-controlled assets is critical to the survival and well-being of the County, as well as themselves.
3. Business Resumption (*BRP*) - This program ensures business continues after any significant business interruption. BRP is the overall umbrella that covers disaster recovery, emergency preparedness plans used by individual department and Individual employee's personal recovery capability."

Industry experts point out that unsuspecting employees often initiate cyber-attacks by opening emails with attachments containing malicious software or employees plugging in hardware such as flash drives or memory sticks to capture or corrupt network data. Based on Grand Jury interviews, industry experts recommend restricting the use of any personal devices at work and work devices at home especially flash or thumb drives. Based on our interviews, County employees and officials are still using personal devices connected to county computers.

DoIT is working to make this above training mandatory. With the increase in threats, DoIT will be requesting annual training. Currently, county-wide training is neither annual nor mandatory.

## **Decentralization**

Based on interviews, the Grand Jury identified the decentralized structure of IT within the County as a potential source of vulnerability to cyber threats. Interviews revealed that there are at least three reasons for this vulnerability.

First, small departmental IT staffs do not have the time to perform necessary hardware and software updates on a regular basis. This undermines the security of data and systems in these departments and the entire County.

Second, the email systems used by County departments have their own domain names. "Because of spam, it is becoming increasingly difficult to reliably forward mail across different domains, and some recommend avoiding it if at all possible." (John Levine (2008-10-15). "Users Don't Like Forwarded Spam." CircleID Retrieved 2008-11-07.)

Third, DoIT has procured state-of-the-art software programs to monitor network and email domains across the County. DoIT has also built cloud and server protections that are expandable for individual department needs. However, DoIT does not have the authority to mandate use of these capabilities county-wide. Based on our interviews, there are some departments that are either unwilling to utilize these products and services, or unable due to obsolete equipment or lack of available staff. Currently, the County does not have consistent methods or policies for ensuring that all County computer systems are protected from a cyber-attack.

## **FINDINGS**

- F1. County IT Departments are chronically understaffed.
- F2. Obsolete equipment poses a vulnerability threat to County IT security.
- F3. Some County IT departments do not have time to conduct software and hardware updates, and vulnerability scans which are critical for cyber security because of understaffing.
- F4. Some County departments with small IT staffs do not have specialized cyber security personnel.
- F5. Cyber security training is performed on an inconsistent basis in some County departments.
- F6. County employees and contractors use personal storage devices (e.g., flash drives) on County computers.
- F7. The use of personal devices makes County computers vulnerable to denial of service, data breaches or other cyber-attacks.
- F8. IT expenditures and budgets in County departments are not transparently reported so it is difficult to identify redundant and duplicative IT expenditures.
- F9. Decentralized IT structures increase vulnerability to cyber-attacks.

F10. The County's IT structure is decentralized.

F11. Based on interviews, Contra Costa County is at a disadvantage to hire IT staff with cyber security expertise due to increased compensation and perks offered by some private enterprises.

## **RECOMMENDATIONS**

The Grand Jury recommends that:

- R1. The Board of Supervisors direct the County Chief Information Officer by December 2022 to create a talent pool within DoIT that includes cyber security experts to relieve chronic staffing shortages in all IT departments.
- R2. The Board of Supervisors direct the County Administrator by June 2022 to require all IT departments to forbid use of personal devices on and with County computers (e.g., personal thumb drives).
- R3. The Board of Supervisors direct the County Administrator by June 2022 to require the installation of software on all County computers that can scan for threats and viruses on any device attached to them.
- R4. The Board of Supervisors direct the County Administrator by June 2022 to authorize DoIT to require system vulnerability testing on all County computer systems.
- R5. The Board of Supervisors direct the County Administrator by June 2022 to require all county employees to complete annual cyber security awareness training.
- R6. The Board of Supervisors direct the County Administrator by June 2022 to have DoIT ensure mandatory updates are performed on all systems for all software applications.
- R7. The Board of Supervisors direct the County Administrator by December 2022 to have all County departments identify and replace obsolete IT hardware.
- R8. The Board of Supervisors direct the County Administrator by June 2022 to require County departments to identify their planned IT spending in their overall budgets for transparency.

## REQUIRED RESPONSES

|  | <b>Findings</b> | <b>Recommendations</b> |
|--|-----------------|------------------------|
| Contra Costa County Board of Supervisors                   | F1 to F11       | R1 to R8.              |
| Department of Information Technology is invited to respond | F1 to F11       | R1 to R8.              |

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to [ctadmin@contracosta.courts.ca.gov](mailto:ctadmin@contracosta.courts.ca.gov) and a hard (paper) copy should be sent to:

Civil Grand Jury – Foreperson  
725 Court Street  
P.O. Box 431  
Martinez, CA 94553-0091





Contra  
Costa  
County

To: Board of Supervisors  
From: Anna Roth, Health Services Director  
Date: February 8, 2022

Subject: Approve Clarification of October 5, 2021 Board Order Item #C.44 with Selena Ellis, M.D.

---

**RECOMMENDATION(S):**

APPROVE clarification of Board Action of October 5, 2021 (Item C.44), which authorized the Health Services Director to execute Contract #77-129-2 with Selena Ellis, M.D., to provide neurology electromyography (EMG) services for Contra Costa Health Plan (CCHP) members in an amount not to exceed \$240,000 and a term of October 1, 2021 through September 30, 2024, to correct the payment limit and reflect the intent of the parties in which the payment limit should read an amount not to exceed \$360,000.

**FISCAL IMPACT:**

This contract will result in contractual service expenditures of up to \$360,000 over a three-year period and will be funded 100% by CCHP Enterprise Fund II. (No rate increase)

**BACKGROUND:**

CCHP has an obligation to provide certain specialized health care services, including EMG services for its members under the terms of their Individual and Group Health Plan membership contracts with the County. This contractor has been a part of the CCHP Provider Network since October 1, 2017.

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Sharron Mackey, 925-313-6004

By: , Deputy

BACKGROUND: (CONT'D)

In September 2019, the County Administrator approved and the Purchasing Services Manager executed Contract #77-129-1 with Selena Ellis, M.D., in an amount not to exceed \$200,000 to provide EMG services to CCHP members for the period from October 1, 2019 through September 30, 2021.

On October 5, 2021, the Board of Supervisors approved Contract #77-129-2 with Selena Ellis, M.D., in an amount not to exceed \$240,000 to provide EMG services to CCHP members, for the period October 1, 2021 through September 30, 2024.

The purpose of this board order is to correct an administrative error in the payment limit of \$240,000, as stated the previous Board action, and clarify the payment limit of \$360,000 as the contract payment limit amount negotiated by the parties and the department's requested authorization from the Board of Supervisors.

CONSEQUENCE OF NEGATIVE ACTION:

If this correction is not approved, CCHP members will not receive the benefits of EMG services from the contractor.



Contra  
Costa  
County

To: Board of Supervisors  
From: John Gioia, District I Supervisor  
Date: February 8, 2022

**Subject:** Resolution of Support for the Bay Adapt Regional Strategy for a Rising Bay

---

**RECOMMENDATION(S):**

ADOPT Resolution No. 2022/52 in support of Bay Adapt: Regional Strategy for a Rising Bay and calling for additional regulatory authority to combat sea level rise.

**FISCAL IMPACT:**

There will be no additional fiscal impact to the County of adopting this recommendation. The County will need to play a role in planning for sea level rise and the Board has approved funding from Measure X for Sustainability Planning that would be used to support the County's future work on the issue.

**BACKGROUND:**

It is well documented that climate change is accelerating rising sea levels, increasing storm frequency and intensity, and moving groundwater toward the surface. The impacts of sea level rise in Contra Costa County have been well documented through numerous studies developed by the Bay Conservation and Development Commission (BCDC), Contra Costa County, the Delta Stewardship Council, and other organizations. The impacts are many and severe, and particularly challenging for frontline communities that have been historically underserved by government and other institutions.

---

APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: District I 510-231-8686

By: , Deputy

cc:

BACKGROUND: (CONT'D)

In 2019, BCDC embarked on the development of “Bay Adapt,” a consensus-driven strategy for regional sea level rise adaptation. BCDC conferred with a Leadership Advisory Group and engaged hundreds of stakeholders, including many from Contra Costa County departments, cities, organizations, and residents. The final Bay Adapt report, completed in 2021, lays out a Joint Platform, attached, detailing priority actions, and vital tasks whose implementation will enable the region, and most notably local governments, to adapt faster, better, and more equitably to rising waters.

There is no single government entity in the Bay Area with the regulatory authority to compel local action to address sea level rise. Bay Adapt proposes that BCDC serve as the backbone for implementing Bay Adapt and Resolution No. 2022/52 calls for additional regulatory authority for BCDC.

It is important for Contra Costa County to support this regional initiative to help our county prepare for the many consequences of rising water levels in the Bay and the Delta

CONSEQUENCE OF NEGATIVE ACTION:

Failure to adopt the resolution would result in the Board of Supervisors not supporting a regional initiative to adapt to sea level rise faster, better, and more equitably.

ATTACHMENTS

Resolution 2022/52

Draft Letter in Support of Bay Adapt

Joint Platform

**THE BOARD OF SUPERVISORS OF CONTRA COSTA COUNTY, CALIFORNIA**  
**and for Special Districts, Agencies and Authorities Governed by the Board**

Adopted this Resolution on 02/08/2022 by the following vote:

**AYE:**

**NO:**

**ABSENT:**

**ABSTAIN:**

**RECUSE:**



**Resolution No. 2022/52**

**RESOLUTION OF THE CONTRA COSTA COUNTY BOARD OF SUPERVISORS  
TO SUPPORT A REGIONAL STRATEGY FOR A RISING BAY, KNOWN AS  
“BAY ADAPT”**

- A. Whereas, climate change is accelerating rising sea levels, increasing storm frequency and intensity, and moving groundwater toward the surface. The confluence of more intense winter storms, extreme high tides, and higher runoff, with higher sea levels, will increase the frequency and duration of shoreline flooding long before areas are permanently inundated by sea level rise alone; and
- B. Whereas, a major storm within the next decade in the Bay Area could result in temporary flooding impacts to 13,000 existing housing units and 70,000 planned housing units, 28,000 socially vulnerable residents, 104,000 existing jobs and 85,000 planned jobs, and 20,000 acres of wetlands habitat that may become permanently inundated within 40 years; and
- C. Whereas, the impacts of sea level rise in Contra Costa County have been well documented through numerous studies developed by the Bay Conservation and Development Commission (BCDC), Contra Costa County, the Delta Stewardship Council, and other organizations; and
- D. Whereas, there are multiple local, regional, state, and federal government agencies with authority over the Bay and its shoreline, and while local governments have broad authority over shoreline land use they have limited resources to address climate change adaptation; and
- E. Whereas, there is no single government entity in the Bay Area with the regulatory authority to compel local action to address sea level rise; and
- F. Whereas, individual local actions, absent a regional context in which to make policy decisions, will lead to a “tragedy of the commons”; and
- G. Whereas, the San Francisco Bay Area is a vibrant, diverse, ecologically unique, innovative, and pioneering region that will be deeply and deleteriously affected by climate change without tremendous effort and investments to adapt to a constantly changing shoreline. The San Francisco Bay shoreline constitutes approximately one-third of the California coastline, but the Bay Area is estimated to experience two-thirds of the negative economic impacts due to the flooding that would occur absent adequate measures to adapt and protect people, places, and habitat; and
- H. Whereas, the Bay Area region’s most socioeconomically vulnerable frontline communities are at the greatest risk of exposure to climate threats, and the impacts of historic and ongoing social and economic marginalization will compound the risks posed by flooding to those communities by reducing a community’s or individual’s ability to prepare for, respond to, and/or recover from a flood event, and several of those communities are located in Contra Costa County; and
- I. Whereas, the Bay ecosystem is already stressed by human activities that have drastically lowered its adaptive capacity, and climate change will further alter that ecosystem by inundating or eroding remaining wetlands, changing sediment dynamics, altering species composition, increasing the acidity of Bay waters, changing freshwater flows and/or salinity, altering the food web, and impairing water quality. Moreover, further loss of tidal wetlands will increase the risk of shoreline flooding; and
- J. Whereas, flood damage to vital shoreline development, public infrastructure, and facilities such as neighborhoods, commercial centers, airports, seaports, regional transportation facilities, landfills, contaminated lands, and wastewater treatment facilities

absent adaptation will require costly repairs and likely will result in the interruption or loss of vital services, large-scale social dislocation, and degraded environmental quality; and

K. Whereas, the increasingly frequent and severe impacts of climate change in the Bay Area do not conform to jurisdictional boundaries or the planning and regulatory authorities of any one agency or organization; and

L. Whereas, in 2019, BCDC, in collaboration with a Leadership Advisory Group comprised of 35 Bay Area public, private, and non-profit leaders, embarked on the development of “Bay Adapt,” a consensus-driven strategy for regional sea level rise adaptation. The Leadership Advisory Group includes representatives from numerous public agencies, including the Association of Bay Area Governments/Metropolitan Transportation Commission (MTC/ABAG), San Francisco Bay Regional Water Quality Control Board, State Coastal Conservancy, Caltrans, BARC, BART, East Bay Regional Parks, US Army Corps of Engineers, San Francisco Bay Restoration Authority, San Francisco Public Utilities Commission, Marin County, and BCDC, as well as environmental justice, environmental, business, scientific, civic, organizations, local government and flood manager networks, and academia; and

M. Whereas, in 2020 and 2021, hundreds of stakeholders participated in the creation of the “Bay Adapt Joint Platform” through nine Leadership Advisory Group meetings, two public forums, many expert Working Group meetings, ten community and stakeholder focus groups, over 50 presentations to local governments around the region, and a month-long public feedback opportunity; and

N. Whereas, the Bay Adapt Joint Platform lays out a set of guiding principles, priority actions, and vital tasks whose implementation will enable the region, and most notably local governments, to adapt faster, better, and more equitably to a rising San Francisco Bay. If fulfilled, it will reduce flood risks for communities, businesses, infrastructure, and habitat; increase technical assistance for local governments and funding for adaptation; protect natural areas and wildlife; recognize and equitably support low-income, frontline communities; robustly integrate adaptation into community-focused local plans; and, accelerate permitting and project construction of local adaptation projects; and

O. Whereas, the Bay Adapt Leadership Advisory Group supports the Joint Platform and many members agreed to help implement it at its October 2021 meeting, the BARC Governing Board endorsed it on September 17th 2021, and BCDC adopted the Joint Platform on October 21st 2021; and

P. Whereas, implementing the Joint Platform’s many and varied actions and tasks goes beyond the capacity of any single organization or jurisdiction, requires strong and diverse leadership and participation in all aspects of its implementation, and a broad coalition of stakeholders share responsibility for the success of the tasks outlined in the Joint Platform.

Q. Whereas, the Contra Costa County Board of Supervisors recognize that it may take more than voluntary action to realize results and there may be a need for regional regulatory authority.

**Now, therefore, be it resolved:**

1. The Board of Supervisors of Contra Costa County supports the Bay Adapt Joint Platform, a regional strategy for a rising Bay, including the guiding principles, actions, and tasks contained within; and
2. The Board of Supervisors of Contra Costa County calls for BCDC to be granted additional regulatory authority to address sea level rise in the Bay Area; and
3. The Board of Supervisors of Contra Costa County looks forward to championing and supporting the implementation of Bay Adapt to ensure that it serves Contra Costa County and the Bay Area as a whole in achieving resilient and equitable adaptation to sea level rise.

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

**ATTESTED: February 8, 2022**

Monica Nino, County Administrator and Clerk of the Board of Supervisors

**Contact: District I 510-231-8686**

By: , Deputy

**cc:**

February 8, 2022

Zack Wasserman, Chair  
San Francisco Bay Conservation and Development Commission  
375 Beale St., Suite 510  
San Francisco, CA 94105

Re: Support for Bay Adapt: Regional Strategy for a Rising Bay

Dear Chair Wasserman:

I am pleased to let you know that the Board of Supervisors of Contra Costa supports “Bay Adapt: Regional Strategy for a Rising Bay.” The Bay Adapt Joint Platform is the result of a stakeholder-led process to determine the best ways for the Bay Area to become regionally resilient to rising sea levels.

While the Bay’s shoreline constitutes one-third of the California coastline, the Bay Area will likely experience two-thirds of the negative economic impacts due to the flooding caused by rising sea levels absent adequate measures to adapt and protect people, places, and habitat. As sea levels rise at an accelerating rate, the confluence of more intense winter storms, extreme high tides, and higher runoff, with higher sea levels, will increase the frequency and duration of shoreline flooding long before areas are permanently inundated by sea level rise alone.

In the face of this challenge, the Bay Area must protect and energize vulnerable and historically marginalized frontline communities – several of which are located in Contra Costa County – enhance and restore an ecosystem that is already deeply affected by human activities, and reduce flood risks for existing built infrastructure along the vast Bay shoreline. Yet, the increasingly frequent and severe impacts of climate change in the Bay Area do not conform to our governments’ jurisdictional boundaries or the planning and regulatory authorities of any one agency or organization. Bay Adapt begins to address these challenges by laying out a set of guiding principles, priority actions, and vital tasks that public, private, and nonprofit organizations, including local governments with land use authorities, can voluntarily implement in a coordinated and collaborative manner to adapt faster, better, and more equitably to a rising San Francisco Bay.

It will take tremendous efforts and investments to adapt the San Francisco Bay Area to a constantly changing shoreline and continue to improve its vibrant, diverse, ecologically unique, innovative, and pioneering quality of life. Implementing Bay Adapt will reduce flood risks for communities, businesses, infrastructure, and habitat, increase technical assistance for local governments and funding for adaptation, protect natural areas and wildlife, recognize and equitably support low-income, frontline communities, robustly integrate adaptation into community-focused local plans, and accelerate permitting and project construction of local adaptation projects.

The Board of Supervisors of Contra Costa County supports the Bay Adapt Joint Platform and will support its implementation by concentrating on implementing policies and programs in our county that will allow us to mitigate and adapt to rising water levels, particularly in our frontline communities, and identifying opportunities to fund this work. Our Board believes that the Bay Adapt goals will be most

effectively achieved when there is a single government entity in the Bay Area with the regulatory authority to compel local action to address sea level rise; this should be the Bay Conservation and Development Commission (BCDC). We look forward to working with BCDC and all of Bay Adapt's stakeholders to ensure that the entire Bay Area thrives in the face of rising sea levels.

Sincerely,

Name



# The Joint Platform

9 actions, 21 tasks, 1 region *moving forward together*

## PEOPLE



### Action 1: Collaborate on a “One Bay” vision to adapt to rising sea levels.

- Task 1.1: Create a long-term regional vision rooted in communities, bay habitats, and the economy.
- Task 1.2: Lay the foundation for a proactive regional legislative agenda.

### Action 2: Elevate communities to lead.

- Task 2.1: Improve how communities and public agencies learn from each other and work together.
- Task 2.2: Fund the participation and leadership of community-based organizations (CBOs) and frontline communities in adaptation planning.

## INFORMATION



### Action 3: Broaden public understanding of climate change science and impacts.

- Task 3.1: Tell local and regional stories about people and places adapting to climate change.
- Task 3.2: Weave climate literacy into school programs.

### Action 4: Base plans and projects on the best science, data, and knowledge.

- Task 4.1: Align research and monitoring with information gaps.
- Task 4.2: Make scientific data, information, and guidance easier to use.
- Task 4.3: Increase access to technical consultants for local adaptation partners.

## PLANS



### Action 5: Align local and regional plans into a unified adaptation approach.

- Task 5.1: Provide incentives for robust, coordinated adaptation plans.
- Task 5.2: Align state-mandated planning processes around adaptation.

### Action 6: Figure out how to fund adaptation.

- Task 6.1: Expand understanding of the financial costs and revenues associated with regional adaptation.
- Task 6.2: Establish a framework for funding plans and projects.
- Task 6.3: Help cities and counties expand ways to fund adaptation planning and projects.

## PROJECTS



### Action 7: Refine and accelerate regulatory approvals processes.

- Task 7.1: Accelerate permitting for equitable, multi-benefit projects.
- Task 7.2: Tackle environmental regulations and policies that slow down progress on projects.

### Action 8: Fund and facilitate faster adaptation projects.

- Task 8.1: Incentivize projects that meet regional guidelines.
- Task 8.2: Encourage collaboration among people doing projects in the same places.
- Task 8.3: Facilitate faster construction of nature-based projects.

## PROGRESS



### Action 9: Track and report progress to guide future actions.

- Task 9.1: Measure regional progress using metrics and share results.
- Task 9.2: Monitor and learn from pilot projects.



Contra  
Costa  
County

To: Board of Supervisors  
From: Monica Nino, County Administrator  
Date: February 8, 2022

**Subject:** Response to Civil Grand Jury Report No. 2106, "911 Mental Health Crisis Response: A New Way 'To Protect and to Serve'"

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**RECOMMENDATION(S):**

ADOPT report as the Board of Supervisors' response to Civil Grand Jury Report No. 2106, "911 Mental Health Crisis Response: A New Way 'To Protect and to Serve'" and DIRECT the Clerk of the Board to transmit the Board's response to the Superior Court no later than February 28, 2022.

**FISCAL IMPACT:**

There is no fiscal impact for this action.

**BACKGROUND:**

On November 30, 2021, the 2020/2021 Contra Costa County Civil Grand Jury filed the above-referenced and attached report, which was reviewed by the Board of Supervisors and subsequently referred to the Health Services and County Administration departments. The report required Health Services Department responses and County Board of Supervisor responses, with the exception of Recommendations #3 and #4, which were directed to the City of Antioch.

Per the Board's direction, the appropriate Health Services and County Administration department staff reviewed the report and have provided the Board of Supervisors with the attached County response report that clearly specifies:

1. Whether there is agreement, partial disagreement, or complete

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APPROVE

OTHER

RECOMMENDATION OF CNTY ADMINISTRATOR

RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **02/08/2022**  APPROVED AS RECOMMENDED  OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: February 8, 2022

Monica Nino, County Administrator and Clerk of the Board of Supervisors

Contact: Enid Mendoza (925) 655-2051

By: , Deputy

cc:

BACKGROUND: (CONT'D)

disagreement with each finding, and detailed responses to those with partial or complete disagreement responses;

2. Whether recommendations have been, will be, or will not be implemented, as well as whether recommendations require further analysis, and an explanation for such responses.

The California Penal Code specifies that the Board of Supervisors must forward its response to the Superior Court no later than February 28, 2022 (90 days from receipt).

CONSEQUENCE OF NEGATIVE ACTION:

In order to comply with statutory requirements, the Board of Supervisors must provide a response to the Superior Court within ninety days of submission of the report.

ATTACHMENTS

911 Mental Health Crisis Response

Civil Grand Jury Report No. 2106 Mental Health Crisis



**CONTRA COSTA COUNTY CIVIL GRAND JURY REPORT NO. 2106  
"911 Mental Health Crisis Response: A New Way 'To Protect and to Serve'"**

**BOARD OF SUPERVISORS' RESPONSE**

**FINDINGS** – California Penal Code Section 933.05(a) requires a response to the designated findings of the Grand Jury.

**RESPONSES TO FINDINGS:**

**F1. Professional crisis team response to mental health calls can de-escalate a crisis and reduce deaths.**

*Response: Respondent agrees with the finding.*

**F2. Law enforcement response to mental health calls reduce resources needed for serious crimes.**

*Response: Respondent agrees with the finding.*

**F3. Successful pilot programs in other states have earned voter funding support for program expansion.**

*Response: Respondent agrees with the finding.*

**F4. Community trust in mental health crisis response teams can only be developed over time.**

*Response: Respondent agrees with the finding.*

**F5. Educating the community about mental health crisis response teams is essential for their acceptance and use.**

Response: Respondent agrees with the finding.

**F6. DHS efforts to educate the community about MCRT services have been ineffective and need improvement.**

Response: Respondent disagrees partially with this finding.

The County Health Services Department has carried out significant efforts to effectively educate the community about the mobile crisis response initiative, a component of the larger A3 Mobile Crisis Initiative. These efforts have included producing outreach materials, participating at local public meetings, promoting access to information online, and creating online communications and engagement opportunities for the public. Community education can always be improved upon. The following are examples of these efforts to date:

- In November 2020, the Health Services Department began its community planning process by educating the public on MCRT models, goals and objectives and providing direct contact numbers on its website.
- MCRT program Resource Cards were produced to inform the public and provide easy access to program services.
- In 2020, the Behavioral Health Services Director attended city council meetings throughout the County, including Richmond, Antioch, Concord, and Brentwood, to discuss the existing MCRT teams and service numbers
- In January 2022, the Health Services Department hosted a “celebration” of A3 initiative, which included a presentation of the project and the mobile crisis phone numbers to access MCRT services.
- In 2021, the Health Services Department hosted three large scale rapid improvement information sessions, which served as formal webcast reports to the community. The sessions provided detailed information about the process and progress of the A3 initiative. These presentations are available on the County website: <https://cchealth.org/bhs/crisis-response/>
- Behavioral Services staff of the Health Services Department have been meeting at least monthly with a sub-group of city managers, as designated by the local Public Managers Association to ensure local leaders are well informed of the County’s crisis response efforts.

**F7. Funding is required for all the phases of program development: start-up, pilot, and continuing operations.**

Response: Respondent agrees with the finding.

**F8. California funding grants, including AB-118, are available for pilot program creation and continuing operations**

Response: Respondent disagrees partially with this finding.

*To date, there have not been any funding opportunities under AB-118. However, the County has applied for available pilot program creation and continuing operations funding from a variety of sources, including American Rescue Plan Act (ARPA) and Coronavirus Response and Relief Supplemental Appropriation ACT (CASSRA), Federal Block Grants, and the California Department of Health Care Services (DHCS) Crisis Care Mobile Units (CCMU) Program.*

**F9. The current MCRT program does not provide standardized responses within the County due to limited hours of service and a single dispatch location**

*Response: Respondent agrees with the finding.*

**F10. The City of Antioch is a suitable community to serve as a pilot city for the MCRT expansion program.**

*Response: Respondent agrees with the finding.*

**RECOMMENDATIONS** - California Penal Code Section 933.05(b) requires a response to the designated recommendations of the Grand Jury.

**RESPONSES TO RECOMENDATIONS: The Grand Jury recommends that**

**R1. By June 30, 2022, the Board of Supervisors approve funding for the expansion of the existing OHS/MCRT program to include a pilot project.**

*Response: The recommendation has been implemented.*

*In November 2021, the Board approved funding for expansion of the existing Community Crisis Initiative through Measure X allocations. The Board approved the Health Services Department Behavioral Health Services proposal for total of \$5M one-time funding to support the redesign of County property to serve as the Crisis Hub and \$20M in ongoing funds for staffing and ongoing operational expenses. The funding supports expansion of the existing MCRT program to include a pilot project.*

**R2. By June 30, 2022, the Board of Supervisors direct DHS to cooperate with the City of Antioch to develop a pilot project.**

*Response: The recommendation has been implemented.*

*The County's Health Services Department Behavioral Health Services staff have been cooperating with the City of Antioch in support of the city's proposed pilot project. Collaborative*

efforts with the City of Antioch will continue and were recently carried out when County staff met twice with representatives from Urban Strategies as part of the City of Antioch's proposed pilot development.

**R5. By June 30, 2022, the Board of Supervisors direct DHS to establish a joint team including representation from community partners for administration of the pilot project.**

Response: *The recommendation will not be implemented because it is not warranted or is not reasonable.*

*Community Partners have been integral to the A3 initiative from its conception and will continue to be throughout its implementation. The administration of the current County pilot, however, is primarily managed by Health Services, in particular Behavioral Health. Community partners play advisory and subject matter expert roles, but there is no plan to have community partners administer the program. Community partners include:*

- *Those with lived experience*
- *Clients and family members*
- *Law enforcement*
- *Fire and emergency medical responders*
- *Behavioral health professionals*
- *Improvement advisors*
- *Mobile crisis team members*
- *Consolidated Planning and Advisory Workgroup*
- *Mental Health Commission*
- *Local City Managers*

**R6. By September 30, 2022, DHS and the City of Antioch begin a comprehensive program to inform and educate the community members about the project and the specific resources that will be available at the outset of the pilot project.**

Response: *The recommendation will not be implemented because it is not warranted or is not reasonable.*

*The County's current A3 Initiative is a County-wide initiative that will expand based on internal capacity and partnership with individual cities. There has been a substantial level of community education as outlined in F6, including the Antioch community. The County's A3 team welcomes community education partnership with the City of Antioch if conditions allow. This recommendation will be discussed in ongoing meetings between the City of Antioch and the County.*

**R7. By December 31, 2022, the Antioch Police Department and its 911 dispatchers**

**augment their training to include the new MCRT alternative response options available.**

Response: *The recommendation will not be implemented because it is not warranted or is not reasonable.*

*The County Board of Supervisors is not the governing body over the Antioch Police Department, nor its 911 dispatchers, and respectfully defers this recommendation to the City of Antioch for response.*

**R8. By September 30, 2022, DHS apply for all available state, county, and private grants (e.g., AB-118), as well as money available through Measure X, as a source of funding.**

Response: *The recommendation has been implemented.*

*The County has applied for and secured funding from a variety of sources, including American Rescue Plan Act (ARPA) and Coronavirus Response and Relief Supplemental Appropriation ACT CASSRA, Federal Block Grants, and the California Department of Health Care Services (DHCS) Crisis Care Mobile Units (CCMU) Program.*

*Additionally, the Community Crisis project has received substantial sustained Measure X funding, which will support both infrastructure development as well as ongoing staffing needs. BHS is also still pursuing other grant funds.*

**R9. By December 31, 2021, DHS implement ongoing monitoring of the proposed CAHOOTS Act (S.4441) as an additional source of funding**

Response: *The recommendation has been implemented.*

*DHS has been monitoring this source of funding since enactment in federal legislation.*

**R10. By September 30, 2022, if Antioch is not willing to be a pilot program city, DHS identify and approach an alternate city and work with it on the recommendations related to Antioch.**

Response: *The recommendation will not be implemented because it is not warranted or is not reasonable.*

*To date, the City of Antioch is moving forward with a pilot and has been meeting with County Behavioral Health Services staff to coordinate efforts. The plan is to continue collaborating on a pilot program between the County's A3 initiative and the city's pilot. However, the County's A3 initiative is County-wide and not restricted to a one-city pilot prior to wider scale implementation. As such, the A3 initiative will likely involve cities other than Antioch as part of a County-wide*



*rollout. County staff will continue to meet with the local city managers group to identify collaborative partners.*

**Grand Jury**

**Contra  
Costa  
County**

725 Court Street  
P.O. Box 431  
Martinez, CA 94553-0091



November 30, 2021

Monica Nino  
Contra Costa County  
1025 Escobar Street  
Martinez, CA 94553

Dear Monica Nino:

Attached is a copy of Grand Jury Report No. 2106, 911 Mental Health Crisis Response: A New Way "To Protect and To Serve" by the 2020-2021 Contra Costa County Grand Jury.

Sincerely,

A handwritten signature in blue ink that reads "Samil Beret".

Samil Beret, Foreperson  
2020-2021 Contra Costa County Civil Grand Jury

Enclosure

A REPORT BY

THE 2020-2021 CONTRA COSTA COUNTY CIVIL GRAND JURY

725 Court Street  
Martinez, California 94553

Report 2106

# 911 Mental Health Crisis Response:

A New Way "To Protect and To Serve"

APPROVED BY THE GRAND JURY

Date 11/30/2021



SAMIL BERET  
GRAND JURY FOREPERSON

APPROVED FOR FILING

Date 11/30/21



JILL FANNIN  
JUDGE OF THE SUPERIOR COURT

Contra Costa County Grand Jury Report 2106

**911 Mental Health Crisis Response**  
A new way “to Protect and to Serve”

**To: Contra Costa County Board of Supervisors**  
**Antioch City Council**  
**Contra Costa County Department of Health Services**

**SUMMARY**

On June 2, 2019, Miles Hall, a 23-year-old man diagnosed with a mental illness, was shot and killed by Walnut Creek Police officers during a mental health crisis in which his family called 911 for help managing a serious episode. The family stated, “We had no option but to turn to the police to get Miles help when he was in crisis.” (<http://justiceformileshall.org>)

The decision by 911 dispatchers to dispatch an armed law enforcement officer to the scene of a non-criminal, mental health related call is an important issue. There is a belief at one end of the spectrum that only sworn police officers have the training and experience to properly handle such calls, even though they may not be responding to an actual crime. At the other end of the spectrum is the belief the police should never respond to such calls because they may exacerbate the situation. While their training is extensive, it is not heavily weighted towards de-escalation or mental health crisis management, and uniformed officers may be a trigger to the person in crisis. Those in the middle believe that some hybrid system would be appropriate. There is little consensus as to what any system should look like.

Although there are several agencies in Contra Costa County (County) that are attempting to address this issue, their efforts have not been coordinated and sufficient resources have not been allocated. The County has not effectively communicated the availability of resources to the community – programs are difficult to identify and access. The County Department of Health Services (DHS) is working on a program to greatly expand its mental health crisis response teams; however, this expansion is still in the planning stage with implementation and funding unresolved.

The 2020-2021 Civil Grand Jury is recommending a pilot program that would have non-police mental health specialists respond in a timelier manner to the scene of mental

health crisis calls. The Grand Jury is recommending that DHS partner with a city to develop a pilot program within one year from the date of this report.

## **METHODOLOGY**

The Grand Jury reviewed the following documents, records, and materials for this investigation:

- Internet research on mental health responders' programs in San Francisco, Oakland, New York City, Eugene, Oregon and Olympia, Washington
- 911 dispatcher data from the Contra Costa County Sheriff's Department and city police departments throughout Contra Costa County
- Data from DHS and the Mobile Crisis Response Team (MCRT) within DHS regarding both its existing program and planned expansion
- Newspaper articles, both from the Bay Area and nationwide, regarding existing and proposed programs to address the issue of 911 mental health responses
- Articles and published professional reports on community response models
- California Assembly Bill 988, establishing mental health crisis hotlines
- National Suicide Hotline Designation Act of 2020 (S-2661)
- California Police Officer Standards and Training (POST) on de-escalation, and crisis intervention.

The Grand Jury conducted the following interviews after its initial internet research:

- A director of the Portland, Oregon, Street Response program (PSR)
- A director of the Denver, Colorado, Support Team Assisted Response (STAR) program
- 911 dispatchers in Contra Costa County
- City officials within Contra Costa County
- Individuals in the Contra Costa County DHS and its MCRT

## **BACKGROUND**

In the past few years, Contra Costa County has experienced many instances where police officers have responded to situations for which their training had not prepared them. Many of those instances resulted in escalations that led to injuries and sometimes death at the hands of a law enforcement officer, which is tragic not only for the victims, but their families, the officers involved, and the community. In addition to the Miles Hall

incident, there have been other recent Contra Costa County incidents with tragic outcomes:

- 2018: Laudemere Arboleda, a 33-year-old man with mental health issues, was contacted by Danville Police officers for loitering. According to news reports, when he attempted to drive away, he was shot and killed at the scene. That Danville city police officer has since been charged with voluntary manslaughter for his death. The family has stated to reporters that Mr. Arboleda suffered from mental health problems.
- 2020: Angelo Quinto died during a struggle with Antioch police officers as he was having a mental health crisis in a bedroom of his home. A wrongful death lawsuit is pending.
- 2021: The same Danville police officer who has been charged with manslaughter for the death of Mr. Arboleda was also involved in an incident in which Tyrell Wilson, who suffered mental health problems from a previous traumatic brain injury, was shot and killed. He was reportedly throwing rocks off an overpass.

These and other tragic events have resulted in public protests, lawsuits, and public discussion on how to reform police procedures throughout the County. None have yet resulted in a program that would change the system in a meaningful and lasting way.

The only responders currently available 24/7 in Contra Costa County are Police, Sheriff, and Fire Department staff – regardless of the nature of the emergency.

In 2015, the Washington Post began an ongoing nationwide tally of all police officer-involved shooting deaths. Resources included police reports, news accounts, and social media. The tally indicated that at least 25% of people who are shot and killed by police officers suffered from acute mental illness at the time of their death. People with untreated mental illness were 16 times more likely to be fatally shot during an encounter with police than the general population. As of 2020, the continuing Washington Post study found that the deaths remained at approximately 25%.

(<https://www.washingtonpost.com/graphics/investigations/police-shootings-database/> )

An online article in the Monitor On Psychology (Vol. 52, No. 5, print page 30, July/August 2021), states that in the U.S., “It’s estimated that at least 20% of police calls for service involve a mental health or substance use crisis, and ... that demand is growing.”

## Three Concerns

- **Police Response:** Many of the non-criminal mental health 911 calls are made by people who do not necessarily want a uniformed police officer to respond but feel that they have no alternative. Some of their concerns are fear of arrest because of outstanding warrants, immigration status, lack of trust in law enforcement, or past experiences with law enforcement. (See The Community Responder Model by the Center for American Progress, October 2020.)
- **Training / De-escalation:** Officers who have completed de-escalation courses should be involved in the training of other officers and dispatchers to identify mental health crises present in a 911 call. Training police officers in mental health de-escalation techniques, while important, does not replace the need for mental health professionals.
- **Staff resources:** Police Department officials interviewed said that their limited resources would be better spent responding to actual crime in progress 911 calls than non-criminal mental health related calls.

With these concerns in mind, the Grand Jury began an investigation to find alternatives to a police response to mental health crises in Contra Costa County. Programs that have demonstrated success in similar communities around the country were examined in depth to take the program features that were well received in other communities and apply them to a pilot program in this County. When that pilot program is successful, it can be expanded to the entire County.

## DISCUSSION

In 2019, the city managers in the County asked the County Health Services Department for help to improve the current MCRT program. MCRT was created to provide same day intervention for adults who are experiencing mental health crises. The Team includes licensed mental health clinicians, community support workers, and a family nurse-practitioner. The MCRT goal is to prevent acute psychiatric crises resulting in involuntary hospitalizations. The Team tries to de-escalate crises and connect clients to mental health resources. MCRTs are accessed by calling 1-833-443-2672 for adults and 1-877-441-1089 for Seneca, a program for children 17 and younger which was created in 1985.

MCRT is *not* an emergency service. Service coverage is Monday through Friday 7 a.m. - 11:30 p.m. Five teams are based out of Martinez and cover the entire County. Difficulty in accessing services, long response times and limited services hours have limited the community use of this service. The County Health Department recognizes this problem and with city managers acting as a catalyst has embarked on an aggressive and thorough expansion of the current program.

The expansion plans include 32 teams, 24/7 coverage and three regional locations to decrease response times. The response target is 30 minutes rather than "same day". MCRT will become available as an emergency service.

The plan stipulates routing of calls from multiple sources including 911 through a hub (Miles Hall Community Crisis Hub). Trained dispatchers at the hub will triage (prioritize) and direct specialized teams to the perceived level of risk. Level I, low intensity calls, will be routed to a team consisting of a peer support worker and an Emergency Medical Technician (EMT). Level II calls will be routed to a team with a professional clinician, a peer support worker and possibly an EMT. For a Level III, the highest intensity call, a law enforcement officer will be included in the team.

The MCRT service will be greatly expanded to include alternate destinations such as peer-operated temporary housing/care locations, crisis intervention services and sobering centers. Current 24/7 destination options for mental health crisis victims are the County Hospital Psychiatric Emergency Service, County Jail or remaining in place.

DHS has included mental health crisis victims and their families, community representatives (caregivers), law enforcement and city managers in the expansion planning process. It has reviewed existing program models in other cities including one from the United Kingdom. Plans include extensive use of communication and GPS technology. Funding and city-county cost sharing issues and a pilot rollout are still being explored.

During interviews, DHS indicated that it is receptive to the idea of a pilot program prior to a countywide implementation of their proposed expansion but has planned their expansion to be an "opt-in" for each city as some are planning their own crisis response measures. DHS has also expressed that it has found the city of Antioch, among others, to be an acceptable city should a pilot program be established.

The Grand Jury focused on identifying factors that would give a pilot project the tools needed for success and longevity that could then be expanded to a countywide program. The model programs examined share certain qualities that allowed a transition from successful pilot projects to permanent programs.

## **Model Programs**

The Grand Jury investigated the four existing programs outlined below that have had a significant degree of success.

### **Eugene, Oregon – Crisis Assistance Helping Out On The Streets (CAHOOTS):**

The CAHOOTS program was started in 1989. It is one of the oldest and most successful programs of its kind in the country. The program's response teams consist of a medic (nurse, paramedic or EMT) and a crisis worker who has substantial training and experience in the mental health field, as well as peer responders with similar life



experiences to those in crisis. The team responds to non-criminal calls such as mental health crises, expressed suicide ideation, and disturbances of the peace in which it is believed that de-escalation techniques would be possible. They also handle non-emergency medical situations.

The program website cites a 2016 study in the American Journal of Preventative Medicine that found between 20% and 50% of fatal encounters with police agencies involved an individual with a mental illness. CAHOOTS records in 2019 show that out of a total of approximately 24,000 calls, police backup was requested only 150 times. In 2017, CAHOOTS teams answered 17% of the Eugene Police Department's entire call volume.

The calls come through the city's 911 call center and the dispatchers are trained to triage calls and refer the appropriate ones to CAHOOTS response teams. Upon arrival, the team assesses the situation to confirm whether an actual police response is needed. If it is, the CAHOOTS team immediately calls the police and stays on the scene to advise the responding police officer of their assessment.

#### **Portland, Oregon – Portland Street Response (PSR):**

The program began as a pilot program in 2019 and was modeled after the CAHOOTS program. It was intentionally begun as a program in a limited geographical section of the city that, because of its success, has expanded and will continue to expand significantly in the next few years. PSR started with a community outreach program to both educate the citizens about the program and identify their concerns. The community quickly embraced the program.

PSR teams respond to calls through the 911 dispatch center and a separate non-emergency phone line. PSR responds instead of a police officer to various types of mental health related calls: substance abuse / drunk in public, disturbing the peace and/or loitering, welfare checks and suicidal risk. PSR does not respond to crimes, instances where people are identified as being armed with a weapon, or situations that threaten the lives of others.

PSR's response time is approximately 20 minutes, and they typically stay at the scene for at least an hour. PSR currently handles upwards of 80,000 calls per year and plans an expansion next year to ten mobile units. The expansion would include additional teams of medics and peer support specialists with specialized training in de-escalation and behavioral health. These teams will be dispatched on calls 24/7. In its two years of existence, PSR has significantly increased the ability of the police department to focus on criminally related 911 calls.

#### **Denver, CO – Support Team Assisted Response (STAR):**

This program began its operational phase in June 2016 as a pilot program in downtown Denver. It started as a program in which police officers and mental health professionals responded jointly to a request for assistance. The program has since evolved so that only the STAR team responds without police participation. As with the Portland PSR program, a significant community outreach effort describing services provided occurred

before the outset of the program. The outreach was directed not only at the citizens but also to non-governmental organizations, mental health professionals and civic leaders.

Calls originate through the 911 dispatch center, which in turn calls STAR responders. During the past year 30% of calls to police resulted in law enforcement calling the STAR responders to handle the situations, freeing the police to respond to criminally related calls. The program is run by a private non-profit organization through contracts with the city and county.

STAR personnel respond to calls regarding suicide/crisis intervention, welfare checks, and minor public disturbances not involving weapons or danger of bodily harm to others. During the first year of operation, STAR responded to 1,400 calls and the responders developed a good working relationship with law enforcement. The responders can call for a police officer if a situation escalates or they arrive to a scene different than that which was described to STAR in the initial call.

The program is transitioning from the city's Safety (Police) Department to its Public Health Department. STAR personnel determined that not being associated with the Police Department allowed more trust to be built with the communities served. Staff in this program work 3, 13-hour shifts per week, with a 4-hour period to be used for paperwork associated with documenting encounters and medical billing.

#### **Olympia, Washington - Crisis Response Unit (CRU):**

CRU started in April 2019 with a staff of six responders operating seven days a week, 7 a.m. to 8:40 p.m. Monday through Thursday, and 10 a.m. to 8:40 p.m. Friday through Sunday. After two years, the CRU has developed into a valuable option for crisis assistance. Responding unit members can provide a variety of services, including grief counseling, housing crisis assistance, substance abuse support, transportation to services, and referrals and connections to resources. CRU never restrains individuals against their will or takes them into custody.

Time, training, and trust have overcome initial police resistance to civilian access of their 911 communication system. Much of the day-to-day activity by CRU members is spent in the community including visiting homeless encampments, building relationships, and increasing the likelihood that they will be called when needed. Callers have increasingly requested CRU because it has become established and trusted in the community. In the second quarter of 2020 Olympia Police Department reported more than 500 contacts between CRU and community members - 175 of which were initiated by CRU members during their community outreach efforts. Police were only on scene for 86 of the total number of contacts.

### **Successful Program Aspects**

The Grand Jury's review of CAHOOTS, PSR, STAR, and CRU found these common aspects:

1. All involved parties, including community leaders, actively work together from the outset to implement a working program.
2. Each program started as a pilot program and then expanded to include more people and a larger geographical area.
3. All participating agencies have an equal place at the table with a designated liaison person. These people meet regularly to discuss concerns regarding the day-to-day operation of the pilot program and adjustments that need to be made to ensure the ongoing acceptance by the community.
4. In all programs, the participants spoke unanimously about the importance of communication and trust. The trust needs to be a link between agencies and, critically, between law enforcement and mental health responders who are on the front lines of the effort. The people interviewed emphasized that communication and trust did not come overnight. It had to be developed and nurtured over time and after many joint responses by police and mental health responders to 911 calls.
5. Flexibility and adaptability have contributed to their longevity.
6. They all developed an effective public awareness campaign to educate the community about the services and benefits of a non-police mental health response program.

## **Pilot Program Development and Implementation**

As with the programs studied, Contra Costa County is remarkably diverse, containing 19 cities and towns as well as unincorporated areas that vary greatly in their demographic composition and civic challenges. The need for a mental health professional response to non-criminal 911 calls is a countywide issue.

There are several components shared by the existing programs that are vital to include in a County pilot program. The CAHOOTS program has been in operation and constantly adapting to changing circumstances for over 30 years. The other programs were originally modeled after it and changed to fit the different demographics and needs of the various communities. Some of the most important distinguishing features are:

- A large and very visible effort should be made to educate the public about the program and exactly what will happen when citizens call either 911 or a special mental health response number regarding a non-crime related crisis.
- The number of responders and mobile units must be sufficient to provide reasonable response times given the size of the geographical area that they will be covering and the number of citizens they are serving. Long response times (over the 30 minutes proposed by DHS) will not inspire trust by the callers or community at large, and people may lose confidence that someone will quickly respond to their emergency.

- Initially, the mental health responders are dispatched to work on-scene in conjunction with law enforcement. As stated above, people emphasized that a relationship between civilian and law enforcement responders takes time to develop and comes to fruition only when trust develops. Law enforcement must trust that the mental health responders will accurately assess and deal with an emergency call without their assistance. Once that happens, the program can evolve into one in which only civilian mental health professionals are dispatched to an appropriate scene and these responders can rely on law enforcement when deemed necessary.
- There should be training of law enforcement and professional mental health responders in the rules and protocols of the program and other resources available. The training must ensure that all participants know their individual roles and how those roles fit into the program. The current DHS expansion plan addresses this important feature.
- A communication system must be put into place so that 911 calls can be dispatched seamlessly to either law enforcement or an alternative crisis response team, which is also addressed by the DHS expansion plan.

The current MCRT program's days and hours of operation are limited, and calls go to voicemail during published hours of operation because of understaffing and underfunding. Teams are in Martinez, resulting in long response times of 60-80 minutes due to traffic and congestion. County 911 dispatchers are often unable to determine if a responder is available for any given call, even if they believe that the call may be appropriate for an MCRT response. The planned expansion of the program addresses these concerns but lacks necessary resources to implement them, especially countywide. DHS is attempting to implement an expanded version of its current MCRT program throughout the County with far fewer resources than the other successful programs required. A major advantage of using a pilot program is that it would be easier to demonstrate success on a small scale and thereby justify additional funding for expansion.

DHS stated that, given funding and staffing goals, implementation of a countywide expansion may take at least a year. The programs that the Grand Jury researched were consistent in stating the importance of initiating a pilot program in a community that is manageable for viable mobile response, in both land area and population density. Success in those areas enabled the programs to then be expanded to include more neighborhoods or districts and more effectively address the needs of the communities they serve.

DHS also stated that its efforts to educate the community about the programs currently available have not been effective and need improvement. As shown in the programs mentioned, a pilot project in a single city would give the County the opportunity to determine best practices to communicate program features and benefits through various public awareness campaigns.

## Funding

The four programs researched successfully navigated funding challenges which are two-fold: startup and continuing operations. The goal in each case was to demonstrate program effectiveness to justify further funding for continued operations and expansion. The County already has a budget for its MCRT program which could be augmented by additional sources of funding such as those outlined below that are used by other programs.

**The CAHOOTS Program** was initially funded through the Eugene Police Department budget in 1989 as a single shift operation. It has grown considerably over the years and now offers 24/7 service with overlapping two-van coverage and is funded through a contract with the city and operated by a non-profit organization. Their current annual budget is about \$2.1 million. In a May 2021 press release, a cost analysis reported savings to the city of \$2.2 million in officer wages alone, with additional savings resulting from reduced ambulance and emergency room utilization. Police and CAHOOTS leaders have estimated overall savings to the city to be \$8.5 million annually.

Another source of long-term funding currently being addressed is the Eugene community safety payroll tax which became effective in January 2021.

As a direct result of this program's effectiveness, in March 2021, Oregon's U.S. Senator Ron Wyden introduced the "CAHOOTS Act" S.4441 to offer federal assistance to communities wanting to start their own behavioral health alternative programs. The Act would offer Medicaid reimbursement for up to 95% of operating costs in addition to grants for setup and planning costs. This is not yet signed into law but its progress through the U.S. Congress should be continually reviewed as a potential source of funding for a program in Contra Costa County.

**Denver's STAR Program** was started from a 0.25% sales tax increase with an outstanding 70% voter approval. The mental health portion of the tax increase contributed the \$200,000 cost of the pilot program. For fiscal year 2021-2022, Denver has allocated \$1.4 million in the city's budget to continue the STAR program. The funding would be used to purchase four additional vans and fund six new two-person teams, as well as to hire a full-time supervisor. The program is funded in part through the city sales tax and Medicaid reimbursements.

**Portland's PSR** program is operated through the Portland Fire and Rescue Department, staffed with city employees, and funded through the city budget. The \$500,000 startup cost for the program was funded by the City for a Spring 2020 launch but was delayed until February 2021 due to Covid concerns. On June 17, 2021, the Portland City Council approved a budget including \$4.8 million (estimated annual operating cost) for PSR.

**Olympia's CRU** has relied on a combination of local tax revenue and grant funding to support its crisis response initiatives. In November 2017, voters passed a public safety levy that included funds for an enhanced crisis response, with a focus on improving conditions in the downtown area. The levy allocated \$110,100 for startup and \$497,000

in annual costs, for the Olympia Police Department to contract with a behavioral health partner. This partnership would staff CRU as an alternative to police response led by civilian behavioral health specialists.

**Nationally, S.2661 - National Suicide Hotline Designation Act of 2020**, a bipartisan bill to make “988” the national number to call for people in crisis, was signed into law in October 2020, providing an alternative to 911. The federal law gives each state the ability to raise money to fund the call centers, as well as related mental health crisis services, by attaching new fees to phone lines.

**California’s AB-118** enacted the Community Response Initiative to Strengthen Emergency Systems Act, or the C.R.I.S.E.S. Act. This bill was signed into legislation on October 8, 2021, and includes a minimum C.R.I.S.E.S. grant award of \$250,000 per year to create and strengthen community-based alternatives to law enforcement. The intent is to lessen the reliance on law enforcement agencies as first responders to crisis situations unrelated to a fire department or emergency medical service response.

**California AB-988**, authored by Assemblywoman Rebecca Bauer-Kahan (D-Orinda), would implement the National Suicide Hotline Designation Act of 2020 by July 16, 2022. This bill, if enacted, would implement the Federal Communication Commission’s rules designating “988” as the three-digit number for the National Suicide Prevention Hotline. Consequently, all persons in California would have access to the “988” suicide prevention and behavioral health crisis hotline and care 24 hours a day, seven days a week.

The bill would amend California Government Code Section 3123.7(e)(2)(B), to make monies received from the new State Mental Health And Crisis Services Special Fund available for, among other things, “the operation of mobile crisis support teams.”

**Measure X** funds may also be available to enable DHS expansion. County voters approved Measure X in November 2020, increasing the sales tax in Contra Costa County by 0.5% for twenty years, generating an estimated \$81 million per year for essential services including emergency response. Allocation of these funds is overseen by an Advisory Board, which creates a detailed priority list of the top ten service gaps and submits a recommended list to the Board of Supervisors.

**A related countywide financial issue** is the cost of lawsuit settlements and/or insurance premium increases due to losses related to the following police responses to mental health crises:

- Miles Hall, 2020: \$4,000,000 (ABC7News.com)
- Rakeem Rucks, 2020: \$475,000 (LegalReader.com)
- Umberto Martinez, 2020: \$7,300,000 (KTVU.com)

A successful MCRT expansion will help minimize these costs to county taxpayers.

## Why Antioch?

One advantage of a pilot program is that the infrastructure of the project is already present within the MCRT division of the County DHS and has been factored into its budget.

In its search for a particular pilot community representative of the County, the Grand Jury found many reasons to select Antioch as a suitable city.

**Demographics:** The City of Antioch's population estimate is currently 111,000, which is just over 10% of the entire County's population (1,050,000), with substantial socio-economic diversity.

**Population Density:** Response times are crucial for an individual suffering a mental health crisis. Contra Costa County has a land area of 804 square miles and the City of Antioch has a land area of 28 square miles. With over 10% of the County's population residing in less than 3.5% of the land area, the City of Antioch is well suited for a pilot program.

**Homeless Population:** Multiple studies have established that homeless populations have significantly higher incidences of mental health illness and substance abuse than the general population. (See Social Science and Medicine, Vol. 268, January 2021) Law Enforcement and City officials interviewed agree that homeless encampments require a higher level of services than the rest of the community. Although specific population counts of the homeless are difficult to estimate, January 2019 estimates for the County were 2,295 homeless (combined sheltered and unsheltered), representing a 43% increase in two years. (See the Contra Costa Health, Housing & Homeless 2021 Point In Time Report.) Antioch's homeless population was counted as the second highest in the county in that report and has been described by both city administration and police sources as "considerable."

## **FINDINGS**

- F1. Professional crisis team response to mental health calls can de-escalate a crisis and reduce deaths.
- F2. Law enforcement response to mental health calls reduce resources needed for serious crimes.
- F3. Successful pilot programs in other states have earned voter funding support for program expansion.
- F4. Community trust in mental health crisis response teams can only be developed over time.
- F5. Educating the community about mental health crisis response teams is essential for their acceptance and use.
- F6. DHS efforts to educate the community about MCRT services have been ineffective and need improvement.
- F7. Funding is required for all the phases of program development: start-up, pilot, and continuing operations.
- F8. California funding grants, including AB-118, are available for pilot program creation and continuing operations.
- F9. The current MCRT program does not provide standardized responses within the County due to limited hours of service and a single dispatch location.
- F10. The City of Antioch is a suitable community to serve as a pilot city for the MCRT expansion program.

## **RECOMMENDATIONS**

The Grand Jury recommends that:

- R1. By June 30, 2022, the Board of Supervisors approve funding for the expansion of the existing DHS/MCRT program to include a pilot project.
- R2. By June 30, 2022, the Board of Supervisors direct DHS to cooperate with the City of Antioch to develop a pilot project.
- R3. By September 30, 2022, the Antioch City Council collaborate with DHS to establish a pilot project.
- R4. By October 30, 2022, the City of Antioch apply for grants, including AB-118, to fund its participation in the pilot program.
- R5. By June 30, 2022, the Board of Supervisors direct DHS to establish a joint team including representation from community partners for administration of the pilot



project.

- R6. By September 30, 2022, DHS and the City of Antioch begin a comprehensive program to inform and educate the community members about the project and the specific resources that will be available at the outset of the pilot project.
- R7. By December 31, 2022, the Antioch Police Department and its 911 dispatchers augment their training to include the new MCRT alternative response options available.
- R8. By September 30, 2022, DHS apply for all available state, county, and private grants (e.g., AB-118), as well as money available through Measure X, as a source of funding.
- R9. By December 31, 2021, DHS implement ongoing monitoring of the proposed CAHOOTS Act (S.4441) as an additional source of funding.
- R10. By September 30, 2022, if Antioch is not willing to be a pilot program city, DHS identify and approach an alternate city and work with it on the recommendations related to Antioch.

## REQUEST FOR RESPONSES

| Agency   | Findings       | Recommendations        |
|--|----------------|------------------------|
| Contra Costa County Board of Supervisors             | F1 through F10 | R1, R2, R5 through R10 |
| Antioch City Council                                 | F8, F10        | R3, R4, R6, R7         |
| Department of Health Services is invited to respond. | F1 through F10 | R1, R2, R5 through R10 |

These responses must be provided in the format and by the date set forth in the cover letter that accompanies this report. An electronic copy of these responses in the form of a Word document should be sent by e-mail to:

[ctadmin@contracosta.courts.ca.gov](mailto:ctadmin@contracosta.courts.ca.gov) and should be mailed to:

Civil Grand Jury-Foreperson  
725 Court Street  
PO Box 431  
Martinez, CA 94553-0091